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## 1. Introduction

### 1.1 General Policy and Arrangements

This document is the statement of general policy and arrangements for:

The Community Centre at Christ Church  
 Cricklade Street,  
 SWINDON,  
 Wilts  
 SN1 3HB

### 1.2 Management Structure and responsibilities

Christ Church PCC has appointed Chris Smith as Centre Manager. Chris Smith has overall management responsibility, including responsibility for health and safety, in the CC@CC building and in the adjacent east end garden immediately outside the Garden Room of the CC@CC.

Chris Smith is supported by an Advisory Group, chaired by Lynda Fisher. The Advisory Group comprises representatives from Christ Church and also from the wider community of Old Town and Swindon, so that the Centre is managed on a partnership basis. The Advisory Group is one of the seven Core Groups which cover all aspects of church and parish work, all of which report back to and are responsible to the PCC.

Overall and final responsibility for Health and Safety at the Community Centre @ Christ Church lies with the Community Centre Development Manager

### 1.3 Supporting Documentation for Policy Statement

The Ecclesiastical guidance notes church – health and safety (Ref. 1) provides H&S guidance for churches, church halls, churchyards and grounds. This policy is based on the Ecclesiastical guidance (Ref. 1) and also on the HSE template (Ref. 2).

## CC@CC - Health and Safety Policy

### **2. Review**

This document is maintained under review, at a period of no more than 12 months. The Policy is kept up to date to take account of the changes in legislation and directives and reviewed at least annually by the Community Centre Development Manager (CCDM).

### **3. Health and safety law poster**

The Health and safety law poster is displayed in the parish office.

### **4. First Aid Box**

The first aid box is located in the toilet by the parish office end entrance.

### **5. Accident Book**

The accident and dangerous occurrences book is located in the CCDM office.

### **6. References**

1. Ecclesiastical Guidance Notes. Church – Health and Safety version 2. Ecclesiastical Insurance Office plc. 2010.
2. HSE Website – [www.hse.gov.uk/pubns/indg449.pdf](http://www.hse.gov.uk/pubns/indg449.pdf)  
HSE Health and safety made simple. Web version of leaflet INDG449, published by HSE 02/14 (first published 07/11).

## CC@CC - Health and Safety Policy

Statement of General Policy	Action/ Arrangements/ Responsibilities
<p>1. To provide and maintain a safe and healthy environment and equipment for all staff, volunteers and users of the Community Centre @ Christ Church</p>	<p>Community Centre Manager to arrange for the implementation of relevant risk assessments and identified actions so as to provide adequate control of health and safety risks arising from all activities in the Community Centre.</p> <p>Community Centre staff and volunteers have a responsibility to carry out their agreed duties in co-operation with the Community Centre Manager so as to maintain a safe and healthy environment and to ensure their own safety and that of all users.</p> <p>All users of the Community Centre are required to comply with requests made by the Community Centre manager or authorised staff or volunteers to ensure the maintenance of a safe and healthy environment. Toilets are provided including two disabled unisex.</p> <p>A cleaner is employed to maintain cleanliness of the Centre. All users are required to comply with the conditions of booking with respect to the cleanliness and tidiness in which they leave the Centre.</p>
<p>2. To provide adequate training to ensure all employees and volunteers are competent to carry out their duties</p>	<p>Community Centre Manager to ensure that staff and volunteers are given a health and safety induction and are provided with all necessary information, training and supervision.</p> <p>The Community Centre Manager is first aid trained.</p>
<p>3. To engage and consult with staff and volunteers, and with users, over day-to-day health and safety conditions</p>	<p>Community Centre Manager to consult staff, volunteers and users on health and safety matters. Formal health and safety consultations will take place at appropriate meetings.</p> <p>Suggestions from staff, volunteers and/or users should be made to the Community Centre Manager.</p>
<p>4. Accidents, near misses or hazardous situations</p>	<p>Staff, volunteers and users have a duty to report all accidents, near misses or hazardous situations to the Centre Development Manager. All such incidents must be recorded on an Accident form. For accidents to staff members, this must be recorded in the accident book.</p> <p>Whenever a staff member or volunteer notices a hazardous situation, or a health and safety problem, they should take immediate action to make the situation safe and should inform the Community Centre Manager.</p>
<p>5. To implement emergency procedures – evacuation in case of fire or other significant incident</p>	<p>Escape routes well signed and kept clear at all times.</p> <p>Evacuation plans are tested from time to time and updated as necessary.</p> <p>A copy of the Emergency Procedure is displayed clearly on the lobby area.</p>
<p>6. To ensure children and vulnerable adults are kept safe from harm</p>	<p>Recognising that the Centre will be used by a variety of independent users and organisations, all those making bookings where children and/or vulnerable adults are present, must comply with the conditions of booking with respect to compliance with their own applicable Safeguarding Procedures.</p> <p>For private bookings, parents and guardians are primarily responsible for their children's safety while on the premises of the Community Centre @ Christ Church. The Community Centre "Safeguarding Children and Vulnerable Adults Policy" identifies the following contacts:</p> <p>Mr Chris Smith - Community Centre Manager, Mrs Ailsa Palmer, Parish Administrator.</p>

### Community Centre@ Christ Church - Statement of Health and Safety Policy