Christ Church Woodley
Health and Safety Manual
Version 1.0 October 2022

(This draft produced by Tony Atkins, Halls Supervisor,
to who all comments and corrections should be directed)

At Christ Church Woodley the Trustees and Mission and Property Committee work to ensure that the building is as safe to its users as is practically possible. This is done taking into account recommendations from the Methodist Church, Methodist Insurance and the results of the quinquennial building inspection. Appropriate legislation applying to health and safety of employees should be followed,

Areas of concern include the general state of the building, safe and disabled access, fire procedures, safe working practices, trip and slip hazards, working at height and hot work Also the safety of members' and users' data is considered, as required by GDPR, and also Safeguarding of young and vulnerable people.

Each area is discussed below with reference to appendixes or external documents where appropriate.

Any work that is potentially dangerous should be risk accessed before carrying it out and any requirements mentioned in this manual should be fulfilled.

An overall risk assessment for the building should be completed as detailed on

https://methodistinsurance.co.uk/risk-management/risk-assessments/

The State of the Building

It is our policy that the building is maintained in as safe a way as possible. Any dangerous features should be reported and fixed as soon as possible, with action being taken to mitigate against injury in the meantime. Any non-dangerous issues will be fixed within a reasonable time frame. All issues should be reported to the Halls Supervisor.

Quinquennial Building Inspection

As required by the Methodist Church, a survey of the condition of the building is provided every five years by an external surveyor, with the assistance of the Property Committee and the Circuit Resources Supervisor. All urgent actions, if any, will be rectified immediately and other recommendations with be carried out within at appropriate time scales.

Safe Access and Disabled Access

Slips and trips are common causes of accidents in Methodist churches. Many may only cause minor injuries, how ever these can be mostly prevented by checking the building regularly for hazards such as loose or damaged matting, trailing cables, broken paving and so on. The halls, worship centre and external areas are checked regularly, with any necessary action taken being recorded. This should be done by the Halls Supervisor, Worship Stewards and Property Committee respectively.

Disabled access should be provided wherever possible. Currently two fire exits are not suitable for unaided wheelchair users because of a small step. There is no internal access from the corridor and vestibule to the Lower Hall (Rainbow Café), but disabled access to the Lower Hall can be made via the fire exit which is fitted with a bell.

Electrical Safety

The building's electrical supply should be periodically tested for safety, condition of wiring, fuse boards and earthing, by a fixed electrical test by a qualified electrician. Also periodically PAT testing should be carried out of all movable electrical items. Hirers and other building users who use their own electric items do so at their own risk. Periodically microwave ovens should be tested for radiation leaks. All wiring work in the building should be carried out by a qualified electrician. Any problems with the electrical system should be promptly reported and fixed as soon as possible.

Lightning Protection

The main Worship Centre pyramidal roof contains two lightning rods that should be tested every four years and the necessary safety certificate obtained. Visual checks should be performed periodically Any damage should be resolved as soon as possible.

Gas Boiler Safety

The gas boilers will be serviced annually, usually in December or January, and any rectification needed will be carried out in order to obtain a certificate. There is no gas in use elsewhere in the building. At infrequent intervals the gas meter cupboard should be checked to ensure safety of the supply.

Asbestos

The asbestos survey that was carried out only identified asbestos as being present on the garage roof. This is labelled as such and work should not be done on this part of the structure unless qualified to do so safely. There may also be some old floor tiles at the bottom of some cupboards which will cause no issue unless disturbed. All other flooring is modern and will not contain asbestos.

Escape of Water

If the case of escape of mains water, the Property Committee should immediately advice the turning off of supply by advising the location of stop cocks, and then take action necessary to minimise damage and make necessary repairs.

Fire Procedures and Extinguishers

As a consequence of fire safety reviews, fire action and evacuation notices are provided in every room. Each room is provided with an appropriate extinguisher (pressurised water for normal fires, carbon dioxide for electrical risk areas). These extinguishers are serviced annually by Chubb (to be done in September) and out of date extinguishers replaced (including the fire blanket in the kitchen). Extinguishers will also be periodically checked by the Halls Supervisor and any extinguishers that have been used should be reported immediately. The location of each extinguisher, as well as locations of fire exits, is displayed on a fire safety map in each room, with the escape route for that room highlighted in red. All regular hirers of the building are provided with copies of the safety and evacuation notice and the fire safety map. All fire escape routes and fire exits are clearly marked. The rendezvous point it the car park is denoted by a sign. Safety lighting is installed when light replacement is done. This should be checked periodically.

Storage of Rubbish

All internal rubbish bins should be cleared daily on week days to bags in the outside bins. All corridors, store rooms and other areas should be kept clear of rubbish and other unwanted items. Recycle bins should be cleared frequently to the bags outside by the bins. The bins area should be kept clear of loose rubbish and items. It is the intention to move the bin area away from the building, providing non-flammable bins.

Storage of Cleaning Fluids

Stocks of cleaning fluids will be stored in a high level shelf out of the reach of children. Small quantities in daily use will similarly be stored in the cleaner's cupboard. Use of chemicals that can be harmful or bad for the environment will minimised as far as possible.

Gas Boiler Cupboards and Electrical Cupboards

No flammable liquids or other items should be stored in cupboards containing gas boilers or electrical supply equipment. No items at all should be kept within 1m of the boilers and equipment. This should be supported by appropriate signage. The Halls Supervisor should check this weekly. Gas boiler cupboards should be kept locked and doors to electrical areas kept closed.

First Aid

A first aid kit is contained in the box in the halls' vestibule. The Rainbow Café also keeps a kit. Both these are maintained by the church Property Committee and contain accident reporting sheets to be complete as necessary to be passed to the church administration. Other groups, such as the brigades, have kits for there own use both within and outside the building, which are their own responsibility.

It is planned shortly to install a defibrillator on the exterior of the building which will be inspected and maintained by the Property Committee.

Hand Washing

Each hand washing sink will be provided with appropriate Eco-soap (apart from that used by the Rainbow Café), with paper towels at each sink and had driers in the toilets. Hand sanitiser and antiseptic sprays (Eco if possible) will be provided at appropriate locations to aid protection against disease.

Working Alone

If work is dangerous in anyway then a second person should be present or if not someone should be told when the work is starting and ending to ensure safe completion. When working alone it is advised to keep external doors locked to prevent unauthorized access. Those doing work should have access to a mobile phone or to the landline in the Volunteer Centre office, with their mind to getting locked external doors opened should rescue be necessary.

Working at Height

Working at height can be dangerous and falls can often cause severe injuries. It is very important that any work or access is properly planned, supervised and carried out by competent people. If possible it should be avoided, say by the use of a drone for inspection. All working at height should be properly planned and any risk identified.

Any work climbing more than 1.5m from the ground should only be carried out when a second person is available to supervise and steady ladders as necessary.

The type of ladder used should be appropriate to the circumstances and if not appropriate use of a tower or hired-in fixed scaffolding or cherry-picker should be considered. A step ladder should be used in rather than standing on chairs and tables.

The Property Committee will inspect all ladders and towers annually to check for modifications or damage, but each user should visibly inspect the item before use. Users should ensure the item is used on safe, level footings, is safely supported at the top if appropriate, that the angle is safe, it is not necessary to overreach and that they pose no danger to others in the area. Towers should only be constructed by those trained in usage (for instance use of diagonal bracing, feet and wheels, and platform

boards) and those climbing it should be trained on how to do so safely (on the inside of the scaffolding).

Hot Works

Hot works describes welding, grinding, the use of open flames or the application of heat. Fires during building works can often be attributed to hot works. When hot works are present, there are certain procedures that must be followed to maintain a safe environment. It is necessary with the contractor to complete a hot works permit as at:

https://methodistinsurance.co.uk/documents/hot-work-permit.pdf

and to carry out the risk-removing actions and procedures identified there in.

Contractors

All external contractors should perform a formal or informal risk assessment of their work They should work in such a way to keep other building users safe and minimise disruption as far as possible. The date and time of their work, and access to the building, should be agreed with the Halls Supervisor.

Keys

Building keys are issued to members and hirers and other workers as appropriate by the Halls Supervisor. The main stock of spare keys is kept off site by the Halls Supervisor. A limited number of internal keys may be kept on the key rack in the vestry. All recipients of keys must complete the appropriate form, as issued by the Methodist Church, and agree not to copy or share keys and to return them to the Halls Supervisor when finished with. A log of which keys have been issued will be maintained.

Use of Building by Hirers

All hirers, whether regular or casual, should ensure that their activities are not injurious to the building or other users. If their activity has any sort of risk associated with it they should ensure they have appropriate insurance, or be willing to carry the risk. Alternatively change their activities to avoid risk, for instance no longer erecting or carrying folding tables. All regular users of the building a required to take out an annual licence, as produced by the Methodist Church, detailing what rooms and facilities they can use and at what times. Other groups and meetings are arranged by agreement.

Data

In addition to protecting users physically it is necessary to protect their data. It is church policy to store and use personal data in line with current GDPR legislation. Personal data of members and adherents is kept securely and only shared with members of the pastoral team. No contact details are published elsewhere, such as notices, without the person’s permissions. This includes any church directory that may be produced for internal use by members only.

Any church group that keeps details of its members should also keep data safely and restrict its use.

The data of hirers is kept secure by the Halls Supervisor and the Treasurer. Only contact details that are in the public domain are shared externally.

Safeguarding

See our Safeguarding Policy for details of our procedures for protecting the well being of children and vulnerable adults and those who come into contact with them.