

**St Philip's Church Hall**  
**Taddington Road, Chaddesden, DE214JU**  
**Health & Safety Policy**  
**(For issuing with Hire Agreement)**

**Part 1: General Statement of Policy**

1. This document is the Health and Safety policy of St Philip's Church Hall.
2. Our policy is to;
  - Provide a healthy and safe environment and working conditions, equipment and systems of work for our volunteers, St Philip's Parochial Church Council and hirers,
  - Keep the Church Hall and equipment in safe condition for all users,
  - Provide such training and information as is necessary for volunteers and users.
3. It is the intention of St Philip's Church Hall is to keep up to date and comply with all Health and Safety legislation and to act positively, where it can reasonably do so, to prevent injury, ill health or any danger arising from activities and operations.
4. The Parochial Church Council of St Philip's Church consider the promotion of the Health and Safety of those who use the premises, including contractors who may work there, to be of great importance. The Parochial Church Council of St Philip's Church recognizes that the effective prevention of accidents depends as much on a committed attitude of mind towards safety as on the operation and maintenance of equipment and safe systems of work. To this end they will seek to encourage Church Council members and users to engage in the establishment and observance of safe working practices.
5. Hirers and visitors will be expected to recognize that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

## **Part 2: Organization of Health and Safety**

1. The Parochial Church Council of St Philip's Church has overall responsibility for Health and Safety at St Philip's Church Hall.
2. The person(s) delegated by The Parochial Church Council of St Philip's Church to has day to day responsibility for the implementation of this policy are:

Name: The Revd Romita Shrisunder

Telephone Number: 01332 660072

Address: St Philips Vicarage, Taddington Road, Chaddesden De21 4JU

Name: Mrs Patricia Riley

Telephone Number: 01332 609569

Address: 32 Copes Way, Chaddesden DE21 4NT

3. It is the duty of all hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees in keeping the premises, including the grounds, safe and healthy.
4. Should anyone using the Hall come across a fault, damage or other situations, which might cause injury and cannot be rectified immediately, they should inform one of the persons above as soon as possible so that the problem can be dealt with. Where equipment is damaged, a warning notice should be placed on it warning that is not to be used and indicating the fault and it should be placed in the kitchen e.g. "Do not use – cable worn".
5. Plans of the Hall are displayed in the entrance hall showing the location of Fire Extinguisher's, Fuse Box, Anglian Water Stop Cock and Emergency Lighting.

## **Part 3: Arrangements and Procedures**

### **3.1: Licence**

1. The hall is NOT licensed for showing films or selling alcohol.
2. You must not make alcohol available to anyone under 18. If you wish to sell alcohol at your event please ensure that you have applied for an Event

Licence and that you have the licence clearly displayed at your event. St Philip's Parochial Church Council will not be held responsible if you fail to comply with the legal requirements.

### **3.2: Fire Evacuation Procedure**

In the event of a fire or other emergency:

1. Close all doors and windows where it is safe to do so.
2. Leave the building by the nearest exit and assemble in the car park.
3. Do not stop to collect belongings.
4. Do not attempt to tackle the fire, by use of a fire extinguisher, unless it is small, localized or blocks your exit route and you have no alternative route.
5. Call the fire service by dialling 999.
6. Many of the neighbouring households would be willing to call the Emergency service on your behalf.
7. We suggest that organizers plan their own fire evacuation procedures and ensure a mobile phone is on site during the letting

### **3.3 Procedure in the case of Accidents**

The nearest hospitals with a casualty department are: ·

Royal Derby Hospital **01332 340131** on Uttoxeter Road, Derby DE22 3NE

If in doubt dial **999**

Your location is: St Philips Church Hall, Taddington Road, Chaddesden, Derby DE21 4JU.

The first aid box and accident book are located in the kitchen, the accident book must be completed whenever an accident occurs. All accidents must be reported to the Church Council by e-mailing the details to [vicar@stphilipschaddesden.co.uk](mailto:vicar@stphilipschaddesden.co.uk).

### **3.4 Safety Rules**

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information by the booking secretary about safety procedures at the Hall which they will be expected to follow, and will be advised of the accident book location and Health and Safety File.

Hirers and visitors must recognize there is a duty on them to:

1. Comply with the practices set out by the Church Council.
2. Comply with all the safety requirements set out in the hiring agreement.
3. Comply with safety notices on the premises.
4. Accept responsibility to do everything they can to prevent injury to themselves or others.

The Parochial Church Council of St Philip's Church has carried out risk assessments to reduce the risk of accidents and injury. The following practices must be followed as soon as the Hall is to be used and throughout the hiring:

1. Make sure all emergency exit doors are clear.
2. Make sure the main entrance doors are unlocked.
3. Do not touch anything electrical where there are signs of damage, components are exposed, or there are signs of water penetration.
4. Do not leave portable electrical equipment operating whilst unattended.
5. If you wish to bring any portable electrical appliances into the premises, we advise that they are PAT tested.
6. Do not work on steps, ladders or at height until they are properly secured and another person is present.
7. Do not attempt to move any heavy or bulky items.
8. If moving folded tables, move them one at a time.
9. If moving chairs, do not carry more than two at a time.
10. Do not attempt to carry or tip the urn when hot or full, allow to cool.
11. Do not allow children in the kitchen
12. Wash hands and wear an apron when preparing or serving food.

13. Kitchen equipment can be dangerous and should be used responsibly.
14. Wear suitable protective clothing when handling cleaning or other toxic chemicals
15. Check equipment before use and report any evidence of damage or faults to the Church Council.
16. Be aware and seek to avoid the following risks:
  - Creating slipping hazards - mop up spills immediately.
  - Creating tripping hazards such as buggies, umbrellas, brooms left in circulation areas.
  - Creating toppling hazards by piling equipment.
17. When working in the building on your own, try to ensure someone is aware you are there and carry a mobile phone on your person.

#### **Part 4: Use of the Loft (for regular hirers)**

1. Do not store any hazardous or inflammable substances in the loft.
2. Ensure that items stored in the loft are packed neatly in designated area.
3. Take care when operating the loft ladder and ensure kitchen area is empty.
4. A minimum of two people are required to carry equipment to and from the loft.
5. Whenever possible, reduce the size or weight of items being stored in the loft- it is safer to move two lighter boxes than to struggle with a heavy box and over-balance.
6. Remain alert when in the loft area and be aware of reduced headroom and the loft access.

#### **Part 5: Insurance**

A copy of the insurer's certificate is displayed on the notice board in the kitchen.

St Parochial Church Council

St Philips Church, Chaddesden, Derby DE21 4JU

Tel: 01332 660072

Email: vicar@stphilipschaddesden.co.uk

Website: <http://www.stphilipschaddesden.co.uk/>