

Health & Safety

Responsibility

Much of Health & Safety is the responsibility of the Parochial Church Council. At the same time, individuals are responsible for alerting whoever is appointed by the PCC if they identify issues that need attention. It is therefore important that those who work with children, young people and vulnerable adults know who is responsible for maintenance of the premises they use. Ecclesiastical Insurance provide guidance on a wide range of Health and Safety issues. It is important that their guidelines are followed to ensure that the parish/project remains fully covered by insurance. <http://www.ecclesiastical.com/churchmatters/index.aspx>

Below are some of the recommended standards:

Premises

- People always learn and enjoy activities if they are warm and comfortable, therefore, within the limitations of the premises meeting places should be warm, well-lit and well ventilated.
- They should be kept clean and free of clutter.
- Toilets and hand basins should be easily available. Hygienic drying facilities should be provided.
- There should be enough space available for the intended activity.
- If food is regularly prepared on the premises, the facilities will need to be checked by the Environmental Health Officer and a Food Handling and Hygiene Certificate acquired.
- Drinks should be available.

Additional Needs

- Welcome children, young people & vulnerable adults with additional needs to the group.
- Try to make the premises, toilets and access suitable for people with disabilities.
- Ask the parent/carer about how best to meet the child, young person or vulnerable adult's particular needs, and do not see this as the responsibility only of the parent/carer.
- If premises are being designed or refurbished, it is now a legal requirement to make reasonable adjustments to meet the possible additional needs of future children and adults; advice is available.

Health & Safety

- Groups must have access to a phone in order to call for help if necessary.
- Adults should be aware of the fire procedures.
- A fire drill should be carried out regularly.
- Those responsible for the premises should ensure that fire extinguishers are checked regularly and that smoke detectors are fitted throughout the building.
- No smoking should be permitted in any part of the building.

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- Alcohol must not be used by those who have children, young people or vulnerable adults in their care or at a time when their use could affect their care.
- It is the responsibility of the parent/carer for the safety of their child, young person or vulnerable adult on the journey to and from the group.
- A First Aid kit and Accident Book should be available on the premises. Workers should be encouraged to attend First Aid training. A list of first aiders in the parish should be compiled and kept available.
- All accidents must be recorded in the accident book.
- A checklist is set out on the following page.

December 2016

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Registered Office: **Holywell Lodge, 41 Holywell Hill, St Albans, Herts. AL1 1HE**

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HEALTH & SAFETY CHECKLIST

Many churches already have ways of making sure that children, young people and vulnerable adults are safe. The check list below may be of help to you:

	Yes	No
A. First Aid		
• Is there a designated First Aider with up to date training available during all activities?	☐	☐
• Is there an up-to-date First Aid Kit available both on the premises and for activities away from the premises?	☐	☐
• Are all accidents recorded? How? Please state _____	☐	☐
B. Fire safety		
• Do regular fire drills take place?	☐	☐
• Are fire notices displayed informing people what to do in case of fire?	☐	☐
• Are fire appliances suitable and serviced regularly?	☐	☐
• Has the local Fire Prevention Officer visited the premises?	☐	☐
C. Disabled access		
• Is there suitable access and provision made for disabled people?	☐	☐
D. Register and consents		
• Is a register kept of all those in attendance?	☐	☐
• Has a Registration Form been completed for each child/young person/vulnerable adult?	☐	☐
• Are Parental Consent Forms obtained for day trips and residential activities?	☐	☐
E. Staffing and security		
• Are adult/child ratios appropriate for the group and for the activity?	☐	☐
• Are the places where children, young people or vulnerable adults meet safe and secure from unwelcome people?	☐	☐
• Is it possible for children, young people or vulnerable adults to slip outside without leaders noticing?	☐	☐
F. Review		
• Is this check list reviewed annually?	☐	☐
G. Records		
• Has a copy of this checklist been filed with the parish office?	☐	☐

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