



Health & Safety

Notes from a meeting held on 6th February 2007

Policy Implementation:

1. Present policy to PCC and ask for suggestions/volunteers for Designated Persons (DP's)
2. Provide the DP's with a copy of the Policy with their area highlighted, a copy of the risk assessment guidance notes, risk assessment forms and any further information available specifically for their area.
3. Ask DP's to complete assessments by the end of March 2007
4. Present completed Policy with Assessments to the APCM during April 2007
5. After completion re-check the assessment of church premises provided by Ecclesiastical insurance notes, including the fire safety risk assessments.

Action Points:

1. Provide the quarterly dates for reporting to the PCC and also meeting beforehand to run through any issues
2. Make clear that the assembly point is the Slade Lane driveway of the Rectory
3. More work needed on the Section on the preparation of food (Section 10)
4. Buy thermometer for checking food temperature
5. Provide leaflets/information on manual lifting etc (Section 11)
6. Contact Fire service and ask for someone to speak to us/demonstrate

Further points for discussion/consideration:

1. Evacuation Drill - we should have a practice at some point after the Policy has been implemented and arrange to repeat this each year.
2. Phone - in an emergency where is the nearest phone? can we rely on mobile phones or access to the Rectory?
3. Food Policy - the new policy has strict regulations in this area and we need a wider ranging discussion on the affect of this. Suggestion that all parishioners are provided with relevant food safety booklets.
4. First Aiders: do we have any already? is anyone willing to be trained, how much is the cost etc
5. Communication - some of the policy refers to volunteers in general - their responsibilities and their safety. We need to generally let congregation and parish members aware of key parts of this policy.
6. Key holders - for health and safety reasons and to comply with the Parish Child Protection Policy we need a record of key-holders with access to the building.

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