



Health & Safety

Notes from a meeting on Wednesday 2nd April 2008

Present: Margaret Taylor, Stephen Edwards

1. Policy Implementation

The designated people have still not returned their risk assessments. Only one has been returned. We shall make a request via the newsletter and then try to gather them in before the June PCC where we will report back.

2. Thermometers

Both the oven and food thermometers are now in the kitchen. Again a notice on the newsletter is to be used to draw attention to them.

3. Exit Signs/Evacuation

The signs need re-drawing in a clearer style. The Sunday after the June PCC meeting (i.e. June 15th) suggested as a date for the practice drill. This to be on the agenda of the next Health & Safety meeting.

4. First Aid

Still no trained first aiders – the PCC should know about this.

5. Key Holders

The list is now being completed by Stephen in line with both the Health & Safety policy and the Parish Child Protection policy.

6. Matches

Are to be moved to the vestry cupboard and brought out only to light the 'first' candle on the votive stand, tapers are used for other candles after this.

7. Portable Appliance Testing

Was carried out successfully in January 2008. The certificates are filed in the Health & Safety folder.

8. Incense Sign

Was used for the first time during the Holy Week/Easter services this year.

9. Fire Risk Assessment

The first version of this was completed and is printed separately. This is very much a first attempt and it highlights areas of work to be done. This should be updated regularly.

Next meeting: Wednesday 21st May, 2pm in Church