



# Health & Safety

Notes from a meeting held on 1<sup>st</sup> May 2007

## Policy Implementation:

1. Present policy to PCC – June 11<sup>th</sup> 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. Meet to arrange this on Tuesday 12<sup>th</sup> June at 2pm.
3. Ask DP's to complete assessments by the end of June 2007 – meet on 3<sup>rd</sup> July to compile final policy with assessments etc ready for presentation.
4. Present completed Policy with Assessments to the PCC on 9<sup>th</sup> July 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 dates for reporting to the PCC and also meeting beforehand to run through any issues. Now there are three reports each year to the PCC: February, June and October. The policy needs amending to reflect this.
2. The Assembly Point/Exit signs are now in place but may need to be enlarged and a better plan/map provided. Each room/space should be provided with one.
3. Food leaflets have now been produced and will be left in church with a notice on the newsletter asking people to make themselves aware of the guidelines for food preparation. A laminated poster form of the leaflet will be displayed in the kitchen.
4. Margaret to obtain an oven thermometer. Stephen to look in to prices of food checking thermometers.
5. Leaflets/information on manual lifting etc (Section 11) – find out from HSE about these.
6. A leaflet on ladders/stepladders has now been produced and this will be made known to the relevant people.
7. 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. First Aiders: do we have any already? is anyone willing to be trained, how much is the cost etc. Ask for information from the congregation.
4. 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.
5. 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.
6. Smoking Ban in England: although the building already has a no Smoking policy we will need to have signs up to comply with the law. We will have signs in community languages as well as English.

Margaret Taylor  
Parish Health & Safety Officer

Stephen Edwards  
Parish Priest and Overall Responsibility for Health & Safety