



Health & Safety

Notes from a meeting held on 28th November 2006

Policy Implementation:

1. Take away policy to read, check and alter
2. Meet in February with the churchwardens to allocate the various areas to Designated Persons (DP's)
3. 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.
4. Ask DP's to complete assessments by the end of March 2007
5. Present completed Policy with Assessments to the APCM during April 2007
6. After completion re-check the assessment of church premises provided by Ecclesiastical insurance notes, including the fire safety risk assessments.

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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