

Shepshed Word of Life Church – Health and Safety Policy and Procedures

Purpose

We will endeavour to maintain the church premises (‘Premises’) in a condition that is safe and without risk to health and safety for all those that use them.

Objectives

1. The church is fully committed to ensuring the Health, Safety and Welfare of all our employees, volunteers and other parties (including church members, those attending church events and hirers of rooms and spaces within the Premises) that may be affected by our activities or use our Premises.
2. We will endeavour to maintain the Premises in a condition that is safe and without risk to health and provide and maintain means of access to and egress from them that are safe and without such risks.
3. Where appropriate, we will strive to provide information, instruction, training and supervision to all members and volunteers within the church.
4. It is the duty of every person using the Premises to adhere to the notices and signage to ensure the safety of everyone.

Responsibilities

We have divided Health and Safety into a number of manageable areas. These areas, together with those responsible, are as follows:

Building safety – Geoff Goddard

Fire safety – Mike Richards and Bob Bailey

Food safety – Anna Holmes

First Aid – Pete Talbot

If you have any questions or suggestions, please contact the designated person in the first instance.

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Procedures

Much work is undertaken to ensure the health and safety of everyone who enters the Premises. The current Procedures, which are regularly reviewed, are outlined in the attached Appendices:

Appendix A – Building safety and procedures

Appendix B – Fire safety and procedures

Appendix C – Food safety and procedures

Appendix D – First Aid safety and procedures

Versions

This policy should be reviewed annually.

Version	Prepared by	
1.0 November 2024	Richard Hassall	

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BUILDING SAFETY AND PROCEDURES

APPENDIX A

1. The building is relatively new and has been built in accordance with up-to-date safety regulations. The building's current Electrical Installation Certificate runs to 15.04.2026 when it will be inspected and tested again.
2. Gas appliances are serviced and tested annually by a certified engineer. The `boiler room` has a CO2 and fire detector/sensor.
3. The boiler room and the cleaning closet both have fire doors which are kept locked when not in use. In addition, the kitchen also has a fireproof door.
4. Child proof catches are fitted on all lower cupboards.
5. Where ladders or scaffolding are used, there MUST be 2 adults involved in the process.
6. Various detectors are installed throughout the church (see also Appendix B).
7. Movement and stacking of chairs should only be done by adults. The store cupboard should only be accessed by adults.
8. The sandpit outside the church must be covered when not in use.
9. Notices are posted where there might be danger e.g. hot water dispenser in the kitchen.
10. Various areas of the church are cleaned on a rolling basis, although the bathrooms are cleaned weekly. The pull cord and alarm light in the Disabled WC is tested weekly.
11. The swing doors between the Foyer and the Side Hall could potentially cause harm to children if fingers are caught in the door frame. The relevant parties have been informed and, when appropriate, the doors should be wedged open.

FIRE SAFETY AND PROCEDURES

APPENDIX B

1. Purpose

The purpose of the following is to set out a plan to implement in the event of fire or a fire alarm system activation. This plan has been drawn up to be site specific and is to be adhered to by all users of the Premises.

2. Fire Detection Equipment

In accordance with current fire regulations regarding buildings for public meetings and activities, the Premises are fitted with a fire and smoke monitoring/alarm system. This system includes smoke and heat detectors, emergency lighting which activates on power loss and automated fire protection shutters to isolate the kitchen area in the event of fire. There are also 8 fire extinguishers and a kitchen fire blanket. In addition to this the building itself has been built with fire resistant materials which will afford any occupants and the building some protection in allowing occupants to exit in a safe and controlled manner.

3. Fire Equipment Maintenance

The maintenance of the fire system is under the control of the Property Deacon, who for the purposes of the legislation will assume the role of 'Responsible Person' – at the time of writing this is Geoff Goddard. He will be assisted in the maintenance and testing of the system and procedures by Fire Officers - Mike Richards and Bob Bailey will take on that role. The Fire alarm system will be tested on a weekly basis along with the disabled WC alarm. The emergency lighting system, the fire escape doors, fire escape routes and the fire extinguishers will be checked or tested monthly. Additionally, the fire system is tested twice a year by an independent qualified technician. All tests and maintenance of the fire system will be recorded in the Fire Logbook. This will be stored in the Office filing cabinet and may be inspected on request by the local Fire Service or appropriate authorities. Before any fire alarm test is completed the person testing will check the building for occupants and inform them of the test prior to any alarm activation. The testing will usually be completed on Monday mornings around 10:30, when the building is empty. All electrical equipment is PAT tested annually and recorded.

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4.Fire Marshals

Ideally two or three members will be identified from each Church activity who will receive training/familiarisation in the use of the fire alarm system, fire extinguishers and the implementation of the alarm activation and evacuation Procedures. For the purposes of this documentation these will be called Fire Marshals. From this group there should be sufficient Fire Marshals available to deal with any activations during Sunday services and the prayer meetings.

5.Prior to services/outreach meetings

Prior to any service or outreach meetings the fire panel should be checked to ensure it is showing no faults and is in working order. The only LED light displayed should be the green 'Supply Present' light. Fire Exit routes should also be checked, and any obstructions removed.

6.Fire Activation/Evacuation Procedure

- Fire Alarm sounds through detection devices or on human detection of a possible fire by a call point being depressed.
- All occupants are to commence simultaneous building evacuation via the nearest fire exit and assemble on the front car park. (Day Centre evacuation may be more detrimental to the users in inclement or cold weather and may not be appropriate at this point. Please see point 8 regarding Day Centre evacuation considerations)
- 2-3 Fire Marshals are to attend the fire panel to investigate the activation point. (The fire alarm sounders must not be negated until any false alarm has been confirmed, but at this point the security alarm sounders can be switched off. This is connected to the fire system for those times when the building is empty. Enter the usual code into the burglar alarm panel and it will switch those sounders off)
- Fire Marshals to identify the zone and point of activation. If there are 3 Marshals, then 2 should deploy to the zone of activation as displayed on the fire panel and the third should take control of the evacuation and control the assembly point in the car park.
- That 3rd Fire Marshal or a member of the leadership team controlling the car park assembly point should request notification of any possible missing users and deal with this appropriately in conjunction with the Fire Marshals inside.

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- Before entering any zone of activation, Fire Marshals should use any glass to view into the room and check for any heat release at the top and sides of the door and on the handle if fitted, before opening the door. This should be done using the back of the hand. Caution must be taken at this point as opening any fire door may cause an inrush of oxygen which may cause any fire to flare up.
- On entering an activation room Fire Marshals will do a visible check of the room and any fire detection devices within it. **The activated device will have its LED light lit.**
- If an activation has occurred in the loft space there are two ceiling LED indicators. One is in the ceiling of the main hall, the other in the kitchen. If these are illuminated treat as a fire identified as stated later in this document.
- If the point of activation is identified and there are no signs or smell of smoke or fire then the reset procedure can be attempted. If a call point has been depressed this must be reset before the fire panel is reset.

7.Procedure if Fire Identified

- If a fire is identified in an activated Zone, then consideration should be given by the Fire Marshals or a competent person, as to whether it could be extinguished using the equipment provided. As a general rule it is stated that our foam extinguishers are capable of putting out a fire about the size of an office bin. Always direct the extinguisher at the base of the fire.
- Carbon Dioxide extinguishers should be used on fires with an electrical source. The nozzle of the extinguisher should not be touched during use due to the chance of cold burns
- At the point of identifying a fire 999 should be called by one of the Fire Marshals in the activation zone.
- On the identification of any fire the Day Centre users must now be evacuated.
- If the fire cannot be extinguished the Fire Marshals should leave the activation area, closing all doors where possible to assist in containing the fire.
- In normal conditions the building make up should mean the fire will not spread beyond any room quickly. Therefore, Fire Marshals should assess at this point if a quick sweep of the other rooms is required to locate any missing user. This is not to be done if smoke from any fire is now circulating around the other parts of the Premises.

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- All Fire Marshals at this point must leave the Premises with the fire folder if possible and a reflective jacket from the office. All doors are to be closed on exit. Await the arrival of the Fire Service in the car park.
- One Fire Marshal should now put on the reflective jacket, as the Fire Service will approach this person for a summary of the situation on their arrival. This person should be in possession of the fire folder, which will contain a fire zone map and a copy of our fire risk assessment which the Fire Service may wish to view before they enter.
- It is then the Fire Marshal's responsibility to assist the Fire Service in whatever they require and secure the property after any incident.

8. Day Centre - Delayed Evacuation Consideration

As previously mentioned, the age and vulnerability of the Day Centre users must be considered during a fire alarm activation. Cold or damp conditions for an elderly person may be very dangerous to their health. Therefore, to simultaneously evacuate them into the car park for a false alarm activation may be unwise and detrimental. To negate this the following procedure should be adhered to, but only in the case of the Day Centre: -

- On initial alarm activation the Fire Marshals should follow the procedure as listed previously.
- Other members of the Day Centre team should begin to prepare the users for evacuation, ensuring they have their warm outer clothing and any mobility devices which are required.
- Consideration should be given at this point to notifying the bus driver to return.
- The Day Centre team at this point should just give reassurance.
- **Evacuation should only take place where a fire is identified or suspected and then it should be immediate.**
- On evacuation, consideration should also be given to using private vehicles to return the users home as swiftly and safely as possible. At least two Fire Marshals should remain at the premises to inform and assist the Fire Service if required.

9. Leaving the Assembly Point after an alarm activation

- Once it has been ascertained that all users are out of the building and at the Assembly Point there is not a problem with users utilising cars in the car park for heat and shelter then:
 - If a fire is identified it may be thought wise to allow all users to disperse prior to the Fire Service arrival or if they wish to. We would ask that anyone leaving inform the Fire Marshal or Leader controlling the Assembly Point.

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- Any vehicle may also leave if it does not hinder the Fire Service in their duties or cause any danger to those assembled.

10. Alarm Reset

- As stated previously the Fire system is also connected to the security alarm, so at any point the Burglar alarm code can be entered to negate the outside sounder.
- Then on identifying a false alarm or having dealt effectively with a fire alarm activation the fire alarm sounders may be switched off and the alarm reset.
- At the alarm panel turn the **key anti clockwise** to the “1” position or key in 2143
- Press the button marked “**Silence/Activate Sounders**” (This has a red surround). The first push on this button will turn off the main sounders and a further press of it will switch the sounders back on should it be required.
- Ensure any activation point is now clear of the activation cause, or any manual call point has been reset.
- Now press the “**Control Panel Reset**” button. (This has a green surround)
- **All fault and activation lights should go out within about 10 seconds.** The green supply present light should remain on as will the “accessed” led.
- The alarm is now reset and monitoring. **Turn the red key back to “0”**
- If the alarm fails to reset, check that any call point has been reset properly or allow a short time for smoke to dissipate, then attempt the reset procedure again. If the system continues to fail to reset contact the Church Fire Officers or the Property Deacon. They will attend and arrange any engineer as required.

11. Administration

Along with the testing/maintenance of the Fire System every true activation, false alarm and fire drill must by law be recorded. Any member dealing with an alarm activation should send an email to: - mikerichards1b@gmail.com stating the time, zone and cause of the activation or describe which smoke detector, etc. activated. This will assist in noting any re-occurring issues at an early stage and ensure all activations are recorded. A simplified 'Fire Alarm Activation ' sheet has been produced and will be displayed under the fire panel.

12. Automated Kitchen Shutters

The Kitchen is fitted with automatic fire shutters which will come down as soon as the fire alarm is activated. Users of the kitchen should remember not to place items on the counter in line with these wherever possible. The

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shutters can be raised in the usual way after a fire alarm activation by turning the shutter control key to 'open'.

13. Roof/ceiling void activations

As previously mentioned, in the ceiling of the kitchen and main hall there are loft smoke detector relay indicators. If the fire alarm activates and these LED lights are lit, evacuate the building, and contact the fire service on 999 so that they can investigate the loft space safely.

14. Evacuation Routes

When necessary, everyone should evacuate to the car park via the signposted or other safe exits. All routes, especially via the sides of the premises should be kept clear of obstructions that might hinder evacuation.

15. Fire Service

The Fire Service has been provided with details of key holders in the event that they are called out to the church.

At present the Fire/Burglar Alarm system is not connected to the Fire Service or a monitoring company. However, it is planned to shortly activate an App whereby key holders are immediately notified if the fire/burglar alarm is activated so that prompt attendance can be achieved and the appropriate Service contacted if necessary.

FOOD SAFETY AND PROCEDURES

APPENDIX C

1. No children are permitted in the kitchen, unless part of a cooking lesson or other organised activity that is supervised by adults on a one-to-one basis.
2. Prepared food and beverages, in particular anything that is served hot, should be passed through the kitchen serving hatches rather than carried through the doorway to avoid collisions with people entering or passing by the kitchen door.
3. Kitchen users are encouraged to use the dishwasher for all crockery and cutlery, cooking pans and the like as the high temperatures used by the dishwasher have a sterilising effect.
4. Fridge and freezer temperatures are recorded weekly to ensure perishable food is kept at a safe temperature.
5. All persons preparing food ideally should have Food Hygiene Certificates.
6. The Food Hygiene Inspection takes place annually and is carried out on behalf of Charnwood Borough Council/ Local Authority.
7. Food left in the fridge which has been opened should be labelled with the date opened.
8. Non-perishable items e.g. biscuits should be stored in food cupboards.
9. An allergen sheet is produced for the Day Centre and this should also be considered for other occasions.
10. Fridge, freezers and other electrical items should be properly maintained in accordance with manufacturer's instructions.
11. Possible cases of food poisoning which may be linked to food served at the church should be notified to those organising the meal and investigated further. Serious illness is notifiable to the Local Authority.

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FIRST AID SAFETY AND PROCEDURES

APPENDIX D

1. The First Aid box stored in the Kitchen should be regularly checked to ensure it is fully stocked.
2. A list of nearby defibrillators will be kept with the First Aid box. A notice of the nearest defibrillator will also be displayed.
3. It is recommended that there should be a trained First Aider present at each activity.
4. An Accident Book should record any accident and first aid treatment which occurs on church premises, however minor. Incidents that require hospitalisation or further outside treatment should be reported to the Health and Safety Authority that's in line with the Health and Safety Executive RIDDOR-types if reportable accidents (document kept in the Accident Book).