

## **Health & Safety, Accidents and Incidents**

**To all Church Members, Staff, Volunteers and Visitors (incl. those using the Church and The All Saints Centre under any form of rental/letting agreement)**

The staff team at All Saints take Health & Safety, and your protection seriously. We need to ensure our Church is a safe place for the protection of worshipers, visitors and employees.

Following guidelines & advice from the Church of England and the Health & Safety Executive we always seek to put in place and maintain safe procedures and measures to limit accidents and incidents in our buildings and grounds. A Health & Safety policy is in place and risk assessments have been undertaken to support this, with a series of related policies completed to cover 'high risk' activities.

For further information, please see the Church website, the Church Health & Safety noticeboard or speak to a member of the Church staff team.

It's impossible to prevent all accidents and incidents, so whilst being aware of details highlighted within the policy document and risk assessments, you must also take personal precautions and responsibility for the actions of yourself and those in your care, to ensure that you and they don't place yourselves and themselves at risk.

Any safety concerns should be highlighted at the time and risk assessed. If there are any concerns that the activity is unsafe to proceed then it should be stopped, action taken to mitigate any on-going risk and the issue reported to the Church Staff team.

**All** accidents and incidents, **no matter how small**, should be recorded and reported to the Church Administration Office, to one of the staff team or one of the Church Wardens.

There is an Accident Book kept in a drawer under the servery in the kitchen, a record of all accidents needs to be made and this should be done using the Accident Book, and the completed form passed to the Church Administration Office, Church Staff or a Church Warden.

If you wish to report an incident or concern that was not an accident, and reported via the Accident Book, please report to the Church Administration Office, Church Staff Team or a Church Warden as soon as possible, or immediately if there are immediate safety concerns.

In the event of an incident, we have a supply of 'Reporting Accidents and Incidents at Work' brochures offering guidance on what to do. These are held with the Accident Book, or with the Church Administration Office.

If there are none with the Accident Book, or if you are unsure what to do, please speak with the Church Administration Office or the Church Wardens.

A list of trained and qualified First Aiders is held by the Church Administration Office and is also listed on the Health and Safety noticeboard.

If you have any questions, please do contact the Church Staff Team.