

# Health & Safety

## Policy

2023

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Person Responsible:	Health and Safety Officer
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Monitored by:	Sharon
Reviewed by:	The Health And Safety Office
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Next review:	In 2 years' time

## **Health & Safety**

Health and Safety are everyone's responsibility. Those leading any activity must take simple and practical steps to make sure the Health and Safety of volunteers, the congregation, and the public are protected. When undertaking any activity, the Health and Safety aspects need to be considered and sensibly managed. If appropriate a risk assessment form will need to be completed and sensible steps taken to manage the risks that are identified. Health and Safety are not about stopping things from happening but ensuring they happen in a managed and safe way.

- The Health and Safety Officer must review the Health and Safety Policy annually.
- Any member of front-line workers or any other person leading an activity must carry out a risk assessment of that activity, using the standard risk assessment form. This includes, but is not limited to, trips, visits, one-off events on premises that we use, or children's events off-site. A risk assessment is not required for all instances of routine activity such as discussions, or presentations. If in any doubt, contact the Wonderfully MADE's Health and Safety Officer for advice.
- All accidents, even ones that do not require hospitalisation or medical treatment, including minor ones such as children's 'bumps,' must be recorded in the accident book (located in the first aid kit).
- Any defect in the building, such as loose flooring, trip hazards, broken furniture etc, must be reported to the staff of the premises we use.
- All electrical appliances must be PAT tested every year.
- A Health and Safety risk assessment of the building must fit its normal use and must be carried out by the team leader and reported back to the owners of the premises.
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## **Fire Safety**

We are responsible for the safety of the children in our care, and fire safety is an important part of this. When using any premises we should know that the fire alarms are adequate and that the necessary requirements of fire safety are in

place. However, all members of the team must familiarise themselves with the basics of fire safety, and evacuation procedures so they can assist others in leaving the building safely in the event of a fire, and prevent fire from starting.

- There should be no staff smoking in any buildings we hire.
- Corridors, fire exits, and stairs should be kept clear and free from clutter at all times. • In the event of a fire sound the alarm, and if possible; use a fire extinguisher to tackle the fire. Do not put yourself at undue risk.
- You are responsible for any visitors or facilitators that you bring into the premises, please take a moment to point out fire exists to them.
- If a fire is discovered during the time we are using premises, the person leading the activity will evacuate the building and the teams will ensure that all leave safely and that the building is empty.
- Staff is responsible for evacuating the children and taking them to the meeting point, the register will be taken to ensure all are present.
- Announcements on fire safety will be made periodically.
- When using premises for more than a week, we should check that the fire alarm has been checked once a week and record that this has been done. Should the fire alarm not be working steps should be taken immediately to have it repaired.

### **Fire Evacuation Plan for the Sanctuary & Minor Hall**

The evacuation plan for the building must be known and understood by all those responsible for activities in the building, especially those relating to children.

#### **Role of staff**

Staff will take the role of fire wardens and will ensure that the building is evacuated within two minutes. Regular briefings will be provided for staff and others acting as fire wardens, and they will be asked to sign that they have received, read, and understood this document.

#### **Emergency Exits**

In the building we use (Ipswich International Church) there are three emergency exits within the sanctuary, two at the rear of the church and one

at the front, to the right of the stage. These are shown at the end of this document.

### **Evacuation Procedure**

Upon the alarm being sounded, the person leading the service the ushers will head for the fire exits and take up positions there. Any staff not required at the exits will head to the wheelchair area. The children will leave by the nearest emergency exit and continue to the muster point with team leaders. This is the Fletcher Centre which is situated on the corner of Portman Road and Crescent Road.

Staff will support through opening fire exits, helping anyone with limited mobility, and ensuring children move swiftly and calmly to the muster point.

#### **Children**

It is the responsibility of team leaders to ensure that the children are safely evacuated. Children who are not in the main space (have gone to the toilet) will be evacuated by the member of staff who accompanied them to the toilet.

Muster point is the Fletcher Centre.

## Map of Emergency Exit(sanctuary)

