

HEALTH & SAFETY POLICY

Approved: 18 March, 2021

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## 1. GENERAL POLICY

Trinity West Church is committed to ensuring, so far as is reasonably practicable, that activities are carried out safely and do not pose a risk to the health of its employees, volunteers, church members, and visitors. This will be in accordance with good practice and any relevant statutory provisions where they apply.

This policy sets out the policy and procedures for managing health and safety during church activities and at the place of work.

## 2. RESPONSIBILITIES AND COMMITMENTS

### 2.1. Governance and Oversight

The trustees will provide effective oversight of health and safety for the church by ensuring that:

- the standards set out in this policy are implemented and maintained
- where necessary, specialist health and safety assistance is obtained
- any hazards reported to them are rectified immediately
- any accidents are investigated, recorded and reported if necessary
- relevant health and safety documents and records are retained
- they keep up to date on health and safety matters relevant to the church
- they set a personal example on matters of health and safety

Day-to-day implementation of the policy will require that:

- A member of the Church is appointed to have specific responsibility for this policy and its implementation
- all employees and volunteers are aware of their health and safety responsibilities
- adequate precautions are taken as set out in this policy and related risk assessments
- adequate information and training is provided for those that need it
- any hazards or complaints are investigated and dealt with as soon as possible
- where defects cannot be corrected immediately, interim steps are taken to prevent danger
- all accidents are reported in line with the requirements of this policy
- advice is sought where clarification is necessary on the implementation of this policy

### 2.2. Employees and Volunteers

All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves or others when operating on church business or participating in church activity.

They will ensure that they:

- read this policy and understand what is required of them

- exercise personal responsibility for their own safety and that of others
- complete their work taking any necessary precautions to protect themselves and others
- comply with any safety rules, operating instructions and other working procedures
- report any hazard, defect or damage, so that this might be dealt with
- warn any new employees or volunteers of known hazards
- attend any training required to enable them to carry out their duties safely
- do not undertake any repair or modification unless they are competent to do so
- report any accidents or incidents
- do not misuse anything provided in the interests of health and safety

## 3. PROCEDURES

### 3.1. Fire Safety and Evacuation

Fire safety and evacuation procedures will be provided by the venue hosting Church activities. For the Sunday service venue fire safety and evacuation plan, see [Appendix A](#).

### 3.2. Preparation of Food and Drink

The Church is committed to ensuring, as far as reasonably practicable, that good food hygiene procedures are practiced during its activities.

#### Serving Refreshments

Employees and volunteers should:

- Exercise extreme caution when handling hot water or coffee
- Endeavour to ensure that containers and utensils are cleaned thoroughly after use
- Report any unsafe or malfunctioning equipment to the event coordinator

#### Preparing Food at Home

Where food is prepared at home to share, employees and volunteers should:

- Wash hands before preparing food
- Ensure that surfaces, bowls, utensils and other equipment is clean
- Do not use raw eggs in food that is not thoroughly cooked
- Cook meat thoroughly
- Refrigerate food appropriately
- Transport food in clean, sealable containers
- Make a note of ingredients and potential allergens to share with the event coordinator

The Church will take particular care to ensure that food is safe when provided to vulnerable people, including but not limited to the elderly, children under five years of ages, those who are pregnant or with a serious long-term medical condition.

### **3.3. Heavy Lifting and Moving**

The Church will endeavour to limit the amount of manual lifting and moving as far as is reasonably practicable.

Where we cannot avoid the need for heavy lifting and moving, we will carry out risk assessments and make use of lifting aids as much as possible. Employees and volunteers should take care that they do not undertake lifting and moving that could result in injury. Please speak to the Church Manager or the Deacon for Sunday Morning Set Up if you have a question or need help with heavy lifting or moving.

### **3.4. Using Display Screen Equipment**

The Church will endeavour to observe the Display Screen Equipment (DSE) Health and Safety regulations which apply to its employees who use DSE daily for church-related activity, for an hour or more at a time. Following best practice guidance from the Health and Safety Executive, the Church will extend the same provision to volunteers who meet the conditions above. As such, the Church will:

- Conduct a DSE workstation assessment
- Reduce risks, including enabling DSE user to take breaks from DSE work
- Provide an eye test if requested by a DSE user
- Provide training and information for DSE users
- Provide specialised DSE equipment where needed
- Keep DSE arrangements under review to prevent injury

In order to prevent eye strain, DSE users are encouraged to frequently change their field of vision or plan changes of activity often (e.g. for 5 or 10 minutes every hour). If there are no natural changes of activity, users should take rest breaks. Breaks or changes of activity should allow users to get up from their workstations and move around, or at least stretch and change posture.

### **3.5. Risk Assessments**

During Church activities, all employees and volunteers are expected to be conscious of any potentially hazardous equipment or items in the vicinity and take care to remove or store them safely.

All TW Kids leaders must perform a visual risk assessment of the room before children arrive and indicate that they have done so on the group register.

In addition to assessing the premises for risks, the Church will maintain general risk assessments for its regular activities. See [Appendix B](#). These will be reviewed at minimum on an annual basis.

Specific risk assessments should be conducted for new activities that may involve greater risk, or for activities that take place outside the Sunday service venue.

### **3.6. First Aid**

A suitably stocked first aid box will be available during church activities, provided by Trinity West or venue management.

The Church will endeavour to ensure that at least one first aid trained person is present at every Church activity.

A list of volunteers with current first aid training will be maintained and signposted at a visible location. If there are fewer than two volunteers with the requisite training, the church will sponsor someone to undergo the training at the earliest opportunity.

### **3.7. Reporting Accidents and Incidents**

In the event of life-threatening illness or injury during church activities, call emergency services at 999 and follow the advice given. The parent/guardian of any children involved should be located and informed immediately.

The accident incident form ([Appendix C](#)) should be completed immediately following any accident or significant incident during church activities. If a child is involved, volunteers or employees must first inform the parent/guardian and second, the relevant church officer. Depending on the specific circumstances and setting, this may be: the Church Manager; the Deacon of Sunday Morning Set Up; the Deacon of TW Kids; or one of the elders.

The form will be used to mitigate existing risks and prevent future accidents and incidents.

### **3.8. Insurance**

The Church will maintain public liability insurance covering activities in the primary venue where Sunday services and TW Kids programmes are held, and the Church office. The extent of cover shall be determined by the Trustees.

The Church will maintain employer's liability insurance, as required by the Employer's Liability (Compulsory Insurance) Act 1969. The minimum insurance cover must be at least £5 million, but the Trustees may determine that a higher level of insurance cover is required.

## **4. EMPLOYEE HEALTH & SAFETY**

### **4.1. Responsibilities and Commitments**

Trinity West is committed to providing for the health, safety and welfare of all employees. The Church endeavours to observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. This commitment to health and safety is a management responsibility equivalent to that of any other management function. It will be the duty of the Employer to ensure that this policy is upheld at all times and to provide the necessary funds and manpower required.

The Church will conduct its work in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist information will be provided and all reasonable

## TRINITY WEST HEALTH & SAFETY POLICY

steps will be taken to bring this to the attention of its employees.

The Employer is responsible for:

- Assessing the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining locations, equipment and systems of work that are safe and without risks to health.
- Ensuring that all necessary safety devices are installed and maintained on equipment.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining a healthy and safe place of work and providing a means of access therefrom.
- Promoting the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing emergency procedures as required.
- Monitoring and reviewing the management of health and safety at work.
- Keeping this safety policy under review and making any revision it deems necessary from time to time. All such revisions will be brought to the attention of employees.

The above policy needs the full co-operation of all employees who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In order to achieve this end, every employee must:

- Comply with any safety instructions and directions issued by the Employer.
- Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, visitors and members of the Church) who may be affected by their acts or omissions at work, by observing safety rules which are applicable to them.
- Co-operate with the Employer to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on the company by or under any of the relevant statutory provisions is complied with.
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment provided in accordance with the training you have received.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure by an employee to comply with any aspect of the Employer's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the Employer as misconduct which will be dealt with under the terms of the Disciplinary Procedure.

#### **4.2. Working Alone**

The provisions below apply to church employees where they are working alone, either at their primary place of work or from home.

##### **Responsibilities of the Employer**

The Church will:

- Identify situations where employees work alone and consider alternative arrangements, where appropriate.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce risks, so far as is reasonable practicable.
- Ensure that appropriate support and training is available to all employees to equip them to recognise risk and provides practical advice on safety when working alone.
- Ensure that incidents linked to lone working will be monitored and that the effectiveness of this policy will be regularly reviewed.
- Ensure the effectiveness of preventative measures by implementing a system of reporting, investigating and recording incidents.

##### **Good Practice by Employees**

Employees are responsible for:

- Taking reasonable care of themselves while working alone.
- Following guidance and procedures designed for safe working.
- Reporting any dangers or potential dangers they identify or any concerns they have with regards to working alone.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.

## **5. RENEWAL**

The trustees will review health and safety matters at appropriate intervals. They will monitor the effectiveness of the policy, amending it as necessary.

Policy approved: 18 March, 2021



## APPENDIX A – VENUE FIRE SAFETY & EVACUATION POLICY

# EDWARD WOODS COMMUNITY CENTRE

## FIRE EMERGENCY PLAN

### PURPOSE OF PLAN

- To ensure that people occupying the centre know what to do in the event of a fire.
- To ensure that all people within the centre, including members of the public, temporary staff and visitors, are safely evacuated in the event of a fire.
- To form a basis for the training of staff and volunteers.

The plan is based on the finding of the Fire Risk Assessment carried out by the Centre Manager, who will review the Plan at least annually or sooner if the need arises. The Plan will be made available to employees and their representatives.

### ACTION ON DISCOVERING A FIRE

Fire notices are prominently displayed at key points throughout the centre, which indicate the action to be taken by person/s who discover a fire. The procedure is as follows:

1. Raise the alarm by alerting those nearby and by operating the nearest red fire call point/break glass.
2. Leave the building by the nearest exit.
3. Report to the assembly point located at the LARGE GREEN AREA OPPOSITE THE CENTRE
4. Do not stop to collect personal belongings.
5. Do not use the lift.
6. Do not re-enter the building until you are told it is safe to do so.
7. A member of staff should only attempt to fight a fire if they are trained to use the extinguisher and are confident that they can do so safely i.e. without being overcome by smoke or becoming trapped by the fire.

### FIRE WARNING SYSTEM

Manual call points are positioned around the building and are appropriately signed.

The alarm is a **FIRE POINT 2 SMOKE BEAM ISOLATOR and DETECTION SYSTEM model ST1000.**

## VENUE FIRE SAFETY & EVAC. POLICY (CONT.)

The main alarm panel is located in the inner lobby to the left of the blue noticeboard outside the sports hall and is linked to a remote call centre.

The alarm will be tested every Tuesday. The alarm will be initiated from different call points each week to ensure their correct functioning. An appropriate record of the tests will be kept.

### **ACTION TO TAKE ON HEARING ALARM**

On hearing the alarm, staff with specific responsibilities and duties (as detailed below) will carry out these duties.

All other staff and visitors will evacuate the premises calmly and in an orderly manner. Staff will be instructed as follows:

- Not to stop to collect personal belongings.
- To proceed to the nearest fire assembly point and wait further instructions.
- To notify the **Centre Manager, Receptionist, Site Care Manager or Senior worker** of any person/s they know still in the building.
- Not to return to the building until further instruction from the **Emergency services, Centre Manager, Site Care Manager or Senior Worker.**

### **CALLING FIRE SERVICE**

The centre's fire alarm system is connected to a remote call service. If smoke or heat detectors are activated or if a break glass call point is activated, the fire service will be automatically summoned.

In all circumstances when the fire alarm system is activated, the Senior Staff on site will be responsible for calling the fire brigade.

### **EVACUATION OF PREMISES**

Staff will be made fully aware of their nearest evacuation routes and assembly points and will be familiarised of these routes when first joining the organisation. Trained Fire Marshalls will be responsible for guiding people in their team/area or care to the assembly point.

Day-to-day visitors will be made aware of the exit routes via signage and maps.

All visitors to the centre for functions are required to sign in at reception on arrival. Any individual with mobility difficulties will be identified and an appropriate Personal Emergency Evacuation plan will be developed.

### **POWER, PROCESS AND ISOLATION**

This does not apply to this centre.

## **PLACES OF ASSEMBLY**

Fire assembly point is located at the LARGE GREEN OPEN SPACE OPPOSITE THE CENTRE.

## **LIAISON WITH FIRE SERVICE**

The Centre Manager, Receptionist, Site Care Manager or Senior worker, will be responsible for meeting the fire service on arrival. Details of the premises and any hazardous substances are kept at reception.

## **IDENTIFICATION OF KEY ESCAPE ROUTES**

All key escape routes are identified by use of appropriate fire signage. All escape routes are kept clear of obstruction/s and are inspected on a regular basis to ensure that they remain clear and that signage is in good condition.

## **FIRE FIGHTING EQUIPMENT**

**All staff members are instructed that they should not attempt to use a fire extinguisher unless they are training to do so and only if they feel safe to do so.**

## **SPECIFIC RESPONSIBILITIES**

In the event of the fire alarm sounding the Centre Manager, Receptionist, Site Care Manager or Senior Worker will:

- Leave the building by the nearest exit and co-ordinate the evacuation from the assembly point.
- Establish from staff members the evacuation status.
- Report the evacuation status to the person in overall charge of the scene.
- In the event of a person or persons being reported as still being in the building, the fire authorities must be alerted as soon as possible.

### **Staff members**

- On hearing the alarm, staff should escort visitors to the nearest first exit.
- Take the register if safe to do so.
- Ensure visitors remain together and leave in an orderly fashion.
- Lead party to the assembly point.
- Conduct a roll call to ensure all are present.

### **Main reception staff**

- Take the signing- book from reception and a telephone, if safe to do so.
- On arrival at the assembly point to report to the Centre Manager or their deputy.

## VENUE FIRE SAFETY & EVAC. POLICY (CONT.)

- Make signing in book containing copy of this Emergency Plan available to the person in charge.

### **Other staff members**

- On hearing the alarm, staff should leave by the nearest exit.
- Ensure that any people they meet on the way are ushered to the exit.
- Report to the assembly point.

## **TRAINING**

The Centre Manager will ensure the contents of this emergency plan are communicated as part of the staff induction.

At induction employees and temporary staff will tour the building and be shown the location of fire fighting equipment, alarm call point and emergency exits. It should be made clear to them that emergency escape routes and doors are not to be blocked or restricted in any way. They should be clearly informed of and where required practised in any other specific responsibilities they may have in relation to the fire arrangements.

Continuation training based on this plan will be carried out following each of the practice evacuations that will be held at least twice a year.

The Centre and Site Care Managers will closely monitor each evacuation, highlighting and recording any problems or observations. Each practice evacuation will be planned so as to include as many members of staff and appointed Fire Marshals as possible, but will be aimed at including each individual in at least one per year. Debriefing sessions will be held immediately following each practice evacuation.

### **EMERGENCY PLAN DEVELOPED BY:**

**Centre Manager: Jacqueline Boyce**

**Site Care Manager: Caesar President**

**Date: 12<sup>th</sup> March 2020**

**Review date: 11<sup>th</sup> March 2021**

## APPENDIX B – RISK ASSESSMENTS

### SET UP AND PACK DOWN

Potential Hazards	Parties Affected	Precautions	Other Comments
<p><b>Manual Handling</b></p> <ul style="list-style-type: none"> <li>• Lifting heavy items to/from a height</li> <li>• Carrying heavy equipment or furniture</li> <li>• Carrying general rubbish that may include breakages</li> <li>• Carrying equipment with sharp edges</li> <li>• Other</li> </ul>	<p>All present</p>	<ul style="list-style-type: none"> <li>• Volunteers asked not to carry or lift items that may result in injury</li> <li>• Volunteers encouraged to ask for help</li> <li>• Chair trollies used when possible</li> <li>• Volunteers asked to report breakages or hazardous equipment</li> </ul>	<p>Carrying and lifting heavy equipment is unavoidable to some degree due to the current storage space provided by Edwards Woods. TW's approach will be to mitigate the risks as much as possible.</p>
<p><b>Preparation of Refreshments</b></p> <ul style="list-style-type: none"> <li>• Spillages of hot water or coffee causing burns or electrocution</li> <li>• Unhygienic food preparation</li> <li>• Raw meat or unrefrigerated perishables</li> <li>• Contaminants from unhygienic utensils or storage containers</li> </ul>		<ul style="list-style-type: none"> <li>• Volunteers asked to report defective equipment or breakages</li> <li>• Children will not be allowed to enter the kitchen or other preparation areas</li> <li>• Volunteers asked to follow safe practices with regards to cooking and refrigeration</li> <li>• Clean cooking and storage equipment will be used</li> </ul>	

RISK ASSESSMENTS (CONT.)

Potential Hazards	Parties Affected	Precautions	Other Comments
<ul style="list-style-type: none"> <li>• Allergens</li> <li>• Communion wine</li> <li>• Other</li> </ul>		<ul style="list-style-type: none"> <li>• A list of ingredients will be available for shared food</li> <li>• Communion wine stored securely, covered before service and cleared immediately following the service</li> </ul>	
<p><b>Slips</b></p> <ul style="list-style-type: none"> <li>• Wet floors due to inclement weather</li> <li>• Spills</li> <li>• Other</li> </ul>		<ul style="list-style-type: none"> <li>• Spills and leakages will be reported and cleaned immediately</li> <li>• Umbrellas will be stored in a designated bin</li> <li>• Doormats will be available to wipe shoes</li> <li>• Hand towels or kitchen roll will be available on site</li> </ul>	
<p><b>Trips</b></p> <ul style="list-style-type: none"> <li>• Trailing cables and wires</li> <li>• Uneven surfaces</li> <li>• Other</li> </ul>		<ul style="list-style-type: none"> <li>• Cables will be kept out of walkways and flush to the wall, where possible</li> <li>• Uneven surfaces will be brought to the attention of the venue and covered if necessary</li> </ul>	

SUNDAY SERVICE

Potential Hazards	Parties Affected	Precautions	Other Comments
<p><b>Fire</b></p> <ul style="list-style-type: none"> <li>Lack of awareness of evacuation protocols</li> </ul>	All present	<ul style="list-style-type: none"> <li>All TW staff and volunteers on duty will be familiar with the venue evacuation procedures</li> <li>In the case of an evacuation, service leaders will ask attendees to follow directions of Sunday service coordinator</li> </ul>	
<p><b>Slips</b></p> <ul style="list-style-type: none"> <li>See above</li> </ul>		<ul style="list-style-type: none"> <li>See above</li> </ul>	
<p><b>Trips</b></p> <ul style="list-style-type: none"> <li>See above</li> </ul>		<ul style="list-style-type: none"> <li>See above</li> </ul>	
<p><b>Food and drink</b></p> <ul style="list-style-type: none"> <li>Children handling hot drinks</li> </ul>		<ul style="list-style-type: none"> <li>Parents to be reminded to be vigilant of their children's whereabouts</li> </ul>	
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>Harm/abuse towards children while at TW Kids, including risk that the work could be targeted by those who pose a risk to children</li> <li>Church members do not recognise signs of abuse and/or do not respond appropriately to disclosures made by</li> </ul>	<p>Children</p> <p>Adults at risk</p> <p>Church members</p>	<ul style="list-style-type: none"> <li>Parents to be reminded to be vigilant of their children's whereabouts</li> <li>All church members to receive basic safeguarding training on a regular basis</li> <li>Names and photos of DSL and deputy DSL to be displayed in building at entrance desk and on the website</li> </ul>	

RISK ASSESSMENTS (CONT.)

Potential Hazards	Parties Affected	Precautions	Other Comments
<p>children or adults at risk</p> <ul style="list-style-type: none"> <li>• False allegations against volunteers</li> </ul>		<ul style="list-style-type: none"> <li>• Should the church become aware that a specific church member or visitor poses a risk due to past behaviour (e.g. Schedule 1 offender), an individualised risk assessment will be drawn up in conjunction with the person and any statutory agencies</li> <li>• Allegations will be investigated thoroughly, including by the relevant statutory body if a legal threshold is met</li> </ul>	



RISK ASSESSMENTS (CONT.)

TW KIDS

Potential Hazards	Parties Affected	Precautions	Other Comments
<p><b>Fire</b></p> <ul style="list-style-type: none"> <li>Lack of awareness of evacuation protocols</li> </ul>	<p>Children and leaders attending TW Kids</p>	<ul style="list-style-type: none"> <li>All TW staff and volunteers on duty will be familiar with the venue evacuation procedures</li> <li>TW Kids leaders will lead or carry children during an evacuation</li> <li>Special attention will be given to Crèche children and those with special needs</li> </ul>	
<p><b>Illness</b></p> <ul style="list-style-type: none"> <li>Contagious illness</li> <li>Medicine for severe allergies or other not on hand</li> <li>Lack of awareness of emergency procedures</li> <li>Other</li> </ul>	<p>Children attending TW Kids</p>	<ul style="list-style-type: none"> <li>Parents and leaders will be instructed not to allow children with contagious illnesses to join activities</li> <li>Parents will provide leaders with medical supplies for their children. Contact info provided on registers</li> <li>Leaders must be familiar with emergency procedures in Health &amp; Safety policy</li> </ul>	
<p><b>Inadequate Supervision</b></p> <ul style="list-style-type: none"> <li>Accidents, bullying, abuse, etc., while leaders are absent</li> </ul>	<p>Children attending TW Kids</p>	<ul style="list-style-type: none"> <li>Maintain appropriate leader-child ratios (see safeguarding policy)</li> <li>Leaders to follow guidance for discipline in Safeguarding Policy</li> </ul>	
<p><b>Hazardous Furniture</b></p> <ul style="list-style-type: none"> <li>Sharp edges</li> </ul>	<p>Children attending TW Kids</p>	<ul style="list-style-type: none"> <li>Crèche leaders will perform a visual risk assessment to identify and remove hazardous or unstable</li> </ul>	

RISK ASSESSMENTS (CONT.)

Potential Hazards	Parties Affected	Precautions	Other Comments
<ul style="list-style-type: none"> <li>• Unstable heavy objects</li> <li>• Other</li> </ul>		<p>furniture and confirm on register</p> <ul style="list-style-type: none"> <li>• Beginners and Seniors leaders should secure or remove hazardous furniture</li> <li>• Leaders should ensure children do not run or play near furniture that could cause injury</li> </ul>	
<p><b>Hazardous Substances</b></p> <ul style="list-style-type: none"> <li>• Cleaning products (for example, polish, drain cleaner etc.)</li> <li>• Other</li> </ul>	<p>Children attending TW Kids</p>	<ul style="list-style-type: none"> <li>• Unnecessary cleaning supplies will be removed. Other supplies will be kept out of reach of young children.</li> <li>• Parents are responsible for supervising their children when not in church activities</li> </ul>	<p>During the Covid-19 pandemic, potentially hazardous cleaning supplies will be provided in bathrooms. Parents are reminder to accompany children under the age of 11 to the bathroom.</p>
<p><b>Hazardous Equipment</b></p> <ul style="list-style-type: none"> <li>• Sharp scissors</li> <li>• Plastic bags</li> <li>• Other</li> </ul>	<p>Children attending TW Kids</p>	<ul style="list-style-type: none"> <li>• Safety scissors only</li> <li>• Leaders must not bring potentially harmful equipment for activities</li> <li>• When not in use, leaders must store plastic bags securely and out of reach of children</li> </ul>	
<p><b>Food and drink</b></p> <ul style="list-style-type: none"> <li>• Crèche snacks</li> <li>• Communion wine</li> </ul>	<p>Children attending TW Kids</p>	<ul style="list-style-type: none"> <li>• Leaders should check allergens before Crèche snacks are shared</li> <li>• Communion wine stored securely, covered before service and cleared</li> </ul>	

RISK ASSESSMENTS (CONT.)

Potential Hazards	Parties Affected	Precautions	Other Comments
		immediately following the service	
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Harm/abuse towards children while at TW Kids, including risk that the work could be targeted by those who pose a risk to children</li> <li>• Volunteers do not recognise signs of abuse and/or do not respond appropriately to disclosures made by children.</li> <li>• False allegations against volunteers</li> </ul>	Children attending TW Kids	<ul style="list-style-type: none"> <li>• All TW Kids leaders will undergo regular safeguarding training</li> <li>• Volunteers should avoid being in the room with one-on-one with a child. If this is unavoidable then the room door should be left open.</li> <li>• If Crèche/Beginners need help with toileting, door will be kept open at all times.</li> <li>• Information about safeguarding leads visibly displayed on Sunday mornings; Safeguarding policies and procedures to be easily accessible to all volunteers (electronic version emailed; physical copy in all TW Kids boxes)</li> <li>• All volunteers will be DBS checked and undergo reference checks to ensure their suitability to work with children.</li> <li>• Allegations will be investigated thoroughly, including by the relevant statutory body if a legal threshold is met.</li> </ul>	

## APPENDIX C – ACCIDENT INCIDENT FORM

This form should be completed immediately following any accident or significant incident. Volunteers or employees must first inform the parent/guardian and second, the relevant church officer. In the event of life-threatening illness or injury, emergency services will be called first and the parents will be located and informed immediately.

Day, date and time of the incident

Full names of those involved in the incident

Where did this incident take place?	
-------------------------------------	--

Name of the group:	
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Who was responsible for the group at the time of the incident, if different from the above? (Full names)

Which other workers were supervising the group at the time of the incident? (Full names)

ACCIDENT INCIDENT FORM (CONT.)

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Who witnessed the incident? (Full names) Normally only two witnesses would be needed.

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Describe the accident/incident (include injuries received and any first aid or medical treatment given)

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Have you retained any defective equipment? (please tick)

YES

NO

NONE  
INVOLVED

ACCIDENT INCIDENT FORM (CONT.)

If yes, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use?	YES	NO
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Is the equipment still safe for your group to use?	YES	NO
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Who else needs to be informed?	
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Have they been informed?	YES	NO
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If so, when, and by whom?	
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Name of person in charge of group at time of accident/incident:		Form seen by: Name and Title (e.g. LSO)	
Signature		Signature	
		Date	

Trinity West Church will store the details on this form in accordance with the legal requirements of the EU General Data Protection Regulation (GDPR) (2016/679) and the Data Protection Act, for the purposes of safeguarding and facilitating emergency care.