

Oadby Baptist Church

Health & Safety information for Users of the Premises

(To be read in conjunction with the Health & Safety Policy)

1 Fire Safety

- 1.1 Ensure that all leaders & helpers are aware of escape routes from the buildings and the location of fire extinguishers.
- 1.2 Ensure that all leaders & helpers are aware of the fire action notices and have read and understood them.
- 1.3 When using the upper halls, the fire exit door from the stage side room, off the schoolroom, should be unlocked upon arrival and locked again when leaving.
- 1.4 When using the lower halls, the fire exit door from the lower hall should have one of the bolts undone upon arrival, and done up again upon leaving.
- 1.5 When using the Church sanctuary, the rear door at the foot of the vestry staircase should be unlocked on arrival, and locked again upon leaving.
- 1.6 When using the ministry centre area, keep at least one outside door unlocked.
- 1.7 As there is no fire alarm system, groups using the premises should arrange a method of raising the alarm in the event of a fire. (Shout, whistle etc)
- 1.8 It is recommended that all groups using the premises hold regular fire drills.

2 First Aid

- 2.1 First aid boxes are located in the Kitchen for the halls, and in the kitchenette for the Church.
- 2.2 An accident book is kept with each first aid kit, and should be completed for all accidents on the church premises.
- 2.3 It is the responsibility of each group using the premises to ensure they have suitable first aid cover for the activities they are engaged in.
- 2.4 Any accident caused by a defect in the premises or equipment belonging to the church should be reported to the health & safety officer at the earliest opportunity.
- 2.5 Please replace items used from first aid boxes or inform the health & safety officer in order that they can be re-stocked.

3 Food

- 3.1 Where food is being prepared for any purpose (Serving to members or public, children cooking, etc), there must be a person present holding an appropriate food hygiene certificate.
- 3.2 Food, (other than tea, coffee, sugar, biscuits & Tuck shops), should not be kept on the premises.

4 General

- 4.1 Ensure any electrical equipment brought onto the premises is in a safe and serviceable condition. Electrical equipment kept on the premises must be made available for electrical testing or inspection upon request. A charge may be made for this.
- 4.2 Any item of furniture or equipment that is broken, should be clearly labelled, and the health & safety officer informed at the earliest opportunity.
- 4.3 All leaders, helpers & volunteers should be given a copy of the Church's Health & Safety policy to read and comply with it's contents.
- 4.4 The Health & Safety officer will be glad to answer any questions you may have.