







HEALTH & SAFETY POLICY - QUICK GUIDE FOR FACILITY USERS

ISSUE	INFORMATION
<p>Monitoring Health & Safety</p>	<p>It is the duty of <u>all</u> hirers, users and visitors to take care of themselves and others who may be affected by their activities and to cooperate with The Orchard Church (TOC) in keeping the facility, including the grounds, safe and fit for purpose.</p> <p>Hirers of the facility are responsible for the management of their own contractors' health & safety obligations e.g. for wedding organisers, caterers, decorators, bands etc. <i>(For example, if a person hires the facility for a wedding, they are responsible for choosing contractors who will follow correct health & safety practice and comply with regulations.)</i> Information on risks and hazards are available from the Facility Manager which can be passed on to contractors.</p> <p>Should anyone using the Facility come across a fault, damage or other situation which might cause injury and which cannot be immediately rectified they should inform the Executive Director or House Manager as soon as possible so that the problem can be dealt with. Where Facility equipment is damaged that damage should be reported to the Executive Director or House Manager, who will take appropriate steps to make the area safe and arrange repair.</p>
<p>Mitigation of Risk</p>	<p>To mitigate Health & Safety risk TOC takes the following steps:</p> <ul style="list-style-type: none"> • <i>To discuss and report on Health and Safety at every meeting.</i> • <i>To carry out a full Risk Assessment every year, or sooner, if deemed necessary by the H&S Committee.</i> • <i>Ensure that there is a copy of the current Health and Safety Policy and Fire Evacuation Plan available.</i> • <i>Appropriate Fire Fighting Equipment is provided.</i> • <i>Fire Equipment is maintained and checked annually.</i> <p>Hazardous substances/materials that must not be used in the Facility are: <i>Flammable liquids.</i> <i>Pyrotechnics/fireworks.</i></p> <p>Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:</p> <ul style="list-style-type: none"> • <i>Smoking and alcohol are forbidden inside the Facility and on the grounds.</i> • <i>Storage of combustible material near a source of ignition is not permitted.</i> • <i>Emergency exit doors and routes must be kept clear/unlocked at all times.</i> • <i>Be familiar with this H&S policy, and the Fire Evacuation Plan in case needed.</i>

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<p>Children</p> 	<p>Minors under the age of 14 must be accompanied and actively supervised by a responsible adult at all times.</p> <p>In the event of children’s parties or activity groups, the hirer takes responsibility for the adult to child ratio, ensuring adequate safety and care for the age of the children attending.</p> <p>Small children under the age of 12 are not permitted in the kitchen – unless as part of a supervised class. This is to avoid the risk of scalds, burns cuts and other injuries occurring.</p>
<p>Electrical safety</p> 	<p>The following must be adhered to:</p> <ul style="list-style-type: none"> • <i>Electrical appliances must not be left unsupervised when in operation.</i> • <i>Plug sockets must not be overloaded.</i> • <i>Should users/hirers want to bring electrical appliances onto the premises they must make the Facility Manger aware of this in advance. The users/hirers are responsible for ensuring that the appliances meet safety standards (tested & tagged).</i> • <i>Electrical equipment showing signs of damage, exposure of components, water damage etc must not be touched or operated.</i> • <i>Users have a responsibility to ensure that all electrical appliances are shut off and where practical unplugged when leaving the Facility.</i> • <i>Trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility “hazard” tape.</i>
<p>Gas Safety</p> 	<p>All users must be aware that:</p> <ul style="list-style-type: none"> • <i>If you suspect a gas leak, turn off the bottles on the exterior wall of the kitchen, and ventilate the area. Notify the House Manager immediately.</i> • <i>If in doubt evacuate the building.</i> • <i>Don’t turn the supply back on until the leak has been dealt with by a competent person.</i>
<p>Slips, Trips & Falls</p> 	<p>All users must be aware that:</p> <p><i>All surfaces can pose a slip, trip or fall risk and to be aware of those risks when using the facilities.</i></p> <p><i>After mopping floors, or if floors are wet put out warning signs.</i></p>
<p>Manual Handling</p>	<p>All users must be aware that:</p> <p><i>They should use the equipment & trolleys provided when moving heavy objects. Be aware that the table trolleys are very heavy and hard to maneuver, best to use two people.</i></p>
<p>Working at Height</p> 	<p>All users must be aware that:</p> <p><i>They are responsible for using any ladder safely, after reading the proper use instructions.</i></p> <p><i>Specialist scaffolding equipment is required for access to the high stud ceilings; you must be trained to use this.</i></p> <p><i>Access to the attic is by trained personnel only.</i></p>

ISSUE	INFORMATION		
General Housekeeping & Maintenance	<p>The Facility is cleaned and safety checked on a regular basis. However, every user has a responsibility to ensure that:</p> <ul style="list-style-type: none"> • The Facility is left in a clean and tidy state. • All rubbish is removed from the premises, or put into exterior bins if agreed prior. • Any damage or accidents should be reported to the House Manager. • All food, drink, bottles and perishable items must be taken away at the end of each hire. • The grounds and car parks surrounding the Facility must be kept clear of litter. 		
Working on premises alone	<p>Volunteers, hirers, contractors or tradesmen should not work alone on the property if they are using ladders or equipment that might pose a danger or in high risk areas e.g. electrical repairs.</p> <p>When jobs have been assessed as low risk, therefore working alone is approved, then it is the individual's responsibility to ensure they are equipped with a mobile phone to be able to summon assistance in the event of an emergency.</p>		
Noise	<p>All users should be considerate of neighbours in regard to noise and its impact. Noise volume and amplification levels are to be limited so as not to be a nuisance to neighbours. The local council can enforce noise decibel restrictions if complaints are made. Any complaints/action taken as a result of excess noise will be the responsibility of the Hirer.</p>		
Parking	<p>Parking on the grounds of the Facility is limited to available spaces and at the users' risk. Do not obstruct driveways or block the road or cause a nuisance or any safety issue for local residents or visitors/users of the facility.</p>		
First Aid & Accident Reporting	<p>The First Aid kit is located on top of the Refrigerator in the Kitchen, if you use it please fill out the notebook so we know what needs to be replaced. A Defibrillator is located in a cupboard by the reception "sign in" book.</p> <p>The following must be reported to the House Manager and the appropriate Accident Report Form must be completed:</p> <ul style="list-style-type: none"> • <i>An accident – an event that results in injury (even cuts & bruises) or ill health.</i> • <i>An incident – near miss: an event not causing harm, but which has the potential to cause injury or ill health should it happen again.</i> • <i>An observed issue – something that needs attention, could become a hazard.</i> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;">  </div> <div> <p>In the event of an emergency ring 111 or visit the nearest open facility:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Te Puke Medical Centre 14 Queen Street Te Puke 07 573 9511 Opening hours: Mon – Fri 8.00am – 5.00pm Sat – 8.30am – 11.00am</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>After Hours:</u> Tauranga Hospital A & E 829 Cameron Road Tauranga Open 24 hours</p> </td> </tr> </table> </div> </div>	<p>Te Puke Medical Centre 14 Queen Street Te Puke 07 573 9511 Opening hours: Mon – Fri 8.00am – 5.00pm Sat – 8.30am – 11.00am</p>	<p><u>After Hours:</u> Tauranga Hospital A & E 829 Cameron Road Tauranga Open 24 hours</p>
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Fire Evacuation Procedures	<p>See separate document</p>		
Building WOF	<p>A copy of the Warrant of Fitness is displayed in the reception area.</p>		