

MILLHOUSES METHODIST CHURCH

HEALTH & SAFETY REGULATIONS

1, MILLHOUSES LANE, SHEFFIELD, S7 2HA

This document outlines several Church Health & Safety rules and Regulations regarding the use/hire of the Church, or parts of the building, by visiting groups or organisations. All 'Hirers' are asked to fully read these rules and to comply with them at all times.

- **Accidents and First Aid:** In the event of an accident, details must be entered in the accident book. Two separate books are kept for this purpose: on the wall in the coffee room and in the upstairs kitchen. An accident report form is available with the First Aid boxes. First Aid boxes are located in the downstairs coffee room and the upstairs kitchen. If there are no Church first aiders present, your group/organisation will have to provide your own, if considered necessary.
- **Fire safety:** Regular Risk Assessments are carried out on all parts of the building and for regular functions. These are on the Church Notice Board for your attention. There will be one for the room/s you are using together with a floor plan showing routes and fire fighting appliances.
- **Fire Evacuation:** In the event of a fire, the event organiser or designated person is responsible for supervising the evacuation of the building by all persons and for contacting the fire brigade and/or police and ensuring that all persons are accounted for. See separate **Fire Evacuation Procedures**.
- **Fire Extinguishers and Fire Blankets** are kept in the following locations:-

Location	Type of Extinguisher	Capacity
1. Side door and downstairs corridor	Wall mounted Foam Spray	6 litres
2. Downstairs kitchen	Wall mounted Foam Spray & Blanket	1.75 litres
3. Lecture room near Whirlowdale Rd exit	Wall mounted Foam Spray	6 litres
4. To left of Organ in Choir area	Wall mounted Foam Spray	1.75 litres
5. Front door in Vestibule	Free standing Water on plastic plinth	6 litres
6. Upstairs Kitchen 2 behind door	Wall mounted Foam Spray & Blanket	2 litres
Upper Hall & Stage		
7. Near door to landing and	7. Wall mounted Foam Spray	6 litres
8. Near outside door to fire escape and	8. Wall mounted Foam Spray	6 litres
9. Next to electric lighting panel on left side of stage	9. Wall mounted CO2 & Blanket	2 Kgs
10. Top of Cellar steps	Wall mounted Powder Spray	2 Kgs

- **Electrical safety:** Misuse and abuse of electricity and electrical items is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees, voluntary workers and visiting group organisers must observe the following:-
 1. Visually check all electrical equipment before use.
 2. Report all faults immediately to the responsible person (Andrew Maxfield 0114 2363659).
 3. Do not attempt to use or repair faulty equipment.

4. No electrical equipment is to be brought onto the premises and used, unless it has been PAT tested by an approved person and carries a current tested sticker.
 5. Electrical equipment should be switched off and disconnected when not in use for long periods.
 6. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.
- **Working at high levels:** All ceilings, wall lights and fittings inside the building over 12ft from the floor and all outside work at a height of 15ft or more will be designated as high level. When working at high levels all persons must wear and use a safety harness and hard hat.
 - **Preparation of food Within the Church Buildings:** Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected. All persons preparing food must wash their hands thoroughly with soap and hot water before commencing. Food stuffs and milk may only be prepared and stored in the downstairs and upstairs kitchens. Perishable food, whether packed or unpacked, may only be left in the fridge or in strong rodent proof containers such as tins or plastic boxes. See **Food Storage** below. Only Authorised persons who have received appropriate training or instructions may prepare and handle food within the Church.
 - **Church Cleaning, Tidiness & Food Storage:** The inside of the Church hall and all rooms, are kept clean and tidy at all times. Those rooms or areas that are used regularly, both by Church members or visiting groups/organisations, should be cleaned and tidied as soon as possible after use. Visiting group organisers should look out for hazards which might arise from recent use. Any hazard found must be reported immediately to the H & S Coordinator, Mr Andrew Maxfield 0114 2363659, or to a Steward if present, or the Booking Secretary.

Visiting groups/organisations are expected to replace furniture/fittings which they have moved during their use. Stacking chairs must be stacked with no more than 5 chairs per stack. Folding tables should be folded and stacked safely so they cannot fall. Refuse, rubbish, litter and waste food must be placed in the litter bins provided in the downstairs kitchen, upstairs kitchen, toilets (up and down) or the corridor outside the store room door. Paper wrapped (bread, cakes, crisps, biscuits, sweets, etc) and opened food must not be left uncovered overnight in any part of the Church. Perishable food may only be left overnight in sealed tins/plastic containers and the fridge. Opened milk cartons and bottles must not be left for more than 48 hours and left only in the fridge. Food left in the fridge or cupboards must only be left for a maximum of 72 hours to avoid perishing.

Rubbish bags and sacks should be tied off and only be thrown away into the black wheelie bin outside the side door. Only paper and cardboard should be put in the blue wheelie bin. Plastic and glass refuse should be put in the brown wheelie bin.

- **Child and Vulnerable Adults Protection:** Our Church operates a strict child/vulnerable adult safeguarding policy. Please ensure that children/persons are protected at all times and that you have read our Safeguarding Policy, a copy of which has been given to you with our Room Hire conditions. (Established groups may also have their own safeguarding policy.)
- **Personal Safety:** All hirers using the church or parts of the building must take adequate precautions to protect persons handling cash or valuable items. Women working in the building should not be left on their own unless protected or made safe and should be in possession of a working mobile phone.