

Canford Parish Church

CMC & Grounds

Health and Safety Policy

Issue 1

11th July 2016

Working Doc with revised Fire procedure & Keyholders Agreement Jan'2017

Issue 1 adopted by the PCC on 11th July 2016

Version History

Version	Date	Approved	Comments
Draft	16 January 2015		For Discussion
2 nd Draft	6 March 2015		After comments from Wardens
3 rd Draft	7 July 2015		After further comments from Wardens
Issue 1	11 July 2016		Following annual review by H&S Working Party

Introduction

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it and also with reference to the Canford Magna Churches Combined Health & Safety Policy document.

The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

This document is based on a template made available by Ecclesiastical Insurance

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

A. General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed

Designated member of the PCC with responsibility for Health & Safety

Date

Review date

This policy will be reviewed annually and adopted at a PCC meeting.

B. Organisation and responsibilities

1 Responsibility of the Parochial Church Council

Overall responsibility for health and safety is that of the Parochial Church Council under the leadership of

Canon Chris Tebbutt

who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2 Responsibility of the Incumbent and Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Incumbent and Churchwardens, as noted below:

Canon Chris Tebbutt

Mrs Jane Hazell

Mrs Sandra Webster

3 Responsibility of the Health and Safety Officer

Responsibilities for implementation of this policy in various areas are provided in Section 5. Acknowledging these responsibilities the following person carries the responsibility to ensure day-to-day implementation of the arrangements outlined in this policy:

Mr Graham White

The responsibility of the health and safety officer shall be to:

1. be familiar with health and safety regulations as far as they concern church premises
2. be familiar with the health and safety policy and arrangements and ensure they are observed
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure the church and CMC are clean and tidy
5. ensure the churchyards are properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut. The village graveyard is maintained by Poole Borough.
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
8. ensure that adequate access and egress is maintained
9. ensure adequate firefighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed.

4 Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.

5 Responsible persons

The responsibility for safety in particular areas is noted by role as follows. Note; Wardens are able to delegate work but remain responsible for the work being discharged.

Responsibility	Position
Accident book/Accident reporting (1)	Wardens
Fire extinguishers (2.1)	Wardens
Emergency evacuation (2.4)	Wardens
Portable electrical appliances (3.1)	Assistant warden
Fixed electrical system (3.4)	Assistant warden
Gas equipment (4)	Assistant warden
Hazardous substances (5)	Wardens
Plant and machinery (6)	Assistant warden
Condition of floors and stairs (7.1)	Wardens
Condition of churchyard (7.2)	Wardens
Light bulb changing (8)	Assistant warden
Working at high levels (9)	Assistant warden
Food preparation (10)	Wardens
Manual handling (11)	Wardens
Display screen equipment (12)	Wardens
Building defects/glazing (13)	Assistant warden
Safeguarding(14]	Parish safeguarding reps
Personal safety (15)	Wardens
Fêtes and outings	Wardens
Tower tours	N/A
Bell ringing	Wardens and Bell Captain
Contractors (17)	Wardens
Health and safety training	Health and Safety Officer

6 Health & Safety Working Group

A Health and Safety Working Group shall be formed with the structure and responsibilities as given in the Canford Magna Churches Combined Health and Safety document.

C. Arrangements (implementation of the policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

Note: Refer to the various guidance notes produced by Ecclesiastical and other guidance produced by the Health and Safety Executive where necessary.

1 Accidents and first aid

First aid boxes are located in the Church Vestry and CMC Kitchen

Trained/qualified first aiders are: TBC

The accident books are located in the Church Vestry and CMC Kitchen

All accidents and incidents are to be entered in the accident book and our insurers advised.

When the Church or Canford Magna Centre is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose. Accident books and accident records are reviewed quarterly by the Health and Safety Officer. Any recurring accidents will be reported to the PCC for further discussion.

These accidents will be reported by the responsible person.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, specified injuries and injuries which involve the injured person being absent from work or unable to perform their normal duties for more than seven days must be reported to the enforcing authorities. So must injuries to the general public resulting in hospital treatment, diseases and certain dangerous occurrences, as defined by the regulations. For most types of incident the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1 of the Regulations). A report must be received within 10 days of the incident.

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately.
- accidents involving the injured person losing **more than seven consecutive days** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported within **fifteen days**
- reportable diseases, as defined by the regulations, must be reported to the enforcing authority. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculoskeletal disorders.

Accident reporting

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

2 Fire safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- an assessment of the fire risks in the church and CMC and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
- a check that a fire can be detected in a reasonable time and that people can be warned
- a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- to provide reasonable firefighting equipment
- a check that those in the building know what to do if there is a fire
- a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of Extinguisher
Church Vestry	1 X Carbon Dioxide
Church South Aisle (East end)	1 X Carbon Dioxide
Church South Aisle (West end)	1 X Water 9 Kg
Church Organ Loft	1 X Carbon Dioxide 2 Kg
CMC Hall	1 X Water 9 Kg
CMC Lounge	2 X Water 9 Kg
CMC Kitchen	1 X Carbon Dioxide
CMC Ladies Toilet	1 X Powder 2 Kg

The extinguishers noted are checked every month by the Health and Safety Officer to ensure they are still in place, readily accessible, have not been discharged and in date with regard to annual maintenance.

The extinguishers noted above are checked annually through service contract arranged by the responsible warden. Currently Abbey Fire maintains the fire extinguishers.

2. 2 Fire alarm system

The fire alarm system in the CMC shall be tested monthly by the responsible warden and a record made of successful test. The Health and Safety officer will periodically review the test record. The fire alarm system shall be checked annually through service contract arranged by the responsible warden. Currently Abbey Fire maintains the fire alarm system.

The Grade 1 listed parish church has no automatic fire alarm system.

2. 3 Other fire protection equipment

The fire blanket in the CMC kitchen shall be inspected on a monthly basis by the responsible warden.

2. 4 Evacuation procedure

Evacuation procedures shall be prepared making note of any extra considerations that must be made when the building is at or near full capacity, considered to be 200 persons for the church and 80 persons for the CMC lounge.

The evacuation procedure for the church is given in Appendix 4

The evacuation procedure for the CMC is given in Appendix 2

2. 5 Evacuation drills

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2. 6 If you discover a fire (no matter how small)

1. Immediately raise the alarm
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
6. Evacuate to the designated assembly point
7. Ensure clear access for the emergency vehicles

3 Electrical Safety

Maintenance of portable and movable electrical appliances shall be conducted in accordance Health and Safety Executive document INDG236 latest issue.

1. A list of all our portable and movable electrical appliances is maintained by the responsible warden. The list will identify whether each appliance requires formal visual inspection and/or combined inspection and testing and frequency. Inspection and testing will be carried out by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the task, knows how to use it and can correctly interpret the results. Any repairs needed shall be reported to the Health & Safety Group. Any unsafe equipment will be safely disposed of.
2. A yearly visual inspection will be carried out of the fixed electrical installation by the responsible warden.
3. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.
4. It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
5. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
 - (i) Visually check all electrical equipment before use
 - (ii) Report all faults immediately to the responsible person

- (iii) Do not attempt to use or repair faulty equipment
- (iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
- (v) Electrical equipment should be switched off and disconnected when not in use for long periods
- (vi) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

4 Gas equipment safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately

5 Hazardous substances

The responsible warden will maintain a list of all hazardous substances used in the church and CMC. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident. Copies of Data Sheets/Product Information are kept in the church office and where chemicals are stored. The presence of these data sheets shall be checked during the annual audit.

Name of substance	Hazard level	Storage	Protective clothing	Accident Procedure
Bleach		Locked in cupboard in ladies toilet	Gloves	
Flash all purpose cleaner		Locked in cupboard in ladies toilet	Gloves	
Mirror cleaner		Locked in cupboard in ladies toilet	Gloves	
Limescale remover		Locked in cupboard in ladies toilet	Gloves	
Cleaner/Sanitiser		Locked in cupboard in ladies toilet	Gloves	
Flash bathroom		Locked in cupboard in ladies toilet	Gloves	
Savlon disinfectant liquid		Locked in cupboard in ladies toilet	Gloves	
Nippon ant killer powder		Locked in cupboard in ladies toilet	Gloves	
Anti-bacterial multi surface cleaning spray		Cupboard under kitchen sink	Gloves	
Dishwasher detergent concentrate		Cupboard under kitchen sink	Gloves	
Rinsaid		Cupboard under kitchen sink	Gloves	
Dishwasher salt granules		Cupboard under kitchen sink	Gloves	
Oven cleaner		Cupboard under kitchen sink	Gloves	
Cream cleaner		Cupboard under kitchen sink	Gloves	
Furniture polish		Cupboard under kitchen sink		
Fairy liquid		Kitchen work surface by sink		
Moisturising hand wash		Kitchen work surface by sink		

6 Safety of plant and machinery

The responsible warden will maintain a list of all items of plant and machinery. A list of all items of plant and machinery is kept in the church office and updated as necessary. The procedures for checking and rules for use are as follows:

1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
2. All plant and machinery will be regularly maintained and inspected at least annually and a log kept. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
3. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
4. The appropriate personal protective equipment (PPE) must be worn when operating any item of plant or machinery. PPE must be inspected at least annually by a competent person in accordance with EN 365 and a log kept.
5. Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
6. Ladders may only be used when the use of other equipment such as tower scaffolds or mobile elevated work platforms cannot be justified and for work of short duration, provided the ladder can be safely secured and used in accordance with Health and Safety Executive document INDG455 latest issue. The Tetra fall arrest system must be used where indicated by the relevant risk assessment and procedure. A list of those authorised to use ladders and the Tetra fall arrest system is kept in the church office.
7. Any defect and damage found to any item of plant or machinery must be reported to the responsible warden.

7 Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made, quarterly, by the responsible warden and the health and safety officer of:

1. All floors and stairs in the church and CMC.
2. All paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths.

The responsible warden will arrange for repairs or remedial measures to be carried out.

8 Lighting

In order to ensure that the church, CMC, drive and paths are adequately lit, an inspection will be made every month by the responsible warden to ensure adequate lighting. Any bulbs that require replacing will be noted and replaced at the earliest opportunity. Bulbs will be replaced with reference to the relevant risk assessment and procedure, copies of which can be obtained from the church office and web site.

9 Working at high levels

Work at height means work in any place where, if there are no precautions in place, a person could fall a distance liable to cause personal injury.

1. Any work at height should be carried out in accordance with Health and Safety Executive Work at Height Regulations 2005 (WAHR) and with reference to the relevant risk assessment and procedure, copies of which can be obtained from church office and website.
2. Wardens and Health and Safety officer must ensure that Work at Height is only carried out when a risk assessment and procedure have been produced for the particular task and make sure that work is properly planned, supervised and carried out by competent people.

10 Preparation of food

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training and provide the necessary materials to ensure good hygiene (eg. Alcohol rub).
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Food stuffs may only be prepared in the CMC kitchen. The only exception to this is for food prepared at home for private consumption.
6. A list of persons who have received the appropriate training to prepare and serve foodstuffs is available in the CMC kitchen together with these guidelines.
7. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.
8. People with known allergies have the responsibility to check what ingredients a food stuff may contain. We will provide that information.
9. We are registered with the Borough of Poole as a "Food Provider". Environmental Health Officer contact details are given in section 18.

11 Manual handling – lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.
5. The handling of tables and chairs is an individual responsibility.

12 Display screen equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- stability and legibility of the screen
- contrast and brightness of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the work station environment
- the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible warden and the health and safety officer.

13 Hazardous buildings/glazing

1. Our policy is to ensure that the church and CMC and church grounds are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings and grounds are inspected annually by members of the Health and Safety working group and the responsible warden.
2. The responsible warden will inform the PCC sub-committee of any defects to allow procedures to be put in hand for repair.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
4. A check is made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected
5. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

14 Safeguarding

Our procedures include a policy, Canford Magna Parish Safeguarding Policy, as set out in the current Church of England House of Bishop's Policy Document. Details of the numbers and ages of children & young people involved in each group and details of adult supervisors are maintained. Parental consent forms are obtained for trips away from the parish and any particular needs of individual children noted.

A statement upholding our procedures is made at each annual church meeting and suitably recorded.

A permanent record is maintained of all accidents involving children.

All keyholders shall have read and signed the Canford Magna Churches Keyholder form (Appendix 3)

15 Personal safety

Risk assessments are undertaken to assess the risks to persons working alone in the church and CMC, travelling to and from church, accepting persons into their homes and handling cash and other valuables. The main aim of the risk assessment is to determine whether the work can be done safely by a lone worker, to ensure the lone worker is put at no greater risk than those who would do the job together and to identify any jobs that are just too difficult or dangerous for a lone worker to carry out.

We have a policy, Canford Parish Churches Lone Worker Policy, which details procedures and the appropriate control measures.

16 Risk assessments/activities

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. Procedures will be introduced where necessary to mitigate risks.

A specimen Risk Assessment Form is given in Appendix 5. Blank forms can be obtained from the office or website.

A schedule of risk assessments is given in Appendix 6

17 Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
2. Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained.
3. Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
4. Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.
6. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake. Particular care needs to be taken for 'hot works'.

CDM Regulations

The Construction (Design & Management) Regulations 2015 (CDM2015) apply to all construction work, maintenance, small scale building work or other minor works. We need to be aware of our responsibilities under these regulations. As a 'client' – an individual or organisation for whom construction work is being carried out, there are a number of specific duties under the CDM Regulations, refer to HSE leaflet INDG411. We can appoint a competent person to assist in the discharge of these duties if we wish.

18 Information and enforcement

Environmental Health Service Information:

Address

Environmental and Consumer Protection
Unit 1
Newfields Business Park
2 Stinsford Road
Poole
BH17 0NF

Tel: 01202 261700

Environmental Health Officer
Lisa North
Borough of Poole

Tel:01202 261730

HSE Medical Advisory Service

Address

14 New Fields
Stinsford Road
Nuffield Industrial Estate
Poole
BH17 0NF

Tel: 01202 667224

19 Health and Safety Law poster

A copy of the HSE poster 'Health and Safety Law – what you should know' ISBN 9780717663699 is displayed in the CMC and church.



Canford Magna Parish Church Office

Canford Magna Centre

Canford Magna

Wimborne

Dear

Use of Canford Magna Centre (CMC)

Thank you for enquiring about using the CMC for your private function. You may know that the building is also used as a place of worship most days each week, as well as having a social purpose. So you will understand that this letter and the attached notes are to help you, and us (the Parochial Church Council or 'PCC'), to use the building to everyone's advantage.

As the User of the CMC (or agent for the Hirer) you are personally responsible for the safety of everyone, during the period of hiring. It is essential that at all times you must designate someone to be in charge, in case of any emergency. That person must also understand the safety procedures, including use of the kitchen, and all details concerning fire safety equipment and exits.

It is a requirement of Dorset Fire Authority that two competent adults be present and instructed what to do in case of fire, throughout the let.

Please find attached a copy of this letter for you to sign and return. This confirms your understanding of the Hiring Terms and your responsibilities as User. Please let me or the Office know immediately if you have a query.

We do hope that by attending to all the Terms and Conditions for use, your event will go smoothly and safely.

With kind regards,

Ken Wilding

CMC Warden, on behalf of the Parochial Church Council

Phone: 01202 889450

Parish Office Phone: 01202 882270

DECLARATION TO BE COMPLETED BY THE USER

I, (please print)..... confirm that I have read and understood my responsibilities in hiring the CMC on for a private function. I accept that a Deposit of £50.00 is payable in advance, returnable subject to any withholding of costs for restoration. I also confirm that the attached Terms and Conditions are acceptable, and will be complied with.

Signed: _____ (Person signing must be 18 or over)

Dated: _____

NOTIFICATION OF APPROVAL OF USE OF THE CANFORD MAGNA CENTRE (CMC)

Name of user:	
Organisation:	
Address & Telephone Number	
Purpose of Hire:	
Likely number involved:	

Letting Requirement		Facility for hire: Main Hall, Kitchen and Toilets		
Date(s)	Period(s) Booked	Total No of Hours	Cost per Hour (£)	Total Cost
			-	
Returnable deposit (£50 separate cheque)				
Total:				

NOTES:

1. Bookings should be made at least one month in advance.
2. A **returnable** deposit of £50 is required in the form of a cheque payable to CMPCC - Parish Church. This will be returned providing the premises are left as found - please enclose when returning this booking form.
3. The balance is due 14 days before use.
4. All bookings are subject to adherence to the Approval of Use, Agreement of Use, Instructions of Use, and Terms and Conditions of use of the CMC (as attached). **Please sign page 1 of this document and return both pages of this form with your deposit.**
5. Please return one set of these forms (after signing page 1) with your cheque to The Secretary, Canford Parish Church Office, Canford Magna Centre (CMC), Canford Magna, Wimborne, Dorset, BH21 3AF. (*9.30am – 12.00pm Monday, Tuesday, Wednesday, Friday). Closed Thursdays
6. Please make arrangements to pick up and drop off keys from the Parish office during office hours.

Subject to the Approval of Use, Agreement of Use, Terms and Conditions of Use, and Instructions of Use shown on the enclosed sheets and the charges referred to below, permission is granted for the use of accommodation by the CMC Warden:

Signed By: _____

Date: _____

TERMS AND CONDITIONS OF USE

OF THE CANFORD MAGNA CENTRE (CMC)

1. **ACCOUNTABILITY:** The User shall be the person making application for a letting and such person will be responsible for:
 - a. Designating responsible adults to be present during the period of letting,
 - b. Safe use of the kitchen and all cooking systems
 - c. Checking that adults are aware of the fire risks, damages and public liability
 - d. Paying all expenses or other sums due

These areas of accountability are further described below.

2. **PUBLIC SAFETY:** The User shall be responsible for :
 - a. Preventing overcrowding, and keeping clear all exits and passages,
 - b. Ensuring adequate supervision to maintain order and good conduct, and
 - c. Following Fire Regulations guidance
3. **FIRE REGULATIONS:** It is a requirement by Dorset Fire Brigade that a minimum of two competent adults must be present and clearly instructed in their duties in the event of an emergency. You must therefore ensure that you comply with this requirement.
4. **DAMAGE, LOSS OR INJURY:** The User is required to insure against damage to the CMC and its environment, as well as for public and employers liability. The PCC will not be liable for accidents to people or property arising from the letting.
5. **PROTECTION OF THE CMC AND MOVEABLE PROPERTY:** The User is requested to replace furniture in the position found at the outset. No item is to be removed or interfered with in any way. No nails, screws or adhesives are to be used; if repair or restoration is necessary resulting from the letting, the PCC shall withhold payment for these.
6. **FLOOR PROTECTION:** No footwear likely to cause damage to the flooring of the building shall be worn. The Users attention is drawn to the paragraph above on damage if dancing is planned.
7. **SMOKING:** Smoking is not permitted anywhere in the building.
8. **COPYRIGHT OF PERFORMING RIGHTS:** The User shall not infringe any of the provisions of the Music Licence issued to the PCC, a copy of which may be seen on request.
9. **GAMBLING:** No gambling, raffles, lotteries, bingo for monetary prizes is allowed on the premises.
10. **INTOXICATING LIQUOR:** Sale of spirits and/or beer is not allowed on the premises. Intoxicants shall not be brought onto, or consumed on the premises without the prior approval (in writing) of the PCC.
11. **NUISANCES:** The User shall be responsible for ensuring that no nuisances shall be caused during occupancy of the premises to any other occupant or to adjoining property. The User shall also be responsible for seeing that user's cars are parked in the designated areas.
12. **VACATION OF PREMISES:** The User shall ensure that premises are left tidy and vacated promptly at the end of the letting
13. **DISPUTES:** In the event of any dispute arising in respect of the interpretation of these Rules, the decision of the PCC or its representative shall be conclusive.

ANCILLARY INSTRUCTIONS FOR USE OF THE CMC

ENTRANCE:

Bicycles are not allowed in the foyer. Dirty boots are to be removed.

KITCHEN

This is used and maintained regularly to commercial standards. The User is required to familiarise themselves with the systems provided.

There is an industrial dishwasher in the kitchen. If you wish to use this **it is essential that you read the instructions carefully, and operate, empty and clean the machine as indicated.** If you find it difficult to do this, then please do not use the dishwasher, but wash up by hand instead.

Please do not leave food in the refrigerator. Any excess rubbish (ie if there is too much for the wheelie bin outside the kitchen door) is removed. **NB** The key for the front door also unlocks the kitchen door.

After use, please:-

- Place all chairs against the walls – upright chairs in piles of 7 and fold down tables and stack in front part of the Main Hall where they came from
- All water and gas taps are to be turned off in the kitchen and toilets.
- All toilets are flushed and disinfected, especially after children have used the building.
- Vacuum dirt on carpets (vacuum is kept in the Disabled Toilet). Mop up any spillages (the mop is stored in the ladies toilet).
- Used tablecloths are to be laundered and returned to the Centre or the Church Office within 3 days. No other equipment is to be removed from the Centre.
- All radiator and boiler thermostats are to be LEFT ON at 3 to ensure that there will be heat for the next user.
- All windows to be closed and locked. All internal doors to be closed.
- All lights to be turned off, including those in the toilets. All external doors to be locked.
- Return the key and report any damages or breakages to the Office.

THE CMC WILL BE INSPECTED THE FOLLOWING DAY, AND ANY DAMAGE CHARGED AGAINST THE DEPOSIT.

CMC FIRE PROCEDURES

In the event of fire:-

- The 'Responsible person' on site will **raise the alarm and call the fire service; Dial 999** and identify the location as Canford Magna Centre, off Oakley Lane, **Post code BH21 3AF**. The nearest phone is in the Rectory or use a mobile phone. Also call Canford School Security on (01202) 847597.
- The Responsible Person will instruct everyone to evacuate the Centre, through the fire exits. These are the Main Entrance, back Kitchen Door and Main Hall double doors. (See below)
- S/he will ensure that disabled are helped first, along with wheelchair-users, to the nearest ***wheelchair accessible** exit. [*see plan below]
- Adults will, at their discretion, use the fire extinguishers provided, ensuring they do not put themselves at risk.
- Kitchen staff will, as necessary, use the emergency shut off button on the gas safety interlock system to shut off gas supply to the gas hob.
- The assembly point for all evacuated persons is the car park adjacent to the Church building.
- The Responsible Person must establish whether the CMC building is clear of people.
- At the assembly point, the Responsible Person will ask all those evacuated whether they can identify the neighbours with whom they were sitting and note names / descriptions of missing.
- The Responsible Person is responsible for all liaison with fire and emergency services on arrival.

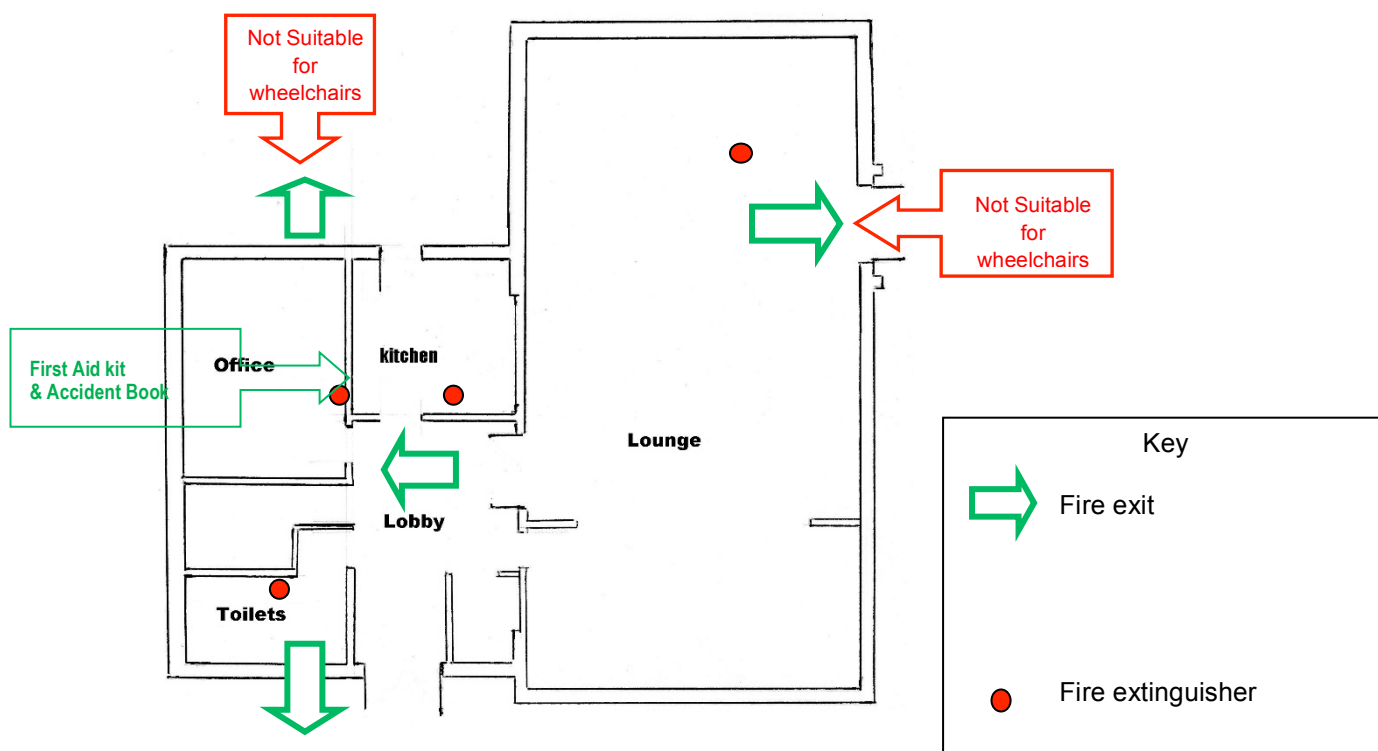
Fire fighting equipment

Extinguishers

There are fire extinguishers located as follows

- Main entrance
- Main Hall by serving hatch
- Main Hall by double exit doors
- Kitchen adjacent to door

There is a fire blanket located in the kitchen near to the gas hob.



CMC Exits are as shown on the plan, above

It is the duty of the CMC Warden, Churchwarden or person overseeing the letting to ensure that fire exit doors are fully unlockable from inside, before people are admitted. There must be no obstruction to any door.

Procedures and training

Wardens shall ensure that they and people hiring the CMC are:

- Instructed in the use of the kitchen gas safety interlock system if they intend using the gas hob.
- Instructed in the location of all fire exits
- Instructed in the location and use of all fire extinguishers
- Instructed in the fire evacuation procedure
- On the completion of all lettings/use of the CMC, the Responsible Person shall ensure the building is secure.

Risks: Potential sources of ignition

The principle sources of ignition are

- Electrical faults
- Open flames, e.g. candles and gas hob

The fire load consists mainly of:

- Kitchen materials (Oil, fats, food etc)
- Chairs and associated upholstery; significant quantity
- Paper and office materials stored in the Parish Office
- (Eventually) Roof timbers

Floors are solid concrete, with 80% covered by carpet

Walls are all rendered.

When locked or unoccupied the only active electrical systems are

- Boiler in the kitchen
- External light circuits (5A) controlled by a timer located in the cupboard in the office



Canford Magna Keyholder Agreement Form for Canford Parish Church & CMC

Keys issued to: The Parish Church/ The CMC (please circle appropriate building/s). **Key/Set number:**.....

Name of Key-Holder:

Role/Reason/Period/Purpose of use:

Which Key(s) have been issued:

Signature of person issuing key(s):

Date:

Before the keys can be issued you are asked to sign the declaration below and agree to the conditions of issue. This is to help us carry out the policy of Salisbury Diocese to safeguard the children and Adults at risk in its care:

I have never been convicted or cautioned concerning a sexual offence against children or young people.

Signed:

Dated:

These keys are issued to you under the following conditions of issue:

1. The building/s will only be used for the period and purpose of use as agreed by the Church.
2. No copies will be made from these keys.
3. These keys will not be lent to anyone else.
4. After your event, letting period or term of office comes to an end, these keys will be returned to the Rector's PA: The Canford Parish Church Office, Canford Magna, Wimborne BH21 3AF.

I agree to the above conditions of issue.

Signed:

Dated:

Keys returned: The Parish Church/ The CMC (please circle appropriate building/s). **Key/Set number:**

Signature of person receiving key/s:

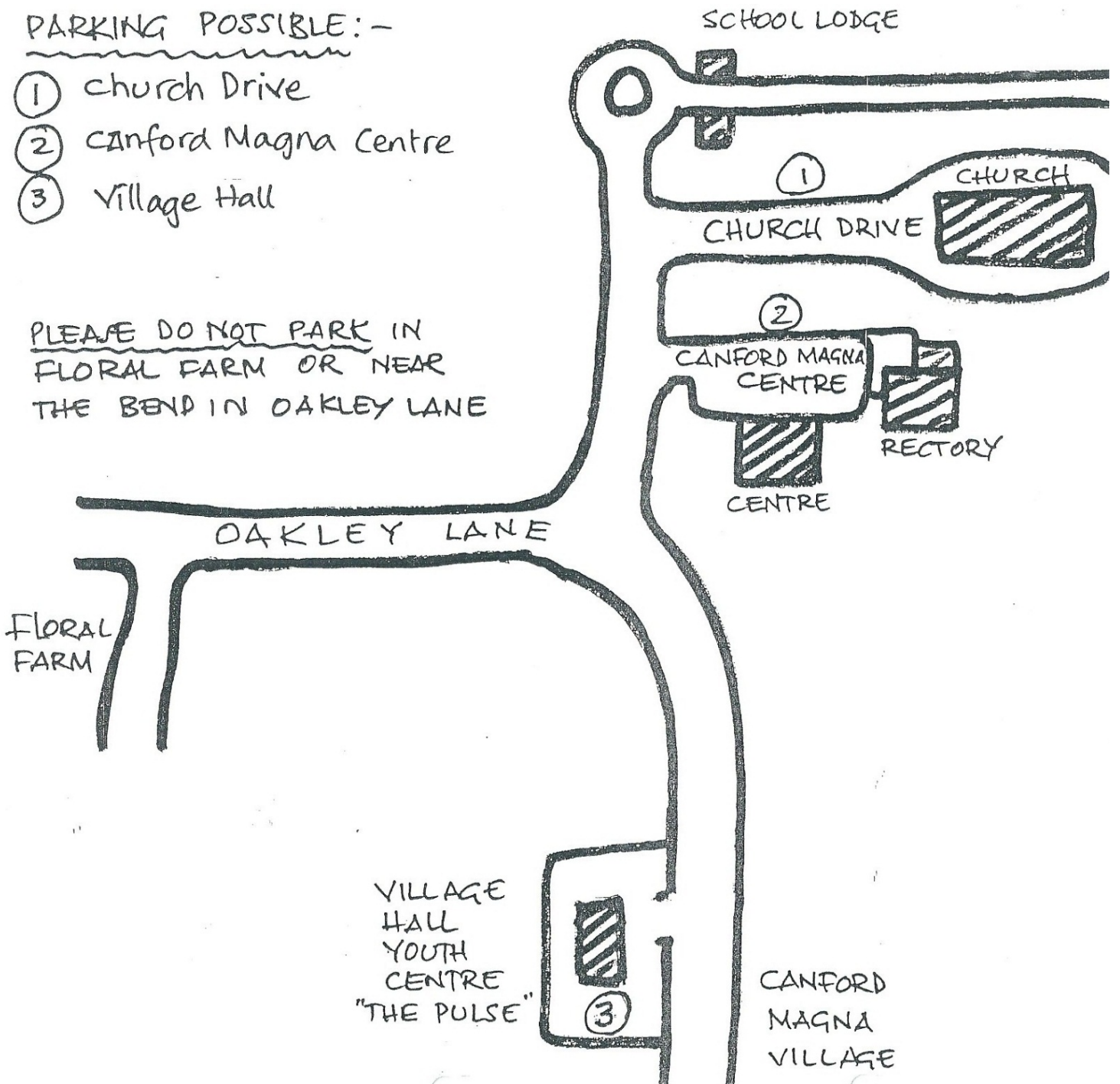
Date:

PARKING

PARKING POSSIBLE:-

- ① Church Drive
- ② Canford Magna Centre
- ③ Village Hall

PLEASE DO NOT PARK IN
FLORAL FARM OR NEAR
THE BEND IN OAKLEY LANE



FIRE PROCEDURES

IN THE EVENT OF FIRE:-

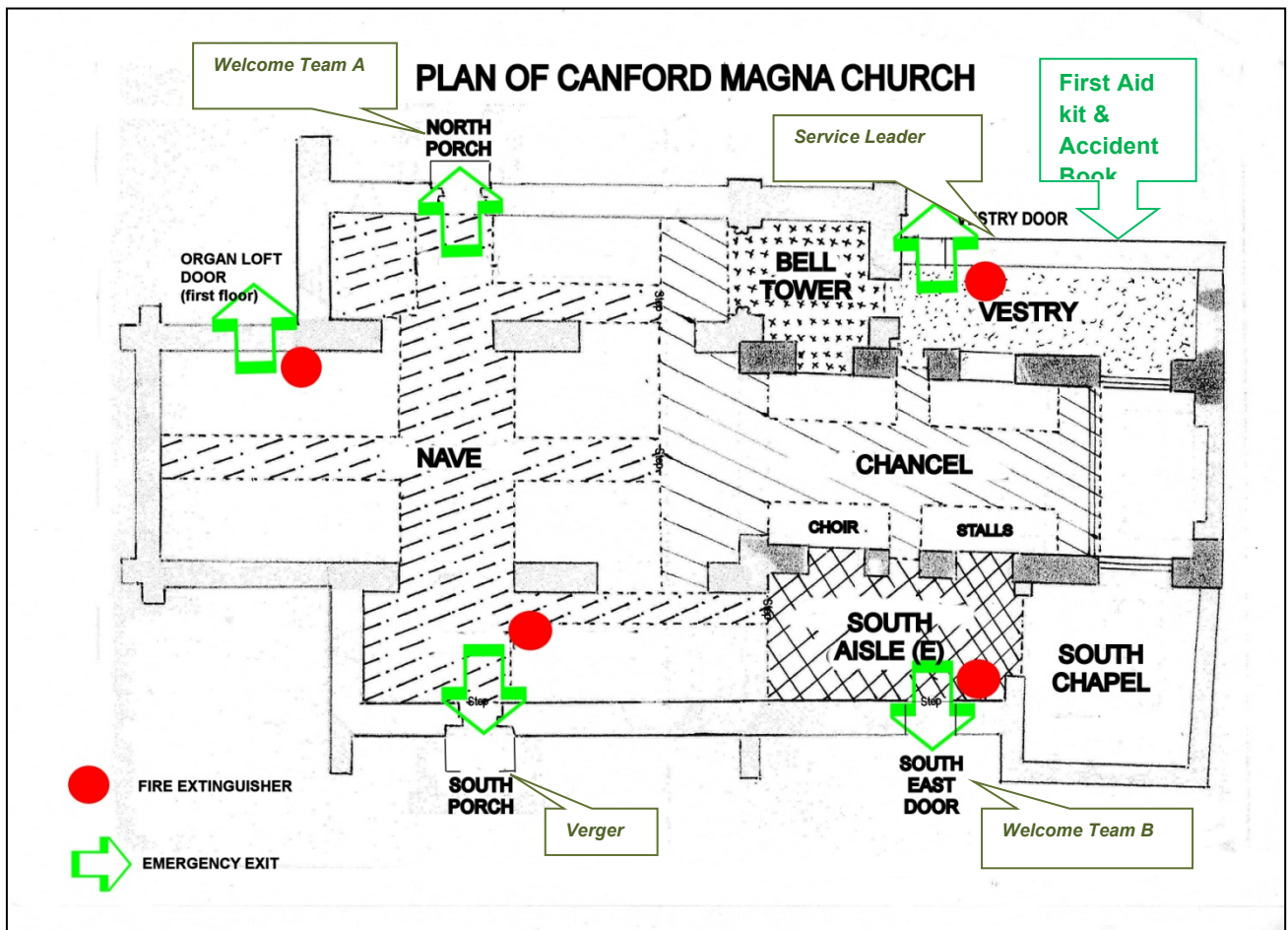
- Duty Verger will **raise the alarm and call the fire service; Dial 999** and identify the location as Canford Magna Parish Church, off Oakley Lane, **Post code BH21 3AB**. The nearest phone is in the Rectory or use a mobile phone. Also call Canford School Security on (01202) 847597
- The Duty-Verger will instruct the Sidesmen / Welcome Team & Service Leader to evacuate the church.
- Sidesmen will **evacuate all present** through the fire exits (See below)
- Duty-Verger will personally ensure that disabled are wheeled to the nearest suitable exit
- Sidesmen will at their discretion fight the fire using the fire extinguishers provided while ensuring that they do not put themselves at risk
- The assembly point for all evacuated persons is the CMC car park.
- At the assembly point, sidesmen will ask all evacuated whether they can see the neighbours with whom they were sitting and note names / descriptions of missing.
- If possible the last sidesman out should establish whether the building is clear of people.
- The Duty Verger is responsible for all liaison with fire and emergency services on arrival.

Fire fighting equipment

Extinguishers

There are fire extinguishers located as follows

- South entrance
- Organ loft
- Vestry
- South East door



Exits are as follows

- South Door (main)
- South –East door
- Vestry
- North door
- Organ loft, via external stairway.

It is the duty of the Verger to ensure that at least 4 doors are fully unlocked before people are admitted to services. The organ loft door must be unlocked if any persons are in the loft. There must be no obstruction to any door.

When candles, festival decorations or extra seating is placed in any aisle, the North door must be unlocked before worshippers are admitted to the church.

Procedures and training

The Wardens/Safety Officer shall ensure that the verger and all sidesmen are

- Instructed in the location of all fire exits
- Instructed in the location and use of all fire extinguishers
- Instructed in the fire evacuation procedure
- Instructed in the location and deployment of ramps for wheelchair users.
- On the completion of all services the Verger shall ensure that the entire building is checked for absence of naked flames, most particularly candles near decorative material for festivals.

Risks

Potential sources of ignition

The principle sources of ignition are

- Electrical faults
- Open flames, especially candles

The fire load consists mainly of

- Wooden benches and associated upholstery; significant quantity
- Hanging fabrics (Chancel and chapel only) <50m²
- Vestry and reception area furniture
- Papers stored in the vestry and reception area
- (Eventually) Roof timbers

Floors are of wood and stone, with about 10% covered by carpet

Walls are all rendered or naked stone.

When locked or unoccupied the only active electrical systems are

- Boiler in separate crypt with low voltage thermostat
- Boiler control panel in Bell Tower, linked to thermostats in the Chancel
- External light circuits (5A) controlled by daylight detector (external)



Risk Assessment Form

Activity: _____ **Date Risk Assessed:** _____

Date of Activity: _____

Name and Position of Assessor: _____

Signed By Assessor: _____

Date Reviewed: _____

Identify Hazard	Hazard Effect	Severity Of Hazard Effect	Probability Of The Hazard Effect	Risk	Minimise Risk By...	Residual Risk

Probability ratings: 1= Remote, 3 =occurs but rare, 5 = likely/often occurs

For severity ratings: 1 = very minor – cut scratch to 5= fatal

Risk = Severity of Hazard effect x Probability of the hazard effect

Residual Risk – once steps have been taken to reduce the risk what is the remaining level of risk – it is not always possible to eliminate all risk but we can reduce it.

Appendix 6 – Schedule of Risk Assessments

Light Bulb Changeing
Gutter clearing
Trees
Paths, steps, stairs and floors
Snow and ice measures
Car Park
Glazing
Hazardous Substances
Fire
Organ
Bells
Handing of cash
Personal Safety – Handling of Cash
Storage Cupboards
Churchyard maintenance
Fetes
Sponsored walks, visits and outings