

**DIOCESE OF HEXHAM AND NEWCASTLE**

# **WELFARE MANUAL**

Revision Number: 1  
Date: December 2003

# **WELFARE MANUAL**

**Parish of:**

**Produced by:**

**DIOCESE OF HEXHAM AND NEWCASTLE  
Registered Charity No 235686**

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**December 2003**



**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 2/1

**TABLE OF CONTENTS**

<b><u>Section</u></b>	<b><u>Contents</u></b>
<b>Part 1 Introduction and Procedures</b>	
1	Introduction
2	Welfare Policy Statement
3	Responsibilities
4	The Principle of Health and Safety and Risk Assessment
5	Procedure for Welfare Officers
<b>Part 2 General Action Areas</b>	
6	Inspection of Floors, Walkways, and non-Electrical Equipment
7	Inspection of Fire Precautions
8	Cleaning Fluids, Chemicals and Substances Hazardous to Health (COSHH)
9	Accident and Incident Reporting (RIDDOR)
10	Testing of Fixed Electrical Wiring, Portable Appliances, Lightning Protection, Fire Alarms, Smoke Detection and Emergency Lighting and Heating Appliances
11	Access for people with disabilities
12	Manual Handling
13	Asbestos Register
14	Hazard and Defect Reporting
15	Preparing Food
<b>Part 3 Records</b>	
16	Blank Forms
17	Records:
	17(1) Floors, Walkways and non Electrical Equipment Inspections
	17(2) Fire Precautions Inspections
	17(3) Portable Electric Appliance Inspection/Hardwiring Reports
	17(4) Control of Substances Hazardous to Health Report
	17(5) Accident/Incident Report
	17(6) Access Report for People with Disabilities
	17(7) Asbestos Register
	17(8) Hazard/Defect Report

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 3

Section 1

**Introduction**

The Trustees of the DIOCESE OF HEXHAM AND NEWCASTLE are committed, with the help and co-operation of all our people, to a policy of ensuring that the highest standards of Health, Safety and Welfare are maintained, so far as is reasonably practicable. In order to ensure that these standards are achieved we have established, under the control of the Diocesan Property Manager, organisational responsibilities with the particular aim of:

- Securing the Health, Safety and Welfare of persons who work for us in both paid and voluntary capacities, and providing such measures as may be reasonable practicable to achieve these ends.
- Protecting other persons, such as members of the public or contractors, from risks to their health and safety due to our work activities.
- Promoting the application of our Health, Safety and Welfare procedures and ensuring the inclusion of them in any training programmes.
- Regularly reviewing our Health, Safety and Welfare procedures, through the application of risk assessment, to ensure that any hazards are eliminated or adequately controlled.
- Ensuring that adequate instruction, information and supervision is provided for all employees.
- Ensuring that adequate training is provided and that all employees, both paid and voluntary, have the necessary competence to meet the job requirements.
- Providing the necessary personal protective equipment and ensuring it is used in the correct way and maintained in a sound condition.
- Providing safe arrangements for the use, handling, storage and transportation of articles and substances.
- Ensuring that all plant and equipment is adequately maintained so that it does not present a risk to a person's health or safety.
- Providing adequate first aid facilities.
- Providing consultation arrangements with staff to promote and develop a sound health and safety culture.
- Setting health and safety objectives which will be regularly monitored.

These aims and measures are in keeping with good practice established in health and safety and fire precautions regulations.

In order to comply with good practice on disability legislation, and to enable people with disabilities to take their full place in the activities of the church, this manual includes a section of guidance on including disabled people. Parishes should complete the analysis contained in this section, and implement the necessary changes as resources allow.

*For the Trustees of the DIOCESE OF HEXHAM AND NEWCASTLE,*

Signed: .....

Revision 0 – 3/2002

Section 2

**Welfare Policy Statement**

Our aim is to ensure that all Diocesan properties and the activities conducted within them are safe and without risks, so far as is reasonably practicable.

All reasonably practicable steps shall be taken to comply with Health and Safety legislation, Fire Precautions regulations, and recommended safe working practices, notwithstanding any arguments over their legal relevancy to church activities.

We require that clergy and other staff take reasonable care of the safety of themselves and others and display a positive attitude towards health and safety.

Any unsafe condition, within the boundaries of church property, must be reported immediately in order that remedial action can be taken.

Any accident to a person, within the boundaries of church property, must be reported immediately, so that it can be recorded and fully investigated in order to prevent a recurrence.

We also require that clergy and other staff take all reasonable steps to ensure that people with disabilities are provided with the resources and access necessary to participate in all aspects of the church's life and ministry.

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 5

Section 3.

**Responsibilities**

Trustees of the diocese have an overall responsibility: -

- To ensure that there is an effective policy for the safety and welfare of all persons who visit or undertake work, paid or voluntary at churches or other properties.
- To co-operate with the local authority, as may be necessary, on matters relating to health and safety and fire precautions.
- To review periodically the organisational arrangements.
- To encourage clergy, and all other staff to play an active role in maintaining churches and other buildings in a safe condition.
- To encourage clergy, and all other staff to play an active role in ensuring that people with disabilities are provided with the resources and access necessary to participate in all aspects of the church's life and ministry.

The Financial Secretary will ensure that: -

- Effective action is taken to implement this Welfare policy throughout the Diocese.
- Adequate resources are made available for putting the policy into effect.
- The welfare performance of the organisation is monitored.
- Interest and enthusiasm towards health safety and welfare is promoted throughout the organisation.
- Persons in supervisory positions are given sufficient training in health, safety and welfare matters to discharge their responsibilities.
- The policy is reviewed from time to time and updated as necessary.

Welfare Officers have the responsibility: -

- To ensure that every worker, paid and voluntary, is made aware of the Welfare Policy Statement.
- To undertake periodic inspections of the property for which they are responsible, identifying potential hazards and defects so that remedial action can be undertaken.
- For ensuring that all accidents and incidents are reported promptly and fully investigated to prevent a recurrence. Where an accident results in a paid employee attending hospital or being unable to attend a place of work for three or more days, it must be reported to the Health and Safety Inspectorate.
- For ensuring that hazard and defect conditions are reported promptly for remedial action.
- For ensuring that adequate records of inspections are kept together with all relevant schedules and supporting disability, health and safety information.
- For ensuring that an assessment is performed to identify any changes necessary to improve access for disabled persons, so that remedial action can be undertaken.
- To respond to any requests for information concerning performance from the Property Manager or the Trustees.

Workers, paid and voluntary, should: -

- Take reasonable care of their health, safety and welfare, and also that of anyone else who is affected by what that person does, or fails to do. This includes co-workers, visitors and passers-by.
- Co-operate with any legal requirements imposed upon any of us.
- Report any unsafe conditions to the warden.
- Not interfere or misuse anything provided in the interests of health, safety or welfare.

Revision 0 – 3/2002

Section 4

**The Principles of Health and Safety and Risk Assessment**

As most people are aware there is a very wide ranging extent of Health and Safety Legislation covering workplaces and places used by the public. It is worth pointing out from the outset that churches, church halls and presbyteries are viewed as places of work as the regulations do not differentiate between paid and voluntary work. Our properties therefore require to be in full compliance with current legislation.

On the whole, owing to the relatively low occupancy and usage rates of our properties, they are generally considered to be low risk. The Health and Safety Legislation acknowledges that different properties and users have very widely varying risks attached to them and it is for this reason that one of the fundamental principles behind Health and Safety Legislation is that of Risk Assessment. This permits a measured and appropriate response to be taken which is determined by the risks that are present in the property.

**Risk Assessment**

We all carry out numerous Risk Assessments during the course of every single day. A good example of Risk Assessment is what we all do when crossing a road. The method of Risk Assessment is to breakdown what we all do as a matter of course in order to be able to evaluate it and apply it to other areas. Taking the example of crossing a road, the steps one goes through are:

1. Looking for the hazard – we look to see if any cars are coming.
2. We decide who might be harmed and how – we know that if we are crossing the road that we, or anyone with us, may be harmed by being hit by the car.
3. Evaluate the risks and decide what to do – we look to see how far the car is away, we assess what speed it is travelling at and determine whether we can reach the other side of the road without being hit by the car.

The requirements of the Health and Safety Legislation is that we carry out this process to any hazards within our properties or operations we carry out, that we record our findings and that we review them as necessary.

The five steps to Risk Assessment are therefore as follows:

- |        |   |
|--------|---|
| Step 1 | Look for hazards.   |
| Step 2 | Decide who might be harmed and how.   |
| Step 3 | Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done. |
| Step 4 | Record findings.  |
| Step 5 | Review the assessment and revise it if necessary.   |

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 7

**Step 1 – Look for Hazards**

Common hazards that are present in our properties could be the following:

1. Slipping and tripping on uneven surfacing.
2. Not being able to evacuate the property quickly enough if there was a fire.
3. Falling from height if, for example, changing light bulbs.
4. Poor lighting which could result in either being hit or hitting objects, slipping or tripping.
5. Any dangerous materials which we may have present such as asbestos or often common cleaning fluids which if, for example, children were to drink or eat, could be extremely hazardous to them.

**Step 2 – Decide who might be harmed and how**

In the vast majority of incidences people who will be harmed are the parishioners and those people using our properties. It should be remembered however that we have obligations to people who we ask to come to carry out work in our properties and to visit us. The risks in this respect can be quite high as we welcome everyone to our churches and we should therefore envisage that there will be people within our properties who are not familiar with them.

**Step 3 – Evaluating risks and deciding whether the existing precautions are adequate or whether more should be done**

There are several methods for evaluating risks in order to determine the severity of the risk. There are two factors which determine a risk, these are the severity of the outcome if an accident happened and the likelihood of that accident occurring, noted below is one matrix showing how risks can be evaluated to determine whether the risk is low, medium or high. This is only one method by which risks can be assessed.

### Risk Rating / Action Matrix

		<u>Severity / Outcome</u>				
		Death/ Major Damage 4	Serious Injury/ Damage 3	Over 3 Day Injury Loss Damage 2	Minor Injury No Loss Damage 1	
<u>Probability</u>	Very Probable	4	16	12	8	4
	Probable	3	12	9	6	3
	Possible	2	8	6	4	2
	Slight	1	4	3	2	1

- |             |          |   |
|-------------|----------|---|
| Low Risk    | = 1 – 2  | Reduce further if possible, monitor and review within one year  |
| Medium Risk | = 3 – 8  | Take action to reduce, close monitoring and review within six months.                                 |
| High Risk   | = 9 – 16 | Take immediate action to reduce, stop if possible, strict monitoring and review within fourteen days. |

**Step 4 – Record Findings.**

Our findings should be recorded to ensure that action is taken when necessary.

**Step 5 – Review the Assessment and revise if necessary.**

This should be carried out to ensure action has been taken and to see if the situation has changed.

Section 5

**Procedure for Welfare Officers**

**Introduction**

An analysis of the potential hazards to persons visiting places of worship and other church property shows that the main risk is that of slips, trips and falls at points of access and egress to the building, along internal aisles/stairs and on pathways/ steps within the grounds.

Where voluntary work such as cleaning and minor maintenance is undertaken, the main hazards are associated with the use of portable electrical equipment, ladders or stepladders and various cleaning agents.

Additionally, there is a clearly defined code of best practice to enable good access to church property for people with disabilities.

**Procedure**

The welfare officer will ensure that: -

**As necessary:**

- A copy of the Welfare Policy Statement is prominently displayed.
- A copy of "Health and Safety Law – What you should know" – ISBN 0 7178 24935 should be displayed, available from HMSO Bookshops.
- The existence of the Welfare Policy Statement, with its resultant responsibilities, is brought to the attention of all workers, paid and voluntary.
- Adequate personal protective clothing, such as rubber gloves, is provided.
- Arrangements for First Aid are available, clearly marked, and that all relevant persons know their location
- The list of portable electric appliances is kept up to date.

**Weekly:**

- A test on emergency lighting systems, where fitted, is carried out.
- Multiway electrical adapters are not used where the load of any of the dependent equipment is greater than 0.5Kw and that there are no loose leads obstructing passageways or trailing in wet or damp areas.
- A brief check of all walkways is undertaken to ensure they are kept free from obvious hazards and defects that might result in persons slipping or tripping.
- A brief check of fire precautions is undertaken to ensure that:
  - Escape routes are free of obstructions
  - Smoke alarms, where fitted, are operational
  - Matches, candles, votives etc. are securely stored
  - Boiler houses are locked and not used for storage
  - LPG cylinders are securely stored

**Twice Yearly:**

- An inspection of all pathways, steps, stairs, aisles and other walkways is performed. These inspections will be undertaken preferably in April and October. (See section 6).

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 10

- All ladders and stepladders belonging to the church property are inspected, to ensure they are fit for use. Records of these inspections shall be kept. (See section 6).
- A brief visual inspection is undertaken of all portable electric appliances, six months after the formal check of these items. (see Section 10).

**Every Year:**

- Where a schedule of building inspection is already in place, this is performed at the times specified.
- Annual maintenance is performed on gas boilers.
- Fire precautions should be inspected. Records of these inspections shall be kept (see section 7).
- All portable electric appliances are inspected and tested by a competent person, and the results recorded. Any items that fail the test are to be scrapped or repaired by a competent electrician. (See Section 10). Users of such equipment are to be encouraged/required to complete simple inspections before use and report any damage to leads, plugs, equipment casing or equipment malfunctions to the warden for remedial action. The welfare officer shall then ensure that a competent person undertakes any necessary repairs to such equipment.

**Every 5 Years**

- A test should be carried out on fixed wiring by a contractor certified by the National Inspection Council for Electrical Installation Contracting.

If, during any of the above checks, a hazard or defect is identified which cannot be easily removed, the matter must be reported through the hazard reporting procedure, and remedial action undertaken. (See Section 14).

Adequate records of accidents and incidents are to be maintained. The causes should be thoroughly investigated and remedial action undertaken as quickly as is practicable. (See Section 9).

In addition to the above responsibilities, the welfare officer should also undertake a review of the provisions for people with disabilities, and undertake remedial action. This process is described in more detail in Section 11.

## Section 6

### **Inspection of Floors, Walkways, and non-Electrical Equipment**

**Internal walkways and floors** should be regularly inspected to ensure that: -

- Surfaces are sound, e.g. no loose or broken tiles.
- There are no holes, cracks or raised surfaces.
- Rugs or mats are provided to cater for changes from wet to dry surfaces.
- Rugs and mats are securely fixed and do not have curling edges.
- Trailing cables do not run across walkways.
- Walkways are kept clear of rubbish and are not used to store materials
- There is adequate lighting particularly where changes in level occur.
- Emergency exits are clearly marked and capable of being used safely in an emergency. Emergency signs are visible even if normal lighting fails.

**External areas** should also be regularly inspected to ensure that: -

- There are no serious surface defects such as holes cracks bumps, ridges, broken tiles, raised areas, or build up of slippery deposits.
- They are, so far as is reasonably practicable, kept clear of loose debris such as branches or undergrowth such as weeds, etc.
- There is adequate lighting provided for these areas.
- Adequate handrails are provided where necessary and are in good repair.

**Internal/external stairs steps and slopes** should be regularly inspected to ensure that:

- |    |   |
|----|---|
| 17 | Steps/stairs are secure and not badly worn or damaged.                      |
| 18 | Any carpets or other fixings attached to them are secure and not badly worn |
| 19 | They are not obstructed in any way by stored materials                      |
| 20 | There are no trailing leads or other tripping hazards present.              |
| 21 | Surfaces are not slippery where cleaning agents have been used.             |
| 22 | Adequate handrails are provided and are in good repair.                     |
| 23 | Adequate lighting is provided for these areas.                              |

In addition to this, it is essential that any spillage of liquid or dry substance such as powder is dealt with promptly. The means to clear up spillages should therefore be readily available, and persons nominated to deal with the situation.

The **checklist** below should be used to record the results of these regular inspections, which should be carried out at least half yearly. Completed checklists should be filed in Section 17.

Hazard reports, (see Section 14) should be completed for any defect found during inspections, so that remedial action can be taken and proper records kept.

The Generic Risk Assessment Records enclosed in pages 13A/1 – 13T/1

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 12

## Inspection Report

### Floors, Walkways and non Electrical Equipment

(Add any identifying detail to this form as necessary. If found unsound, enter on a Hazard/ Defect report, section 14)  
Completed reports should be filed in Section 17(1)

#### Internal Walkways and Floors

Area	Sound	Unsound	Comments	Corrective Action taken – date
Entrances/Exits				
Aisles/Corridors				
Steps/Stairs				
Seating Area				
Altar				
Sacristy				
Hall				
Rooms				
Handrails				
Emergency Exits				
Other				

#### External Areas

Area	Sound	Unsound	Comments	Corrective Action taken – date
Paths				
Steps				
Garden				
Parking				
Other				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 13

**Equipment**

Item	Sound	Unsound	Comments	Corrective Action taken – date
Stepladders				
Ladders				
Protective clothing				
First Aid box				

**Additional Comments**

Inspected by

Signature..... Date.....

# GENERIC RISK ASSESSMENT RECORD

PARISH:

DATE:

NAME OF ASSESSOR:

REVIEW DATE:

ACTIVITY	WHAT HAZARDS TO HEALTH AND/OR SAFETY EXIST	PERSONS AT RISK	CONTROL MEASURES	RISK LEVEL ACHIEVED (H, M OR L)	ARE ADDITIONAL MEASURES NECESSARY N.B. This section must be completed if risk is high
ACCESS/EGRESS Pedestrian access to Church/Hall /Presbytery	Slips, trips and falls	Priests, parishioners, visitors, contractors.	<ul style="list-style-type: none"> <li>* Access and exit routes should be maintained in a good condition</li> <li>* Regular inspections should be made of all areas to ensure that they remain in good condition.</li> <li>* All access areas to be kept clear at all times.</li> <li><i>Other:</i></li> </ul>	Low	
Paved areas	Slips, trips and falls	Priests, parishioners, visitors, contractors.	<ul style="list-style-type: none"> <li>* All paved areas and paths should be maintained in a good condition.</li> <li>* Inspections should be made to ensure that the paved areas remain in good condition.</li> <li>* Damaged areas should be fenced off in some way to keep people away.</li> <li>* Damaged areas should be fenced off in some way to keep people away.</li> <li>* Ensure moss is removed from paved areas.</li> <li>* Paving slabs to be level to prevent tripping hazards.</li> <li><i>Other:</i></li> </ul>	Low	

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ACCESS/EGRESS Cont.					
Ice or snow	Slips, trips and falls	Priests, parishioners, visitors, contractors.	* Areas to be suitable salted and gritted <i>Other:</i>	Low	
Fallen leaves	Slips, trips and falls	Priests, parishioners, visitors, contractors.	* Fallen leaves to be cleared up if causing surfaces to be slippery <i>Other:</i>	Low	
Steps	Slips, trips and falls	Priests, parishioners, visitors, contractors.	* Handrails to be fitted on all steps * All steps to be maintained in good condition  * Ensure moss is removed from steps * Ensure litter is removed regularly if it is a problem * Consider highlighting edges of steps for visually impaired if necessary <i>Other:</i>	Low	

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ACCESS/EGRESS Cont. Ramps	Slips, trips and falls	Priests, parishioners, visitors, contractors.	<ul style="list-style-type: none"> <li>* Provide ramps for wheelchair users</li> <li>* Provide handrails on ramps</li> <li>* Ramps not to be too steep</li> <li>* Keep clear of moss</li> <li>* Surfaces to be maintained in good condition</li> </ul> <p><i>Other:</i></p>	Low	
Vehicle Access	Being hit or crushed by a moving vehicle	Priests, parishioners, visitors, contractors.	<ul style="list-style-type: none"> <li>* Where appropriate install speed reduction measures (speed ramps, notices etc.)</li> <li>* Appropriate separation of pedestrians and traffic should be in place</li> <li>* Where appropriate lock gates to keep vehicles out</li> <li>* Speed limit signs where necessary</li> </ul> <p><i>Other:</i></p>	Low – Med	

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ACCESS/EGRESS Cont. Emergency vehicle access	Contact with people, property, vehicles. Delays in treatment	Priests, parishioners, visitors, contractors.	* Clear access must be maintained at all times for emergency vehicles (Fire engine, ambulance, etc.)  <i>Other:</i>	Low	
Vehicle Parking	Contact with people, property, vehicles	Priests, parishioners, visitors, contractors.	* Parking bays should be clearly marked  * Parking outside of marked bays should be actively discouraged  * Suitable barriers should be considered to prevent vehicles coming into contact with pedestrians or buildings  <i>Other:</i>		
ACCIDENT REPORTING	Legal requirement	Priests, parishioners, visitors, contractors.	* All Accidents to be recorded in the accident book (this applies to priest, parishioner, visitors or contractors)  * Welfare Officers and Parish Council to review the accident book, identify trends and initiate control measures  <i>Others:</i>	Low	



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CHURCHES AND HALLS Cont	Slips, trips, falls, electric shock, cuts cont.	Priests, parishioners, visitors, contractors.	<ul style="list-style-type: none"> <li>* Mains outlet sockets to be in good condition, not damaged or cracked in any way.</li> <li>* Damaged or broken glass in windows to be replaced</li>   <li>* Low level glass to be of safety glass or protected with film</li> <li>* Spillages cleaned up promptly</li> <li>* Adequate ventilation to be available i.e. openable window</li> <li>* On upper floors window openings to be restricted to prevent falling out</li> </ul> <p><i>Other:</i></p>	Low	
CLEANERS EMPLOYED BY PARISH	Slips, trips, falls, electric shock, cuts cont.	Priests, parishioners, cleaners	<p>The parish is to ensure that the portable electrical appliances used by the cleaner are subject to annual testing and labelled accordingly.</p> <ul style="list-style-type: none"> <li>* All cupboards used for storage of cleaning chemicals and electrical equipment should be locked when not in use.</li> </ul>	Low  Medium	



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CONTRACTORS ON THE PREMISES cont.	Slips, trips and falls, being hit by falling objects, exposure to chemicals, electric shock, being hit by vehicles cont.		* Contractors to be informed if there are any dangers they will encounter i.e. asbestos in the building. <i>Other:</i>		
FIRST AID First Aiders	Injury, treatment	Priest, parishioner, visitors	* List of first aiders to be displayed in prominent positions. * Provide refresher training before certificates expire. <i>Other:</i>	Low	
First Aid Boxes	Injury, treatment	Priest, parishioner, visitors	* There should be sufficient first aid boxes at strategic places  * The boxes are to be checked regularly to ensure they remain adequately stocked, nominate someone to do this as part of their duty. * Do not stock illegal items e.g. Aspirin, Paracetamol, creams etc. <i>Other:</i>	Low  Low	

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FIRST AID cont. Infection	Hepatitis, HIV, infection	Priest, parishioner, visitors	* Provide suitable protective clothing i.e. gloves, aprons.  * Provide suitable method of disposing of clinical waste.  <i>Other:</i>	Low	
GLASS	Broken glass, sharp edges, splinters	Priest, parishioner, visitors	* Low level glass to be safety glass or treated with safety file  * Damaged glass to be replaced as soon as possible * Large amounts of broken glass to be kept separate for safe disposal * Small amounts of broken glass to be wrapped in strong paper or cardboard for safe disposal  <i>Other:</i>	Low	

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GROUNDS MAINTENANCE Manhole/drain covers	Slips, trips, falls	Priest, parishioner	* Welfare Officer to visually check covers to ensure they remain in a safe condition, fence off if causing hazard <i>Other:</i>	Low	
STAIRS	Slips, trips, falls	Priest, parishioner, visitors  Priest, parishioner, visitors	* Stairs to be in good condition, damaged noses to be repaired, there should be no loose treads * Stairs should have sufficient lighting * There should be no loose carpets or mats on stairs or landings * Hand rails to be provided, in good condition and secure * Fire separation doors at top and bottom of stairs to remain closed and not wedged open unless electromagnetic closers are fitted * There must be no combustible materials stored under the stairs <i>Other:</i>	Low  Low	

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REVIEW DATE:

ACTIVITY	WHAT HAZARDS TO HEALTH AND/OR SAFETY EXIST	PERSONS AT RISK	CONTROL MEASURES	RISK LEVEL ACHIEVED (H, M OR L)	ARE ADDITIONAL MEASURES NECESSARY <b>N.B. This section must be completed if risk is high</b>
STORE ROOMS	Slips, trips, falls, falling items	Priest, parishioner	<ul style="list-style-type: none"> <li>* Good housekeeping to be maintained at all times</li> <li>* Storage racking and bookcases etc. to be secured to the wall</li> <li>* Kick-stools or step ladders to be available where high shelving is in place, any chairs to be removed</li> <li>* The store room to have suitable lighting</li> <li>* Heavy items to be stored on waist high shelving, with light items at the top and bottom</li> <li><i>Other:</i></li> </ul>	Low	
TOILETS	Slips, trips, falls, poor hygiene standards, trapped persons	Parishioner	<ul style="list-style-type: none"> <li>* Toilet areas to be maintained in a good condition</li> <li>* Toilet areas to be maintained in a hygienic condition</li> <li>* Mixer valves to be fitted where necessary</li> <li>* Spillages to be mopped up as soon as possible</li> <li>* Soap and drying system/towels to be available</li> <li>* Where doors have a locking device it must have an override system to release trapped persons</li> <li>* Where toilets are adapted for disabled use they should have suitable hand rails and alarms</li> <li>* Sanitary disposal system in place where necessary</li> </ul>	Low	

# GENERIC RISK ASSESSMENT RECORD

PARISH:

DATE:

NAME OF ASSESSOR:

REVIEW DATE:

ACTIVITY	WHAT HAZARDS TO HEALTH AND/OR SAFETY EXIST	PERSONS AT RISK	CONTROL MEASURES	RISK LEVEL ACHIEVED (H, M OR L)	ARE ADDITIONAL MEASURES NECESSARY <b>N.B. This section must be completed if risk is high</b>
USE OF STEPLADDERS	Falls from height, manual handling	Priest, parishioner	<ul style="list-style-type: none"> <li>* Ensure proper training or instruction has been received by persons who use stepladders</li> <li>* Stepladders to be maintained in good condition</li> <li>* Users to examine before use</li> <li>* All defects to be reported</li> <li>* Ensure that there is no side loading</li> </ul> <p><i>Other:</i></p>	Low – Med	
USE OF LADDERS	Falls from height, being struck by falling object or person	Parishioner, people below	<ul style="list-style-type: none"> <li>* Ensure proper training or instruction has been received by person using the ladder</li> <li>* Ensure ladders are correctly tied off or footed</li> <li>* Area below ladder to remain clear or fenced off</li> <li>* Ladders to be maintained in good condition</li> <li>* Users to examine before use</li> <li>* All defects to be reported</li> <li>* Do not use ladders while working alone</li> <li>* Tower scaffold should be available where necessary and suitable training provided</li> </ul> <p><i>Other:</i></p>	Low – Med	

# GENERIC RISK ASSESSMENT RECORD

PARISH:

DATE:

NAME OF ASSESSOR:

REVIEW DATE:

ACTIVITY	WHAT HAZARDS TO HEALTH AND/OR SAFETY EXIST	PERSONS AT RISK	CONTROL MEASURES	RISK LEVEL ACHIEVED (H, M OR L)	ARE ADDITIONAL MEASURES NECESSARY <b>N.B. This section must be completed if risk is high</b>
WASTE	Slips, trips, falls, arson	Priest, parishioner	<ul style="list-style-type: none"> <li>* Adequate systems to be in place to remove normal waste</li> <li>* Adequate systems to be in place to remove clinical waste where necessary</li> <li>* External bin areas to be kept clean, well ventilated and free from pests</li> <li>* Bin areas to be washed down on a regular basis and disinfected if necessary</li> <li>* Rubbish should not be allowed to accumulate around bin areas</li> <li>* Bins should be fitted with lids</li> <li>* Bin areas are not to be used for other storage</li> </ul> <p><i>Other:</i></p>	Low	

Section 7

**Inspection of Fire Precautions**

Add any identifying detail to this form as necessary. The inspection should cover all parts of the premises visited by the public, including halls and meeting areas. ‘Office’ rooms do not have to be included. If the assessor is in any doubt about compliance with the checklist, the Fire Safety Officer should be called in via the local Fire Station. If any failure is discovered, enter on a Hazard report, Section 14.

Completed reports should be filed in Section 17(2).

**Inspection Report  
Fire Precautions**

<b>Table 1 : Identifying fire hazards:</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>	<b>Corrective Action taken – date</b>
Are any readily combustible or highly flammable substances stored?				
If so, are they stored away from sources of heat?				
Are there any persons at particular risk from a fire e.g. Physically disabled?				
If so, is there a procedure to ensure that they can be safely evacuated in the event of an emergency?				
	<b>Pass</b>	<b>Fail</b>		
<i>Boiler House:</i> This is not to be used for storage.				
The door should be a fire door (unless it is external)				
The door should be kept locked.				
A suitable fire extinguisher should be provided outside or just inside the door.				
<i>Kitchen:</i> Gas or electric cookers should be situated where, should they catch fire, they would not obstruct the exit route.				
All cooking equipment and refrigerators should be regularly serviced.				
<i>Electrical Installations:</i> A registered contractor should inspect fixed wiring, including earthing strips, at least every five years.				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 15

	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>	<b>Corrective Action taken – date</b>
A residual current device should protect the building and is to be checked annually.				
Multiway adapters are not to be used except in very temporary circumstances.				
One plus to each socket is recommended.				
The location of the main electrical switch should be:				
Clearly indicated				
Accessible at all times				
<i>Mains gas supply:</i> The location of the main gas valve should be:				
Clearly indicated				
Accessible at all times				
The emergency telephone number of the Gas Board should be prominently exhibited.				
A notice near the main gas valve should state that in the event of a gas leak;				
<ul style="list-style-type: none"> <li>• The premises should be evacuated,</li> <li>• The gas valve closed and the Gas Board called,</li> <li>• No electrical switches are to be operated until the leak is repaired.</li> </ul>				
<i>Heating Systems:</i> <i>Fuel Oil Storage Tanks:</i> Check for any signs of rusting or leakage.				
The catchpit should be in good condition and capable of holding 110% of the tank's contents.				
If the catchpit is in the open air, it should have a properly functioning self-closing rainwater drain valve.				
<i>Portable heaters:</i> Must not impede any exit routes.				
Should be fitted with guards that cannot be removed by children.				
Should be located at least one metre away from furniture or other combustible material.				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 16

	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>	<b>Corrective Action taken – date</b>
<p><i>Electric Heaters:</i> If any of these are present, there should be Dry Powder or CO2 fire extinguishers immediately available in the event of a fire.</p>				
<p><i>Gas Cylinders [LPG]:</i> Cylinders, full and empty, should be stored securely in the open air, or a well-ventilated secure store.</p>				
<p>There should be a sign indicating ‘ No naked lights’ and a Red Diamond ‘Flammable Gas’ label.</p>				
<p><i>Plastics:</i> [Some plastics, especially foam rubber and polyurethane foam are easily ignitable and produce highly toxic fumes]. Seats, kneelers or hassocks should not have damaged covers that expose such contents.</p>				
<p><i>Chimneys and Flues:</i> Should be swept at least once a year, and more often where wood is burned.</p>				
<p><i>Flammable Materials:</i> Matches, candles, votives, lighters, petrol should be securely stored.</p>				
<p>If they are not adequate precautions must be taken to minimise the risk of them causing a fire.</p>				
<p><i>Arson:</i> All external doors and windows should be kept securely locked with key operated locks when the premises are unoccupied.</p>				
<p>A five-lever mortise lock [to BS3621] should be fitted to the final exit door.</p>				
<p>An imperforate metal receptacle should be fitted behind letter flaps to contain any burning material pushed through the flap.</p>				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 17

	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>	<b>Corrective Action taken – date</b>
<i>Displays:</i> Notice boards or displays should not be sited above heaters or radiators.				
Notice boards should not contain an excessive amount of paper				
Displays should avoid the use of cotton wool or fabrics.				
Permanent or semi permanent displays should be behind glass wherever possible.				
<i>Housekeeping:</i> Accumulations of rubbish and unwanted articles, inside or outside, should be removed				
Metal or glass ashtrays should be provided where smoking is permitted. Their contents should be regularly disposed of.				

<b>Table 2: Safety of Occupants</b>	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>	<b>Corrective Action taken – date</b>
<i>Escape routes:</i> These must be escape adequate. (Use the calculation sheet, Table 7, at the end of the section. Note that this calculation need only be done on the first inspection, or if any changes to the configuration of the premises have been made. Note also that this calculation must be made not only for the church but all other spaces that have public access, such as halls and meeting rooms).				
Emergency escape routes must be clearly visible from any point in the premises, even if the building's lighting system fails, and display the correct pictogram.				
All doors on an escape route must be capable of being opened easily and immediately by people escaping, without the aid of a key.				
Doors that do not open outwards should be clearly marked 'Pull'.				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 18

	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>	<b>Corrective Action taken – date</b>
<p><i>Escape routes (ctd.):</i> Escape routes must be clear of possible obstructions such as:</p> <ul style="list-style-type: none"> <li>• Portable heaters of any type.</li> <li>• Fixed heaters where a supply cylinder is                             <ul style="list-style-type: none"> <li>• within the escape route.</li> <li>• Heaters which have unprotected naked                                     <ul style="list-style-type: none"> <li>• flame or radiant bars.</li> <li>• Oil fuelled heaters or boilers.</li> <li>• Cooking appliances</li> <li>• Upholstered furniture.</li> <li>• Coat racks.</li> <li>• Temporary storage.</li> <li>• Gas boilers and fittings.</li> </ul> </li> </ul> </li> </ul> <p>Electrical equipment other than normal lighting, emergency lighting, fire systems or security equipment.</p> <ul style="list-style-type: none"> <li>• Gaming and vending machines.</li> <li>• Photocopiers.</li> </ul>				
Escape routes must have adequate lighting to enable people to see their way out even if there is no natural light.				
[This may be achieved by the provision of a sufficient number of hand held lamps or torches. These should be regularly tested].				

<b>Table 3: Warning and Evacuation in case of fire.</b>	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>	<b>Corrective Action taken – date</b>
All church premises should have some means of giving warning in the event of a fire. This is a low risk occurrence.				
There should be a process in place whereby in the event of a fire, the person making the discovery informs the person leading the worship, who requests the congregation to leave the building quietly. People should be encouraged to leave the building in an orderly manner, rather than to tackle the fire, unless they have been trained.				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 19

	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>	<b>Corrective Action taken – date</b>
A 'Meeting Point' should be established in a safe adequately lit place outside the premises, and marked with a notice.				
The location of this meeting point should be shown on a notice prominently displayed at the main entrance to the premises. This notice should also show the location of the nearest telephone, which is always available.				
Automatic fire warning equipment, where installed, should have at least one call point or detector tested weekly, and the entire system checked annually by a competent person.				
Battery operated smoke alarms, where fitted, should be tested weekly, and cleaned with their battery replaced annually.				

<b>Table 4: Means for fighting fires:</b>	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>	<b>Corrective Action taken – date</b>
Sources of risk should be examined to see that there is appropriate fire fighting equipment located near to every source.				
<i>Fire Hose Reel:</i> If installed, these should reach to within 6 metres of the extent of the floor area they are meant to cover.				
Reels should not exceed 30 metres in length. The location should be clearly indicated.				
<i>Fire Extinguishers:</i> If there is no Fire Hose Reel, there should be one extinguisher per floor and one 9-litre water extinguisher or equivalent per 200 square metres of floor area.				
A person should not need to travel more than 30 metres to reach the nearest extinguisher.				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 20

	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>	<b>Corrective Action taken – date</b>
Extinguishers should be located in conspicuous positions near exit doors, or near the source of risk, such as cooking equipment.				
Extinguishers should be securely hung on wall brackets, with the handles about 1 metre from the floor, to assist lifting and carrying. Where this is impossible, they should be placed on a suitable base plate, not the floor.				
Types of Fire Extinguisher: <i>Water Extinguisher. [Colour- red]</i> Not to be used on live electrical equipment or burning oil or fat. <i>Foam Extinguisher. [Colour- cream or red with a cream panel].</i> For burning fats and liquids; not to be used on live electrical equipment. <i>Aqueous Film Forming Foam, AFFF. [Colour –cream or red with a cream panel]</i> Not to be used on live electrical equipment. <i>Powder Extinguisher. [Colour- blue or red with a blue panel].</i> Safe on any type of fire, but high on clean up costs. <i>Carbon dioxide extinguisher. [Colour- black or red with a black panel].</i> Safe on any type of fire, including live electrical equipment. <i>Fire Blanket</i> Suitable for small fires involving burning liquid.				
All extinguishers should have a notice next to their location showing their type, and the kind of fire on which they should be used.				
All extinguishers should be serviced and replaced after use.				
All extinguishers should be tested and serviced annually by a competent person, and the fact recorded on a label on the extinguisher.				

<b>Table 5: Training</b>	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>	<b>Corrective Action taken – date</b>
<p>It is not practical to train all stewards at all services in the use of fire equipment.</p> <p>Stewards should be briefed about the following:</p> <ol style="list-style-type: none"> <li>1. Action to be undertaken on discovering an outbreak of fire or hearing an alarm.</li> <li>2. Evacuation procedure, including directing members of the public, to the meeting point, especially the physically disabled, and those with impaired sight or hearing.</li> <li>3. The need to evacuate people, rather than tackling the fire, if they have not been trained in the use of the equipment.</li> <li>4. Arrangements for calling the fire brigade.</li> <li>5. Methods of opening escape doors.</li> <li>6. The need to close all other doors to prevent the spread of smoke and fire</li> <li>7. The need to not use lifts, except those adapted for the use of disabled people.</li> </ol> <p>People who are regularly on the premises should also be trained annually in the location and use of the fire fighting equipment, and this training should be recorded.</p>				

**Table 6: Additional Comments**

Inspected by

Signature..... Date.....



## **Cleaning Fluids, Chemicals and Substances Hazardous to Health (COSHH)**

### **Introduction**

A number of common everyday substances can be hazardous to health if used incorrectly, swallowed or come into contact with the body, obvious examples of this are bleach, toilet cleaners, floor cleaners, photocopier toner, correction fluids, mouse poison, petrol etc.

It is important to identify where hazardous substances are being used and to ensure that they are labelled and that information of their safe use is readily available.

As a matter of principle where a less hazardous substance can be used to replace the hazardous substance this is obviously a safer approach.

### **Storage**

Chemicals which could be hazardous to health to anyone (particularly vulnerable groups such as children) should always be stored in a safe and secure area and labelled to indicate that hazardous substances are present. It may be prudent to consider attaching a standard notice similar to the following for the attention of people using hazardous substances.

### **Risk Assessment for Hazardous Substances**

A COSHH Risk Assessment Record is enclosed in pages 25/1 and 25A/1. A separate assessment should be completed for each hazardous substance.

## Control of substances as to health

### **Never**

- Mix different chemicals together
- Decant chemicals into unlabelled or incorrectly labelled containers.
- Use chemicals you are not trained or authorised to use.

### **Always**

- Use the correct personal protective equipment
- Keep all areas clean and tidy
- Avoid blocking walkways to prevent tripping while handling substances
- Store chemicals in secure area
- Read and comply with the manufacturers instructions for use
- Report any symptoms of ill health immediately

### **Carrying out a 'COSHH' assessment**

#### **1. Appoint a competent person to do it.**

This should be someone who understands the requirements of the 'COSHH' regulations and the activity being looked at.

#### **2. Identify if there are any hazardous substances present**

Most hazardous substances may be identified by the presence of a warning on the container such as irritant, corrosive, toxic or harmful. Other things to consider are biological agents such as body fluids or significant concentrations of airborne substances such as solvents or dusts.

The effects on health will usually be detailed on the label or on a 'hazard data sheet' that can be obtained from the supplier.

#### **3. Assess the risks to health**

A judgement as to whether there is likely to be a harmful effect on someone's health should be made. Account needs to be taken of legal requirements and accepted best practice for your area of work. Consider the following:

- |    |  |
|----|--|
| 24 | How much is used and how often.  |
| 25 | Manufacturer's advice on storage, use and disposal.  |
| 26 | Who might be affected (e.g. employees, contractors and public).  |
| 27 | Exposure by leakage, spillage, maintenance or breakdown.   |
| 28 | How the substance is likely to affect the body through inhalation, being absorbed through the skin or swallowed. |

#### **4. Preventative or control measures**

If there is a risk to health, then the risk must either be prevented or controlled.

**Prevention** may mean changing the activity so that a hazardous substance is not generated or a substance could be substituted with a less hazardous one.

**Control** may mean the use of extraction equipment, general ventilation, safe working methods or reducing the number of people exposed. As a last resort, appropriate personal protective equipment should be used.

Control measures should be properly used and maintained.

Employees should receive instruction and training about the risks to health when working with hazardous substances and how to use control measures.

#### **5. Record and review your findings**

The findings of the assessment should be recorded on the Council pre-forma and brought to the attention of anyone who may need to know. Assessments should be **reviewed at least annually** or if the original assessment is no longer valid.



## COSHH RISK ASSESSMENT RECORD

**PARISH**

**AREA**

**ACTIVITY AND HAZARDOUS SUBSTANCE PRESENT (identification)**

**HAZARD PRESENT, WHAT FORM, WHAT POSSIBLE EFFECTS**

**ASSESSMENT OF RISKS TO HEALTH**

**CONTROL MEASURES**

**FIRST AID MEASURES**

**ASSESSOR (print name)**

**DATE**

**REVIEW DATE**


**ASSESSMENT NO**

## **Accident/Incident Reporting Introduction**

The legal requirements for reporting accidents which occur are laid down in a variety of legislation including the Health and Safety at Work Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. Any accidents which occur must be recorded on the attached sheets and investigated.

### **Recording accidents**

We must keep a record of injuries that happen, where the persons having the accidents, or people acting on their behalf, can enter details of accidents leading to injury. It should be kept in a place where people can get to it at all reasonable times.

### **Data Protection**

- Data protection law requires that personal information must be kept secure. You should nominate someone to be responsible for the safekeeping of completed accident records.
- An injured person, or someone acting on their behalf, must complete an accident record as soon as they can. Completed accident records should be detached from this book, passed to the nominated person and stored securely (e.g. in a lockable cabinet).
- You must investigate the cause of each accident recorded. If you find anything different from the information provided, you should make a note to say what you found.
- You must keep each accident record.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

As well as keeping records the law says you must notify and report some deaths and injuries arising from accidents at work, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), regulations 3 (notifying and reporting) and 7 (recording).

### **What must you do?**

#### ***Death or major injury***

You must notify the Health and Safety Executive (HSE) or local authority as quickly as you can, if someone has died or suffered a major injury.

You can do this by calling the Incident Contact Centre (ICC) (0845 300 9923) or your local HSE office or local authority.

You must also make a report *within 10 days*, via the ICC website, or by sending in a report form (see the sample report form).

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 26A/1

***Reportable major injuries***

- Fractures other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation of admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent or its toxins or infected material.
- Any injuries to people not at work as a result of an accident 'arising out of or in connection with work', where they are taken to hospital from the scene of the accident.

***Over-three-day injuries***

You do not have to notify these to HSE or the local authority as quickly as you can, but you must report them *within ten days*.

An over-three-day injury is when a person at work is injured as a result of an accident and is away from work or not able to do the full range of their normal work for more than three consecutive days (excluding the day of the accident).

**How do I notify and report?**

The quickest way is to call the Incident Contact Centre (ICC), Monday to Friday, 8.30 am to 5.00 pm on 0845 300 9923.

You do not need to fill in a report form, the ICC will do it for you over the telephone and they will send you a copy of the report for your records. The ICC will also send your report to the correct enforcing authority.

**Incident Contact Centre**

Telephone: 0845 300 9923  
(charged at local call rate).

Fax: 0845 300 9924  
(charged at local call rate).

Internet reports: [www.riddor.gov.uk](http://www.riddor.gov.uk) or link in via the HSE website [www.hse.gov.uk](http://www.hse.gov.uk)

E-mail: [riddor@natbrit.com](mailto:riddor@natbrit.com)

Post: Incident Contact Centre  
Caerphilly Business Park  
Caerphilly CF83 3GG

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 26B/1

Outside these hours or if you prefer, you can contact your HSE office or nearest local authority, depending on who enforces health and safety for your parish. Your health and safety law poster should tell you who to contact, or you can look in your local telephone book or ask the HSE Infoline (see below). But remember, if you telephone your HSE office or nearest local authority about an accident, you will *still* have to report it, either via the ICC website or by sending a report form.

**What records must you keep?**

You must keep a record of any reportable death, injury, disease or dangerous occurrence for *three* years after the date on which it happened. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the injury, event or disease.

You can keep the record in any form you wish, eg by keeping completed Accident Book record sheets or copies of completed report forms, or by recording and storing details on a computer.

You must produce the records when asked by HSE or local authority inspectors. You must also make them available to safety representatives for inspection on request.

Report Number

## ACCIDENT RECORD

### 1 The person who had the accident

Name:

Address:

Postcode:

Occupation:

### 2 The person filling in this record

▼ If you did not have the accident write your address and occupation.

Name:

Address:

Postcode:

Occupation:

### 3 About the accident

▼ When did it happen? Date: / / Time:

▼ Where did it happen? State which room or place.

▼ How did the accident happen? Give the cause if you can.

▼ If the person who had the accident suffered an injury, say what it was.

▼ Please sign the record and date it.

Signature:

Date: / /

### 4 Reporting the Accident

▼ Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

How was it reported?

Date reported: / /

Signature:

Section 10

**Testing of**

**Fixed Electrical Wiring, Portable Appliances  
Lightning Protection  
Fire Alarms, Smoke Detection and Emergency Lighting  
Heating Appliances**

These tests are carried out throughout the Diocese by contractors appointed centrally by the Diocese. The records of these tests should be kept in this section of the manual. Tests will be carried out with the following frequency.

**Electrical Fixed Wiring – every 5 years**

**Portable Appliances – annually**

**Lightning Protection – annually**

**Fire Alarms, Smoke Detection and Emergency Lighting – annually**

**Heating Appliances – annually**

Section 11

## Access for people with disabilities

### Introduction

The purpose of this section is to help your church look at how open it is to people with disabilities. It is not an exam to be passed or failed. The best way to view it is to think of what people need if they are going to share in the life of the church – and what prevents those needs being met.

The barriers are not just those linked to physical access, such as steps and narrow doors, though they are important. Attitudes are also a barrier if people with disabilities are regarded as ‘those who the church serves’ rather than people who want to be fully involved in the life of the church.

### Scope of the audit.

The audit consists of a number of questions. Some relate to the buildings and other facilities, some to activities and those who participate in them. Through these questions, it will be possible to establish: -

1. Are there any ‘barriers’ which prevent people with disabilities from getting into the building and moving about once they are inside?
2. Are there any ‘barriers’ which prevent people with disabilities from participating as they wish in liturgy and other parish activities?
3. Are there any ‘barriers’ which prevent people with disabilities from participating in any ministry, task or role to which God is calling them?

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 30

**Table 1 Persons to be considered:**

Are any of the following involved in:	Worship		Lay Ministry		Other Activities	
	Yes	No	Yes	No	Yes	No
	People who use wheelchairs					
People with other mobility disabilities						
People with hearing impairment						
People with visual impairment						
People with learning difficulties						
People with other difficulties <i>(list)</i>						

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 31

**Table 2. Parish Activities:**

	Yes	No
Do any of the people mentioned in Table 1 hold positions of responsibility in the parish and/or its organisations?		
Does the parish arrange any special a)services b)activities for people with disabilities?		
Is there a transport and/or escort scheme to assist those who have difficulty in getting to parish buildings? If YES, does it cover all activities?		
Are there any special arrangements to enable those with disabilities to participate fully in the life of the church, such as: a)special liturgies b)catechesis c)sacramental preparation		
Has attention been given to the needs of those with learning difficulties: a)within the service b)within the Sunday school/RCIA c)within other activities		

**Table 3. Physical Access:**

	Yes	No
<p>Are parking spaces reserved in any church car park for those with mobility problems? If YES</p> <p>a) Are they clearly marked? b) Are the reserved areas observed by other users? c) Is the building easily accessible from the reserved spaces, without obstruction? d) Are any kerbs between the parking area and the buildings ramped?</p>		
<p>Are all access routes (corridors, doors, etc.) wide enough for people using wheelchairs?</p>		
<p>Are there ramps for all stepped areas – both those leading into the church and internally in all buildings (including sanctuary/altar, stages, choir area, pulpit, preaching/reading area etc.?)</p>		
<p>Are floor surfaces even? Would any floor coverings present problems to those using wheelchairs? Are main access route floors covered in a way which would help those with sight problems identify changes of direction, level, junctions of corridors, doorways, etc.?</p>		
<p>If there is more than one floor in the building, is a lift or stair lift available?</p>		
<p>Are handrails fitted by flights of steps?</p>		
<p>Is there access to seating with ample leg space near the door for those with difficulty in walking?</p>		
<p>Are there places within the general congregation area where people using wheelchairs can sit?</p>		
<p>Can a guide dog be somewhere safe and comfortable next to its owner?</p>		
<p>Are there toilets accessible for those using wheelchairs and with other mobility difficulties?</p>		

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 33

**Table 4. Enhancing Participation:**

	Yes	No
Does any sound system in the building provide good clear sound with adequate voice levels?		
Is an induction loop fitted for hearing aid users If YES: Is there a microphone input into the loop system from the choir? Are the altar and sanctuary included in the loop?		
Is anyone available to provide signed interpretation? If so, does he/she cover all activities? If there is no signing available, where is the nearest church which offers this facility, and is this communicated?		
Is the church well lit?		
Can the face of the celebrant/ speaker/ reader be seen clearly from all areas of the church/ room to aid lip reading? If not, are areas which do give a clear view clearly marked?		
Are hymn numbers clearly obvious to everyone in the congregation?		
Are bibles/ service books/ hymnbooks and sheets/ other leaflets and magazines available in large print and braille and/or on tape?		
Are copies of the homily and pastoral letters made available, even if just a synopsis, for those who need them?		

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 34

**Table 5. Other considerations:**

	Yes	No
Are facilities for people with disabilities clearly indicated somewhere which is visible from the road and in the entrance?		
Is the parish aware of local groups and centres which support and/ or offer facilities to people with disabilities?  If YES, does it support such groups or centres?		
Does the parish offer any support for the parents/ carers of people with disabilities?		

## **Manual Handling**

### **Instruction**

Many injuries are caused by people trying to lift objects which are too heavy, trying to lift them in an incorrect manner or injuring themselves when carrying a load due to slipping, poor lighting or tripping.

Whilst in our properties we do not have much cause for manual handling, one obvious example is the stacking of chairs and tables, and the moving of stacks of chairs.

### **Risk Assessment**

Factors that the risk assessment for manual handling should include are:

1. The task to be carried out.
2. The load which is to be moved.
3. The environment in which the handling takes place.
4. The capability of the person carrying out the manual handling.

Wherever possible there are a number of simple procedures which should be put in place.

1. Limit the load.
2. Limit the distance the load requires to be carried.
3. Ensure the environment in which the load has to be carried is safe and clear.
4. Lift in a correct manner to minimise the likelihood of injury.
5. Provide training for people who will require to lift on a regular basis.

Risk Assessment sheets are enclosed on pages 35A/1 and 35B/1

## **CARRYING OUT A MANUAL HANDLING ASSESSMENT**

### **1. Appoint a competent person to carry out the assessment.**

- This should be someone familiar with the activity being assessed and has received basic training in principles of manual handling risk assessment.

A meaningful assessment can only be based on a thorough practical understanding of the type of manual handling tasks to be performed, the loads to be handled and the working environment in which the tasks will be carried out.

### **2. Identify the hazards.**

Does the task involve transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

Include this information in the 'Description of Task' box. Also. Also include who could be harmed. Is it one individual or several people?

### **3. Assess the risks and decide whether the existing controls are adequate or that more needs to be done.**

Complete **all** of the boxes on the form.

Tick yes or no where appropriate. Where the answer is 'yes' it is drawing your attention to the fact that some type of action is necessary. Look at steps to remove or reduce the risk.

### **4. Decide your priorities for action.**

Look at what steps should be taken in order of priority.

You may have to take immediate action in some cases to reduce the risk of injury.

If it is decided that team handling is the solution the following points should be noted.

There should be enough space for the handlers to manoeuvre as a group. There should be adequate access and if the load is difficult to grasp then a handling aid such as a stretcher or slings should be used. One person should plan and take charge of the operation. Team members should preferable be of similar height and physical capability.

### **5. Review the findings of the assessment.**

The assessment should be reviewed on an annual basis and changes initiated if necessary.

The findings of the assessment should be brought to the attention of all relevant employees.

## MANUAL HANDLING ASSESSMENT

<b>ASSESSMENT CARRIED OUT BY:</b>
Signature:
Print name:
Position:

<b>PARISH:</b>
<b>DATE:</b>
<b>REVIEW DATE:</b>

**Description of Task**

(tick yes or no where appropriate)

Does the task involve?	Yes	No	Does the task involve?	Yes	No
Holding loads away from the trunk?			Strenuous pushing/pulling of loads?		
Long carrying distances of loads?			Twisting the trunk or stooping?		
Reaching upwards?			Repetitive handling?		

**The Load – is it:**

	Yes	No
Heavy?		
Bulky?		
Difficult to grasp?		
Unstable, or with contents likely to shift		
Intrinsically harmful e.g. sharp/hot??		

**The Environment – are there:**

	Yes	No
Constraints on posture?		
Poor floors		
Variations in levels?		
Hot/cold/Humid conditions?		
Strong air movements?		
Poor lighting conditions		

**Individual Capability – does the job:**

	Yes	No
Require unusual strength, height etc.?		
Create a hazard to those who are pregnant/have a health problem?		
Require special information or training?		

**Conclusions and Recommendations**

<p><b>What is your overall assessment of the risk of injury?</b></p> <p>High/Medium/Low <span style="float: right;">(delete as appropriate)</span></p>
--

<p><b>What remedial steps should be taken in order of priority?</b></p>
---

	<b>REF. NO.</b>
--	-----------------

TAKE ACTION ..... AND CHECK THAT IT HAS THE DESIRED EFFECT

Section 13

**Asbestos Register**

An Asbestos Register of the property is to be compiled by a suitably qualified consultant and records kept under Section 17. Recommendations of The Register are to be implemented and The Register brought to the attention of a person working in the property.

Details of suitably qualified consultants can be provided by contacting The Property Manager.

**Where is Asbestos likely to be found?**

In properties constructed particularly in the period of 1940 to 1985 asbestos was very widely used. Common areas where asbestos is present are as follows:

1. Asbestos pipe lagging.
2. Within vinyl floor tiles.
3. Ceiling tiles.
4. Insulating boarding.
5. Roofing sheets.

**What to do?**

1. Find out if asbestos is present.
2. Presume that a material contains asbestos unless proven otherwise.
3. Survey the sample for asbestos.
4. Record where asbestos or presumed asbestos is and its condition.
5. Assess the potential risk from the asbestos.

**What to do?**

If the asbestos is in good condition, is not likely to be damaged and is not likely to be worked around or disturbed, it is safer to leave it in place and manage it.

If the asbestos is in poor condition, it will require to be repaired or removed.

**Who works on it?**

Most work on asbestos insulation, asbestos insulating board and lagging including ceiling removal should be carried out by contractor licensed by the Health & Safety Executive. The Local Authority can advise on lists of these approved contractors.

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 38

Section 14

**Hazard/Defect Reporting**

This form should be completed whenever a hazard or defect is detected. The top half may be completed by any person discovering a problem. The bottom half should be completed by the welfare officer with a sequential report number, details of the proposed remedial action and the date that the remedial work is completed. Report forms should be numbered and filed sequentially in Section 17(8) of this manual.

<b>Hazard/ Defect Report</b>	
Location.....	
Details of Hazard/Defect.....	
.....	
.....	
.....	
Action Required/Proposed.....	
.....	
.....	
.....	
Signature.....	Date.....
Remedial Action undertaken.....	
.....	
.....	
.....	
Completion date.....	Signature.....
Report No:.....	

**Section 15**  
**Preparing Food**

**Introduction**

**MANAGING FOOD SAFETY**

Managing food safety is about managing everything that happens when preparing food. It is important that you have confidence in how food is being handled both when you are there and you are not.

By managing food safety you will:

1. Reduce the risk of food poisoning.
2. Comply with the law.
3. Protect everyone.

**WHAT CAUSES FOOD SAFETY PROBLEMS?**

Food safety problems are often caused by food poisoning bacteria. These bacteria can:

- Spread from hands, equipment or surfaces that have not been thoroughly cleaned
- Survive in food that is not properly cooked.
- Grow and multiply in food that is left out at room temperature or is not properly chilled.
- Spread from raw food to ready-to-eat food if these are not kept separate.

**HOW CAN I AVOID FOOD SAFETY PROBLEMS?**

Look at every stage of the operation, from when the food is delivered to when you serve it. When you know what the food safety problems are then you can decide how to control them.

The most common food safety problems can be controlled by good food hygiene. The main things to remember are the 4C's.

***CLEANING***

***COOKING***

***CHILLING***

***CROSS-CONTAMINATION***

## ***CLEANING***

**Effective cleaning gets rid of bacteria on hands, equipment and surfaces therefore it helps to stop bacteria from spreading onto food.**

### **WHAT YOU NEED TO DO**

- Make sure that everyone who handles food washes their hands before starting work, after a break, after going to the toilet, after emptying a bin, and before starting a new task.
- Clean food areas and equipment between different tasks, especially after handling raw food.
- Cleaning as you go, mopping up spills as they happen.
- Use the appropriate cleaning products and follow the manufacture's instructions.
- Do not let food waste build up.

### **HOW TO CHECK**

- Use a cleaning schedule and check it is working
- Make sure everyone knows how to use the cleaning products correctly.

## ***COOKING***

**Thorough cooking kills harmful bacteria in food.**

### **WHAT YOU NEED TO DO**

- Do not serve any food that is not properly cooked.
- Once food is cooked, serve it immediately or keep it hot until serving.
- If you are cooking food in advance, cool and chill it quickly.

### **HOW TO CHECK**

- Inspect food to make sure it is thoroughly cooked check its piping hot all the way through. This can be done using a temperature probe.
- Check that hot food is kept hot until serving

## ***CHILLING***

**Chilling food stops bacteria from growing and multiplying. Some foods need to be kept chilled to keep them safe, for example food with a “Use by” date, food that you have cooked and will not serve immediately, or other ready-to-eat food such as prepared salad.**

### **WHAT YOU NEED TO DO**

- Put food that needs to be chilled in the fridge straight away.
- Cool cooked food as quickly as possible and then put into the fridge.
- Keep chilled food out of the fridge for the shortest time possible during preparation.
- Keep chilled food cold when it is on display.
- Do not overload the fridge.

### **HOW TO CHECK**

- Check chilled food on delivery to make sure it is cold. If meat products then take and record a temperature if possible.
- Check that food that needs to be chilled is placed in the fridge as soon as it arrives.
- Check that the fridge is working correctly taking the temperature if possible.
- Check that the time between cooking food and chilling it should be no longer than 1 - 2 hours.
- Check how long the food is kept out of the fridge on display. This should be no longer than 4 hours.

## ***CROSS – CONTAMINATION***

**Cross contamination is when bacteria spread between food, surface or equipment. It's most likely to happen when:**

- **Raw food touches (or drips onto) other food.**
- **Raw food touches (or drips onto) equipment or surfaces.**

So if raw meat drips onto a cake in the fridge, bacteria will spread from meat to the cake.

If you cut raw meat on a chopping board, bacteria will spread from the meat to the board and knife. If you then use the same board and knife (without washing them thoroughly) to chop a cucumber, the bacteria will spread from the board to the knife to the cucumber.

Hands can also spread bacteria. If you touch raw food and do not wash your hands thoroughly you can spread bacteria to other things you touch.

By avoiding cross-contamination, you can stop bacteria spreading.

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 42/1

**WHAT YOU NEED TO DO**

- Keep raw and ready-to-eat foods separate.
- Wash your hands thoroughly after touching raw food.
- Clean surfaces and equipment thoroughly before you start to prepare food and after they have been touched by raw food.

**HOW TO CHECK**

- Check that any food handlers are aware of this information.
- Check that raw and ready-to-eat foods are kept apart when they are stored, prepared and displayed.

## **OUR FOOD SAFETY POLICY**

It is our policy to provide a safe environment for people to feel confident that we are following safe working practice. We aim to have a safe and healthy environment for all. We ask that everyone within the environment take an active part in ensuring that our policy is adhered to, so that everything practicable is done to create this environment

Our premises are not classed as a food establishment and a safe environment are not required to be registered with the local authority EHO.

There are occasions when food is made available for consumption on our premises and consequently a food safety policy is needed.

The Food Safety (General Food Hygiene) Regulations 1995 require us to identify any step in the activities of the food preparation which is critical to ensuring food safety.

### **HAZARD ANALYSIS OF CRITICAL CONTROL POINTS (HACCP)**

A detailed HACCP (Risk Assessment) is not essential, but it is important that basic controls are set in place for food items sold or offered free from our parishes.

## **GENERIC FOOD SAFETY DOCUMENT**

**PLEASE NOTE THAT PEOPLE WHO ATTEND FUNCTIONS IN OUR PARISHES RANGE FROM CHILDREN, THE ELDERLY, FRAIL AND PREGNANT WOMEN. THESE GROUPS OF PEOPLE ARE PARTICULARLY VULNERABLE TO THE AFFECTS OF FOOD POISONING.**

**GENERIC RISK ASSESSMENTS FOR SOME OF OUR PARISH EVENTS ARE NOTED BELOW**

### **Example of Parish Events**

#### **1. Coffee Morning**

Several items, such as crisps, nuts, pre-packed biscuits (individually packed) are not high-risk food items.

Hazard is: Presence of micro-organisms, toxins, chemical or foreign material.

Risk: Low risk

#### **Critical control points**

- Purchase from a reputable company.
- Check the best-before date each time before use.
- Do not use items after the best-before date.
- Store in a dry storage area off the floor and away from chemicals.

#### **2. Soup Lunch**

Hazard is: Presence / introduction / increase of micro-organisms, introduction of foreign material, toxin, chemical, foreign material or growth of spore forms.

Risk: Med-high (depending on the item)

#### **Critical control points**

- Only purchase from a reputable company
- Arrange for delivery of covered foodstuffs at the latest possible time.
- Examine the food items upon delivery for dates, damage, discoloration etc and refuse food items that are not in good condition.
- Do not offer any hot food items if the premises do not have any means of holding hot food above the danger zone of 63oc.
- Ensure that cold foods items have been stored at the correct temp below the danger zone below 5oc.
- Do not put the food out until absolutely necessary.

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 45/1

- Do not remove coverings until the last possible moment.
- If any food is left over after 1.5 – 2 hours then this must be discarded.
- All waste food should be placed in a bin with a tight fitting lid to prevent against pests (mice, insects, etc.). At the end of each session the refuse sack must be taken outside and placed in the correct bins.
- All food handlers must wash his/her hands before handling food

This is not an exhaustive list. A HACCP Risk Assessment may be desirable for a medium risk event.

**3. Barbeques/Pie & Pea Supper**

**Should the parish arrange any of the above which are high risk then the following must be adhered to.**

- A full HACCP be written up in advance. Documentary evidence of HACCP is essential, examples are enclosed.
- If an event is organised in such a way that an outside company would be hosting the event then only a reputable company with appropriate systems would be given permission to go a head.
- The hired company would then have sole responsibility to ensure HACCP principles have been adopted.

**4. Shared Food Events**

**Shared food events are extremely high risk to the extent that in a commercial environment the risk would be unacceptably high. It is easy to see why a shared food event can (and have) given rise to food poisoning, particularly with those at risk. With the shared food event the parish is responsible for any harm caused to our parishioners.**

There are distinct lacks of control and the parish is knowingly allowing such an occasion with potential food poisoning outbreak to occur. We therefore must put in place whatever control measures we can to reduce the risk.

The hazard situations which are outside of our control are:

- Where was the food prepared?
- Were food surfaces hygienic, cleaned with anti-bacterial non-aggressive substances and in good condition?
- Have all utensils been continually sterilised and disinfected?
- Did contaminated foodstuffs come into contact with non-contaminated items
- Were personnel hygiene requirements in place?
- Were pest controls in place?
- Was all food in date?

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

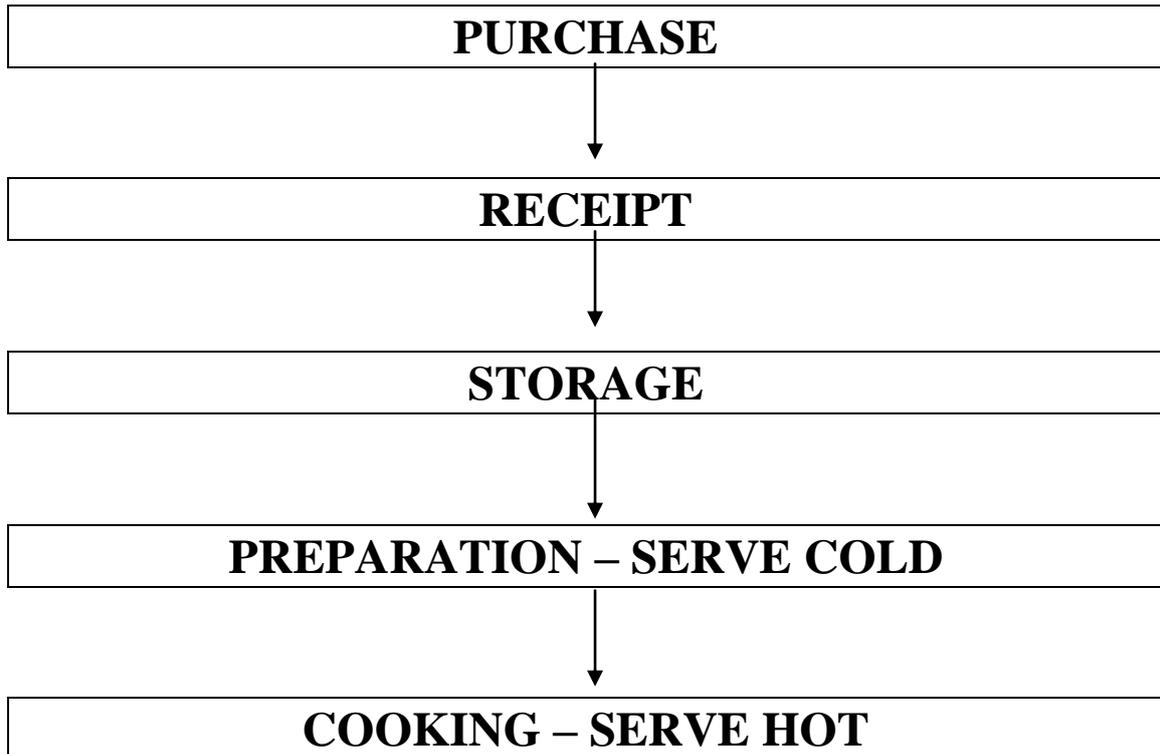
Page 46/1

- Was all food in good condition prior to receipt and preparation?
- Was the food cooked correctly above the danger zone? (63°C)
- How long did the cooked food stand, which were for later as cold foods prior too refrigeration?
- What is the temperature in their fridge? (less than 5°C)
- How long was the food in the fridge?
- Has anyone opened, uncovered/touched any of the food prior to the time it became part of the buffet?
- Has it sat at the danger zone? (for more than 1 hour)
- Where did the food originate?

We must therefore ensure that those areas which we can control we do so as strictly as possible. In this situation we must strongly recommend that documentary evidence in the form of a HACCP risk assessment is prepared. An example is prepared.

**RISK ASSESSMENTS**

**Flow chart depicting various steps in the preparation of food**



**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 48/1

**GENERIC HAZARD ANALYSIS**

<b>STEP</b>	<b>HAZARD</b>
Purchase	Presence of Micro-organisms, toxins, chemicals or foreign material.
Receipt	Increase in the number of micro-organisms.
Storage	Introduction in number of micro-organisms. Introduction of foreign material Increase in number of Micro-organisms
Initial preparation	Introduction of additional micro-organisms Introduction of foreign materials.
Cooking	Survival of micro-organisms and toxins Survival of spore forms
Cooling	Growth of any surviving spores or pathogens. Toxin production. Contamination with pathogenic bacteria. Introduction of foreign material
Blast chilling	Introduction of additional micro-organisms Increase in numbers of micro-organisms. Growth of spore forms. Introduction of foreign materials
Refrigerated storage	Introduction of additional micro-organisms. Increase in the number of micro-organisms. Growth of spore forms. Introduction of foreign materials.
Re-heating	Survival of pathogenic bacteria.
Service	Growth of pathogens. Toxin production. Contamination.
Hot holding	Growth of pathogenic bacteria. Toxin production.
Sandwich assembly	Introduction of additional micro-organisms Increase in the number of micro-organisms Production of toxins Introduction of foreign material Introduction of chemical contamination
Transport	Increase in number of micro-organisms Production of toxins. Growth of spores.
Delivery	Increase in the number of micro-organisms Production of toxins. Growth of spore forms.
Use of over production	Introduction of additional micro-organisms. Increase in the number of micro-organisms. Production of toxins. Introduction of foreign material Introduction of chemical contamination.
Cleaning and washing up	Presence of micro-organisms, toxins, chemical or foreign material.

Revision 1 - 2003

**HAZARD ANALYSIS**

**NAME OF ITEM**

**A – Low Risk**

**e.g. Coffee Morning**

**DATE COMPLETED**

**B – Medium Risk**

**e.g. Soup Lunch**

**C – High Risk**

**e.g. BBQ**

**D – Extreme risk**

**e.g. Faith supper/Shared Table**

STAGE	HAZARD	PREVENTION	RISK LEVEL H/M/L	HOW TO MONITOR	CRITICAL CONTROLS
<b>PURCHASE</b>					
<b>RECEIPT</b>					
<b>STORAGE</b>					
<b>PREPARATION SERVE COLD</b>					
<b>COOKING SERVE HOT</b>					

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 50/2

**HAZARD ANALYSIS  
(HACCP) For low risk events this is not normally required**

**NAME OF ITEM**

**Coffee Morning  
(not home produced food)**

**A – Low Risk**

**e.g. Coffee Morning**

**DATE COMPLETED**

**October 03**

**B – Medium Risk**

**e.g. Soup Lunch**

**C – High Risk**

**e.g. BBQ**

**D – Extreme risk**

**e.g. Faith supper/Shared Table**

<b>STAGE</b>	<b>HAZARD</b>	<b>PREVENTION</b>	<b>RISK LEVEL H/M/L</b>	<b>HOW TO MONITOR</b>	<b>CRITICAL CONTROLS</b>
<b>PURCHASE</b>	<ul style="list-style-type: none"> <li>▪ Presence of micro-organisms, toxins, chemical or foreign materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use a reputable supplier.</li> <li>▪ Check goods upon receipt.</li> </ul>	Low	N/A	
<b>RECEIPT IN PARISH</b>	<ul style="list-style-type: none"> <li>▪ Increase in micro-organisms.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Check use by dates.</li> </ul>	Low	N/A	
<b>STORAGE</b>	<ul style="list-style-type: none"> <li>▪ Introduction of additional micro-organisms and foreign material.</li> <li>▪ Increase in number of micro-organisms.</li> </ul>	N/A	Low	<ul style="list-style-type: none"> <li>▪ Check condition of product before use.</li> </ul>	
<b>PREPARATION SERVE COLD</b>	N/A	N/A	N/A	N/A	
<b>COOKING SERVE HOT</b>	N/A	N/A	N/A	N/A	

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 50A/2

**HAZARD ANALYSIS  
(HACCP) – For medium risk events this is helpful**

<b>NAME OF ITEM</b>	<b>Soup Lunch</b>	<b>A – Low Risk</b>	<b>e.g. Coffee Morning</b>
<b>DATE COMPLETED</b>	<b>October 03</b>	<b>B – Medium Risk</b>	<b>e.g. Soup Lunch</b>
		<b>C – High Risk</b>	<b>e.g. BBQ</b>
		<b>D – Extreme risk</b>	<b>e.g. Shared Food Event</b>

<b>STAGE</b>	<b>HAZARD</b>	<b>PREVENTION</b>	<b>RISK LEVEL H/M/L</b>	<b>HOW TO MONITOR</b>	<b>CRITICAL CONTROLS</b>
<b>PURCHASE</b>	<ul style="list-style-type: none"> <li>▪ Presence of micro-organisms, toxins, chemical or foreign materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use a reputable supplier.</li> <li>▪ Check goods upon receipt.</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Check delivery temperatures.</li> <li>▪ Check the condition of the product.</li> </ul>	
<b>RECEIPT IN PARISH</b>	<ul style="list-style-type: none"> <li>▪ Increase in micro-organisms.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Check use by dates.</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Insure accurate temperatures are taken and logged.</li> </ul>	
<b>STORAGE</b>	<ul style="list-style-type: none"> <li>▪ Introduction of additional micro-organisms and foreign material.</li> <li>▪ Increase in number of micro-organisms.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Store at safe temperature</li> <li>▪ Cover and wrap food</li> <li>▪ Separate raw and cooked food.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Check condition of product before use.</li> <li>▪ If ingredients are stored in fridge check temperature is correct and is logged.</li> </ul>	
<b>PREPARATION SERVE COLD</b>	N/A	N/A	N/A	N/A	
<b>COOKING SERVE HOT</b>	<ul style="list-style-type: none"> <li>▪ Survival of harmful bacteria</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adequate cooking at safe temperatures.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Record Temperatures</li> <li>▪ Food items kept for sample batches (1 week)</li> <li>▪ Reheating temperatures must be strictly followed.</li> </ul>	

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 51/2

**HAZARD ANALYSIS  
(HACCP) – For high risk events this is advisable**

**NAME OF ITEM**

**BBQ**

**A – Low Risk**

**e.g. Coffee Morning**

**B – Medium Risk**

**e.g. Soup Lunch**

**DATE COMPLETED**

**October 03**

**C – High Risk**

**e.g. BBQ**

**D – Extreme risk**

**e.g. Shared Food Event**

<b>STAGE</b>	<b>HAZARD</b>	<b>PREVENTION</b>	<b>RISK LEVEL H/M/L</b>	<b>HOW TO MONITOR</b>	<b>CRITICAL CONTROLS</b>
<b>PURCHASE</b>	<ul style="list-style-type: none"> <li>▪ Presence of micro-organisms, toxins, chemical or foreign materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use a reputable supplier.</li> <li>▪ Check goods upon receipt.</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Check delivery temperatures.</li> <li>▪ Check the condition of the product.</li> </ul>	
<b>RECEIPT IN PARISH</b>	<ul style="list-style-type: none"> <li>▪ Increase in micro-organisms.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Check use by dates.</li> <li>▪ Check seals</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Insure accurate temperatures are taken and logged.</li> </ul>	
<b>STORAGE</b>	<ul style="list-style-type: none"> <li>▪ Introduction of additional micro-organisms and foreign material.</li> <li>▪ Increase in number of micro-organisms.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Store at safe temperature</li> <li>▪ Cover and wrap food</li> <li>▪ Separate raw and cooked food.</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Check condition of product before use.</li> <li>▪ Check fridge is running at correct temperature and is logged</li> </ul>	
<b>PREPARATION SERVE COLD</b>	<ul style="list-style-type: none"> <li>▪ Bacterial growth or further contamination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Limit handling times</li> <li>▪ Use clean equipment</li> <li>▪ Good personal hygiene</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Visual checks</li> <li>▪ Cleaning schedule</li> </ul>	
<b>COOKING SERVE HOT</b>	<ul style="list-style-type: none"> <li>▪ Survival of harmful bacteria</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adequate cooking at safe temperatures.</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Record Temperatures</li> <li>▪ Food items kept for sample batches (1 week)</li> </ul>	

**IN NO CIRCUMSTANCES WOULD FOOD ITEMS (MEAT) BE KEPT OVER TO BE RE-HEATED OR SERVED COLD AT A LATER DATE**

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 52/2

**HAZARD ANALYSIS**

**(HACCP) – For extreme risk events this is required**

**NAME OF ITEM** Faith Supper or any event where Food is offered **A – Low Risk** e.g. Coffee Morning  
**DATE COMPLETED** October 03 **B – Medium Risk** e.g. Soup Lunch  
**C – High Risk** e.g. BBQ  
**D – Extreme risk** e.g. Shared Food Event

STAGE	HAZARD	PREVENTION	RISK LEVEL H/M/L	HOW TO MONITOR	CRITICAL CONTROLS
<b>PURCHASE IF PREPACKED</b>	Presence of micro-organisms, toxins, chemical or foreign materials	Use a reputable supplier. Check goods upon receipt.	High	Check delivery temperatures. Check the condition of the product.	
<b>PRODUCE IS PREPARED AT HOME BY PARISHIONER</b>	Presence of micro-organisms, toxins, chemical or foreign materials Preparation conditions unknown Food origin unknown	Uncontrollable	<b>Extreme/ Unassessible</b>	Uncontrollable	
<b>RECEIPT IN PARISH</b>	Increase in micro-organisms.	Check use by dates. Check seals	High	Ensure accurate temperatures are taken and logged Discard any suspect food.	
<b>STORAGE</b>	Introduction of additional micro-organisms and foreign material. Increase in number of micro-organisms.	Store at safe temperature Cover and wrap food Separate raw and cooked food.	High	Check condition of product before use. Check fridge is running at correct temperature and is logged	
<b>PREPARATION SERVE COLD</b>	Introduction of additional bacteria Production of toxins Introduction of foreign material or chemical contamination	Limit handling times Use clean equipment Good personal hygiene Hygienic premises	High	Visual checks Cleaning schedule Batch samples Sample batches of food kept for 1 week	
<b>COOKING SERVE HOT</b>	Survival of harmful bacteria	Adequate cooking at safe temperatures.	High	Record Temperatures Sample batches of food kept for 1 week Reheating temperatures must be strictly followed.	

**ALL FOOD NOT USED WITHIN 2 HOURS OF SERVING SHOULD BE DESTROYED**

Revision 2 10/2007

## **TEMPERATURE CONTROL**

Good temperature control is essential to keep certain food safe. Products such as prepared ready-to-eat foods, cooked foods, smoked meat, or fish, and certain dairy products must, by law, be kept hot or chilled until they are served to other parishioners. If they are not, harmful bacteria could grow or toxins (poisons) could form in the food and make your friends ill.

Food that needs to be chilled should be kept at 8°C (46°F) or below. Foods that are being kept hot before serving should remain above 63°C (145°F).

**Hot at or above 63°C**  
**Cold at or below 8°C**

*Whenever possible during preparation of food keep the food out of the danger zone of 5°C to 63°C.*

### **FROZEN FOODS**

Commercial freezers should operate at -18°C or slightly below. At this temperature food will keep for a reasonable time with no bacterial growth. However, spores and pathogens will survive and if the temperature rises above -10°C, spoilage organisms, especially moulds and yeast, begin to cause problems. Any delivery of food must be below -12°C, anything above is unacceptable.





To display in Kitchen

## **SAFETY IN THE KITCHEN**

**It is essential that all persons engaged in the preparation, cooking and service of food are aware at all times of the need of certain elementary precautions of safety, in order to automatically minimize the risk of accidents.**

- 1. Do not leave metal spoons in boiling liquids.**
- 2. Do not leave handles of cooking pans over the gas flame.**
- 3. Always carry a knife with its point towards the floor.**
- 4. Never attempt to catch a falling knife.**
- 5. Always cut or chop on a board NEVER IN THE HAND.**
- 6. Always clean up any spilled water, grease or fat from the floor immediately.**
- 7. Never use a damp cloth for lifting or carrying hot utensils.**
- 8. Never wear sandals or open shoes in the kitchen.**
- 9. Pans containing hot fat which catches fire should be extinguished by smothering with a fire blanket or a thick damp sack. Never pour water on a fat or oil fire.**
- 10. Long hair styles should be “put up” and covered with a hat.**
- 11. For safety, all gas & electrical appliances must be turned off when not in use.**
- 12. Never attempt to carry large, heavy containers of hot food single – handed, get assistance.**
- 13. Do not reach over naked burning appliances.**
- 14. Never put cleaning fluids into bottles originally used for food or drink, e.g. lemonade or milk bottles.**
- 15. Do not obstruct fire exits, stairways or corridors.**
- 16. Keep chemicals in cupboards away from food.**
- 17. Report dangerous equipment, especially faulty electrical plugs/ wiring and trailing leads.**
- 18. Follow the advice of safety signs.**

**To display in Kitchen**

**GENERAL FOOD HANDLER RULES**

- 1. Food handlers with skin, nose, throat or bowel trouble must not handle food until medical clearance has been obtained.**
- 2. Cuts, burns and sores must be covered with waterproof dressings. Persons with boils or septic cuts must not handle food. Fingernails must be kept clean and short, and nail varnish should not be used.**
- 3. Suitable protective clothing and head covering must be worn by all food handlers. Outdoor clothing (coats, shoes & bags) must not be brought into the food room. Jewellery, hairgrips and watches should be removed.**
- 4. Food handlers must not smoke in food rooms or in any of the church buildings (church, hall or house).**
- 5. On entering a food room all food handlers should WASH THEIR HANDS. (As directed by signage). Hands must also be thoroughly washed after visiting the W.C. handling raw food, blowing the nose, handling refuse, eating, smoking, cleaning and at frequent intervals during the work period.**
- 6. The mouth, nose or hair must not be touched during food preparation. Sneezing or coughing over food must be avoided.**
- 7. All equipment, fixture and fittings must be clean before preparation begins.**
- 8. Raw food must always be kept separate from high-risk food, at all stages of storage and preparation. Separate equipment, working surfaces and food handlers should be used where possible to avoid cross contamination from raw to high-risk food.**

- 9. Frozen meat must be completely thawed before cooking. Thawing must be carried out separately from other processes. The liquid from defrosted poultry, etc. must not come into contact with other food, directly or indirectly, for example by use of a wiping cloth**
- 10. All meat must be cooked thoroughly. Re-warming cooked meats is potentially hazardous. All re-heated foods including meat, soup and gravy must be thoroughly reheated and consumed immediately.**
- 11. If hot meat is not to be eaten immediately, it must be cooled quickly and placed in a refrigerator within 1.5 hours. Cooked food must be protected from contamination at all times and kept out of the danger zone of temperature. Example (5°C – 63°C).**
- 12. Food must not be removed from the refrigerator until required for serving or preparation.**
- 13. Stored food must be rotated to prevent spoilage, avoid waste and prevent infestations.**
- 14. Dirty pans, cutlery, crockery and other equipment should be cleaned and disinfected without undue delay.**
- 15. If the use of drying cloths is unavoidable, they must be kept clean – this is high risk.**
- 16. Cloths must be used for dedicated purposes only i.e. toilet areas, tables and benches, dishes.**
- 17. Spillages should be cleaned up promptly and food debris should not be allowed to accumulate.**
- 18. Waste should be placed in a bin with a lid. Sacks placed in outside bin each day.**

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 59/1

Section 16

Blank Forms

## Inspection Report – Page 1

### Floors, Walkways and non Electrical Equipment

(Add any identifying detail to this form as necessary. If found unsound, enter on a Hazard/ Defect report, section 7)  
Completed reports should be filed in Section 17(1)

#### Internal Walkways and Floors

Area	Sound	Unsound	Comments	Corrective Action taken - date
Entrances/Exits				
Aisles/Corridors				
Steps/Stairs				
Seating Area				
Altar				
Sacristy				
Hall				
Rooms				
Handrails				
Emergency Exits				
Other				

#### External Areas

Area	Sound	Unsound	Comments	Corrective Action taken - date
Paths				
Steps				
Garden				
Parking				
Other				

## Inspection Report – Page 2

### Equipment

Item	Sound	Unsound	Comments	Corrective Action taken - date
Stepladders				
Ladders				
Protective clothing				
First Aid box				

### Additional Comments

Inspected by

Signature..... Date.....

## Inspection of Fire Precautions

Add any identifying detail to this form as necessary. The inspection should cover all parts of the premises visited by the public, including halls and meeting areas. 'Office' rooms do not have to be included. If the assessor is in any doubt about compliance with the checklist, the Fire Safety Officer should be called in via the local Fire Station. If any failure is discovered, enter on a Hazard report, Section 14. Completed reports should be filed in Section 17(2).

### Inspection Report Fire Precautions

<b>Table 1 : Identifying fire hazards:</b>	Yes	No	Comments	Corrective Action taken - date
Are any readily combustible or highly flammable substances stored?				
If so, are they stored away from sources of heat?				
Are there any persons at particular risk from a fire e.g. Physically disabled?				
If so, is there a procedure to ensure that they can be safely evacuated in the event of an emergency?				
	<b>Pass</b>	<b>Fail</b>		
<i>Boiler House:</i> This is not to be used for storage.				
The door should be a fire door (unless it is external)				
The door should be kept locked.				
A suitable fire extinguisher should be provided outside or just inside the door.				
<i>Kitchen:</i> Gas or electric cookers should be situated where, should they catch fire, they would not obstruct the exit route.				
All cooking equipment and refrigerators should be regularly serviced.				
<i>Electrical Installations:</i> A registered contractor should inspect fixed wiring, including earthing strips, at least every five years.				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 63/1

	Pass	Fail	Comments	Corrective Action taken - date
A residual current device should protect the building and is to be checked annually.				
Multiway adapters are not to be used except in very temporary circumstances.				
One plus to each socket is recommended.				
The location of the main electrical switch should be:				
Clearly indicated				
Accessible at all times				
<i>Mains gas supply:</i> The location of the main gas valve should be:				
Clearly indicated				
Accessible at all times				
The emergency telephone number of the Gas Board should be prominently exhibited.				
A notice near the main gas valve should state that in the event of a gas leak; <ul style="list-style-type: none"> <li>• The premises should be evacuated,</li> <li>• The gas valve closed and the Gas Board called,</li> <li>• No electrical switches are to be operated until the leak is repaired.</li> </ul>				
<i>Heating Systems:</i> <i>Fuel Oil Storage Tanks:</i> Check for any signs of rusting or leakage.				
The catchpit should be in good condition and capable of holding 110% of the tank's contents.				
If the catchpit is in the open air, it should have a properly functioning self-closing rainwater drain valve.				
<i>Portable heaters:</i> Must not impede any exit routes.				
Should be fitted with guards that cannot be removed by children.				
Should be located at least one metre away from furniture or other combustible material.				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 64/1

	Pass	Fail	Comments	Corrective Action taken - date
<p><i>Electric Heaters:</i> If any of these are present, there should be Dry Powder or CO2 fire extinguishers immediately available in the event of a fire.</p>				
<p><i>Gas Cylinders [LPG]:</i> Cylinders, full and empty, should be stored securely in the open air, or a well-ventilated secure store.</p>				
<p>There should be a sign indicating ‘ No naked lights’ and a Red Diamond ‘Flammable Gas’ label.</p>				
<p><i>Plastics:</i> [Some plastics, especially foam rubber and polyurethane foam are easily ignitable and produce highly toxic fumes]. Seats, kneelers or hassocks should not have damaged covers that expose such contents.</p>				
<p><i>Chimneys and Flues:</i> Should be swept at least once a year, and more often where wood is burned.</p>				
<p><i>Flammable Materials:</i> Matches, candles, votives, lighters, petrol should be securely stored.</p>				
<p>If they are not adequate precautions must be taken to minimise the risk of them causing a fire.</p>				
<p><i>Arson:</i> All external doors and windows should be kept securely locked with key operated locks when the premises are unoccupied.</p>				
<p>A five-lever mortise lock [to BS3621] should be fitted to the final exit door.</p>				
<p>An imperforate metal receptacle should be fitted behind letter flaps to contain any burning material pushed through the flap.</p>				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 65/1

	Pass	Fail	Comments	Corrective Action taken - date
<i>Displays:</i> Notice boards or displays should not be sited above heaters or radiators.				
Notice boards should not contain an excessive amount of paper				
Displays should avoid the use of cotton wool or fabrics.				
Permanent or semi permanent displays should be behind glass wherever possible.				
<i>Housekeeping:</i> Accumulations of rubbish and unwanted articles, inside or outside, should be removed				
Metal or glass ashtrays should be provided where smoking is permitted. Their contents should be regularly disposed of.				

<b>Table 2: Safety of Occupants</b>	Pass	Fail	Comments	Corrective Action taken - date
<i>Escape routes:</i> These must be escape adequate. (Use the calculation sheet, Table 7, at the end of the section. Note that this calculation need only be done on the first inspection, or if any changes to the configuration of the premises have been made. Note also that this calculation must be made not only for the church but all other spaces that have public access, such as halls and meeting rooms).				
Emergency escape routes must be clearly visible from any point in the premises, even if the building's lighting system fails, and display the correct pictogram.				
All doors on an escape route must be capable of being opened easily and immediately by people escaping, without the aid of a key.				
Doors that do not open outwards should be clearly marked 'Pull'.				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 66/1

	Pass	Fail	Comments	Corrective Action taken - date
<p><i>Escape routes (ctd.):</i> Escape routes must be clear of possible obstructions such as:</p> <ul style="list-style-type: none"> <li>• Portable heaters of any type.</li> <li>• Fixed heaters where a supply cylinder is                             <ul style="list-style-type: none"> <li>• within the escape route.</li> <li>• Heaters which have unprotected naked                                     <ul style="list-style-type: none"> <li>• flame or radiant bars.</li> </ul> </li> </ul> </li> <li>• Oil fuelled heaters or boilers.</li> <li>• Cooking appliances</li> <li>• Upholstered furniture.</li> <li>• Coat racks.</li> <li>• Temporary storage.</li> <li>• Gas boilers and fittings.</li> </ul> <p>Electrical equipment other than normal lighting, emergency lighting, fire systems or security equipment.</p> <ul style="list-style-type: none"> <li>• Gaming and vending machines.</li> <li>• Photocopiers.</li> </ul>				
Escape routes must have adequate lighting to enable people to see their way out even if there is no natural light.				
[This may be achieved by the provision of a sufficient number of hand held lamps or torches. These should be regularly tested].				

<b>Table 3: Warning and Evacuation in case of fire.</b>	Pass	Fail	Comments	Corrective Action taken - date
All church premises should have some means of giving warning in the event of a fire. This is a low risk occurrence.				
There should be a process in place whereby in the event of a fire, the person making the discovery informs the person leading the worship, who requests the congregation to leave the building quietly. People should be encouraged to leave the building in an orderly manner, rather than to tackle the fire, unless they have been trained.				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 67/1

	Pass	Fail	Comments	Corrective Action taken - date
A 'Meeting Point' should be established in a safe adequately lit place outside the premises, and marked with a notice.				
The location of this meeting point should be shown on a notice prominently displayed at the main entrance to the premises. This notice should also show the location of the nearest telephone, which is always available.				
Automatic fire warning equipment, where installed, should have at least one call point or detector tested weekly, and the entire system checked annually by a competent person.				
Battery operated smoke alarms, where fitted, should be tested weekly, and cleaned with their battery replaced annually.				

<b>Table 4: Means for fighting fires:</b>	Pass	Fail	Comments	Corrective Action taken - date
Sources of risk should be examined to see that there is appropriate fire fighting equipment located near to every source.				
<i>Fire Hose Reel:</i> If installed, these should reach to within 6 metres of the extent of the floor area they are meant to cover.				
Reels should not exceed 30 metres in length. The location should be clearly indicated.				
<i>Fire Extinguishers:</i> If there is no Fire Hose Reel, there should be one extinguisher per floor and one 9-litre water extinguisher or equivalent per 200 square metres of floor area.				
A person should not need to travel more than 30 metres to reach the nearest extinguisher.				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 68/1

	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>	<b>Corrective Action taken - date</b>
Extinguishers should be located in conspicuous positions near exit doors, or near the source of risk, such as cooking equipment.				
Extinguishers should be securely hung on wall brackets, with the handles about 1 metre from the floor, to assist lifting and carrying. Where this is impossible, they should be placed on a suitable base plate, not the floor.				
<p>Types of Fire Extinguisher:</p> <p><i>Water Extinguisher. [Colour- red]</i> Not to be used on live electrical equipment or burning oil or fat.</p> <p><i>Foam Extinguisher. [Colour- cream or red with a cream panel].</i> For burning fats and liquids; not to be used on live electrical equipment.</p> <p><i>Aqueous Film Forming Foam, AFFF. [Colour –cream or red with a cream panel]</i> Not to be used on live electrical equipment.</p> <p><i>Powder Extinguisher. [Colour- blue or red with a blue panel].</i> Safe on any type of fire, but high on clean up costs.</p> <p><i>Carbon dioxide extinguisher. [Colour- black or red with a black panel].</i> Safe on any type of fire, including live electrical equipment.</p> <p><i>Fire Blanket</i> Suitable for small fires involving burning liquid.</p>				
All extinguishers should have a notice next to their location showing their type, and the kind of fire on which they should be used.				
All extinguishers should be serviced and replaced after use.				
All extinguishers should be tested and serviced annually by a competent person, and the fact recorded on a label on the extinguisher.				

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

<b>Table 5: Training</b>	<b>Pass</b>	<b>Fail</b>	<b>Comments</b>	<b>Corrective Action taken - date</b>
<p>It is not practical to train all stewards at all services in the use of fire equipment.</p> <p>Stewards should be briefed about the following:</p> <ol style="list-style-type: none"> <li>1. Action to be undertaken on discovering an outbreak of fire or hearing an alarm.</li> <li>2. Evacuation procedure, including directing members of the public, to the meeting point, especially the physically disabled, and those with impaired sight or hearing.</li> <li>3. The need to evacuate people, rather than tackling the fire, if they have not been trained in the use of the equipment.</li> <li>4. Arrangements for calling the fire brigade.</li> <li>5. Methods of opening escape doors.</li> <li>6. The need to close all other doors to prevent the spread of smoke and fire</li> <li>7. The need to not use lifts, except those adapted for the use of disabled people.</li> </ol> <p>People who are regularly on the premises should also be trained annually in the location and use of the fire fighting equipment, and this training should be recorded.</p>				

**Table 6: Additional Comments**

Inspected by

Signature..... Date.....



**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 71/1

**Access for people with disabilities**

**Table 1 Persons to be considered:**

Are any of the following involved in:	Worship		Lay Ministry		Other Activities	
	Yes	No	Yes	No	Yes	No
	People who use wheelchairs					
People with other mobility disabilities						
People with hearing impairment						
People with visual impairment						
People with learning difficulties						
People with other difficulties <i>(list)</i>						

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 72/1

**Table 2. Parish Activities:**

	Yes	No
Do any of the people mentioned in Table 1 hold positions of responsibility in the parish and/or its organisations?		
Does the parish arrange any special a)services b)activities for people with disabilities?		
Is there a transport and/or escort scheme to assist those who have difficulty in getting to parish buildings? If YES, does it cover all activities?		
Are there any special arrangements to enable those with disabilities to participate fully in the life of the church, such as: a)special liturgies b)catechesis c)sacramental preparation		
Has attention been given to the needs of those with learning difficulties: a)within the service b)within the Sunday school/RCIA c)within other activities		

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 73/1

**Table 3. Physical Access:**

	Yes	No
<p>Are parking spaces reserved in any church car park for those with mobility problems? If YES</p> <p>e) Are they clearly marked? f) Are the reserved areas observed by other users? g) Is the building easily accessible from the reserved spaces, without obstruction? h) Are any kerbs between the parking area and the buildings ramped?</p>		
<p>Are all access routes (corridors, doors, etc.) wide enough for people using wheelchairs?</p>		
<p>Are there ramps for all stepped areas – both those leading into the church and internally in all buildings (including sanctuary/altar, stages, choir area, pulpit, preaching/reading area etc.?)</p>		
<p>Are floor surfaces even? Would any floor coverings present problems to those using wheelchairs? Are main access route floors covered in a way which would help those with sight problems identify changes of direction, level, junctions of corridors, doorways, etc.?</p>		
<p>If there is more than one floor in the building, is a lift or stair lift available?</p>		
<p>Are handrails fitted by flights of steps?</p>		
<p>Is there access to seating with ample leg space near the door for those with difficulty in walking?</p>		
<p>Are there places within the general congregation area where people using wheelchairs can sit?</p>		
<p>Can a guide dog be somewhere safe and comfortable next to its owner?</p>		
<p>Are there toilets accessible for those using wheelchairs and with other mobility difficulties?</p>		

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 74/1

**Table 4. Enhancing Participation:**

	Yes	No
Does any sound system in the building provide good clear sound with adequate voice levels?		
Is an induction loop fitted for hearing aid users If YES: Is there a microphone input into the loop system from the choir? Are the altar and sanctuary included in the loop?		
Is anyone available to provide signed interpretation? If so, does he/she cover all activities? If there is no signing available, where is the nearest church which offers this facility, and is this communicated?		
Is the church well lit?		
Can the face of the celebrant/ speaker/ reader be seen clearly from all areas of the church/ room to aid lip reading? If not, are areas which do give a clear view clearly marked?		
Are hymn numbers clearly obvious to everyone in the congregation?		
Are bibles/ service books/ hymnbooks and sheets/ other leaflets and magazines available in large print and braille and/or on tape?		
Are copies of the homily and pastoral letters made available, even if just a synopsis, for those who need them?		

**DIOCESE OF HEXHAM AND NEWCASTLE  
WELFARE MANUAL**

Page 75/1

**Table 5. Other considerations:**

	Yes	No
Are facilities for people with disabilities clearly indicated somewhere which is visible from the road and in the entrance?		
Is the parish aware of local groups and centres which support and/ or offer facilities to people with disabilities?  If YES, does it support such groups or centres?		
Does the parish offer any support for the parents/ carers of people with disabilities?		

Hazard/ Defect Report

Location.....

Details of Hazard/Defect.....

Action Required/Proposed.....

Signature.....Date.....

Remedial Action undertaken.....

Completion date.....Signature.....

Report No:.....

Section 17

**Records**

- 17(1) Floors, Walkways and non Electrical Equipment Inspections
- 17(2) Fire Precautions Inspections
- 17(3) Testing of Fixed Electrical Wiring, Portable Appliances, Lightning Protection, Fire Alarms, Smoke Detection and Emergency Lighting and Heating Appliances
- 17(4) Inspection Report for Control of Substances Hazardous to Health
- 17(5) Accident/Incident Report
- 17(6) Access for People with Disabilities
- 17(7) Asbestos Register
- 17(8) Hazard/Defect Report