



CROMERCHURCH
transforming lives with Jesus Christ

Our Health and Safety Policy

St Peter and St Paul, Cromer (The Parish Church)
Church Street
Cromer NR27 9HH
St Martin's Church and Hall, Suffield Park
Mill Road
Cromer NR27 0AD
Cromer Parish Hall
65, Church Street
Cromer NR27 9HH

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc Act 1974 and the regulations made under it.

The policy is in three sections:

Section A - General statement of policy

Section B - Organisation and responsibilities

Section C - Arrangements

To all employees, voluntary helpers and contractors:

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

A. General statement of policy

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

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the Parish Church, St Martin's Church and Hall, and Cromer Parish Hall.

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

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

In order to ensure that health and safety matters are kept constantly under review, Health and safety will be an item on the agenda for all meetings of the Parochial Church Council (PCC), and sub-committees, e.g. Fabric Leadership Team and Standing and Finance. Employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:

Rev William Warren

Vicar - PCC Chair on behalf of the PCC

Date:

February 2021

Review date:

February 2022

This policy will be reviewed at regular intervals. We recognise that where there is a high level of activity the policy may need to be reviewed annually. As a minimum it will be reviewed every five years.

JA/DL - February 2021

B. Organisation and responsibilities

1. Responsibility of the Vicar and PCC

Overall responsibility for health and safety is that of the Vicar, on behalf of the PCC,

Name: Rev Will Warren

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

2. Responsibility of the Churchwardens

The responsibility of ensuring that the arrangements outlined in this policy are carried out and updated as necessary lies with the Churchwardens:

Name: Ivan Kimble

Name: Jackie Austin

3. Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

4. Responsibility of the Health and Safety is a shared responsibility

The following people carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Rev Will Warren has overall responsibility The two churchwardens have day to day responsibility The Catering manager has responsibility for all aspects of catering The Fabric Leadership Team has responsibility for aspects related to the fabric Staff have responsibility for their designated areas of working (see below) PCC have responsibility for ensuring we have a Policy in place and all the agreed working practices and guidances are complied with People who hire the premises and church groups using the premises have a responsibility to comply with our Health and Safety Policy (see below) Every member of Cromer Church has a responsibility to act safely in line with our policy and has a duty of care to others
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The responsibility of the PCC, Vicar and Wardens shall be to: be familiar with health and safety regulations as far as they concern church premises.

1. be familiar with the health and safety policy and arrangements and ensure they are observed.
2. ensure so far as is reasonably practicable, that safe systems of work are in place.
3. ensure the churches and halls are clean and tidy.
4. ensure that safety equipment and clothing is provided and used by all personnel where this is required.
5. ensure that all plant, equipment and tools are properly maintained and in good condition, and that all operators have received the appropriate training.
6. ensure that adequate access and egress is maintained.
7. ensure adequate firefighting equipment is available and maintained.
8. ensure that food hygiene regulations and procedures are observed.

5. Responsibility of employees and voluntary workers

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

Our employees and voluntary workers must therefore:

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

6. Responsible persons

The following are responsible for safety in particular areas:

These responsibilities are allocated either by the area of the church or by activity. These lists are not exhaustive.

By activity	Name / position
Accident books	Churchwardens

By activity	Name / position
Accident reporting	Churchwardens
Emergency evacuation	Churchwardens
Portable electrical appliances	Caretaker
Fixed electrical system	Fabric Leadership Team
Gas equipment	Fabric Leadership Team
Hazardous substances	Caretaker
Plant and machinery	Caretaker & contractors
Condition of floors and stairs	Churchwardens
Light bulb changing	Caretaker
Working at high levels	
Food preparation	John Hodgkinson
Manual handling	
Display screen equipment	Staff
Building defects/glazing	Fabric Leadership Team
Safeguarding Children/Young People	Susan Brocklehurst
Safeguarding Vulnerable Adults	Alison Orsborne
Personal safety	Churchwardens
Bell ringing	Jackie James
Contractors	Fabric Leadership Team
Health and safety training	

By area	Name / position
Parish Church:	
Main church building	
Organ loft	
Tower	
Ringing Chamber	
Bell Chamber	

Tower Roof	
Kitchen and Toilets	
Parish Hall:	
Main Hall, Back rooms, Entrance Hall	
Toilets	
Kitchen	
Coffee Bar	
Office	
Outside areas	
St Martin's Church and Hall	
Outside area and steps	
Entrance lobby	
Hall	
Kitchen, Lounge and toilets	
Church	

C. Arrangements (Implementation of the policy)

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

1. Accidents and first aid

First aid boxes: **See Appendix 3**

Trained/qualified first aiders: **See Appendix 4**

All accidents and incidents are entered in the accident books as our insurers advised. **See Appendix 5**

If the Parish Church, Parish Hall, St Martin's Church or St Martin's Hall are let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed by the Health and Safety Lead. The counterfoils are completed and the pages stored securely in the Parish Office.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) Regulations 2013

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work or unable to perform their normal duties for more than seven days must be reported to the enforcing authorities; as must diseases and certain dangerous occurrences, as defined by the regulations.

For most types of incident, the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1 of the Regulations). A report must be received within **10 days of the incident**.

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately.
- accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported within **fifteen days**.
- accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- reportable diseases, as defined by the regulations, must be reported to the enforcing authority. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculoskeletal disorders.

Accident reporting

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

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Recording

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

2. Fire safety

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

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

2.1 Fire extinguishers: see Appendix 6

The extinguishers are checked regularly by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by:

1 st Class Fire Protection Ltd
Date: Annually in August

2.2 Fire alarm system

Parish Hall Alarm system	
Parish Hall Alarm system serviced 6 monthly	Cromer Electrical

2.3 Other fire protection equipment: see Appendix 7

2.4 Evacuation procedure: see Appendix 7a

Rev Will Warren and the two churchwardens

2.5 Evacuation drills

We do not carry out Fire evacuation drills, but we do have a system for evacuating the building safely for the various gatherings we have in the church.

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 If you discover a fire (no matter how small)

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

3. Electrical safety

- A list of all our portable electrical appliances is maintained by the responsible person. This is kept in the appropriate Site Log

- Everyone using the building is responsible for checking the plugs, cables and sockets to ensure that there are no loose connections, worn flexes or trailing leads before using them.
- Any repairs needed will be reported to

The Churchwardens

- Our portable electrical equipment will be tested annually by a contractor who has an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be disposed of safely.
- Visual inspections of the fixed electrical installations will be checked quarterly. Any defects will be reported to:

The Churchwardens

- Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.
- Our lightning conductor system will be examined and tested by Premier Technical Services Group (PTSG) lightning engineers annually.
- It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
- Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
 - Visually check all electrical equipment before use.
 - Report all faults immediately to the responsible person.
 - Do not attempt to use or repair faulty equipment.
 - No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.
 - Electrical equipment should be switched off and disconnected when not in use for long periods.
 - Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. Gas equipment safety

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

5. Hazardous substances

The responsible person will maintain a list of all hazardous substances used in the Parish Church, the Parish Hall, St Martin's Church and St Martin's Hall.

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

Hazardous substances used in our buildings: see Appendix 8

All substances are detailed, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident. A hazardous substance record is available upon request.

(Some hazardous substances, such as asbestos, which may be found in boiler rooms or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors. We will consult the local Environmental Health Officer in such circumstances.)

We will not mix chemicals or store chemicals in unmarked containers.

6. Safety of plant and machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- Machinery must be switched off before any adjustments are made.
- After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.

- Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
- Persons under the age of 18 may use hand tools only and are not permitted to operate any power-driven item of plant or machinery.
- Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration, provided they can be safely secured. This may necessitate the use of ladder ties.
- Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- All plant and machinery will be regularly maintained, and a schedule kept of maintenance requirements. In certain situations, such as when working in the bell tower, head protection and ear protection may be necessary.
- Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on. (See Lone Working Policy)
- The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

On appointment of new staff and volunteers, the tasks they undertake will be assessed and recorded on file and 'task specific' Risk Assessments will be carried out using the pro forma at Appendix 11.

Items of plant or equipment: See Appendix 9

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

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the responsible person of floors, steps and stairs in the churches and halls.

Quarterly - but checks made each time building is used by caretaker or warden

Any defects will be reported to:

Churchwardens

who will arrange for repairs or remedial measures to be carried out.

8. Lighting

In order to ensure that the church is adequately lit, an inspection will be made every

Quarter

by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to who will ensure that the bulbs are replaced following appropriate safety procedures.

9. Working at high levels

The Tower, Organ Loft, Parish Church Interior, St Martin's Interior, both Halls, and the roofs of all four buildings are designated as high levels. Only the following persons may work at high level:

Bell ringers
Clock winder
Approved contractors
Cromer Peregrine Project personnel
Those trained to work at high level

Cromer Church has adopted the Health and Safety Executive guidance on

a) 'Working at Height' and b) Safe Use of Ladders and Stepladders'. The procedures itemised in these two documents must be followed.

Both these documents can be found on the [hse.gov.uk](https://www.hse.gov.uk) website.

Risk Assessments are on file for: Bellringers, the clock winder and Cromer Peregrine Project. Approved contractors are required to provide their Risk Assessments before commencing work.

On appointment of new staff and volunteers, the tasks they undertake will be assessed and recorded on file and 'task specific' Risk Assessments will be carried out using the pro forma at Appendix 11.

10. Preparation of food

We will ensure that on all occasions when we prepare and serve food for Church events or for sale in Cornerstone Café, it is done safely by:

- providing hand washing facilities in all kitchen areas and requiring all helpers to follow personal hygiene advice.
- ensuring that work surfaces, utensils and equipment are cleaned and disinfected before and after use.
- maintaining a kitchen cleaning schedule setting out daily, weekly and longer-term cleaning tasks.
- ensuring that food is stored in such a way as to avoid contamination and that fridges and freezers are at correct temperatures.
- requiring that the lead person on each occasion has passed the Level 2 Award in Food Safety for Catering which should be updated every three years.
- providing appropriate training to others involved where necessary.
- allowing Home Baking for events provided the bakers follow Cromer Church Guidelines which are provided – Appendix N° 2
- following FSA guidelines regarding information about food allergies and intolerances.
- maintaining records as advised in the FSA folder “Safer Food Better Business”.
- registering our buildings with the Local Council as “food establishments” when required.
- assessing risks involved in working in each of our kitchen areas and with particular pieces of equipment.
- providing helpers with protective clothing (aprons, hats and gloves) as appropriate.
- ensuring that prepared, high risk foods are left out of the fridge for the shortest time possible (no longer than four hours).
- ensuring that hot food is held at the correct temperature until served.
- ensuring that all ministry leaders consult with the Catering Manager when planning new events involving the preparation and serving of food (beyond simple tea, coffee and biscuits).
- ensuring that all mandatory testing of gas and electric kitchen appliances is carried out.
- assessing risks involved in working in each of our kitchen areas and with particular pieces of equipment.

These would include:

- using and storing cleaning products

- cleaning high level areas
- using knives and other sharp utensils
- using electric meat slicer
- using pressure cooker
- handling hot items
- opening tins and cleaning empty ones
- moving heavy containers and packages
- lifting items from high shelves

Post holder responsible for food safety	Current post holder
Catering Manager	John Hodgkinson

11. Manual handling – lifting, carrying and moving loads

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

On appointment of new staff and volunteers, the tasks they undertake will be assessed and recorded on file and 'task specific' Risk Assessments will be carried out using the agreed pro forma.

12. Display screen equipment

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

- stability and legibility of the screen
- contrast and brightness of the screen
- tilt and swivel of the screen

- suitability of keyboards, desks and chairs
- the work station environment
- the user-friendliness of the software

Daily work routines will involve periods away from the screen.

On appointment of new staff and volunteers, the tasks they undertake will be assessed and recorded on file and 'task specific' Risk Assessments will be carried out using the pro forma at Appendix 11.

13. Hazardous buildings/glazing

- Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected

Quarterly

by the responsible person.

- Any defects noted are immediately reported to:

Churchwardens

and the procedures put in hand for repairs.

- Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs are carried out.
- A check is made of any asbestos in the buildings by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.
- A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

14. Child protection

Our procedures include a policy on child protection issues as set out in the current Church of England House of Bishop's Parish Safeguarding Handbook: Promoting a Safer Church 2018. Where the activities undertaken by youth groups require special attention, a risk assessment will be put in place. Details of the numbers and ages of the young people involved in each group and details of adult supervisors will be maintained. Parental consent forms are always obtained for trips away

from the parish and any particular needs of individual children noted. Similar considerations for vulnerable adults apply.

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

A permanent record will be maintained of all accidents involving children.

15. Personal safety

Cromer Church has a Lone Working Policy which we expect staff and volunteers to adhere to. Risk assessments will be undertaken to assess the risks where persons are working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables.

Guidance for Pastoral Supporters and for our Home Visiting Team are in place in line with our Lone Working Policy.

16. Risk assessments/activities

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

For all hazardous activities, we will carry out risk assessments and introduce procedures that must be followed.

The following activities will require risk assessments:

- Fetes, including the use of bouncy castles
- Change ringing bells
- Sponsored walks, visits and outings
- Erection of temporary staging

17. Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

- All work on church buildings by contractors should be under their Risk Assessment Method Statement. They should be asked to provide a copy of the same to whoever is managing the project.

- For larger schemes of work a Construction Phase H&S Plan is required
- Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained.
- Comply with all the requirements of this Health and Safety Policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
- Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.
- All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

(Particular care needs to be taken for 'hot works' and a separate Hot work permit is available from Aviva.)

18. Information and enforcement

Environmental Health Service Information:

Address: North Norfolk District Council Environmental Health
 Council Offices
 Holt Road
 Cromer NR27 9EN

Tel: 01263 516008

Email: www.north-norfolk.gov.uk/tasks/environmental-services/

Employment Medical Advisory Service Information:

(The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters. Enter here the contact details of your regional HSE office where you can contact the Medical Advisory Service).

Address: HSE, Rosebery Court, 2nd Floor St Andrew's Business Park
 Norwich NR7 0HS

Tel: 0300 003 1747

Appendix 1. CDM Regulations

The Construction (Design & Management) Regulations apply to all construction work in Great Britain. You should be aware of your responsibilities under these regulations. As a 'client' – an individual or organisation for whom construction work is being carried out, you have a number of specific duties under the CDM Regulations, which the guidance on the legal requirements summarises as:

Make suitable arrangements for managing a project. This includes making sure:

- other duty holders are appointed;
- sufficient time and resources are allocated;

and making sure:

- relevant information is prepared and provided to other duty holders;
- the principal designer and principal contractor carry out their duties;
- welfare facilities are provided.

A project is notifiable to the HSE if the construction phase will be longer than 30 days and have more than 20 workers on site simultaneously at any point in the project, or 500 person days of construction work.

Clients must appoint principal designers and principal contractors as soon as practicable and before the start of the construction phase, so they have enough time to carry out their duties to plan and manage the pre-construction and construction phases respectively.

Appendix 2. Safe Food

Cooking cakes at home for Cromer Church events

We can serve home-made cakes and desserts at church events as long as:

- The people who make them follow good hygiene advice.
- The cakes or desserts are stored and transported safely.

If you make a cake at home:

- Use recipes from reputable sources.
- Always wash your hands before preparing food.
- Make sure that surfaces, bowls, utensils and any other equipment are clean.
- Don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse.
- Keep cheesecakes and any cakes or desserts containing fresh cream in the fridge.
- Store cakes in a clean, sealable container away from raw foods.

On the day, when you bring in cakes from home you should:

- Transport cakes in a clean, sealable container.
- Clearly label the container if the cakes contain any of the allergens listed in the table below stating which are included in the recipe.

Cereals containing Gluten	Nuts
Milk	Sesame seeds
Eggs	Mustard
Soya	Lupin seeds
Peanuts	Sulphur Dioxide (often used to preserve dried fruit)

-
- Make sure that cheesecake and any cakes or desserts containing fresh cream are left out of the fridge for the shortest time possible, ideally not longer than four hours.
- When handling cakes use tongs or a slice.

Storing cakes

You can keep cakes and baked goods with high sugar content in:

- Airtight containers - this will prevent mould growth through absorption of moisture from the atmosphere.
- The fridge - cakes will last longer, but their quality may be affected.

Any cakes with high moisture additions such as cream, added after baking, should not be left at room temperature. They must be stored (in the fridge) and eaten within the shelf-life of the added product.

There are some types of icing, such as ganache and buttercream, that can be kept outside the fridge. It's best to store them somewhere cool and dry. Check guidelines for storage of the particular icing product you will be using.

Appendix 3: First aid boxes

People responsible for checking boxes:
Parish Church Kitchen Lobby - Judith Anderson
Parish Hall Kitchen - John Hodgkinson
St Martin's Kitchen - Val Marr and Lyn Rosser

Appendix 4: First aiders

Name	Date of training
Alison Orsborne	July 2018
Paddy Bennett	
Marie Littlefair	

Appendix 5: Location of accident books

Parish Church Kitchen Lobby
Parish Hall Kitchen
St Martin's Kitchen

Appendix 6 - Location of Fire extinguishers

Location	Type and capacity of extinguisher
Parish Church:	
Bell Ringing Loft	CO ₂
Chancel by Pulpit	Foam
Choir Vestry	CO ₂
Kitchen	Powder
Organ Loft	CO ₂
Vicar's Vestry	Foam
Parish Hall:	
Kitchen by door to C/Bar	Dry Powder
Coffee Bar by door to corridor	Water
Parish Office at top of stairs	CO ₂
Hall by main door	Foam
Hall by Fire Exit	Water
Stage on right	CO ₂ and Foam
Back room Fire Exit	Foam
Entrance Corridor	Foam
St Martin's Church:	
Church by main door	Foam
Church rear of organ	CO ₂
Side door/corridor	Foam
Kitchen by door	CO ₂
St Martin's Hall by Fire Exit	Water

Appendix 7: Location of Fire Blankets

Fire Blankets	Checked by
Parish Church Kitchen	John Hodgkinson
Parish Hall Kitchen	John Hodgkinson
St Martin's Kitchen by door	John Hodgkinson

Appendix 7A: Evacuation Policy

Cromer Parish Church

When the church is in use the following doors/exits should be unlocked

- * Main door on the south side of the Parish Church
- * Back door leading outside from the Chancel Meeting Room
- * Large wooden door to the right of the altar on the south side of the church

In addition when we have gatherings of more than 200 the West door should also be unlocked.

If there is an incident requiring the church to be evacuated, all exits will be used.

Personal safety is the number one priority to get everyone out of the building quickly and safely.

Emergency details are posted on each exit door, giving the location of the building and the 'safe space' in which to gather.

If any exits are blocked the churchwarden will guide people to evacuate the building from the other exits.

The churchwarden will be responsible for guiding people to the exits and asking someone to call the emergency services.

Parish Hall

All those who use the building will have been made aware of the health and safety requirements in advance of them using the building.

In the event of an incident requiring the building to be evacuated, people will be directed to the fire exits.

Personal safety is the number one priority to everyone out of the building quickly and safely.

Emergency details are posted on each exit door, giving the location of the building and the 'safe space' in which to gather.

If any exits are blocked people will be guided to evacuate the building via the other exits.

Someone will be designated to call the emergency services.

St Martin's Church

When the church is in use the following doors/exits should be unlocked

- * Main front door leading on to Mill Road
- * Side door leading out to the side passageway

If there is an incident requiring the church to be evacuated, both exits will be used.

Personal safety is the number one priority to get everyone out of the building quickly and safely.

Emergency details are posted on each exit door, giving the location of the building and the 'safe space' in which to gather.

If either exit is blocked, the person on duty will guide people to evacuate the building from the other exit or through the hall to leave by the emergency exit.

The person on duty will be responsible for guiding people to the exits and asking someone to call the emergency services.

St Martin's Hall

When the hall is in use the following door will be unlocked

- * Main front door leading on to Mill Road

The main route of exit, however, is via the emergency exit direct from the hall on to Mill Road

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If there is an incident requiring the church to be evacuated, all exits will be used.

Personal safety is the number one priority to get everyone out of the building quickly and safely.

Emergency details are posted on each exit door, giving the location of the building and the 'safe space' in which to gather.

If any exits are blocked the person on duty/leader of the group will guide people to evacuate the building from the other exit.

The person open duty/leader of the group will be responsible for guiding people to the exits and asking someone to call the emergency services.

Appendix 8: Hazardous substances used in our buildings

Name of Substance	Flash liquid floor cleaner
Hazard level	Low
Storage	Must be kept in locked cupboard
Protective clothing	Wear overalls and gloves
Accidents	If splashed in eyes, wash immediately with copious amounts of cold water

Name of Substance	
Hazard level	
Storage	
Protective clothing	
Accidents	

Name of Substance	
Hazard level	
Storage	
Protective clothing	
Accidents	

Name of Substance	
Hazard level	
Storage	
Protective clothing	
Accidents	

Appendix 9: Items of plant or equipment

Name of plant or equipment	Inspection arrangements

Appendix 10: Master list of checks we undertake for our buildings

Check	Building	How often	Month due	Notes
Alarm System	Parish Hall	6 months	Twice a year	Cromer Electrical
Alarm System	Parish Church	Annually	February	Marriott's Security Peterborough
Terrier & Inventory	All buildings	Annually	February	Wardens
Defibrillator	Parish Hall	12 - 18 months	March then September	Reminder set from company
Visual building check		Monthly	On-going	Electrical, heating, water services, emergency lighting
Fire equipment	All buildings	Annually	August	1st Class Fire Protection 01603 742741
Electrical Appliances	All buildings	Annually	September	
Lightening Conductor	Parish Church	Annually	September	PTSG
Heating systems	All buildings inc. Meadow Close	Annually	September/ October	MCL

In addition, every five years we have the following done

* Electrical Testing

* Quinquennial Survey - St Martin's due February 2022 and the Church is due December 2022