

Health and Safety Policy Appendix : Responsible Persons

The following are responsible for safety in particular areas:

1. By activity	Name/position
Overall responsibility (B1)	David Phillips, Incumbent
Churchwardens (B2)	Michael Waddington, Joan Geddes
Health and Safety Officer (B3)	Ruth Jepson
Accident book/Accident reporting (C1)-	Health & Safety Officer
Fire extinguishers (C2.1)	Joan Geddes, Buildings Coordinator, to arrange
Emergency evacuation (C2.4)	Health & Safety Officer
Emergency Lights monthly testing (2 switches for foyer, 1 for G-Force room)	Churchwardens & Sidesmen
Portable electrical appliances - visual inspection every 6 months (C3.2) - full testing every 2 years (C2.3)	Phil Garrett Joan Geddes, Buildings Coordinator, to arrange
Fixed electrical system - visual inspection every 6 months (C3.4) - full testing every 5 years (C2.5) -	Phil Garrett Phil Garrett Joan Geddes, Buildings Coordinator, to arrange
Gas equipment (C4)	Joan Geddes, Buildings Coordinator, to arrange
Hazardous substances (C5)	Amanda Waddington, Housekeeping Coordinator
Plant and machinery (C6)	Joan Geddes, Buildings Coordinator
Condition of floors and stairs (C7.1)	Joan Geddes, Buildings Coordinator
Condition of churchyard (C7.2)	The Churchwardens
Light bulb changing (C8)	The Churchwardens
Working at high levels (C9)	The Churchwardens
Food preparation (C10)	Amanda Waddington, Housekeeping Coordinator
Manual handling (C11)	The Churchwardens
Display screen equipment (C12)	Sarah Phillips
Building defects/glazing (C13)	Joan Geddes, Building Coordinator
Child protection (C14)	Safeguarding Children Coordinator

Personal safety (C15)	Revd. David Phillips, Incumbent
Fêtes and outings (C16.1)	Coordinator as appointed by the PCC
Contractors (C17)	Joan Geddes, Building Coordinator
Choirs/music	Phil Garrett, Music Group Leader
Health and safety training	Health & Safety Officer

2. By area

Name/position

Main body of church	Incumbent & Churchwardens
Clergy vestries /Sparkles Room	Ann Parker, Vicky Carroll, Sheila Anderton
G-Force meeting room	Jeanette Raby, Florence Fowler
Hut	Karl & Donna-Marie Rigby
Boiler room	Joan Geddes, Buildings Coordinator
Kitchens	Amanda Waddington, Housekeeping Coordinator
Toilets	Amanda Waddington, Housekeeping Coordinator
Churchyard	Incumbent & Churchwardens

3. First Aiders

Ian James	Sarah Jepson	Ruth Jepson
Ann Parker	Phil Parker	David Phillips
Ian Ross	Amanda Waddington	Caroline Waring
Donna-Marie Rigby		

4. Evacuation Procedure for Sunday morning service

Area of church	Main Door, Notify Hut group leader, Shut gates	Churchwardens & Sidesmen
G-Force Exit	Fire Exit Door	Music Group
G-Force Room	Children	Leader (Jeanette Raby, Florence Fowler)
Vestry Exit	Fire Exit Door	Service Leader
Vestry	Fire Exit Door	Leader (Ann Parker, Vicky Carroll, Sheila Anderton)
Main Body of Church	Front Door	Churchwardens & Sidesmen
Hut (if in use)	Main door	Leader (Karl Rigby)

There is a fire exit through the hut window in addition to the door.