



Oadby Baptist Church

Health & Safety information for Users of the Premises

(To be read in conjunction with the Health & Safety Policy)

1 Fire Safety

- 1.1 Ensure that all leaders & helpers are aware of escape routes from the buildings and the location of fire extinguishers.
- 1.2 Ensure that all leaders & helpers are aware of the fire action notices and have read and understood them.
- 1.3 When using the Sanctuary, its foyer or ancillary rooms, keep at least one outside door unlocked.
- 1.4 As there is no fire alarm system, groups using the premises should arrange a method of raising the alarm in the event of a fire. (Shout, whistle etc)
- 1.5 It is recommended that all groups using the premises hold regular fire drills.

2 First Aid

- 2.1 First aid boxes are located in the Stage side room for the upper halls, the coffee lounge for the lower halls and in the kitchenette for the Church.
- 2.2 An accident book is kept with each first aid kit, and should be completed for all accidents on the church premises.
- 2.3 It is the responsibility of each group using the premises to ensure they have suitable first aid cover for the activities they are engaged in.
- 2.4 Any accident caused by a defect in the premises or equipment belonging to the church should be reported to the health & safety officer at the earliest opportunity.
- 2.5 Please replace items used from first aid boxes or inform the health & safety officer in order that they can be re-stocked.

3 Food

- 3.1 Where food is being prepared for any purpose (Serving to members or public, children cooking, etc), there must be a person present holding an appropriate food hygiene certificate.
- 3.2 Any food stored on the premises should be so appropriately to current food hygiene regulations.

4 General

- 4.1 Ensure any electrical equipment brought onto the premises is in a safe and serviceable condition. Electrical equipment kept on the premises must be made available for electrical testing or inspection upon request.
- 4.2 Any item of furniture or equipment that is broken should be clearly labelled, and the Premises contact person informed at the earliest opportunity.
- 4.3 All leaders, helpers & volunteers should be given a copy of the Church's Health & Safety policy to read and comply with its contents.
- 4.4 The Health & Safety officer will be glad to answer any questions you may have.