

Guidelines for the use of Church Premises for group leaders - 2014



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Battle Baptist Church
Mount Street
Battle, East Sussex. TN33 0EG

Safe practice and safe premises.

It is the responsibility of every person organising or leading a group using the premises of Battle Baptist Church to ensure the safety of those people attending. You are the “responsible person”.

1) **Health and Safety**

All activities should comply with the Church's current Health and Safety Policy and will be conducted with particular attention paid to the sections on Fire Action, Electrical safety, Control of Substances Hazardous to Health (COSHH), Kitchen and Food Hygiene, First Aid and Accidents on the premises, and Child Protection Procedures.

We endeavour to ensure that the premises are properly maintained. A representative from the children's / young people's work teams will take part in the annual health and safety review in order to consider all aspects of safety for all children and young people using the premises. However, Health & Safety is not about annual inspections, but about you as the responsible person remaining vigilant to all aspects of the safety of the people in your group.

Be aware of equipment that may be a hazard to others, of trailing cables or electrical items brought onto the premises that may be faulty. You are the responsible person in these situations.

2) **Fire**

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

3) **First Aid**

Battle Baptist Church have a number of trained First Aiders. There is a list showing who they are with the First Aid kit in the downstairs office, as well as an incident reporting book which must be completed in the event of any accidents, injuries or incidents. There is also a first aid kit in the Manna House kitchen and upstairs main office.

The Church Manager ensures that the contents of the first aid boxes are checked on a regular basis. Completed accident forms should be passed on to the Church Manager.

All Battle Baptist Church group leaders should ensure that there is always a first aider present at events and activities.

4) **Supervision of groups**

It must be apparent who is the 'responsible person' for any particular activity. The responsible person needs to make sure that they know who is on the premises – they may need to keep a register for the group and know if there are any other groups using the premises.

5) **Food Hygiene /Health and Hygiene**

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food may need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.) Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate. It is your responsibility to fully comply with the Battle Baptist Church Food Management Plan – available in the Manna House kitchen.

6) **Security**

As the responsible person you must ensure that the last person to leave the premises makes certain that all external doors are locked and windows closed. Electrical items should be switched off where appropriate and the premises left in the state of cleanliness in which you found them! Chairs and tables and other items of equipment should be returned to their appropriate place.

If you and your group is leaving before other people on the premises then tell their “responsible person” that you are leaving. You can decide on who does what during that “handover” discussion.

Never presume that “someone else” will do it!

John Southam. Church Manager. June 2014