



Health and Safety

for staff and volunteers



Preventing Slips and Trips

- Avoid trailing cables where people are walking.
- Put away deliveries as soon as possible; watch out for deliveries that are left in walkways.
- If floors are mopped , use yellow signs to alert building users.
- If liquid is spilled, clean it up immediately and use yellow signs to alert building users if needed.



Working at Height

- Stepladders in the stairwell can be used for short-duration light work. Instructions for safe use are posted by the ladders.
- If it's not in use, the safe step stool can be borrowed from the foodbank room for short-duration light work.
- All working at height tasks require a minimum of 2 people. Find a friend before climbing a ladder or scaffolding.

Chairs

- To prevent chair stacks from overturning, sanctuary chairs are stacked no more than 8 high, and turned to the wall. Other chairs are stacked no more than 5 high and are always stored at the wall.
- Withdraw any damaged chairs and label them clearly as faulty. Alert the Building Manager.

Manual Handling

- When lifting equipment and deliveries, use trollies from the café or foodbank room.
- When moving stacks of chairs, use the dollies provided in the stairwell.



Safe Use of Cleaning Products and Other Chemicals

- All cleaning products, and other chemicals, are required by law to be risk assessed. Take time to read through the Control of Substances Hazardous to Health (COSHH) documents for any products you use. Relevant pages are in the kitchen and cleaning store. Master copies are in the office.
- If a new cleaning product or chemical is required, ask the office administrator or building manager to create a new COSHH assessment document.
- Note if protective gloves, goggles or aprons are recommended and make use of these. These can be found on the top shelf in the cleaning store or in the café store cupboard. If these run out, alert your line manager.
- All products should be stored in clearly labelled containers and should not be decanted into containers meant for different products.



- In the event of a chemical causing harm to skin, eyes, or breathing, or if it is accidentally swallowed, refer to its COSHH document regarding appropriate first aid steps. Seek advice from a first-aider or medical personnel if needed.

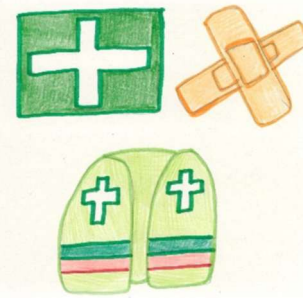
Scalds and Burns

- Be aware of appliances that may pose a risk of scalding or burning.
- In the kitchen, only appointed kitchen staff should be using these appliances.
- Use heat resistant cloths for touching hot surfaces or containers.
- Water from hot taps in the kitchen, cleaning store, Roar Room and creche can be a risk. Add cold water where needed and make use of protective gloves.
- If accidental contact with a hot surface or hot water causes a scald or burn, take advice from someone with first aid training.



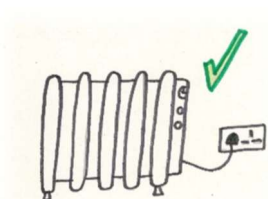
First Aid

- Some staff and church members have first aid training. Posters in the foyer and kitchen indicate who can help. Take advice from them in the first instance.
- If there is a first aider present when an accident or medical emergency occurs, they should put on the 'first aid' high visibility vest to indicate who is taking the lead.
- For minor incidents, full First Aid boxes are available in the kitchen, foyer and Roar Room (Upstairs Room A). Eye wash stations are in the kitchen and foyer. There are plasters, wipes and cool packs in the creche.
- All incidents, however minor, should be documented on an accident form. Accident forms can be found on the coat hooks outside the minister's office. The completed form should be given to the café manager or office administrator or placed in the black post box by the office door. These contain confidential information so should not be left in public view.



Electrical Safety

- Repairs to electrical appliances should be carried out only by competent personnel.
- Any electrical faults should be reported immediately to your line manager, or, in their absence, to the Building Manager.
- All electrical appliances are PAT tested regularly. If a new appliance is introduced, let the Building Manager know so that it can be added to the PAT schedule. If any PAT tests are out of date, alert the Building Manager.
- Do not overload sockets or extensions. Use extension cables only when there is no alternative.



- Portable heaters should be plugged directly into the socket without the use of an extension cable.

- The person locking up at the end of an event or of the day should ensure that electrical appliances are switched off before departure.

Fire Safety (see also 'Electrical Safety' section)

- Do not leave candles / tea lights unattended.
- Tea lights (eg for evening events) should always be contained in glass holders.

- No sparkler or fountain candles should be used (for birthday cakes).

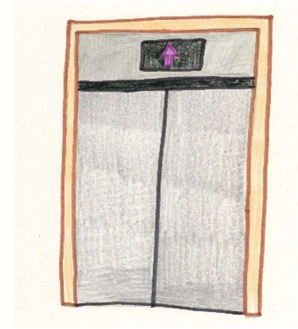


- Ensure that cigarette ends are disposed of in the bin provided.
- The plant room and pellet store should be accessed only by authorised personnel.
- There are fire extinguishers located around the building. Please use them only if it is safe to do so and you are confident in how to use them, checking the signage by the extinguishers to ensure that the correct type is being used, depending on the nature of the fire. In the kitchen, fire blankets and extinguishers may be used if needed.
- Kitchen filters should be cleaned regularly using degreaser.
- In the sanctuary, power amps and switching units should be turned off when not in use.
- Flammable materials should be stored according to COSHH assessments.
- Remove any combustible materials, such as cardboard boxes and waste paper, to the outside bins on a daily basis.
- Recycling bins should be emptied regularly to the outside bins.
- Petrol for outdoor equipment should be stored in approved fuel containers in the outside shed. Shed access is restricted to approved personnel.
- There are fire resistant doors in upstairs rooms and the stairwell. If the door is marked “Fire Door Keep Closed”, keep it closed and do not wedge it open.



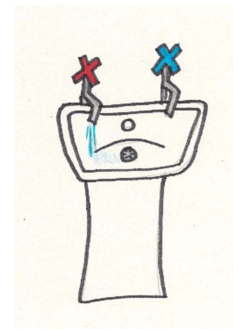
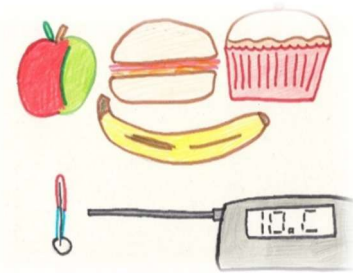
Lift Safety

- Unless it is absolutely necessary, avoid taking the lift if few or no other people are in the building. It can still be used to move heavy items eg cleaning equipment, without you getting in to the lift yourself.
- In the event of the lift malfunctioning with someone in it, refer to the instructions posted near the security /fire panel near the front door. These tell you how to lower the lift to the ground floor and open the door.
- If the lift breaks down when you are in it, phone someone who is in the building in the first instance. If no one responds, call the Building Manager (use the phone numbers provided in the lift).



Food Safety/Allergy Awareness (for café and church events)

- All key kitchen staff and those responsible for catering for church events will be offered training in food hygiene / allergy awareness as appropriate for their roles.
- For end of day cleaning in the café, please refer to the checklist provided.
- Temperature, stock checks and allergen records are kept by the designated café staff member to ensure compliance with HACCP regulations. Our café uses the 'Cooksafe' scheme.
- Temperature records are kept by foodbank personnel and stored in the church office.
- There is a designated handwash sink in the kitchen for anyone involved in food preparation, dishwashing and service.



Office hazards

- Keep work spaces tidy and bins emptied to avoid build up of combustible materials.

Lone Working

- As far as possible, avoid lone working. Where it is unavoidable, ensure that someone knows that you will be in the building alone, make sure your phone is accessible at all times and that you have emergency numbers on your phone (for staff, that should include numbers for your line manager and the Building Manager).

Important information

Building Manager Mobile: 0736 854 8447

Location (for 999 Calls): Old Skene Road, Westhill, AB32 6AQ

Code to access defibrillator: C159X

Acknowledgement: Thanks to Fiona Fitzgerald (our Health and Safety advisor) and Emily Scholey (for artwork).