



# CHESTER ROAD

## Baptist Church

## Health & Safety

## Policy

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Chester Road Baptist Church is a Registered Charity (No 1201208) and a member of the Baptist Union of Great Britain

## Statement of Intent

The Deacons/Trustees are responsible for the Health and Safety of the Church employees and that of any child or adult coming onto its premises.

The church has given the overall responsibility for the fulfilment of this Policy to Danny Brierley as the church's acting **Health and Safety Officer** but subject thereto the Deacons/trustees will be responsible for overseeing the implementation of the church's policy and for the issue of supplementary policy statements where this may be necessary.

The Church accepts its responsibility under the Health and Safety at Work Act 1974 for Health and Safety in all matters relating to the Church.

The Health and Safety Policy is developed by the Deacons and adopted by the Church Members Meeting. It will be reviewed, as required, at least every three years.

Associated policies such as the Fire Safety Policy will form part this Policy as recommended by the HSE (Health & Safety Executive)

Records will be kept of all inspections.

The Deacons will endeavour to ensure that Health and Safety Risk Assessments are available and reviewed regularly.

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## **SECTION A**

### **1. Policy Statement**

In accordance with The Health & Safety at Work Act 1974, Chester Road Baptist Church recognises and accepts its responsibilities for providing, as far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the church premises. The church will, therefore, take all necessary steps within its power to meet its responsibilities, as is reasonably practicable by, among other arrangements: the maintenance of the church premises in a condition that is safe and without risk to health and the provision and maintenance of means of access to and exit from it that are safe and without such risks; also the provision and maintenance of furnishings and equipment which, so far as is reasonably practicable, are safe and without risks to health.

Chester Road Baptist Church will, as far as is reasonably practicable, assess the risk to the health and safety of those who use the church premises; ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances; also the provision of such information, instruction, training and supervision as is necessary to ensure, so far as it is reasonably practicable, the health and safety of all those who use the church premises. This will include the provision and maintenance of a proper environment for the church's employees, leaders, helpers and volunteers that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare; consulting, where necessary, with all employees, leaders, helpers and volunteers on the implementation of any changes to this Policy; ensuring the adequate funds and resources are made available for carrying out this Policy.

### **2. Why this Policy is important, how it applies to you & what you need to know**

Accident prevention is the duty of every church member and all others using the church buildings. Health and Safety is a shared responsibility. It is not just about your safety but the safety of other people also. Awareness of our responsibility should inevitably make us aware of potential harm and injury that can occur in the environments in which we work or visit. This should, in turn, impact on how we view Health and Safety and what we need to know should an incident occur.

## **SECTION B – Training & Consultation**

### **3. Training, guidance, staff induction and consultation (Volunteers leaders)**

- Where necessary, Health & Safety training will be provided free of charge to ensure employees can do their job efficiently and safely in accordance with the Health & Safety policy.
- The church will undertake to arrange (during induction as required by the member of staff/volunteer) for training when necessary, in Fire Safety, First Aid, Food Safety & Hygiene and Safeguarding to enable staff/volunteers to work efficiently, safely and within the guidelines set out in the HASAWA, The Food Safety Act 1990, and our Safeguarding and Fire Safety Policy.
- Individuals nominated to be Fire Marshals will receive Fire Marshal training, which will outline their responsibility in risk assessment, fire prevention and evacuation procedures among other duties.

## **SECTION C – Our Health & Safety protection & responsibility**

### **4. Health & Safety behaviour and consideration**

The behaviour listed below indicates the sort of approach that is required to maintain a safe working environment:

- Think about the possible effects your actions can have on other people.
- Open doors carefully. Pay careful consideration to who or what may be behind the door.
- Walk - don't run!
- Car drivers must take exceptional care entering, manoeuvring in and exiting the car park. (See Section C-16)
- Ensure that someone, able to help, is present before undertaking anything that may be potentially hazardous; such as climbing ladders or moving hot liquids. (See Section F-28.1)
- Do not obstruct exits and passageways.
- Dispose of rubbish in the appropriate containers and recycling bins.
- Use the correct lifting method when lifting and storing heavy items.

#### **4.1 – The Health & Safety Officer will: -**

- carry out appropriate risk assessments (these to be reviewed annually) of the church's premises and activities and report to the Diaconate as necessary;
- co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety);
- carry out investigations of any accidents and recommend measures for preventing their recurrence;
- ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;
- ensure that all appropriate arrangements are made to provide for first aid;
- ensure that all Food Safety legislation is complied with;
- arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees, leaders, helpers and volunteers as necessary;
- ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;
- ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.

#### **4.2 All employees, leaders, helpers and volunteers will:**

- take reasonable care of their health and safety, and of the health and safety of other persons who may be affected by a person's act or omissions while working or helping.
- as regards any duty or requirement imposed on the church or any person by or under any of the relevant statutory provisions, co-operate with the church so far as is necessary to enable that duty or requirement to be performed or complied with; ensure that they shall not intentionally or recklessly neither interfere with nor misuse anything provided in the interest of health, safety or welfare, in

pursuance of any of the relevant statutory provisions;

- make themselves familiar with and conform to the Health and Safety Policy of the church at all times;
- observe all safety rules, procedures, and codes of practice at all times, and in particular, they must be fully conversant with the procedures to be followed in the event of a fire or any other emergency;
- conform to all the Food Safety regulations that are applicable to themselves;
- co-operate with the church to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any training if called upon to do so;
- report to the church's Health and Safety Officer all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable;
- ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;
- have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use the church premises.

## **5. Fire safety**

(This section should be read along with the CRBC Fire Policy which gives more complete details)

Plan ahead - THINK THROUGH WHAT YOU WOULD DO IN THE CASE OF A FIRE:

For all but small fires that can be dealt with easily and safely, phone 999 for the Fire Service. The church endeavours to keep Exit and Fire Exit and other statutory signs in place and in good order, and to keep fire extinguishers service in accordance with the manufacturer's recommendations.

Fire drills every 6-12 months – see Fire Safety Policy

**Leaders (staff members, volunteers and hirers) must: -**

- Participate in a fire induction walk around the building, to be guided by Church Co-ordinator or elected Fire Marshall
- Know where the exits and fire exits are. These are clearly marked.
- Know where the fire extinguishers and the fire alarm break glass points are located. A sign is displayed above all extinguishers indicating the type.
- Know which type of fire extinguisher is suitable for different ignition sources and how to use them.
- Know whether to evacuate the building and must give clear instructions for doing so.

**The following rules must be observed:**

- Smoking is not permitted anywhere in the church building.
- Ensure that no fire exit is obstructed.
- Ensure that all electrical appliances are turned off before leaving the premises (except any that are specifically designed to remain on safely).
- Do not dry fabrics or towels over or near electric fires.
- Keep aerosol cans away from direct heat and sunlight.
- Electrical items will be PAT (Portable Appliance Test) tested for electrical safety, where and when applicable.
- These rules do not apply when accessing charging points within the Café area.

## **Assembly point**

- Occupants leaving the building should be directed by their leader to the designated assembly points on the church car park.
- Assembly points will be visibly and clearly marked with the appropriate signage.
- Fire Marshals will coordinate the evacuation of the building in the event of fire, and guide people to the assembly points.

## **6. Supporting disabled & vulnerable persons**

- In line with the Health & Safety executive guidelines, disabled people and those with health conditions, including mental health conditions, should be given the opportunity to both get into and stay in work.
- There is no legal requirement to carry out a separate risk assessment specifically for a disabled person, however awareness of a worker or others (for example a visitor) with a disability, may require a review of our existing risk assessment to make sure it covers any risk to them.
- Disabilities can affect people in very individual ways and can often be supported through workplace adjustments.
- Communicating with disabled and vulnerable people, and possibly their support workers, on how best to support them will help to ensure their needs are met to a reasonable standard.
- The premises have disabled access and disabled accessible toilets, hearing aid loop etc. However, the elderly and disabled must be given special consideration.

## **7. External visits**

- All external visits, where applicable, should be covered by the Church insurance or by the specific organisations group insurance. Request should be made to see the insurance of the place to be visited, especially if it is to be used as overnight accommodation, i.e. brigades camp weekend, and risk assessment carried out by group leader.
- A copy of all documents associated with external visits, i.e. parental consent, risk assessments, contact details, should be given to the Church Coordinator and kept in the church office for accessible reasons during external visit.

## **8. First Aid**

- Information on the location of first aid kit is posted at various locations in the building. The first aid kit, itself, is located outside the main office.
- Ideally, trained first aiders with relevant certificates should be available at all activities in the building. Realistically, this is almost impossible to achieve and certificated 'Responsible Persons' who have received less stringent training may be appointed by the Trustees (the Minister, Deacons, Secretary and Treasurer) or organisers of external organisations using the premises, to manage any accident or illness.
- 'Responsible Persons' can offer emergency first aid and know how to summon help and co-ordinate activities in the event of an emergency. Other suitable people may be identified and approved such as trained first aiders whose certificates have lapsed, nurses and GPs. They will have sufficient knowledge of first aid to be able to deal with simple accidents.
- All leaders must be able to take appropriate action if an appointed 'Responsible Person' is not available.



- Except in life-threatening situations, 'Responsible Persons' and other appointed people must not attempt emergency treatment for which they have not been trained.
- The names of certificated first aiders will be displayed in the Church Foyer by the First Aid box.
- A designated person will ensure that the First Aid Box is kept suitably stocked.
- All accidents and incidents must be recorded by filling in one of the forms from the Accident Report Book (which is with the First Aid Box) located outside the main church office. Once completed, the form is to be detached and left in the church office, marked for the attention of the Health and Safety Officer Danny Brierley (acting H&S officer)
- In the case of accidents involving children, a parent or guardian is to be informed of the accident, its cause and what is being done.
- So that safety can be improved by learning from experience, Accident Reporting is essential in the event of any incident and should be done as soon as possible afterwards. 'Near miss' incidents, i.e. those in which no injury occurred but could easily have done, should also be reported.
- Accidents involving an employee may need to be reported to the Health and Safety Executive (HSE) under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR) e.g. major accident, or injury resulting in an absence of over 3 days.

- A **Defibrillator or AED** (Automated External Defibrillator) is located on the external wall left of Church Café entrance.

An AED is a portable defibrillator which uses intelligent technology to restore a "shockable" heart rhythm. When applied to a patient, a sequence of voice commands and screen messages guide the user through the defibrillator process. This means the machine may be used safely by people with no medical background or training. Under current guideline, an AED should not be restricted to use by trained personnel only. (See Appendix 2)

## 9. Key/fob holders

List of key holders will be held in the Health & Safety folder in the church office, and will be available on request as necessary.

## 10. Statutory testing

Statutory testing is the inspection of work equipment, to identify whether it can be operated, adjusted and maintained safely. A record will be kept on all equipment that has been statutory tested for monitoring and reviewing purposes, which will be held in the Health & Safety folder in the church office.

## 11. Management of hazardous materials

- All materials must be used and stored in accordance with COSHH (Control of Substances Hazardous to Health) regulations. i.e.: - Cleaning, decorating materials etc. must be kept out of children's reach and locked away in the appropriate cupboard(s).
- All hazardous materials must be clearly labelled.
- All flammable and combustible materials will be stored in sealed contained in a safety approved cabinet to provide maximum protect against potential hazard and injury.
- Personal Protective Equipment (PPE) i.e., gloves, safety goggles, will be provided for all personnel involved in the handling of hazardous materials.
- Any storage areas containing hazardous materials will be clearly signed with appropriate signage.
- The church undertakes to provide COSHH assessment on any potentially hazardous materials used in the church.

## **12. Cleaning equipment / cleaning fluids**

- All cleaning fluids used for the elimination of infections must comply with BSEN (British Standard European Norm (standard)) approved guidelines. Any cleaning liquids that are potentially hazardous must be clearly labelled as such.
- Hand sanitisers must be provided in all areas to minimise the risk of the spread of infections. Keep well maintained, topped up and in full working order.

## **13. Electrical equipment**

- All electrical installations will comply with British Standards, and will be well maintained to ensure safety. All electrical equipment will be fit for purpose. Sufficient socket outlets will be provided to alleviate the risk of fire due to overloading with an adapter.
- Where necessary the fitting of RCD (residual current device) will be used to limit voltage supply to a minimal level needed to provide safety.
- Electrical cables should be kept short and, if they cross an area where people generally walk, they should be covered and clearly marked.

The church undertakes to obtain a fixed electrical installation certificate every five years.

## **14. PAT testing**

Although not a legal requirement, The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. Therefore, as a precautionary measure, PAT testing will be carried out on electrical equipment, depending on the equipment and frequency of use, at appropriate and applicable intervals to alleviate any potential hazard, risk of fire and to maintain the safety of all employees. A record of PAT testing will be kept for monitoring and reviewing purposes, which will be kept in the Health & safety folder in the church office.

## **15. Tools and equipment**

All tools and equipment will be stored in a secured location when not in use to avoid tripping hazard and potential injury.

## **16. Vehicle and pedestrian traffic**

- The car park is a dangerous area, particularly if children are in the vicinity. Drivers must make sure they drive slowly and can see as clearly as possible where they are going.
- Exceptional care must be taken when reversing a car because of limited visibility. Cars should be reversed into parking spaces whenever possible so that when leaving, anyone in the car park area is more clearly seen when driving forwards.
- When turning right, out of the car park, onto Chester Road; extra caution must be taken, in that there are two lanes of traffic up to the traffic lights. Even if someone, stationary, in the near-side lane gives way to you, remember there is a second lane of, possibly, fast moving traffic; which may not see you until it is too late.
- Parents are responsible to make sure that children do not run into the car park.
- Car park will be adequately maintained and level i.e., no potholes etc.
- Security lights, if installed, must be working properly and effectively.

## **SECTION D – Working with other people**

### **17. Visitors and contractors**

- The safety of visitors to our premises is paramount, therefore awareness by all to potential hazards, harm or injury should be observed.
- Contractors visiting the premises must observe safe working conditions when carrying out maintenance, inspection or monitoring work, and be aware of Health and Safety hazards.

### **18. Liaising with site users**

Leaders of groups should: -

- understand the potential hazards in the rooms they use and of the work they do, and take all necessary precautions to minimise them.
- know what to do if an accident occurs.
- know what to do if a fire occurs (Specified in the CRBC Fire Policy).
- carry out, with help from the safety officer if required, assessments of risks including, if relevant, COSHH (Control of Substances Hazardous to Health) assessments. Deacons will arrange to keep a copy of assessments in the foyer.
- External site users should carry out their own risk assessments in order to satisfy the level of safety they are expecting.

## **SECTION E – Managing risks**

### **19. Risk assessment**

- The Risk group will carry out risk assessments in accordance with The Management of H&S Regulations 1999, which states that all organisations have a legal duty to carry out risk assessments to highlight any potential hazards and levels of risks. They must decide who might be harmed and how they may be harmed. They will evaluate the potential risks and put precautionary measures in place. They will record any findings and implement the necessary measures to alleviate potential hazards. A maintained file of risk assessment will be kept in the church office.
- The Risk group will regularly review the risk assessment and update as necessary. They will update all employees when the risk assessment has been done, and the precautions that have been put in place. This will help to eliminate or reduce risks.

### **20. Repetitive strain injury (RSI)**

RSI is an injury to part of the musculoskeletal or nervous system caused by repetitive use.

- Symptoms of RSI – pain, aching or tenderness, stiffness, throbbing, tingling or numbness, weakness, cramp
- Workplace assessment ideally should be done to ascertain the possibility of this happening to staff through continuous and repetitive work.
- Employer has legal duty to prevent work-related RSI and ensure anyone who already has the condition doesn't get any worse (NHS)

### **21. Good house-keeping**

- All areas of the building will be maintained to a clean and safe standard to avoid trip hazards and injury due to slipping. Work areas will be maintained in a neat and orderly state to avoid risk or injury.
- Any damage to carpets and floors that is potentially hazardous should be reported.

### **22. Safety sweeps – internal and external**

Routine walks through the building to assess risks, both internally and externally, will be carried out at appropriate intervals by Church Coordinator or Facilities Technician

### **23. Working at heights (ask for advice)**

- Where working at heights is necessary, all staff required to work at heights must be appropriately trained.
- The Working at Height Regulations 2005 (WAHR) have no minimum height requirement for work at height. They include all work activities where there is a need to control a risk of falling a distance liable to cause personal injury.
- Careful consideration must be taken when selecting the right equipment for the task. A ladder may be sufficient, depending on the height of the task, where that is not appropriately safe, scaffolding might be necessary.

### **24. Lifting and handling**

When lifting or handling, it is important to adhere to the correct moving and handling techniques are set out below:

Reduce the amount of movement i.e. twisting, stooping, reaching

Avoid lifting heavy loads from floor level or shoulder height, including stacking of chairs.

To minimise the need to carry out such movements, adjust storage areas where applicable

Consider how the task can be minimised, if appropriate break the load down to smaller components.

Assess the weight to be carried and whether the worker needs help or can move the load safely.

Consider where the load needs to be taken and if the route is clear.

### **25. Lone working**

- Anyone working on their own must be doubly aware of their vulnerability. The use of ladders, heavy lifting and use of hazardous materials must be avoided.
- It would be advisable that anyone on the premises alone, should have easy access to a mobile phone, containing key holders contact numbers.
- Those undertaking Pastoral visits must also be aware of their vulnerability as well as those being visited.

### **26. Baptisms**

- Use of the baptism pool carries with it the risk of electrocution, slips and trips and Legionnaires disease. Barriers will be placed around the access to the pool to prevent any unsupervised entry or accidental entry. To eliminate these risks, no electrical devices that pose the potential for electrocution will be used in the baptismal pool (particular emphasis being on those attached to electrical cables), signs warning of the danger of open water will be placed around the pool but not during the baptism itself.
- During the baptismal service, to prevent tripping hazards, the signs will be moved to a safe distance, and replaced immediately after the baptism. All spillages created from those leaving the pool will be mopped as soon as possible and warning signs put in place notifying of the danger of wet floors.
- (Further procedures for Baptisms can be found in the H & S folder held in the church office)

### **27. Virus protection & infection control**

- As a Church, we have taken preventative measures to limit the spread of the covid19 infection by providing hand sanitisers at all entrances to our building, outside our toilet areas, along our corridors and within all our rooms, including the church sanctuary. These will be regularly checked and topped up when required.
- Masks are readily available on entry to our church sanctuary and upon request.
- Notices encouraging people to wash their hands are visible in all our toilet areas (See Appendix 3) For further information on preventative measures in the control of infections see Appendix 1 for government guideline and guidance website.

## **SECTION F – Food Management and Handling**

In addition to the following, the Café maintains a HACCP (Hazard Analysis and Critical Control Point) plan

### **28. Food poisoning and cross-contamination**

- All food prepared and served on the premises, must comply with the Health and Hygiene Policy to ensure that food preparation is hygienically, stored and served.
- Out-of-date food items will be disposed of and must never be consumed.
- Mops used to clean toilets and other spills must not be used to clean the kitchen. Similar precautions are needed with cleaning cloths etc. Mops and cloths are labelled for their appropriate use.

#### **28.1 Hot Food and Drinks**

- Hot food and drinks are regularly served. Take care not to spill drinks over yourself or others, and move around cautiously.
- Parents should make sure that their children do not run around in these areas.
- Helpers preparing drinks are especially exposed to the hazard of hot water and should always seek help if urns etc need to be moved. Helpers preparing hot food are exposed to burns from hot surfaces, ovens, etc. Appropriate precautions must be adhered to when preparing hot food.
- Food preparations should only be done by those who have a Level 2 in Food Safety & Hygiene or equivalent.

## **SECTION G - Children's activities** (See 'Safeguarding Policy' - [chesterroadbaptist.org.uk/safeguarding](http://chesterroadbaptist.org.uk/safeguarding))

### **29 Maximum numbers**

- As of 22<sup>nd</sup> February 2022, there are no legal maximum limits to parent and toddler activity groups. However, for safety purposes, the organiser will use discretion in regard to numbers of persons allowed within the limits of room size, and the number of volunteer workers required.
- Care should be taken when setting up the area and storing equipment after the session, especially if lifting is involved (See Section E -24)
- Care should also be taken if hot drinks are being provided (See Section F-28.1)
- A register of all attendees (adults & children) will be taken on the day so that a record is readily available in the event of a fire evacuation and for review purposes.
- Risk Assessment updated termly and kept in the Health and Safety file in the church office

## **SECTION H – What to do if an incident occurs**

### **30 Illness or minor injury**

(NB: - The ill or injured person should be regarded as a 'vulnerable person' so a third party should also be present)

- For minor bumps, grazes and cuts, apply first aid using the material provided in one of the first aid boxes and summon a 'Responsible Person'. If a child, the parent/guardian should also be informed as soon as possible.
- In case of minor illness help the victim home and if required help them contact a doctor. In the case of a child the parent/guardian should be informed first or, if unavailable, as soon as possible.
- If necessary, transport the injured person to an A&E department (by car is acceptable for minor injuries).
- The nearest A&E department to the Church is at Good Hope Hospital, Rectory Road, B75 7RR.

### 30.1 Major Accident, Injury or Illness:

- Call for help and get someone to phone 999 to call for an ambulance.
- Summon a 'Responsible Person', if available.
- If the accident is clearly life threatening, if possible, apply appropriate life-saving action under instruction from the emergency call-handler.

### 30.2 Electric Shock:

- Call for help and get someone to dial 999.
- Disconnect the power source if possible.
- Use something non-conducting to separate the victim from the source.
- If resuscitation or emergency aid is required, be absolutely sure that the victim is not still electrically live by touching them with the back of hand.
- Apply resuscitation as necessary under instruction from the emergency call-handler.

## SECTION I – Reporting major incidents (Also see Health and Safety Executive (HSE) website)

- In law, you must report certain workplace injuries, near-misses and cases of work-related disease to HSE. This duty is under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, known as RIDDOR.
- Our RIDDOR pages explain what must be reported and how to make a report.

### 31 Keep records

- If you have more than 10 employees, you must keep an accident book under social security law. You can buy one from HSE Books or record the details in your own record system.
- Keeping records of incidents helps you to identify patterns of accidents and injuries, so you can better assess and manage risk in your workplace.
- Records can also be helpful when you are dealing with your insurance company.
- Make sure you protect people's personal details by storing records confidentially in a secure place.

#### 31.1 When to report an incident

For most types of incident, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers
- dangerous occurrences

the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1). This is most easily done by reporting online. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers **only**, you can phone 0345 300 9923.

**NB: A report must be received within 10 days of the incident.**

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority **within 15 days of the incident**, using the appropriate online form.

## Document Control

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<b>Approved by</b>	Leadership Team (Deacons/Trustees)
<b>Date approved</b>	TBC
<b>Review date</b>	TBC – 3 years after approval or as required

**\*This Policy statement was adopted by a resolution of a Church Members Meeting dated 20<sup>th</sup> July 2017**



**CHESTER ROAD**  
Baptist Church

## APPENDIX

- 1 Referenced websites addresses
- 2 Using a defibrillator
- 3 Virus Protection procedures



## Website addresses

### CRBC - Safeguarding

<https://www.chesterroadbaptist.org.uk/Groups/371003/Safeguarding.aspx>

### CRBC - Data Protection

<https://www.chesterroadbaptist.org.uk/Publisher/File.aspx?ID=299738>

### CRBC - Managing Coronavirus

[https://www.chesterroadbaptist.org.uk/Groups/336122/Managing\\_coronavirus.aspx](https://www.chesterroadbaptist.org.uk/Groups/336122/Managing_coronavirus.aspx)

### Virus Control

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-guidance-for-maintaining-services-within-health-and-care-settings-infection-prevention-and-control-recommendations>

### Health & Safety Legislation

<https://www.hse.gov.uk/legislation/index.htm>

## Appendix 2

### How to use a defibrillator

If you're on your own, don't interrupt CPR to go and find a defibrillator. If it's possible, send someone else to find one. When you call 999, the operator can tell you if there's a public access defibrillator nearby.

To use a defibrillator, follow these simple steps:

**Step 1:** Turn the defibrillator on by pressing the green button and follow its instructions.

**Step 2:** Peel off the sticky pads and attach them to the patient's skin, one on each side of the chest, as shown in the picture on the defibrillator.

**Step 3:** Once the pads have been attached, stop CPR and don't touch the patient. The defibrillator will then check the patient's heart rhythm.

**Step 4:** The defibrillator will decide whether a shock is needed and if so, it will tell you to press the shock button. An automatic defibrillator will shock the patient without prompt. Don't touch the patient while they are being shocked.

**Step 5:** The defibrillator will tell you when the shock has been delivered and whether you need to continue CPR.

**Step 6:** Continue with chest compressions until the patient shows signs of life or the defibrillator tells you to stop so it can analyse the heartbeat again.

Anyone can use a defibrillator and you don't need training. Once you turn it on, it will give clear instructions on how to attach the defibrillator pads. The device checks the heart rhythm and will only tell you to shock if it's needed. You can't shock someone accidentally.



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## APPENDIX 3

### Virus Protection Procedures

Whilst restrictions have been lifted we ask that worshippers respect others who prefer to wear a face mask.

We continue to provide hand sanitisers at all entrances to our building and face masks are available.

Please respect others, we are called to love God and love one another as we love ourselves.

Details of our different services can be found here [services](#).

All are welcome and can look forward to a warm welcome.

#### **What if you have flu-like symptoms?**

If you are concerned you may have flu-like or coronavirus symptoms - or have recently returned from a 'high risk' area - go to <https://111.nhs.uk/covid-19>.

Alternatively, call **111**. Do not go to a GP surgery, pharmacy or hospital unless directed to do so by a medical professional.

If you are advised to self-isolate, please follow all instructions.

#### **Further information**

For the latest Government information and advice, go to <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

For NHS information, go to <https://www.nhs.uk/conditions/coronavirus-covid-19/>

If you are concerned you may have coronavirus symptoms or have recently returned from a 'high risk' area, go to <https://111.nhs.uk/covid-19> or call **111**. Do not go to a GP surgery, pharmacy or hospital unless directed to do by a medical professional.

Let's continue to support one another. This has been an anxious time for many people. We pray, "Let the peace of Christ rule in your hearts, since as members of one body you were called to peace." Colossians 3:15.

#### **If you want support**

To speak to a Church Minister, call Rev Danny Brierley 07840 046020 or email [DannyBrierley@ChesterRoadBaptist.org.uk](mailto:DannyBrierley@ChesterRoadBaptist.org.uk). We have a team of volunteer 'buddies' who are providing practical support and safe contact for those who are having to shield or are at greater risk of isolation. Just ask!

For building/hire related matters, please email [office@ChesterRoadBaptist.org.uk](mailto:office@ChesterRoadBaptist.org.uk)



**CHESTER ROAD**  
Baptist Church

To help protect yourself and others from Coronavirus..

**wash your hands for 20 seconds**

**That's how long it takes to say the Lord's Prayer. Try it!**

Our Father in heaven,  
blessed be your name,  
Your kingdom come,  
Your will be done,  
on earth as in heaven.  
Give us today our daily bread.  
Forgive us our sins  
as we forgive those who sin  
against us.  
Lead us not into temptation  
but deliver us from evil.  
For the kingdom, the power,  
and the glory are yours  
now and for ever. Amen



[ChesterRoadBaptist.org.uk/Coronavirus](https://ChesterRoadBaptist.org.uk/Coronavirus)