**St Johns Anglican Church,  
Trentham**

**

Health and Safety Plan (August 2018)

2018

Prepared for the Vestry of St Johns Anglican Church Trentham

By  
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In conjunction with parishioners and Vestry members

Date prepared 23 / 08 / 2018

Date approved 23 / 08 / 2018

Date reviewed / /

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# Part A – General

This is the first formal Health and Safety Plan (**Plan**) for St Johns Anglican Church Trentham.

The detail of this Plan is intended for management purposes (ie management tool) in order to manage hazards in relation to St Johns Anglican Church Trentham and its activities.

A copy of this Plan shall be posted within the Church building and the hall building for general congregational and visitor information.

**Important information:** **Individuals have primary responsibility to keep themselves safe. Common sense must be applied to all actions by persons entering Church property. They are responsible for acting in a safe manner at all times.**

**Small children must be supervised by a parent/caregiver while on the Church property particularly regarding movement of vehicles from the church and hall carparks, climbing (gravestones, trees) and escaping from the property. Children should not play in the carparks before, during, or immediately after church services or events unless supervised.**

**The Parish is not responsible for people entering onto Church property or using the hall and Church carparks outside of Parish services or events as it has no control over what may happen.**

## A.1 Scope of Plan - Location and Premises

This Plan refers to the premises and activities of the St Johns Anglican Church (**Church**) situated at 561 and 563 Fergusson Drive, Trentham, Upper Hutt. The buildings are managed by the two Church wardens on behalf of the Vestry, Vicar and parishioners operating under the framework and terms of the Anglican canon law and any resource and building consents issued by the Upper Hutt City Council.

The Church operates in various locations within the Church grounds including a hall building (**hall building** ) adjacent to the main Church building (**Church building**), which is used for various ministries and is let out to various approved groups on a weekly basis and each location in the hall building has their own specific health and safety needs. Fixed wooden pews are the main means of seating within the Church building. This Plan considers each area in turn. This Plan does not include the vicarage property which is personally owned.

## A.2 Contact Information

Contact Information is as follows:

Physical address: 561 and 563 Fergusson Drive Trentham Upper Hutt

Telephone: 04 528 5588 (church office with answerphone)

Postal Address: P O Box 40 326, Upper Hutt 5140

Email: vicar.trentham@xtra.co.nz

Vicar: Katherine Orr-Nimmo

Health and Safety Officer: to be appointed

Vestry Chairperson: the Vicar

## A.3 Church Users

The Church operates as a place of worship open to the public. Those accessing the Church property for a variety of reasons include: the general public, infirm, elderly, children, youth, people with disability walkers and wheel chairs, and community groups. The hall building adjacent to the Church building serves both as a place of worship and also as a community and group meeting place (for ezee meals, God’s Squad, the fruit, bread and vege run, approved community groups, and for Messy Church).

## A.4 Areas for Health and Safety Management

The major areas for health and safety focus of this Plan are:

* Church building
* Hall building covering:
  + Hall kitchen
  + The Hall stage – above and below
  + Ezee meals room
  + Children’s ministry area (Molly Newman Room)
  + The store room (off the Molly Newman Room) and the hall corridor
* Church Grounds
* The Church and Hall Carparks
* Containers (near the Carparks and off the Molly Newman Room)
* Smallfield Lane including access to and along.

## A.5 Review of this Plan

This Plan must be reviewed:

* 1 year after the final document has been approved by the Vestry; and
* annually thereafter.

This Plan may be reviewed at the discretion of the Vestry earlier than this period if circumstances change.

Any additional health and safety issues that may arise before the review period has expired must be noted and recorded by the Health and Safety Officer for inclusion in the Plan and be included into it at the time of the next review. They should also be recorded in the **Hazard and Risk Management Register.**

## A.6 Plan Administration

In terms of the Health and Safety at Work Act 2015 (**Act**):

The up-keep and administration of this Plan shall be the responsibility of the Health and Safety Officer appointed by the Vestry (section 18(a) of the Act);

**The Parish** **and the Diocese** is considered a “Person Conducting a Business Undertaking” (PCBU) with all the attending obligations and responsibilities to ensure the Church and all its activities operate in a safe and responsible manner (section 17(1)(a) of the Act). The Vicar, Church wardens, Vestry and senior leadership are considered officers under the Act.

## A.7 Emergency Contacts

**All Emergencies** 111

**Police:** 863 Fergusson Drive, Upper Hutt, (04) 527 2300

**Medical**: Upper Hutt Health Centre, Queen Street, Upper Hutt, (04) 920 1800

**Wellington Free Ambulance**: 19 David Street, Thorndon, (04) 499 9909

**Upper Hutt Volunteer Fire Brigade**: Trentham Station, 545 Fergusson Drive, Upper Hutt, (04) 528 2088

## A.8 Emergency procedures and emergency wardens

There shall be **emergency procedures for the Parish** which summarises all emergency procedures which is posted in the foyer of the Church building, the hall building and a copy kept visible in the Church office.

**Office emergency wardens** shall be appointed whose roles are to sound the alarm (fire alarm or whistle or air horn) in the event of an emergency, to call emergency services 111, to check all areas have been evacuated; and to grab the office emergency grab bag.

# Part B – Areas for Health and Safety Management

## B.1 Church Building

### Hazard Priority

* Fire
* Earthquake
* Steps and ramps (refer Part C)
* Infirm and elderly
* Egress points
* Children and small toy objects in the Chapel (room off Vestibule)
* Tripping and slipping
* Free standing furniture
* Lifting heavy furniture
* Tidiness
* Lock down

### Management

#### Fire

* The Church building is remotely monitored for fire. The hall building relies on a manual alarm (the red buttons) and persons calling 111 for fire.
* The number of people attending 9am services shall be counted by a sidesperson. The number attending 10am services shall be counted by the presiding priest.
* The presiding priest shall manage all fire and earthquake evacuations (including trial evacuations).
* Trial fire evacuations/earthquake evacuations shall be undertaken by the presiding priest at least 2 times per year.
* The fire extinguishers shall be checked and serviced annually by qualified service people.
* Smoke detectors shall be tested regularly by qualified persons.
* A **Fire evacuation notice** (which summarises the procedures) shall be placed in a prominent place in the foyer within the Church building. This notice is to include the appointed assembly location. This is a requirement under the FENZ (Evacuation and Fire Safety) Regulations 2018.
* **Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator(AED) location information notices** shall be placed in a prominent place in the foyer within the Church building (as the building caters for all ages from babies to young children, youth and the elderly).
* **First aid information and a first aid kit (St Johns)** shall be accessible within the Church building to be available for use. An information sheet showing the location of both shall be kept in the foyer. A notebook and pen should accompany the first aid kit to show a record of use.
* Lit candles shall not be left unattended, but shall be kept secure and be extinguished when no longer needed and at the end of church services. Service leaders need to give safety instructions to those using candles.
* In an emergency, all electrical appliances shall be turned off if safe to do so.

#### Other areas

* The foyer (porch and entry area before doors to the Church building) and the Vestry (vestment room at the rear of the Church building and to the right of the altar) shall be kept tidy and free from unnecessary storage items. High storage items that are necessary for the Church or services shall be made secure or removed from the Church building.
* The area around the mains power/fuse board in the Chapel must be freely accessible and kept free of obstruction.
* The Church building, the foyer and the Vestry should remain **unlocked** from the inside during church services.
* More than one person (eg Church wardens and the Vicar) shall have keys to the Church building and the Vestry.

### Infirm and Elderly (Special Procedures when an earthquake is happening)

*Research shows that when an earthquake occurs it is important for a person to protect their vital organs and not to be thrown about.*

* Should a significant earthquake strike during church services and the recommended drop-cover-hold technique is not practicable (such as for the infirm or elderly due to close positioning of people or of the pews and parishioners in disability walkers or wheelchairs) the following procedure is recommended for parishioners:
* Remain seated and lean forward with elbows on the pew in front with hands clasped behind the head and neck (or hold onto pew in front)

Alternately

* Remain seated and lean forward and rest elbows on knees or thighs (similar to that of the airline impact brace position) with hands clasped behind the head and neck (or hold onto pew seat)
* **Wheelchair users:** Remain seated, lock wheels and lean forward with hands clasped behind the head and neck
* **Disability Walkers:** (4 wheeled models) Lock wheels, drop to knees, bend forward with elbows on walker seat and clasp hands behind the head and neck

Alternately

* Lock wheels, drop to knees, bend forward and hold onto the walker frame or some other firm object with one hand and while in the lowered forward bent position clasp the other hand behind the head and neck.
* All the infirm and elderly should be made familiar with the above procedures by regular practices preferably at church services.

Infirm and Elderly (Generally)

* During church services, assistance shall be provided to the infirm and elderly to negotiate the church steps or entrance ways.
* In the event of an emergency evacuation, assistance shall be provided to the infirm and elderly.
* Trial evacuations shall be undertaken to determine the practical issues, timing and the needs of the elderly and infirm.
* The elderly and the infirm should be evacuated **last** in an emergency after the able bodied not helping them are out (thus giving them a clear run). The arranged order for evacuation after able bodied, are those in wheelchairs and then those with walkers or walking sticks. Walking sticks need to be kept with people during services and not be put across the aisle (to ensure the aisle is not blocked while somebody tries to find their stick).
* There needs to be a group of appointed able bodied persons to help the elderly and infirm with and those with special needs (including wheelchairs, walkers and sticks as well as mental disabilities) to exit the main church building.

### Egress/exit

* Nothing shall be stored in hallways that impede or block the exit doors of the Church building.
* The doors of the Church building shall be unlocked from the inside and remain unlocked while people are in the Church building.
* Fire exit doors should be tested regularly at least monthly.
* The current layout of the fixed pews and one central aisle has the potential to make it difficult for people by the walls to exit.

### The Chapel in the Church building

* The Chapel near the foyer shall not contain small toys or objects that could be swallowed or cause choking.
* If candles are lit in the Chapel they should not be left unattended and should be extinguished at the end of the service. No matches shall be left in the Chapel.

### Tripping and Slipping

* Mats and carpets shall be maintained in good repair. Worn floor coverings that could contribute to tripping shall be replaced or covered. In the future the Parish will look to replacing the entire carpet in the Church building.
* All loose electrical power cables and leads and the use of data projectors etc within the Church building shall either be taped down or covered between the power socket and the device to be powered (relevant for musical instruments near the altar).
* Elderly parishioners will be assisted up the chancel step to attend communion by other parishioners. Those who are unable to come to the altar rail to receive communion, will have communion administered to them at their seats. In the future, the Parish will consider erecting a rail at the chancel steps.
* At the altar rail, church kneelers have been replaced as they were a slipping hazard. Parishioners kneel on the carpet or stand to take communion.

### Funerals

* Funerals represent a challenge particularly if they are big in view of the size of the church building and people unfamiliar with health and safety procedures. For this reason the following are requirements.
* An approved standard health and safety message will be read **before** the start of a funeral service in the Church building.
* Funeral directors must agree in advance of the service to abide by health and safety procedures as set out in this Plan for fire, earthquake etc.

### Other

* The font is secure to the floor and covered when not in use.
* Older electrical sockets can be filled with child safety blank plugs.

### Free standing Furniture

* Free standing furniture such as bookcases shall be fixed to the walls or other stable location.

### Lifting heavy Furniture

* The lifting of heavy furniture, such as pews without help is not recommended.

### Tidiness

* Tidiness is encouraged in the Church building, the foyer, the Chapel, and the Vestry and by the Parishioners toilet at all times. After church services these areas should be tidied ahead of the next service.

### Lockdown

* **A Lockdown** is any emergency situation where there is an immediate threat posed to persons’ health or safety by a third party actions (eg information from police or emergency services that a person has a firearm or any weapon or there is an escaped prisoner or a natural safety issue (wasp or bee swarm) which poses an immediate threat.
* **General principles and drill if there is a lockdown situation is to:**
* Everyone in the hall building/Church building must stay in the building until given permission to leave by designated people;
* Persons need to stay away from windows, stay in a crouch and cover position and stay silent and not attract attention.
* Persons in lockdown need to obey all instructions of designated persons.

## B.2 Hall Building generally

### Hazard Priority

* Fire
* Earthquake
* Infirm and elderly
* Egress points
* Children and small toy objects
* Tripping and slipping
* Free standing furniture
* Lifting heavy furniture
* Tidiness
* Lock down

### Management generally

### Fire

* Updated colourful Fire evacuation procedure notices shall be placed in prominent places within the hall building.
* CPR and AED information notices shall be placed in a prominent place within the hall building used by parishioners and groups (as the hall caters for all ages from babies to young children, youth and the elderly).
* First aid information and first aid kit (St Johns) shall be kept accessible within the hall building to be available for use. An information sheet showing the location of both shall be kept clearly visible in the Office. A notebook and pen will accompany the first aid kit to show a record of use.
* All fire exit doors of the hall building shall be unlocked during services and remain unlocked while people are in the building. **It is important that the ezee meals outer door is unlocked during Hot Chocolate.**
* All internal emergency door opening mechanisms shall be kept in good repair and tested regularly (at least monthly).
* Nothing shall be stored in the hall building that impedes or blocks access to the fire exit doors.
* Replace one fire extinguisher in the hall building so that it is standard with the others in the hall (facilitating use).
* The fire extinguishers shall be checked and serviced annually by qualified service people.
* The corridor leading to staff offices and the Molly Newman room shall be kept clear of any items that may impede or block access.
* An audible smoke detector shall be installed in the stage and in the Molly Newman room.
* The hall smoke detectors shall be tested regularly.

### Infirm and Elderly (Special Procedures when an earthquake is happening)

*Research shows that when an earthquake occurs it is important for a person to protect their vital organs and not to be thrown about.*

* Should a significant earthquake strike during church services and the recommended drop-cover-hold technique is not practicable (such as for the infirm or elderly due to close positioning of people or parishioners in disability walkers or wheelchairs) the following procedure is recommended for parishioners:
* Remain seated and lean forward with elbows on the seat in front with hands clasped behind the head and neck (or hold onto the seat in front).

Alternately

* Remain seated and lean forward and rest elbows on knees or thighs (similar to that of the airline impact brace position) with hands clasped behind the head and neck (or hold onto the seat)
* **Wheelchair users:** Remain seated, lock wheels and lean forward with hands clasped behind the head and neck
* **Disability Walkers:** (4 wheeled models) Lock wheels, drop to knees, bend forward with elbows on walker seat and clasp hands behind the head and neck.

Alternately

* Lock wheels, drop to knees, bend forward and hold onto the walker frame or some other firm object with one hand and while in the lowered forward bent position clasp the other hand behind the head and neck.
* All the infirm and elderly should be made familiar with the above procedures by regular practices preferably at church services.

### Infirm and Elderly

* During church services, assistance shall be provided to the infirm and elderly to negotiate the hall steps or entrance ways.
* In the event of an emergency evacuation, assistance shall be provided to the infirm and elderly.
* Trial evacuations shall be undertaken to determine the practical issues, timing and the needs of the elderly and infirm.
* The elderly and the infirm should be evacuated **last** in an emergency after the able bodied not helping them are out (thus giving them a clear run). The arranged order for evacuation after able bodied, are those in wheelchairs and then those with walkers or walking sticks. Walking sticks need to be kept with people during services and not be put across the aisle (to ensure the aisle is not blocked while somebody tries to find their stick).
* There needs to be a group of appointed able bodied persons to help the elderly and infirm with and those with special needs (including wheelchairs, walkers and sticks as well as mental disabilities) to exit the hall building.

### Egress/exit

* Nothing shall be stored in hallways that impede or block the exit doors of the hall building.
* The main doors of the hall building shall be unlocked from the inside and remain unlocked while people are in the hall building.
* Fire exit doors should be tested regularly at least monthly.

### Furniture

* Tables and chairs shall be maintained in good repair and faulty furniture removed.
* Safety methods for storing these need to be made and notices about their storage put on walls.

### Lifting heavy Furniture

* The lifting of heavy furniture without help is not recommended.

### Tidiness

* Tidiness is encouraged in the hall building, the ezee meals room, the hall corridor, the Molly Newman room and the Parishioners toilet at all times. After church services these areas should be tidied ahead of the next service.

### Children and Small toys

* The hall building, the stage area and the Molly Newman room shall not contain small toys or objects that could be swallowed or cause choking.

### Tripping and slipping

* Mats and carpet in the entrance and corridor shall be maintained in good repair. Worn floor coverings shall be replaced.

### The Stage

* The stage area (which is a meeting area for church youth activity) shall be kept tidy and high storage items removed or secured.
* White Tape shall be added to draw attention to the stage edge.
* Children shall be prevented from using the stage during events (as there is a danger of them climbing or jumping off the stage).
* Stage curtains need to be considered as a safety issue and safety procedures need to be developed.

### Lockdown

* **A Lockdown** is any emergency situation where there is an immediate threat posed to persons’ health or safety by a third party actions (eg information from police or emergency services that a person has a firearm or any weapon or there is an escaped prisoner or a natural safety issue (wasp or bee swarm) which poses an immediate threat.
* **General principles and drill if there is a lockdown situation is to:**
* Everyone in the hall building/Church building must stay in the building until given permission to leave by designated people;
* Persons need to stay away from windows, stay in a crouch and cover position and stay silent and not attract attention.
* Persons in lockdown need to obey all instructions of designated persons.

## B.3 Hall Kitchen

### Hazard Priority

* Food stuffs (choking risk for babies and young children)
* Cleaners and solvents (poison risk for babies and young children)
* Hot water scalding (taps, jugs and urns etc)
* Spillage of hot drinks
* Burns (stoves etc)
* Fire (refer to Hall Part C)
* Egress points (refer to Hall Part C)
* Tripping and slipping (refer to Hall Part C)
* Tidiness
* Food handling
* Aging and faulty appliances

### General Management

#### Food stuffs

* Food stuffs shall either be in locked cupboards or cupboards with child proof locks.
* Babies and young children shall not have access to the hall kitchen unless closely supervised.

#### Cleaners and solvents

* Cleaners and solvents shall be kept in a locked cupboard out of reach of babies and young children.

#### Hot Water Scalding

*50% of all children admitted at the Starship Children’s Hospital are treated for burns and hot water scalds.*

* Tap hot water in the hall kitchen shall be kept at no more than 55C (needed as otherwise the shower does not operate).
* Babies and young children shall be excluded from the hall kitchen unless in the supervision of a caregiver.
* Children (up to 14 years) shall be supervised by an adult if they are in the hall kitchen.
* The use and moving of hot/boiling water and food shall be undertaken only by responsible adults or older teenagers.

#### Burns

* No primary school age children shall be permitted to operate the electric jugs or hot water boiler or stove without supervision.
* The kitchen shall be stocked with heat insulating items such as pot mitts etc.

#### Tidiness

The kitchen floor, servery and benches shall be kept clean and tidy.

#### Food Handling

Safe food handling practices shall be followed by all persons using the kitchen including washing and drying of hands, covering of food, refrigeration of food and thorough washing of dishes.

#### Storage

High storage items shall be removed where possible to prevent items falling down.

## B.4 Toilets and Showers

### Hazard Priority

* Adults alone with child not theirs
* Hot water temperature
* Privacy/Close access to other sex toilet
* Cleaning cupboard

### Management

* Hot water in the toilets should be kept at no more than 55C (necessary for the shower to operate).
* The cleaning storage cupboard in the men’s toilet should be kept locked at all times (as there are cleaners and poisons).
* There is a need to develop some safe guidelines about toilet use (eg young children unattended going to toilet as they could leave the hall building). Someone is required to stand outside the toilet to prevent this.
* Privacy – only females shall be in the female toilet and only males shall be in the male toilet (signs on doors indicating it is a gender toilet would help).

## B.5 Ezee Meals Room

### Hazard Priority

* Adequacy of work space
* Restricted access ways
* Work place tidiness
* Loose floor Coverings
* Egress Points
* Storage

### Management

* The Ezee Meals room layout must allow for a safe and free flow of movement.
* A safe operational environment for volunteers and visitors shall be provided.
* Both doors (entry and exit) are to be left unlocked and accessible during the hours of operation.
* Good storage of foodstuffs shall be maintained and overstocking shall be avoided by use of good practices.

## B.6 Children’s Ministry Area (Molly Newman Room)

### Hazard Priority

* Egress
* Tidiness
* Storage
* Fire (refer to Hall Part C)
* Lockdown

### Management

* The Molly Newman room must allow for a safe and free flow of movement.
* The Molly Newman room shall be kept in a tidy state and storage of unnecessary items are to be avoided or removed. The Molly Newman room shall be tidied at the end of each session ahead of the next session.
* **Young people (up to 17 years) using the Molly Newman room will be under the care and supervision of at least two responsible adults (18 years or older) at all times.**
* Items used in activities that could pose a risk to young children (craft activities, art supplies, scissors, etc) shall be securely stored and locked away in the storage room next to the Molly Newman room when not in use.
* A smoke detector shall be installed in the Molly Newman room (meeting the requirement for smoke detectors in separate parts of the building.
* **A Lockdown** is any emergency situation where there is an immediate threat posed to persons’ health or safety by a third party actions (eg information from police or emergency services that a person has a firearm or any weapon or there is an escaped prisoner or a natural safety issue (wasp or bee swarm) which poses an immediate threat.
* **General principles and drill if there is a lockdown situation is to:**
* Everyone in the hall building/Church building must stay in the building until given permission to leave by designated people;
* Persons need to stay away from windows, stay in a crouch and cover position and stay silent and not attract attention.
* Persons in lockdown need to obey all instructions of designated persons.

## B.7 Church Grounds

### Hazard Priority

* Vehicles
* Climbable Trees
* Unfenced grounds
* Graveyard monuments
* Poisonous toadstools and plants
* Abandoned objects (eg needles, condoms, broken glass and dangerous litter)
* Holes dug in preparation for interments or burials
* Rail leading to the Church hall building (mesh added to prevent hanging or swinging off it/signs)

### Management

**Important Information: The Church property is unfenced and small children must be supervised by a parent/caregiver while on the Church property particularly regarding movement of vehicles from the church and hall carparks, climbing on objects (eg grave headstones), trees, and escaping from the property and the supervisor must accept total responsibility.**

**Children should not play in the carparks before, during, or immediately after church services or events unless supervised.**

**The Parish is not responsible for people entering onto Church property or using the hall and Church carparks outside of Parish services or events as it has no control over what may happen.**

* The Church ground contains climbable trees. Signs could be posted.
* The Church grounds contain graveyard features that could present an injury risk. Signs could be posted.
* The Church grounds may contain poisonous toadstools and plants. These should be removed from time to time as far as practicable.
* There may be abandoned or dangerous objects within the Church grounds which need to be removed from time to time as far as practicable.
* From time to time there may be holes dug in the Church grounds in preparation for interment or burials which shall be covered by the undertaker or monumental mason by boarding to prevent accidents or injuries occuring.
* Consideration needs to be given by the Parish to adding mesh to the rail outside the hall building in the future to prevent hanging or swinging off it. Also signs could be posted.

## B 8 Church and Hall Carparks

* **Children should not play in the carparks before, during or immediately after church services or events unless supervised.**
* **The Parish is not responsible for people using the hall and Church carparks outside of parish services or events as it has no control over what may happen.**
* Signs could be erected in the future on the outside of the hall building saying “Beware of children” and/or “Slow down – 15 Km p/h recommended”. And “15 km p/h” painted on the asphalt.
* A line could be painted on the asphalt from the ramp going to the concrete path opposite to advise children to stay behind/also gives vehicles a line of sight to avoid.

## B 9 Containers

* Container storage outside the hall building shall be kept locked at all times when not in use as petrol and other poisons or tools are stored.

## B.10 Smallfield Lane

* People accessing Smallfield Lane on foot should use the grass area and the hedges on the grass area near the communal garden need to be kept clipped so that people can walk on this side.
* Vehicles from the houses on Smallfield Lane pose another potential hazard to pedestrians. Signs and asphalt markings should mitigate the risks which with the existing speed bumps mean that vehicles cannot go faster than 15 Km per hour.

# Part C – Common Issues concerning Church Property

## Hazard Priority

* Earthquakes
* Electrical
* Tripping
* Working at heights
* First aid Kit
* Medical/emergencies
* Other emergencies
* Children
* Access ways and General Tidiness

## Management

### Earthquakes (General Response)

* In a sustained or strong earthquake event the drop-cover-hold technique shall be adopted if possible.
* If not possible, the special procedures outlined in Part B are to be used.
* Once the event has subsided, the building (Church or hall) will be evacuated with people moving to the appointed assembly area – the grass area near the hall carpark. The focus is on moving all able bodied people out as fast as possible and then assisting those with walkers or wheelchairs or otherwise requiring assistance.

### Electrical

* All older style outlets when not in use shall be fitted with child-safe “blanks” or replaced.
* Electric heaters and other appliances drawing significant power loads shall not be connected to power boards.
* All existing electrical appliance extension cords and power boards shall be tested and tagged annually or earlier should wear and tear become apparent.

### Tripping

* Areas of uneven ground shall be marked appropriately (suggest painted stripes where practicable on heavy rooted pavement). Signs could also be placed about this outside church or along the Lychgate path.
* Step edges and other significant surface changes shall be appropriately marked with white paint (the main church entry steps and Vestry back steps).

### Working at Heights

* Ladders shall be kept in a safe and functional condition and be stowed away when not in use.
* Use of all ladders shall comply with all legislative requirements under the Act or its regulations or codes etc.
* When using “A” framed step ladders, the user shall not proceed beyond the second highest step. Where higher reach is needed, a larger ladder shall be used.
* Ladders shall only be used for their intended purpose (ie not as end supports of scaffolding walk boards).

### First Aid Kit

* A first aid kit shall be placed in a readily accessible and obvious location (in the hall building and in the Church building).
* The kit shall be regularly checked and refreshed.
* A record of materials used and the purpose of use shall be kept (notebook with the kit).
* Limited numbers or quantities of painkillers shall be stocked in the first aid kit as this is a risk for young children or of abuse.
* A first aid manual shall be kept with the kit.

### Medical/Serious Emergencies (eg heart attacks, not breathing, unconscious or notifiable injury, illness or incident)

* In the event of serious accident, the basic rules of first aid shall apply ie Airway-Breathing-Circulation, Defribrillator.
* Serious harm accidents shall be referred immediately to the Wellington Free Ambulance service or the nearest Public hospital Accident and Emergency Department.
* Unless there are life threatening circumstances, (ie fire) serious harm accident victims should not be moved until professional help arrives.
* CPR should be attempted where the circumstances warrant its use and continued until professional help can take over. Assisters should be encouraged to obtain the nearest AED (list displayed).
* **The Diocese Incident form** should be filled out and sent to the Diocese as soon as possible.

### Other Emergencies (eg storms, intruders, lockdowns)

* Where parishioner, staff or volunteer personal safety is an issue, such as verbal or physical abuse or violence or intimidation, assistance should be sought from the Police.
* Parishioners/Staff/volunteers should not engage in any disagreement or aggressive argument or actions that may be initiated by any member of the public. This includes verbal, physical and sexual abuse.
* Should there be any serious public animosity, parishioners/staff/volunteers will remove themselves from the situation.
* When serious situations such as the above occur, afterwards Parishioners/volunteers/victims will write up the incident as soon as they can and give a copy to the main leader/Vicar/Church Wardens as soon as possible.
* **Those involved in the incident will not be questioned** (eg victims, perpetrators and other witnesses) to avoid contamination of evidence or putting words in their mouths and to avoid prejudicing any other criminal investigation by the NZ Police.

### Lockdowns

* **A Lockdown** is any emergency situation where there is an immediate threat posed to persons’ health or safety by a third party actions (eg information from police or emergency services that a person has a firearm or any weapon or there is an escaped prisoner or a natural safety issue (wasp or bee swarm) which poses an immediate threat.
* **General principles and drill if there is a lockdown situation is to:**
* Everyone in the hall building/Church building must stay in the building until given permission to leave by designated people;
* Persons need to stay away from windows, stay in a crouch and cover position and stay silent and not attract attention.
* Persons in lockdown need to obey all instructions of designated persons.

### Children

* The Chapel used by families in the Church building, the Molly Newman room and areas of the hall used by the Twinkletoes group shall not include small objects that could be swallowed (also refer Part B Church building, hall building).
* **Refer to the Diocesan Safety Policy.**

### Access Ways and General Tidiness

* As storage around the Church grounds and Church buildings is limited, access ways and other places for people movement shall be kept tidy and free of stored items.

# Part D – Signage

## Hazard Priority

* Fire evacuation
* First aid kit in each building
* AED/CPR signs in each building
* Main Electrical switch in each building
* Emergency evacuation Assembly Point
* Children playing
* Slow down 15 Kmph sign
* A name on our hall (so people know that it is linked to the church and is church property and so it can be easily identified especially in an emergency)

## Management

* Updated colourful fire evacuation signs shall be in prominent places in the Church building and hall building.
* The location of the Church’s first aid kit shall be clearly indicated.
* AED and CPR information signs shall be displayed in the foyer of the Church building and the hall building (both are used for stroke, heart attack, lack of breathing, unconsciousness).
* Any physical hazard or obstacle that cannot be removed alleviated or mitigated shall be clearly marked.

# Part E – Contractors/Visitors/Volunteers/outside users

* **A Church manager** shall be appointed to check work being undertaken on the Church property by contractors, working bees, volunteers, community workers and other outside users working on Church grounds or buildings.
* The Church manager shall sight any health and safety procedures of individual contractors **before** work commences.
* Church staff/volunteers/parishioners who are supervisors (event supervisors) will indicate to visitors and users the existence of a document of the Church’s health and safety requirements (eg this Plan) **before** the commencement of any event or major activity (eg working bee, church fair, Messy Church etc).
* Where possible event supervisors shall keep a record of participants for evacuation checking purposes. A person needs to be appointed to check the building has been vacated after an evacuation (fire evacuation including trial evacuation).
* Contractors and staff/volunteers and other outside users shall be encouraged to point out any areas of health and safety concerns found during their work on Church property.
* For contractors, volunteers, community workers and others outside users working on Church property, this Plan shall form part of, and be read in conjunction with, any individual contractor’s health and safety procedures.
* For regular contractors, community workers and other outside users working on Church property the Church manager shall regularly meet to discuss any hazards and incidents.
* For any event on the Church property (grounds and buildings), **a brief standard safety message will be delivered** by a leader which outlines the general health and safety requirements **before** the event commences.

**For more information refer to the Diocese of Wellington Health and Safety Guidelines or policies.**

# Part F – Training

* Those in management positions (ie Church Wardens, and the Health and Safety representatives, the Health and Safety Officer and the Church manager) shall have **recent training** (eg St Johns certificates) or undertake training in the following:
* General first aid
* Use of the Church fire extinguishers
* Emergency evacuation procedures
* Lockdown procedures.
* **A training register** shall be maintained by the Health and Safety Officer of all parishioners with first aid or nursing training.
* Recent training means within the preceding 2 years of this certificate.
* The Parish will ascertain who in the Parish holds current first aid certificates or nurses qualifications and designate first aiders for services and events.

# Part G Information/Reporting/Recording

## Hazard Priority

* Accidents
* Almost accidents (near misses)
* Information Sharing

## Accidents

* Serious harm accidents shall be reported to WorkSafe New Zealand using the **Accident/Incident form.**

## Almost Accidents (Near Misses)

* Near misses shall be recorded on the **WorkSafe New Zealand Accident Investigation form.**
* Near misses shall be actioned through the Church’s incident reporting system.
* Contractors shall be requested to record and provide information to the Church manager of near misses and actual accidents that occur while working on the Church property.
* Near misses shall be reviewed regularly to determine trends and enable alleviation measures to be put in place.

## Assurance and Information Sharing

* Health and safety issues shall be conveyed through:
  + The appointment of a health and safety officer
  + Discussions within the Vestry and vestry meetings
  + Copies of this Plan being provided to Vestry, staff, and volunteers
  + Copies of this Plan being provided to the Wellington Anglican Diocese health and safety unit
  + Public display in the Church building and hall building of this Plan
  + Acknowledgement of the Plan on applications (eg to FENZ)
  + Accounts of actual accidents and near misses being provided to the Wellington Anglican Diocese manager for the purposes of education and shared experience.

# Part H Health and Safety Policies and Procedures

* The Health and Safety representatives recommend consideration be given by the Vestry to developing policies and procedures in the following areas:
* Safety and care of children
* Elderly – signs of strokes
* Public health incident management (eg epidemic, pandemic)

**For events and off site Church activities including travelling to and from these, the Diocesan Young Persons Safety Guidelines shall apply.**

**Approved by the Vestry of St Johns, Trentham** Date 23 /08 / 2018

Review Date 23/08/ 2019

**Health and Safety Sign off**

Health Representatives Date 23/ 08 / 2018