

**St. Andrew's Church
Chew Stoke**

Health & Safety Policy

FINAL

Date Approved: March 2014 updated 2015
Date of Review: September 2018

A: General statement of policy

- ⤴ Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.
- ⤴ We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings. The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.
- ⤴ The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.
- ⤴ In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:

Priest in charge: Charles Roberts
Date September 2018

B: Organisation and Responsibilities

1. Responsibility of the Priest in Charge

Overall responsibility for health and safety is that of the Associate Priest, the Revd Sandy Munday, who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. These include this policy document, any associated Risk Assessments, Regulations governing the Control of Substances Hazardous to Health (COSHH), and the guidance on Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)¹. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2. Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below:

Alison Hoddell
Andrew Troup

3. Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

4. Responsibility of the Health and Safety Officer

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Stephen Hoddell

The responsibility of the health and safety officer shall be to:

- 1** be familiar with health and safety regulations as far as they concern church premises
- 2** be familiar with the health and safety policy and arrangements and ensure they are observed
- 3** ensure so far as is reasonably practicable, that safe systems of work are in place

And that appropriate arrangements are in place to:

- 4** ensure the church is clean and tidy
- 5** ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut

¹ The RIDDOR Guidance is referred to in more detail in Annex 1.

- 6 ensure that safety equipment and clothing is provided and used by all personnel where this is required
- 7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 8 ensure that adequate access and egress is maintained
- 9 ensure adequate fire fighting equipment is available and maintained
- 10 ensure that food hygiene regulations and procedures are observed.

5 Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises. Employees and voluntary workers must therefore:

- 1 comply with safety rules, operating instructions and working procedures
- 2 use protective clothing and equipment when it is required
- 3 report any fault or defect in equipment immediately to the appropriate person
- 4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible, by recording these in the Accident Book, which is kept in the Vestry
- 5 not misuse anything provided in the interests of health and safety.

6. Responsible persons

The following are responsible for the implementation of safety policies in particular areas:

Accident book & Accident Reporting	Churchwardens
Fire extinguishers	Churchwardens
Emergency Evacuation	Officiating Priest, Churchwardens, Sidesmen
Portable Electrical Appliances	Health & Safety Officer
Fixed Electrical System	Health & Safety Officer
Hazardous Substances (COSSH)	Health & Safety Officer
Plant & Machinery	Churchwardens Churchyard & Maintenance Coordinator
Condition of Floors, Steps and Stairs	Churchwardens
Condition of Churchyard	Churchyard & Maintenance Coordinator
Light Bulb changing	Health & Safety Officer
Working at High Levels	Health & Safety Officer

Food preparation and hygiene	Churchwardens/organising member of PCC
Manual Handling	Health & Safety Officer
Building Defects and Glazing	Churchwardens
Child Protection	Officiating Priest
Fetes & Outings	Churchwardens/organising members of PCC
Bell Ringing	Bell Captain
Contractors	Health & Safety Officer
Choir, Organ and Music	Organist or as appointed by PCC
Health & Safety Training	Health & Safety Officer

C: Implementation of Policy

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1. Accidents and first aid

A first aid boxes are located in the nave, adjacent to the South Door.

Trained/qualified first aiders are:

Sara Hindle

Amanda Cheesley

Jerry Moorhouse

Sarah Manville

The accident book(s) is/are located in the Vestry.

All accidents and incidents are entered in the accident book or and our insurers advised. If the church is used by outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed, by being a standing agenda item for all meetings of the PCC.

2. Fire safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005.

In order to achieve this, we undertake the following:

- ⤴ an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out as part of our general health and safety risk assessments
- ⤴ a check that a fire can be detected in a reasonable time and that people can be warned
- ⤴ a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- ⤴ to provide reasonable fire fighting equipment
- ⤴ a check that those in the building know what to do if there is a fire
- ⤴ a regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type	Capacity
To right of door into the ringing chamber	Water	6 litres
To left of main door into the church & near font	Water	6 litres
By organ	Carbon di-oxide	2 kilograms
To left of entry to vestry	Water	6 litres

The extinguishers noted are checked quarterly by the responsible person to ensure that they are still in place and have not been discharged. The extinguishers noted above are checked annually by an appropriately qualified maintenance company.

2.2 Other fire protection equipment

There is no other fire protection equipment in the Church.

2.3 Evacuation procedure

In the event of any situation in which there is a threat to the safety of people in the Church, then the building must be evacuated. Situations would include: any uncontrolled fire; serious structural damage; threats of bombs or other terrorist activity.

If there is a gathering (for any purpose) of more than 35 people, then the formal evacuation procedure should be used. The formal evacuation procedure is set out in Annex 2. Laminated cards with instructions for the formal evacuation procedure are available in the Church. It is a requirement that whenever there is a gathering of more than 35 people there must be someone present who has been trained in the evacuation procedure.

If there are less than 35 people in the Church then all people should leave the Church as soon as possible, observing the following principles:

- ⤴ One person, ideally someone who has been trained in the evacuation procedure,

- should take charge, and ensure that people are made aware that s/he is in charge.
- ⤴ Either of the two exit doors can be used; if there is any fire or other hazard affecting one door, then the other should be used.
 - ⤴ Anyone who has impaired mobility should be assisted, provided that there is no risk to the assisting person.
 - ⤴ The emergency services should be contacted by telephoning 999 or 112 as soon as possible.
 - ⤴ People should move away from the building, to a safe distance.

The formal evacuation procedure may be used when there are less than 35 people present, if that is judged to be appropriate.

For all events other than normal church services, it is possible that there will be people present who are not familiar with the church layout and evacuation procedures. When this is the case the event must be preceded by an announcement explaining the procedure and pointing out evacuation routes.

2.4 Evacuation drills

The wide variety of people who use the building makes evacuation training for all users impracticable. However all those who might be called on to act as Evacuation Officers (see Annex 2) will practice an evacuation every 12 months. The drill will include checking that the evacuation instructions are available, that all access routes are clear, and a basic practice evacuation will be carried out. In addition, the training will cover the location of all fire extinguishers, and an indication of which extinguisher is most appropriate for different sorts of fires.

2.5 If you discover a fire (no matter how small)

Anyone discovering an unplanned fire should:

- 1 Warn anyone else in the building by shouting 'FIRE, FIRE'.
- 2 Telephone the emergency services
- 3 Check the building for occupants
- 4 Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
- 5 If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
- 6 Evacuate to the designated assembly point
- 7 Ensure clear access for the emergency vehicles

3. Electrical safety

- 1 A list of all our portable electrical appliances is maintained by the responsible person.
- 2 Every three months plugs, cables and sockets will be inspected by the responsible

person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the Churchwardens for action.

- 3 Every year all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.
- 4 Every year a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Churchwardens for action.
- 5 Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out within one month of being identified as necessary, except where the fault is considered to pose any immediate risk to safety, in which case the work will be done before that part of the electrical system is used again.
- 6 At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
- 7 It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
- 8 Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
 - (i) Visually check all electrical equipment before use
 - (ii) Report all faults immediately to the responsible person
 - (iii) Do not attempt to use or repair faulty equipment
 - (iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.
 - (v) Electrical equipment should be switched off and disconnected when not in use for long periods
 - (vi) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage. Flexible extension cables must be electrically protected by being connected to the electrical supply using a Residual Current Circuit Breaker with an operating rating of no more than 80 mA.

4. Hazardous substances

The responsible person will maintain a list of hazardous substances used in the church. The policy of the church is to minimise the number of hazardous substances held in the church, and only to retain those substances which are essential for purposes such as cleaning and other maintenance work. These are kept in a high level cupboard at the back of the church, out of reach of children.

For all hazardous substances, which include substances marked as "harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment", data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

A list of hazardous substances is maintained in the vestry, together with instructions on handling, safety precautions, and action to be taken in the event of spillage.

5. Safety of Plant and Machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- 1 Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- 2 Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- 3 Machinery must be switched off before any adjustments are made.
- 4 After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- 5 Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- 6 The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- 7 Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
- 8 Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties. The health and safety officer must be consulted before any work is done using ladders or other equipment for working at height.
- 9 Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- 10 All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements. Where appropriate equipment will be subject to regular programme of safety inspection. A list of all plant and machinery held within the church is maintained by the Churchwardens, and this includes a schedule for safety inspections.
- 11 Persons must not work on their own unless they have a means of communication and had notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

5. Slips, Trips and Falls – condition of floors steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the responsible person of all floors and stairs in the church; and all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the health and safety officer who will arrange for repairs or remedial measures to be carried out.

Where steps are not clearly visible to those with some visual impairment, the edge of the step will be clearly marked by the use of white paint or some other similar means. Such markings will be considered during quarterly inspection and renewed if required.

It is recognised that the steps in the church tower which give access to the bell chamber do represent a hazard because of their age and the unevenness of some of the steps. Because the tower is accessed only for specialist purposes, it is not practical to bring these steps up to modern health and safety standards. The hazard that these represent is managed by restricting access to those who need to use the steps, and who are briefed on taking appropriate safety precautions in their use.

6. Lighting

In order to ensure that the church is adequately lit, and inspection will be made every quarter by the responsible person to ensure that all necessary lights in the church and churchyard are working. Any bulbs that require replacing will be reported to the health and safety officer who will ensure that the bulbs are replaced, following appropriate safety procedures.

7. Working at High Levels

For the purposes of this document, working at high level is taken to cover any work which requires a person to be more than 1 m above normal ground level using any form of ladder or other support.

For any major work at high level, it is anticipated that contractors will be employed, and will work in accordance with this policy (see paragraphs 14 and 15). Minor maintenance tasks such as replacement of light bulbs, or putting up decorations may be carried out but are subject to the following requirements:

- ⤴ Appropriate ladders or other access equipment must be used and any safety instructions with such equipment must be observed
- ⤴ Nobody may work at high level alone in the church
- ⤴ When ladders are used to reach any height above 2 m from normal ground level, somebody must stand at the base of the ladder to ensure that the ladder is stable
- ⤴ Nobody may work at height greater than 3 m above ground level without appropriate safety harnesses. All such work must be notified to the health and safety officer in advance and the working conditions approved.

8. Preparation of Food

The church has only very limited facilities for preparation of food and drinks.

The main use of the kitchen area is for preparing hot drinks. The following procedures should

be observed:

- ⤴ When any appliance for heating water for this purpose is being used, children under 14 are not allowed into the kitchen area.
- ⤴ Kettles must always be located as far back from the front edge of the work surface as possible. The spout (from which hot steam may emerge) should not be pointed outwards, so that any steam is directed away from people in the kitchen area.
- ⤴ The kettle cable must not be so long that a loop of cable can hang over the front of the work surface; as this could accidentally be pulled, resulting the kettle falling from the work surface.

Where food is prepared elsewhere and brought into the church care must be taken to ensure that the food is not stored for an inappropriate period or at an incorrect temperature. All unconsumed food must be removed from the church after the event for which the food was made available.

9. Manual Handling – lifting, carrying and moving loads

It is policy to eliminate the need for manual handling is far as this is reasonably practicable. Small items may be handled, but any item weighing more than 20 kg is subject to the manual handling procedures set out below.

For any item in excess of 20 kg, risk assessment must be carried out and appropriate lifting aids, including trolleys lifts and hoists, must be used wherever possible.

The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

10. Display Screen Equipment

At present there there is no computer equipment being used in the church. Should this change, it is the policy of the church to assess risks to all regular users of computer workstations and to reduce those risks to the lowest level possible. A habitual computer user will normally be regarded as someone who works at a computer in the church for more than three hours per day.

The following factors will be considered when carrying out risk assessments for the use of computer workstations:

- ⤴ Stability and legibility of the screen
- ⤴ Contrast and brightness of the screen
- ⤴ Tilt and swivel of the screen
- ⤴ Suitability of keyboards, desks and chairs
- ⤴ The workstation environment
- ⤴ The user-friendliness of the software.

Daily work routines must involve periods away from the screen.

11. Hazardous Buildings and Glazing

Our policy is to ensure that our buildings are safe and without risks to the health and safety

and welfare all working and use them. In order to achieve this the buildings are inspected every year by the health and safety officer.

Any defects noted are immediately reported to the church warden and procedures put in hand for repairs.

Where necessary temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

The PCC is not aware of any asbestos in the Church. Should any asbestos be located, then the following procedure would be applied. A check is made of any asbestos in the building by a competent person noting its location, type and condition where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.

A check is made of all glazing in the buildings to ensure that any glass in Windows below waist height and indoors or the side doors below shoulder height is of safety material or is protected against breakage.

12. Safeguarding

The Church has a Child Protection Policy, but the importance of this is such that it is a stand-alone policy, rather than a part of the Health & Safety Policy. Nothing in the Health & Safety Policy can take precedence over the requirements of the Child Protection Policy.

13. Change Ringing & the Bell Tower

The Church has a peal of six bells. Church bells can be the source of a number of hazards, and these need to be appropriately managed. The key requirement is that only those with the requisite skills and experience should be involved in ringing or maintaining the bells.

To implement this the following policies are operated:

- When the bells are being rung there shall be no general access to the ringing chamber. The doors giving entry into the ringing chamber shall be secured, and may not be opened while the bells are actually being rung. Anyone who is admitted to the ringing chamber must observe all instructions from the bell captain, or whoever is in charge.
- The bells will never be left in the UP position when the ringing chamber is not occupied. The only exception to this will be for weddings or funerals, when the bells may be left UP so that they can be properly rung at the end of the service and warning notices must be clearly displayed.. Other than this & emergency evacuation of the church, the ringing chamber must be locked at all times while the bells are UP.
- The door at the bottom of the tower staircase access to the bell chamber is kept locked, and access is permitted only to those who have been briefed on bell safety, or to small groups accompanied by someone with the appropriate expertise.
- The bell frame, stays, sliders and ropes will be visually checked once a year for any signs of undue wear, corrosion or damage.

14. Risk Assessments

The purpose of this health and safety policy is to provide the general guidelines for ensuring health and safety within the church and covering normal activities. A general risk assessment including an assessment of fire risk is required which should be updated annually. In addition, risk assessments are required to cover situations where there is an unusual level of hazard, or for activities which fall outside the normal operation of the church.

Risk assessment will be prepared by the health and safety officer or by another competent person and will include an assessment of the hazards, the potential impact of these hazards and actions that are needed to eliminate or reduce the risk. Activities that will require risk assessment include:

- ▲ Use of candles in services (other than on the altar table)
- ▲ Use of the Church by the local primary school, for public concerts and other public meetings
- ▲ Change ringing bells
- ▲ Churchyard maintenance, including grave digging, evaluating the safety of monuments, trees, boundaries etc

15. Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- 1 have their own health and safety policy (where required by law) and be able to provide a copy of the same
- 2 produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- 3 comply with all the requirements of this health and safety policy and cooperate with the Church officials in providing a safe place of work and safe system of operation
- 4 where plant and machinery is brought on to the church premises by contractors they must be able to show where necessary that the equipment has been inspected and tested to ensure it safe operation
- 5 contractors may only use subcontractors or persons other than their own direct employees with the express permission of the Church officials. However, responsibility will remain with the contractors
- 6 all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This permit to work will also specify any safety precautions they must undertake.

16. Construction (Design & Management) Regulations

The Construction (Design & Management) Regulations apply to all construction work undertaken in the UK. The health and safety officer must be consulted before any construction is undertaken in the church buildings or grounds in order to ensure that all work is undertaken in accordance with the regulations.

Annex 1 – Guidance on Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

General Guidelines

These accidents will be reported by the responsible person. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than three days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations. There are three requirements for reporting, as follows:

- ⤴ serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **ten days** on official form **F2508**.
- ⤴ accidents involving the injured person losing **more than three consecutive days** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within **ten days** on form **F2508**.
- ⤴ reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form **F2508A**. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

Accident reporting

The quickest and easiest way to do this is to call the Incident Contact Centre and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records. The ICC Consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority and you will be sent a copy of the information recorded which you can file – this meets the RIDDOR requirement to keep records of all reportable incidents. You can also send reports by post or email.

www.riddor.gov.uk

Tel. 0845 300 9923

Fax. 0845 300 9924

Email: riddor@connaught.plc.uk

Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

Annex 2 – Evacuation Procedure

The Church must be evacuated whenever there is good reason to suppose that there is a risk of injury or death to the occupants should they remain in the building. It is important to recognise that there are some hazards in which the better course of action could be to remain in the building.

Situation in which evacuation could be appropriate would include:

- ⤴ Any fire (other than a planned and controlled fire);
- ⤴ Any credible threat of a bomb or of any other form of terrorist activity;
- ⤴ Any serious damage to the structure of the building at a level which could lead to partial collapse of the building.

This list is intended to be illustrative rather than exhaustive, and in any given situation it must be a matter of judgement as to whether evacuation is appropriate.

When such a situation arises, it is essential that one person shall take charge of the evacuation, as Evacuation Officer. As it is not possible to be sure that any one named individual will be present, any of the following people may take charge:

Officiating Priest
Churchwarden
Health & Safety Officer
Any member of the PCC

All of these people will be familiar with the evacuation procedures, and for any service or other gathering exceeding 35 people, at least one person from this list must be present. For large gatherings (35 or more) the Evacuation Officer must be identified before any incident. The Evacuation Officer must check that both doors are unlocked and accessible.

- (1) The Evacuation Officer will announce that there is to be an emergency evacuation, and will ensure that all activities in the church cease immediately. In particular the organ must not be played and there should be no other source of music, in order that instructions can be clearly heard in the church. If the bells are being rung, the ringers must be instructed to cease ringing and leave the bells in the up position.
- (2) The Evacuation Officer will appoint a responsible person to act as a door warden to ensure that once people have left the church they move away from the building and do not attempt to re-enter. If the evacuation is to be done using both doors, then two door wardens will be needed.
- (3) The Evacuation Officer will then instruct people to leave the building in an orderly manner, and will check whether there are people who may be unable to leave the building because of disabilities.
- (4) As people leave the church, the Evacuation Officer will check that there is no one left in the vestry, the organ loft, or the ringing chamber.
- (5) The door wardens will ensure that people move to a safe place outside the church, bearing in mind the nature of the emergency, and that it may be necessary to keep an access route clear for the emergency services.

(6) Once the church is clear of all people, the Evacuation Officer will wait for the arrival of the emergency services, and the door wardens will ensure that no-one re-enters the building until the emergency services have given permission.