

HEALTH AND SAFETY POLICY

**St Andrew's Church
&
St Andrew's Centre**

**St Andrew Street
Hertford
Hertfordshire SG14 1HZ**

Date: May 2016

Review Date: May 2018

INTRODUCTION

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The Policy is in three sections:

- A. General Statement of Policy
- B. Organisation and Responsibilities
- C. Arrangements

CONTENTS

SUBJECT

THE HEALTH AND SAFETY POLICY

Note to all Employees, Voluntary Helpers, Hirers and Contractors

SECTION A – GENERAL STATEMENT OF POLICY

SECTION B – ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Priest in Charge
2. Responsibility of the Churchwardens
3. Responsibility of the Parochial Church Council
4. Responsibility of the Trustees of the St Andrew's Centre
5. Responsibility of Activity Leaders
6. Responsibility of the Health and Safety Officer
7. Responsibility of Employees, Voluntary Workers and Hirers
8. Responsible Persons
9. Persons with Specific Responsibilities

SECTION C – ARRANGEMENTS

1. Accidents and First Aid
2. General Fire Safety
 - 2.1 Fire Extinguishers
 - 2.2 Fire Alarm System
 - 2.3 Other Fire Protection Equipment
 - 2.4 Evacuation Procedures
 - 2.5 Evacuation Drills
 - 2.6 If you Discover a Fire
3. Electrical Safety
4. Gas Equipment Safety
5. Hazardous Substances
6. Safety of Plant and Machinery
7. Slips, Trips and Falls

8. Lighting
9. Working at High Levels
10. Preparation of Food
11. Manual Handling
12. Display Screen Equipment
13. Hazardous Buildings/Glazing
14. Child Protection
15. Personal Safety
16. Activities and Other Areas where risk assessment procedures may need to be created
17. Risk Assessments
18. Contractors
19. Information and Enforcement

NOTE TO ALL EMPLOYEES, VOLUNTARY HELPERS, HIRERS AND CONTRACTORS

The success of this Policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

SECTION 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, which includes the St Andrew's Centre.

The allocation of duties for safety matters and the particular arrangements which 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: Revd Alan Stewart

Date:

Review Date:

SECTION B

ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Priest in Charge

Overall responsibility for health and safety is that of the Priest in Charge, Revd Alan Stewart, who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice.

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:

Mrs Penny Wiggins

Mr Brian Giddings

3. Responsibility of the Parochial Church Council

The PCC has general responsibility to ensure that the Health and Safety Policy is implemented for the Church and St Andrew's Centre.

4. Responsibility of the Trustees of the St Andrew's Centre

- To ensure that all users of the Centre are aware of the Health and Safety Policy and its requirements.
- To notify the Health and Safety Officer and the Parochial Church Council of any Health and Safety concerns, incidents or omissions.

5. Responsibility of Activity Leaders

The leader of an activity has the responsibility for the implementation of the arrangements outlined in this Policy.

6. Responsibility of the Health and Safety Officer

- To be familiar with Health and Safety Regulations as far as they concern church premises.
- To be familiar with the Health and Safety Policy and arrangements and raise issues related to the observance of the policy and arrangements.

The Health and Safety Officer and Responsible Person is: Rod Willis

The following are examples of areas in which issues may occur:

- Safe systems of work
- Maintenance of the church and the St Andrew's Centre
- Maintenance of the churchyard
- Provision and use of safety equipment and clothing
- Maintenance and use of plant, equipment and tools
- Access and egress
- Availability and maintenance of fire-fighting equipment
- Food hygiene regulations and procedures

7. Responsibility of Employees, Voluntary Workers and Hirers

All employees and voluntary helpers 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, Voluntary Workers and Hirers 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.
5. Not misuse anything provided in the interests of health and safety.

8. Responsible Persons

St Andrew's Church

The Priest in Charge, in association with the Churchwardens and PCC, has responsibility for all of the areas listed below:

1. By Activity

Church Accident Book/Accident Reporting (1)
Fire Extinguishers (2.1)
Emergency Evacuation (2.4)
Portable Electrical Appliances (3.1)
Fixed Electrical System (3.4)
Gas Equipment (4)
Hazardous Substances (5)
Plant and Machinery (6)
Condition of Floors and Stairs (7)
Condition of Churchyard (7)
Light Bulb Changing (8)
Working at High Levels (9)
Food Preparation (10)
Manual handling (11)
Display Screen Equipment (12)
Building Defects/Glazing (13)
Child Protection (14)
Personal Safety (15)
Contractors (18)
Bell Ringing (16)
Choirs/Music
Fetes and Outings (16)
Health and Safety Training

2. By Area

Main body of church
Lady Chapel
Entrance Porch
Church Office
Church WC
Vergers' Vestry
Sacristy
Organ Loft
Ringing Chamber
Bell Chamber
Kitchen
Churchyard
St Andrew's Centre

St Andrew's Centre

Entrance Foyer
Boiler Room
Hall 1
Hall 2
Kitchen
Store Room
WCs
Art Room
John Summers-Gill Room
Vestry
Garden

9. Persons with specific responsibilities include:

Jane Eldred: choir, music, choir vestry, organ loft

Alastair Stracey: bell ringing, ringing chamber, bell room

St Andrew's Centre Trustees: Centre, garden area

SECTION C

ARRANGEMENTS

(Implementation of the 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, users and hirers of St Andrew's Church and the St Andrew's Centre, visitors and contractors.

1. ACCIDENTS AND FIRST AID

Church

A First Aid box is located in the church WC.

St Andrew's Centre

A First Aid box is located on the kitchen counter.

Trained/qualified First Aiders are:

Brian Coe, Val Morey, Penny Wiggins, Tracy Plumpton, Ruth de Paolis

The accident books are located with the First Aid boxes.

All accidents and incidents are entered onto a form in the accident book, and the form is forwarded to the Church Administrator and our insurers advised.

Accident books and accident records are regularly reviewed.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive should be obtained.

The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- Any fatality to employees or non-employees, including volunteers.
- Major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting in admission to hospital for more than

24 hours and any accident that causes more than three consecutive days off work).

- *Injuries to non-employees which require the injured person to be taken straight to hospital for treatment.*

RIDDOR – Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 1995

These accidents will be reported by the Responsible Person.

If the church or the St Andrew's Centre is let to outside organisations, they are told in writing that in the event of an accident, details must be reported on the form in the accident book. A book is kept for this purpose both in the church and in the Centre (see p9).

2. GENERAL FIRE SAFETY

Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997. In order to achieve this, we undertake the following:

1. An assessment of the fire risks in the church and associated buildings. This is carried out either as a specific exercise or as part of our general health and safety risk assessments.
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. A check that people who may be in the building can get out safely, including, if necessary, the provision of emergency lighting.
4. To provide reasonable fire fighting equipment.
5. A check that those in the building know what to do if there is a fire.
6. 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 <i>(e.g. Organ Loft)</i>		Type of Extinguisher and Capacity <i>(e.g. Carbon Dioxide 2kg)</i>
Ring chamber	2	Water 6ltr
By North Door	1	Water 6ltr
Beside Fuse Board	1	CO2 2kg
Church Kitchen	1	CO2 2kg
South Transept	1	Water 6ltr
St Andrew's Centre	5	
<i>Kitchen</i>		<i>CO2 2kg</i>
<i>South Exit</i>		<i>Water 6ltr</i>
<i>Foyer</i>		<i>Water 6ltr</i>
<i>Outside JS-G Room</i>		<i>Water 6ltr (x2)</i>

The extinguishers noted above are checked every month 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 a qualified representative of a specialist company.

2.2 Fire Alarm System

St Andrew's Centre - 'Break glass' point in Room 2 and/or Foyer to activate combined smoke / audio alarms

Combined Audio and Smoke Detectors

St Andrew's Centre – Vestry (Room 3); John Summers-Gill Room; Landing; Lobby; Foyer; Rooms 1, Room 2, Resource Room, Kitchen, WC

Emergency Lighting

St Andrew's Centre – Vestry (Room 3); John Summers-Gill Room; Room 1, Room 2, Resource Room; Kitchen, Store Room, Foyer, WC

2.3 Other Fire Protection Equipment

Fire blanket in church kitchen.

2.4 Evacuation Procedures

For large services and concerts, where the congregation/audience exceeds 100 people, our procedures for stewarding/evacuation are detailed below:

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the “Running Man” symbol.
2. A check must be made that all doors can be opened.
3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church.

Area of Church	Exit Door(s)
<i>Nave South</i>	<i>West door</i>
<i>Nave North</i>	<i>North door</i>
<i>Seats between kitchen and office</i>	<i>West door</i>
<i>Chancels</i>	<i>via vestry and St Andrew’s Centre exit</i>
<i>Choir stalls</i>	<i>via vestry and St Andrew’s Centre exit</i>
<i>Vestry</i>	<i>via St Andrew’s Centre exit</i>
<i>St Andrew’s Centre</i>	<i>via St Andrew’s Centre exit</i>
<i>John Summers-Gill Room</i>	<i>via St Andrew’s Centre exit</i>
<i>St Andrew’s Centre</i>	<i>via St Andrew’s Centre exit</i>

4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards.
5. If emergency lighting is not available, torches must be available for each steward.
6. In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the leader of the activity.
7. Persons will assemble around notice boards in the churchyard adjacent to St Andrew’s Street or around notice in Centre garden.
8. The emergency services will be contacted immediately by a person nominated by using the telephone located in the church office.
9. If there is no telephone available in the immediate vicinity, a mobile phone will be held by leader of the event.

2.5 Evacuation Drills

Fire evacuation drills will be carried out every year. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 If You Discover a Fire (No matter how small)

1. Immediately raise the alarm.
2. Telephone the emergency services.
3. Evacuate to the designated assembly point (see 2.4: 7, p12).
4. Check the building for occupants.
5. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
6. If it's 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.
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 quarter 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 PCC for action.
3. Every year all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.
4. Every quarter a visual inspection will be carried out of the fixed Electrical installation by the Responsible Person. Any defects will be reported to the PCC for action.
5. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
6. At intervals of not more than five 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 and users 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 so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. GAS EQUIPMENT SAFETY

Gas equipment is maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately.

5. HAZARDOUS SUBSTANCES

The Responsible Person will maintain a list of all hazardous substances used in the church/the St Andrew's Centre.

Where at all possible, we have eliminated the use of hazardous substances. Only readily available household products will be used according to the manufacturers' instruction. Where this is not possible, our safety arrangements are as follows:

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.

Do not mix chemicals.

Do not store chemicals in unmarked containers.

6. 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, users and hirers must not operate plant or machinery that they are not trained and authorised to use.
2. Employees and voluntary workers, users and hirers 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 detailed below must be worn when operating any item of plant or machinery.
7. Persons under the age of 18 may use hand tools and are not permitted to operate any power driven item of plant or machinery.
8. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two-person operation.
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.

The following items of plant and equipment are tested by a competent person in accordance with an inspection programme:

<i>Item</i>	<i>Inspection Arrangements</i>
Heating boilers in Church & Centre	Annual service by specialist company

7. 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 the St Andrew's Centre, and all paths and steps in the churchyard and garden. Particular note will be made of moss,

algae and leaves on paths. Any defects will be reported to the Churchwardens who will arrange for repairs to be carried out.

8. LIGHTING

In order to ensure that the church is adequately lit, an inspection will be made every quarter by the Responsible Person to ensure that all lights in the church, St Andrew's Centre and churchyard are working. Any bulbs which require replacing will be reported to the Churchwardens who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

9. WORKING AT HIGH LEVELS

All areas above hand height are designated as high levels.

Trained personnel of a specialist contractor may work at high level at the request of the PCC.

Trained volunteers may work at high level provided ladders are safely secured with ties or two persons are involved with the operation.

10. PREPARATION OF FOOD

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training.
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Food stuffs may only be prepared in the following areas:
Church kitchen
St Andrew's Centre kitchen
6. Only persons who have received the appropriate training may prepare and serve foodstuffs.
7. We ensure that all hirers who wish to provide food stuffs are advised of the facilities and procedures.

The local Environmental Health Officer may be consulted to see if your premises need to be licensed or if any improvements are needed. Food Hygiene Regulations apply whether you sell publicly or privately, in a hall or marquee, for profit or for fund-raising. The only exception is for food cooked at home for private consumption.

11. MANUAL HANDLING (Lifting, carrying and moving loads)

1. Our policy is to minimise the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists, as far as possible.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. DISPLAY SCREEN EQUIPMENT

Our policy is to assess the risks to all habitual users of computer work stations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

1. Stability and legibility of the screen.
2. Contrast and brightness of the screen.
3. Tilt and swivel of the screen.
4. Suitability of keyboards, desks and chairs.
5. The work station environment.
6. The user friendliness of the software.

Daily work routines will involve periods away from the screen.

Where necessary risk assessments will be carried out by the Responsible Person.

The Church Administrator will carry out an ergonomic assessment of the work station to ensure compliance and notify the Responsible Person of any adjustments which may be required.

13. HAZARDOUS BUILDINGS/GLAZING

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the Responsible Person.
2. Any defects noted are immediately reported to the Churchwardens and the procedures put in hand for repairs.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height, and in doors and beside doors below shoulder height, is of a safety material or is protected against breakage.

14. CHILD PROTECTION

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

A permanent record will be maintained of all accidents involving children.

The Responsible Person for Child Protection is: Vivienne Thornton

Procedures include a policy on child protection issues as set out in the current Church of England House of Bishop's Policy Document. The activities undertaken by youth groups require special attention. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms are obtained for trips away from the Parish and any particular needs of individual children noted.

15. PERSONAL SAFETY

Risk Assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables. Procedures must be drawn up, including the appropriate control measures.

15. ACTIVITIES AND OTHER AREAS WHERE RISK ASSESSMENT PROCEDURES MAY NEED TO BE CREATED

For all hazardous activities, risk assessments will be carried out and appropriate procedures followed.

The following activities are examples of activities that will require risk assessment, identification of appropriate procedures and inclusion in the Health and Safety Policy:

1. Fetes, including the use of Bouncy Castles.
2. Tower Tours.
3. Change Ringing Bells.
4. Sponsored Walks.
5. Churchyard maintenance.
6. Erection of temporary staging.

16. RISK ASSESSMENTS

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

18. 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 co-operate with the church officials in providing a safe place of work and a safe system of operation.

4. Where plant and machinery is brought onto the church premises by contractors, they must be able to show, where necessary, that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors 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.
7. Particular care needs to be taken for 'hot works' and a separate 'Hot Work Permit' is available from Ecclesiastical.
8. Certain work to the church will be subject to The Construction (Design and Management) Regulations 1994. In summary, this includes new buildings, alterations, repairs, restoration, temporary structures and even re-decoration and conservation work which:
 - last for more than 30 days.
 - involve more than 500 person days of work, or
 - involve 5 or more people on site at any one time, or
 - any demolition work.
9. A Planning Supervisor, Designer and Principal Contractor need to be appointed and a Health and Safety Plan produced.
10. The Church Architect is responsible for compliance when he/she commissions the works.
11. If the Church Architect does not commission the works, the PCC, Churchwardens or Priest in Charge will seek the advice of a competent person to ensure compliance.
12. The PCC will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations 1994.

19. INFORMATION AND ENFORCEMENT

Environmental Health Service Information:

EHC, Council Offices, The Causeway, Bishop Stortford CM23 2EN

Tel: 01279 655261

Employment Medical Advisory Service Information:

(The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters).

Woodlands, Manton Lane. Bedford

Fax: 01234 220633

<http://www.hse.gov.uk/contact/>

The A3 HSE poster 'Health and Safety Law – What you need to know' is on display outside the church office and in the Centre kitchen to ensure that individuals are aware of the Health and Safety Policy and its implications.

The poster is available from <http://www.hse.gov.uk/search/search-results.htm?q=posters%20for%20display#gsc.tab=0&gsc.q=posters%20for%20display&gsc.page=1>