



*The Parish of St. Neots
with Eynesbury*

Policy for welfare and hygiene

The Parish of St Neots with Eynesbury strives to achieve the highest standards of health, safety and welfare consistent with its responsibilities under the Health and Safety at Work. Act 1974.

Facilities

- To provide hand washing facilities
- To provide accessible toilets as far as reasonably practicable
- To ensure toilets are replenished with toilet paper, hand towels and soap when required
- To ensure all facilities are cleaned regularly to a high standard
- To ensure food preparation areas are clean and in good repair
- Raw food is not to be cooked in either church (to prevent contamination)
- Spillages are to be mopped up immediately, wet floor sign to be used if necessary
- Rubbish is to be removed regularly

Lighting

- Adequate lighting is to be provided to avoid eye strain and allow safe departure
- External footpaths are to be lit to reduce the risk of slipping and tripping

Heating

- The churches and church rooms will be heated during the winter for services and events.
- Boilers will be serviced annually

Fire

- Fire extinguishers are tested annually by a qualified person and visually checked monthly
- Evacuation meeting notice is displayed
- Small fires may be extinguished if a person feels confident to do so otherwise all must leave the building and the fire brigade should be called, ensuring that everyone is present and accounted for at the meeting point .

Electricity

- Portable appliance testing is carried out according to HSE regulations
- EICR (electrical installation condition reporting) is carried out every 5 years

First aid

- A first aid box can be found in all facilities and is checked monthly.

Lone working

- Lone working is covered by the Health and Safety policy, of which all who are likely to work alone either in the church rooms or churches are to be aware.

Cleaning materials

- In each building, all cleaning materials are kept in a locked cupboard. All materials are risk assessed according to the Control of Substances Hazardous to Health regulations. A folder containing the risk assessments can be found in each facility.