

The purpose of this document is to provide safety information to users of the Church.

Risk Assessment

All reasonably foreseeable risks are assessed as are other specific risks which are identified by specific health and safety regulations. The requirements of the safety policy documentation, together with documented local management arrangements and regular inspection and assessment regimes, form the basis of the risk assessment.

Adults accompanying groups and young people to Worth Abbey Church remain in charge of them at all times i.e. the duty of care remains with the group leader / lead adult.

Accompanying adults must make sure that members of our staff are informed of any matters relating to the group or any individuals that our staff would need to know to care for the young people properly and safely.

General level of risk

None of the activities normally run within Worth Abbey Church pose any notable level of risk. There have been no major accidents, and records of minor injuries and past experience do not suggest that there are any notable hazards for people visiting here.

Where occasional specially designed activities seem likely to involve greater risks, these are assessed, and appropriate provision made for controlling the risk, dealing with foreseeable accidents, or modifying the activity, before it is carried out.

Smoking is not allowed within any building at Worth Abbey.

Medical Emergencies

There is a minor injuries clinic at Queen Victoria Hospital (East Grinstead) and in Crawley (each 15 minutes drive) and a full Accident & Emergency unit at East Surrey (Redhill – 25 minutes drive). There are telephones in the Vestry, Sacristy and Parlour 2 for emergency calls - dial 9-999.

First Aid

A defibrillator and first aid box is kept in the Narthex kitchenette.

Two accident books are available for the reporting of accidents;

1. Bursar's office 2. St Bruno's House.

Car parking facilities

Worth Abbey Church is sited well away from the busy road (B2110). There are a few dedicated parking bays reserved for drivers with mobility disabilities. The main car park is separated from the Church by an internal road, well illuminated at night. Visitors need to pay normal care and attention in and around the car park and internal roads and paths. The pedestrian route to and from the Church is paved and illuminated throughout. In frosty weather it is salted. Wheelchair users are advised to seek assistance on the sloping roads. The church is accessible at both Narthex and church floor levels with a lift between. Grass slopes can be dangerously slippery when wet.

<u>Hazard identification</u>	<u>Persons who might be harmed</u>	<u>Controls and actions in place to mitigate risk</u>
Vehicle movement & conflict with pedestrians causing injury	Visitors, staff, volunteers, school pupils, monks, contractors	<ul style="list-style-type: none"> • 10mph speed limit • Speed humps to slow vehicle movement • Dedicated car park • Marked pedestrian route for access from the car park to the Church • Good lighting
Slips / trips causing injury	Visitors, staff, volunteers, school pupils, monks, contractors	<ul style="list-style-type: none"> • All internal steps are clearly visible in a light coloured brick • Adequate lighting provided at change of floor levels • Visitors reminded to take extra care on the Piazza. • The choir are reminded to take extra care at the end of the choir seating
Fire safety	Visitors, staff, volunteers, school pupils, monks, contractors	A separate fire risk assessment has been prepared which complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005. There are sufficient exits to evacuate the building after verbal and visual warnings. Smoking is not allowed within any building at Worth Abbey.
Church Balcony – falls from height causing injury	Visitors, staff, volunteers, school pupils, monks, contractors	<ul style="list-style-type: none"> • Church Balcony kept locked when not in use • Balcony rails provided to prevent falls in front of descending staircases • Adequate lighting
The use of candles leading to burns / fire	Visitors, staff, volunteers, school pupils, monks, contractors	<ul style="list-style-type: none"> • Matches not left on open display to the public • Candles lit by the public are restricted to a chapel which has no significant fire load • Candles used in Church services monitored by monks and Sacristy team and extinguished after use.
Scalds / burn from tea making facilities	Staff, volunteers, monks	<ul style="list-style-type: none"> • Training for staff and volunteers using equipment in Narthex kitchenette • Hot water dispenser signage
Use of machinery and electrical equipment leading to injury	Visitors, staff, volunteers, school pupils, monks, contractors	<ul style="list-style-type: none"> • Visitors do not have access to any hazardous machinery • All equipment brought in by visiting groups must be approved for use by The Open Cloister Staff • Portable electrical appliances are regularly inspected and tested by in-house maintenance team
Hazardous substances	Staff, volunteers, monks	Separate COSHH risk assessments are held for all cleaning products. Substances hazardous to health are not accessible to visitors

Staff working with children

All staff of Worth Abbey are cleared with an enhanced check with the Criminal Records Bureau. Our Safeguarding Policy (see separate document), which contains information relating to the protection of young people and vulnerable adults from abuse and to dealing with allegations, follows that laid down by the Catholic Office for the Protection of Children and Vulnerable Adults and is periodically reviewed with the assistance of the Safeguarding Officer of the Diocese of Arundel and Brighton. Visiting Groups bringing young people must notify us of the Safeguarding Policy they will be operating under and to provide us with contact details of their local Safeguarding Representative.

Additional documentation available upon request:

Worth Abbey Health & Safety policy
Worth Abbey Safeguarding Policy
Procedures in the event of Fire
Worth Abbey Church Fire risk assessment
Policy on consumption of alcohol

