



# Great Shelford Free Church

Church Office: Ashen Green, Great Shelford, Cambridgeshire CB5 3EH  
Telephone: (01223) 842181; Email: [administrator@shelfordfreechurch.org.uk](mailto:administrator@shelfordfreechurch.org.uk)  
Website: [shelfordfreechurch.org.uk](http://shelfordfreechurch.org.uk)

## Health & Safety Policy

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 followed by appendices:**

**Page 2 - Section A:** General statement of policy

**Page 3 - Section B:** Organisation and responsibilities

**Page 4 - Section C:** Arrangements

**Page 11 - Appendix 1:** Responsible Persons

**Page 12 - Appendix 2:** Fire - Evacuation Plan

**Page 13 - Appendix 3:** Fire – Evacuation Procedures

**Page 15 - Appendix 4:** Accident Report Form

**Note to all employees, voluntary helpers 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 and safety of all members of the congregation, contractors, visitors and all others who may visit the church, church grounds and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement this policy are set out in Section B below.

This 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 of meetings of the Leadership Team at least quarterly, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

The Health & Safety policy will be reviewed annually.

Signed:

Printed:

Church Secretary

Church Secretary

For and on behalf of the Trustees of Great Shelford Free Church (Baptist)

# Section B

## Organisation and responsibilities

Overall responsibility for health and safety is that of the Trustees' 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.

The Trustees have the general responsibility to ensure that the 'Health and Safety' policy is implemented and that the arrangements outlined in this policy are updated as necessary.

The overall responsibility for ensuring the day to day implementation of the arrangements outlined in this policy is delegated to the Health and Safety Officer.

### **The responsibility of the Health and Safety Officer:**

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, as far as is reasonably practicable, that safe systems of work are in place.
4. Advise on the carrying out of suitable and sufficient risk assessments to ensure the health and safety of those who use the church premises and to identify appropriate controls.
5. Provide advice and guidance in relation to maintenance and servicing of the church buildings and grounds; safety precautions; equipment and clothing; maintenance of plant, tools and equipment; training/competence of operators; adequacy of access and exit routes; firefighting equipment; etc.
6. Carry out investigations of any accidents and recommend measures for preventing their recurrence.
7. Ensure that accident and other appropriate records are maintained and reported to the appropriate authorities.
8. Carry out regular inspections of church premises, grounds and equipment to identify potential hazards, or lack of adequate controls, and advise suitable remedial actions.
9. Provide regular update reports to the Trustees' meeting.

### **Responsibility of employees and voluntary workers:**

All employees and voluntary workers have a responsibility to cooperate in the implementation of this health and safety policy and to take reasonable care of themselves and others.

Employees and voluntary workers must therefore:

1. Comply with safety rules, operating instructions and working procedures.
2. Not act in any way that could cause harm to themselves or others.
3. Use protective clothing and equipment when it is required and when requested by a trustee or representative of the church.
4. Report any fault or defect in equipment immediately to the appropriate person.
5. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
6. Not misuse anything provided in the interests of health and safety.
7. Not interfere with any equipment, structure or in any way cause damage that could result in an injury to themselves or others.

### **Responsible persons**

The Trustees and the Health and Safety Officer.

Whilst it is the responsibility of everyone to act responsibly, use equipment safely and report any defects or significant events as soon as possible, Appendix 1 lists the responsible person(s) by activity.

# Section C

## Arrangements

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

Those who are trained First Aiders are listed in 'Responsible Persons' – Appendix 1.  
The locations of First Aid boxes are detailed in the 'Fire - Evacuation Plan' - Appendix 2.

In the event of an accident, once any injuries are appropriately treated (emergency services must be called immediately if required) and the area made safe, it must be reported initially to the person responsible for the activity. The responsible person will then inform the Health and Safety Officer and complete and submit the Accident Report Form (Appendix 4).

Accident records will be reviewed by the Health and Safety Officer who will report any incidents at the regular Trustees' meeting.

In addition, near misses, hazards and unsafe conditions are reported by completing relevant sections of the same form and sending to Health and Safety Officer.

A first aid protocol is kept in the kitchen for the Stewarding team and others to access in case of urgent need.

A list of designated First Aiders is held in the Church Office.

#### ***RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995***

Any accidents, illnesses or incidents which fall under the RIDDOR legislation must be reported as soon as possible to the Health and Safety Officer, designated trustee and chairperson of the trustees.

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. Also requiring statutory notification are diseases and certain dangerous occurrences, as defined by the regulations.

Information on who to notify and which injuries/illnesses require notification as well as all information on the act can be found at <http://www.hse.gov.uk/riddor>

## **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:

1. The fire risks in all GSFC church premises (main church building, Manse, 29 High Street, 6 Grain Close), including the risks to our neighbouring buildings, are reviewed annually.
2. A quarterly check is made to ensure that a fire can be detected in a reasonable time and that people can be warned.
3. The fire alarm is checked every week.
4. A bi-monthly check is made to ensure that people who may be in the building can get out safely including checking the working of emergency lighting and fire exit signage.
5. Fire Exits, as well as gangways leading to exits, are properly indicated and are kept clear at all times.
6. Reasonable fire-fighting equipment, appropriate for the areas for which they are designated, is provided and checked by a registered company annually and a certificate obtained.
7. The extinguishers, which are kept in the locations detailed in Appendix 2, are checked every month by the Health and Safety Officer to ensure that they are still in place, as well as at the correct height, and have not been discharged.
8. Stewarding team leaders, Worship Leaders, Group Leaders and employees are updated annually regarding what to do when a fire occurs including evacuation procedures (see Appendix 3).
9. A 'fire evacuation' drill is held annually on a day when it is not expected. Following such drill a risk assessment is completed with analysis of any problems encountered and fire procedures are updated.
10. Any groups, and others, using the buildings must have read the 'fire evacuation procedure' and know what to do if there is a fire.

## **3. Electrical safety**

1. A list of all our portable electrical appliances is maintained by the nominated trustee.
2. Twice a year there will be a visual inspection of cables and connections to portable appliances.
3. Portable appliances will be tested biennially by a competent electrician who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any faulty appliances will be repaired or disposed of.
4. 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. A report will be prepared, filed and any necessary remedial work will be carried out.
5. 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:
  - a. Visually check all electrical equipment before use.
  - b. Report all faults immediately to the nominated trustee.
  - c. Do not attempt to use or repair faulty equipment.
  - d. Electrical items brought in for occasional use, but not left on church property, may only be used at the discretion of the leader of the activity concerned.
  - e. Electrical equipment should be switched off and disconnected when not in use for long periods.
  - f. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### **4. Gas equipment safety**

All gas equipment is to be maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

#### **5. Hazardous substances**

The Health and Safety Officer will maintain a list of all hazardous substances used in the church.

Where possible, we should eliminate the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

1. 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 (CHIPS regulations 2002) 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.
2. Asbestos. Where asbestos is known to be on the premises we must record its presence. (cf Asbestos Survey 11.01.2010 which refers to the possibility of existence of asbestos of the roof tiles of the main church roof). If asbestos is discovered and is in a position or condition to be a health hazard it will be removed by a recognised and qualified professional. Where it is deemed not a health hazard it will be left in situ until such time as it can be removed by a recognised and qualified professional. Anyone working in an area where asbestos may exist should be informed by the Health and Safety Officer.

#### **6. Safety of plant and machinery**

The Health and Safety Officer will maintain a list of all items of plant and machinery used in the church.

The procedures for checking and rules for use are as follows:

1. All equipment must be fully maintained and all guards in place before they are used. Employees and voluntary workers must only operate plant or machinery for which they have received full training and are authorised to use and check such equipment before using it to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
2. Any defect and damage found to any item of plant or machinery must be reported to the responsible person
3. A schedule must be kept of maintenance requirements and when completed.
4. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
5. Machinery must be switched off and isolated from power before any adjustments are made.
6. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
7. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
8. 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 unsupervised.
9. 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. It is important that someone is available to assist the person using such equipment.
10. Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
11. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on regularly.

## **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 Health and Safety Officer of:

1. All floors and stairs in the church and buildings; and
2. All paths and steps in the grounds.

Any defects or potential problems will be reported to the Building and Fabric Trustee, who will arrange for repairs or remedial measures to be carried out.

In addition, the Building and Fabric Trustee will coordinate arrangements for the clearing of paths in the event of accumulation of moss, algae and leaves and after snow falls or during icy conditions.

## **8. Lighting**

In order to ensure that the church is adequately lit, an inspection will be made every month by the Building and Fabric Trustee to ensure that all lights in the church, hall and church grounds are working. Any bulbs that require replacing will be reported to the Building and Fabric Trustee who will ensure that the bulbs are replaced following all appropriate safety procedures.

## **9. Working at high levels**

Apart from the following activities, work at height will only be undertaken by appropriately qualified and equipped specialist contractors, who will be responsible for specifying the safe method of working.

Only the following work is authorised:

1. Replacing light bulbs in the church,
2. Servicing and replacing lamp of high level A/V projector & TV,
3. Clearing leaves and debris from the gutters.

## **10. Preparation of food**

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs. Food Safety (General Food Hygiene) Regulations 1995.
2. We ensure that all food handlers have received appropriate 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 kitchen areas.
6. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

## **11. Manual handling/Heavy lifting**

### ***Lifting, carrying and moving loads***

1. Our policy is to eliminate 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 workstations 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 Health and Safety Officer.

## **13. Hazardous buildings/glazing**

1. Our policy is to ensure that our buildings are safe and without risks to the health and safety of all who work in and use them. In order to achieve this, the buildings are inspected twice a year by the Health and Safety Officer.
2. Any defects noted are immediately reported to the trustee responsible for maintenance 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.
5. A check is made of any asbestos in the building 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.

## **14. Child Protection and Safeguarding**

The church has a Child Protection and Safeguarding Policy. A statement upholding the policy will be made at each annual Church Members' meeting and be suitably recorded. The policy is displayed on the notice board in the church foyer. A permanent record will be maintained of all accidents involving children. Appropriate risk assessments relating to the work with children are carried out.

## **15. Personal Safety/Lone Working**

Staff and volunteers are discouraged from working alone on the premises. Where this is unavoidable, then a third party should be aware of the staff member's or volunteer's presence and the expected duration of their visit/task. It is advisable for the person alone in the premises to use the Ashen Green entrance and to lock themselves inside the building.

All employees, leaders, helpers, volunteers and those who use or attend the church premises are advised that personal awareness and continued vigilance are of paramount importance and to be alert to suspicious or unaccountable conduct by others in the vicinity of GSFC and to call for assistance via "999" at the first sign that something unusual has happened or is about to happen.

Trust one's own instincts and if a threat of danger is felt aim to get away as quickly as possible. Be aware of surroundings and potential hazards and try to keep oneself between the aggressor and a means of escape.

No one can have greater interest in protecting themselves than the individual concerned and the greater degree of effort put into the task the greater will be the degree of safety.

## **16. Risk assessments/activities**

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. For all hazardous activities, any contractor/s will need to carry out risk assessments and introduce procedures that must be followed and be able to provide us with a copy of them on request. The following are examples of activities that will require risk assessments:

1. Fêtes, including the use of bouncy castles;
2. Sponsored walks, visits and outings;
3. Picnics away from church premises;
4. Erection of temporary staging.
5. Baptisms

## **17. Risk assessments/activities – 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 kept by the church.
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 systems 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' which may be verbal, will also specify any safety precautions they must undertake. These terms and conditions will be checked by the person hiring the contractor on behalf of the Church.

## **18. Risk assessments/activities - Users of the Church**

For all activities, other users of the church premises need to be provided with a copy of any risk assessments and procedures that must be followed. Activities outside the normal functions of the church will need separate risk assessments by those organising the event. The following are examples of activities that will require risk assessments:

1. Children's parties including the use of bouncy castles;
2. Sponsored walks, visits and outings;
3. Any event where a child / young person may stray beyond the church rooms and grounds.

## **19. Insurance**

A copy of the current certificate of Employers' Liability insurance is displayed in the Church office.

## **20. Disability**

We have an 'Open to All' Policy and have carried out a disability access audit which is regularly reviewed.

## **21. Consultation**

This document is made available to all employees, voluntary helpers and contractors together with users of GSFC. A copy is available to view in the church office and at GSFC and the HSO will be pleased to receive any views or comments on this document or any other health and safety issue.

## **22. Information and enforcement**

### ***Environmental Health Service Information:***

Tel: 0845 3450055

Web Page: <http://www.hse.gov.uk>

HSE Books: Tel: 01787 881165

We thank The Ecclesiastical Insurance Group, who work on behalf of the Baptist Union and others, for the information contained in their outline document, on which we have based our Health and Safety Policy.

## **23. Health and Safety Law poster**

A copy of the HSE poster 'Health and Safety Law - what you should know' is displayed in the Church Entrance.

# Appendix 1:

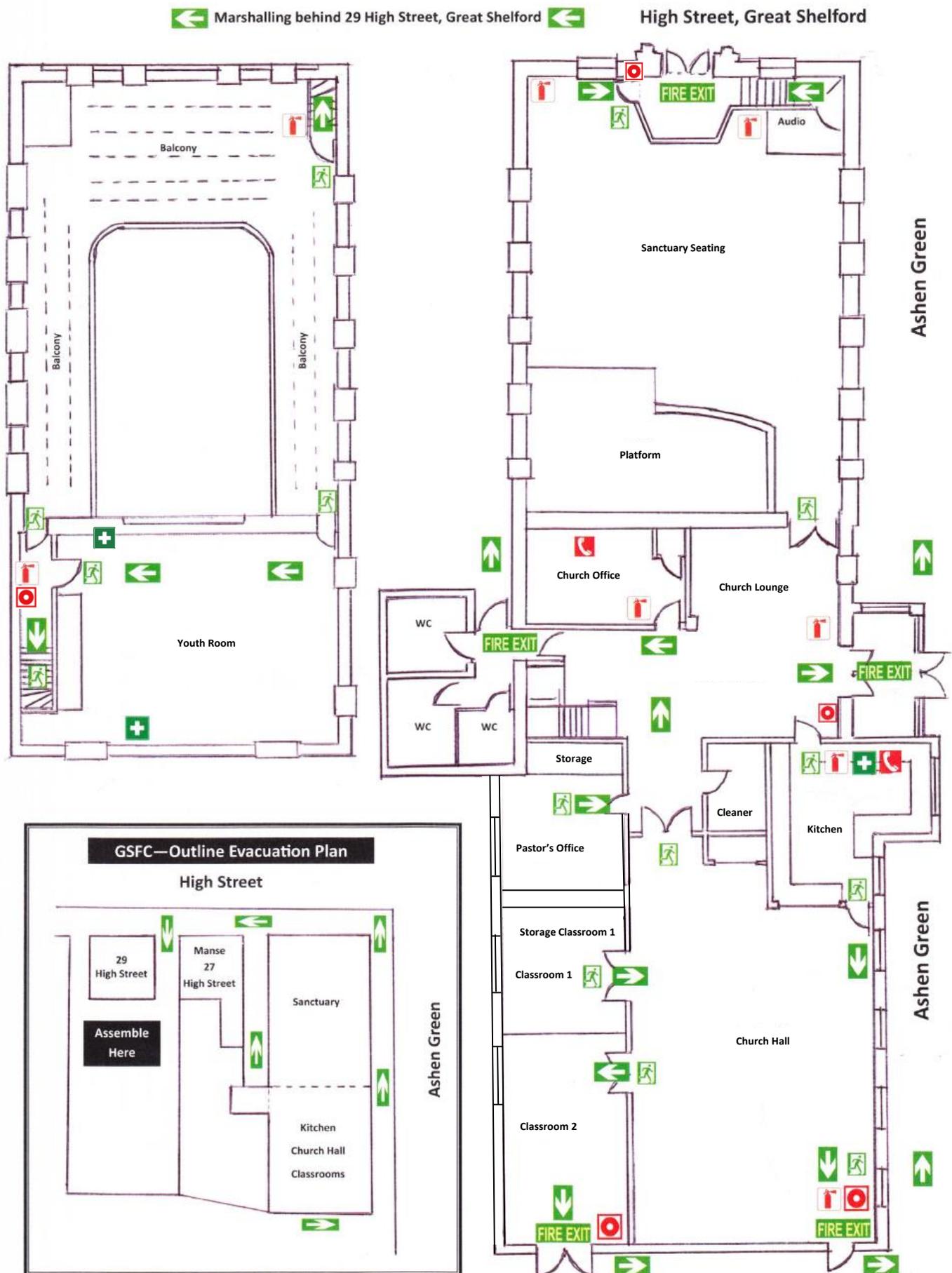
## Responsible Persons

The following are responsible for safety in particular areas:

<b>By Activity</b>		<b>Name(s)/Position</b>
1a	Accident book/Accident reporting	Church Secretary / Administrator
1b	First Aiders	Trustees
2	Fire Safety	Fabric Trustee
3	Electrical Safety	Fabric Trustee
4	Gas equipment	Fabric Trustee
5	Hazardous substances	Fabric Trustee / Fellowship Trustee
6	Plant and machinery	Fabric Trustee
7	Slips, trips and falls	Fabric Trustee
8	Lighting	Fabric Trustee
9	Working at high levels	Fabric Trustee
10	Preparation of food	Fellowship Trustee
11	Manual handling	Fabric Trustee
12	Display screen equipment	Fabric Trustee
13	Hazardous buildings/glazing	Fabric Trustee
14	Child Protection	Child Protection Team
15	Personal Safety/Lone working	Church Secretary / Administrator
16	Risk Assessments/activities (children)	Child Protection Team
17	Risk Assessments: contractors	Church Secretary / Fabric Trustee / Contractors
18	Risk Assessments- verification: Activities – users of church premises	Church Secretary / Administrator
19	Insurance	Treasurer
20	Disability	Leadership Team
21	Consultation	Church Secretary / Administrator
22	Information and enforcement	Leadership Team
23	Health & Safety Law poster	Church Secretary / Administrator

# Appendix 2:

Fire evacuation, Position of fire-fighting equipment, exits, first aid boxes, etc.



## Appendix 3: Fire - Evacuation Procedures

The **Evacuation Procedure** to be followed when the fire alarm has sounded or the Leader of the activity has been informed that a fire has been discovered/suspected (see below) must include the following:

- a) Responsibilities of the Leader of the activity
- b) Measures to be taken to ensure that the building has been evacuated.
- c) Procedure for calling and liaising with the emergency services.
- d) Procedure for silencing the fire alarms, making sure that a fire alarm is never silenced by an unauthorised person or when it is not safe to do so.

### A. WORSHIP SERVICES

#### Responsibilities of the Service Leader:

1. Stop the service and order a calm orderly evacuation of the building.
2. He/she will tell someone to dial 999 and call the fire-fighters.
3. He/she will direct worshippers to whichever exit is felt appropriate receiving guidance from the stewarding team and trustees.
4. Advise parents that their children will be evacuated by their leaders/carers and that they must NOT attempt to collect them as this will impede others leaving the premises.
5. Ask a responsible adult who is exiting via the Ashen Green entrance to marshal the worshippers to the rear of 29 High Street.
6. Check with the Chief Steward that the building is clear if fire-fighters have not arrived.

#### Responsibilities of the Chief Steward and his/her team:

1. The Chief Steward will ensure the fire-fighters have been called.
2. A designated steward will be at each exit and ensure an orderly exit.
3. A designated steward will ensure those exiting the balcony can do so safely and not impede those leaving the main sanctuary.
4. Stewards should marshal worshippers to the assembly point behind the building at 29 High Street. Stewards must be aware that fire engines will need to get to the church building and therefore ensure that their access is not hindered.
5. Doors must be kept clear so that those inside can exit and firemen can enter.
6. When the building is clear, and if fire-fighters have not arrived, the Chief Steward should inform the Service Leader that the building is clear.
7. The Chief Steward will ensure the elderly and infirm are helped. Those elderly who are able to walk will be helped, but with care as there may be pushing.
8. Those in wheelchairs should be taken to a safe area and a designated steward should stay with them.
9. The Chief Steward will send one of his/her team to ensure those in the crèche/Kids Club/Youth Loft are leaving. Male/female toilets should also be checked.
10. If safe to do so, he/she should follow the procedure to 'silence' the fire alarm.

#### Responsibility of Children's Leaders:

1. An adult must lead the children and adults involved in Sunday children's activities - Crèche/Kids Club/Youth Loft - via the nearest available exit depending on the source of the fire.
2. The Leader/Organiser should remain to ensure that everyone in the children's areas have been evacuated.
3. To marshal all the children at the assembly point behind the building at 29 High Street.
4. To ensure all children are accounted for (check with the register), keep them there until advised they can leave.
5. Children's leaders/helpers remain responsible for the children until ordered to release them to parents.

**Responsibility of the Trustees:**

1. Liaise with the Service Leader and Chief Steward at all times.
2. Make sure that the fire alarm has been 'silenced' (only if it is safe to do so) once it is clear that the building has been evacuated.

**At all times the chain of command is:**

1. The Service leader.
2. The Chief Steward.
3. The Trustees.

**B. COMMUNITY ACTIVITIES****Responsibility of Leader/Organiser:**

1. On being informed of a fire or suspected fire, the Leader/Organiser must stop the activity immediately and order a calm orderly evacuation of the building.
2. He/she will dial 999 and call the fire-fighters without compromising their own safety.
3. A responsible adult must lead the group (children and/or adults – depending on the activity) via the nearest available exit depending on the source of the fire.
4. If there are elderly and/or infirm people on the premises, the Leader/Organiser will ensure they are helped. Those elderly who are able to walk will be helped, but with care as there may be pushing.
5. Those in wheelchairs should be taken to a safe area and a responsible adult should stay with them.
6. The Leader/Organiser will remain to ensure that everyone has been evacuated.
7. The responsible adult must take great care to marshal everyone at the assembly point behind the building at 29 High Street. Be aware that fire engines will need to get to the church building and therefore ensure that their access is not hindered.
8. For children's activities, leaders/organisers and workers remain responsible for the children until ordered to release them to parents.
9. Doors must be kept clear so that those inside can exit and firemen can enter.
10. If safe to do so, he/she should follow the procedure to 'silence' the fire alarm.

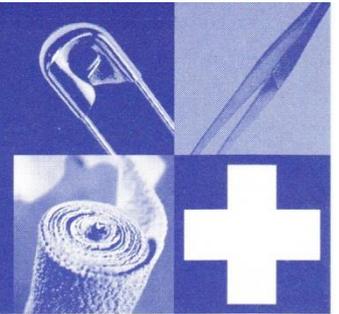
***It is important that we defer to the superior in the chain of command so that contradictory orders are not given. Once the fire-fighters arrive, their leader will assume command.***

# Appendix 4:

## Accident Report Form

Report Number

# ACCIDENT RECORD



### 1 About the person who had the accident

Name .....

Address .....

Postcode .....

Occupation .....

### 2 About you, the person filling in this record

▼ If you did not have the accident write your address and occupation.

Name .....

Address .....

Postcode .....

Occupation .....

### 3 About the accident *Continue on the back of this form if you need to*

▼ Say when it happened. Date / / Time .....

▼ Say where it happened. State which room or place. ....

▼ Say how the accident happened. Give the cause if you can. ....

▼ If the person who had the accident suffered an injury, say what it was. ....

▼ Please sign the record and date it.

Signature .....

Date / / .....

### 4 For the employer only

▼ Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

How was it reported? .....

Date reported / / .....

Signature .....