

HEALTH & SAFETY ASPECTS FOR WELCOMERS/STEWARDS

In the unlikely event of an emergency situation such as a power cut, fire or potential threat the following aspects will be useful in controlling the situation:

- If a situation arises, always follow the directions of the Clergy.
- Familiarise yourself with the Fire Emergency Plan and follow the guidance therein.
- Know where the Fire Alarms are and the location of the Emergency Exits.
- Know where the Fire Blankets and Fire Extinguishers are located.
- Know where the Emergency Lights are and how to turn them on.
- If an Emergency takes place direct the congregation to the appropriate Emergency Exit.
- Currently the only exit for disabled, wheelchair users or poor mobility parishioners is the main door. (We are looking to provide a ramped exit to the Emergency Exit to the right of the Lady Chapel.) Be ready to provide or organise assistance to ensure speedy exit is made.
- Know where the wheelchairs are kept if one is required to help a less able person.
- If an external threat situation arises ensure the door security bars are in place to prevent access, eliciting assistance to close the doors if required.

OTHER H&S ASPECTS:

In wet weather conditions, ensure the “WET FLOOR” bollard is displayed.

In icy conditions assist in spreading grit/salt on pedestrian walk areas near the church entrance (the car park is not required to be gritted).

There may be additional aspects associated with Large or Vigil masses at Xmas or Easter which will be communicated nearer the time e.g. watch for children's party clothing as this may be quite flammable –advise to stay away from candles.

If requested to carry out stewarding duties on the carpark only do so if a high visibility jacket is made available.