

HOLY TRINITY
ST SAVIOUR'S



HEALTH & SAFETY POLICY

**Parochial Church Council
Parish of Knaphill with Brookwood
Chobham Road
Knaphill
Woking
Surrey GU21 2SX**

Issued November 2016

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Section A – General Statement of Policy

The Parish of Knaphill with Brookwood (hereinafter called “the Parish”) is served by the parish churches of Holy Trinity, Knaphill (HT) and St Saviours Brookwood (StS) and provides a range of services and facilities to the community and has a diverse risk profile.

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, church grounds and any associated buildings.

We will bring to the attention of our employees, contractors and voluntary workers the Health & Safety Policy, the arrangements for carrying out the Policy and will ensure that they know what is expected of them.

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

The policy will be kept under constant review, particularly in the light of any changes to our buildings or activities, and the appropriate changes made and communicated to relevant parties. Employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

The Vicar and Churchwardens will ensure that any item or occurrence effecting health and safety will be brought to the attention of the Parochial Church Council to ensure that the appropriate action is taken.

B: Organisation and Responsibilities

B.1 Responsibility of the Vicar

The Vicar has overall responsibility for the management of Health and Safety within the Parish and ensures that arrangements are in place to satisfy Health and Safety regulations, and appropriate Codes of Practice.

Specific responsibilities may be delegated by the Vicar to church employees and voluntary workers especially as new groups or projects emerge. The names of those people will be notified to the Churchwardens and/or Health and Safety Officer(s) and anyone so delegated will be clearly informed of their health & safety responsibilities

B 2 Responsibility of the Parochial Church Council

The Parochial Church Council (PCC) has the general responsibility of ensuring that the requirements of this Health and Safety Policy are implemented and, where necessary, making adequate financial provision.

It will ensure that there are effective channels of communication and consultation for health, safety and welfare for employees, contractors, voluntary workers and those people using its premises.

B.3 Responsibility of the Churchwardens

The Churchwardens are responsible for the fabric and fittings of the church property and for ensuring that the arrangements outlined in this policy are carried out and updated as necessary

They are responsible for the day to day implementation of the arrangements outlined in this policy which include:

1. Establishing and maintaining a system of regular checks on health and safety matters
2. Establishing and maintaining a current list, including contact details, of named post holders with responsibility for health and safety and trained first aiders.
3. Being familiar with health and safety regulations as far as they concern church premises
4. Being familiar with the health and safety policy and arrangements and ensure they are observed
5. Ensuring, so far as is reasonably practicable, that safe systems of work are in place;
6. Ensuring the church and hall are clean and tidy
7. Ensuring the church grounds are properly maintained, including the safety of trees, and that the grass is kept cut
8. Ensuring that safety equipment and clothing is provided and used by all personnel where this is required.
9. Ensuring that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
10. Ensuring that adequate access and egress is maintained
11. Ensuring adequate fire fighting equipment is available and maintained
12. Ensuring that food hygiene regulations and procedures are followed
13. Reporting Health and Safety issues to the PCC and/or its Standing Committee

14. Ensuring sufficient health and safety inspections are carried out within areas under their control to maintain a safe environment;
15. Produce an annual Health and Safety Report for the APCM
16. Ensuring adequate Health and Safety awareness among staff and voluntary workers
17. Ensuring health and safety responsibilities are communicated by the Hall Managers to Hirers and non-HT and StS users of the Hall buildings and grounds
18. Ensuring that all accidents, near misses and hazardous incidents are reported, investigated and appropriate action taken;

B.4 Responsibility of the Health and Safety Officers

The Health and Safety Officers, where required, assist the Churchwardens in carrying out their health and safety duties. They are appointed by the PCC

B.5 Responsibility of Employees and Voluntary Workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore

1. Be aware of and comply with the Health and Safety Policy and all codes of practice pertaining to their role including safety rules, operating instructions and working procedures
2. Use protective clothing and equipment when it is required, e.g. gloves, hard hats, etc.
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 hazards as soon as possible
5. Not misuse anything provided in the interests of health and safety
6. Take reasonable care for the health and safety of themselves and others who may be adversely affected by their actions or omissions;
7. Produce Risk Assessments where appropriate to their activity.

B.6. Responsibility of Activity Leaders and Post Holders

The Activity Leader is the leader of the activity, or in the case of lone working, the individual themselves and is responsible for the safe conduct of the activity. They must alert the Churchwarden and/or Health & Safety Officer as to any concerns that they may have, or any issues that arise from their activity.

All Activity Leaders shall receive copies of, or relevant parts of, the Health and Safety Policy and appropriate codes of practice.

A list of Activity Leaders and appointed Post Holders is included in Appendix A. An up to date list is maintained by the Church Administrator.

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, visitors and contractors.

C.1 Accidents and First Aid

C.1.1 First Aid Boxes

First aid boxes are located in various positions around the church premises, namely:

HT – Church Vestry

HT – Hall Kitchen

StS – Church Servery

StS – Hall Servery

In addition, a portable first aid box to be used at events outside the church is located in the HT Church Office.

Any items from the First Aid Box that are used are replaced expeditiously by ordering through the HT Church Office.

First Aid Boxes are checked at a minimum of three monthly intervals by the designated Activity Leader who is a qualified First Aider. This is to ensure that they are complete and that the contents are within the “use by date”

C.1.2 Trained/Qualified First Aiders

The Parish arranges for outside organisations (e.g. St John Ambulance) to provide appropriate first aid training to employees and voluntary workers regularly working with children.

Although the Parish does not provide overall first aid cover, where approved by the PCC, training is provided to volunteers. Leaders of groups operating out of Parish premises or being run on behalf of the Parish (e.g. Holiday at Home) are required to ensure that their group complies with current first aid legislation.

Trained/qualified First Aiders are listed on church and hall notice boards which are kept up to date by the Church Administrator.

C.1.3 Accident Books

All accidents and incidents are to be entered in the Accident Book on an Accident Report form and, where significant, the relevant Churchwarden and/or Health and Safety Officer advised. The Churchwarden will decide whether or not to contact the Parish’s insurers.

Separate accident books are located with each of the first aid boxes (see C.1.1 above). Once completed these tear-off forms are given to the Church Administrator for storage in the HT Church Office. These books and records are regularly reviewed by the Churchwarden and/or Health and Safety Officer.

If the Church or Hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book and they are advised of its location.

C.1.4 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

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.

The following is a brief summary:

Any fatality to employee or non-employees, including voluntary workers;

Major Injuries to employee or non-employees, including voluntary workers (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 employee or non-employees, including voluntary workers that requires the injured person to be taken straight to hospital for treatment.

Any accident, dangerous occurrences and disease that are likely to be subject to RIDDOR must immediately be referred to the designated Responsible Person(s) and guidance sought.

C.2 Fire Safety

In order to fulfil the Parish's obligations under the Regulatory Reform (Fire Safety) Order 2005, the following is undertaken:

1. An assessment is made of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
2. A check is made that a fire can be detected in a reasonable time and that people can be warned.
3. A check is made that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
4. Reasonable fire fighting equipment is provided.
5. A check is made that those in the building know what to do if there is a fire.

Risk Assessments are carried out to determine whether fire evacuation drills are required and their frequency. In the case of children's groups (e.g. HT Pre-school, JuC, Messy Church, etc.) drills are carried out every term.

All employees and voluntary workers take personal responsibility for their own others safety and should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

C.2.1 Fire Extinguishers

Fire extinguishers and fire blankets are kept in the various locations around the church and hall premises. A list of extinguishers and their types is kept by the Church Administrator.

The fire extinguishers and blankets are regularly checked to ensure that they are still in place and have not been discharged. In addition, they are checked annually by an approved specialist contractor.

C.2. 2 Fire Alarm System

The HT and StS Church Hall fire warning systems have various test points that are regularly checked by the Activity Leader.

C.2. 3 Evacuation Procedure

Evacuation procedures for each church and hall are produced by means of Risk Assessment. Typically these include:

1. 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) (e.g. nave) (e.g. north door)
4. Responsibility for using each fire extinguisher will be allotted to named and trained competent persons.
5. If emergency lighting is not available, torches are made available.
6. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the (Service Leader, Churchwarden, Activity Leader, etc.)
7. Persons will assemble outside at the designated location.
8. The emergency services will be contacted immediately by the Duty Warden or Activity Leader

C.2.4 Fire Action Signs

Fire Action signs are provided around the buildings. Typically, these include the following wording:

1. Immediately raise the alarm
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
5. If 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
6. Evacuate to the designated assembly point

C .3 Electrical Safety

To ensure electrical safety:

1. A list of all our portable electrical appliances is maintained by the Church Administrator
2. Plugs, cables and sockets will be inspected by the User to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the Churchwarden and/or Health and Safety Officer for action
3. Our portable electrical equipment will be tested (commonly known as PAT tested) by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of. The equipment to be tested and its

frequency of testing will be determined by the HSE and specialist organisation recommendations.

4. Every quarter a visual inspection will be carried out of the fixed electrical installation by the Churchwarden and/or Health and Safety Officer. Any defects will be reported to for action
5. 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. Any necessary remedial work will be carried out
6. At intervals recommended by the relevant Code of Practice our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers
7. All employees and voluntary workers must observe the following:
 - a. Visually check all electrical equipment before use
 - b. Report all faults immediately to the Churchwarden and/or Health or Safety Officer
 - c. Do not attempt to use or repair faulty equipment. No electrical equipment is to be permanently brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.
 - d. Electrical equipment should be switched off and disconnected when not in use for long periods
 - e. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

C.4 Gas Equipment safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register and appropriate certificates filed in the Church Office.

Any necessary work required for safety is implemented immediately

C.5 Hazardous Substances

The Churchwarden and/or Health and Safety Officer will maintain a list of all hazardous substances which is filed in the Church Office. Where possible, the use of hazardous substances will be eliminated.

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 for example

C.6 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 Churchwarden and /or Health and Safety Officer of:

1. All floors and stairs in the church and hall, and

2. All paths and steps in the church grounds. Particular note will be made of moss, algae and leaves on paths. The Churchwarden will arrange for repairs or remedial measures to be carried out.

C.7 Lighting

In order to ensure that the church is adequately lit, a regular inspection will be made by the Churchwarden and/or Health and Safety Officer to ensure that all lights in the church, hall and church grounds are working.

Arrangements will be made to ensure that the bulbs are replaced expeditiously

C.8 Working at Height

High level is defined as any level that requires the use of a ladder or platform to enable work to be carried out. This typically includes work on the following:

1. The church windows (inside and outside) and the church hall first floor windows.
2. The church and church hall roof or guttering.
3. The church bell
4. Anything at or above the church wooden cross beam level, including changing light bulbs, adjusting overhead projector, etc.
5. Ceiling lights in the church hall

Only the following persons may work at high level:

1. Approved contractors,
2. Competent staff or volunteers as determined by the Churchwarden and/or Health and Safety Officer.

The following procedures must be followed:

1. A second person must always be present at low level
2. Ladders must be secured so that movement is not possible
3. A written risk assessment must be made before work commences except for the replacement of light bulbs, clearing leaves and debris from the low-level church and hall gutters.

The appropriate training will be given where appropriate.

C.9 Preparation of Food

Although the Parish does not provide a fully compliant kitchen, it does provide a kitchen/pantry in both Holy Trinity and St Saviour's for the provision of light meals and hot drinks to support specific functions. It comprises basic appliances, such as ovens, hobs, sinks and refrigerators and these are regularly cleaned and fully integrated into the Hall maintenance and cleaning regimes.

Tea, coffee and other drinks are prepared in the kitchen/pantry and the majority of food is prepared off site and offered as if a private function. Where food is prepared we:

1. Ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs

2. Ensure that all food handlers have received adequate supervision, instruction and training
3. 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. Ensure that before any preparation commences, all surfaces coming into contact with food are washed down and disinfected
5. Ensure that food stuffs are only prepared in the HT kitchen or StS Serveries.
6. Ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

C.10 Manual handling – lifting, carrying and moving loads

Our policy is to eliminate the need for manual handling as far as is reasonably practicable

1. Where it is not possible to avoid the need to move loads in excess of 25kg per person handling the load, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible
2. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
3. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

C.11 Display Screen Equipment

Our policy is to assess the risks to all habitual users of computer workstations and audio visual equipment 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
7. Daily work routines will involve periods away from the screen.

Workstation users shall be responsible for self-awareness of personal risks and feeding back any concerns to the Responsible Person.

C.12 Buildings

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:

1. The buildings are inspected every quarter by the Churchwarden and/or Health and Safety Officer.
2. Any defects noted and the Churchwarden immediately ensures that 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. Where there is asbestos it has been labelled as such and is recorded in the church log book. Information regarding any asbestos remaining in the buildings is given to all contractors and anyone else who may be affected

5. 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.

C.13 Child and Vulnerable Adult Protection

Child and vulnerable adult protection is covered by the Parish Safeguarding Policy, Procedures and Practice and is laid out in detail in a separate publication that is available for reference in the Church Office, at the back of the church and a summary of which is given to all Hall Users.

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 and vulnerable adults.

C 14 Personal Safety and Lone Working

Common sense is expected from all staff and volunteers having to work alone in the church or hall, accepting persons into their homes and handling cash and other valuables outside of the church premises.

The parish follows diocesan guidelines for Lone Working and the following guidelines should be followed:

1. When working alone in the church or hall: the doors should be locked; only known people should be admitted and someone else should know of your whereabouts.
2. When working in church boiler rooms: Under no circumstances should you enter the HT boiler rooms alone unless someone else on the premises knows of your whereabouts and keeps a check.
3. When accepting people into your own home, or visiting others: if the person is known or suspected to pose a risk, or is of the opposite gender, you should be accompanied; otherwise someone else should know of your whereabouts.
4. When handling valuables outside of the church premises: safe well-used routes should be taken, night time should be avoided, the valuables should not be visible, if the value is high you should be accompanied.

C.15 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.

C.16 Activities

All people taking part in Parish controlled activities must take care of their own and others' health and safety. They must comply with Parish policies, codes and procedures and report hazards and dangerous situations to a member of staff or volunteer.

The following types of activity, outside of regular Sunday and religious festivals will require Risk Assessments (example copies for regular events are kept in the Church Office risk assessment folder):

1. Events and activities open to the public (e.g. Holiday Club, Messy Church)

2. Off-site activities co-ordinated by the church (e.g. Parish Weekend, Holiday at Home)
3. Maintenance events of the church buildings and grounds (e.g. Spring Cleaning) which involves more than two people
4. Catered events and activities where hot food is provided (e.g. Parish BBQ).

The PCC must be notified about every off-site activity before the event, and where there is a potential for Risk, assessments must also be produced using the appropriate form.

C.17 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 if they employ more than five people 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. All contractors to provide full risk assessments for project/work to be carried out in advance of commencing work.

Where the Construction (Design & Management) Regulations (CDM) apply the Responsible Person will ensure that the necessary arrangements are put in place.

C 18 Information and Enforcement

<p>Environmental Health Service Information: Woking Borough Council Civic Offices Gloucester Square Woking Surrey GU21 6YL Tel: 01483 75585</p>	<p>Employment Medical Advisory Service Phoenix House 23-25 Cantelupe Road East Grinstead West Sussex RH19 3BE Fax: 01342 334222</p>
<p>Health & safety Executive Information: Information Line: 0845 345 0055 HSE Books: 01787 881165</p>	<p>Health and Safety Law poster A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the Church Office</p>

APPENDIX A – Activity Leaders and Post Holders

This list is current at the time of issuing this Health and Safety Policy. An up to date list is held by the Church Office

Activity Leaders

Accident book/Accident reporting	Church Administrator
Building Defects	Churchwarden
CDM Regulations	Churchwarden
Condition of Church Grounds	Churchwarden
Condition of Floors and stairs	Churchwarden
Contractors	Churchwarden
Desk-top computer screens	Churchwarden
Emergency Church Evacuation	Duty Warden
Event Risk Assessments	Activity Leader
Fetes and Outings	Churchwarden
Fire Extinguishers	Churchwarden
First Aid Boxes	Church Administrator
Fixed Electrical Equipment	Churchwarden
Food Preparation	Hall Manager
Gas Equipment	Churchwarden
Hall Hire	Hall Manager
Hazardous substances	Churchwarden
Healing on the Street (HOTS)	Activity Leader
Health and Safety Training	Churchwarden
Holy Trinity Pre-School	Pre-School Manager
Home Groups	Home Group Leaders
Ignite/Influx/Illuminate	Youth-Pastor
Junior Church (Ju:C)	Activity Leader
Light Bulb Changing	Churchwarden
Manual Handling	Churchwarden
Portable Electrical Equipment	Churchwarden
Premises Risk Assessments	Churchwarden
RIDDOR	Churchwarden
Safeguarding Adults at Risk of Harm	Parish Safeguarding Officer
Safeguarding Children & Young People	Parish Safeguarding Officer
Services	Duty Warden
Sunrise Breakfast Club	Activity Leader
Working at High Levels	Churchwarden

NB Where appointed a Health and Safety Officer assumes some of the duties of the Churchwarden

Post Holders

Vicar	Neil Hopkins
Parochial Church Council (2016/2017)	Neil Hopkins, Julie Levett, John Durrant, Chris Hunt, Helen Simmons, Sue Kaufman, Roy Clare, Neil Wells, Yvonne Frew, Vicki Veness, Bob Bailey

Churchwarden (HT)	Clare Leigh, Kath Brooks, Olivia Moses,
Churchwarden (StS)	Josh Levett
Health and Safety Officer (HT)	John Durrant
Health and Safety Officer(StS)	Chris Hunt
Fire Warden (HT)	Simon Holroyd
Fire Warden (StS)	Chris Hunt
Church Administrator	Simon Holroyd
Children and Family Worker	Nick Webster
Hall Manager (HT)	Caroline Bowen
Hall Manager (StS)	Jo Birkby
Youth Pastor	Judith Hookins
Parish Safeguarding Officer	Nick Webster
Parish Safeguarding Officer	Ben Barnes
Duty Warden (HT)	June Luker (Children and Young People)
Duty Warden (StS)	Simon Holroyd (Adults at Risk of Harm)
	John Durrant, Simon Holroyd, Julie Stearn
	Mike Hawkins, Chris Benson, Kath Brooks,
	Nick Webster
Pre-School Manager	Sarah Gill

