



Accidents and Incidents

A Note to all Church Members, Staff, Volunteers and Visitors (incl. those using the church and The All Saints' Centre under any form of rental/letting agreement)

We take health and safety, and your protection, seriously. We always seek to put in place and maintain safe procedures and safety measures that limit accidents in our buildings and grounds.

A full Health and Safety policy is in place (and was reviewed recently) and risk assessments have been undertaken to back this up, with a series of related policies installed (again, reviewed recently) to cover 'high risk' activities.

For further information, please see 'Our Health and Safety Policy' (updated).

However, it's impossible to prevent accidents and incidents, so it's important to take personal precautions, and take personal responsibility for those in your care, to ensure that you and they don't place yourselves, and themselves, at risk.

Thank you for your co-operation.

In the event of an incident, we have a supply of 'Reporting Accidents and Incidents at Work' brochures offering guidance on what to do. These are held with the Accident Book and with our Church Administrator, Hilary Dale.

If there are none with the Accident Book, or if you are unsure what to do, please ask Hilary Dale – or either Church Warden, Andy Turner or Sue Walker.

The Accident Book is held in a drawer under the servery in the kitchen.

All accidents and incidents, **no matter how small**, should be reported to Hilary Dale, Church Administrator - or, in her absence, to any one of the staff team or one of the Church Wardens, Andy Turner or Sue Walker.

Further, a record of the incident needs to be made and this should be done using the Accident Book.

A list of trained and qualified First Aiders is held by Hilary Dale, Church Administrator, and is also on the Health and Safety noticeboard.

Andy Turner
Church Warden
All Saints' Church, Eastbourne

5th January 2016 (updated 24th January 2019)