



**WILMSLOW UNITED REFORMED CHURCH**  
**MESSY CHURCH HEALTH & SAFETY POLICY**

**RESPONSIBILITY**

Overall responsibility for Health & Safety on WURC premises lies with the Elders. However they delegate this responsibility to the leaders of organisations using the premises and in this case to the Leaders of Messy Church – two of whom are appointed for each session.

The Elders will ensure that the premises are well-maintained and clean and that they are safe for the use of all age groups

All helpers will be given a copy of this document and be expected to read it before participating in Messy Church.

Leaders should ensure that all parents/carers sign in for themselves and the child/children with them on arrival.

Leaders should ensure that a working mobile phone is on the premises during all Messy Church sessions.

Leaders are responsible for ensuring that all rooms and toilets are empty, all lights and taps are turned off and all external doors locked at the end of each session of Messy Church.

**SAFE BEHAVIOUR**

All Leaders, helpers and parents/carers are responsible for the correct and safe use of all property and equipment at Messy Church and for the reporting of any faults or hazards. It is the Leaders' responsibility to ensure that all equipment and toys are regularly inspected to maintain safety standards. The following list provides an indication of areas that require special attention:

- a) Children should be supervised at all times by a parent/carer;
- b) Individuals who bring portable electrical equipment onto the premises must ensure that it is safe, properly wired and fit for purpose;

- c) Electrical equipment should not be left turned on when unattended or in such a position as to cause others to trip over it;
- d) All electrical equipment should be well out of the reach of the children at all times;
- e) Doors and drawers should be closed when not in use;
- f) Equipment should be in good condition and stored safely when not in use;
- g) Climbing onto chairs, tables or desks is not permitted. Appropriate equipment should be used to reach high levels;
- h) Step-ladders must not be left unattended where children are present and must be properly adjusted and secured when in use. If more than the three steps are to be used the ladder needs to be supported by a second person;
- i) Correct methods must be employed when lifting or moving heavy objects;
- j) Play areas must be kept tidy and doors should be clear of obstruction as far as possible;
- k) Emergency exits must be kept clear at all times;
- l) Hot drinks should not be carried on trays amongst children playing, but collected by adults from the kitchen hatch;
- m) Floors should be mopped immediately after all spillages or accidents
- n) Games should be managed in such a manner as to protect the children's safety.
- o) Paints and glues must be managed and stored safely and clearly marked. Materials must not be transferred to unmarked containers for storage purposes.
- p) No children are allowed in the kitchen unaccompanied
- q) Children should not be allowed in the Car Park unaccompanied

## **ACCIDENTS**

A First Aid Box is kept in the kitchen and is maintained by the church. Similar boxes are available in the Church Office and the Church Vestibule.

In the event of an accident it is the parent's responsibility to assess and treat the injury. In the event of an emergency the parent will be responsible for the treatment of the injured child, but the group leaders reserve the right to give direct medical treatment if necessary.

If external medical assistance is needed, the Leaders will use a mobile phone giving the church address as Wilmslow United Reformed Church, Chapel Lane, SK9 1PR. A helper should be sent to Chapel Lane to ensure any emergency vehicle locates the casualty as soon as possible

In the event of an accident or incident, Leaders have a duty to report to the other leaders; to assist in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence.

## ***Accident Record Books***

All accidents resulting in personal injury must be recorded in the relevant accident book which is kept with the First Aid Box in the kitchen and on the Accident sheet, a copy of which must be returned to the Church Office as soon as possible after the event.

A "Banged head" document should be handed to the parent if their child bangs their head in an accident.

## **MEDICATION**

Parents/carers are responsible for giving a child in their care any necessary medication and keeping it safe and out of reach of all the children.

## **ILLNESS**

The leaders recognize that all children have minor ailments that do not prevent them from attending Messy Church. If a child arrives at the Church ill, a leader will take the decision as to whether the child is fit to attend. If not, the parent will be asked to take the child home. In particular, if a child arrives with any of the following symptoms they will not be permitted to stay:-

- Diarrhoea and/or vomiting.
- Doubtful rash
- Conjunctivitis
- Infectious illness - for example chicken-pox, mumps or measles.
- Fever or temperature of 101 degrees Fahrenheit or 38 degrees centigrade or over.

If a child becomes ill whilst at Church it is the parents' responsibility to take him or her home along with any other children from the same family.

## **SAFEGUARDING**

Messy Church will be run in line with **Wilmslow United Reformed Church's Child Safeguarding Policy**.

No other organisations will be allowed to share the premises when Messy Church is operating

We intend to create an environment in which children are safe from abuse and we will take appropriate prompt response should suspicion arise.

All Leaders will have enhanced Criminal Records Bureau (CRB) police checks for those working in close proximity to the children.

### ***Preventing abuse***

It is the responsibility of the parent to ensure their child is being supervised. The Leaders are not responsible for the supervision of the children.

Helpers will not be left alone for long periods with individual children or with small groups.

Helpers will not normally take children unaccompanied to the toilet. The child should be accompanied by his or her parent or carer.

The layout of the activities will permit constant supervision of all children. Children should never be in a room unsupervised. Room doors will be closed if this is not achievable.

### ***Should concerns arise regarding the welfare of a child***

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.

The concerns will be reported to the designated person within the Church.

## **GENERAL GUIDELINES**

**We encourage parents and carers to participate in the successful running of Messy Church. It is important that everyone observes the following practices:**

- Observing good personal and environmental hygiene, and encouraging children to do likewise;
- Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned;
- Tidying up and putting away equipment and materials after use;
- Cleaning up spillages, debris, litter etc., as soon after the occurrence as possible;
- Reporting any shortfalls in standards to a Leader;
- Returning the First Aid Box to the kitchen after use and reporting any need for restocking.

## **PROCEDURE IN CASE OF FIRE OR OTHER EMERGENCY**

Leaders should familiarise themselves with the site map located adjacent to the exit doors. This map shows the location of the fire safety equipment, evacuation routes, location of alarm control boxes together with the positions of the fire alarm points.

The Leaders are responsible for evacuating the buildings as necessary and for organising occasional practice evacuations.

Anyone discovering a fire should activate the alarm system immediately. The Leaders are responsible for calling the Fire Brigade using a mobile phone. The church address is Wilmslow United Reformed Church, Chapel Lane, SK9 1PR.

This policy will be reviewed annually.

**Feb 2024**

<b>Section</b>	<b>Consent/ Leg. Int</b>	<b>Documents</b>	<b>Retention Period</b>	<b>Reason</b>	<b>Action after Retention period</b>
<b>Meetings</b>	Leg Int	Church Meeting Minutes	10 years from the date of the meeting	Good Practice	Archive County Archive office
	Leg Int	Elders Meetings Minutes	10 years from the date of the meeting	Good Practice	Archive County Archive office
		Minutes of Internal Groups	5 years from the date of the meeting	Good Practice	Archive County Archive office
<b>Finance</b>	Consent, as necessary	All financial record- invoices, bills, bank statements, paying in books	6 years from the end of the financial year the record relates to.	Charities Act and HMRC rules	Destroy
	Consent, as necessary	Payroll records including correspondence with HMRC	6 years from the end of the financial year the record relates to.	Charities Act and HMRC rules	Destroy
	Consent, as necessary	Gift Aid declarations and associated paperwork.	6 years from the last receipt and claim.	HMRC rules	Destroy
	Consent, as necessary	Legacy Information documents	6 years after the deceased's estate has been wound up.	In line with requirements for other financial info.	Destroy

*	Consent, as necessary	Church Annual Accounts and Reports	10 years.	Good Practice	Archive