

**TRINITY CHURCH
COPPICE AVENUE
WILLINGDON**



**POLICIES BOOKLET
2021-2022**

All policies will be reviewed annually by The Elders & Congregational Meetings

REVIEWED BY THE ELDERS MEETING: March 8th 2021

REVIEWED BY THE CONGREGATIONAL MEETING: April 11th 2021

NEXT REVIEW DUE: March 2022

If you have any queries relating to the policies contained in this booklet
please contact:

THE MINISTER: Rev. Memona Shahbaz (01323 739785)

THE CHURCH SECRETARY: Mrs Jennie Macfadyen (01323 484189)

A copy of this booklet can also be found on the church website:

www.trinitywillingdon.org.uk

SAFEGUARDING POLICY

INTRODUCTION

Trinity Church, Willingdon agrees that children and adults have a right to live in a way that does not cause them harm or impede their human rights.

We therefore acknowledge their right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that, in accordance with legislation, the welfare of all who use our premises is paramount. We will follow legislation, statutory guidance and recognised good practice. We believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.

Safeguarding is taken seriously by all at Trinity Church and the church is following the Safeguarding Principles of the United Reformed Church.

We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse.

We will appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinators, whilst recognising that safeguarding is everyone's responsibility.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults.

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults in need of protection, whether voluntary or paid, lay or ordained.

We are committed to providing support and supervision, resources and training, to those who work with children and adults.

We will use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation.

All concerns and allegations of abuse will be responded to appropriately, including referral to the Police and Social Care if necessary, either Adult or Children's,

We will co-operate with the Police, Children's and Adult's Services in any investigation, follow multi agency decisions and maintain confidentiality of any investigations to those directly involved.

The SAFEGUARDING CO-ORDINATOR is the person to whom all concerns or allegations should be addressed. They can be contacted as detailed below:

Name: Mrs Jennie Macfadyen
Contact phone number: 01323 484189
Email address: secretary@trinitylep.plus.com

In the absence of the Safeguarding Co-ordinator, the Deputy Safeguarding Co-ordinators can be contacted as detailed below

Name: Mrs Ruth Price
Contact phone number: 01323 485627
Email address: trinityhire@gmail.com

Name: Mrs Robbie Harris
Contact phone number: 01323 501290
Email address: w.harris000@btinternet.com

AIM AND PURPOSE OF THIS POLICY

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting the vulnerable, both children and adults. This includes clear procedures for taking appropriate action following the raising of safeguarding concerns involving children and adults within our Church, or those who attend our activities and events.

WHO THIS POLICY APPLIES TO

This policy is approved and endorsed by the Elders and Congregational Meeting of Trinity Church and applies to:

- those who attend our Church
- our trustees and staff (both paid and voluntary)
- organisations which hire our building with agreement to operate under the church safeguarding policy

The policy and procedures should be interpreted in the light of the most recent United Reformed Church good practice guidance.

Children and parents/carers will be informed of this policy, and our procedures. The term "Children" refers to those under the age of 18 years.

DUTY OF CARE AND CONFIDENTIALITY

We have a duty of care to beneficiaries of the church, either adults or children. We will maintain confidentiality except in circumstances where to do so would place the individual or another individual at risk.

PREVENTING ABUSE

The church will appoint safeguarding and deputy safeguarding coordinator(s) for children and adults. A role description is attached as Appendix 7.

Activities will be organised in accordance with URC good practice guidelines so as to promote a safe environment and healthy relationships whilst minimising opportunities for harm and misunderstanding or false accusation. Risk assessments will be carried out, appropriate consent forms will be used for activities with Children, appropriate records will be kept and adequate insurance will be in place for each event.

We are committed to safer recruitment and selection of all paid staff and volunteers and will ensure that these procedures are followed, which include

- Asking applicants to complete an application form
- Providing workers with role/job descriptions and person specifications
- Obtaining Disclosure and Barring checks wherever legally entitled to do so (see Appendix 8)
- Taking up two references (not family)
- Interviewing candidates

Training in safeguarding will be provided and volunteers and paid staff will be given support and supervision in their role.

All trustees, paid staff and volunteers work within a code of conduct and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working/volunteering with us.

If we become aware of someone within our congregation known to have harmed children or adults in the past, we will inform the Synod Safeguarding personnel and co-operate with them and the relevant statutory agencies to put in place a plan to minimise the risk of harm to children and adults.

Organisations wishing to hire our building for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy they will be asked to provide a copy.

If they do not have their own safeguarding policy, the church will encourage them to adopt one before agreeing to the hire (e.g. by referring them to www.safenetwork.org.uk for guidance on this). In some cases the church may agree to a small organisation following the church safeguarding policy and procedures.

WHAT ARE WE PROTECTING FROM?

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 1. The definitions of abuse in relation to adults is attached as Appendix 2

HOW TO RECOGNISE ABUSE

It is important to be aware of possible signs and symptoms of abuse. A list of such possible signs and symptoms in relation to children is attached at Appendix 3 and in relation to Adults at Appendix 4. Some signs could be indicators of a number of different categories.

It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for any of these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

What to do if there is a disclosure or allegation of abuse

If a child, young person or adult makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that the person being told:

- Stays calm and listens carefully.
- Reassures them that they have done the right thing in telling you.
- Does not investigate or ask leading questions.
- Does not promise to keep secret what they have been told.
- Explains that they will need to tell someone else.
- Informs the church Safeguarding Co-ordinator as soon as possible (if they are implicated in the allegation, inform the deputy or the Synod safeguarding personnel)
- Makes a written record of the allegation, disclosure or incident and sign and date this record (using the template in Appendix 5). This should be given to the church Safeguarding Coordinator. Any such records will be stored securely in a locked filing cabinet.

Procedure in the event of concern:

If there is an immediate threat of harm the Police should be contacted.

Where it is judged that there is no immediate threat of harm the following will occur:-

- The concern will be discussed with the Church Safeguarding Co-ordinator and a decision made as to whether the concern warrants a referral to statutory agencies (see below for the relevant statutory contacts)
- A confidential record will be made of the conversation and circumstances surrounding it using the template at Appendix 5. This record will be kept securely and a copy passed to statutory agencies if a referral is made.
- The person about whom the allegation has been made must not be informed by anyone in the Church if it is judged that to do so would place a child or vulnerable adult at increased risk.

CONTACT DETAILS

STATUTORY CONTACT IN THE CASE OF A CHILD:

Children's Social Care Department:	01323 747373
NSPCC Helpline:	0800 800 5000
LOCAL POLICE CHILD PROTECTION UNIT: Sergeant Alex Sim	Mobile: 07795 603602 Telephone: 101 or 01273 470 101 alex.sim@sussex.pnn.police.uk
Single Point of Advice (SPoA) Mon-Thurs 8.30am-5pm and Fri 8.30am-4.30pm.	Phone: 01323 464222 Email: 0-19.SPOA@eastsussex.gov.uk or 0-19.SPOA@eastsussex.gcsx.gov.uk
Out of Hours Social Care Service - Children's services	01273 335905/6
Churches Child Protection Advisory Service (CCPAS) 24hour Helpline: (NB: out of office hours this should only be used for urgent advice which cannot wait until the following day)	0845 120 4550

STATUTORY CONTACT IN THE CASE OF A VULNERABLE ADULT:

Adult Social Care Department:	Phone: 0345 60 80 191
Out of Hours Social Care Service	Phone 01323 636399
LADO Contact Details:	Telephone: 07825 782793

SOURCES OF ADVICE, GUIDANCE AND SUPPORT within the URC:

Children and Youth Development Officer: Cathy Glazier	cydo@urcsouthern.org.uk
Synod Safeguarding link person Belinda Nielsen	07716640596 safeguarding@urcsouthern.org.uk
Synod Safeguarding link person - adults: Revd Colin Telfer	01843 448705 colintelfer@uwclub.net
United Reformed Church Safeguarding Officer	safeguarding@urc.org.uk

ADVICE FOLLOWING AN INCIDENT:

If someone in the church is alleged or known to have harmed children or adults – we will inform one of the Synod Safeguarding personnel, so that they can offer advice and support, and we will contact the relevant statutory agency.

If the allegation is regarding a church staff member or church volunteer – The Local Authority Designated Officer (LADO) will be contacted.

The timing and method of any action will be discussed and agreed with the LADO.

This will cover communication with the worker, suspension, investigation, possible strategy meetings. A decision will be taken by the LADO about when to inform the worker and the church should follow this decision.

DISCLOSURE AND BARRING SERVICE (DBS)

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) if: the church withdraws permission for an individual to engage in work with children or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not work with children because the employer believes that the individual has engaged in relevant conduct or satisfied the harm test or has committed an offence that would lead to automatic inclusion on a barred list.

This is a serious matter and should only be done with the advice and the support of Synod safeguarding personnel or URC Assembly Safeguarding personnel.

COMPLAINTS:

Should anyone have any concerns or complaints please contact *The Safeguarding Co-ordinator* *(contact details on front of policy)*

It would be helpful to have complaints in writing as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing complaints will be acted upon.

Any written complaint will be responded to within 10 days.



Appendix A5

Safeguarding Incident/Concern Form

Where a person is in imminent danger of harm or a criminal act may have been committed, the police must be notified immediately on 999. Otherwise, call 101 to report a crime or any other concerns that do not require an emergency response.

- Please fill in this form with the information available within 24 hours after becoming aware of a safeguarding incident or concern. You do not have to fill in all sections.
- Please ensure you are as accurate and detailed as possible. Use quotes wherever possible, and do not interpret what was said using your own words.
- Record what you said as well as what the child, young person or adult said.
- Include details such as tone of voice, facial expression and body language.
- If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.
- The completed form must be passed on or sent by secure email to the designated safeguarding person, and immediately followed up after sending.

Date on which this form is completed			
Full name of the person reporting the concern/incident			
Relationship to child, young person, or adult concerned of being at risk			
Church details, if known	Synod	Church	Number
Contact details of church or organization, if known	Address	Phone numbers	Email
Full name of child, young person, or adult concerned of being at risk			
Date of Birth, if known			
Contact details, if known	Address	Phone numbers	Email
Has the individual given consent to report? (or report as appropriate)	Yes	No	Reason for no consent:
If under 18, have the parents/carers /guardians of the child been informed?	Yes	No	Reason for no consent:
Please give a summary of the safeguarding incident/concern			

Date/time of incident	
What happened? Please provide detailed information about the circumstances and the person experiencing or being at risk of harm, abuse or neglect (preferably as a timeline)	
When did it happen? (date, time)	
Where did it happen? (specific location)	
What action/s were taken, and by whom?	
Name of anyone involved and in what way, including witnesses	
Other services or agencies involved <u>Note:</u> If referred to statutory authorities, or other services, please include name and contact details	
Next steps or recommendations	
INTERNAL USE	
Date received	
Full name of Designated Person	
Progress	
Conclusion	

GENERAL DATA PROTECTION REGULATION

Trinity Church Willingdon is committed to protecting the rights and privacy of individuals in accordance with the General Data Protection Regulation (2018).

1. Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. Data Controller

The Eldership (serving elders) of Trinity Church Willingdon is the data controller. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Eldership of Trinity Church Willingdon complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about events, activities and services at the church;
- to fundraise and promote the interests of the church;
- to manage employees and volunteers;
- to enable the church to provide voluntary services for the benefit of the public in our local community
- to provide contact details of officers and others with specific responsibilities (eg, Authorised Person/DBS Verifier) to the Baptist, Methodist and United Reformed Church Head Offices and CSUA to enable the administration of the parent denominations.

4. What is the legal basis for processing your personal data?

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent; or
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or
- Explicit consent of the data subject has been given.

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties with your consent.

6. How long do we keep data?

We retain data on the following basis:

RECORD TYPE	RETENTION PERIODⁱ
Membership rolls	Indefinitely
Members & friends contact details	24 months after the last contact – action to be taken at next renewal point eg. Annual Community Roll Review
Junior Church roll	until the child/young adult reaches the age of 21.
Junior Church contacts	24 months after the last contact
Cradle roll	Indefinitely
Gift aid declarations and paperwork	7 years after the calendar year to which it relates
Registers of Marriage	As required by the Registrar General
Register of Baptisms	Indefinitely
Register of Funerals	Indefinitely
Additional personal data relating to events eg. Church outings	Disposed of no more than 2 weeks after the event unless anything has occurred (eg. accident) which indicates that records should be retained for a longer period.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
Photographs/videos of events	Selected items retained for historical records
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Accident Books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Complaints (non -safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Minute Books	Indefinitely
Employee Records	7 years after the date of termination of employment
Pension Records (money purchase)	7 years after transfer or value taken
Visitors Books	Indefinitely – retained as historical record

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which Trinity Church Willingdon holds about you (a Subject Access Request or 'SAR');
- The right to request that the Eldership of Trinity Church Willingdon corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Trinity Church Willingdon to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Secretary at Trinity Church Willingdon:

Trinity Church, Coppice Avenue. Willingdon, Eastbourne. BN20 9PN

Email: secretary@trinitylep.plus.com

Telephone: 07564618374

You can contact the Information Commissioners Office:

By telephone: 0303 123 1113

Via email <https://ico.org.uk/global/contact-us/email/>

or at the

Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire.

SK9 5AF.

DOCUMENT STORAGE POLICY

General principles

As an organisation using the Disclosure and Barring (DSB) service to help assess the suitability of applicants for positions of trust, **Trinity Church Willingdon** seeks to comply fully with the DBS Code of Practice regarding:

the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information its obligations under the General Data Protection Regulation (2018) and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

This policy is available to those who wish to see it on request.

Storage and access

Disclosure information will be kept securely, in a lockable, non-portable, storage container (at Trinity Church this will be in the church office) with access strictly controlled and limited to those who are entitled to see it as part of their duties. At present this is:

The Minister (currently vacant)

Mrs Jennie Macfadyen (Church Secretary)

Mrs Ruth Price (in the role of Treasurer and Premises Bookings Manager)

Handling

In accordance with the DBS Code of Practice, Disclosure information will only be passed to those who are authorised to receive it in the course of their duties. This is currently Mrs Jennie Macfadyen (Church Secretary & Safeguarding Officer). A record of all those to whom Disclosures or Disclosure information has been revealed and know it is a criminal offence to pass this information to anyone who is not entitled to receive it will be maintained.

Usage

Disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, Trinity Church will not keep Disclosure information for any longer than is necessary. This will generally be for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, Trinity Church will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, Trinity Church will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

Trinity Church will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

However, notwithstanding the above, Trinity Church may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

HEALTH AND SAFETY POLICY

GENERAL STATEMENT:

At Trinity Church we are committed to the Health, Safety and Welfare of our members, volunteers and the members of the public that use our premises.

Our aim is to ensure that our premises are a safe work and worship environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them.

We will make sure that our whole community are kept safe while on our premises by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a healthy and safe work and worship environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after any safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises

This policy will be reviewed annually and revised as necessary.

Organisation and Responsibility.

The overall responsibility for Health and Safety lies with the Minister and Elders.

The following people have a particular responsibility for Health and Safety in their roles:

- Mrs Jennie Macfadyen – Church Secretary (Tel: 01323 484189)
- Mr Tony Price – Premises Steward (Tel: 01323 485627)

If you need any more information or have any concerns about Health and Safety, please contact one of the people above.

The Elders Meeting will be responsible for discussing matters surrounding Health and Safety. The Elders meet once every month. Health and Safety issues will be an Agenda item under the Premises Steward's Report at every meeting.

PROCEDURES AND SAFETY ARRANGEMENTS:

Chemicals

Should any hazardous chemicals be required on the premises then these will be identified by an orange warning symbol, and be assessed for safety using a COSHH (Control of Substances Hazardous to Health) assessment. This will be completed by the Fabric Steward and will be reviewed annually. COSHH assessments are kept in the Health and Safety Folder kept by the Premises Steward.

No hazardous substance is to be used or stored on the premises that does not have a COSHH assessment.

The Premises Steward will ensure that the door to a cupboard used as a Chemical Store is always locked shut and all chemicals are correctly stored in the cupboard.

Please ensure that you follow all of the manufacturer's guidance and follow any additional information in the COSHH assessment. Ensure that you are familiar with the precautions that you might need to take in the event of an emergency involving the substance.

Electrical equipment and wiring

The electrical wiring within the buildings will be inspected at a duration that has been suggested by the contractor performing the tests. This is currently every 4 years. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations).

No person is to make any alterations to the electrical installation without prior agreement from the Premises Steward.

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done at a duration that has been suggested by the contractor performing the tests. This is currently every 4 years.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads and take care to prevent trip hazards when laying cables.

Fire Extinguishers

The Fire Extinguishers within the premises will be periodically examined and tested as recommended by the Service Company. This is currently annually. The Service Company will also advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be displayed for one year (or until the next inspection and test), after which it will be kept on file.

Fire extinguishers will be examined for damage and use monthly by the Premises Steward.

Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.

Fire extinguishers should only be used by persons competent and trained in their safe use.

First Aid

Wall mounted First Aid cabinets are available in the Church Kitchen, vestibule and Hall kitchen. These are clearly marked. If the contents of any First Aid Box are used, the Premises Steward must be informed and an Accident Form, to be found in the First Aid cabinet, completed.

Suitable trained and competent persons should only administer first aid.

First Aid supplies will be checked monthly by a nominated person (currently Mrs Katharine Paradis) to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

Risk Assessment

The Premises Steward will identify hazards and perform a Risk Assessment. The outcome of this assessment will be recorded and kept in the Health and Safety Folder. The significant findings of this assessment will be made available to the Elders and Volunteers through information, instruction and training.

Where actions are needed to reduce or eliminate risk, the Premises Steward will decide a time scale by which the corrective actions are to be completed. This will be based on the principle of "As Low As Reasonably Practicable".

Any person discovering a hazard must inform the Premises Steward as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed immediately.

EQUALITIES POLICY STATEMENT

Introduction and statement of intent

Trinity Church believes that all people are created in God's image and are loved by God. In his ministry Jesus showed God's love by his openness to all people, including those who were marginalised in his day.

This church affirms its commitment to show the same openness to all people in today's world. It intends in spirit and in deed to promote equality of opportunity and diversity in all spheres of its activity and is committed to behaving as an equal opportunity organisation. It acknowledges that people are called to be diverse and lively, inclusive and flexible through the sharing of the gospel.

We will nurture inclusive communities where all will be treated with dignity, respect and fairness.

We will value the distinctive contribution of diverse cultures in our society generally, and in our worshipping community in particular.

We are committed to social justice and will resolutely oppose discrimination within our church and in wider society.

Discrimination

We recognise that discrimination can occur on many grounds including, but not limited to, those recognised in law i.e. age, gender, gender reassignment, skin colour, race, ethnic origin, nationality, religion or belief, disability, sexual orientation, child or domestic care arrangements, pregnancy and maternity arrangements, marital or civil partnership status.

We recognise that discrimination can be either:

- Direct discrimination - where a person is treated less favourably for a reason unconnected with their ability
- Indirect discrimination - when a condition, rule, policy or practice applies to everyone but disadvantages a particular group of people. Indirect discrimination is unlawful whether or not it is intentional.
- Perceptive - where discrimination occurs against someone because the discriminator thinks the person is of a particular racial group or sexual orientation etc, even if they are not.
- Associative - This type of discrimination can occur against someone because they have an association with someone who is of a particular sexual orientation or racial group etc.

We recognise that promoting equality of opportunity is not simply a matter of treating everyone the same. In some cases more favourable treatment for an under-represented group might be necessary in order to redress an inequality of opportunity.

Equal opportunities in church life

We will promote respect for other people and we will treat everyone fairly.

We will encourage the use of inclusive language and images in our conversations, worship, literature and publicity.

We will challenge any discriminatory attitudes and actions of members of our congregation and take steps to bring them to an end.

We will seek to address the inequalities of opportunity faced by people in under-represented groups. We will identify and remove barriers to participation in all aspects of church life, including employment (both paid and voluntary roles), training, promotion, leadership and representation on church committees.

We will challenge all forms of harassment, bullying or victimisation within the church and take steps to bring it to an end. Harassment consists of words or actions which are unwelcome, unwanted and offensive to the person receiving them and which create an atmosphere of intimidation, hostility or humiliation for that person. Such behaviour can include embarrassing or offensive jokes, unwelcome physical contact or sexual advances, the expression of racist or homophobic views, lewd comments etc.

We will ensure that this policy is known by the congregation and that staff and volunteers understand their responsibilities for implementing this policy. To this end, we will regularly offer education and training in the principles and practice of this equalities policy.

Equal opportunities in provision of services

In this context, 'services' does not refer simply to acts of worship, but to the whole range of services a church might offer, including: children's activities; toddler groups; cafes, lunch clubs, or coffee mornings; other events; etc.

We are committed to providing services on a fair and equitable basis, regardless of: age, gender, gender reassignment, skin colour, race, ethnic origin, nationality, religion or belief, disability, sexual orientation, child or domestic care arrangements, pregnancy and maternity arrangements, marital or civil partnership status. No person requiring services from this church will be treated less favourably than any other person on any grounds.

We will take reasonable steps to alter or remove features of our premises which make it impossible or unreasonably difficult for people with a disability to make use of the facilities that the Church provides.

Equal opportunities in recruitment of paid staff and volunteers

In employment this church actively seeks to recruit the right mix of talent, skills and potential, promoting equality for all, and welcomes applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to our values and purposes.

As an organisation seeking to deliver services within a Christian context, some posts can only be filled by Christians. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation, give rise to a 'protected characteristic' (or 'genuine occupational requirement') for the post-holders to be Christians. Relevant responsibilities include: senior leadership or management of a Christian organisation; teaching or promoting the Christian faith; evangelism; leading or participating in worship, prayer or bible-study. All staff in these posts may be required to demonstrate a clear personal commitment to the Christian faith. A list of such posts is kept by the church secretary and kept under regular review. (This policy is in accordance with Employment and Race Directives issued by the government and ACAS guidance.)

Equal opportunities in assessing information about criminal records

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, this church undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the organisation and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.

Unless the nature of the position allows Trinity Church to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 and in accordance with The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances or offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake, either by someone within the local church or with the Synod Safeguarding Officer, to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment. (Please note that having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences with due consideration given to our responsibilities to protect children and vulnerable people.)

POLICY ON THE RECRUITMENT AND EMPLOYMENT OF EX-OFFENDERS

Trinity Church Willingdon is committed to being an Equal Opportunities employer and this policy aims to ensure that ex-offenders receive fair treatment throughout their experience of recruitment and employment within our organisation.

- **Trinity Church Willingdon** recognises our social responsibility and position within the community. We appreciate the role that continuity of employment can play in the rehabilitation of ex-offenders when matched to appropriate posts. A criminal record is not an automatic bar to employment with this organisation. The specific details of each ex-offenders case will be considered on an individual basis. In each instance, we will determine whether a candidate has the skills and experience for the post, taking account of the impact of the criminal record upon the needs of the post.
- We will ensure that application forms for positions where Disclosures will be requested contain a statement that a Disclosure will be requested in the event of a successful application, so that the applicants are aware of the situation. This will be worded accordingly: *This post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any applicants for this post who are offered employment or who become volunteers for this organisation will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. A criminal record will not automatically bar a person from successfully taking up this post.*

Volunteers for our organisation will also receive a copy of this policy before a DBS check is carried out.

- To assist us in this assessment, all applicants will be asked to provide details of unspent criminal records at the initial application stage. In line with the Rehabilitation of Offenders Act 1974, details of spent convictions will be requested from applicants for posts which are considered exempt from the Act due to the responsibilities of the role, predominantly posts which include working with children, vulnerable adults and financial management.
- We will, at all times, exercise extra vigilance and diligence when recruiting to these posts and will undertake relevant criminal conviction checks as part of our recruitment and employment action when appropriate, we will also undertake to obtain two positive references for each applicant (volunteer or employed). Where details of spent convictions are required, they will be obtained in conjunction with the applicant and member of staff via the Disclosure and Barring Service (DBS). **Trinity Church Willingdon** will adhere to this Code of Practice at all times and, as required by the DBS, a copy of the Policy on the Recruitment and Employment of Ex-Offenders will be made available to all applicants and staff who undergo a criminal records check.
- All information received as part of this process will be treated as highly confidential and in line with **Trinity Church Willingdon** policy regarding the security, storage and retention of applicant and staff criminal records information, as required by the DBS.
- Once in employment, staff should inform their line manager, in confidence, of any changes to their circumstances affecting their criminal records status, in order that the impact upon their suitability to undertake their role may be reviewed.
- At interview, **Trinity Church Willingdon** aims to ensure that an open and measured discussion takes place on the subject of any offence or other matter that might be relevant to the position sought and could lead to withdrawal of an offer of employment.
- **Trinity Church Willingdon** will make every subject of a DBS disclosure aware of the existence of the DBS code of practice and make a copy available on request.
- **Trinity Church Willingdon** undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- We will make the applicant aware of our policy and ensure that relevant statements are made during the application process.

TRINITY DINERS VOLUNTEERS POLICY

Trinity Diners was opened in February 2011 as part of the on-going development of links between the church and community. The church premises occupy a prime site in the centre of Lower Willingdon and are used extensively by community organisations. The lunch club offers home-cooked, nutritious food in a comfortable environment and the opportunity for the diners to enjoy social interaction with each other over a meal.

GENERAL POLICY STATEMENT:

Trinity Church Willingdon is committed to Volunteer Involvement as part of its outreach into the community. It sees volunteering as one way in which people who are not members of the church, can become involved in its outreach within the community.

This policy aims to support Trinity Church in its work through **Trinity Diners**. Volunteers have been asked what is important to them and those answers have formed the basis for this policy.

Trinity Church Willingdon has a named Team Leader for Trinity Diners who will be responsible for the implementation of this policy. This is currently Mrs Jennie Macfadyen.

PURPOSE OF THE POLICY:

- To provide an example of good practice
- To provide a foundation on which our involvement of volunteers will be based
- To give a cohesive and consistent approach to ensure that volunteers are fully supported during their volunteering role
- To help ensure fairness and consistency when involving a diverse group of people. Being able to refer to a written policy ensures that decisions are not made on an ad-hoc basis

OUR VISION FOR VOLUNTEERING:

- Trinity Diners will consider involving volunteers when planning, monitoring revising and providing services
- Involving volunteers will become an integral part of the Trinity Diners culture
- Volunteering will become a key method in the outreach of Trinity Church

DEFINITION OF A VOLUNTEER:

A '**Volunteer**' is defined as someone who commits time and energy for the benefit of others, who does so freely, through personal choice and without expectation of financial reward, except for the payment of actual out of pocket expenses.

At Trinity Diners, a Volunteer is a person who makes a commitment to support the work of the team in order to enhance the provision of services.

'Volunteering England fact sheet - Health and Safety of volunteers'

Volunteers will not be used to replace the employment of paid contractors.

Why have volunteers?

There are many benefits to Trinity Diners involving volunteers. These include:

- Volunteers can bring a different perspective to our work, often one that reflects the views of the local community
- They bring credibility to Trinity Diners – giving their time for free suggests that the outreach we do is of value to the local population
- Volunteers can help to extend services we currently offer

What are the benefits for volunteers?

- Volunteer opportunities can provide new challenges and enable people to learn new skills
- Volunteering can be a stepping stone into employment or training opportunities
- By donating their time, volunteers can 'give something back' to the community
- Volunteering can provide opportunities to meet like-minded people
- Volunteering can provide an opportunity to be involved with something interesting, absorbing and rewarding
- Volunteering can improve health and wellbeing!

Opportunities for volunteers:

A range of volunteering opportunities will be available at Trinity Diners. All roles will contribute to the work of the Trinity Diners Team. These could include:

- Preparation of meals
- Serving of meals
- Washing and clearing up after meals
- Interaction with diners
- Helping transport diners from home to the lunch club

Recruitment:

A variety of approaches will be used to recruit volunteers, these include:

- Raise awareness of volunteering opportunities through local voluntary, community and church groups
- Display posters in the locality
- Display volunteer opportunities on Trinity Church website – <http://trinitywillingdon.org.uk> and social media
- Use word of mouth
- Include details on Community pages of local press
- Enter details onto the “Volunteer Centre” directory Promotion through Volunteer Centre East Sussex 1:1 brokerage services with members of the public and on the national database for volunteering opportunities, www.Do-It.org.uk

CRIMINAL CONVICTIONS:

Volunteers who will regularly come into individual, unsupervised contact with vulnerable people as part of their volunteer role will need to undergo a Disclosure & Barring Service (DBS) check for a volunteering role with Trinity Diners. At the moment this is the Team and Assistant Leader.

Under the provisions of the Rehabilitation of Offenders Act (1974) volunteers who will come into regular contact with vulnerable people are required to declare all previous convictions. This includes unspent and spent convictions. This information will be treated in strict confidence. Having a criminal record will not necessarily be a barrier to anyone who applies to be involved with our work and only relevant convictions will be taken into account when considering a prospective volunteer's application.

INDUCTION AND TRAINING FOR VOLUNTEERS:

The Team Leader will provide a comprehensive induction prior to the placement beginning.

This will include:

- A brief overview of Trinity Diners
- Introduction to volunteering – expectations of the volunteer and Trinity Diners
- Volunteer responsibilities
- How to complete an expenses claim (for Trinity Diners Volunteer Drivers)
- The importance of Information governance – particularly confidentiality (see Confidentiality)
- Equal opportunities
- Contact names and phone numbers for relevant staff members

As part of the induction, the Team Leader will clarify individual training needs. Training is made available for volunteers to enable them to carry out their specific role. Costs for additional training will be met by Trinity Diners.

If the volunteer role will involve use of their own transport, the Team Leader must take a copy of the volunteer's driving licence and insurance document. The volunteer will be asked for volunteering activity to be included in their 'leisure use' premium and there shouldn't be any extra costs associated. It is the volunteer's responsibility to be insured for their duties and a letter from the insurance company addressed to Trinity Diners should be submitted before duties begin. The Team Leader should carry out annual checks of licence and insurance cover.

RESPONSIBILITIES OF THE TEAM LEADER:

All volunteers will be treated with dignity and respect and be regarded as a member of the Trinity Diners family.

On a Volunteers first day The Team Leader (or an appointed deputy) will:

- Ensure a team member greets the volunteer
- Check volunteers know how to obtain refreshments
- make Introductions to all members of the team
-

At the end of the session The Team Leader (or an appointed deputy) will ensure that the volunteer:

- is thanked for their involvement and contribution
- future involvement is agreed
- Expenses for travel are reimbursed in cash once the volunteer has completed and signed the expenses claim form (Team Drivers only). This is currently set at 40p per mile.

Retention and On-Going Support:

Volunteers will be made welcome and know that their contribution is recognised.

- Support will be ongoing. Volunteers will be fully supported to carry out their role, depending on their individual needs.
- The volunteer team will meet as is deemed necessary to reflect on highlights and disappointments during the last few months and training needs for the future. In addition any volunteer can contact the Team Leader to arrange a one to one discussion at a mutually convenient time
- An informal exit interview with the Team Leader will be offered to all volunteers when leaving their volunteering role

Reimbursement of Expenses:

It is essential that volunteers are not out-of-pocket because of their voluntary work with Trinity Diners and all reasonable expenses will be paid. These include:

An allowance for petrol (40p per mile) if using their own transport (Team Drivers only)

Receipts must accompany any expenses submitted, other than mileage. Volunteers are encouraged to submit an expenses claim form to their Team Leader regularly. The amount should then be reimbursed using a cash float. Receipts submitted more than three months after the voluntary work was completed will not be processed unless there have been exceptional circumstances e.g. long-term illness.

RISK MANAGEMENT:

Every person has the right to work in a safe environment. To enable this to happen, volunteers are covered in the following ways:

- Risk assessments will be carried out by the Team Leader during the planning phase of the volunteer role
- Volunteers are covered by the Trinity Church insurance policy (in the Public and Employees Liability Cover) for the role they have agreed to carry out
- Volunteers have the same responsibilities and guarantees as employees in terms of health and safety

DATA PROTECTION:

Volunteers can be reassured that Trinity Diners follows a strict code of Data Protection as set out in General Data Protection Regulations (2018). A copy of the Trinity Church Data Protection Statement can be found on the church noticeboards, website and in the Volunteers Handbook.

PROBLEM SOLVING PROCEDURE:

All grievances should be resolved openly, fairly and quickly to:

- Protect our volunteers
- Protect our lunch club users
- Minimise any disruption all our team members and lunch club users
- Demonstrate that our organisation respects volunteers
- Protect the reputation of Trinity Diners

A volunteer has a right to complain if they feel they have been treated unfairly. If the grievance is with a member of the team, their first point of contact should be the Volunteer Team Leader. If a volunteer

has a grievance against the Volunteer Team Leader their first point of contact will be the Minister of Trinity Church. At the first stage the aim should be to resolve the issue through informal discussion. If this is not successful, the second stage is for the volunteer to put their concerns in writing. This will be acknowledged by Trinity Diners within two working days and will be responded to within twenty working days. If the volunteer is not satisfied with the outcome, the third stage will be for them to appeal to the Elders Meeting. Their decision will be final. If a grievance is received about a volunteer, they have the right to be told why they are being investigated, the right to state their case and the right to appeal. The person who made the complaint should be kept informed. The aim should be to resolve the complaint informally through discussion. Options such as additional support, supervision and training should be offered where necessary and clear aims along with a review date should be set. If the grievance hasn't been resolved through discussion, the Volunteer Team Leader can issue the volunteer with a written warning outlining the reason for the complaint along with clear objectives. The decision to dismiss a volunteer should be a last resort. If the volunteer chooses to appeal, this should be made to the Minister of Trinity Church. Their decision will be final. If a volunteering relationship is agreed to be exhausted or there has been a breakdown of trust, all efforts will be made to signpost the volunteer to other opportunities outside Trinity Diners.

CONFIDENTIALITY:

During the course of your volunteering activity, you may have access to see or hear information of a confidential nature. You are expected to use your discretion and maintain confidentiality about information relating to all aspects of your volunteering activity.

Disclosures of information relating to diners and other volunteers or that which you acquire during the course of your volunteering activity may only be disclosed with the agreement of your Team Leader.

You are reminded that a breach of confidentiality is liable to result in your volunteering role being terminated. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information, or action for civil damages under the same Act.

**AT TRINITY CHURCH, WE ARE WORKING TO
THE CHURCHES CHILD PROTECTION ADVISORY SERVICE
TEN SAFEGUARDING STANDARDS:**

1. We have a Safeguarding Policy
2. We are Developing Safeguarding Awareness Training
3. We have Safe Recruitment procedures in place
4. We are developing our Management of Workers
5. We advocate Working Safely
6. We are developing Communicating Effectively
7. We are developing Responding to Concerns
8. We undertake Pastoral Care
9. We are developing skills for Managing Those who Pose a Risk
10. We are happy to be Working in Partnership

TRINITY CHURCH WILLINGDON – TRINITY DINERS: RISK ASSESSMENT FOR VOLUNTEERS – 2020/22

HAZARDS & RISKS	WHO MIGHT BE HARMED AND HOW	EXISTING CONTROLS	FURTHER ACTION REQUIRED	LIKELIHOOD (L)	SEVERITY (S)	RISK RATING (LXS)
Surfaces, storage, equipment, freezer, fridge	Contaminated and dirty surfaces, equipment, storage etc. = Food contamination hazards.	Team Leader checks before each meal All surfaces are cleaned with anti-bacteria spray before use.		1	2	2
Personal Hygiene	Dirty hands = potential food contamination Colds, flu, gastric illnesses = potential spread of disease Loose hair in food = potential food contamination	Volunteers to agree ground rules regarding personal hygiene, illness etc. Adequate hand washing facilities and instruction to volunteers on effective hand washing. All volunteers are aware of the need to wash hands frequently and between tasks.		1	2	2
Safety Awareness	Cuts Burns Dropped equipment Slips and trips Faulty equipment Hazardous substances stored inappropriately = potential poisoning/food contamination	Team leader & Assistant have attended food hygiene training There is a nominated and qualified First Aider on the Volunteer Team – currently this is Mrs Katharine Paradis Team leader agrees kitchen safety rules with volunteers concerning knives and handling hot items Team leader ensures floors are not wet or slippery and free from obstacles Trinity Church: ensures electrical equipment is safe, sound and secure -hazardous substances are stored in the correct place separate from all food stuff Fire Risk Assessment in place as set out in Church Health & Safety Policy. Ensure suitable footwear worn by all volunteers. Team leaders demonstrate safe knife skills to new volunteers.		1	3	3
Food Safety	Cross contamination due to unsafe food storage/ preparation/cooking, temperature control/ personal health/ hygiene	Team leaders to ensure safe storage of fresh foodstuffs Team leaders to instruct and enforce participants' basic food and personal hygiene – new volunteers receive induction training		1	2	2
Food allergies	anaphylactic shock	Team leader asks for written dietary information from all diners – records kept – allergens displayed on notice board. Volunteers inform Team Leader of specific dietary requirements.		1	3	3
Fire precautions		Team leaders know location of exits and extinguishers,		1	2	2

		Trinity Church: Fire blanket and extinguisher available Ensure fire blanket and extinguisher are in working order and appropriately placed so as to be easily accessed in the event of a fire.				
Vulnerable Adult protection		Team Leader: DBS checked & training up to date Assistant Team Leader: DBS checked		1	1	1
Slips and trips	Kitchen/food service volunteers and diners injured by trips over objects or slips on spillages	Good housekeeping – work areas kept tidy, goods stored suitably, spills mopped up quickly. Kitchen equipment maintained to prevent leaks onto floor. Equipment faults leading to leaks reported promptly to Team Leader. Volunteers clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. Wet Floor sign used to warn others. Suitable cleaning materials are available. Good lighting is in all areas No trailing cables or obstructions in preparation or serving areas. Suitable footwear with good grip is worn. Reinforce good standards of housekeeping at all times		1	2	2
Manual Handling of heavy items eg. ingredients, boxes of meat, crockery, cutlery boxes etc	Volunteers may suffer injuries such as strains or bruising from handling heavy/bulky objects	Ingredients bought in package sizes that are light enough for easy handling. Commonly used items and heavy stock stored on shelves at waist height. Sink at good height to avoid stooping. Volunteers advised how to lift safely. Teamwork for moving heavier items.		1	2	2
Burns/scalds	Volunteers may suffer scalding or burns injuries being in contact with hot surfaces and equipment	Volunteers advised in: risks of hot oils and on procedure for emptying/cleaning cooking equipment risks of release of steam. Heat-resistant gloves/cloths/aprons provided.		1	2	2
Food handling precaution	Frequent hand washing can cause skin damage. Some foods can cause some volunteers to develop skin allergies.	Where possible and sensible, volunteers use tools (cutlery, tongs scoops etc) to handle food. Where handling cannot be avoided hands are rinsed and dried promptly afterwards. Provide hand cream for volunteers to apply regularly to replace the moisture 'stripped' by frequent washing.		1	1	1
Contact with bleach and other cleaning and washing chemicals	Prolonged contact with water/detergents, can cause skin damage. Volunteers cleaning risk skin irritation or eye	Dishwasher used instead of washing up by hand. All containers clearly labelled. Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead.		1	1	1

	damage from direct contact with products. Vapour may cause breathing problems	Long-handled mops and brushes, and strong rubber gloves, provided and used. Rubber gloves are washed after use and stored in a clean area. Cream available for volunteers to replace moisture 'stripped' by frequent washing. Remind volunteers to check for dry, red or itchy skin on their hands and to report to Team Leaders if this occurs.				
Equipment	Volunteers risk serious injury from contact with dangerous/moving parts on machinery	Volunteers trained in cleaning, assembly and operating procedures for ovens and dishwasher. Volunteers trained to spot and report any defective equipment. Safety-critical repairs carried out by competent person. Remind volunteers to always isolate (switch off from power supply) electrical equipment before carrying out maintenance or cleaning work. Operating instructions are easy to locate.		1	2	2
Temperature	Volunteers may feel ill when they overheat in hot working conditions.	Fans and extractors provided to control air temperature in hot weather. Volunteers encouraged to take rest breaks in cooler conditions when required and to take regular drinks - hot or cold depending on season		1	1	1

ADDITIONAL CONTROLS:

LIKELIHOOD:

1 = LOW (SELDOM)
2 = MEDIUM (REGULARLY)
3 = HIGH (CERTAIN OR NEAR CERTAIN)

SEVERITY:

1 = LOW (MINOR CUTS & BRUISES)
2 = MEDIUM (SERIOUS INJURY OR INCAPACITATED FOR 3 OR MORE DAYS)
3 = HIGH (FATALLY OR A NUMBER OF PERSONS SERIOUSLY INJURED)

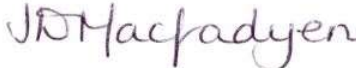
RISK RATING:

1-2 = LOW PRIORITY
3-4 = MEDIUM PRIORITY
6-9 = HIGH PRIORITY

*High Risk = death or major injury where harm will frequently occur (*RIDDOR Reportable) to one or more people*

(RIDDOR = Reporting of Injuries, Diseases & Dangerous Occurrences Regulations - 1995 - requires reporting of serious incidents/injuries to Health & Safety Executive)

Risk assessment carried out by: Jennie Macfadyen

Signed: 

Date: 01.03.2021

Date of Review: March 2022

HYGIENE LEVEL RATING 5: January 2020 - next inspection July 2021

**TRINITY CHURCH WILLINGDON - RISK ASSESSMENT FOR
CAFE CHURCH 2021/22**

HAZARDS & RISKS	WHO MIGHT BE HARMED AND HOW	EXISTING CONTROLS	FURTHER ACTION REQUIRED	ACTION BY WHOM?	LIKELIHOOD (L)	SEVERITY (S)	RISK RATING (LXS)
Slips and trips	Any premises user may be injured if they trip over electrical leads or items left around the sanctuary or slip on spillages	Areas are well lit. Leads and cables are kept out of areas used by people when possible otherwise they are clearly marked or with appropriate covers placed. Adequate space allowed for walkers and wheelchairs. Children's activity boxes left in designated area. Church cleaned weekly to maintain cleanliness. Floor surfaces are properly maintained		All volunteers to be aware of hazards & risks. Property Steward to monitor lighting and floor areas and to ensure cleaning is carried out according to schedule	1	2	2
Spills, scalds and burns	Volunteers preparing refreshments liable to scalds & burns Any user may be injured if hot liquids are spilled Volunteers with specific responsibility for making hot drinks at risk when using kettles/water boilers/coffee machine	Worksurface used for preparation of all food items Hot drinks prepared and served in main building to minimise distance hot liquids need to be carried Hot drinks taken by designated volunteers to individuals at tables using trays with non-slip mats. All portable electrical equipment is PAT tested and performance monitored to maintain safety		All volunteers responsible for preparing/serving refreshments Property Steward to ensure all electrics are properly maintained and in good working order	1	2	2
General safety	Number of people may cause congestion leading to trips, spills and breakages	As above plus: ensure adequate tables and seating are available Chairs are put around tables with adequate space in between		All volunteers responsible for setting up	1	1	1
Food Hygiene & Allergens	Volunteers - preparing food may come into contact with allergens All - consumers of food & drink may be in contact with allergens	Named person to have overall responsibility for organisation of food preparation & service All volunteers receive basic training Named person to hold Level 2 Food Safety & Hygiene Certificate.	Monitor volunteers training	Named person = Jennie Macfadyen	1	2	2

	All - spread of bacteria/contamination and illness if food preparation/serving does not follow Food Safety guidelines	Volunteers responsible for food preparation have attended Food Hygiene Awareness Basic training All food to be prepared on suitable worksurface which has been cleaned with anti-bac spray and wiped with paper towels. Allergens in food to be noted Important Information leaflet - guidelines to be followed			1	3	3
Food Preparation	Volunteers preparing food liable to cuts & burns	Use of appropriate, clean equipment All equipment stored safely	Monitor volunteers training		1	2	2

ADDITIONAL CONTROLS:

LIKELIHOOD:

1 = LOW (SELDOM)
2 = MEDIUM (REGULARLY)
3 = HIGH (CERTAIN OR NEAR CERTAIN)

SEVERITY:

1 = LOW (MINOR CUTS & BRUISES)
2 = MEDIUM (SERIOUS INJURY OR INCAPACITATED FOR 3 OR MORE DAYS)
3 = HIGH (FATALLY OR A NUMBER OF PERSONS SERIOUSLY INJURED)

RISK RATING:

1-2 = LOW PRIORITY
3-4 = MEDIUM PRIORITY
6-9 = HIGH PRIORITY

NB: All the above areas are supported by the Trinity Church Health & Safety Policy – last reviewed March 2021

Risk assessment carried out by: Jennie Macfadyen (Church Secretary)

Signed: *JDMacfadyen*

Date: 01.03.2021

Date of Review: March 2022
