

**CHRIST CHURCH NAILSEA**  
**GUIDANCE FOR USE OF PREMISES**

**Church**

**The Christ Church Health & Safety Policy must be adhered to at all times, also the Terms and Conditions of Hire (if appropriate)**

The designated 'Responsible Person' in charge of Health & Safety and security (at services normally the Churchwarden, Verger or their Deputy) should on arrival carry out the following:

- Unlock and unbolt BOTH external doors into foyer.
- Switch on toilet corridor light.
- Switch on porch light if at night / semi-dark / or will be dark by end of event
- Unlock and unbolt BOTH wooden doors into the church porch lobby (secure catch on Yale lock)
- Switch on porch and centre light under balcony if necessary (switches on left just inside church)
- Remove any obstacles in entrance area and porch which would hinder evacuation
- Unbolt West (back) Door
- Switch on stair light (lighting panel) and other lights as necessary.
- Unlock internal door to Vestry. (Secure Yale lock in retracted position)
- Unlock chub lock only on external Vestry door. (Do NOT secure catch on Yale lock)
- Switch on Vestry light and leave on throughout if dark/ semi-dark or will become so.
- Leave Vestry door ajar so can be easily pushed open in an emergency.

When a substantial number of non-regular attenders are present EXIT lights should be switched on (lighting panel and switch to right of shelf just inside vestry) AND the Health & Safety emergency evacuation procedure notice read at the beginning of the service/meeting/event. (Kept on desk under pulpit)

A telephone for emergency use is on windowsill in the Vestry (push plugs in to use).

A First Aid box and 'Sick' bowl are on top of the bookshelf in the left hand corner at the back of church and there is an emergency wheel chair in the disabled toilet. A defibrillator is located at Nailsea Baptist church (on mini-roundabout at West end of the Christ Church graveyard).

Should emergency evacuation be necessary the Responsible Person must organise this, including raising the alarm, contacting the emergency services and checking all areas of the building for occupants. Evacuation should be to the designated assembly point (Christ Church Close)

At the end of a service/ meeting/event the Responsible Person must ensure all windows are closed, lights switched off, and all doors bolted and locked.

**Vestry Hall**

**The Christ Church Health & Safety Policy must be adhered to at all times, also the Terms and Conditions of Hire (if appropriate)**

The designated 'Responsible Person' in charge of Health & Safety and security should on arrival carry out the following:

- Unlock and unbolt BOTH external doors.
- Switch on toilet corridor light.
- Switch on porch light if at night / semi-dark / or will be dark by end of event
- Unlock and unbolt BOTH doors into the Vestry Hall
- Switch on lights as necessary
- Open curtain to expose rear fire door
- Ensure no obstructions are placed in front of any escape route

A telephone for emergency use is on the wall to the right of the main chair stacking area and a First Aid box by the entrance doors to the left of the chair stacking area.

Should emergency evacuation be necessary the Responsible Person must organise this, including raising the alarm, contacting the emergency services and checking all areas of the building for occupants. Evacuation should be to the designated assembly point (Christ Church Close)

At the end of a meeting/event the Responsible Person must ensure all windows are closed, lights switched off and all doors bolted and locked.