



St Mary's Church, Hardwick  
[www.stmaryshardwick.org.uk](http://www.stmaryshardwick.org.uk)

**Health and Safety Policy**

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

**Section A – General Statement of Policy**

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, cabin, churchyard, and any associated buildings.

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 up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for at least one meeting of the Parochial Church Council every year, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed Alison Myers (Secretary)

Date 9.6.19

Review Date Sept. 2020

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The parishes of Barton, Caldecote with Childerley, Comberton,  
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## **Section B Organisation and Responsibilities**

### **1. Responsibility of the Vicar**

Overall responsibility for health and safety is that of the Vicar the Revd Alison Myers who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

### **2. Responsibility of the Parochial Church Council**

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

### **3. Responsibility of the Churchwardens**

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens.

The responsibility for the day-to-day implementation of the arrangements outlined in this policy lies with the church wardens, though they may delegate it to a Health and Safety Officer.

The responsibility of the church wardens (or health and safety officer) shall be to:

- 1 be familiar with health and safety regulations as far as they concern church premises
- 2 be familiar with the health and safety policy and arrangements and ensure they are observed
- 3 ensure so far as is reasonably practicable, that safe systems of work are in place
- 4 ensure the church and cabin are clean and tidy
- 5 ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
- 6 ensure that safety equipment and clothing is provided and used by all personnel where this is required
- 7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 8 ensure that adequate access and egress is maintained
- 9 ensure adequate firefighting equipment is available and maintained
- 10 ensure that food hygiene regulations and procedures are observed.

### **4. Responsibility of employees and voluntary workers**

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises. Employees and voluntary workers must therefore:

- 1 comply with safety rules, operating instructions and working procedures
- 2 use protective clothing and equipment when it is required
- 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 safety hazards as soon as possible
- 5 not misuse anything provided in the interests of health and safety.

### **5. Additional responsible persons**

Under the oversight of the church wardens, the following are responsible for safety in particular areas, or for particular activities:

Jeff Jones & LOTS: Churchyard and garden, church building, maintenance of churchyard tools, storage of hazardous substances used in the churchyard.

Lois Frettsome & Events Committee: fete and other fundraising or social events

Sharon McMahon: Child protection

Peter Cornwell: Sunday Club

## **Section C Arrangements**

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.

### **1. Accidents and First Aid**

First Aid Boxes are kept in the cabin and the church electricity cupboard.

The accident book is kept in the church electricity cupboard.

Trained/qualified first aiders are Jane Muncey and Janet Hayman.

If the church or church 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. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed.

It is our policy to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

### **2. Fire Safety**

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- a) an assessment 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
- b) a check that a fire can be detected in a reasonable time and that people can be warned
- c) a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- d) to provide reasonable firefighting equipment
- e) a check that those in the building know what to do if there is a fire
- f) a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

### **3. Fire extinguishers**

Fire extinguishers of the type described are kept in the following locations:

Cabin: Foam and CO2                      Church: Foam & CO2

The annual maintenance contract is with Chubb

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## **If you discover a fire (no matter how small)**

- 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
- 7 Ensure clear access for the emergency vehicles

### **4. Electrical safety**

- 1 A list of all our portable electrical appliances is maintained by the PCC
- 2 Every year plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported for action
- 3 Every three years all our portable electrical equipment will be 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.
- 4 Every year a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported for action
- 5 As part of the Quinquennial a visual inspection will be undertaken by a competent person of the fixed electrical installations including external lighting and floodlighting and associated wiring and lightning conductor systems.
- 6 It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained
- 7 Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
  - (i) Visually check all electrical equipment before use
  - (ii) Report all faults immediately to the responsible person
  - (iii) Do not attempt to use or repair faulty equipment unless you are a competent person.
  - (iv) Any electrical equipment brought on site occasionally by an individual for their own use (eg a laptop or CD player) should be in good condition, and used at home by that individual. Equipment which is regularly used on site should be PAT tested.
  - (v) Electrical equipment should be switched off and when not in use for long periods

### **5. Hazardous Substances**

The responsible person will maintain a list of all hazardous substances used in the church/hall.

Where possible, we have eliminated the use of hazardous substances. 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.

Hazardous substances used for maintenance of buildings or grounds will be stored appropriately in the locked LOTS shed.

Hazardous substances used for cleaning will be kept in a locked cupboard.

## 6. Safety of Plant and Machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- 1 Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- 2 Employees and voluntary workers must not ride on any parts of machinery not intended for that use
- 3 Machinery must be switched off before any adjustments are made
- 4 After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- 5 Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects
- 6 The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- 7 Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery
- 8 Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties
- 9 Any defect and damage found to any item of plant or machinery must be reported to the responsible person
- 10 All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
- 11 Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on

## 7. 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 twice a year by the responsible person of

- 1 all floors and stairs in the church and hall, and
- 2 all paths and steps in the churchyard.

Particular note will be made of moss algae and leaves on paths. Any defects will be reported to the responsible person who will arrange for repairs or remedial measures to be carried out.

## 8. Lighting

In order to ensure that the church is adequately lit, an inspection will be made twice a year by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to the responsible person who will ensure that the bulbs are replaced following appropriate safety procedures.

## 9. Working at high levels (The Working at Height Regulations 2005 amended 2007)

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- a) Ladders and stepladders may be used for low risk, short duration tasks (eg clearing gutters or replacing light bulbs in the nave) and where the ladder will be level and stable and, where it is reasonably practicable to do so, the ladder can be secured. Two people should be present.
- b) Prior to use the ladder and stepladders should be visually checked for defects. The PCC will ensure that all users of ladders and stepladders have read the Health and Safety Executive (HSE) guide 'Safe use of ladders and stepladders' INDG 455.
- c) Activities required for work at height of higher risk and longer duration will be contracted out to a competent trades person.

#### **10. Preparation of food**

1 We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs

2 We ensure that all food handlers have received adequate supervision, instruction and training

3 We 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 Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected

6 Only persons who have received the appropriate training may supervise the preparation and serving of foodstuffs:

7 We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

#### **11. Child Protection**

The Church of England in all aspects of its life is committed to and will champion the protection of children, young people and vulnerable adults both in society as a whole and in its own community.

- Details of the number and ages of children and young people involved in youth groups will be maintained.
- Details of adult supervision and their Disclosure and Barring Service record will be kept.
- Parental consent will be obtained for trips away from the Parish and any particular need of individual children noted. Similar consideration for vulnerable adults will apply.
- A copy of our safeguarding policy and procedure document will be kept in the cabin.
- A permanent record will be maintained of all accidents involving children.
- A statement upholding our policies and procedures will be made at each Annual General meeting and be suitably recorded.
- All details acquired relating to the above will be kept and stored in line with the requirement of the Data Protection Act 1998.
- Local Safeguarding Officer: Sharon McMahon
- Diocesan Safeguarding Officer: Sarah King – 01353 652735

#### **12. Personal Safety**

All people who work alone in the church, handle cash and other valuables or go into peoples' homes must be made aware of potential risks. The PCC will ensure that anyone who may be in this situation has read the guidance on personal safety

<http://www.ecclesiastical.com/churchmatters/images/personal%20safety%20plan.pdf>

13. Disabilities (Equalities Act 2010)

This act requires that all disabled people are able to use a building and have access to the services provided within it. We will make reasonable adjustments to allow access for disabled people taking into account doors, levels, emergency exit and handrails remembering that a Faculty will be required for most alterations made to the fabric of the building.

14. Contractors

Anyone entering church premises for the purpose 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:-

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
- Produce evidence that they have appropriate Public and Employers Liability insurance in place. A record of this evidence will be maintained.
- Comply with all the requirements of the health and safety policy and co-operate with the Church officials in providing a safe place of work and a safe system of operation.
- Where plant and machinery is brought into 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.
- Contractors may only use sub-contractors as persons other than their own direct employees with the express permission to church officials. However, responsibility will remain with the contractors.
- 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.
- A separate permit will be required for 'hot work'.

15. C.D.M The Construction (Design and Management) Regulations 2015

As a 'client' for whom work is being carried out we have specific duties (we can appoint a competent person to do this for us).

- Check the competence and resource of all appointees.
- Ensure there are suitable management arrangements for the project including welfare facilities.
- Allow sufficient time and resources for all stages.
- Provide pre-construction information to designers and contractors.

A project is notifiable to the HSE if the construction phase will be longer than 30 days or 500 person days of construction work and for such projects clients must:

- Appoint a CDM co-ordinator.
- Appoint a principal contractor.
- Make sure construction work does not start unless there are suitable welfare facilities and a construction phase plan is in place.
- Provide information relating to the health and safety file to the CDM co-ordinator.

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- Retain and provide access to the health and safety file.

#### 16. Risk Assessment/Activities

All entertainment events are classed as work activities and are subject to the Health and Safety at Work Act 1974 and its Regulations Events must be adequately planned, organised, insured and risk assessed.

Ecclesiastical insurers offer Guidance Notes on Church Functions and should be referred to when planning an event.

We will formulate separate risk assessments for the following activities and attach to these arrangements as required:-

- The fete and other fund raising events
- Sponsored walks
- Visits and outings including away days
- Summer afternoons, pancake races and similar events
- Sunday Club meetings
- Erection of temporary staging
- Public performances

(this list is not exhaustive)

## General Risk Assessment

### St Mary's Church, Hardwick

Assessment undertaken by Alison Marcus

Sue Cornwell

07/05/19

*L (likelihood)*

1= Low (seldom)

2= Medium (frequently)

3= High (certain or near certain)

*Severity*

1=Low (minor cuts and bruises)

2= Medium (serious injury/incapacitated ≤3 days)

3= High (fatality or <1 person seriously injured)

*Risk Rating*

1-2 = low

3-4 = Med

6-9 = high

Area	Hazards/risks/persons affected	Existing controls	L	S	RR (LXS)	Additional controls
All premises	Condition of fixed electricals including sockets and switches/electric shock/everyone	Annual checks	1	3	3	Ensure regular checks
All premises	Portable electrical equipment/electric shocks/everyone	PAT testing and general care	2	1	2	Ensure regular checks
All premises	Fire/everyone	Provision of extinguishers and regular checks	1	3	3	Ensure regular checks Better awareness of locations Consider training in extinguisher use and fire drills

All premises	Portable cooking appliances/fires and burns/everyone especially children	Supervised and used by responsible adults	1	3	3	Provision of a fire blanket
Church	Candles/burns/everyone, especially children	Careful placement on window sills and in holders. Ensuring they are extinguished	1	1	1	None required
Church	Flames and hot wax from hand held candles/burns/everyone, especially children	Use of guards Adult supervision Limited time	1	1	1	None required
Church, nave	Ramp moving/tripping, falling/everyone	Checked regularly	1	1	1	Responsible person to check at start of service/event.
Church, nave	Falling on to or tripping over base of Font/everyone especially small children	None. It is an obvious, immovable object	1	1	1	Responsible person to ensure cushioning if event requires
Church, nave	Electrical cupboard/everyone, especially children	Kept closed	1	1	1	Get a high bolt fitted
Church, nave	Pulpit steps/falling/everyone especially children	Adult awareness	1	2	2	
Church, nave	Kneelers/trips and falls/everyone	Kept on hooks or under pews	1	1	1	none
Church, bell tower	Heavy objects stored on shelves/lifting injuries/everyone	Heavy items on lower shelves.	2	2	4	Physical barrier to prevent entry. Sharing of moving and handling best practice
Church, bell tower	Storage of items on open shelves/falling objects/everyone	Area curtained off to discourage public access	1	1	1	Physical barrier to prevent entry
Church, bell tower	Ladder to belfry/falls/everyone, especially children	Area curtained off to discourage public access, storage of items at base	1	1	1	Physical barrier to prevent entry
Church	Potential health hazard due to bat droppings/everyone	Keeping things covered	3	1	3	none
Church	Uncovered	Socket covers	2	1	2	none

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	sockets/electric shocks/children	in all sockets				
Church, vestry	Tripping on uneven floor Access to objects not intended for use by public/everyone	Keeping door locked/closed Only responsible people entering	1	1	1	none
Church, chancel	Banner/falling onto someone/everyone	Limited access behind altar rail	1	1	1	none
Church, chancel	Step at altar rail/trips and falls/everyone	Limited access and rail kept closed	1	1	1	none
Church, chancel	Step between nave and chancel/trips and falls/everyone	General awareness and helping each other	1	1	1	Consider a ramp
Cabin, entrance	Condition of ramp and carpet/tripping, falling/everyone	tape	2	1	2	More tape and repair work required
Cabin, entrance	Injuries whilst moving chairs stored behind the railing/everyone	none	2	2	4	Better storage in new building Sharing of moving and handling best practice
Cabin, electrical cupboard	Cupboard loose on wall and door not locked/ cupboard falling, electric shock/everyone	none	1	1	1	Requires maintenance work/lock
Cabin	Exposed heaters/burns/everyone, especially children	Some have cages and adults supervise children	1	2	2	Continued awareness New building
Cabin	Hazardous chemical stored under sink/injury, poisoning/children	Cupboard is locked	1	1	1	None required
Cabin	Water heater/scalds/everyone especially children	Heater placed high over sink and warning signs	1	2	2	None required
Cabin	Kettles/scalds/everyone, especially children	Placed out of reach, short flexes	1	2	2	None required
Cabin, kitchen cabinet	High storage of crockery/injuries whilst getting plates from high shelf/everyone	none	1	1	1	Sharing of moving and handling best practice
Cabin	Moving tables and chairs/everyone	none	1	1	1	Sharing of moving and handling best practice
Shed	Accessing/moving tables and chairs/everyone	Careful placement and limiting people	2	1	2	Sharing of moving and handling best practice

		allowed in				
LOTS shed	Unknown hazards to general public	Kept locked and not accessed	1	1	1	None required. LOTS to perform own risk assessment to append to this
Log store	Falling wood/everyone	Maintained by LOTS	1	1	1	None required
Children's play houses	Splinters/cuts on broken glass/children	Routine checks and maintenance	1	1	1	Currently being worked on Scheduled checks
Fire pit	Uncontrolled fire/burns during events	Damper bucket of sand to hand, Roped off area, Supervised by a designated person at all times in addition to cooks	1	2	2	Bucket of water
Outdoor space	Garden area contains natural tripping hazards and potential for scratches and stings/everyone	Area regularly maintained	1	1	1	None. It is an outdoor space where such hazards are expected
Access track	Risk posed by fast moving farm traffic to pedestrians entering or exiting the site	Keep gate closed during events	1	3	3	Install a permanent sign
Car park	Pedestrians mingling with cars/being run over/everyone, especially children	Car park closed for outdoor events	1	3	3	
Car park/garden	Poor lighting/ falls, difficulty in responding and assisting with accidents/everyone	Mindfulness and people bringing torches	1	1	1	Provision of church owned torches and planning of new building
Church yard	Trees/ falls upon climbing/ falling branches/everyone	Maintenance by LOTS. Regular checks by tree surgeon	1	2	2	Ensure regular checks are scheduled
Church yard	Trip hazards on paths/everyone	Paths kept in good order by LOTS Solar lights	1	1	1	Ensure regular checks Consider extra lights

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Hazard	Risk	How to reduce risk	L	S	RR (LXS)	Additional controls
Undercooked meat	Food poisoning	Ensure that the core temperature is above 75 °C	1	2	1	Purchase temperature probe and wipes
Temperature of hot food prepared off site falling below 63°C (slow cookers and hot trolley)	Food poisoning	To minimise the length of time in transit i.e. plug in slow cooker or transfer to hot trolley ASAP.	1	1	1	
chilled food kept at room temperature	Food poisoning	Store chilled food below 5 °C either in the fridge or cool boxes with ice packs	1	1	1	Sufficient cool boxes and ice packs
Food containing allergens	Allergic reaction/anaphalaxis	Where possible recipes to be supplied. Consumers need to be aware that food has been prepared in a domestic kitchen and cross contamination could occur	1	1	1	Awareness of good manual handling technique

## Church fete Risk Assessment (in addition to general risk assessment)

### St Mary's Church, Hardwick

Assessment undertaken by Alison Marcus

Sue Cornwell

07/05/19

Area	Hazards/risks/persons affected	Existing controls	L	S	RR (LXS)	Additional controls
Church yard	Erection of tents and gazebos/musco-skeletal injuries/volunteers	At least two people working together	1	2	3	Moving and handling policy
Church yard	Guy ropes, tent pegs and around stalls/Trip hazards/everyone	Highlight hazards, keep bags etc out of walkways	2	1	2	Use coloured ribbons on pegs and ropes

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Church yard	Tent collapse in windy weather/personal injury, damage to property	Keep sides on tents and gazebos in poor weather and overnight	1	1	1	Cancel fete if weather severe
All premises	Moving tables and chairs/everyone	At least two people working together/use of chair trolley	1	1	1	Awareness of good manual handling technique
Food safety including food poisoning and anaphalaxis	See separate document					
Food tent	Scalds from urn/volunteers	Keep public away from urn (positioned behind servery) and volunteer training	1	1	1	Nothing more can reasonably be done
Food tent	Scalds from hot drinks/everyone, especially children	Trays for carrying	1	1	1	Nothing more can be reasonably done
Food tent	Sharp knives/everyone, especially children	Safe storage in box behind servery	1	2	1	Food servers to be aware
Travelling with cash for float and after event	Risk of break-ins or personal attack by thieves/treasurer	Treasurer takes money home	1	1	1	Aware of risk but no solution at the moment. Possible safe in Church?
All premises	Moving crockery and cutlery to cabin for wash-up/volunteers	Use of "LOTS" trolley	1	1	1	Use paper plates

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