

Code of Practice for Organisations using the Church Premises.

Please make sure that all your assistants/helpers have read and understand these notes.

Prohibited Activities. The consumption of **alcohol, smoking and gambling** (including raffles) are **not** permitted within the buildings, grounds or car-park.

Use of Rooms. Use only the rooms that you have booked. Please do not use Sellotape or Blu-Tack on the walls. Ball games are to use soft balls only. No cotton wool or other highly inflammable material is to be used for decoration or costume. Over-crowding must not be permitted. Corridors, passages and gangways are to be kept clear of all obstructions and must not be used as cloakrooms. Alterations to the fabric of the building are not allowed without prior permission.

Supervision. All children should be supervised at all times. If the entertainment or function is primarily for children a sufficient number of adults must be on hand to take all reasonable precautions for the safety of the children and to prevent more adults or children attending, than the booked part of the building can accommodate. For example, the Youth Policy of the Church requires a ratio of 1:8 for 4 - 8 years and 1:10 for 8 years or over. For a mixed group with older children (Y7 and above) ensure that there are male and female stewards/helpers present.

Windows. All windows have locks fitted and keys (where required) are hanging beside the windows.

Locks. Please keep all outside doors locked at all times, unless someone is stationed at the door. The external doors by the car park and front entrance have bells fitted, enabling late-comers or those collecting children early to attract attention. Please remember that not only are you responsible for the security and safety of your own group but, you may not be the only group in the building and your lapse of security could put another group at risk. For instructions on what to do if an incident occurs see the section "Incident Procedure" later in these notes.

Emergency Precautions. Please acquaint yourself with the whereabouts of the First Aid Box (in the kitchen), all the exits, fire alarm control panel (between Wycliffe and Tyndale Hall doors), fire notices and extinguishers. All accidents must be entered in the Accident Book which is in the First Aid Box.

Money and Valuables. Please note that all valuables and money are the responsibility of the owner(s).

Cleaning Up. Please leave the rooms in a clean and tidy condition:

- replace all furniture as shown on room plan
- clean up all spillages
- clean the cooker (if used)
- clear away all rubbish
- check the toilets
- close and lock all windows
- turn off the lights
- close the doors

Cleaning equipment can be found in the cupboard in the passageway between the kitchen door and the Tyndale Hall. Please fill buckets from the sink in the disabled toilet and empty them into the drain outside the kitchen. Cleaning equipment in the kitchen is for use only in the kitchen.

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Vehicle Access. If you have an entertainer, please ensure that he/she does NOT drive any van up the path to the front external doors by the Pre-school sign. The shortest access entrance is the kitchen door at the back of the building.

Damage. Report all damage to the Caretaker (1 Brainsfield, Westbury-on-Trym Tel 962 4654) or the Church Office Manager (Tel 962 9990, answer machine available).

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THE PREMISES MUST BE VACATED BY 10.30PM AT THE LATEST TO ENABLE THE BUILDING TO BE SECURED FOR THE NIGHT.

**SECURITY
AT WESTBURY BAPTIST CHURCH**

Certain measures have been taken at the church to ensure the security of all persons using the premises.

All exterior doors are fitted with self-locking locks. This means that when a door is closed, it is locked. Most exterior doors have bells fitted enabling late-comers to attract attention. Doors should NEVER be left open whilst unmanned. Make sure that anyone collecting early is aware of this procedure.

All windows have locks and the keys are hanging beside the windows. If you need to open a window, please make sure you lock it afterwards.

The fire doors in the Tyndale Hall have bolts fitted, top and bottom. This measure was taken after consultation with a security firm and the Fire Officer. No fire rules are being contravened. The doors should only be unbolted when an event is operating under the Entertainments Licence. If you need to use the fire doors for any reason, please bolt them again after use. Do not use the fire doors for access to and from the building (unless in an emergency).

Please remember that you may not be the only group to use the building and your lapse in security could put another at risk.

In the event of an intruder or anyone acting suspiciously, call the Police on 999 and notify the Caretaker immediately. Please see separate note.

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Remember that you are responsible for the security of yourself and the people in your care. All children should be supervised at all times.

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INCIDENT PROCEDURE

**IN THE EVENT OF AN “INCIDENT”, PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS.
PERSONAL SAFETY IS OF PARAMOUNT IMPORTANCE.
DO NOT PUT YOURSELF OR OTHERS AT RISK**

1. Telephone the police using 999. There are telephones in the office and in the entrance hall outside the kitchen. The “Intruders” may still be in the area and, rest assured, the police will want to be called.
2. Fetch the Caretaker, (1 Brainsfield, Tel 962 4654), or arrange for at least two other people, who will “sweep” the building with the police to make sure that there are no intruders left in the building and to assess theft or damage.
3. Make a note of the time of the incident and any other information that may be relevant. Anyone who has seen the intruders should write as detailed a description as possible. They must not confer with anyone else about what they think they saw.
4. Reassure anyone who is distressed by the incident and, if necessary, appoint someone to see them home safely.
5. Appoint at least 2 people to man the car park and ensure that no-one has to go to their car alone.
6. Notify the Minister, Church Secretary and Caretaker or a member of the Premises Committee as soon as possible.

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