

## **Health and safety policy for Café at All Saints Evening Events Requirements**

Each event must have an event coordinator who is responsible for ensuring that the event organiser (who may be either internal or external to the café/church) takes responsibility for following this policy. The event coordinator will normally be either the church administrator or the café manager.

Access for hirers is limited to the ground floor and gallery. The spiral stairs, roofs, tower, spire and basement are strictly out of bounds. Entry to the kitchen, office and vestry is by invitation only.

All furniture moving, and removal must be discussed with the appointed event co-ordinator.

Setting up, rigging or construction of any equipment must be done only after full consultation with the appointed co-ordinator.

Trailing cables, obstructions and tripping hazards must be avoided. A high standard of tidiness and cleanliness must be maintained.

Ladders and scaffolding should be used with care and must not conflict with public access.

For events of up to 120 people the organiser must ensure there are at least 2 stewards, one for the main door and one for the Bewell St door in case of fire. For events of more than 120 people there should be at least 4 stewards with the additional 2 stewards covering the South Chapel exit and the West Door. The South chapel key is kept in the café office.

The audience should be made aware of the emergency exits before the event.

Basic first aid kits are available in the church and café. The event organiser and co-ordinator will ensure that there is a qualified first aider (this could be either a steward or all saints staff member).

Hirers are required to undertake a health and safety assessment relating to their specific event before their event. In particular hirers must ensure that all electrical equipment brought in to the building has been PAT tested or proven to be safe in some similar way.