



St John's Church Office, St John's Street, Farncombe GU7 3EJ | 01483 426353

## GUIDANCE NOTES

### Before Your Event

- Please attend Induction with the Office Manager and provide us with a Safety Plan [**APPENDIX 1**].
- Check that the Church Room fire exit is unlocked before your guests arrive. This door opens out into the garden. The key is on a chain attached to the doorframe.
- Check that you have enough tables and chairs for your event. Additional tables and chairs are stored behind the folding screen on the right of the Room.
- Our neighbours at the Farncombe Day Centre have politely asked us to alert all Church Room users that parking in their car park is prohibited. [[link to How to Find Us with parking details](#)]
- If using the kitchen, please do your Food Safety opening checks [[link to document](#)] and fill in the form on the clipboard.

### During Your Event

- At the start of your event, please make announcements to your guests pointing out the fire exits and going through the fire procedure as outlined in the Fire Safety guidance provided.
- Ensure that the Church Room fire exit is unlocked and not blocked in any way.
- Please note that no smoking is permitted in the building at any time.
- If you have hired the kitchen facilities, please complete the Food Hygiene Opening Checks [[link](#)] and form, likewise for the Closing Checks at the end of your event. Please note that St John's is proud to be officially registered as a FairTrade church – we would therefore be grateful if you could respect this and use FairTrade tea, coffee and other goods wherever possible for your event. FairTrade goods are marked with the logo of the FairTrade Foundation and are widely available, with the nearest supplier being the Co-op opposite the church.
- In case of accident, please complete the accident book kept in the drawer under the water heater. Full First Aid kit is located on the storage cupboard door in the kitchen.

### After Your Event

- Rubbish – blue wheelie bins are located behind the holly bush for recycling and you may also use the grey bin in the lobby. General refuse, please use black sacks and take your rubbish home. Please do not leave any refuse on the ground as this encourages vermin. A charge of £10 will be imposed for removal of any excess rubbish found after your event.
- Please do not leave items in the kitchen, particularly in the refrigerator.
- Check that the toilets are clean and tidy.
- Check that you have locked the fire exit at the far end of the Church Room.
- Check toilet lights are turned off - red switches are outside gents, ladies and disabled loos.
- Wipe the tops of the tables clean. Return large trestle tables to the storage area (behind the concertina doors) leaving set up seven small tables, each with four chairs, in the Church Room before you leave.
- Check all the mains sockets are switched off and have their safety covers fitted.
- Sweep the floor and mop any spillages.
- When locking-up, please ensure that the right-hand door is firmly secured and both the deadlock and the Yale lock are fastened securely, then post your keys through the letterbox.
- The security light outside the main entrance to the Church Room is operated by a motion sensor. It will switch-off automatically after you leave.

**Please ensure you have left the Church Room as clean as possible, ready for the next user.**



## FIRE SAEFTY

### FIRE INSTRUCTIONS

#### Action on discovering a fire: - all attendees

1. Immediately raise the alarm by shouting FIRE, FIRE! from the Fire Call Point. Do NOT dial 999 but do inform the FIRE MANAGER (**FM**) of the reason for sounding the alarm;
2. When you leave, do not stop to collect personal belongings (except a coat in severe weather situations) but close doors (except roller doors') if it does not cause undue delay;
3. If you do attempt to tackle the fire only do this if trained to do so (ensure you maintain a clear escape route). If not, leave the location. Inform another person if you are tackling a fire and give your location and ensure this is passed onto the **FM** via another attendee.
4. Ideally, if you are tackling a fire, attempt to retain another person with you and for them to remain close by to an exit to observe you from a safe distance;
5. Leave by the nearest available fire exit or as directed by a **Fire Warden**. Proceed to the designated assembly point [Church walk - the passageway leading alongside the church to Bowring House].

#### Action on hearing the Fire Alarm alert: – all persons EXCLUDING **Fire Wardens**

1. Stop what you are doing, and do not stop to collect personal belongings;
2. Where necessary, make your work area safe;
3. Leave your area closing all doors (except roller doors') if it does not cause undue delay and make your way to the nearest fire exit unless told otherwise by a **Fire Warden**;
4. After leaving the building proceed to the designated assembly point;
5. Remain there awaiting the arrival of the **Fire Warden** and respond to their guidance

#### Action on hearing the Fire Alarm alert: – **Fire Wardens only**

1. Stop what you are doing, acquire and put on your reflective jacket if possible and prepare to evacuate your area or take the action for the area you are responsible for;
2. Encourage and guide any visitors (and/or any disabled persons as arranged according to their PEEP) to the nearest exit for your area of responsibility and ensure your area is then fully clear of ALL persons and proceed to the assembly area;
3. Where appropriate, close down or make safe your area and any electrical equipment and then close any windows or doors as you leave;
4. At the assembly area advise the **FM** that YOUR particular area has been fully evacuated AND/OR report any difficulties.
5. Do not return to the building until given the all clear instructions to do so from the **FM** who will remain in telephone/radio contact for the duration of the evacuation.

#### Action on hearing the Fire Alarm alert: – **Caller of the Fire Service**

1. Proceed to the Fire Call Point and identify the location of the area where the suspected fire is located by communicating with the **Fire Wardens**. Inform the **FM**.
2. Obtain the **Fire Evacuation Check list** and **building plans (for the FM)** and hand them to the **FM** when you meet-up.
3. Unless the fire is in your immediate location, remain close to a telephone, ideally a mobile phone. If you have a mobile phone, ensure you have a signal and the full address details of **St John the Evangelist Church, Farncombe** to hand.
4. Await instructions from the **FM** advising you to either call the fire service **OR** silence the fire warning.
5. If you have to call the fire service Dial 999. When the operator answers , provide them with **YOUR** telephone number and ask for the **FIRE SERVICE**



St John's Church Office, St John's Street, Farncombe GU7 3EJ | 01483 426353

6. When the fire service reply tell them that there is: A fire alarm actuation and that you have a **confirmed fire or other emergency requiring the Fire Service** at:

<p>St John's Church St John's Street Farncombe Godalming - Surrey – GU7 3EJ</p>
---

7. Advise them of any additional information e.g. if someone is tackling the fire or if someone is unaccounted for but **DO NOT** end the call until the address has been repeated by the fire service operator and they end the conversation.
8. Inform the **FM** of your actions and then proceed to the assembly area.

#### Action on hearing the Fire Alarm alert:- **FM**

1. The **FM** should immediately and calmly proceed to the Fire Call Point. Collect the **Fire Evacuation Checklist** put on his/her **reflective jacket** and with the **building plans** monitor and control the evacuation and proceed to the location/zone indicated where the fire is located;
2. The area/zone must then be searched to identify the location of any fire or cause for the actuation;
3. If a fire is detected then the **FM** must immediately inform the **receptionist/Caller of the Fire Service** and, if required, call for the **Fire Service**;
4. If firefighting is in progress or a fire is discovered and beyond the level of being extinguished with a portable fire extinguisher, **ONLY** on the confirmation of a **full and complete evacuation of the premises, can the fire alarm sounders ONLY be silenced.**
5. If the building is to be evacuated and once confirmed empty all other persons, with the exception of the **FM** should proceed to the assembly point at Church Walk. They will remain there until told it is safe to return by the **FM** or by the **Fire Service**
6. **FM** will then wait for the arrival of the **Fire Service**. Ideally it would be beneficial if a Fire Warden with a reflective jacket proceeds to the Day Centre Car Park entrance to guide the **Fire Service** to the correct location. Consider IF the occupants of the nearby dwellings need to be evacuated. The **FM** will then report to the Officer in Charge of the fire appliance, hand-over plans of the buildings and detail:
  - a. any persons who remain in the building;
  - b. advise them of the residential properties nearby;
  - c. report on areas not able to be checked;
  - d. report on any fire observed or fire-fighting action taken OR fire risk problem and;
  - e. the precise area, as indicated on the or plans, of the location of the fire or incident.
7. However, if the **FM** can find no reasonable cause for the actuation of the fire alarm AND all locations inspected and checked for NO fire or indications of fire, it may be silenced, as long as everyone has been evacuated. The **Fire Service** will/can attend, if you suspect with good reason, that there is evidence of burning or a fire;
8. If there has been a small fire **AND** it has been extinguished, the **Fire Service** should be called and told this and that the fire is now **OUT**. It is very likely that they will send one fire appliance to check;
9. Once the **Fire Brigade** declares that the building is safe, tell assembled attendees that they may return to the building;
10. Ensure details are recorded in the Fire Alarm Log for ALL fire alarm actuations.



St John's Church Office, St John's Street, Farncombe GU7 3EJ | 01483 426353

## FOOD SAFETY CHECKS

### Opening checks

At the beginning of your booking, please complete the following checks and complete the FOOD SAFETY FORM on the clipboard:

- Fridge/freezer is working correctly.
- Any other equipment (eg. Ovens) are working properly.
- Staff or helpers are fit for work and wearing clean clothes.
- Food preparation areas are clean and disinfected, where appropriate (work surfaces, equipment, utensils, etc.)

### Closing checks

You should do these checks at the end of your booking.

- No food is left out.
- Food past its 'use by' date has been thrown away.
- Dirty cloths have been removed for cleaning and replaced with clean ones.
- Waste has been removed and new bags put into bins.

## FOOD SAFETY GUIDELINES

Minimise the risks attached to the cooking and handling of meat and provide safe and wholesome products by following these rules:

- Wash your hands thoroughly before preparing food and after touching raw meat.
- Ensure any cuts, etc. are covered with plasters (preferably blue).
- Thaw meat before cooking. Keep all raw foods covered and separate from cooked foods.
- Store, prepare and cook raw meats, separate from other foods – even when cooking – to avoid cross-contamination. Do not use food past its 'use by' date.
- If raw food comes into contact with work surfaces the area must be immediately cleaned with hot soapy water and then with a food safe disinfectant/detergent eg. Dettol antibacterial spray. It should be BS1276 compliant.
- Always use separate utensils/tongs for raw and cooked meat and for vegetarian products.
- Once cooked, the food should be served/sold straight away.
- When cooking raw food, ensure that it is completely cooked through, in particular burgers and sausages.
- Cook all meat and meat products until they are piping hot and the juices run clear (ie. above 75°C). The core temperatures can be checked using a clean, disinfected probe thermometer or you can cut through meat/burgers to ensure they are thoroughly cooked.
- Turn food regularly as it cooks to avoid charring on one side and undercooking on the other.
- When cooking meat, ensure larger, thicker portions are placed on the griddle/barbeque farthest away from the most intense heat to ensure thorough cooking without burning.
- If you are suffering from vomiting and/or diarrhoea (in any form) you should not assist with any food preparation/handling and you need to be symptom free for 48 hours before carrying out food handling duties.
- Food Hygiene Training – it is recommended that **Church Volunteers** access the free online training provided on [www.sfbtraining.co.uk](http://www.sfbtraining.co.uk). This is provided directly by the Food Standards Agency.



St John's Church Office, St John's Street, Farncombe GU7 3EJ | 01483 426353

**SAFETY PLAN (RISK ASSESSMENT) - APPENDIX 1**

Please complete one for every event:

Title of Event: ..... Date of Event: .....

Venue: St John's Church, Farncombe GU7 3EJ

Considerations:

- 1. Food
- 2. Electrics
- 3. Alcohol
- 4. Decoration
- 5. Exterior Surfaces

Safety Measures taken:

- 1. All food is being prepared and served by .....  
 ..... [CATERER'S NAME, ADDRESS, MOBILE]  
 who has..... [HEALTH & HYGIENE QUALIFICATIONS]
- 2. All electrics, sound equipment and IT equipment – visual checks have been done and there are no frayed cables; [OR DETAILS OF DISCO/BAND] provided by .....  
 .....  
 [NAME, ADDRESS AND MOBILE]  
 [NB. IF HIRING A PROFESSIONAL DISCO/BAND/EVENT SERVICES THEY SHOULD PROVIDE US WITH COPIES OF THEIR OWN RISK ASSESSMENT AND VALID PUBLIC LIABILITY INSURANCE POLICY].
- 3. Hirer ..... [NAME OF HIRER]  
 has signed Alcohol Undertaking with the Licensee and received appropriate training including details of Challenge 21 and Model Age Verification Policy.
- 4. Decoration .....  
 [DESCRIPTION, eg. balloons secured safely to upper surfaces (DO NOT AFFIX TO THE CEILING SOUND PANELS), fairy lights, open flames from tea-lights if they are placed in glass holders 60mm high to protect the flame and these are placed on table centre.]
- 5. The exterior paving and surfaces are well lit for safe exit at the end of the evening.

Submitted by:

Name ..... Signed ..... Date .....

Mobile .....

Email.....

Address ..... Postcode .....