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**St Paul's Symonds Street  
Auckland**

**Health & Safety  
Management Plan**

**Dated and Issued: 17 June 2021**

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## St Paul's Health & Safety Statement

St Paul's is committed to maintaining a safe and healthy working environment for our employees and other persons in the workplace (office & church).

We all have a role to play in helping keep our workplace a safe place and everyone is expected to share in our commitment to avoid all accidents and incidents that may cause personal injury, property damage, or loss of any kind.

Every employee is expected to always act safely to ensure their own welfare and that of their fellow employees and others in the workplace.

We will ensure the safety of employees & our congregation by:

- Providing and maintaining a safe working environment
- Providing facilities for health and safety
- Ensuring all equipment is safe
- Ensuring all employees and members of our congregation are not exposed to unmanaged or uncontrolled hazards
- Developing and implementing emergency and evacuation procedures

To achieve this, we will:

- Systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practicable steps to eliminate, isolate, and/or minimise these hazards to prevent any injury or damage.
- Inform all employees of these hazards and the hazard controls.
- Ensure all employees are properly trained and supervised.
- Inform all employees of emergency and evacuation procedures.
- Record all incidents and accidents in our workplace, and take all practicable steps to prevent these events from happening.
- Carry out planned self-inspections to monitor health and safety issues.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Manual Maintenance**

The Health and Safety Management Plan will be reviewed annually – the process beginning in June – by the Head of Operations and the Health & Safety Officer to see if any changes need to be made. All proposed revisions must be reviewed and approved by the Vestry each year.

Revised policy statements will be issued to all manual holders using print or electronic means. The Head of Operations is responsible for maintaining the manual and any policy statements held on the Sharepoint, the website or Planning Centre.

When revisions are issued, all pages for the given chapter or section will be reissued unless the numbering is not affected and then only the affected pages need be distributed.

Refer to Appendix B & C for the Annual Review Process and Plan.

# HEALTH & SAFETY POLICIES

## 1. Policy and Purpose

This policy confirms the commitment of St Paul's to 'The Health and Safety at Work Act, 2015 (HSWA) and related regulations required that workers and others are given the highest level of protection from workplace health and safety risks, so far as is reasonably practicable.

It also seeks to provide a safe and healthy environment for staff, volunteers, visitors, contractors, church property and the environment.

## 2. Process

Following effective Health and Safety Management systems and processes ensures that Health and Safety is consistent with St Paul's legislative obligations and good employer practices, both ethically, morally, spiritually, legally and financially, by encouraging every one of their personal responsibility and shared commitment to Health and Safety procedures at St Paul's.

A Health and Safety Committee, consisting of the Head of Operations, Health and Safety Officer, a Clergy member, nominated members of Vestry, and any other members deemed necessary, will function to:

- Facilitate cooperation between the church and workers in instigating, developing and carrying out measures designed to ensure workers' health and safety at work.
- Assist in developing any standards, rules, policies, or procedures relating to health and safety.
- Make recommendations relating to work health and safety.
- Perform any other functions that are agreed between the church and the Committee.

The Committee will meet regularly, at the times agreed by the members of the Committee, but at least twice per year, and at any other reasonable time, on the request of a simple majority of members of the Committee.

Health and safety will be an agenda item at all vestry meetings. The Health and Safety Officer and/or Head of Operations will report to each vestry meeting.

Each year, training and upskilling will be given to staff – see Appendix B for *Staff Training Register*. This will assist in safeguarding church leaders and staff from careless and unwise practices, and minimising risks by working together.

All effort will be made to record all incidents, near misses and injuries, using the systems in place that are in line with the Diocesan Guidelines. Improvements will be actively promoted so that everyone is equally committed, involved and supportive of these Health and Safety practices.

Health and Safety plans will be submitted to the Health & Safety Officer for planned offsite activities and events held at St Paul's using the RAMS form (Appendix E). This ensures they are executed safely, to avoid all accidents or incidents, and to prevent hazards, which may cause injury, property damage or loss of any kind.

When necessary Personal Protective Equipment (PPE) will be utilised (equipment and clothing) E.g. high viz jackets are provided for parking and fire wardens, gloves for first aid use, etc. Contractors coming on site provide their own PPE according to their own Health and Safety requirements.

Workers and volunteers will be informed about accident and emergency procedures.

### **Persons Conducting A Business or Undertaking (PCBU)**

For the purposes of the Health and Safety at Work Act 2015 (HSWA), St Paul's is a PCBU. As a PCBU, St Paul's has overall responsibility to ensure the safety of the workplace. Accordingly, the church must ensure, so far as is reasonably practicable, the health and safety of workers who work for the church, while workers are at work and workers whose activities in carrying out work are influenced or directed by the church, while the workers are carrying out the work.

### **Management and Officer**

All members of St Paul's leadership are 'Officers' (for the purposes of Health & Safety administration) as they participate in making administrative and financial decisions that have the ability to significantly influence the management of the Church.

Management will:

- Establish and maintain acceptable standards, eliminate, isolate or minimise hazards, provide ongoing training of staff and volunteers along with induction of new staff, provide protective equipment where necessary.
- Monitor ongoing St Paul's health and safety performance to ensure continued improvement.
- Correct unsafe practices or conditions.
- Ensure that workplace inspections are completed regularly.
- Investigate all worksite incidents as well as commit to developing shared responsibility for health and safety matters with employees and volunteers.
- Encourage employees and volunteers to report any work-related illness.
- Develop and implement emergency and evacuation procedures.

### **Worker**

A 'worker' is a person who carries out any work for a PCBU including work as:

- An employee
- A contractor or subcontractor
- An employee of a contractor or subcontractor
- An employee of a labour hire organisation
- A volunteer worker

A worker is:

- To be involved in and contribute to workplace health and safety.
- Comply with any direction given by management for health and safety.
- Report to team leader any health and safety concerns, all accident and incidents, any personal work-related illnesses (including stress and fatigue) and to seek advice and help from others.
- Help new employees and visitors understand the right safety procedures and why they exist.
- Adhere to correct procedures, protocols and use of equipment.
- Minimise the risk of trips and falls by keeping the workplace tidy.

### **Volunteer Worker**

A 'volunteer worker' is a volunteer who carries out work in any capacity for St Paul's with the knowledge or consent of the church, on an ongoing and regular basis and is an integral part of the business or undertaking.

If a volunteer is working for the church, or directed by the church, then they are a volunteer worker. However, a volunteer worker does not include a volunteer undertaking any of the following activities:

- Participating in a fundraising activity
- Participating in offsite volunteering for another organisation.
- Providing care for another person in the volunteer's home

### **Contractor**

A 'contractor' is any person engaged by the church to do any work, for gain or reward, who is not an employee of the church. They could be trades people, building, environmental and other consultants or service personnel (e.g. office equipment, air conditioning/plant maintenance). See *Contractor Policy in Appendix J* for more detail.

A sub-contractor is a person engaged by a contractor or sub-contractor to do, for gain or reward, any work the contractor has been engaged to do.

A contractor will:

- Know and understand St Paul's workplace health and safety policy.
- Have a health and safety management plan to provide safe work practices and prevention of harm to all persons.
- Hold sufficient ability and certification to carry out St Paul's requirements in a healthy and safe manner.
- Hold the current and correct licenses/permits to enable the contractor to carry out the St Paul's requirements.
- Operate in a safe manner and correct manner in all procedures, protocols and use of equipment.
- Comply with any management direction for health and safety, report any health and safety concerns, and report any accidents, incidents and near misses whilst on site.
- Sign in and out advising of arrival and departure on site.

**Visitor**

A 'visitor' is a person attending a workplace temporarily who will remain supervised or always escorted.

**Workplace**

In the HSWA, a 'workplace' means a place where work is being carried out, or is customarily carried out for the business or undertaking and includes any place where a worker goes, or is likely to be while at work. Workplace means work around or in church premises, and when administering social services to people in their homes or elsewhere. This includes excursions and camps.

**Risk**

A 'risk' is the chance of something happening that will have an impact on objectives. It is measured in terms of likelihood, frequency and consequences.

**Hazard**

A 'hazard' is an actual or potential cause or source of harm. This includes a situation where a person's behaviour may be an actual or potential source of harm to the person or another.

**Near Miss**

A 'near miss' is an unexpected and unplanned events or series of events that did not result in injury, illness or damage to property, equipment, materials or the environment – but, had the potential to do so under slightly different circumstances. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

**Incident**

An 'incident' is an event or series of events that has taken place or occurred which may or may not have resulted in a near miss or accident. The key difference is that all accidents are incidents, and all near misses are incidents, but not all incidents result in near misses or accidents.

**Accident**

An 'accident' is any unexpected, unplanned or undesired event or circumstance that has a negative implication; it results in harm to people, loss of life (notifiable events), or damage to property. Refer to Appendix G for Incident Severity Scale.

**Personal Protective Equipment (PPE)**

'Personal Protective Equipment' or PPE is any item of equipment used to protect a person from hazards, e.g. eye protection, hearing protection, safety shoes, hard hat.

**Rehabilitation**

'Rehabilitation' means a process of active change and support with the goal of restoring the worker's health, independence and participation to the maximum extent practicable. It comprises treatment,

social rehabilitation and vocational rehabilitation.

### **Rehabilitation Plan**

A 'rehabilitation plan' means an individualised rehabilitation programme to facilitate the early and safe return of the worker to the same or equivalent duties as those previously performed on a long-term basis.

### **Alternative Duties**

'Alternative duties' are alternative work, appropriate for the worker to allow an early return to work. These duties are a temporary modification of the worker's work tasks. They must not aggravate the personal injury or delay healing, must be compatible with the business of the church, and be subject to regular review.

### **Discomfort Pain Injury (DPI)**

'Discomfort Pain Injury' or DPI has been previously referred to as Occupational Overuse Syndrome (known as OOS), which was earlier referred to as Repetitive Strain Injury (known as RSI). Discomfort Pain Injury is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues.

### **Hazard and Risk Management**

St Paul's as a PCBU, is responsible for taking all reasonably practicable steps to ensure hazards are identified, analysed and actions taken to eliminate or minimise any harm that could come from them.

Accountability must be shown and plans and dates made to complete the action. If there is a high risk of something occurring, then the church must show what actions have been taken and also how workers and visitors were advised.

*A Hazard Register (refer to Appendix B)* is kept that list, amends, deletes hazards and risks as they are eliminated. Hazards that have not been correctly managed to eliminate or mitigate risks will remain on the register.

*A Register of Hazardous Substances* is kept that describes chemicals on site, how they are stored, what they are, which date they were purchased, and expiry dates. Hazards and risks associated with these substances, and a catalogue of chemical information should be held with this register, including storage requirements when having this chemical on hand. This register should be handed to Emergency Services as they respond to an event.

### **Safety and Protection**

St Paul's recognizes that our congregation's safety and protection are key aspects of our culture of caring. It is our objective to ensure a safe, healthy, and respectful environment for our church members, visitors, and the community, in accordance with accident compensation/health and safety regulations and recognized safety standards.

### **3. Protection of Children, Young People and Vulnerable Adults Policy**

We are committed to providing safe ministry to everyone within our care, whether church members or those receiving ministry from the church. We have responsibility for children, young people and vulnerable adults who must be protected from all forms of abuse and inappropriate conduct.

#### **Purpose**

This policy seeks to ensure that all who provide ministry or act on behalf St Paul's, are safe people to be entrusted with this responsibility. Various safety checks are undertaken prior to a person's involvement in ministry to children, young people, or vulnerable adults.

#### **Scope**

This policy applies to everyone (paid or unpaid) who undertakes ministry with children, young people or vulnerable adults, and

#### **Helpers**

It is understood that for practical reasons it will be necessary from time to time to have help from other people to fill in for absentees at late notice, or to provide extra assistance on a busy day (eg, in kids programmes). Such helpers must work in the presence, or under the direct supervision of, at least one other person who has undergone appropriate safety checks. However, if such people move from being helpers to regular volunteers for any activity, and/or their task involves them being unsupervised for any period of time, the relevant safety check procedures must be undertaken.

#### **Guest ministry**

Just as a teacher must stay in a classroom when a visitor is present, so must a paid or volunteer leader must stay with a visiting worker. As the guest will be working in the presence or under the direct supervision of someone who has undertaken appropriate safety checks, they will not be expected to have undergone a safety check.

However, we recommend that before inviting a guest:

- their suitability is checked by obtaining a relevant character and skills reference
- where appropriate evidence is obtained of appropriate qualifications, eg first aid certificate or instructors qualification. This is crucial for activities involving a moderate to high degree of risk.
- an invitation is issued and once accepted, a meeting (in person, if possible) takes place to clarify expectations.

#### **People Safety Checks**

##### *Safety Check Requirements*

All aspects of the Safety Check must be completed before a person begins ministry or relevant paid employment. Keep a secure record of the safety check in a separate file for each applicant.

### *Safety Check for Paid Staff*

- Identity verification. (This will happen when the applicant applies for a police check. The HR Manager or Families Team Administrator must see at least two pieces of identification, one of which is photographic identification, before confirming identification to the Police.)
- Minimum of one verbal referee checks, including one from their previous ministry.
- NZ Police Vetting.
- International Police Certificate if they do not hold New Zealand residency.

### *Safety Check for Volunteers*

All volunteer applicants for ministry with children, young persons or vulnerable adults must undergo a safety check that includes:

- Identity verification. (This will happen when the applicant applies for a police vet)
- The Families Administrator must see at least two pieces of identification, one of which is photographic identification, before confirming identification to the Police.)
- Minimum of one verbal referee checks
- If church attendance is less than six months, a referee check from the leader of their previous church or agency is required.
- A completed Volunteer Application Form
- An interview.
- NZ Police Vetting. The procedure for police vetting applications is set out below.
- International Police Certificate if the applicant does not hold New Zealand residency.

### *NZ Police Vet Requirements*

- A police vet is required every three years for any person (paid or unpaid) who undertakes ministry with children, young people or vulnerable adults, and for those who in the course of their paid employment with the church may have to deal with children, young people or vulnerable adults.
- The Families Team Administrator will send the relevant Vetting Form to the person requiring a check.
- The applicant must complete the form as soon as possible and return to the Families Team Administrator.
- All applications must include a signed "Vetting Service Request and Consent Form" which is sent to the Diocesan Executive Secretary.
- A completed Vetting Service Request and Consent Form should be provided as early in the appointment process as possible to allow time for processing by the Vetting Service.
- The Diocese will advise St Paul's of the results of the Police Vet process for each application.

### *Renewing the Safety Check*

All safety checks are to be renewed every three years. The requirement to re-check runs from the date the last safety check was completed. Renewing a safety check involves:

- Confirming any changes to officially recorded name.
- A fresh NZ Police vet.
- For paid or unpaid workers working more than 10 hours a week with children under 17 and without the presence of caregivers, a written post-interview evaluation assessing suitability for children's ministry based on character, skill and safe practise, including their employment history for the preceding 5 years
- We also recommend re-checking previous personnel if there has been a significant period of absence.

## 4. Child Abuse Prevention

### Purpose

St Paul's is committed to protection of children against child abuse. We develop staff and volunteer expertise to:

- Recognise and respond appropriately to indications of child abuse
- Be familiar with and be able to implement this policy
- Know their roles and implement appropriate procedures as outlined in this policy
- Be aware of the laws and regulations, rights and responsibilities of children, staff, parents and 'agency' personnel, which relate to child abuse prevention

### Definitions of Child Abuse

At or Within St Paul's	-Child abuse that occurs within the organisation of St Paul's. This includes activities on the premises as well as offsite activities such as camps and outings.
Child	-An individual under the age of 16
Child Abuse	-Includes physical, verbal, emotional and sexual abuse as well as neglect which is the direct consequence of a deliberate act or omission by an adult and which has the potential or effect of serious harm to the child.
Outside St Paul's	-Child abuse that occurs outside the St Paul's organisation. This includes abuse that has occurred at home.
Staff	-For the purposes of this policy the term "staff" includes all individuals who are responsible for Kid's and Youth ministry areas, including rostered helpers or volunteers.

### Process

The interest and protection of the child is paramount in all actions. If any person (parent or staff) has reasonable cause to suspect child abuse, their first obligation (after ensuring the child is in no immediate danger) is to immediately advise the Kid's Ministry Leader, Youth Pastor, Clergy or a member of Vestry without delay.

All matters related to individual cases are confidential to those directly involved and should not be discussed with other staff, other parents, children or any other person in or outside St Paul's. Full and detailed written records are to be kept of every related discussion, act or incident, which involves parent, child, accused or staff member from the first instance child abuse is suspected.

Staff do not assume responsibility for action or advice beyond the level of their own expertise.

### Training Procedures

All job descriptions and performance expectations will include a requirement by all staff to have read and understood this policy and to accept the responsibility to implement this policy. This policy will be given to all staff as part of initial induction programme for new staff.

### **Preventing the Possibility of Child Abuse at St Paul's**

All children are to be within sight of the staff member responsible for them at all times and where practical all staff can be observed by other staff members. Staff members will not be isolated with one child (alone, no supervision one-on-one).

### **Kid's Rooms**

Where practical, all parts of the indoor area where children can go shall be able to be readily observed by staff supervising. The staff supervising children shall, as far as practicable, be able to be observed by one other staff member.

### **Toilets**

Where practical and appropriate, a staff member should supervise children in the toilet/bathroom area. Where practical and appropriate, all parts of the toilet/bathroom area where children can go, shall be able to be readily observed by staff supervising. The staff supervising children shall, as far as practicable, be able to be observed by one other staff member.

### **Transporting a child home alone**

It is not common sense for a male to transport a female child or adult home alone. We advise that we do not do this. However, there are situations where the same gender finds themselves in this situation where they need to transport same gender children from home, to a program at St Paul's and home again. These guidelines must be closely followed:

- Permission must be sought from the Ministry Leader prior to a child being taken home alone. If they have any concerns they must contact one of the clergy to discuss.
- All avenues must be explored to see if there is an alternative way, other than transporting a young person alone.
- Permission would be given by the parent/s or main caregiver and this must be signed off prior to transportation.
- The child will be asked to sit in the back seat.
- Record the time when picking up and dropping off the child.

### **Limits on Touching and Professional Behaviour**

Whilst it is appropriate to respond to a child who initiates physical contact in seeking affection, or who needs reassurance or comfort, it is not appropriate to force any form of unwanted affection or touching on a child. Touching should not be initiated to gratify adult's needs.

Staff need to inform parents when their child needs to be changed or cleaned. No staff are to change and/or clean a child without parent consent. If the parent gives consent over the phone, then two adults would be present to change or clean the child.

Any person who perpetrates or colludes with any sexual act on or with a child will be instantly removed from their position of responsibility and will be reported to the police.

### **Camps and Outings**

The following guidelines must be followed for all activities off the St Paul's premises such as camps and outings:

- A minimum ratio of leaders to children, 1:8 for Over-2s, will be observed for all outings and supervision rules as set out above shall apply to outside visits.
- No child may be taken from the St Paul's premises by any staff member or adult (except in emergencies) without permission of the parent and with the specific knowledge of the Kid's or Youth Ministry Leader.
- Unless otherwise agreed with the children's parents, there should always be at least 2 leaders and or/adults in attendance on any outing.
- A full screening process must be followed for all camp leaders/volunteers/parent helpers.

### **Responding to Information or Complaint**

When a person reports to a staff member suspicions of child abuse at St Paul's, the staff member shall immediately notify the Kid's Ministry Leader, Youth Ministry Leader, Head of Operations/Head of Pastoral Care and/or Clergy. No staff member will take any action alone in these matters and any action taken or discussion about a suspicion should only be after consultation. Where appropriate, the person making the allegation will be given a copy of this policy.

When advised about an incident or allegation, the Kid's Ministry Leader, Youth Ministry Leader, Head of Operations/Head of Pastoral Care and/or Clergy shall immediately investigate and shall fully, carefully and accurately record in writing both the allegation and a diary version of the process and results of the investigation.

During investigation, priority must be given to protect the child, and to protect the rights of those involved.

### **When to Notify Other Individuals**

If it is clear from information or investigation that there is clear evidence or reasonable cause to believe of an instance of child abuse having taken place, an appropriate outside support agency will be notified.

Where there is some doubt that an instance of child abuse has taken place, an independent 'mediator' should be called in to ensure that the policy has been followed and the investigation is seen to have been done fairly and fully.

### **When a Staff Member is Suspected**

An initial report on any incident must be written down in full as soon as possible. Where appropriate, the Kid's Ministry Leader, Youth Ministry Leader, Head of Operations/Head of Pastoral Care and/or Clergy will discuss the incident as soon as practical with the staff member and other possible witnesses. The staff member's version of the incident(s) will be investigated before any decision is made.

Where there is some substantive evidence that an instance of child abuse may have taken place, an appropriate outside support agency should be contacted. Where there are reasonable grounds to suspect that an instance of child abuse has taken place, that staff member shall be suspended whilst an investigation occurs. Appropriate support will be accessed for the staff member.

St Paul's will take into account the advice of the outside support agency as to whether police will be advised, unless it is clear that a criminal offense has taken place, in which case the police will be advised immediately. The parent of the child (or children) will be advised as soon as possible after investigations are reasonably complete.

### **Obligations to Staff**

Whilst the protection of the child shall be paramount and the next obligation shall be a full and fair investigation, the impact of this on staff shall not be forgotten. Care will be taken to ensure that the presumption of innocence of those accused or implicated will be maintained until investigations are complete. Counselling will be offered to staff that have been accused wrongly.

### **What a Parent Should do if Abuse at St Paul's is Suspected**

All suspicions or observed incidents or reports of incidents should be reported directly to the Kid's Ministry Leader, Youth Ministry Leader, Head of Operations/Head of Pastoral Care and/or Clergy as soon as possible. They will then immediately take steps to protect the child(ren), record the report and institute an investigation.

The parent who has made the allegation or report must not discuss with other staff, nor the person(s) or parents involved in the alleged abuse, nor other parents, or persons outside St Paul's until after a full and fair investigation has taken place. The parent of the child (or children) affected will be advised as soon as possible after investigations are reasonably complete.

### **When a Parent/Caregiver is Suspected of Abuse**

Where there are reasonable grounds to suspect that a child has been or is subject to abuse (but not in immediate danger), the Kid's Ministry Leader, Youth Ministry Leader, Head of Operations/Head of Pastoral Care and/or Clergy will be advised and will arrange for the child to be observed and a confidential record initiated.

If it is clear from information or investigation that there is clear evidence or reasonable cause to believe of an instance of child abuse having taken place, an appropriate outside support agency will be notified.

Where there is some doubt that an instance of child abuse has taken place, an independent 'mediator' should be called in to ensure that the policy has been followed and investigation is seen to have been done fairly and fully.

All observations, after an investigation has been notified, shall be kept in writing.

If it is clear from evidence that parent(s) are not involved as parties to the alleged abuse, they will be advised in a suitable, professional, and sensitive manner that an investigation has been initiated and that we will take such steps as necessary to ensure that they have the support, information and are made aware of a suitable referral or support service.

All persons investigating or reporting are protected from civil and legal action by parents or others, provided they acted in good faith.

### **Managing Known Child or Vulnerable Person Abusers**

The following procedures must be followed for any individuals known to have a conviction related to child or vulnerable person abuse or with a history of child abuse at another organisation or a known sexual offender or who have been discovered as a child or vulnerable person abuser while at St Paul's.

- They must be made known to the Kids and Youth Ministry Leaders, Head of Pastoral Care, Clergy and Vestry.
- The local police will be informed that the individual is attending St Paul's regularly and that guidelines set out below have been put in place.
- They will be approached by one of the Clergy to clearly outline guidelines that must be followed. These guidelines will include:
  - They shall not be allowed to have any involvement with any children or youth related ministry or activity. There will be no exceptions to this rule.
  - They will not be allowed in the toilet facility alone with a child.
  - Any breach of given guidelines will result in the individual being asked to not attend St Paul's.

### **Victim and Family Support**

St Paul's commits to support the child who has been a victim of abuse and the associated family to best of its ability. This support will involve:

- Referral to and working with government agencies.
- Referral to counselling services.
- Ongoing emotional support.

### **Review and Evaluation**

This policy will be reviewed when appropriate or after an incident.

This policy has been developed from the STRANZ policy from the Anglican Diocese of New Zealand.  
[www.stranz.org.nz](http://www.stranz.org.nz)

## 5. Gender Relationships with Young People

In no circumstances shall a youth leader (staff or volunteer) date a young person they are a leader of. If a relationship begins, that staff/volunteer will be removed from their position of leadership with youth. Staff or leaders will not be in a room alone with a teenager. There must be two adults present in a room when working with young people on site.

When meeting with an individual young person offsite, it must always be done in a public space and with the same gender. When meeting with groups offsite, it should ideally be in a public space with at least one other adult leader. If a second adult leader is not present with the group, it must be in a public space with at least one youth that is the same gender as the leader. No staff or leader will meet with a group of opposite gender offsite without another adult leader present.

Staff and volunteers should avoid giving rides to an individual youth when possible, unless another adult is present. If a staff or leader needs give a ride to an individual youth, it will only be with a youth of the same gender as the leader and after permission has been obtained by a parent or guardian. Under no circumstance will a leader or staff be in a car alone with a young person of the opposite gender.

Staff and leaders are only to pray individually with youth of the same gender. For prayer to an individual youth of opposite gender to the leader, another adult leader that is the same gender as the youth must be brought into that prayer.

## 6. Suicide Prevention Policy

At St Paul's, we believe that suicide is not the way a human life should end. As a church we have an obligation to ensure access to pastoral care, medical care, and therapy for those in our congregation who find themselves in circumstances that have led to suicidal despair and/or the desire to end their life. Often, suicide is the result of untreated depression, or untreated pain and suffering.

An active approach to suicide prevention is encouraged for clergy, staff and lay pastoral leaders: including young adult and youth leaders, small group leaders, prayer ministry team members, international ministry leaders.

Appropriate training for clergy, staff and volunteers will be provided, along with supervision as needed.

*All suicidal behaviour must be taken seriously. If risk is suspected, it is important for the leader to inquire if the person is feeling suicidal. Presentations of people with suicide risk are to be treated as a possible medical emergency.*

This means that St Paul's staff and leaders are to advise and/or assist all such persons to contact their medical practitioner, mental health provider or mental health crisis assessment services, so that suicide risk assessment can and support can be arranged as soon as possible. Carefully eliciting suicidal ideation does not increase the risk of suicide.

### Limitation of Responsibility

Leaders have a responsibility to be aware of the limits of their role and skills. At St Paul's this means:

- We refer those at risk, giving assistance as needed to connect with agencies and services

- We seek to ascertain what wider support is in place and consult family/whanau if needed.
- We follow up and offer appropriate support.
- Lay leaders and volunteers are to inform Pastoral Care and Clergy of any situations where they have been assisting persons at risk in the context of their leadership role/ volunteer role.
- 24/7 Crisis helpline and mental health crisis team phone numbers are to be available in the church, at office reception, and are provided to clergy, staff, small group leaders, welcome team members, duty personnel and prayer ministry team members.

### **Confidentiality**

At some stage of the conversation about suicidal feelings, the leader will need to discuss the issue of confidentiality. This will include informing the person of the need to contact other relevant people: crisis teams, counsellors, parents, spouses, family or whanau etc. On matters directly relevant to safety, complete confidentiality cannot be guaranteed.

If a leader or volunteer is asked to keep it secret, the response needs to be *“I understand this is difficult for you to talk about, but I want to make sure you are safe. I can’t make any promises about what we are about to talk about.”*

In conversations with those at risk, staff and leaders should be non-judgmental, non-threatening, and show genuine interest and concern for the person’s situation. Our approach should be empathic and aim to provide reassurance and hope.

Staff and leaders should invite an appropriate level of partnership – ask if the person has reported their feelings to their GP, family or whanau.

### **Cultural Aspects**

Cultural aspects of engagement need to be considered: e.g., what might be considered good rapport, or evasive behaviour, within their culture? What common cultural beliefs or prior experiences may make engagement difficult for them?

### **Reporting of Suicidal Thoughts- Questions to Ask**

- Have things been so bad lately that you have thought you would rather not be here?
- Have you had any thoughts of harming yourself?
- Are you thinking of suicide?
- Have you ever tried to harm yourself?
- Have you made any current plans?
- Do you have access to a firearm or to other lethal means?

### **Self-Harming Behaviour**

Distinguishing between ‘self-harm without suicidal intent’ and ‘attempted suicide’ can at times be difficult. Regardless of motivation or intention, both are dangerous behaviours associated with a heightened risk of dying.

Self-harming behaviour usually occurs in one of two contexts: the person with a vulnerable personality who is acting out inner distress; or the person who is psychotic. A person who is acting out inner distress in this manner often feels they are not able to communicate distress in less harmful ways. Although the vulnerable person’s self-harming is frequently acting out inner turmoil or an act of self-soothing rather than an attempt to die, people who self-mutilate do sometimes attempt suicide. The self-harming by the person who is psychotic (or the underlying rationale) is frequently bizarre.

## **Confidentiality for St Paul's Counselling Team**

Counsellors have professional and legal obligations to keep client information confidential. There are circumstances, however, when it will be appropriate to disclose information. Counsellors are bound by the codes of ethics of the professional body of which they are members.

### *NZCCA Code Of Ethics*

Counsellors shall only make exceptions to confidentiality in order to reduce risk. When counsellors need to pass on confidential information, they should provide only the minimum of information necessary and only then to those people to whom it is absolutely necessary. Exceptions to confidentiality occur when:

- There is serious danger in the foreseeable future to the client or others.
- The client's competence to make a decision is impaired.
- Legal requirements demand that confidential material be revealed.

## **St Paul's Youth and Children**

St Paul's youth and children's ministry follow the same protocol in the case of a youth or child disclosing suicidal ideation or behaviour with the exception point 4 in the "Limitation of Responsibility." In the event of a youth or child disclosing suicidal thoughts or suicidal thoughts of another youth/child to a volunteer leader, the volunteer leader will then inform the appropriate lay/staff leader in that ministry area (Youth Ministry Leader or the Families Ministry Leader). That staff leader will then inform Pastoral Care and Clergy and parents (if parents are deemed as safe support for the young person). Staff leader will work with Pastoral Care and Clergy to follow up with appropriate support, agencies, and services.

***Limits to confidentiality***, which may lead to disclosure, apply when:

The young person or someone else is in danger; there is an emergency situation; it is required by legislation or the courts; the young person is incapable of consenting. When it is clear that confidences might be shared, the leader will explain the boundaries of confidentiality. Limits of confidentiality also apply when a young person discloses previous suicidal ideation or behaviours even if those thoughts or behaviours aren't a present concern.

When a youth/child is disclosing suicidal ideation or behaviour on behalf of another young person, it is not required for the parents of the youth disclosing the information to be informed. While it is not mandatory, it is of the best interest for that young person's parents informed (if parents are deemed as safe support for the young person) and to offer follow up appropriate support. When information is disclosed that doesn't need to be reported but is of benefit for the young person to seek additional help, the leader will endeavour to obtain the young person's permission, ideally working with the young person to do so. This will then be shared with the ministry leader who will lead in any follow up necessary. Leaders will comply with the Privacy Act 1993.

## 7. Substance Abuse

### Purpose

To maintain a work environment which is free from the influence of illegal drugs, and to protect the health, safety, and well-being of our employees. By assisting to identify appropriate interventions in reference to the chemically dependent employee, we can create an environment conducive to the employee identifying the problem and taking appropriate action before the condition renders the employee unemployable.

### Process

Any unlawful or unauthorized transfer, sale, distribution, manufacture, possession, or use of a controlled substance by an employee on the job is prohibited. Violation of this policy will be subject to disciplinary action up to and including termination.

Employees involved in illegal drug use or suffering from drug/alcohol dependency are encouraged to seek medical treatment and/or rehabilitation. Employees can use earned sick and vacation time or may be granted unpaid leave of absence for rehabilitation. However, to avoid any disciplinary action, it is the responsibility of each employee to seek assistance before any drug problem leads to a violation of company policy.

Job performance will be the primary determinant of personnel actions enforced on employees who suffer from drug dependency and return to work following or during rehabilitation. Satisfactory performance remains a requirement, even if chemically dependent employees seek medical help.

The Clergy and/or Head of Operations will enforce this Substance Abuse policy and will be responsible for drug awareness communication and education if the need arises. St Paul's encourages employees to seek help. To assist employees in obtaining treatment, we will refer the employee to a provider, or the employee may choose a provider. Confidentiality is assured.

## **8. Smoking**

Smoking, or the use of smokeless tobacco including e-cigarettes/vaping, is not allowed in any part of the building or offices, or on the premises. Smokers will be directed to the roadside footpath.

## **9. Damage or Theft**

Personal property may be lost, damaged during use, destroyed or stolen. Instances of loss, damage, destroyed or stolen property must be reported to the Health & Safety Officer immediately.

Those witnessing the damage or theft will complete an *Incident Report Form* to give to the Health & Safety Officer. If necessary, the Health & Safety Officer will complete an additional *Incident Report Form* to include any further details or information obtained.

For lost, damaged or destroyed property, the Health & Safety Officer will coordinate with the Staff, Head of Operations and any other key players to minimize risk of loss or damage in the future.

For any property that has been stolen from St Paul's grounds, the Health & Safety Officer will file a police report with the Police Department having jurisdiction where the theft took place. A copy of the Police Report will be obtained and kept on file in the office. The Health & Safety Officer will then contact St Paul's insurance carrier and notify them of the theft; completing any forms as necessary. The Health & Safety Officer will then coordinate with the Staff to minimize risk of future theft.

Personal property stolen while off site, will be reported directly to the senior management at the location.

## 10. Food Safety

### Purpose

St Paul's is committed to the 2014 NZ Food Safety requirements, ensuring all food prepared and served on its premises meets food handling guidelines. It will also ensure relevant legislation is complied with for external and internal usage of the kitchen, ensuring there is a regime of regular cleaning in food areas, left-over food is dealt with appropriately, and due diligence is carried out by all those who oversee or handle food.

### Process

Work and public areas are to be kept clean and safe. Hard surfaces are to be regularly mopped or wiped down with provided cleaners.

High standards of personal hygiene are to be observed by those in the preparation or serving of food. All equipment used in food preparation (e.g. utensils, cutlery, crockery, etc.) should be thoroughly rinsed and then put into the dishwasher. Proper disposal of waste, including left-over food must be adhered to.

Team leaders will induct volunteers in their ministry area who deal with the preparation and serving of food.

Events using out-sourced organisations need to be shown around kitchen to ensure they have an understanding of the running of the kitchen.

### Protocol for Working in the Kitchen

Because food must be kept safe, people who are sick, have colds, etc. are not to work in the kitchen.

- i) Prior to food preparation
  - a. When entering the kitchen, wash and then sanitise hands.
  - b. Sanitise food-preparing surfaces before working.
- ii) During food preparation
  - a. When washing hands during food preparing time, use the hand wash provided
  - b. Where appropriate use gloves provided
  - c. When returning to the kitchen after having left it, rewash hands.
  - d. Avoid cross-contamination by using the designated chopping boards for meat
  - e. Record which cutting boards are to be used for which food. All staff who prepares food must know which preparation surface is to be used with which foods.
  - f. Ready-to-eat food must be protected from contamination from surfaces (including equipment and utensils) that have come in contact with raw or uncooked food.
  - g. Separate rubbish into appropriate bins: food scraps, rubbish and paper/cardboard to be recycled.
- iii) At the end of food preparation
  - a. Ensure oven and stovetop are turned off.

If full, bins are to be emptied into outside bins. Paper and cardboard to be emptied into recycling bins.

- b. All dishes to be done and plates etc. to be packed away – everything back to

itsright place.

- c. Dishwasher to be turned off.
- d. Left-over food is to be taken home or disposed of. If there is food to be kept, it is to be covered, dated and put into fridge once cooled. It must also have a note with it stating who the food is for. If leftover food is repurposed into Angel Food it must be dated, a description of the food, and put in the Angel Food freezer.

### **Schedule for Cleaning the Kitchen**

1. Food preparation
  - a. The cooking team is responsible for leaving the kitchen clean and tidy.
  - b. All food scraps or rubbish to be disposed of correctly.
2. Dish washing team
  - a. Leave kitchen tidy with dishes put away
  - b. Empty the dishwasher, then turn off
3. Regular maintenance
  - Kitchen
    - wipe down benchtops, sinks, taps and work surfaces, spot clean walls and internal door glass, dust skirting boards, empty waste-bins and dispose of rubbish replacing liners as necessary, vacuum and mop the floors.
    - Schedule a professional oven clean once per year
  - Café
    - spot clean walls, empty waste-bins and dispose of rubbish replacing liners as necessary, vacuum and mop the floors.

Weekly – tidying shelves, washing tea towels, dish cloths and table clothes.

## 11. Fire Emergencies and Evacuations

### Purpose

The prime consideration at all times shall be to protect congregation, visitors and children from any possibility of injury or death. To reduce the risk of injury and the effects of an emergency, a prompt, safe and orderly evacuation of the building must be carried out by ensuring;

- a current Building Warrant of Fitness,
- there are dedicated and trained fire wardens and first aiders,
- all staff understand the fire evacuation process should there be a fire incident.

### Checks and Documentation

Each year the church applies for a Building Warrant of Fitness with Auckland City Council.

There is a 6-monthly check by Fire International (NZ) Ltd. They check:

- Fire alarm/warning systems
- Smoke/heat alarms
- Fire extinguishers
- Emergency lighting
- Emergency exit signage
- Undertake a trial evacuation during worship practice.

The Health and Safety Officer receives a report from Fire International (NZ) Ltd with recommendations and implements changes and/or upgrades. These reports are saved on Sharepoint. Operations\Healthand safety\Fire Safety - Trial Evacuation Reports.

We hold a schedule of fire risks and how these are to be eliminated or managed.

We make a detailed report of any incidents.

All near-misses, accidents and incidents are reported to the Vestry and to the Diocese.  
(keepsafe@aucklandanglican.org.nz)

### Wardens & Training

The Health & Safety Officer is responsible for appointing wardens and first aiders. They are listed on Sharepoint. The Health and Safety Officer is responsible for ensuring this list is up to date, and warden training will take place every 6 months. Where necessary, external training courses will be arranged.

All staff are to be trained on the evacuation procedure plus the location of fire alarms, fire extinguishers and warden vests.

### Exits

Whenever the building is in use, ensure the emergency exits (bell tower, side door, crypt door, bell tower crypt exit) are unlocked (or readily unlockable from the inside) and available for escape in an emergency.

Emergency signage is clear and obvious.

### **Building Warden/Fire Warden Jackets & Clipboard**

Hi visibility fire warden jackets are kept on the hooks in the entrance by the upstairs side door and the crypt door.

There are 6 fire extinguishers in the church and crypt-

- Next to the side door of the church
- In the Vestry
- In the stairwell next to the preschool room
- In the kitchen
- In the entrance of the crypt as you walk through the big red doors
- On the ground floor of the church

There are 2 fire hoses

- One in the crypt
- One on the wall near the entrances of the women's toilets

### **Fire Evacuation Plan for the main church on Sundays or mid-week events**

If the fire is small enough and there is no personal danger, extinguish immediately, otherwise;

- Alert everyone on the premises by shouting FIRE.
- The fire alarm will be automatically set off and it will send an automatic call to the nearest fire station.
- The AV puts up onto big screen the 'Fire Evacuation' procedures. Turn on all lights.
- The Service Leader will use the microphone to inform people to evacuate out their nearest exit, to walk, and not to run.

#### *Building Warden's Role*

A staff member, Duty Manager or Event Owner will facilitate the evacuation assume and the 'Building Warden' role. On a Sunday it is always the Service Leader.

The Building Warden will:

1. Put on the orange Building Warden's jacket.
2. If a fire or smoke is detected by someone and the alarm has not yet activated, that person will go to the nearest fire alarm panel and manually activate the alarm.
3. Take the Fire Warden's yellow jackets and the clipboard with you, and exit immediately out of the main church doors, side door or Bell Tower door.
4. Fire Wardens will meet the Building Warden on the Symonds Street footpath. Provide a yellow vest to each.
5. One Fire Warden will stand on the Symonds Street footpath outside the main double doors and beckon people out of the church and down to the bus stop on the right. Wherever possible, try and prevent people crossing the road.
6. One Fire Warden will stand outside the side door in the staff carparking area and beckon people out of the church and to the bus stop further up Symonds Street, past Princeton Towers.
7. The Duty Manager will stand near the Vestry door to prevent parents running

downstairs.

8. The Fire Wardens must report back to the Building Warden, who stays on the footpath, and ticks off areas that have been evacuated.
9. Liaise with visiting Chief Fire Officer if the Fire Brigade arrive.
10. When Chief Fire Officer gives the all clear, arrange for everyone to return to the building. If people with children are going home, they are to collect their children from their evacuation point.

#### *Fire Warden's Role*

Fire Wardens are staff, or someone who has been trained.

The Fire Wardens will:

1. If within easy reach, take your cell phone.
2. Head to the Symonds Street entrance on the street outside red double doors, to report to the Building Warden. On a Sunday, this role is taken by the Service Leader. During weekday events, this role is taken by a staff member.
3. The Building Warden will give you a yellow vest and an area to evacuate in the building.
4. If an event during the week or the evening service (i.e no kids programmes) In your area, check all cupboards, individual toilet cubicles, places where small children may hide. Close windows and doors where safe to do so.
5. Go back to the Symonds Street entrance and report to the Building Warden.
6. Wait for further instructions from the Building Warden.

#### **On Sundays or when kids events are on in the Crypt.**

*From the Crypt*

On the sounding of the alarm the Kids Ministry Assistant Leader (AL) will:

- Collect the registers and
- Lead all children who are in the crypt out of the side crypt door (in the first instance), the side crypt fire exit door closest to the stage OR the fire exit door in the entrance to the men's toilets
- All remaining leaders will gather and collect children behind the Assistant Leader – with an adult being the last to exit the building
- Once out of the building the group is lead to the grassed triangle space behind the church and along the road closer to the Arts Buildings.
- Assistant Leader will have all children sit, call their names one at a time and have them move to a separate area to ensure that every child is accounted for. Leaders will assist with this process to ensure it is smooth and every child is counted.
- Once Assistant Leader is confident that all children are accounted for the Kids Ministry Leader will run to the Fire Warden to give the all clear.
- If a child is missing, they will recheck group and inform Floor warden of unaccounted child

On the sounding of the alarm the Kids Ministry Leader (KML) will take the responsibility to:

- Ensure the registers have been taken.
- KML will check within the crypt, bunker and preschool rooms, that the areas are clear and close the emergency door behind the group

- The KML will move upwards through the building checking every room and closing the door behind him as he goes. Once he is confident that every room is empty he will join the group at the grass.
- They will assist the assistant leader in marking off all children.
- The KML will go to give the all clear to the fire warden at the Symonds st church carpark.
- If the AS informs them of an unaccounted child they will inform the Fire warden.

From the Preschool Rooms at a 9am Sunday service

On the sounding of the alarm pre-school staff will;

- Collect the tablet, the Visitor Register, and the orange rope and hand these to a volunteer adult in their room who will become the lead adult.
- Gather all pre-school children in their room and have them hold the orange rope with the volunteer adult at the front of the rope and all additional adults assisting the children to hold the rope.
- Red Room staff will be the last to leave the Red Room – they will ensure there is no-one in their room and then close the Red Room door. They will check and close the Babies Room door ensuring that no-one is inside.
- Orange Room staff will be the last to leave the orange room – they will ensure there is no-one in their room and then close the Orange Room door. They will assist all remaining children (including those from the Red Room) down the stairs and outside.
- Green Room staff will be the last to leave the Green Room – they will check every cupboard in the room and then close both Green Room doors ensuring that no-one is inside the room. They will assist any remaining children down the stairs and out of the building.
- When given the orange rope, tablet, and visitor register the **lead adult** will lead all children holding the rope down the stairs and out of the side crypt door (in the first instance), the side crypt fire exit door (furthest end of the crypt) OR the fire exit door in the entrance to the men's toilets

Once out of the building the group is taken by the lead adult and all volunteers to the grassed triangle space behind the church and along the road closer to the Arts Buildings.

The lead adult will have all children sit, call their names one at a time and have another adult check visually that each child is there as their name is called. Leaders will assist with this process to ensure it is smooth and every child is counted.

Once staff and the lead adults are confident that all children are accounted for they will inform the Salt and Light Leader, who will run to the Fire Warden to give the all clear.

*In the event that fire blocks access going down the stairs:*

The exit route will be up the stairs, along the back of the church and out of the exit directly ahead and on the left. Children are then lead down the stairs that are at the back left of the concrete pad outside the exit. From there they walk down to the same grassed meeting area.

This longer route will necessitate additional reminders to keep holding the orange rope. If a parent attempts to take their child with them they are invited to come with the group. It will be impossible to account for the safety of all children if parents take their child away.

### From the Preschool Rooms at the 11am Sunday service

On the sounding of the alarm **pre-school staff** will:

- One staff member will collect the tablet, the Visitor Register, and the orange rope and become the lead adult
- Another staff member will gather all pre-school children in the room and have them hold the orange rope with all additional adults assisting the children to hold the rope
- The staff member who is the lead adult will lead all children who are in the room down the stairs and out of the side crypt door (in the first instance), the side crypt fire exit door (furthest end of the crypt) OR the fire exit door in the entrance to the men's toilets
- Remaining staff members will be the last to leave the Green Room – checking every cupboard in the room and then close both Green Room doors, ensuring that no-one is inside the room
- Remaining staff members will move up to the Red Room – checking every area, including cupboards and closing the door behind, then check the Babies Room – checking there is no-one in there and closing the door behind, then the Orange Room – checking there is no-one in there and closing the door behind.
- They will then assist the remaining children down the stairs and out of the building

Once out of the building the group is lead to the grassed triangle space behind the church and along the road closer to the Arts Buildings.

The adult acting as the leader will have all children sit, call their names one at a time and have another adult check visually that each child is there as their name is called. Leaders will assist with this process to ensure it is smooth and every child is counted.

Once staff and the lead adults are confident that all children are accounted for they will inform the Salt and Light Leader, who will run to the Fire Warden to give the all clear.

### *In the event that fire blocks access going down the stairs:*

The exit route will be up the stairs, along the back of the church and out of the exit directly ahead and on the left. Children are then lead down the stairs that are at the back left of the concrete pad outside the exit.

From there they walk down to the same grassed meeting area.

This longer route will necessitate additional reminders to keep holding the orange rope. If a parent attempts to take their child with them they are invited to come with the group. It will be impossible to account for the safety of all children if parents take their child away.

### **After Hours Evacuation Procedure**

Outside normal working hours, all building occupants must follow this procedure:

#### *If you discover a fire*

- Raise the alarm immediately.
- Ensure the Fire Service has been called using 111.
- If safe to do so, quickly check that the floor is clear of all other people.
- Leave immediately by your nearest escape route.

- Report to front entrance on Symonds Street wait and report to the Fire service on their arrival
- Do not re-enter the building until the all clear has been given by the Fire Service.

*If you hear the fire alarm or are warned of a fire*

- If safe to do so, quickly check that the floor is clear of all other people.
- Leave immediately by your nearest escape route
- Report to the assembly point
- Ensure the Fire Service is called using 111.
- Report to the Fire Service on their arrival.
- Do not re-enter the building until the all clear has been given by the Fire Service.

## 12. Earthquakes

### During an Earthquake

If you are inside the building, move no more than a few steps, drop, cover and hold. Stay indoors until the shaking stops and you are sure it is safe to exit. In most buildings in New Zealand you are safer if you stay where you are until the shaking stops.

If you are outdoors when the shaking starts, move no more than a few steps away from buildings, trees, streetlights, and power lines, then Drop, Cover and Hold.

If you are driving, pull over to a clear location, stop and stay there with your seatbelt fastened until the shaking stops. Once the shaking stops, proceed with caution and avoid bridges or ramps that might have been damaged.

### After an Earthquake

Advise everyone to go to the evacuation area at the bus shelters on Symonds Street. Expect to feel aftershocks. Check yourself for injuries and get first aid if necessary. Help others if you can. Watch out for fallen power lines or broken gas lines, and stay out of damaged areas. If you smell gas or hear a blowing or hissing noise, open a window, get everyone out quickly and turn off the gas if you can. If you see sparks, broken wires or evidence of electrical system damage, turn off the electricity at the main fuse box if it is safe to do so.

Be aware that electricity supply could be cut, and fire alarms and sprinkler systems can go off in buildings during an earthquake even if there is no fire. Check for, and extinguish, small fires.

Only use the phone for short essential calls to keep the lines clear for emergency calls.

## 13. Lockdowns

### Policy Statement

Staff and Volunteers are to understand the procedure for locking down the church in the event an intruder or disruptive person enters the church during a event during the day. The Crypt doors must always be locked and closed at all times during the service. The side door in the main church must be closed. The Duty Person will check all doors and windows at the start, during and at the end of event.

### Responsibilities

The Management Team are responsible for:

- Ensuring Staff are aware of the policy and procedures for lockdown
- Taking reasonably practicable steps to ensure staff and volunteers are aware of what to do to protect themselves should the need arise
- Ensure all staff know responsibilities during a Lockdown event.
- Giving the all clear to the on-duty family ministries team once safe.
- Providing assistance as required at the time of an incident and during rehabilitation, as required

Team leaders are responsible for:

- Ensuring their own actions or inactions do not harm themselves or others.
- Taking reasonably practicable steps to ensure volunteers are aware of what to do to protect themselves should the need arise
- Being aware of policy and where to get help

Volunteers are responsible for:

- Ensuring their own actions or inactions do not harm themselves or others.
- Taking reasonably practicable steps to ensure their groups are safe and follow team leaders' instructions
- Checking of names on registration.

### Lockdown Protocol

In the event of a threatening person/intruder entering the church (Symonds Street entrances)

#### *Service leader*

- Assess if the person is a threat to the congregation, use the microphone to call out, LOCK DOWN, LOCK DOWN, LOCK DOWN.
- On hearing LOCK DOWN, LOCK DOWN, LOCK DOWN, the AV/sound desk person to start moving downstairs.
- Service leader to remove yourself from the incident and get into a safe position. Take the microphone to issue further instruction if required.
- Contact (or delegate) 111 for Police assistance (or ambulance if required).

#### *Sound Desk Personnel*

- If an intruder or disruptive person enters the church and service leader calls lockdown, lockdown, lockdown the AV/ sound desk person moves downstairs at safe speed.

- Go to the feeding room and tell them to move to the Crypt and report to Kids Ministry Leader
- Head to the pre-school rooms and call “lockdown, lockdown, lockdown” to staff/volunteers. Starting with the red room (tiny Stars) then Orange (Rockets) then down to the green room (Sparklers)
- Head to the crypt and callout lockdown, lockdown, lockdown. Ensure that the team has heard and then head to the Bunker and callout “lockdown, lockdown, lockdown”
- Assist the Zeal leader with the intermediates and stay in Bunker with them.
- Call 111 once in bunker.

#### *Pre school Room Leaders*

- When they are notified of a lockdown the room leader gathers their kids, the orange safety rope and ipad register. Get everyone including adults to hold on to the orange safety rope.
- Lead group down to the bell tower end of crypt and sit the group down.
- Check that whole group is here and report to Kids ministry leader that all children are present and accounted for. Inform if any missing.

#### *Salt and Light Leaders*

- When they are notified of a lockdown the room leader gathers their kids and ipad register. Move children to the bell tower end of the crypt.
- Sit the group down and check that whole group is present. Report to Kids ministry leader that all children are present and accounted for. Inform if any missing.

#### *Zeal Leaders*

- When they are notified of a lockdown the room leader gathers their group away from the door and windows at the fire exit end. Check on ipad register that all the group is present and accounted for.
- Lock Bunker entrance door if all children present
- Keep group calm and instruct them that if the Zeal Leaders calls out “OUT,OUT,OUT” The group will quickly file through the door and move to the assembly Fire evacuation area on the grass triangle behind the church.
- If Intruder comes into room, Call “OUT, OUT, OUT” and open bunker side door.
- Wait for the all clear from Service Leader.

#### *Kids Ministry Leader*

- When they are notified of a lockdown the room leader Instruct Tribe leaders to gather group and bring to Bell tower end of Crypt.
- Gather ipad registers if not with leader and hand out to Tribe leader.
- Move groups behind the curtain in the crypt
- If intruder comes into the crypt, call “OUT, OUT, OUT” and open closet fire exit door.
- Keep group calm and instruct them that if they hear “OUT,OUT,OUT” The group closest to the nearest exit will quickly file through the door and with their leaders and move to the assembly Fire evacuation area on the grass triangle behind the church.
- Send one group out at a time. Kids Ministry leader will delegate a leader to keep group together and keep them running downhill to fire evacuation area.

## In the event of a threatening person/intruder entering the church Crypt entrance

### *Kids Ministry Leader*

- Make contact with the intruder from a safe distance.
- Determine if this person is a safety risk. If not, encourage the person to go back out door and attend the service to enter church entrance via Symonds St.
- If the person is threatening or disruptive instruct leaders:
  - to move children outside through bell tower entrance down to fire evacuation area and wait for all clear.
  - The pre-delegated leader will run up into the church to inform service leader of intruder by heading up the internal stairs if safe informing the preschool rooms of a “Stay in place lockdown” on way up the stairs.
  - Or if the stairs entrance is blocked by the intruder, run outside, up the crypt road, into the main church doors depending on the position of the intruder. If the pre-delegated leaders uses the Crypt Road and enters the main church doors, then call out to the Service Leader upon entry to the main church. The Duty Person will immediately open the Nave side door and Bell tower doors. The main doors will remain open.
  - A second pre-delegated leader will inform pre-school rooms of a stay in place lock down.
  - Call 111 and contact police
  - If intruder moves further into the crypt, call “OUT, OUT, OUT” and open closest fire exits
  - Keep group calm and instruct them move to the assembly Fire evacuation area on the grass triangle behind the church.

### *Service Leader*

You are informed by pre-delegated kids leader who enters through the main church doors:

- If you are informed by a pre-delegated kids leader, entering the main church doors, of a potential incident. Use the microphone to call out OUT OUT OUT. Remove yourself from the incident and get into a safe position. Take the microphone to issue further instructions.
- Evacuate church out the main entrances (side Nave door, main doors, bell tower doors) to other side of Wellesley Street bridge.
- Contact (or delegate) 111 for Police assistance (or ambulance if required)
- Signal AV desk to inform Pre-school rooms of a stay in place lockdown

You are informed by pre-delegated kids leader who enters the church from the internal stairway:

- If you are informed by a pre-delegated kids leader, entering the church from the internal stairway of a potential incident. Use the microphone to call out OUT, OUT, OUT. Remove yourself from the incident and get into a safe position. Take the microphone to issue further instructions.
- Evacuate church out the main entrances (side Nave door, main doors, bell tower doors) to other side of Wellesley Street bridge.
- Check pre school rooms have been informed of a Stay in place lockdown.
- Contact (or delegate) 111 for Police assistance (or ambulance if required)

### *Duty Person*

- Immediately open the Nave side door, main doors and bell tower doors

#### *Sound Desk*

The Service Leader is informed by pre-delegated kids leader who enters the main church doors:

- Upon hearing OUT OUT OUT, the AV/sound desk person is to go down stairs
- Go to the feeding room and say Stay in place. Lockdown.
- Heading to the pre school rooms and say “Stay in place Lockdown, Lockdown, Lockdown Stay in place!” Starting with the red room (tiny Stars) then Orange (Rockets) then down to the green room (Sparklers).
- Head to the Bunker and callout Lockdown, Lockdown, Lockdown.
- Assist the Zeal leader with the intermediates and stay in Bunker with them.
- Call 111 once in bunker.

#### *Pre school Room Leaders*

- When they are notified of a Stay in place lockdown the room leader gathers the children away for the door and sits children down and gets them to keep calm.
- Check that whole group is here and Keep them calm, check that all children are present and accounted for on ipad register

#### *Salt and light leaders*

- When they are notified gathers their Tribe and ipad register and moves to fire evacuation area.
- Sit group down and check that whole group is present and report to Kids ministry leader that all children are present and accounted for. Inform if any missing.

#### *Zeal leaders*

- When they are notified of a lockdown the room leader gathers their group away from the door and windows at the fire exit end and check on register tablet that all the group is present and accounted for.
- Lock door entrance door if all children present
- Keep group calm and instruct them that If They call out “OUT,OUT,OUT” The group will quickly file through the door and with their leaders move to the assembly Fire evacuation area on the grass triangle behind the church.
- If Intruder comes into room, Call “OUT, OUT, OUT” and open bunker side door.
- Wait for the All-Clear from service leader.

#### *Volunteer leaders*

- Assist room leader in managing group
- If with group in toilet, close door and wait in there until all clear given.

#### *Welcome team*

- If service leader calls Evacuate help open all doors and help congregation get out of church.
- Assist Service Leader in marshalling congregation to Wellesley Street over bridge.

#### *Policy Points*

- All doors in the Crypt must always be closed and locked. Fire doors in the Crypt must be secured
- If someone leaves the Crypt side door, the leaders must check that it is closed and secured correctly.
- Parent helpers to follow instructions of the Room Leader at all times.

## 14. Medical Emergencies

In the case of a medical emergency, '111' will be called immediately. A qualified individual may attempt CPR, defibrillation, and basic first aid. A different individual will move to the front entrance to guide incoming medical responders to the scene.

Following the medical emergency, witnesses will complete an Incident Report Form and give this to the Health & Safety Office to hold on file in the office.

Allocated staff will have basic first aid training each year. All staff will have a refresher on how to use the defibrillator. A staff list of those with First Aid certificates is kept on Planning Centre for reference.

Note: Look and watch the below following links (1-2 minutes each in length) to understand the use of a defibrillator and how to do basic CPR. There is a CPR App, which you can download onto Apple or Android cell phones.

<http://www.stjohn.org.nz/First-Aid/First-Aid-Library/Resuscitation/Adult/>

<http://www.stjohn.org.nz/First-Aid/First-Aid-Library/Resuscitation/Child/>

<http://www.stjohn.org.nz/First-Aid/First-Aid-Library/Resuscitation/Baby/>

<http://www.stjohn.org.nz/First-Aid/AED/AED---Operation-Guide/>

<http://www.stjohn.org.nz/First-Aid/CPR-App/>

## **15. Missing Persons**

If anyone is believed to be missing, all possible efforts are made to locate the individual to determine his or her state of health and well-being through the collaboration of Head of Operations, Head of Pastoral Care, Clergy and Health & Safety Manager.

After all areas of the property (church and offices) have been searched, the local police department will be notified. Concurrently, the Health & Safety Officer will endeavour to determine a person's whereabouts through contact with family, friends, and associates. Notes will be taken of each person contacted and the discussion that occurred.

Gathering of information regarding the missing person will include: name, gender, race, date of birth, height, weight, eye colour, hair colour/length, date/time of last contact, photo availability, possible medicinal usage, address, phone number, vehicle information, and names/addresses/phone numbers of any person that the individual may be with.

Following the missing person incident, witnesses will complete an Incident Report Form and give this to the Health & Safety Office to hold on file in the office.

## **16. Weapons**

Weapons are not permitted upon Church property, with the exception being New Zealand Police Personnel or New Zealand Army.

## 17. Bullying and Harassment

### Policy statement

We are committed to ensuring that our workplace is free from harassment, discrimination, and bullying.

### Purpose

This policy sets out rules of behaviour to support such a workplace.

### Scope

It applies to all workers, whether onsite at a parish or Diocese office or out in the field at other workplaces, as the work requires.

### Harassment

Harassment is prohibited. Harassment occurs when someone is made to feel intimidated, insulted or humiliated because of:

- Age
- Disability
- Sexual preference
- Religion
- Skin colour or ethnicity
- Gender including pregnancy, marital status, family/carer's responsibilities
- Or any other characteristic specified under anti-discrimination or human rights legislation.

#### *Examples of harassment*

- Telling insulting jokes about particular racial groups or genders
- Sending offensive or insulting emails
- Displaying offensive posters or screen savers
- Making derogatory comments about someone's race or religion

### Sexual harassment

Sexual harassment is also prohibited. This includes any unwanted sexually related behaviour that, in the circumstances a reasonable person would be offended, humiliated or intimidated by. Usually harassment and sexual harassment constitute an ongoing series of events, however legally, just one act can constitute harassment.

#### *Examples of sexual harassment*

- Making obscene or sexually suggestive remarks or jokes
- Intrusive enquires into a worker's private life
- Unwanted body touching or physically molesting a person

## Discrimination

Discrimination occurs when someone or a group of people is treated less favourably, or unfairly because of their:

- Disability
- Race or religion
- Age
- Gender including pregnancy, marital status, family/carer's responsibilities

Workplace discrimination can occur during the following activities and circumstances:

- Recruitment and selection of workers (although choosing a person based on their Christian belief is permitted where their main duties are substantially the same as those of clergy, or involve the spreading of Christian belief)
- Terms, conditions and benefits offered through employment
- Who is offered training and what sort of training is offered
- Who is considered and selected for transfer, promotion, retrenchment or dismissal

## Workplace bullying

Workplace bullying is a form of harassment that, until recently, fell outside most current legal definitions of discrimination and harassment. It relates to a misuse or abuse of power in relationships between people. It includes the repeated less favourable treatment of a person by another or others in the workplace. It also includes behaviour that intimidates, offends, degrades or humiliates a person, and is unreasonable in the circumstances.

### *Examples of workplace bullying*

Physical:

- Swearing
- Shouting
- Slamming doors

Psychological:

- Silent treatment, ignoring a person or intentionally leaving them out
- Assigning meaningless tasks unrelated to the position
- Deliberately withholding information needed for effective work performance

*Bullying is not...*

Reasonable management action including:

- Setting reasonable performance goals, standards and deadlines
- Providing constructive feedback on work performance or behaviours
- Following counselling or disciplinary policies and procedures
- Differences of opinion
- Poor or bad management practices

- An interpersonal conflict
- A one-off incident (e.g., outburst of temper)

## Victimisation

Victimisation is defined as a person or group of people retaliating or making reprisals including dismissing or harming the employment of those who submit a complaint about harassment, bullying or discrimination. Victimisation is prohibited behaviour and persons who victimise others may be subject to prosecution similar to that for bullying or harassment.

### Definitions

**Bullying:** means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s), even though it may not be unlawful.

**Harassment:** means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident but it is so significant that it adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment.

## Responsibilities

*The manager (or other designated person) is responsible for:*

- Providing a safe working environment free from discrimination and harassment.
- Responding to all complaints in the appropriate manner, ensuring the privacy and confidentiality of the complainant.
- Investigating all complaints in a timely manner.
- Keeping the complainant informed of how the investigation is going and what the outcomes are.

*All workers are responsible for:*

- Ensuring they do not harass or discriminate against any person within the workplace.
- Avoiding behaviours which may be perceived by others as bullying or harassment.
- Raising concerns about any behaviours of other workers which they perceive as bullying and harassment.
- Reporting harassment directly affecting them to their manager (or designated person).
- Helping create a safe working environment free from discrimination and harassment by reporting harassment directed towards other people within the workplace.

## Harassment reporting process

The process to report harassment, bullying or discrimination within the workplace is as follows:

- Report to your manager (or designated person) as soon as it occurs.
- If you are not comfortable advising your manager (or designated person), directly contact a member of the vestry or other person in authority in the church.
- An investigation into this behaviour will be actioned.
- You will be advised of the process as it happens.

### Further sources of information

<http://www.legislation.govt.nz/act/public/1997/0092/latest/DLM417078.html> - Harassment Act 1997

<http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html> - Human Rights Act 1993

<http://www.legislation.govt.nz/act/public/1961/0043/latest/DLM327382.html> - Crimes Act 1961

<http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html> - Privacy Act 1993

## 18. Working at Height

### Policy Statement

We are committed to ensuring that everyone in our workplaces is safe when carrying out work at height.

### Purpose

The procedures below provide guidance on managing risk when working at height.

### Definition

Working at height means working in a place where a person could be injured if they fell from one level to another. This can be above or below ground level. Work at height does not include slipping, tripping or falling at the same level.

### Responsibilities

Managers must take all reasonably practicable steps to ensure:

- the safety of workers when they are exposed to a fall or where the risk of falling exists.
- that work at height is never carried out alone
- that wherever possible, safety equipment is used to prevent fall from height
- that work at height is planned out prior to commencing and all risks have been identified, with suitable controls established.

Workers must take all reasonably practicable steps to ensure:

- their own safety while at work; and
- that no action or inaction of the worker while at work, causes harm to any other person(s); and
- that any work at height work is planned out prior to commencing
- that work at height is done within the parameters set by Worksafe NZ.

### Procedure to be followed

Where the potential to fall exists, the following simple hierarchy of controls should be considered:

- Can the job be done without exposing persons to the hazard, i.e. can you eliminate the hazard altogether?
- If elimination is not practicable, then steps should be taken to protect people from the hazard. This can be achieved using safe working platforms, guardrail systems, edge protection, scaffolding, elevated work platforms, mobile scaffolds and barriers to restrict access.
- If none of the above options are possible, consider the use of work positioning systems, safety harnesses, soft landing systems and rope access systems. Those using such safety systems must have received specific training in their use. A contractor will likely be needed for work of this type.

For work below 5 metres, sometimes a temporary work platform will be sufficient to prevent a fall. If regular work at height is going to be required, parishes should consider purchasing this equipment or, alternatively, companies like Hire Pool and Hire Quip have temporary work platforms for hire.

If we are unable to provide a safe way for workers to carry out work at height, then a contractor should be brought in who can provide his/her own safety protection and has been properly trained in its use.

### *Use of Ladders*

Ladders do not offer any protection from a fall. They should only be used for low risk and short duration tasks.

Work above 3 metres is not considered low risk and an alternative option should be sought.

The following basic safety rules must be followed when working on a ladder:

- Do not overload the ladder – stick to the safe working load stated on the ladder.
- Do not overreach. Keep your belt buckle within the stiles and both feet on the same rung while working. Never stand on the top two rungs.
- Keep the rungs free from any items and do not hang tools from the rungs. Carry any tools you are using on a tool belt.
- Keep three points of contact on the ladder at all times – two hands and one foot, or two feet and one hand while climbing, and two feet and one hand when working.
- Ladders must be trade or industrial standard and be rated at not less than 120kg

Ladders should be checked before use to ensure they are in good condition. This includes having undamaged feet.

Whenever possible the ladder should be positioned and secured to prevent it slipping or falling:

- Tie (or effectively secure) the ladder at the top. If not possible, tie the ladder where practicable
- Use an effective ladder stability device
- Wedge the ladder against a suitable fixed structure, eg, a wall
- 'Foot' the ladder by facing it with both feet on the bottom rung, each foot as far apart as possible on the rung (stile to stile) and both hands on the stiles. The person footing the ladder should stay in position until the person using the ladder has descended to a point where they can safely step on to the ground. The user and footer should not overload the ladder.

When using a step ladder always face the steps of the ladder towards the work you are doing and avoid side loading.

Step platforms are a safer alternative to a step ladder as they are more stable and have a larger work surface.

## 19. Power Tools

### Policy Statement

We are committed to ensuring the safety of those carrying out work using power tools.

### Purpose

From time to time those involved in church property maintenance may use power tools. The procedures below are aimed at preventing harm from the use of these tools, many of which have significant associated dangers.

### General requirements

Only those experienced (and with a proven competency) in use of that particular power tool are permitted to work with it. In all cases:

- a risk assessment must be carried out and measures put in place to minimise risk
- tools must be well maintained and serviced
- use must be in strict adherence to manufacturer's instructions
- all appropriate protective gear must be worn, eg safety glasses, earmuffs, safety gloves and boots, etc.
- preferably work should not be carried out alone, but, if it is, a check-in system must be put in place to ensure another person is aware of the worker's intentions and can make phone contact
- a first aid kit must be available on site.

### Chainsaws

Chainsaws may be used only by those with certain minimum qualifications.

*Trimming small branches and cutting logs for firewood:*

All chainsaw operators must hold the following minimum qualifications (or their equivalent):

- NZQA unit standard 6916 – demonstrate knowledge of the rules relating to chainsaw use
- NZQA unit standard 6917 – demonstrate basic chainsaw operation.

All chainsaw operators must follow the safety measures itemised above and must wear the following protective gear:

- hi-visibility helmet
- earmuffs – grade 5
- visor or safety glasses
- hi-visibility shirt, vest or coat
- protective chainsaw legwear, chaps or trousers
- safety boots, steel capped leather boots or chainsaw resistant gumboots.

### Tree felling

Only loggers or arborists with the appropriate qualifications may fell trees. Work must not be carried out without someone else being present.

## 20. Hazardous Substances

### Policy Statement

We are committed to maintaining a safe and healthy environment for workers. This includes ensuring our workers are safe when working with or around hazardous substances.

### Purpose

To provide guidance on managing risk when working with hazardous substances.

### Definition

A 'hazardous substance' is any substance that has one or more of the following intrinsic hazardous properties:

- explosiveness
- flammability
- ability to oxidise (accelerate a fire)
- human toxicity (acute or chronic)
- corrosiveness (to human tissue or metal)
- ecotoxicity (with or without bioaccumulation)
- capacity, on contact with air or water, to develop one or more of the above properties.

### Lead based paint

The following precautions must be taken to reduce the risk of lead poisoning:

- If removing paint from the inside of a building, always remove curtains and furniture and cover the carpets.
- If removing paint from the outside of a building, close all windows and doors to prevent contamination inside.
- Collect all paint debris on a large ground sheet. If working on a scaffold, tie a sheet underneath to catch falling paint. If removing paint with a water blaster, try and collect all flakes of paint from the surrounding area.
- Clean the area around the groundsheet with a vacuum cleaner to collect any other paint debris. Dispose of contents immediately after wrapping securely. Do not burn paint debris.
- After sanding, wet wipe surfaces to remove dust then use a commercial vacuum cleaner to clean up dust.
- Keep children and pets away from the work area.
- Wash face and hands carefully and change out of contaminated clothing before eating or handling children. Wash overalls separately.
- Wear a hat or cover hair, especially when dry sanding.
- Wear a good quality, properly fitted toxic dust respirator when sanding, making dust or

burning off paint. If using a disposable respirator, only those with a double head straps are suitable

- If removing paint with chemicals, wear safety glasses, overalls and gloves. Ensure good ventilation.

### **Mould**

If dealing with mould, respiratory protection should be used. A respirator with particulate filter(s) P1 minimum is required for spores. Protective clothing that is easily discarded and rubber or other suitable gloves should be worn.

### **Chemicals**

Store hazardous substances in labelled, leak-proof containers. Store incompatibles separately and store gas cylinders safely. Be aware that flammable vapour can build up and accidentally ignite. Ensure hazardous substances are clearly labelled. Never put hazardous substances in food or drink containers. Always read the label before using a hazardous substance.

For more information about safety with hazardous substances please visit [www.hazardoussubstances.govt.nz](http://www.hazardoussubstances.govt.nz)

## 21. Stress At Work Policy

We recognise our responsibility to actively reduce and manage stress in the workplace. Stress may arise from both personal and organisational sources. We have a degree of control only over the latter, and these guidelines provide a framework for stress management in the workplace.

### *Purpose*

To assist staff to understand the causes of stress, and work together in ways that encourage positive responses to work demands.

### **Responsibilities**

*The manager is responsible for:*

- Providing up-to-date and accessible information on stress.
- Adjusting the physical environment, workload, task design, pacing of work and work schedules to alleviate significant stress/distress in consultation with the person concerned.
- Making free or subsidised counselling available for workers.
- Ensuring staff take their breaks and use annual leave.
- Ensuring staff do not work an excessive number of overtime hours.

*Staff are responsible for:*

- Managing time and realistically prioritising tasks.
- Taking regular, necessary breaks during the day.
- Taking annual leave.
- Taking leave accrued as time in lieu as soon as possible.
- Not working excessively long hours.
- Discussing with their manager the issues causing stress, along with any suggested solutions.
- Seeking advice and help from others – if possible talk to spouses, friends, colleagues, a professional counsellor or manager.

### **Common signs of stress**

- Headaches, feeling tired, or having difficulty sleeping.
- Worrying a lot, feeling anxious and tense for no explained reason.
- Having difficulty concentrating, finding it hard to make decisions.
- Lower level of confidence, making mistakes, forgetting things.
- Feeling impatient and irritable, drinking more alcohol, smoking more.

### **Prevention**

- Allow staff to participate in collaborative decision making.
- Allow staff to exercise as much autonomy and control as is practical.
- Provide training to enable work to be done most effectively.
- Consider job descriptions and performance targets with the aim of reducing unnecessary stressors.
- Consult with staff to identify stressors in the workplace.
- Promote activities that make the workplace healthier, more stimulating and more fun.
- Carefully match people to jobs by considering their individual skills, capabilities and needs.

### **Early intervention**

- Act immediately if a staff seems overly stressed.
- Explore whether their stress is in any way job related, discuss ways of alleviating it in the short term initially, and then focus on the sources of stress to consider long-term solutions.
- Short-term solutions could include sharing tasks amongst other staff, taking leave, or adopting flexible or reduced hours.
- Long-term solutions should aim to eliminate or minimise the cause of stress where possible – the preventative strategies outlined above should be used.

## 22. Fatigue at Work

We are committed to providing safe systems of work that eliminate or minimise the adverse effects of work related fatigue. This is a shared responsibility with our workers.

### Purpose

This policy seeks to ensure a safe and healthy working environment free from injury or illness resulting from fatigue. It seeks to address the risks resulting from fatigue by establishing steps to manage workers and by encouraging workers to seek assistance.

### Fatigue

Fatigue (tiredness, exhaustion, lethargy or listlessness) describes a physical and/or mental state of being tired and weak. Although physical and mental fatigue are different, the two often co-exist - if someone is physically exhausted for long enough, they will also be mentally tired. Someone experiencing physical fatigue cannot function at their normal level of physical ability. Mental fatigue results more in feeling sleepy and being unable to concentrate.

Nearly everyone struggles with being overtired or overworked from time to time. Such instances of temporary fatigue usually have an identifiable cause and a likely remedy.

### Contributing factors

A person's level of fatigue may be influenced by:

- Spending long periods awake.
- Inadequate or insufficient quality of sleep over an extended period.
- The type of work performed and work environment.
- Workload and length of shifts worked.
- The time of day or night worked.
- The time taken to travel to and from work.
- Consumption of alcohol.
- The use of drugs (prescription, non-prescription, illicit or other).
- Their general level of fitness and/or medical condition.
- Stress.

### Managing Fatigue

Managers should catch up regularly with their workers to monitor their job performance and how they are coping with their responsibilities. This should include how they are coping with tiredness and stress. Both the employer's responsibility for health and safety and the employee's responsibility to ensure his / her own health and safety and that of others likely to be affected (eg by poor judgement as a result of fatigue) should be identified.

*The Manager is responsible for:*

- Preventing or minimising risks caused by heavy workloads, eg limit shifts to a safe number of hours.
- Making sure staff take regular rest breaks during the day.
- Ensuring staff who regularly work in the evenings get sufficient time off in the day.
- Being alert for the contribution of fatigue when investigating accidents.
- Supporting staff as far as possible and asking them the best way to do this.

- Keeping the confidentiality of workers struggling with fatigue.

*Workers are responsible for:*

- Ensuring they are fit for work.
- Recognising the symptoms of fatigue and getting sufficient sleep.
- Seeking assistance if suffering from fatigue.
- Knowing about:
  - What to eat and when
  - The impact of caffeine and alcohol on sleep
  - The impact of prescribed medications, such as antihistamines, on their alertness
  - How to make the most of their breaks and rest times
  - How to adjust their sleeping area to promote good sleep
  - The impact of exercise on fatigue.

## 23. Dealing with Disruptive People

From time-to-time people we encounter people who are disruptive. They can present with a range of needs and require additional attention from our clergy or staff. We need to care for them but also ensure our congregation is not at risk. Disruptive people may come to the offices, a Sunday service or a mid-week event.

Here are some guidelines:

- Let Pastoral Care and/or Clergy know about the person and your concerns. This should be done immediately.
- Pastoral Care and clergy will develop a plan to address the situation. This will include:
  - A risk assessment
  - Allocate a staff/clergy member who will be the main contact with the person
  - Regular updates into Heads meeting or departments who need to be aware
  - Email communication to the staff and/or volunteer team about the risks and the plan of action
  - Escalation process (if any)
- Do not give out clergy or staff phone numbers/email addresses. If they are insistent on speaking with clergy or a staff member, suggest you will get back to them. Do not promise that clergy will respond to them.

### For your safety

Staff are not expected to take verbal or physical abuse from any person. If a situation arises within the workplace boundaries you are to follow the following procedures:

- If someone begins to unload emotionally, or becomes graphic, abusive or aggressive, say that you are not able to stay on the line and end the call, or ask them to leave the reception area.
- On a Sunday or mid-week event ask the person to step into the Requiem Library for a conversation, or in some cases ask the person to leave the church building.
- You may need to remove yourself from the incident and get into a safe position; and/or
- Call for help (ask the most senior staff member on site) and/or
- Call 111 for Police assistance (or ambulance if required); and/or

### Access to Clergy

If you receive a call or email asking to speak with clergy, please take all the details. This should include:

- a) Name
- b) Where they are from (congregant, other)
- c) Their contact details including phone and email address
- d) The nature of their enquiry
- e) Suggest that someone will be in touch (this may or may not be clergy). Please do not promise that clergy will be in touch.
- f) Please do not give out clergy contact details.
- g) Please do not promise a response time

## 24. Processing Prayer Requests

From time-to-time people call asking for prayer over the phone, sometimes quite distressed and occasionally, aggressive. Sometimes you may simply feel uncomfortable being asked to pray, and/or being asked to pray by this person.

Here are some guidelines:

- a) If they are from St Paul's and in a serious crisis, please take their details and say that a staff member will be in touch- and immediately pass onto Pastoral Care or Clergy for follow-up.
- b) If they are from St Paul's and ask you for prayer, please say "I am unable to pray for you right now, I am in a public space and have a number of things to attend to"
- c) If they are from St Paul's, offer them the option of emailing [prayer@stpauls.org.nz](mailto:prayer@stpauls.org.nz) and going on the prayer email.
- d) Remind them that they are also welcome to ask for prayer at the end of our Sunday services or at the River.

If the caller is not from St Paul's, please let them know that they are welcome to come for prayer at the end of one of our services. If they are distressed, refer them to our counselling website (emergency numbers are all listed on there if appropriate to their situation).

### **For your safety:**

If someone begins to unload emotionally, or becomes graphic, abusive or aggressive, it's okay to say that you are not able to stay on the line and end the call.

## 25. Lock up Procedures

### Purpose

To provide consistent procedures for dealing with situations in which workers must secure the safety of the premises, confidential material and workers when locking up.

### Responsibilities

*The Line Manager is responsible for:*

- Ensuring their direct reports or volunteers are aware of the procedures when locking up the premise and when working alone
- Making sure all staff and volunteers are trained and aware of what their responsibilities are when securing the office and church
- Providing staff and volunteers with sound knowledge of security around the office and church

*Staff and Volunteers are responsible for:*

- Following the below stated lock up procedure at all times.

### Church Lock Up Procedures

- Check all lights are off in crypt and toilets.
- Check lights and heaters are off in the kids rooms.
- Close the kitchen door and crockery room door.
- Close the door in the hallway but ensure it's not 'snibbed' shut.
- Check wall heaters are off in the main church.
- If you are using the AV or Sound desk follow the shut down instructions. Make sure screens are turned off. Make sure main amps are turned off.
- Turn off lights in Vestry.
- Turn urn off in café area.
- Ensure main front doors are fully locked- bolts are in the floor, heavy latch is threaded through and the metal arms are lowered in place.
- Turn off the main lights using the light keypad on the top of the lyrics desk.
- Set the alarm using your code.
- Lock the side doors from the outside.
- Push the door to ensure it has locked.

### Office Lockup Procedures

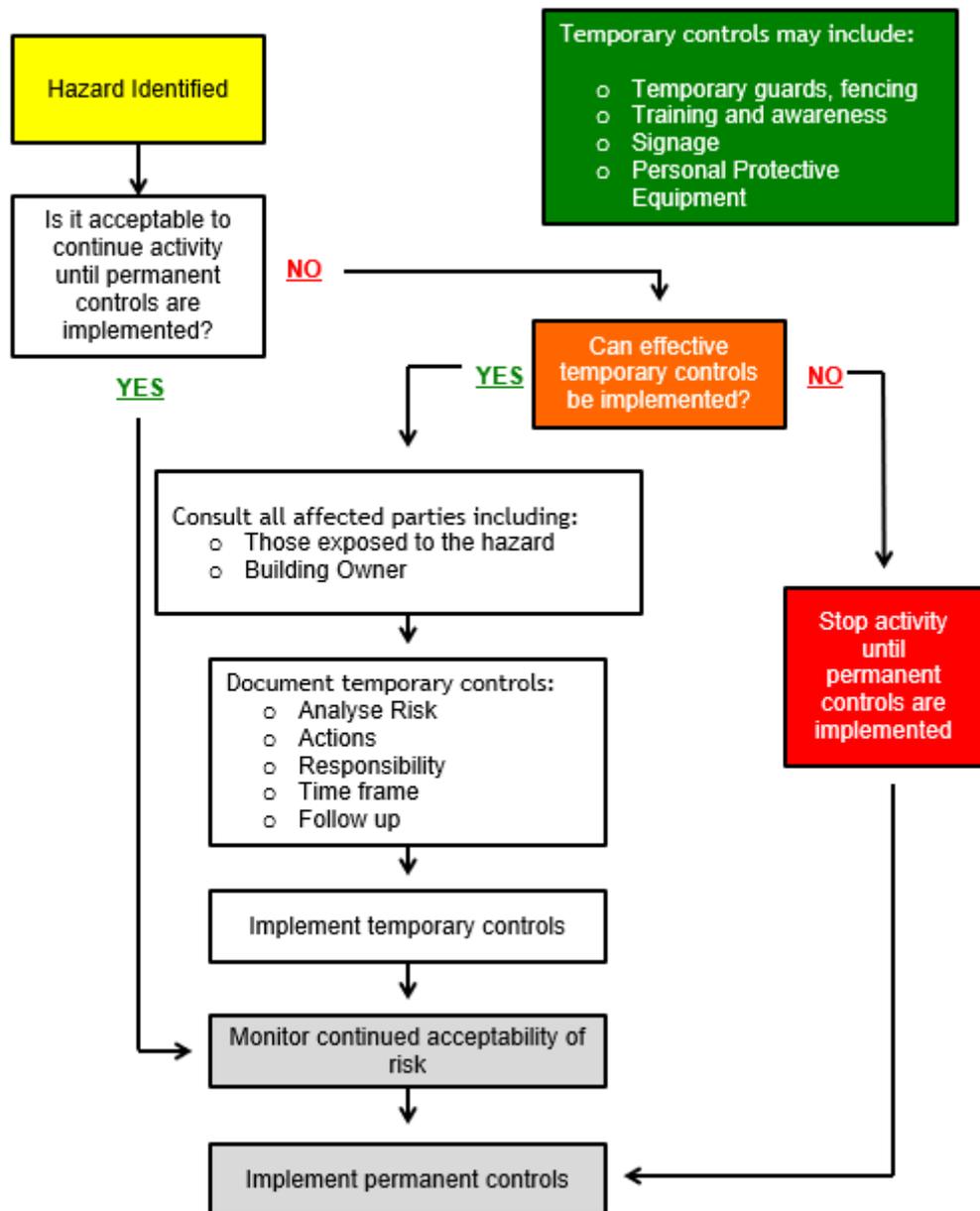
- Use your swipe card to enter building if outside opening hours
- Use your swipe card to enter offices. To unlock the doors, tap your swipe card 3 times. You will hear a long series of beeps and the pad will turn blue to green.
- Green = unlocked, Blue= locked
- If you are in the office alone, keep the door locked.
- If you are leaving 1-2 colleagues in the office at the end of the day, ask them if they would like you to lock the doors as you leave.
- Turn off all the lights if you are the last to leave.
- If you are the last to leave, ensure the key pad is locked. Use your swipe card and tap on the pad 3 times until you hear the long series of beeps. The pad will turn blue when it's locked.
- Before you walk off, double check the pad is blue.

**APPENDICES**

## A. Risk Analysis

### Step One

The Health and Safety Officer will use the Hazard Identification Flowchart to analyse risk and whether or not immediate action must occur to remedy. Once actions have taken place them a follow up assessment will identify if the actions have reduced risk.



## Risk Assessment Tools

The following considerations are made to establish risk using the likelihood and impact scales below.

LIKELIHOOD		
SCALE	SCORE	FREQUENCY OF ACCIDENT OR ILLNESS
Rare	1	May occur only in exceptional circumstances (e.g. less than 5% chance of occurring)
Unlikely	2	Could occur at some time (e.g. 5-29% chance of occurring)
Moderate	3	Should occur at some time (e.g. 30-59% chance of occurring)
Likely	4	Will probably occur in most circumstances (e.g. 60-79% chance of occurring)
Almost Certain	5	Will occur in most circumstances (e.g. 80%+ chance of occurring)

IMPACT		
SCALE	SCORE	SEVERITY OF ACCIDENT OR ILLNESS
Insignificant	1	Negligible injury or illness.
Minor	2	Minor injury or illness requiring minor first aid and/or less than 1 week's recovery.
Moderate	3	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1 - 6 weeks' recovery.
Major	4	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than 6 weeks' recovery.
Catastrophic	5	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than 6 weeks'.

A risk assessment category (critical, high, moderate or low) for each hazard is compiled by using the chart below. Hazards with the highest rating are given priority.

SUMMARY PRIORITY PROFILE					
IMPACT	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	LIKELIHOOD				

PRIORITY CHART		
PRIORITY SCORE	PRIORITY RATING	ACTION REQUIRED
0 - 1	Very Low	Recognise that risk exists but continue with activity.
2 - 3	Low	Consequences are insignificant. Manage by regular monitoring.
4 - 9	Medium	Consequences may be unacceptable and need management action to share and/or reduce likelihood/impact.
10 - 16	High	Consequences are unacceptable and need immediate management action to share and/or reduce likelihood/impact.
17 - 25	Very High	Consequences are too great. Continue only if there is a statutory duty or with approval of executive team.

**Note:** Impact x Likelihood = Priority

The role of the committee/Health & Safety Officer looking at such risk and incidents will:

- Assess the risk in accordance with H&S policies and procedures to ensure that relevant changes have been made
- Investigate and manage the incident in accordance with H&S policies and procedures
- Develop a management plan
- Determine if the risk or incident requires escalation
- **If escalation is not required** - continue to manage locally
- **If escalation is required** - advise the Leadership team that a risk or incident requires escalation, and submit the revised plan to deal with such issues

## B. Hazard Register

Hazard Location	Description	Likelihood (1-5)	Impact (1-5)	Priority	Steps to be taken (Eliminate/Isolate)	Controls required (including existing)	
<b>A GENERAL (Church and Crypt)</b>							
A1	Cleaning Products	Children could swallow these, resulting in poisoning	4	4	16	Eliminate	All cleaning products are kept on a high shelf in the cleaning cupboard (or in a suitable cupboard in Children's Church rooms).
A2	Electric cables	People could trip, injuring themselves or others	3	2	6	Minimise	All cables in the walking path of people must be taped down; cables around sound desks must be tidy.
A3	Stacked chairs	Could fall, injuring people	3	2	6	Minimise	Chairs not stacked above 5 high, placed away from areas where people are walking
A4	Candles	Could start a fire	3	5	15	Minimise	Matches and lighters are kept in a secure space away from the candles (so children cannot access them). Candles lit for services are extinguished straight after the service and are not left unattended. Candles in the Lady Chapel (in memory of a loved one) are tealight candles (short burn-time) and placed in a metal frame.
A5	Stairways	Someone could trip, injuring themselves or others	4	2	8	Minimise	Lights for dimly lit stairs (bunker stairs, stairs outside green room); handrail for stairs down to children's church rooms; tom carpet taped down.
A6	Paint and other chemical storage	Children could swallow these, resulting in poisoning	3	4	12	Eliminate	All paint and other chemicals are kept in the garage.
A7	Building the pod	Building the recording Pod in the crypt	3	4	20	Isolate	Barrier placed in front of the pillars to keep people out of area. Curtain placed across crypt to remove from visual temptation
<b>B EXTERIOR</b>							
B1	Fire Exits	Lines painted in parking area are faded and cars sometimes park incorrectly, blocking the fire exit.	5	5	25	Minimise	Painted lines to indicate car spaces
B2	Front Door	Door opens onto very busy road; children could run onto road.	4	5	20	Isolate	Temporary barrier to stop children running onto road/ welcome team watch for children
B3	Steep path	Very steep, slippery when wet, someone could slip and injure themselves.	4	2	8	Minimise	Handrail in place.
B4	Handrail on garden by carparks	Handrail broken from car hitting it	2	3	10	Eliminate	repair handrail
<b>C NAVE AND SANCTUARY</b>							
C1	Host Table	Heavy - a person lifting it alone could injure themselves. Trestle table - legs not attached to table top - could fall if people try to push it aside.	2	2	4	Minimise	The table is always moved by two people.
C2	Gas Heaters (freestanding)	People could get burned; could start a fire	4	5	20	Minimise	Warning sign on pillar by heater
C3	Gas Bottles	Could start a fire	3	5	15	Minimise	The bottles are checked for leaks by the installer every time they are changed, and are secured with a chain onto the trolley so they can't fall. The amount of gas stored in the building is less than the legal limit (i.e. less than 100KG)
C4	Lights on stands	People could trip	3	2	6	Minimise	Light stands are placed so that they don't jut out into aisles
C5	Steps (in Sanctuary)	People could trip, injuring themselves or others	3	1	3	Minimise	May be rectified with new lighting - check when installed.
C6	Steps (up to Vestry)	People could trip, injuring themselves or others	2	2	4	Minimise	Worn carpet is covered with tape.
C7	Altar	Heavy and awkward to move, risk of back injury	3	3	9	Minimise	The table is always moved by two people.
C8	Stacked chairs	Could fall, injuring people	3	5	15	minimise	Chairs not stacked above 5 high, placed away from areas where people are walking
C9	Low cupboards by Sanctuary	Contain lightbulbs, powerpoints, heater switch - should be inaccessible to children	3	2	6	Isolate	Lock on cupboard doors.
<b>D CAFE AREA</b>							
D1	Taps (boiling water)	People could get burned; one of the taps drips water sometimes	4	3	12	Minimise	Signs are in place to warn people that the water coming out of the tap is boiling; sign to limit use to adults only; install water cooler so that children can get a drink safely.
D2	Um (boiling water)	People could get burned	4	3	12	Minimise	Um is placed inside cafe area where it is less accessible to children.
D3	Sharp knives	Children could cut themselves	3	2	6	Minimise	Knives kept in cutlery tray, out of sight of children
D4	Boiling taps	People accidentally burning them selves with hot water	4	4	16	Eliminate	Remove tape outside of sink
<b>E MAIN ENTRANCE</b>							
E1	Tiles	Some tiles missing - danger of people tripping and falling	3	2	6	Eliminate	Gaps left by missing tiles are filled in with putty.
<b>F SIDE DOOR FOYER</b>							
F1	Outside door	Fire Exit - one half of door doesn't open	5	5	25	Eliminate	Repair.
<b>G BELL TOWER (UPPER)</b>							
G1	Tower	Structurally unsound - staircase blocked off	5	5	25	Isolate	Access to the staircase is blocked. The upper bell tower is used as fire exit and storage area only.
G2	Ladders	Leant against wall - may fall	3	2	6	Isolate	Removed from tower
G3	Tables	Leant against wall - may fall	3	2	6	Isolate	removed from tower
G4	Door	Fire Exit - Bolt is hard to slide and difficult to open, may make it difficult to open door in case of fire	5	5	25	Eliminate	Replace bolt.
G5	Tower	Stair case removed	5	5	25	Isolate	door and wall built around the casing that is locked
<b>H BELL TOWER (LOWER)</b>							
H1	Floor	Floor is unstable due to water damage. People could fall through floor, injuring themselves.	5	5	25	Isolate	Door is kept locked at all times, and the key required to open it is held by a limited number of staff.
H2	walls	wood stored in lower bell tower stacked up against wall	3	3	9	Isolate	Door closed and bolted
<b>I REGIUM CHAPEL</b>							

<b>J LADY CHAPEL</b>							
J1	Carpet runner	People could trip and hurt themselves or others	3	2	6	Eliminate	Carpet runners put into storage in the vestry. If chapel is used, these can be taken out and put away afterwards.
J2	Chairs	Chairs stacked in chapel can topple over	3	5	15	Minimise	move chairs to another area and ensure not stacked more than 5
<b>K VESTRY</b>							
K1	Candle holders	People could trip and hurt themselves or others	2	2	4	Minimise	Candle holders are kept against the wall so they won't be tripped over.
K2	Iron and ironing board	People could trip or burn themselves	2	2	4	Minimise	Iron and ironing board to be put away immediately after being used
<b>L KITCHEN</b>							
L1	Gas stove	People could burn themselves; auto igniter doesn't work; elements aren't labeled	3	2	6	Minimise	Oven mitts
L2	Oven	People could burn themselves; oven mitts are not always replaced in the correct place, also are currently accessible to rats.	3	2	6	Minimise	Oven mitts
L3	Steriliser	People could scald themselves, or injure their back lifting the heavy tray	3	2	6	Minimise	Sign re back care on wall above steriliser
L4	Zip	Boiling water - someone could burn themselves; drips	4	3	12	Minimise	Zip is placed high on wall, out of reach of children.
L5	Aluminium pots	Toxin - should not be used for cooking	2	2	4	Eliminate	Aluminium pots have been thrown out.
L6	Floor (when wet)	People could slip, injuring themselves or others	5	3	15	Minimise	Non-slip mat is in place in front of the steriliser.
<b>M CRYPT</b>							
M1	Stone arches	Cracks in beams - could lead to building failure	2	5	10	Minimise	Ongoing investigations on state of building - Geotech report shows no danger of movement on site
M2	Sound desk	Large amount of cables at back of desk, people could trip on them.	2	2	4	Minimise	Cables stored tidily
M3	Stage	Unstable structure	4	5	20	Isolate	The stage is used as a storage area, and is not able to be accessed by children.
M4	Chairs	Stacked chairs falling on someone	4	3	12	Minimise	Chairs Stacked no more than 5 high and put facing the wall
<b>N TOILETS</b>							
N1	Changing table	Children could fall from changing table	4	4	16	Minimise	Children are supervised closely by parents while on the changing table. Staff check that the safety straps are not pushed under the mat regularly.
<b>O CROCKERY ROOM</b>							
O1	Candelabras	Currently kept on top shelf, could fall, injuring someone	3	2	6	Minimise	Move candelabras to more suitable storage area.
O2	Shelves	Hold a large amount of crockery. Could break, injuring someone	2	2	4	Minimise	Reduce amount of crockery stored on shelves.
O3	Fridge	Condensation on outside, could pool on floor causing someone to slip, injuring themselves or others.	4	2	8	Minimise	A plastic container is kept in front of the fridge to catch the condensation.
O4	Fridge	Fridge is in poor position as door opens wrong way; access is through the creche room - someone could trip or drop items.	2	2	4	Minimise	Move fridge so that it is in a safer position.
O5	Alcohol	Needs to be kept secure so children can't access it - could cause alcohol poisoning.	4	4	16	Isolate	All alcohol is to be kept in locked cupboard or fridge.
<b>P GARAGE</b>							
P1	Garage	Contains a large number of tools etc. Children could injure themselves if they have access.	3	2	6	Isolate	Garage is kept locked and all access doors bolted
<b>q GENERAL (Preschool rooms)</b>							
Q1	Heaters	Children could burn or electrocute themselves, people could trip over heater and injure themselves or others.	3	2	6	Minimise	Heaters with no burning surface only to be used
Q2	Power points	Children could poke something in the socket, injuring themselves	3	5	15	Minimise	All unused power points have child proof covers attached.
Q3	Cupboards	Children could jam fingers in cupboard doors or in drawers.	3	2	6	Minimise	Cupboards are kept locked, Children are closely monitored and are not permitted to open drawers.
Q4	Windows	Children could fall out the window; Some windows are currently difficult to open and could cause injury to someone trying to force them open.	3	5	15	Minimise	All windows that open have safety latches.
<b>R MUMS' ROOM</b>							
R1	Lamp stand	Children could pull lamp over, injuring themselves or others	2	2	4	Minimise	Children are not left unattended in the room.
R2	Changing table	Children could fall from changing table	4	4	16	Minimise	Children are supervised closely while on the changing table.
<b>S RED ROOM</b>							
S1	Picture hang on wall	Could fall off the wall, injuring someone	3	1	3	Minimise	Periodic checks to ensure they are still firmly fastened to the wall.
S2	Climbing gym	Children could fall off, injuring themselves or others	3	1	3	Minimise	Children are closely monitored while in room.
S3	Seesaw	Children could fall off, injuring themselves or others	3	1	3	Minimise	Children are closely monitored while in room.
S4	Mini Kitchen / Storage area	Children could jam fingers in drawers or cupboards, or cut themselves on sharp knife.	3	1	3	Eliminate	Safety gate is in place so children cannot access the mini kitchen.
<b>T ORANGE ROOM</b>							
T1	Door	Child running out the door	5	4	20	Minimise	Place a child gate at exit
<b>U GREEN ROOM</b>							
U1	Name badge boards	Could fall off table, injuring someone	3	2	6	Eliminate	Fix boards to walls.
<b>V BUNKER</b>							
V1	Door to basement	Children could wander down to basement and injure themselves.	3	2	6	Isolate	Basement door kept bolted.

## C. Annual Health and Safety Review Planner

HEALTH & SAFETY SYSTEM	POLICY COMPONENTS	REVIEW DATE
<b>Employer commitment to health and safety</b>	<ul style="list-style-type: none"> <li>○ Review Health &amp; Safety Management Plan with newly formed H&amp;S Subcommittee</li> <li>○ List action points and agree an implementation plan</li> <li>○ Acknowledgment of and cross-reference to relevant legislation</li> </ul>	<ul style="list-style-type: none"> <li>○ Yearly (July)</li> <li>○ Yearly (July)</li> <li>○ As required</li> </ul>
<b>Hazard identification and management</b>	<ul style="list-style-type: none"> <li>○ Hazard identification process and risk analysis</li> <li>○ Managing hazards</li> </ul>	<ul style="list-style-type: none"> <li>○ Bi annual</li> <li>○ As required</li> </ul>
<b>Accident reporting and management</b>	<ul style="list-style-type: none"> <li>○ Review definitions of accident and serious harm</li> <li>○ Review procedures for investigating and recording accidents</li> <li>○ Check forms for recording accidents and investigations available</li> </ul>	<ul style="list-style-type: none"> <li>○ Yearly (July)</li> <li>○ Yearly (July)</li> <li>○ Monthly</li> </ul>
<b>Lockdown planning and readiness</b>	<ul style="list-style-type: none"> <li>○ Check first aid supplies.</li> <li>○ Review lockdown plan</li> <li>○ Practice emergency plan</li> </ul>	<ul style="list-style-type: none"> <li>○ As required</li> <li>○ Yearly</li> <li>○ Yearly and as required</li> </ul>
<b>Worker information, training and supervision</b>	<ul style="list-style-type: none"> <li>○ Induction process and training</li> <li>○ Worker responsibilities</li> <li>○ Action First Aid training programmes for relevant staff</li> </ul>	<ul style="list-style-type: none"> <li>○ As required</li> <li>○ As required</li> <li>○ As required</li> </ul>
<b>Worker involvement</b>	<ul style="list-style-type: none"> <li>○ Review employee understanding in staff meetings</li> <li>○ Cross reference to health and safety issues in all team meetings</li> </ul>	<ul style="list-style-type: none"> <li>○ Monthly</li> <li>○ Monthly</li> </ul>
<b>Contractors and visitors</b>	<ul style="list-style-type: none"> <li>○ Definitions</li> <li>○ Processes to ensure safety while on-site</li> <li>○ Responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>○ As required</li> <li>○ As required</li> <li>○ As required</li> </ul>
<b>Event management</b>	<ul style="list-style-type: none"> <li>○ Health and safety off-site</li> <li>○ Responsibilities and functional relationships with other stakeholders</li> <li>○ Checklists managing risk – event management</li> </ul>	<ul style="list-style-type: none"> <li>○ As required</li> <li>○ As required</li> <li>○ As required</li> </ul>

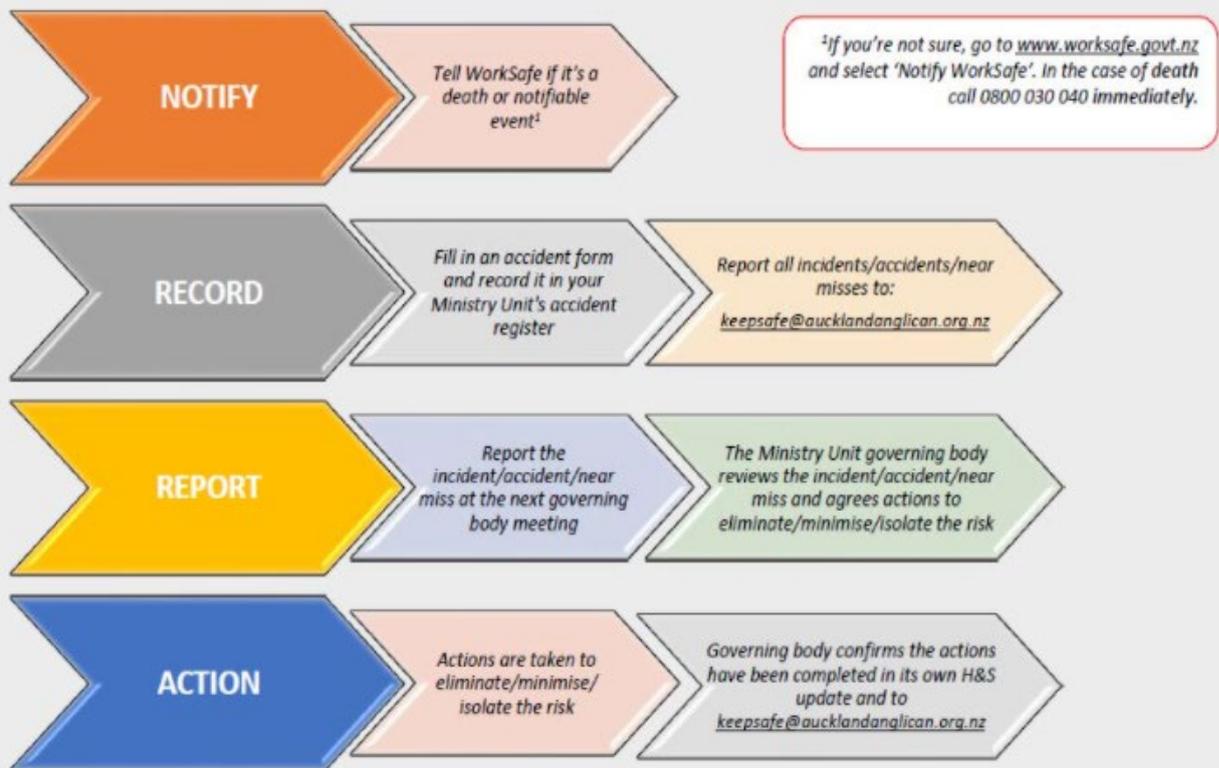
## D. Annual Calendar Review Plan

JUL	Review health & safety management plan with new H&S subcommittee	Note any changes/updates required. Rollout implementation plan	Report investigations and recording accidents	Onboard new staff w H&S Management Plan/ first aid training	Ensure workers are educated and involved with H&S at least monthly
AUG	Acknowledgment of and cross-reference to relevant legislation (as required)		Report investigations and recording accidents	Onboard new staff w H&S Management Plan/ first aid training	Ensure workers are educated and involved with H&S at least monthly
SEPT	Review hazard identification process and risk analysis		Report investigations and recording accidents	Onboard new staff w H&S Management Plan/ first aid training	Ensure workers are educated and involved with H&S at least monthly
OCT	Practice lockdown, earthquake, fire evac plans		Report investigations and recording accidents	Onboard new staff w H&S Management Plan/ first aid training	Ensure workers are educated and involved with H&S at least monthly
NOV			Review investigations and recording accidents	Onboard new staff w H&S Management Plan/ first aid training	Ensure workers are educated and involved with H&S at least monthly
DEC			Report investigations and recording accidents	Onboard new staff w H&S Management Plan/ first aid training	
JAN			Report investigations and recording accidents	Onboard new staff w H&S Management Plan/ first aid training	
FEB			Review investigations and recording accidents	Onboard new staff w H&S Management Plan/ first aid training	Ensure workers are educated and involved with H&S at least monthly
MAR	Hazard identification process and risk analysis		Report investigations and recording accidents	Onboard new staff w H&S Management Plan/ first aid training	Ensure workers are educated and involved with H&S at least monthly
APR	Review definitions of accident and serious harm		Report investigations and recording accidents	Onboard new staff w H&S Management Plan/ first aid training	Ensure workers are educated and involved with H&S at least monthly
MAY	Practice emergency training eg defib		Report investigations and recording accidents	Onboard new staff w H&S Management Plan/ first aid training	Ensure workers are educated and involved with H&S at least monthly
JUNE			Review procedures for investigating and recording accidents	Onboard new staff w H&S Management Plan/ first aid training	Ensure workers are educated and involved with H&S at least monthly

**E. Training Register**

TRAINING TOPIC OR COURSE NAME	NAMES OF PEOPLE TO ATTEND	DATE DUE OR COMPLETED
First Aid		/ /
Health & Safety Course		/ /
Fire Training		/ /
Defib training		/ /
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## F. Incident Reporting Process and Form



## ACCIDENT/INCIDENT/NEAR MISS REPORTING FORM

Severity Rating: Actual:

Potential:

Complete this form and save it in your ministry unit accident register. Send a copy to [donald@st.pauls.org.nz](mailto:donald@st.pauls.org.nz) within 48 hours. All incidents, accidents and near misses should be reported. Complete all below boxes. H&S rep will fill Severity rating.

1. DETAILS OF MINISTRY UNIT/ORGANISATION	2. DETAILS OF INCIDENT/ACCIDENT/NEAR MISS
Name of ministry unit/organisation: <input style="width: 95%;" type="text" value="St Paul's Church"/>	Date: <input style="width: 150px;" type="text"/> Time: <input style="width: 80px;" type="text"/> am/pm
Address: <input style="width: 95%;" type="text" value="28 Symonds St"/>	Location: <input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text" value="Auckland Central"/>	Date reported: <input style="width: 95%;" type="text"/>
Contact number: <input style="width: 150px;" type="text" value="09 373 3268"/>	Type of incident: <input type="checkbox"/> Notifiable event <input type="checkbox"/> Accident/incident <input type="checkbox"/> Near miss <input type="checkbox"/> Property damage
3. PERSON INVOLVED	
Name: <input style="width: 95%;" type="text"/>	<input type="checkbox"/> Clergy <input type="checkbox"/> Employee
Contact number: <input style="width: 95%;" type="text"/>	<input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer
Date of birth: <input style="width: 95%;" type="text"/>	<input type="checkbox"/> Visitor
4. DESCRIPTION	5. CAUSE
Description of what happened: <input style="width: 95%; height: 40px;" type="text"/> <input style="width: 95%; height: 30px;" type="text"/> <input style="width: 95%; height: 30px;" type="text"/>	What caused the incident/accident/near miss? <input style="width: 95%; height: 40px;" type="text"/> <input style="width: 95%; height: 30px;" type="text"/> <input style="width: 95%; height: 30px;" type="text"/>
Indicate the severity of the incident/accident/near miss: <input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input type="checkbox"/> Extreme	How likely is this to happen again? <input type="checkbox"/> Rarely <input type="checkbox"/> Unlikely <input type="checkbox"/> Moderate <input type="checkbox"/> Possible <input type="checkbox"/> Likely
6. INJURY	
Type of injury <input type="checkbox"/> Bruising <input type="checkbox"/> Dislocation <input type="checkbox"/> Sprain/strain <input type="checkbox"/> Amputation <input type="checkbox"/> Foreign body <input type="checkbox"/> Burn/scald <input type="checkbox"/> Scratch/abrasion <input type="checkbox"/> Internal <input type="checkbox"/> Fracture <input type="checkbox"/> Laceration/cut <input type="checkbox"/> Chemical reaction <input checked="" type="checkbox"/> Other (please specify): <input style="width: 200px;" type="text"/>	



## **G. First Aid**

### **Policy Statement**

St Paul's has a responsibility to take "reasonably practicable" steps in providing effective first aid arrangements.

### **Purpose**

To ensure safe, consistent and immediate care is taken when first aid may be required in the workplace.

### **Responsibilities**

*The Health and Safety Office is responsible for:*

- Ensuring appropriate first aid supplies are provided at the St Paul's office.
- Ensuring that first aid supplies are accessible to staff and volunteers at the office
- Being the designated first aid representative for St Paul's
- Holding a current and appropriate first aid certificate or other equivalent qualification
- Ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered



# ST PAULS

# FIRST AID REGISTER

INJURED PERSONS NAME

FIRST AIDER:

DATE

TIME

LOCATION

DESCRIPTION OF INJURY

TREATMENT PROVIDED

FIRST AID ITEMS USED

DATE FIRST AID ITEMS REPLACED

FOLLOW-UP

## H. Contractor Policy

### Our obligation to contractors

From time to time we may owe health and safety duties as a “principal”. A principal is someone who “engages any person (other than as an employee) to do any work for gain or reward.” For example, we may engage an electrician to carry out electrical work.

As a principal, we must take all reasonably practicable steps to ensure a contractor’s safety (and the safety of any employees of that contractor). The new Health and Safety at Work Act classes contractors as workers, the same as employees. Therefore, our duty of care to them is the same as our duty of care to our own staff.

### Information to be provided

Contractors must undergo an induction before they begin work. This will be carried out by a designated person and will involve pointing out the hazards and safety rules for our premises. In particular contractors, must be told of:

- All specific hazards they may be exposed to, and their controls, while carrying out work on our premises.
- Emergency and evacuation procedures.
- Accident reporting procedure.
- Any other relevant policies or procedures.

Contractors will be informed that they are responsible for any hazards they introduce or create while on our premises.

Contractors must inform us of any hazards they may introduce to our workplace and show us how they plan to manage these hazards to ensure no one is injured.

Contractors must advise us of all accidents resulting in a notifiable injury that occur on our premises.

Contractors must provide documentation to confirm they have complied with their own responsibilities under the Health and Safety at Work Act, for example that they have appropriate health and safety policies and procedures in place.

### Preferred Contractors

To help carry out these requirements, there is a list of preferred contractors on Planning Centre.

The information given and collected when completing these forms will help ensure that both we and the contractors we engage comply with the law. Some information may need to be repeated if there is a delay between completing the paperwork and carrying out the work.

# Contractors Agreement

Date:

To comply with the Health and Safety at Work Act (2015) we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:

- Safety policy
- Risks and the controls they have in place to manage them
- Accident reporting procedures

2. Contractors are reminded that all work is subject to the provisions of the Health and Safety at Work Act 2015. In particular:

- Contractors must comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate;
- We, as the Principal, must be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace;
- All people engaged in the workplace are fully trained in the work to be undertaken or are closely supervised by someone who is.
- Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required under the Health and Safety at Work Act (2015), must be reported to us, as the Principal.
- All safety clothing/equipment required to minimise the risk of injury is to be provided, accessible to and used by any person engaged in the workplace.

3. Before commencing work on our premises, all contractors must ensure that they themselves, or any employees of the contractor, subcontractors on our premises are conversant with:

- Emergency procedures (to be followed in the event of an emergency);
- Safety rules and procedures;
- Hazards which have been identified and the hazard controls.

4. As the Principal to the contract, we retain the right to inspect the contract operation at any time to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

I agree to abide by all the above conditions, on behalf of:

Contractor's Name: .....

Contractor's Signature: .....

Date: ..... Contact Phone Number(s).....

Sign the attached copy and return with your Health and Safety Management Plan

## E. RAMS Form

The Event Owner/Ministry Leader will submit a RAMS form to the Health & Safety Officer for planned offsite activities and events held by St Paul's. This ensures they are executed safely, to avoid all accidents or incidents, and to prevent hazards, which may cause injury, property damage or loss of any kind.

Ministry / Group		Date/Time		
Location		Leaders Name		
Activity		Number of Leaders		
<b>Analysis</b>		<b>Description</b>		
Risks Accident, injury, damage				
Casual Factors Hazards, perils, dangers		<b>People</b>	<b>Equipment</b>	<b>Environment</b>
Risk Management	Normal Operations			
	Emergency			
Relevant Industry Standards Applicable				
Skills required by staff				
Final Decision on Implementing activity		Form Completed by		
		Choose one: YES <input type="checkbox"/> NO <input type="checkbox"/>		
		Approved by		
		Position in Church	Date	

