

Madingley Parochial Church Council
Church of St Mary Magdalene
Health and Safety Policy

REQUIREMENTS FOR VISITORS USING THE PARISH CHURCH

The PCC's Health and Safety Policy can be found in the Vestry. Organisers using the Church for events must note this Policy and follow these particular requirements:

1. All designated fire doors must be unlocked before the service/event commences and be clearly identified to those attending the service. A check must be made that all doors can be opened.
2. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church.
3. Responsibility for using each fire extinguisher will be allotted to named stewards.
4. The portable Emergency lighting system must be set up and torches made available for each steward.
5. Prior to events commencing those present will be advised where the emergency exits are in the event of an emergency (fire etc.), and that an announcement to leave the building will be made by the (Priest-in-Charge/ officiating minister/ churchwarden/ organiser etc. as appropriate).
6. An attendance count shall be made during a service/event by one of the designated stewards. This will then be communicated by that person to the emergency services as soon as possible, should an evacuation be necessary.
7. Persons shall assemble on the grass adjacent to the Lodge Cottage and Madingley Hall drive.

Action on discovering a fire (*no matter how small*)

1. Immediately alert others in the building.
2. Telephone the emergency services and one of the people listed below.
3. Check the building for occupants, if at no personal risk.
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
5. If it is not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is 'people before property'.
6. Evacuate to the designated assembly point on the grass adjacent to the Lodge Cottage and Madingley Hall drive.
7. Ensure clear access for the emergency vehicles.

Contact Telephone Numbers

Emergency services Dial 999 Note: The Church is located in Church Lane, Madingley, CB23 8AF close to the junction with Cambridge Road and High Street and accessed through the gates to Madingley Hall.

Priest-in-charge	Rev'd Maxwell	01223 276235
Church Warden	Elizabeth Seale	01223 352240
PCC Secretary	Sue Baldwin	01954 210766
Madingley Hall	Reception	01223 746222