

# **hoddlesdon**

## **CHRISTADELPHIAN CONFERENCE**

### **HEALTH & SAFETY POLICY**

**Prepared by the Committee of Hoddesdon Christadelphian Conference  
Dated : 25 March, 2022**

**The Hoddesdon Christadelphian Conference is open to anyone interested in the practical application of the Christian faith and promotion of the Gospel of Jesus Christ through means of worship, witness, youth activities and Christian care and fellowship. Group worship, discussion workshops and presentations are the principle means of achieving the above aim.**

#### **1.0 RESPONSIBILITY**

The "Committee for the time being of the Hoddesdon Christadelphian Conference" (HCC) are responsible as organisers for Health & Safety (H&S) matters relating to the annual Conference.

#### **2.0 COMMUNICATION**

The H&S Policy is to be circulated annually to all members of the HCC Committee, all Tutors and via the notice board to all Delegates

Furthermore, the existence of the H&S Policy is to be made known at the earliest possible opportunity to the assembled delegates by announcement.

#### **3.0 HAZARDS WHICH COULD GIVE RISE TO INJURY AND MEASURES IN PLACE TO ELIMINATE / REDUCE THE RISK OF INJURY**

The H&S Policy grades these Hazards on a scale of 1 – 5 with 1 being light and 5 being severe

**3.1 Food poisoning** (Grade 1). All food consumed during appointed times to be provided by the High Leigh Conference Centre (HLCC) prepared in their Kitchens by qualified staff and in accordance with HLCC policy on H&S and food preparation and storage. Other food consumed by delegates to be at their own risk.

**3.2 Alcoholic induced injury.** (Grade 2). Delegates are requested not to bring alcohol to the premises. The High Leigh bar MAY be open.

**3.3 Workshop related hazards** (Grade 2). Certain workshops including flower arranging or arts and craft may involve the use of sharp knives. Tutors involved to highlight possible dangers and oversee the activities of delegates during the entire workshop session.

**3.4 Organised Walk.** A tutor designated by the HCC Committee to plan and pre-trial the route for a restricted number of delegates who are requested to wear adequate foot wear and clothing. The walk to be cancelled if climatic conditions are inclement enough to affect H&S.

**3.5 Full conference assembly.** Designated door stewards to be appointed with responsibility for room ventilation, lighting and keeping aisles clear.

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## HEALTH & SAFETY POLICY (CONTINUED)

**3.6 Medical assistance.** Delegates with specific medical training to be requested to be called upon in the event of delegate illness or injury. Each year at least one Doctor or Nurse attends the HCC and all responsible persons to be made aware of who they are and how to contact them 24 hours a day.

### **4.0 SAFEGUARDING**

The H&S Policy is to be reviewed along with the Safeguarding Policy as amended from time to time. HCC operate an Under 18 Policy and all under-18s attend subject to written consent from parent/guardians. Travel to and from the Conference is the responsibility of the parent/guardians. The Safeguarding Policy also includes HCC responsibilities with regard to vulnerable adults who are involved in any of its activities.

### **5.0 FIRE RISK ASSESSMENT**

5.1 The HCC Committee Liaison with High Leigh Conference Centre will confirm that High Leigh has Fire Risk Assessment and policy and ensure that it is up to date on an annual basis.

5.2 During the welcoming announcements delegates will be made aware of their responsibilities in respect of Fire Alarm procedures including the location of assembly point(s) and that it is their own responsibility to take time to read the fire evacuation procedures displayed around the centre and in their individual bedrooms.

5.3 It is also the responsibility of conference organisers and attendees to ensure that anyone with limited mobility is assisted when required to evacuate the building, and to follow the directions of HLCC staff to the designated assembly points.

#### **Additional measures taken by HCC Committee in relation to Fire Risk.**

5.4 A sign out book is placed in the reception area and all delegates who leave / re-enter the HLCC premises and land to document their actions in the sign out book. The existence of this book to be made known to all delegates via announcement at the welcoming meeting.

5.5 A register of total delegates and day visitors to be kept by the HCC Committee member(s) responsible for delegate booking.

5.6 All delegates to wear a name badge for the duration of the HCC.

5.7 A register of bedroom allocation to be kept by the HCC Committee member responsible for bookings and unauthorised room swaps are prohibited for the duration of the HCC.

### **6.0 COVID 19**

High Leigh Conference Centre is governed by Government guidelines regarding Coronavirus restrictions.

6.1 It is recommended that delegates complete a Lateral Flow Test before attending the conference.

6.2 Currently mask wearing is voluntary in all areas of High Leigh

### **7.0 ADDITIONAL MEASURES TO BE TAKEN TO FURTHER REDUCE H&S RISK**

The HCC Committee to continually review the H&S policy in relation to activities planned, HLCC venue requirements and any other advice or information made available at any time to the HCC Committee. This review being a routine Agenda item.