

Notes for Contractors

Contents

Introduction	2
Entry	2
Lights	2
Heating	3
Fire	3
First Aid	3
Working at Height	3
Asbestos	3
Building Services	5
Waste	5
Before you leave	6
Contacts	6

Introduction

These Notes are intended to provide contractors and others working on the site with essential operational and safety information. They should be read before work is commenced.

Contractors are responsible for safe practices on the site, considering both their own activity and that of others who may be on the site. There is no caretaker. Many Church members, and regular hirers, have access fobs and may enter at any time.

Christ Church's buildings are used by the Church and other groups. They comprise two connected parts. The original building (the Church building) at the far end from the road opened in 1980, and the new building including the Hall opened in 2011.

More detail on the features and facilities of the buildings are provided in the Building User Handbook, of which copies are available on the reception desk. That document, and the Church Health and Safety Policy, are also available on the Church website at <http://www.ccstalbans.org.uk/index.php/useful-documents.php>.

Ask if you need clarification on the features or facilities in the buildings. Any accidents, loss or damage must be reported. There is a list of contacts on page 6.

Entry

Contractors must report to reception on arrival, or to the senior Church or activity member present if any.

If you have been provided with an entry fob, then it may be used to open either of the main entrances, and the interconnecting door between the two buildings.

The main front door on the new building is powered. The key on the right-hand doorpost (looking from inside) can be used to set one of three modes of operation:

- 'off' – a fob outside or the 'Push to Open' plate inside will open one door only. The external 'touch to open' pad doesn't operate.
- 'auto' – a fob outside, the 'Push to Open' plate inside, or the external 'touch to open' pad will open both doors
- 'open' – both doors are held open

Trying to open a door while it is bolted will wear the mechanism and confuse the controls. **Ensure that the left-hand leaf of the front door is unbolted before switching the doors to either 'Auto' or 'Open'.**

Never try to force a door closed against its motor.

The front door latch can be held open, so that either door can be opened manually. Turn the knob to retract the latch, hold the latch in with one hand, then turn the knob fully towards the latch.

Lights

In the new building, the Corridor, Toilet, Store and outside lights are automatic – you can't turn them off. The exceptions are the lights outside the Church entrance; these are switched manually in the Church porch. The low-power downlights in the Foyer are also automatic.

The main lights in the Hall ceiling take a minute or so to warm up. They won't come on again for a few minutes after turning off. The Hall uplighters and spots are controlled by dimmers; please ensure they are properly switched off when leaving.

In the Church building, some lights in the kitchen and rear corridor have two-way switching.

Heating

The Church building has a circulated warm air heating system. The new building has under-floor heating. Both heating systems, and the hot water in the new building, are on time switches, but can be switched on for additional periods if necessary. Please don't touch the thermostats.

Fire

There are fire detectors in the ceilings throughout the building, and two in the roof space accessed via the Store Room. The fire alarm control panel is located in the Foyer, to the left of the hall doors. The fire alarm systems for the two buildings are linked, so that any alarm sounds throughout.

If the fire alarm goes off:

- Get everyone out and contact the fire brigade unless you are sure it isn't a fire
- Stay out until you know it's safe to return
- In any case, inform the Church Administrator, Site Manager, Vicar or Churchwarden

The fire plan (Figure 1) shows the fire escape routes and assembly points. It also shows the positions of extinguishers and the fire blankets in the kitchens. Do not use the extinguishers unless you are confident that it is safe to do so.

Fire doors must not be wedged open (for example, the Kitchen door). Note that some fire doors (the end of the corridor, and the Store Room), can be latched open, and will release if the fire alarm sounds.

Note: don't leave anything under the Kitchen shutters – if the fire alarm goes off the shutters come down automatically and you will break either the thing or the shutter.

First Aid

First Aid kits are kept behind the reception desk, and in the Church lounge. If you use one, also fill in the Accident Book kept with the kit, and report the use to the Administrator.

Working at Height

The Church has some ladders and stepladders on the premises. These may be used by arrangement, but responsibility for safety rests with the user. There is also a small access tower that may only be erected, climbed or dismantled with a PASMA certified person present.

The ladder ties on the new building have not been tested since installation; we are advised that they must not be used. The ladder tie on the Church building has never been formally tested.

Asbestos

An asbestos survey of the Church building is available on request. In summary, chrysotile asbestos is present:

- in the textured coating on the Lounge ceiling
- in the external low-level DPC
- in the roof panels of the octagonal lantern to the worship area
- in the corrugated roof of the external garages

The roof space above the Lounge has not been examined, nor has electrical and mechanical equipment.

Building Services

Wi-Fi

Wi-Fi access to the Internet is available throughout the building – no password is needed for 'CC guest'.

Water

Water is metered. There is a stop-cock for the whole site on the front boundary under a concrete cover (A on Figure 1). There are also stop-cocks for each building in a man-hole outside the back door of the new building (C). There are internal stop-cocks for the respective buildings behind a screwed panel by the new building boiler (B), and under the sink in the Church kitchen (G).

There is a water storage tank above the Church kitchen ceiling (G).

There are two outside taps (E & K), which can be isolated from inside the building. The tap behind the Church building is at low pressure.

Electricity

Electric isolators for both parts of the building are in a cupboard in the Church building kitchen (H). The Church building is supplied from a distribution board in that cupboard, while the new building is supplied via a further isolator and a sub distribution board in the electric cupboard opposite the toilets (F).

Gas

The main gas isolation valve is in a cupboard off the rear corridor of the Church building (J). The new building supply can be isolated from that cupboard, or from a valve behind a screwed panel behind the new building boiler (B).

Drainage

Internal drains run to the public sewer. External drains all run to soakaways on site.

Waste

Please take large amounts of rubbish away for disposal. Small amounts may be put in the appropriate bins:

- General rubbish to the large grey bin or the brown bin behind the Church (L)
- Food waste to the small green bin behind the Church (L)
- Compost (but no plastic bags, even 'compostable' ones) to green bin with solid top behind Church (L), or heap on Church boundary (M)
- Tins, plastic bottles, glass bottles to respective green bins with circular holes behind Church (L)
- Paper and cardboard to green bin with rectangular hole behind Church (L)

Before you leave

Please note the brief instructions by each of the main front doors to ensure that they are secure as you leave.

Remember to check the other external doors to the building:

- in the new building, the pair of fire doors from the Hall, and one each from the Garden Room and from the Corridor by the Toilets
- in the Church building, the fire doors from 'Area B', and the doors by the toilets.

Someone may have used the green emergency door release by the front doors to get out of the building, through either unfamiliarity or mischief.

- The symptom is that the front doors won't close.
- The test is whether a yellow band is showing at the top of the window in the green emergency release.
- The cure is to reset the release using the black plastic key that lives on top of the right-hand door motor in the new building. Insert the key and turn firmly a short way clockwise until it clicks.

Contacts

		Phone	e-mail
Church Administrator	Jacqui Winterbourn	O: 01727 859806 M: 07980 950482	enquiries@ccstalbans.org.uk
Vicar	Jeremy Follett	O: 01727 857592	jeremy@ccstalbans.org.uk
Churchwardens	Jonathan Carter		wardenjonathan@ccstalbans.org.uk
	Meriel Dixon		wardenmeriel@ccstalbans.org.uk