

Health & Safety Policy

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Risk Management Arrangements

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HEALTH AND SAFETY POLICY

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit including the churchyard and any storage buildings.

The policy will be implemented using the management organisation and arrangements ('Control Measures') contained in this document.

The policy and arrangements will be kept up to date, particularly in the light of any new changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:
(Rector)

Date:

Review Date:

SECTION 1 ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Rector

The Rector has overall responsibility for health and safety in the Parish. She will ensure that arrangements described in this document are put into place and maintained in order to comply with the overall policy for health and safety and satisfy health and safety regulations and appropriate codes of practice.

The Rector will formally delegate specific responsibilities to church personnel through the Parish Health and Safety Coordinator, as outlined in this document. As any new projects are undertaken on any property belonging to the Church a re-assessment of the risks and assignment of responsibilities will be undertaken, the responsible persons identified and the control measures implemented.

2. Responsibility of the Health and Safety Coordinator

The responsibility to ensure that the control measures outlined in this policy are carried out and updated as necessary is delegated to the Parish Health and Safety Coordinator.

The responsibilities of the Health and Safety Co-ordinator are:

- To be familiar with the health and safety policy and arrangements and ensure they are communicated to the responsible persons
- To ensure that persons are appointed (and documented) to take responsibility, for the control measures (Section 2) applicable to the church and any activities in order to ensure that, so far as is reasonably practical, that safe systems of work are in place
- To ensure the appointed responsible persons are fulfilling their responsibilities as required and for reporting on the safety performance to the Rector
- To ensure that the appropriate safety equipment and clothing is provided by the Church and used by all personnel where this is required
- To maintain guidance on health and safety standards.

3. Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented. The Council will ensure that Health and Safety issues are dealt with on a formal basis at each council meeting.

4. Health and Safety Co-ordinator

Health and Safety advice for the Parish is provided by who can be contacted at the following address to answer questions or provide advice on health safety and environmental matters:

Address
email
phone

5. Responsibility of Employees and Voluntary Workers

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- Comply with safety rules, operating instructions and working procedures
- Use protective clothing and equipment when it is required
- Report any fault or defect in equipment immediately to the appropriate person
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- Not misuse anything provided in the interests of health and safety

6. Responsible Persons

The following is a list of responsible persons. The responsible persons will be trained to carry out their responsibilities and encouraged to feedback issues to the Health and Safety Coordinator. These persons are not expected to be experts in particular fields, but should be aware that regulations are in force in the following areas.

Health and Safety - Responsible Persons

(List to be maintained by the Health and Safety Coordinator)

1. Activity	Name/Position
Accident Book/Accident Reporting (1)	
First Aid (2)	
Emergency procedures (3)	
Church functions (4)	
Fire Safety (5)	
Condition of Church and Buildings (6)	
Electrical Safety including Fixed Electrical System (7)	
Accessing Tower and Other Inaccessible Areas (8)	
Working at Height (9)	
Condition of Churchyard (10)	
Control of Hazardous Substances (11)	
Dangerous Machinery (12)	
Project and Contractor Management (13)	
Heating system (14)	

Numbers in brackets refer to the control measures sections.

SECTION 2 CONTROL MEASURES

The following control measures are to be implemented at each church site.

1. ACCIDENT AND INCIDENT REPORTING

An accident book for the parish is kept in the Church vestry.

Any significant accidents or incidents will be reported to the Rector immediately by telephone.

The Rector will report the following accidents immediately by phone to the national incident contact centre on **0845 3009923** or by using the HSE Website (<http://www.hse.gov.uk/hsehome.htm>). The report will be followed up by completing a RIDDOR report form: (example: Appendix 1)

1. Deaths
2. Major injuries
3. Dangerous incidents, which could result in 1 or 2 above
4. Any injuries to visitors requiring hospital treatment
5. Any lost time accidents to church employees resulting in 3 days or more off work

2. FIRST AID

The responsible person will ensure that the church has at least one first aid kit kept on the premises in a location which allows immediate access to the kit.

The responsible person will keep a record of members of the congregation who are qualified first aiders.

3. EMERGENCY PROCEDURES

The appointed responsible person will ensure that there are clearly understood procedures and signs to ensure persons can evacuate the premises in an emergency. Where people are gathered inside a building for a service or other event, the emergency escape routes will be checked by the responsible person or another appointed person, to ensure they are clear and any escape doors are not obstructed or locked.

In the event of an emergency occurring, the responsible person or the appointed person will co-ordinate the evacuation/rescue and will contact the appropriate emergency services. See Appendix 7. First aid responsibilities are covered in Section 2.

4. CHURCH FUNCTIONS

Major functions require more management than small informal functions as they involve greater risks due to the numbers of people involved. The responsible person (or delegate) will make an assessment of the function (including security, emergency procedures, fire risks) and check the premises when the function ends. A person will always be formally nominated to be responsible for emergency procedures and first aid at each function. (Appendix 2)

5. FIRE SAFETY

..... Church has carried out a fire risk assessment. A list of the fire equipment (including locations) will be maintained by the responsible person who will keep the assessment up to date. The person will also be responsible for ensuring that the equipment and other precautions are in place, the equipment is maintained, labelled (see below) and is available for immediate use.

Maintenance of fire fighting equipment for the parish/church will be contracted to (*name of specialist to be inserted*) who will ensure that equipment is labelled to identify the dates of the maintenance checks and the next dated for the work to be carried out to enable a simple method of checking.

Note: The Fire Brigade has responsibility for providing fire safety advice.

6. CONDITION OF BUILDINGS

All buildings are thoroughly inspected during the quinquennial review every five years. In addition, the responsible person will carry out periodic checks when visiting the premises to ensure any obvious deterioration is brought to the attention of the Rector and will ensure records of all checks/inspections are maintained.

Particular attention will be paid to the presence of slipping and tripping hazards, loose floor coverings and lighting.

7. ELECTRICAL SAFETY

The responsible person at each church will ensure that the following activities are carried out and maintain a note of the completion date for each activity.

- a) A list of all the portable electrical appliances stored at each church premises will be maintained by the responsible person. (Appendix 5)
- b) Every quarter, plugs, cables and sockets will be inspected by the Responsible Person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the Health and Safety Coordinator. The equipment will be labelled “do not use “ until repairs are effected. The responsible person will maintain a record of the inspection.
- c) Every year, all portable electrical equipment in the Parish will be tested by a competent contractor (*who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body*) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of. The Health and Safety Coordinator will ensure that this inspection is carried out and will maintain a record of these inspections.
- d) No second hand electrical equipment should be purchased and brought onto the premises until it has been tested by the approved person and entered in the electrical equipment record.
- e) Every quarter a visual inspection will be carried out of the fixed electrical installation by the Responsible Person. Any defects will be reported to the Health and Safety Coordinator. A record of the inspection, including the date will be maintained by the Health and Safety Coordinator.
- f) Every 5 years, each church’s fixed electrical system, including external lighting systems, will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will

be carried out. The Health and Safety Coordinator will ensure that this inspection is carried out and will maintain a record of the inspection.

- g) At intervals of not more than five years each church's lightning conductor system will be examined and tested by a competent firm of engineers. The Health and Safety Coordinator will ensure that this inspection is carried out and will maintain a record of the inspection.

Any temporary electrical equipment owned by third parties (volunteers) brought to the church represents an unknown risk due to potential poor condition. Voluntary workers using their own equipment should ensure that the equipment is in a safe condition before use. If the volunteer is using church equipment he should:

- Visually check all electrical equipment before use
- Report all faults immediately to the Health and Safety Co-ordinator
- Do not attempt to use faulty equipment

Church employees should only use authorised (and inspected) electrical equipment.

8. ACCESSING TOWER AND OTHER INACCESSIBLE AREAS.

The responsible person will ensure that the tower and other inaccessible areas where access is considered to be a high risk, due to the design of the access, are identified and are only accessed by authorised personnel. These persons will be made aware of the access issues and should be familiar with the risks involved. Children will not be allowed to access difficult areas. Access will be controlled either by signs or where possible by locked entrance doors.

9. WORKING AT HEIGHT (EG. LIGHTING / FLOWER ARRANGERS)

For project work – see section 13.

Normally work at height will **not** be undertaken by other than professional contractors, using their own equipment and in accordance with their management arrangements.

Should volunteers have to work at **less than 2 meters**, stepladders can be used provided these are suitable. The height of steps should not exceed three times the width of the base and there should be a mechanism to prevent the legs from spreading. Ladders, not exceeding 5 metres, should be set against rigid structures at 75° and be footed by a second person. Care should be taken to position the ladders on level ground and where the work will not be affected by other persons in the area.

There should always be a **minimum of two people** present when using ladders or stepladders.

10. CONDITIONS OF CHURCHYARD

The responsible person will make periodic checks of the churchyard to assess:

- Any risks from overhanging trees, particularly adjacent to paths and buildings
- Any risks from subsidence
- Litter which could present hazards to other users
- Gravestone safety issues, adjacent to paths, table vault collapse etc
- Condition of gates

Any problems should be reported to the Health & Safety co-ordinator and where necessary, rectified by a competent person.

11. CONTROL OF HAZARDOUS SUBSTANCES

The appointed responsible person will assess the storage of all hazardous substances. These are substances labelled with the recognised markings (such as the blue cross on red background on a bleach container). Any hazardous substances will be stored in accordance with the label. In the event that any substance may be handled by children, then that substance will be stored in a locked container/cupboard. (Appendix 6)

Any substance stored in an unsuitable container (e.g. bottle or jar that originally contained another substance) will be disposed of in the correct manner.

The responsible person should ensure that petrol or paraffin is not stored inside any church building. Volunteers should be encouraged to bring petrol for mowers etc. in the correct British Standard container for storage, and remove the spare material after use.

12. DANGEROUS MACHINERY

The responsible person will ensure that any machinery owned by the church is in a safe condition and that the appropriate safety personal protective equipment is worn by persons using it. (See section 7 for the safety of electrical equipment).

Volunteers bringing their own equipment into church premises will be asked to ensure that the equipment is in good condition and used with the correct personal protective equipment.

Operations involving moving machinery, including grass cutting, strimmers should not be operated when other persons are in the vicinity. Volunteers will be briefed by the responsible person to ensure that this is understood.

13. PROJECT AND CONTRACTOR SAFETY MANAGEMENT

Major projects will always be managed by a competent contractor, who will be appointed to work in accordance with a contract specifying that health, safety and environmental regulations will be complied with. The contractor will have a safety management system which includes a risk assessment process covering all the control measures that are necessary to ensure that risks are reduced to as low as reasonably practicable.

Minor contractors will also be controlled by ensuring the contractors have adequate policies and systems to ensure that the personnel are competent, all the equipment is suitable and complies with the relevant regulations.

14. HEATING EQUIPMENT SAFETY

The oil boiler and oil storage tank will be maintained and checked annually by a competent contractor who is a registered installer. Any necessary work required for safety is implemented immediately. A record of the inspection, including the date will be maintained by the Health and Safety Coordinator.

APPENDIX 1

ACCIDENT REPORT FORM

Name of Church: **St Lawrence, Sandhurst within the Seven Towers Benefice.**

This form must be used for the recording of all accidents, injuries and dangerous occurrences whether or not they need to be reported under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

The form should be completed as soon as possible after the occurrence. Whenever possible the injured person should provide a description of the accident. A church official should then check all the details.

If there were any witnesses to the accident they should complete the witness statements as soon as possible after the occurrence. Provision for these statements is provided below.

This section to be completed by the injured person or person involved in the accident.

Full name of person injured/involved:.....

Home address:.....

Date of Birth:.....

Employee ☐ Volunteer ☐ Visitor ☐ (Tick as appropriate)

Date of Occurrence:.....

Time of Occurrence:.....

Place of Occurrence:.....

Full description of the accident circumstances, including a description of any apparatus or equipment involved.

.....
.....
.....

Signed by injured/involved person:..... Date:.....

This section to be completed by the church official:

If Employee/Volunteer:

1. State nature of employment/position.....
2. Was she/he on or off duty at the time.....
3. If on duty, did she/he continue to work or go off duty after the occurrence
.....
4. If she/he went off duty, at what time and for how long

I/we confirm that as far as I am/ we are aware the above details including the description of the accident are true and complete.

Signed:..... Print Name:.....

Position:.....Date:

Any apparatus or equipment involved must be withdrawn from use and retained for inspection.

PTO witness statements on reverse

APPENDIX 1 (continued)

WITNESS STATEMENTS

Statement by Witness 1:

Signed: Date:

Statement by Witness 2:

Signed: Date:.....

(Copy these forms as often as required.)

APPENDIX 2:

LETTING AND HIRING OF CHURCH PREMISES.

In order to formalise arrangements for the letting or hiring of church premises within the various Health & Safety legislation that the church has to comply with, the following items should be addressed:

- 1.14.1** It may be that a function is arranged at which there will be none of the normal 'church staff' present. In this situation the hirer or organiser of the function should make one person responsible for accident and emergency procedures should the need arise.
- 1.14.2** In designating this person beforehand, the hirer/organiser should ensure that this person is made aware of the location of fire/emergency exits, fire extinguishers and their use and the first aid box. This should be done by contact with a churchwarden with whom the church is booked. A brief familiarisation process can then be arranged. Should any untoward event occur, this designated person is then responsible for clearing the premises in a safe and timely manner and contacting the emergency services if required. At a large gathering a second person may be required. These persons might typically be the ushers at a wedding for instance.
- 1.14.3** The hirer/organiser is primarily responsible for any accident or injury, which arises out of their activities whilst using the premises. Should any accident or incident occur the hirer must record the following details:
 - a) Name, address and telephone number of person injured/involved
 - b) Exact time and place of the occurrence
 - c) Detailed description of the occurrence, including any apparatus involved
 - d) Name, address and telephone number of any witness and a signed statement if possible
 - e) The hirer must notify the Minister/Rector of any occurrence as soon as possible and in any case within 24 hours of the event.
 - f) Any apparatus or equipment involved in the occurrence should be retained for inspection.
- 1.14.4** The hirer is responsible for making good any loss or damage to the building or contents.
- 1.14.5** The hirer is responsible for the safety of the building on departure; all candles extinguished, heaters turned off (if appropriate), lights turned off as required and doors shut (and locked if appropriate).

Use with risk assessment, Appendix 3 & Appendix 4

APPENDIX 3

RISK ASSESSMENT FORM (GENERAL)

Name of Church:

Assessment undertaken by:.....

Date:.....Review Date: (annual).....

Area Assessed	Hazard/Risk	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating LxS =	Additional Controls
<i>Eg Choir Vestry</i>	<i>Steps - 2 in number</i>	<i>None</i>	<i>Low (1)</i>	<i>Low (1)</i>	<i>1 x 1 =1 Low</i>	<i>Raise awareness Notice/Tape</i>

APPENDIX 4

FIRE RISK ASSESSMENT FORM

Name of Church:

Date: Review Date:

Area Assessed:

HAZARD / RISK/PERSONS	ADDITIONAL CONTROLS
1. What are the Fire Risks? (Note any details of flammable liquids, combustible materials, ignition sources and person at risk)	
2. Can a Fire be detected in reasonable time and people be warned? (Note details of any automatic detection system or other means by which fire may be detected)	
3. Can people in the building get out safely? (Note details of fire exit doors, escape routes, emergency lighting and signage)	
4. Is there adequate fire fighting equipment? (Note details of existing fire extinguishers, hose reels etc)	
5. Do people know what to do if there is a fire? (Note details of any written evacuation procedures)	
6. Is a regular check made that fire fighting equipment is in place, are people trained in it's use and is it regularly maintained? (Note details of existing procedures for checking and maintaining fire fighting equipment and training)	

(Copy these forms as often as required.)

APPENDIX 5

REGISTER OF PORTABLE APPLIANCES

Item	Condition of:		Comment	Testers Signature	Date of Test	Date of next test
	Cable	Plug				
<i>Eg. Vacuum Cleaner</i>	<i>Frayed at Plug</i>	<i>Good</i>	<i>Cable remade at plug</i>	<i>RVHarrison</i>	<i>20/11/2003</i>	<i>20/02/2004</i>

(Copy these forms as often as required.)

APPENDIX 6

REGISTER OF HAZARDOUS SUBSTANCES

Notes:

The Responsible Person will maintain a list of all hazardous substances used the in church, church hall or church yard.

Detail all substances, noting name of substance, hazard type, method of storage, protective clothing if required and procedure in the event of an accident.

Examples of substances, which may be in use: petrol, pesticides, insecticides, polishes and cleaners.

Some substances, which may be found in boiler rooms or belfries may require specialist treatment. If in doubt contact the local Environmental Health Officer.

Hazard Types include; Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable or Dangerous to the Environment.

Generally the class type will be found on the original container, which the substance should be kept in unless there is some overriding need to transfer it to another container. In this event the second container should be of similar material to the original and labelled accordingly. Substances **should not** be transferred to containers with any other name on.

Do not mix chemicals.

HAZARD SUBSTANCES

Name	Hazard Type	Storage	Protection	Accident Procedure
<i>Eg Flash Liquid Floor Cleaner</i>	<i>Low</i>	<i>Locked Cupboard in Kitchen</i>	<i>Rubber Gloves</i>	<i>If splashed in eyes, wash immediately with copious amount of cold water</i>

(Copy these forms as often as required.)

APPENDIX 7

EMERGENCY PROCEDURES

In the event of a fire:

- Evacuate the building through both doors
 - The main external doors
 - The external door from the vestry to the churchyard
- Assemble everyone in the car park.
- Leave the road clear for access by emergency vehicles.
- Call the fire brigade.
 - Call 999 from one of the neighbouring houses or a mobile phone.
 - Ask for FIRE.
 - Give the location as

Do not tackle the fire unless it is clearly reasonable to do so.

Before re-opening Church Buildings

- Ensure that the church building interior is appropriately cleaned paying particular attention to any detritus (bat droppings etc) that may have gathered.
- Air the building to minimise mould spores etc.
- Run all the taps (to minimise the risk of legionella) and flush and clean toilets. Run the water from all taps and other hot and cold water-outlets for at least five minutes to ensure the water system has been thoroughly flush through. If you have any concerns seek appropriate professional help/advice.
- Consider checking general maintenance items such as Electrical Systems; Emergency Lighting and other lighting; Fire Alarm Systems; Heating Systems; Oil Supply; water systems and toilets.

Each time the Church Building is used

- Make sure those bits of the church that are touched often (doorknobs, light switches etc) have been thoroughly cleaned between use.
- Do not share Bibles, prayer books etc. Each person should bring their own books, order of service and take them home with them. (Use screen where possible to relay service)
- Make sure hand-sanitizer is available at the entrance door and that everyone cleans their hands upon arrival.
- If toilets or washing facilities are available, make sure that there are disposable paper towels, and that there is plenty of liquid soap.
- Lock the church after use.
- The advice above also applies if others need to enter the church building, for example, workers to undertake necessary maintenance.

On an ongoing basis

- Run taps and flush toilets
- Perform a general clean of the Church building interior paying particular attention to those bits of the church that are touched often (doorknobs, light switches etc). These areas should be cleaned on a regular and frequent basis.