

Title	Health and Safety Policy
New Model Policy template from Ecclesiastical Insurance Co. (2018), adapted by Mrs J. Norris	
Presented and adopted by PCC of St G and St P	March 2022
Reviewed	March 2023
Next PCC Review Date	March 2024
Classification	Health and Safety
Related Documents	Lone working policy, Safeguarding Children and Vulnerable Adults
Location of Copies	Church website / policy folder
Scope	This Policy applies to all of the venues of St George and St Paul, Tiverton, the employees plus volunteers and contractors. The PCC of St George and St Paul, Tiverton reserves the right to amend this policy at its discretion at any time. It does not form part of any employees' contract of employment with the PCC of St George and St Paul, Tiverton
Extensions	N/A
Exclusions	None

Our Health and Safety Policy:

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our churches, the church rooms or churchyard. We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

General statement of policy:

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the PCC to have specific responsibility for this policy and its implementation along with additional external specialists as may be required from time to time. We will keep health and safety matters under review at appropriate intervals, and a written report given at each PCC meeting. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays their part in its implementation. Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

Procedures

1. Organisation and Responsibilities:

The member of the PCC with overall responsibility for implementing our policy is: a churchwarden

They will ensure that:

- a) The standards set out in this policy are implemented and maintained
- b) Where necessary, specialist health and safety assistance is obtained
- c) Any hazards reported to them are rectified immediately
- d) Only competent persons carry out repairs, modifications, inspections and tests
- e) Any accidents are investigated, recorded and reported if necessary
- f) Relevant health and safety documents and records are retained
- g) They keep up to date on health and safety matters relevant to the church
- h) Set a personal example on matters of health and safety

2. The Churchwardens have day-to-day responsibility for implementing our policy:

They will ensure that:

- a) All employees and volunteers are aware of their health and safety responsibilities
- b) Adequate precautions are taken as set out in this policy and related risk assessments
- c) Adequate information and training are provided for those that need it
- d) Any hazards or complaints are investigated and dealt with as soon as possible
- e) Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- f) All accidents are reported in-line with the requirements of this policy
- g) Advice is sought where clarification is necessary on the implementation of this policy
- h) Set a personal example on matters of health and safety

3. All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

- a) Read this policy and understand what is required of them
- b) Complete their work taking any necessary precautions to protect themselves and others
- c) Comply with any safety rules, operating instructions and other working procedures
- d) Report any hazard, defect or damage, so that this might be dealt with
- e) Warn any new employees or volunteers of known hazards
- f) Attend any training required to enable them to carry out their duties safely
- g) Do not undertake any repair or modification unless they are competent to do so
- h) Report any accident
- i) Do not misuse anything provided in the interests of health and safety

4. Arrangements:

This section of the policy sets out our general arrangements for managing health and safety and dealing with specific risks.

- a) **Risk Assessments:** We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.
- b) **Information and Training:** We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.
- c) **First aid:** We will provide adequate first aid facilities including - as a minimum - a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers: Our first aid boxes are stored in the kitchen of each venue. Our person in charge of first aid arrangements is: **Mrs Ruth Shaw**
- d) **Accident Reporting:** We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Our accident books are kept alongside each first aid box.
- e) **Monitoring :** We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure they remain safe. We will keep records of the checks we make.

- f) **Contractors:** If we employ contractors, we will make sure they have their own health and safety policy and employer's Liability Insurance by asking to see copies of the relevant documents.
- g) **Record Keeping:** Our Health and Safety Risk Assessments, records and other documents are stored kept in the files in the Parish office /or in SharePoint document libraries

Specific Arrangements:

- a) **Asbestos:** We have an asbestos register which has recorded where asbestos is present in both churches. We will provide the relevant information to others who might need it, e.g., building contractors. We will keep records of any checks made, assessments and plans we might make.
- b) **Bell Ringing:** We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting and the notification of safety procedures to visiting bellringers.
- c) **Church Buildings:** We will ensure that the fabric of our buildings is regularly inspected to make it safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.
- d) **Churchyard:** We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe. Headstones, tombs and monuments will be checked regularly to ensure they are properly maintained. At St George's Churchyard where it is formally closed, we will report any concern to Mid Devon District Council who are the responsible agency.
- e) **Construction Work:** Where maintenance, refurbishment and restoration work are planned for any of our buildings, we will identify what we need to do to ensure the safety of all those concerned before works starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.
- f) **Display Screen Equipment:** i) Where our employees and volunteers regularly use computers daily, for continuous periods for an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. ii) We will also provide information, training, free eye/eyesight tests on request if needed.
- g) **Electricity:** We will ensure that any electrical system, fixed machine and portable appliances are maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.
- h) **Events:** Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.
- i) **Fire:** We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.
- j) **Heating Systems:** We will ensure that heating systems are suitably maintained and checked annually by a competent person. Any defects will be corrected immediately and we will keep records of the checks made.
- k) **Hazardous Substances:** We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.
- l) **Lifting Equipment:** We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.
- m) **Manual Handling:** We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practicable, we will make use of lifting aids, such as trolleys or other precautions including team lifting.
- n) **Preparation of Food:** We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste. It is advisable for those preparing and serving food to have a food hygiene certificate.
- o) **Slips and Trips:** We will implement suitable precautions to prevent slips, or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure

floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as handrails, or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

- p) Working at Height:** Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.
- q) Work Equipment:** Any work equipment we provide will be suitable, in good condition and properly maintained. Where necessary some equipment (such as, ladders) will be regularly, checked to make sure they are safe. We will keep records of any checks we make.
- r) Working Alone:**
We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety. See Lone Working Policy

NB: This policy should be kept in the same place as the risk assessments.

End of the Health and Safety Policy

Key Dates	Amendments
Mar 2023	Removed names of churchwarden & signature on document
Mar 2022	Updated version of H and S Policy

For Additional Useful Health and Safety Information See Below

ADDITIONAL INFORMATION:

These notes are **NOT** part of the church policy but additional useful health and safety information relating to St George and St Paul's, Tiverton

Reporting Serious Accidents:

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 1995

Under RIDDOR there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities, so must diseases and certain dangerous occurrences, as defined by the regulations. These accidents will be reported by a churchwarden / responsible person.

There are three requirements for reporting as follows:

- i. Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **TEN** days on official form **F2508**
- ii. Accidents involving the injured person losing **MORE THAN SEVEN CONSECUTIVE DAYS** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within **FIFTEEN** days on form **F2508**
- iii. Reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form **F2508A**. This will be required if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionella and hepatitis, and other conditions such as certain muscular-skeletal disorders.

The appropriate online Report Form can be accessed via www.hse.gov.uk/riddor. The form must be completed and submitted directly to the RIDDOR database. A copy will be provided to the reporter. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre whose number is 0845 300 9923 (opening hours Mon-Fri 8.30am to 5pm.)

Location of Fire Extinguishers:

Fire extinguishers at St George's:

Location	Type of Extinguisher	Location	Type of Extinguisher
Back of the main church	Water 6lt / CO2 2Kg	Extension (small room)	Foam 6lt
Extension - double doors	Hydro spray 3lt	Extension (lobby area)	Water 6 lt / CO2 2Kg
Kitchen -	Fire blanket/3Kg powder		

Fire Extinguishers at St Paul's Church

Location	Type of Extinguisher	Location	Type of Extinguisher
Close to glass doors	Foam 6lt	Side Chapel	Water 6lt
Side of PA desk	Water 6lt	Church (kitchen)	Fire blanket
Side of PA Desk	CO2 2 kg	Vestry/office	CO2 2kg
Outside office	Foam 6lt	Upstairs office	Foam 6lt +CO2 kg

Fire Extinguishers at St Paul's Church Rooms:

Location	Type of Extinguisher	Location	Type of Extinguisher
Church rooms upper hall	Water 3lt	Church rooms upper hall	Water 6lt
Church rooms near toilets	Water 6lt	Church rooms upstairs	CO2 2kg
Church rooms downstairs	CO2 2kg	Church rooms – St P's entrance	Water 6lt
Church rooms' kitchen	Powder 1 kg & fire blanket		

The extinguishers are to be checked by the responsible person to ensure that they are still in place and have not been discharged. The extinguishers noted as above are checked annually by a reputable fire safety company.

Information In the Event of a Fire:

Evacuation Procedure:

For large services and concerts, where the congregation/audience exceeds **200** our procedures for stewarding/evacuation are as follows:

- I. All designated fire doors must be unlocked before the service /event commences and be clearly marked as fire exits using "Running Man" symbol
- II. A check must be made that all doors can be opened
- III. A trained steward/verger/event organiser must be allotted to each door and have responsibility for persons in a specific part of the church e.g., by all exit doors
- IV. If emergency lighting is not available torches must be available for each steward
- V. In the event of an emergency (fire/bomb threat etc) an announcement to leave the building will be made by the service/event leader (notice re assembly point)
- VI. Persons will assemble in Fore Street or Beck's Square at St George's venue, and at St Paul's assemble Outside of Duffield House, buildings opposite the church office.
- VII. The emergency services will be contacted immediately by a nominated person using personal mobile phones, e.g., service leader/ warden/ welcome/event organiser

Our hire agreement states that there are limits to the number of persons in the extension and small rooms, with 80 in the extension and 20 in the small room at St George's venue. These must not be exceeded.

Actions to be taken by the responsible person on discovering a fire (no matter how small)

- i. Immediately raise the alarm
- ii. Telephone the emergency services
- iii. Check the building for occupants if it is safe to do so
- iv. Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
- v. If 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
- vi. Evacuate to the designated assembly point
- vii. Ensure clear access for the emergency vehicles

Recommendations for Electrical Safety:

- i. A list of our current portable electrical appliances is held with the PAT report
- ii. 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 wardens for action.
- iii. Every **year** our portable electrical equipment is assessed and will be tested if required by a competent person with an appropriate level of electrical knowledge and experience, who has the correct equipment to complete the test, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of
- iv. Every **quarter** a visual inspection will be carried out of the fixed electrical installation by the Responsible person. Any defects will be reported to churchwardens for action.
- v. Every **five years** our fixed electrical system will be inspected by a competent contractor who is a "Full Scope" member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out
- vi. At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent person: **Applicable to St Paul's church venue only.**
- vii. **The following statement was approved at the PCC Meeting July 19th 2023 after consultation with our insurance company (Ecclesiastical Insurance Company) and our broker:**

It is our policy that any unwanted surplus church electrical goods may be disposed of at the discretion of the churchwardens. Disposal may be by sale, by donation or by recycling or tipping if appropriate,

Portable appliances may only be sold or donated if they are certified by a qualified person as having passed a Portable Appliance Testing (PAT) testing. Any test report(s) should be filed with the Health and Safety records.

All employees and voluntary workers must observe the following:

- I. Visually check all electrical equipment before use
- II. Report all faults immediately to the responsible person
- III. Do not attempt to use or repair faulty equipment
- IV. When electrical equipment, including computer hardware, is brought into our premises it is advisable that it has been PAT tested, otherwise the equipment should be given a visual safety check by a churchwarden/member of staff before being used. Electrical equipment should be switched off and disconnected when not in use for long periods.
- V. Flexible cables should be positioned & protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

Anyone entering church premises for the purpose of carrying out work, other than an employee or voluntary worker of the church, will be considered as a contractor. All contractors, including the self-employed must abide by the following:

- I. Have their own health and safety policy (where required by law) and be able to provide a copy of the same
- II. Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- III. Comply with the requirements of this health and safety policy and co-operate with the church officials providing a safe place of work and a safe system of operation
- IV. Where plant and machinery are brought onto church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- V. All contractors will be given detailed instructions regarding the area where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also specify any safety precautions they must undertake.

Reviewed: March 2023, additional information relating to Health and Safety. Amended July 2023 to allow disposal of electrical equipment under certain conditions.