

Policy document

Title	Health and Safety Policy for all St George and St Paul’s venues
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To All Employees, Voluntary Helpers and Contractors: The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety

A: General Statement of 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 and safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up-to-date, particularly in the light of any 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 sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

This policy applies to all current regulations as quoted in this document but where regulations are changed or superseded these will then apply to the all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

B: Organisation and Responsibilities

1: Responsibility of the Vicar

Overall responsibility for health and safety is that of the **Reverend Andrew Humm** who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2: Responsibility of the Churchwardens Currently in Post

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens.

3: Responsibility of the PCC

The PCC has general responsibility to ensure that the health and safety policy is implemented.

4: Responsibility of the Health and Safety Officer currently the churchwardens

The churchwardens have the responsibility for the day-to-day implementation outlined in this policy and must therefore:

- i. Be familiar with health and safety regulations as far as they concern church premises

- ii. Be familiar with the health and safety policy and arrangements and ensure they are observed
- iii. Ensure so far as is reasonably practicable, that safe systems of work are in place
- iv. Ensure the church and extension rooms are clean and tidy
- v. Ensure the churchyard is properly maintained, including the safety of monuments, tombstones and trees, and that grass is kept cut
- vi. Ensure that safety equipment and clothing is provided and used by all personnel where this is required
- vii. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- viii. Ensure adequate access and egress is maintained
- ix. Ensure adequate firefighting equipment is available and maintained
- x. Ensure that food hygiene regulations and procedures are observed

5: Responsibility of Employees and Voluntary Workers

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

Employees and voluntary workers must therefore:

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

6: Responsible Persons:

The vicar, churchwardens and PCC are responsible for safety in the areas that follow.

C: Arrangements (Implementation of the Policy)

This section sets out our arrangements to minimise as far as reasonable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1: Accidents and First Aid:

- i. A first aid box and accidents books are located in each of the **kitchens at each venue**
- ii. A list of those with current first aid qualifications is displayed at each of the entrances

Whether the church facilities are being used by the church or external hirers all accidents / incidents are to be entered in the accident book, then the completed accident report form must be sent to the church office. Outside organisations are informed in our terms and conditions that this is the procedure which should be followed in the event of an accident. The forms and envelopes are kept with the accident record book and sent to the church office as soon as possible. Accident books and accident records are reviewed **quarterly as a minimum.**

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

These accidents will be reported by the churchwarden/responsible person. 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.

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 reporting 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 musculo-skeletal disorders.

Accident Reporting:

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's number is 0845 300 9923 (opening hours Mon-Fri 8.30am to 5pm.)

Recording:

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

2: Fire Safety:

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, the churchwardens undertake the following:

- i. An assessment of the fire risks in the church and associated buildings and the risks to our neighbours are reviewed in line with this policy. This is carried out either as a specific exercise or as part of our general health or as part of our general health and safety risk assessments
- ii. A check that a fire can be detected in a reasonable time and that people can be warned
- iii. A check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting at St George's extension but fire exit signage at all venues
- iv. To provide reasonable firefighting equipment
- v. A check that those in the building know what to do if there is a fire
- vi. A regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1: Fire Extinguishers:

Fire extinguishers are kept in the following locations at St George's:

Location	Type of Extinguisher	Location	Type of Extinguisher
Extension (small room)	Foam 6 lt	Extension	Hydrospray 3lt
Extension (lobby)	Water 6lt	Extension (lobby)	CO2 2kg
Back of the church	Water 6lt	Back of Church	CO2 2kg
Vestry	CO2 + powder 1 kg	Kitchen	ABC 3kg powder/blanket

Fire extinguishers at St Pauls Church and the Rooms:

Location	Type of Extinguisher	Location	Type of Extinguisher
Close to glass doors	Foam 6lt	Lady Chapel	Water 6lt
Side of PA desk	Water 6lt	Church (kitchen)	Fire blanket
Side of PA Desk	CO2 2 kg	Vestry/office	CO2 2kg
Upstairs / 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 6lt	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 checked every **quarter** 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.

2.2: Fire Alarm System - Not applicable at St George's & St Paul's Church venues. However, at the rooms there is an alarm point on the stairs.

2.3: Other Fire Protection - Fire blankets in all the kitchen areas across our venues

2.4: 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, 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.

2.5: Evacuation Drills:

Fire evacuation drills are not carried out. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6: Actions to be taken on discovering a fire (no matter how small)

- i. Immediately raise the alarm
- ii. Telephone the emergency services
- iii. Check the building for occupants
- 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

3: Electrical Safety:

- i. A list of all our 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. It is our policy not to sell or give away any second-hand electrical goods
- viii. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. **All employees and voluntary workers must observe the following:**
 - a. **Visually check all electrical equipment before use**
 - b. **Report all faults immediately to the responsible person**
 - c. **Do not attempt to use or repair faulty equipment**
 - d. **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 checked by a churchwarden before being used. Electrical equipment should be switched off and disconnected when not in use for long periods**
 - e. **Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage**

4: Gas Equipment Safety:

1. Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor, **M.B.H Industrial Service Ltd, 01823 270126**, who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.
2. We do not have appliances which use LPG.

5: Hazardous substances:

The responsible person will maintain a list of all hazardous substances used in the church/extension. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as “harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment”, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident for example cleaning products. A hazardous substance record is available upon request, see separate appendix. Chemicals must not be mixed and must not be stored in unmarked containers.

6: Safety of Plant and Machinery:

The responsible person will maintain a list of all plant and machinery.

7: Slips, Trips and Falls – condition of floors, steps and paths:

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every **quarter**

- i. All floors and stairs in the church and hall, and
- ii. All paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the churchwardens who will arrange for repairs or remedial measures to be carried out.

8: Lighting:

In order to ensure that the venues are adequately lit, an inspection will be made every **quarter** by the responsible person to ensure that all lights are working. Any bulbs that require replacing will be reported to churchwardens.

9: Working at High Levels

Areas are designated as high levels where a ladder is required. Only those approved contractors and those authorised by churchwardens to use a ladder may do so. HSE instructions for using ladders are displayed in the vestry

10: Preparation of Food

The churchwardens ensure those who use our venue follow the appropriate regulations governing the preparation and storage of foodstuffs

- i. The churchwardens ensure all food handlers have received adequate supervision, instruction and training
- ii. The churchwardens ensure that the appropriate assessment of risks is carried out for the foods to be prepared and storage including storage at the correct temperatures
- iii. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
- iv. Foodstuffs should only be prepared in the following areas: **Kitchens**
- v. Only persons who have received the appropriate training may prepare and serve foodstuff
- vi. The churchwardens ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures

11: Manual Handling – lifting, carrying and moving loads

- i. Our policy is to eliminate the need for manual handling as far as is reasonably practicable
- ii. Where it is not possible to avoid the need to move loads, we would carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible
- iii. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
- iv. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks. HSE instructions for manual handling are displayed.

12: Display Screen Equipment –None currently at the St. George’s venue

Our policy at St Paul’s venue is to assess the risks of all habitual users of computers, sound desk and audio equipment in order to reduce risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- i. Stability and legibility of screens
- ii. Contrast and brightness of monitor screens & angle of all screens
- iii. Suitability of keyboards, desks and chairs
- iv. The work station/PA desk environment
- v. The user- friendliness of the software

13: Hazardous Building/Glazing

- i. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every **quarter** by the responsible person.
- ii. Any defects noted are immediately reported to churchwardens and the procedures put in hand for repairs.

- iii. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- iv. A check is made of any asbestos in the building by a competent person noting its location, type and condition. The asbestos register is provided for all contractors who work in or on the building and anyone else who may be affected. The asbestos register is kept in the maintenance files in a cupboard in the parish office, plus a copy is kept at St George's church vestry.
- v. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

14: Safeguarding:

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

A permanent record will be maintained of all accidents involving children. Parental consent forms are obtained for all trips and any particular needs of individual children noted.

15: Personal Safety:

Risk assessments have been carried out and reviewed when necessary

16: Risk Assessments

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

17: Contractors:

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 in providing a safe place of work and a safe system of operation
- iv. Where plant and machinery is 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. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.
- vi. 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.

CDM Regulations

The Construction (Design and Management) Regulations apply to all construction work in Great Britain. All contractors employed by the church should be aware of these responsibilities under these regulations

18: Information and Enforcement

Environmental Health Service Information at Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton EX16 6PP

Tel. No: 01884 255255

Employment Medical Advisory Service Information: Regional HSE office details which you contact for guidance on health matters

North Quay House, Sutton Harbour, Plymouth. PL4 0RA, Tel No: 01752 226024

19: Health and Safety Law Poster

A copy of the HSE poster "Health and Safety Law - what you should know" is displayed at St Paul's venue only as that is where our employees are based.

For further information please read:

Lone Working Policy & Safeguarding of Children and Vulnerable Adult Policy