

St Mary's Stretton

with Claymills

Church Health & Safety Policy

May 2016

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Guidance notes

Health & Safety guidance notes

The following guidance notes are also available from your Insurance Consultant and Surveyor or by calling our

Church Department on 0845 777 3322

Section 1 Fire

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These guidance notes are based on current

Churches are not exempt from Health & Safety legislation. Local Authority Environmental Health Officers are specifically charged with enforcing Health & Safety legislation in churches.

The Health & Safety Executive have advised that it is good practice for volunteers to be provided with the same level of Health & Safety training and protection as if they were employees. This means that churches should follow exactly the same regulations to ensure the health and safety of volunteers and other persons using the church as if they were employees.

What does the law require?

The law only requires those who employ five or more people to have a written Health & Safety policy. This will not apply to the majority of churches. However, you are required to make adequate arrangements for Health & Safety, and the easiest way to do this is to set these out in writing.

For every hazardous activity you undertake, you should have a written procedure.

Remember the Health & Safety Executive says that measures need only be matched to the levels of risk. It may only be possible to decide on your procedures once you have carried out a risk assessment.

The law only requires written risk assessments where five or more people are employed, and then only the significant findings have to be recorded.

However, you need to ensure that your church is safe, and the easiest way to do this is to carry out systematic risk assessments of each part of the church and each activity.

Further help and information

A number of detailed guidance notes are also available from Ecclesiastical. These are available from your Insurance Consultant and Surveyor, by calling our church department

on: 0845 777 3322 or on our website www.ecclesiastical.com

4 Our Health & Safety Policy

St Mary's Stretton with Claymills

Church Road Stretton DE13 0HD

May 2016

Review date **May 2017**

This document has been prepared in accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

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 & Safety.

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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, 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 & Safety matters are kept constantly under review, an item on Health & 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 & Safety matters.

Signed

Vicar

Date

Updated May 2016

Review date **May 2017**

Updated May 2016

B Organisation and responsibilities

1 Responsibility of the Vicar

Overall responsibility for Health & Safety is that of the Vicar the **Revd Kim Thomas** who will ensure that arrangements are in place to satisfy Health & 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 Responsibilities of the Churchwardens

Responsibility, to ensure that the arrangements outlined in this policy are carried out and updated as necessary, lays with the Churchwardens, as noted below:

Tim Cox

Karen Fearn

3 Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the Health & Safety Policy is implemented.

4 Responsibilities of the Health & Safety Officer

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Bill Parr

The responsibility of the Health & Safety Officer shall be to:

- 1** be familiar with Health & Safety Regulations as far as they concern church premises.
- 2** be familiar with the Health & Safety policy and arrangements and ensure they are observed.
- 3** ensure so far as is reasonably practicable, that safe systems of work are in place.
- 4** ensure that safety equipment is provided and used by all personnel where this is required.
- 5** ensure that food hygiene regulations and procedures are observed.

Responsibilities of the Church Wardens

- 1** ensure the church and hall, are clean and tidy
- 2** ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut, liaising with the Parish Council as appropriate.

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3 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.

4 ensure that adequate access is maintained.

5 ensure adequate fire fighting equipment is available and maintained .

5 Responsibility of employees and voluntary workers

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

Employees and voluntary workers must therefore:

1 comply with safety rules, operating instructions and working procedures.

2 use protective clothing and equipment when it is required

3 report any fault or defect in equipment immediately to the appropriate person

4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible

5 not misuse anything provided in the interests of health and safety.

6 Responsible persons

The following are responsible for safety in particular areas:

Accident book/Accident reporting (1) **Health & Safety Officer**

Fire extinguishers (2.1) **Churchwardens/Administrator**

Emergency evacuation (2.4) **Churchwardens / Sidespersons**

Portable electrical appliances (3.1) **Church wardens**

Fixed electrical system (3.4) **Church wardens**

Gas equipment (4) **Church wardens**

Hazardous substances (5) **Church Wardens**

Plant and machinery (6) **Church wardens**

Condition of floors and stairs (7.1) **Church wardens**

Condition of churchyard (7.2) **Church wardens**

Light bulb changing (8) **Church wardens**

Working at high levels (9) **Church wardens**

Food preparation (10) **Event organisers**

Manual handling (11) **Health& safety officer**

Display screen equipment 12) **Health& safety officer**

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Building defects/glazing (13) **Church wardens**

Child protection (14) **Jenny Arthur (Child Protection Officer)**

Personal safety (15) **Health & safety**

Fêtes and outings (16.1) **Event organisers**

Tower tours (16.2) **Tower captain (Janet Royall)**

Bell ringing (16.3) **Tower captain**

Contractors (17) **Church wardens**

Music **Worship leaders**

Health & Safety training **Diocese**

2. By area

Main body of church

Name/position

Vicar/Wardens

Office

Administrator

Prayer room

Vicar/wardens

Sacristy

Vicar/sacristan

Organ loft

Church wardens

Bell tower

Tower captain/wardens

Boiler room

Wardens

Kitchen area

Wardens

Churchyard

Wardens

Church hall

Hall manager

C Arrangements (implementation of the policy)

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

1 Accidents and First Aid

First Aid boxes & accident books are located in:

- **Prayer room**
- **Kitchen area of church**
- **Church hall kitchen**

Trained/qualified First Aiders are: Bill Parr, Jenny Arthur, Pauline MacDonald, Louise Burke, Celia Hogg.

All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised.

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book.

Accident books and accident records are regularly reviewed.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These accidents will be reported by the responsible person.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and

Dangerous Occurrences Regulations 1995.

Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within ten days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health & Safety Executive should be obtained.

The following is a summary of the injuries or occurrences that must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

Any fatality to employees or non-employees including volunteers

Major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work) Injuries to non-employees that

require the injured person to be taken straight to hospital for treatment

Fire safety

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

An assessment of the fire risks of the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general Health & Safety risk assessments.

A check that a fire can be detected in a reasonable time and that people can be warned

A check that people who may be in the building can get out safely including if necessary the provision of emergency lighting and fire exit signage

To provide reasonable fire fighting equipment

A check that those in the building know what to do if there is a fire

A regular check that our fire fighting 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:

Location	Type of extinguisher and capacity
Office	CO2
Prayer room	water
North & south porch	water
Church Kitchen	fire blanket
Organ	CO2
Cellar	NA
Church hall	Fire blanket & extinguishers

The extinguishers noted above are checked annually by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by

Chase Fire

2.4 Evacuation procedure

For large services and concerts, the Vicar or leader will make fire safety announcement including location of exits.

1 All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol

2 A check must be made that all doors can be opened

3 Sides persons/wardens will be allotted to each door and have responsibility for persons in a specific part of the church

4 Responsibility for using each fire extinguisher will be allotted to named and trained stewards

5 Emergency rechargeable torches are available in the church kitchen and bell tower will be allocated when needed

6 In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the

Vicar/leader

7 Persons will assemble in the **Church hall field**

8 The emergency services will be contacted immediately by a nominated person using a mobile telephone.

2.6 If you discover a fire

- 1 Immediately raise the alarm
- 2 Telephone the emergency services
- 3 Check the building for occupants, if safe to do so.
- 4 Attack the fire, if safe to do so, within your capability using the appliances provided, but without taking personal risk
- 5 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
- 6 Evacuate to the designated assembly point – **Church Hall field**
- 7 Ensure clear access for the emergency vehicles

3 Electrical Safety

1 A list of all our portable electrical appliances is maintained by the **Church wardens**

2 Regular checks of plugs, cables and sockets will be inspected by the **church wardens** to ensure that there are no loose connections, worn flexes or trailing leads.

Any repairs needed will be reported to **Churchwardens** for action

3 Every **year** all our portable electrical equipment will be tested by a competent contractor to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of

4 Regular visual inspections will be carried out of the fixed electrical installation by the church wardens

Any defects will be reported to appropriate contractor.

5 Every five years, our fixed electrical system 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

6 At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers

7 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:

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- (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) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
- (v) Electrical equipment should be switched off and disconnected when not in use for long periods
- (vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage

4 Gas equipment safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately for action

5 Hazardous substances

The responsible person will maintain a list of all hazardous substances used in the church/hall.

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 eg

Name of substance: Liquid floor cleaner "Flash"

Hazard level: Low

Storage: Must be kept in secure cupboard

Protective clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water.

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Do not mix chemicals or store in unmarked containers.

6 Safety of plant and machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- 1 Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- 2 Employees and voluntary workers must not ride on any parts of machinery not intended for that use
- 3 Machinery must be switched off before any adjustments are made
- 4 After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- 5 Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects
- 6 The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- 7 Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery
- 8 Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be

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used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties

9 Any defect and damage found to any item of plant or machinery must be reported to the responsible person

10 All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

11 Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

12 The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

Font cover

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 **weekly**

1 all floors and stairs in the church and hall, and

2 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 **Churchwardens** who will arrange for repairs or remedial measures to be carried out.

8 Lighting

In order to ensure that the church is adequately lit, an inspection will be made regularly

Any bulbs that require replacing will be reported to **Church wardens** who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

9 Working at high levels

The following areas are designated as high levels: **Contractor as appropriate**

Work is to be authorised by **Vicar, church wardens or health & safety officer**

10 Preparation of Food

Ensure that food hygiene regulations and procedures are observed when appropriate. The following people have food hygiene certificates:

Kim Thomas, Helen Tewkesbury, Mary Jones, Val Bestall, Mark Fearn, Sue Stokes, Sally Alderson, Daniel Ortiz, Sue Sykes, Louise Burke

11 Manual handling – lifting, carrying and moving loads

- 1 Our policy is to eliminate the need for manual handling as far as is reasonably practicable
- 2 Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible
- 3 The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling

12 Display screen equipment

Our policy is to ensure that no one is using any computer equipment over extended periods.

13 Hazardous buildings/glazing

- 1 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 **year**
- 2 Any defects noted are immediately reported to **church wardens** and the procedures put in hand for repairs

3 Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out

4 A check is made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by an approved contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected

5 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

Remember that a faculty application may be necessary. Archdeacons can often sanction temporary repairs pending permanent arrangements being approved

14 Child protection

We have a separate Child Protection Policy.

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.

15 Personal safety

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, accepting persons into their homes and handling cash and other valuables. Procedures must be drawn up, including the appropriate control measures. A guidance note concerning personal safety is available from Ecclesiastical.

16 Risk assessments/activities

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 & Safety at Work Regulations 1999.

17 Contractors

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

- 1 Have their own Health & Safety policy (where required by law) and be able to provide a copy of the same
- 2 Produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence will be maintained
- 3 Comply with all the requirements of this Health & Safety policy and co-operate with the church officials in providing

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a safe place of work and a safe system of operation

4 Where plant and machinery is brought onto the 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

5 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

6 All contractors will be given detailed instructions regarding the areas 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

18 Information and enforcement

Environmental Health Service Information:

East staffs Borough council

The Maltsters

Wetmore Road

Burton-on-Trent

DE14 1LS

Tel: 01283 508000

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19 Health & Safety Law

Certain work to the church will be subject to The Construction (Design and Management) Regulations 2007. In summary, this includes new buildings, alterations, repairs, restoration, temporary structures and even re-decoration and conservation work which: last for more than 30 days, or involve more than 500 person days of work.

A CMD Coordinator, Designer and Principal Contractor need to be appointed and a Health & Safety File produced.

You will need to refer to your Church Architect.

Reviewed by Bill Parr (Health and Safety Officer) and Karen Fearn (Church Warden)