

# **Health and Safety Policy**

**St John's Church  
Main Road,  
Southbourne,  
Hampshire,  
PO10 8LB**

**Date 28th February 2019**

**Review date 28th February 2022**

# Our Health & 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 the church, churchyard and any associated buildings or when they attend our outside events.. 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  
Name:  
Role:

Date:  
Review date: February 2022

# A General statement of policy

## 1 Responsibility of the Vicar

Overall responsibility for Health & Safety is that of the Vicar, 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 Responsibility of the Churchwardens

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 Parochial Church Council

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

## 4 Responsibility of the Health & Safety Officer

The Health & Safety Officer has the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

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 the church and centre are clean and tidy
- 5 ensure the churchyard is properly maintained including the safety of monuments and trees, and that grass is kept cut
- 6 ensure that safety equipment and clothing is provided and used by all personnel where this is required
- 7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 8 ensure that adequate access and egress is maintained
- 9 ensure adequate fire fighting equipment is available and maintained
- 10 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 & 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.

### 5.1 Responsible persons

The following are responsible for safety in particular areas (see Appendix 1):

#### 1. By activity

Accident book/Accident reporting (6)	Safeguarding Officer
Fire extinguishers (7.1)	Churchwardens & Elite Fire Ltd.
Intruder and Fire Alarm (7.2)	Churchwardens and CIA
Emergency evacuation (7.3)	Incumbent or Officiant
Portable electrical appliances (8)	Buildings Manager
Fixed electrical system (8)	Churchwardens
Gas equipment (9)	Churchwardens
Hazardous substances (10)	Centre Manager

Health & Safety Policy 28th February 2019

Plant and machinery (11)	Churchwardens
Condition of floors and stairs (12)	Churchwardens
Condition of churchyard (12)	Churchwardens
Light bulb changing (13)	Buildings Manager
Working at high levels (14)	Churchwardens
Food preparation (15)	Kiitchen Team Leader
Manual handling (16)	Team Leader
Display screen equipment 17)	Parish Administrator
Building defects/glazing (18)	Building Manager
Child protection (19)	Safeguarding Officer
Personal safety (20)	Incumbant
Fêtes and outings (21)	Team Leader
Contractors (22)	Churchwardens
Choirs/music	Worship Team Leader
Health & Safety training	Churchwardens

## 2. By area

Main body of church	Churchwardens
Clergy vestries	Churchwardens
Organ loft	Churchwardens
Ringling chamber	Churchwardens
Boiler room	Churchwardens
Kitchens	Kitchen Manager
Churchyard	Churchwardens
Church hall	Churchwardens
Centre Lift	Churchwardens and Hampshire Lifts

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.

## 6 Accidents and First Aid

First Aid boxes are located in: Church Centre – Wall outside kitchen & 1<sup>st</sup> Floor Kitchen. These are checked monthly by the Safeguarding Officer in conjunction with the Parish Administrator and Trained/qualified First Aiders are listed in Appendix 1

The incident book is located in: Office – Administrator's desk

All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised. If the church or centre 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. Incident books and incident records are reviewed at each PCC meeting.

### 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.

1

## C Arrangements (implementation of the policy)

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

## 7 Fire safety

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

- An assessment of the fire risks in 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

### 7.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location Type of extinguisher and capacity

North Wall (Upstairs in the centre) CO2 and water (on landing) and CO2 and water by rear door, upstairs in the centre

Kitchen behind door – CO2

Centre – Backdoor - Water

Church Vestry CO2

Dias Water by the organ

Church, By entrance, CO2 and water

Boiler room ABC Dry powder and CO2

Office CO2

The extinguishers noted above are checked every month 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 Fire Elite.

### 7.2 Fire alarm system IS CHECKED BY C.I.A.

### 7.3 Evacuation procedure

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

- 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 A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church
- |                |              |
|----------------|--------------|
| Area of church | Exit door(s) |
| Nave           | Main doors   |
- 4 Responsibility for using each fire extinguisher will be allotted to named and trained stewards
  - 5 If emergency lighting is not available, torches must be available for each steward
  - 6 In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the officiating clergy during a service, or group leader for any other events.
  - 7 Persons will assemble in the car park
  - 8 The emergency services will be contacted immediately by a nominated person using the telephone located in the office
  - 9 If there is no telephone available in the immediate vicinity, a mobile phone will be held by officiant.

### 7.4 Evacuation drills

Fire evacuation drills will be carried out every six months. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

#### **If you discover a fire (no matter how small)**

- 1 Immediately raise the alarm
- 2 Telephone the emergency services
- 3 Check the building for occupants
- 4 Attack the fire if possible 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
- 7 Ensure clear access for the emergency vehicles

## **8 Electrical safety**

- 1** A list of all our portable electrical appliances is maintained by the responsible person
- 2** Every three months plugs, cables and sockets will be inspected by the team leader to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be actioned by the team leader or reported to the churchwardens.
- 3** Every year all our portable electrical equipment 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
- 4** Every year a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the team leaders.
- 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** It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained
- 8** 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:
  - (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) Personal electrical equipment brought onto the premises and used, is the liability of the owner, 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

## **9 Gas equipment safety**

- 1** 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

## **10 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 locked cupboard outside the kitchen

Protective clothing: Wear overalls and gloves

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

Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident. A hazardous substance record is included in the enclosures.

Some hazardous substances, such as asbestos, which may be found in boiler rooms or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors.(You must consult the local Environmental Health Officer in such circumstances).

Do not mix chemicals. Do not store chemicals in unmarked containers.

## **11 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 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.

<u>Item</u>	<u>Inspection arrangements</u>
Ladder	Building Manager
Lawnmower	Mowing Team Leader
Strimmer	Mowing Team Leader
Vacuum cleaners (various)	Church Cleaning Team Leader, Centre Manager

## **12 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 internally every year and externally every quarter by the churchwardens

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

## **13 Lighting**

In order to ensure that the church is adequately lit, an inspection will be made every month by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to the churchwardens, who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

## **14 Working at high levels**

The following areas are designated as high levels:

Everything above 10 feet inside and outside

Only the following persons may work at high level

Buildings Team leader and volunteers who will be interviewed prior to working. The following procedures must be followed:

A minimum of 2 people at any time. Visual check and risk assessment to be carried out before each job.

Only the following work is authorised without special agreement:

Replacing light bulbs in the nave, clearing leaves and debris from the north and south aisle gutters, changing banners in the chancel.

The appropriate training will be given and a system of recording will detail who is working where at any time.

## **15 Preparation of food**

**1** We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs

**2** We ensure that all food handlers have received adequate supervision, instruction and training

**3** We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures

**4** Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected

**5** Food stuffs may only be prepared in the following areas: in the kitchen. Teas/coffees may be made in the upstairs kitchen and Coffee Connect area

**6** Only the following persons who have received the appropriate training may prepare and serve foodstuffs, there must be supervision by and someone holding a level 2 food safety certificate.

**7** We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures

## **16 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
- 4 Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

## **17 Display screen equipment**

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- Stability and legibility of the screen
- Contrast and brightness of the screen
- Tilt and swivel of the screen
- Suitability of keyboards, desks and chairs
- The work station environment
- The user friendliness of the software

Daily work routines will involve periods away from the screen. Where necessary risk assessments will be carried out by the responsible person.

## **18 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 by the responsible person
  - 2 Any defects noted are immediately reported to the Churchwardens 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 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 for some work

## **19 Child protection**

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.



## 20 Personal safety

The following procedures are in place in order to ensure the personal safety of staff and visitors to St John's:

Money from the safe: Cash collected from the Sunday services is kept in the safe and then deposited in the bank during the week. As a matter of safety, deposits should be made at different times and on different days. In the event that cash is over £1,000, a second person should accompany the depositor to act as 'look-out'.

Safety in the centre: In the event that a member of staff is working in the centre alone, they are advised to lock the front door.

Night lighting is provided for access to the car park and around the pathways when dark.

## 21 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.

For all hazardous activities, you need to carry out risk assessments and produce procedures that must be followed. These procedures need to be based on your own situation. However, there are guidelines produced by Ecclesiastical in our Guidance notes for churches.

The following activities will require risk assessments. You will then need to write your own procedures and include them in this Health & Safety policy.

- Fêtes, including the use of bouncy castles
- Sponsored walks, visits and outings
- Churchyard maintenance, including grave digging
- Erection of temporary staging

## 22 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 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 and insurance required.

Certain work to the church will be subject to The Construction (Design and Management) Regulations 2015. 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.

The responsible person will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

## 23 Information and enforcement

### 23.1 Health & Safety Executive

Priestley House  
Priestley Road  
Basingstoke  
RG24 9NW  
Information Line: 0845 345 0055  
HSE Books: 01787 881165

## **24 Health & Safety law poster**

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed on the inside of the door in the cupboard under the stairs.

## **APPENDIX 1 – this list is reviewed annually, next review May 2020**

### **Post holders**

Health & Safety Officer (Interim)	Jon Robinson
Incumbent	Matt Luff
Church Wardens	Jon Robinson & Sue McNeill
Buildings Manager	Jane Inglis
Safeguarding Officer	Sue McNeill
Kitchen Team Leader	Jim Webb
Parish Administrator	Susie Bartlett
Worship Team Leader	Mike Prosser
Centre Manager	Barbara Wilson
Mowing Team leader	Mel Salmon
Church Cleaning Team Leader	Sue Hall
First Aiders	Jon Robinson, Sue McNeill, Anne Marsden, Kay Gowling, Diana Blain, Andy Walkley, Vivien Gowlett & Gill Prosser