

**St. John's Church Southbourne**

**Stein Road**

**Southbourne**

**PO10 8LB**

**Health & Safety Policy**

**The Parochial Church Council of Southbourne with West Thorney**

**Date Approved by PCC: November 2024**

**Date for Review: November 2025**

## **Introduction**

As a church, we understand that we owe a duty of care to ensure the safety of those who visit our church, centre or grounds.

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 by law to have a written health and safety policy. As such, we have drafted this policy to meet our duty of care 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 and safety of our employees, volunteers, congregation, visitors and others who may use the church, centre and grounds 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 these objectives. 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. To keep matters under review, we will include 'health and safety' as a standing item on the agenda for all meetings of the PCC. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 will be kept in the parish office and made available on request.

Signed:

*On behalf of the Parochial Church Council, as agreed at the meeting on:*

Date:

## **Organisation and Responsibilities**

### **1. The person with overall responsibility for implementing our policy is:**

Building Team Leader - Gill Prosser

They will ensure that the arrangements set out in this policy satisfy any health and safety law, seeking specialist health and safety advice if necessary.

They will ensure that the arrangements set out in this policy are carried out.

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

## **Specific Arrangements**

### **Accident Reporting**

Whilst we make our best efforts to ensure our facilities are safe for employees, volunteers and visitors we recognise that on occasion accidents will occur. Any accidents will be recorded in the incident book (held in the parish office). The incident book will be reviewed at each PCC meeting, so that any lessons may be learnt and policies amended if required.

We will report serious incidents to our insurance company and the Health and Safety Executive (where it falls within RIDDOR regulations).

*Responsibilities: All and PCC*

### **Asbestos**

We have no knowledge of asbestos in our buildings. If we identify its presence we will then implement plans to manage that risk. We will provide relevant information to others who might need it (e.g. building contractors). We will keep records of checks, assessments and plans we have made.

*Responsibilities: Building Team*

### **Carbon Monoxide Sensors**

Carbon monoxide sensors are installed in the boiler room and kitchen. These sensors are checked weekly and will be replaced immediately if found to be faulty.

*Carbon monoxide sensors checked by Sue McNeill and Julie Collins*

## **Church Buildings**

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired 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.

Maintenance issues can be reported via link on the church website to the Buildings Team

*Responsibilities: All and Buildings Team*

## **Construction Work**

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will ensure that contractors have public liability insurance in place. The Building Team will determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

*Responsibilities: Buildings Team*

## **Display Screen Equipment**

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more we will analyse work stations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if necessary.

*Responsibilities: Tom Robson*

## **Electricity**

We will ensure that any electrical systems, fixed machine and portable appliances are inspected, tested and maintained by someone who is competent to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of checks made.

*Electrical systems checked every 5 years: Buildings Team*

*Portable Appliance Testing (Rolling annual programme): Martin Fair*

## **Events**

Where we intend to hold large or unusual concerts, services, fundraising or outreach events, we will identify any additional precautions that are necessary and implement them. The organiser will complete a risk assessment to be shared with all employees and volunteers running the event.

*Responsibilities: Event Organiser*

## **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.

*The fire Officer is Tim Marsden*

*We have a fire alarm system maintained by the Alarming Company,.*

*The fire alarm is tested weekly by Michelle O'Mahony.*

*A fire evacuation is carried out twice a year organised by fire officer*

*The fire extinguishers are inspected annually by Churches Fire Security Ltd*

*Emergency lighting tested monthly, 3 hour soak test annually by TBA*

## **Grounds**

We will ensure that boundaries and gates are kept in good repair. Where appropriate, we will have trees inspected by a competent person and have any necessary work carried out to make them safe.

*6 monthly inspections by: TBA*

## **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 manufacturer's instructions taking any necessary precautions that are specified.

*Reviewed 6 monthly by TBA*

## **Heating System**

We will ensure that the gas heating system in the centre is suitably maintained and checked annually by a competent person. Any defects will be corrected immediately and we will keep records of checks made.

*Gas system is checked annually by All About Gas*

## **Lift**

We will ensure that the lift is properly maintained and thoroughly examined every 6 months by a competent person

*Lift serviced by Hampshire Lifts*

## **Lightning Protection**

We will ensure that the church has adequate lightning protection, this will be inspected annually.

*Annual inspection by: Earth Force Lightning Protection*

### **Manual Handling**

We will avoid the need for lifting or carrying heavy objects as far as possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

*To be agreed - PCC/Buildings Team*

### **Preparation of Food**

We will ensure that on those occasions when we prepare food we use clean and disinfected work surfaces, 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.

Those using the kitchen to serve food will receive training in use of the kitchen equipment; those preparing food must evidence training to Food Hygiene level 2.

*Kitchen Manager: Barbara Wilson*

### **Reinforced Autoclaved Aerated Concrete (RAAC)**

We have no knowledge of RAAC in our buildings, specifically in the Centre. If we acquire evidence of RAAC we will consult our inspection architect for advice.

*Responsibilities: Building Team*

### **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 negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as hand rails, 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.

*External pathways are inspected every 3 months by TBA*

### **Working at Height**

Where possible we will try and avoid the need for work at heights. Our Ladder Policy limits the use of ladder to those who have completed our ladder training; with the exception of our trained Property and Maintenance Technician no employee or volunteer shall work at heights exceeding 1m.

*Ladder Training managed by Sarah Maclennan*

**Work Equipment**

Any work equipment (including lawn mower) we will provide will be suitable, in good condition and properly maintained. (The condition of ladders is covered by our ladder Policy).

*Buildings Team*

**Working Alone**

We will identify circumstances where our employees and volunteers work alone. Our Lone Working Policy outline precautions to ensure their safety

*Responsibilities: All, Team Leaders, Line Managers*