

The Parish Church of
St. John the Baptist
Oakdale Road, Carlton, Nottingham NG4 1BP

Parish Health & Safety Policy

Date

Review Date: April 2020

Signed:.....Priest in Charge

..... Warden

.....Warden

Introduction

Churches are not exempt from Health & Safety legislation. Local Authority Environmental Health Officers are specifically charged to enforce H & S legislation in Churches.

Moreover, the H & S executive advise that it is good practice for volunteers in the work of charitable organisations to be provided with the same level of H & S protection as if they were employed. So Churches should follow the same rules to ensure the safety of persons using the church and volunteers as if they were employees.

At present the Law only requires those who employ 5 or more people to have a written H & S Policy, but since we are required to make adequate H & S for everyone using the Church, the simplest way to ensure that, is to write them out.

This document has been prepared following the guidance of the Ecclesiastical Insurance Group, in accordance with the provisions of the general statement of policy; Part Two is about organisation and responsibilities and Part Three is about arrangements.

Employees & volunteers should be aware that the success of this policy depends on your co-operation, so it is important that you read it carefully and understand how it affects you.

Part One

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 volunteer helpers, and to provide such information training and supervision as they need for that purpose.

We will also try to ensure, so far as is reasonably practicable, the health, safety and the welfare of all – whether members of the congregation, visitors, contractors, or others who may visit the church, churchyard or any associated buildings.

The allocation of duties for safety matters and the specific arrangements for implementing them are set out below.

To make sure the policy is kept up to date, especially with regard to any changes to our buildings and activities, both the policy and the way we are implementing it will be included as an item on the agenda of all meetings of the Parochial Church Council.

We will also carry out a review and make any appropriate changes each year before the Annual Parochial Church Meeting.

Part Two

Organisation & Responsibilities

(1)

Responsibility of the Vicar

Overall responsibility for Health & Safety is that of the Vicar, the Revd. Amanda Digman who will ensure that arrangements are in place to satisfy the provisions of the Health and Safety Regulations & related Codes of Practice. Specific responsibility may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list (below) amended.

(2)

Responsibility of the Church Wardens

The Wardens:

(a) Mrs. Marilyn Parry and (b) Mr. Brendan Ward

Are also responsible for seeing that the arrangements described in this policy are carried out and updated as necessary.

(3)

Responsibility of the Parochial Church Council

The PCC has general responsibility to ensure that this Health & safety Policy is regularly reviewed and implemented.

(4)

The Health & Safety Officer

The Health & Safety Officer is (Mr. Paul Digman) who is responsible for the day to day implementation of the arrangements outlined in this policy.

His overall task on behalf of the Vicar and PCC is to:

1. Be familiar with health and safety regulations as far as they concern church premises.
2. Be familiar with the H & S policy & 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 Narthex are clean and tidy.
5. Ensure the churchyard is properly maintained including the safety of monuments, tombstones 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 hygiene regulations and procedures are observed.

The H & S Officer shall be able to delegate tasks to ensure that:-
the requirements of 4-10 above are met.

(5)

Employees and voluntary workers

All employees/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 premises or business. They must:

- * comply with safety rules, operating instructions and procedures
- * use protective clothing and equipment when it is required
- * report any fault or defect in equipment immediately to the appropriate person
- * report all accidents – however minor – to the health and safety officer and record them in the accident book - injuries, near misses, or other potential safety hazards so soon as possible
- * not misuse anything provided in the interest of Health & Safety
- * All accidents and incidents during Scouting activities, however, must be reported using the Scout association's own reporting procedures and anything affecting the church building or equipment reported to the church Health and Safety officer for repair.

(6)

Responsible Persons

The Church Wardens are responsible for safety in these particular areas:

- Area**
- Main body of church
 - Lady Chapel
 - Sacristy
 - Undercroft (youth room)
 - Parish Offices
 - Organ chamber
 - Tower Room
 - Tower (upper room & above)
 - Flower room
 - Boiler room
 - Kitchen
 - Churchyard
 - Garden of Rest

Part Three

Arrangements (how to implement the policy)

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

1. Accidents and First Aid

First Aid boxes are located in – The Church and the Kitchen

Trained First Aiders are:

Mrs Marilyn Parry
Mr Steve Baker
Mr Paul Digman

Accident Books are located in the Kitchen and the Sacristy.

All accidents and incidents are to be entered in the Accidents Book, & our insurers advised of anything that has to be reported to Riddor (see p.8)

Outside organisations* allowed the use of the church premises are to be told in writing (in the letting agreement):

- (a) that in the event of an accident, details must be kept in the Visitors Accident Book and
- (b) where the Visitors Book is kept.

The Accident Books and the Accident Records are to be regularly reviewed. This will be done at every PCC meeting and anything recorded in the book, will be recorded in the PCC minutes.

*This is with the exception of Scouts and Playgroup who have their own procedures, but who will report any issues for us to deal with us to us.

RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Accidents should be reported by the responsible person to the appropriate authority.

There are **three** requirements for reporting, as follows:

1. **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
2. **Accidents involving the injured person losing more than three 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 **ten** days on the form F2508
3. **Reportable diseases**, as defined by the regulations*, must be reported in writing to the enforcing authority on form F2508A. This will be required only 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 legionellosis, hepatitis, and other conditions such as certain musculo-skeletal disorders.

Accident reporting

The quickest and easiest way to do this is to call the Incident Contact Centre and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records. The ICC Consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority and you will be sent a copy of the information recorded which you can file – this meets the RIDDOR requirement to keep records of all reportable incidents.

You can also send reports by post or email.

www.riddor.gov.uk Tel. 0845 300 9923 Fax. 0845 300 9924

Email: **riddor@connaught.plc.uk** Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

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 fulfill our obligations under the Regulatory Reform (Fire Safety) Order 2005. To achieve this we undertake the following, NB Mr. Geoff Allen has produced a document (appended), which considers and lays out fire safety risks and policy very fully.

- * an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is to be carried out either as a specific exercise or as part of our general Health & Safety risk assessments
- * a check that fire can be detected in a reasonable time and that people can be warned
- * a check that people who may be in the church can get out safely, including if necessary the provision of further emergency lighting and fire exit signage
- * to provide fire fighting equipment as recommended by the local fire protection authorities
- * 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 it is serviced annually by a reputable agent

2.1 Fire Extinguishers

are to be found in the following places...

Location	Type & Capacity
Boiler House	Powder 6Kg
Tower Room	CO2 4.8Kg
Organ Case	Water Spray 9.8Kg + Electric
Kitchen	Powder 3.5Kg
Door to Garden	Water 13.8Kg
Main Doors	Foam 9.3Kg
Sacristy	Foam 9.8Kg

The extinguishers noted above are checked at PCC meetings by the responsible person to make sure they are in place and have not been discharged.

Annual Maintenance is carried out by Premium Fire Protection: 9190999

2.2 Evacuation Procedures

For large services and concerts where the congregation/audience exceeds 150, our procedures for Stewarding/evacuation are as follows:-

1. All designated fire doors must be unlocked before the 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 assigned to each door and have responsibility for persons in a specific part of the churchyard.

Area of Church

Exit door(s)

Narthex	Main door/Kitchen door
Nave	Main door/Kitchen door
Sacristy	Lady Chapel foyer doors
Lady Chapel	Lady Chapel foyer doors
Undercroft / Pottery Room	Vestry outside door/Lady Chapel foyer
Choir/Sanctuary	Lady Chapel foyer doors

4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards.
5. Where emergency lighting is not available, torches must be available for each steward.
6. In the event of an emergency, (e.g. fire) an announcement to leave the building will be made by the clergy / churchwarden / vergers.
7. Persons should assemble across Oakdale Road at the top of Douglas Avenue away.
8. The emergency services will be contacted immediately by a nominated person using a mobile phone.

2.3 Evacuation Drills

Fire Drills are to be carried out (bi-annually). All employees and voluntary workers should ensure they are familiar with escape routes, and that these are kept clear and unobstructed.

2.4 If you discover a fire (however small) remember the General rule is 'People before Property'

1. Raise the alarm immediately.
2. Telephone the emergency services.
3. Check the building for occupants.
4. If possible and only within your capabilities, try to extinguish the fire using the appliances provided, but only if this can be done without taking personal risk.
5. If it is impossible to deal with the fire, or you are not sure which extinguisher to use, assist with the evacuation of the building, making sure that all doors are closed behind you.
6. Go to the designated assembly point.
7. Make sure there is clear access for Emergency vehicles.

3. Electrical Safety

1. A list of all our portable electrical devices will be maintained by the responsible person.
2. Every year all our portable electrical equipment will be tested by a competent person to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.
4. Every year a routine check will be made of the fixed installation by the responsible person. Any defects will be reported to a warden for action.
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 work will be carried out.
6. At intervals of not more than five years, in the year of our quinquennial inspection, 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) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered into 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 Gas Safe Registered gas installer. Any necessary work required for safety is implemented immediately.

5. Hazardous Substances

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

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

Do not store hazardous substances in unmarked containers
Do not mix hazardous substances

For all hazardous substances, which include substances marked:

'harmful, irritant, corrosive, toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment',

- data sheets or product information provided by the manufacturer are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of accident, e.g.,

Name of Substance:	Liquid floor cleaner 'Flash'
Hazard level:	Low
Storage: Kitchen door	To be kept on shelf in sluice cupboard near
Protective clothing:	Wear overall and gloves
Accidents: copious	If splashed in eyes, wash immediately with quantities of water....

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. Church ladders may only be used by church members or scout leaders for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties.
2. Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
3. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
4. 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.

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 by the responsible person, of:

1. All floors and stairs in the church
2. All paths and steps in the churchyard. Particular note will be made of algae, and leaves on paths.

Any defects will be reported to the Wardens who will arrange for repairs or remedial measures to be carried out.

8. Lighting

In order to ensure that the church is adequately lit, any bulbs that require replacement will be reported to the Wardens who will ensure that the bulbs are replaced and the procedure for bulb replacement is followed.

9. Working at high levels

The following areas are designated as high levels:

Exterior

The flat roofs including the Narthex Apsidal gable end, and the Lady Chapel roof
The nave roof and the church loft, the tower and Cross. The Clock, bells and bell frame.

Interior

The Chancel ceiling and high windows above six foot
The Nave and Narthex ceilings and walls above six foot

Only the following persons may work at high level but not alone:

Approved Contractors
Competent Volunteers

Only the following tasks are authorised without special agreement:

Replacement of light bulbs, including the recessed Chancel lights above the altar and the Narthex ceiling lights, all of which are accessed via the loft (but not including the Chancel floods or the two lights above the curved wall in the Narthex, all of which require the use of the scaffolding tower).

Removal of leaves and windblown debris from the flat roofs and their gullies and gutters.

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

10. Preparation of food

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that lead food handlers receive adequate training, induction and supervision and supervise those who have not received 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 surface coming into contact with food must be washed down and disinfected.
5. Only the following persons who have received the appropriate training may supervise preparation and serving of foodstuffs:

Mrs Margaret Theaker
6. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

11. Manual Handling – lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling so far as is reasonably practicable, e.g. by the provision of a wheeled storage unit for tables.
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.
3. The necessary training will be given to all those employees and volunteers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. 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 Church building is inspected annually.
2. Any defects noted are immediately reported to the 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 effected.
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 building to ensure that any glass in windows and in and beside doors below shoulder height is of a safety material or is protected against breakage. (This does not include glass which was fitter before the regulations changed ie between the Narthex and church.)

13. Safeguarding

Our policies on Safeguarding issues has been drawn up and is amended and implemented, in consultation with, the advice of, the Southwell and Nottingham Diocesan Adviser concerned with such matters.

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.

14. Personal Safety

Risk assessments need to be undertaken e.g. with regard to persons working alone in church, travelling to and from church, allowing people into their homes, handling cash and valuables etc..

15. Risk Assessment / Activities

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

16. Contractors

Anyone entering church premises for the purpose 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 produce a copy of it.
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. Contractors may only use their own equipment. Under no circumstances may the use church equipment.
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.

17. Information and Enforcement

Environmental Health Service Information:

The Environmental Health Department of Gedling Borough Council Address is:



environmentalhealth @gedling.gov.uk



(0115) 901 3972



Civic Centre
Amot Hill Park
Arnold
Nottingham
NG5 6LU