

## HEALTH AND SAFETY POLICY

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church and hall. 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. This policy complies with our duty under Section 2(3) of the Health and Safety at Work 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 of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or hall 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 and will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

The PCC will monitor the effectiveness of the policy and review it annually. The PCC will appoint a member to have specific responsibility for this policy and its implementation – currently this is **Michael Mura**.

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 his or her part in its implementation.

Details for managing health and safety are set out in the full policy document. It can be viewed on the parish website and a copy is available in church and available on request.

Signed: .....

\*on behalf of the Parochial Church Council:

Date:

## Organisation and Responsibilities

1. The Parish Health & Safety Officer is **Michael Mura**

They will ensure that:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are rectified immediately
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church

2. The Churchwardens have day-to-day responsibility for implementing our policy.  
They are: **Diane Nicholas** and **Libby Agrotis**

They will ensure that:

- All employees and volunteers are aware of their health and safety responsibilities
- Adequate precautions are taken as set out in this policy and related risk assessments
- Adequate information and training is provided for those that need it
- Any hazards or complaints are investigated and dealt with as soon as possible
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- All accidents are reported in-line with the requirements of this policy
- Advice is sought where clarification is necessary on the implementation of this policy

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

They will ensure that they:

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety.
- All external doors should be unlocked while the Church is in use. The Hall may be locked, however, in the interests of Child Protection, as there are exit doors fitted with panic bolts.

- The buildings should always be adequately lit when in use (where darkness and/or the use of candles is important for liturgical reasons or required in the event of loss of electrical power, extra care must be taken).
- No objects should be left where they could obstruct the exits or aisles.
- The last person to leave the building should check that any lighted votive candles are safe.
- When not in use the Hall should be locked and also, at the end of the day, the Church.
- Floors should be kept clear of trailing cables.

## Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities.

## General Arrangements

### Risk Assessment

Risk assessments to identify what we need to do to comply with health and safety law will be completed. The findings will be recorded, and any necessary precautions addressed. Risk assessments will be reviewed and revised when they are no longer valid.

### Information and Training

Any necessary information and training for our employees and volunteers will be provided, and a training record will be kept. Relevant information will be given to contractors and self-employed people who may need this to complete their work safely.

### First Aid

Adequate first aid facilities including – as a minimum – a suitably stocked first aid box are provided (They should be kept on their mounting brackets which are located in the Vicar's Porch and in the hall kitchen). The contents of the first aid kits should be checked and renewed regularly. Relevant information for employees and volunteers will be provided. Persons hiring the premises are responsible for ensuring that they have first aiders available in the building.

Our first aid boxes are located: **Church Hall and Vicar's Porch**

Our person in charge of first aid arrangements is: **Michael Mura**

### Accident Reporting

We will keep an accident book and record details therein. The accident book is found at the back of the church. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Health and Safety Policy.

Our Accident Book is kept: **At the back of the Church**

## **Monitoring**

Periodic checks will be made to ensure that our precautions remain effective and adequate. Any tasks involving lifting work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. Records will be kept of checks made.

## **Contractors**

Any contractors will make sure that they have their own health & safety policy and public and Employers Liability Insurance. Relevant documentation will be required in evidence.

## **Record Keeping**

Our Health and Safety Risk Assessments, records and other documents are kept in:

**Church Office filing cabinet in Vestry**

## **Emergency exits**

- In an emergency, exit from the church via the West Door, the door to the Vicar's Porch and door to the Choir Vestry should be managed by the stewards, who must ensure they are familiar with the route.
- Emergency exits should be clearly marked
- All users of the buildings should acquaint themselves with the location of emergency exits.
- Persons hiring the premises must ensure that they are familiar with the emergency exit routes and have people available to manage an emergency evacuation of the building.
- People should congregate in the Car Park in the event of a fire.

## **Behaviour in church**

- Running and rushing about inside the building must not be allowed.
- All accidental spills must be cleaned up immediately.

## **Specific Arrangements**

### **Asbestos**

Steps to identify the presence of asbestos in our buildings and to assess any risk from it will be taken and any plan to manage risk will be implemented. Relevant information to others who might need it (for example, building contractors). Records of checks, assessments and plans will be kept.

### **Bell Ringing**

Bell-ringing will only be performed by competent persons.

### **Church Buildings**

The fabric of our buildings will be regularly inspected to make sure they are safe. Defects will be repaired as soon 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.

## **Churchyard**

Boundary walls and gates will be kept in good repair. Trees will be inspected by a competent person and any necessary work carried out to make them safe. The War Memorial will be checked regularly to ensure it is properly maintained.

## **Construction Work**

Where maintenance, refurbishment and restoration work is planned for our church, identification of what needs to be done to ensure the safety of all those concerned will be carried out. It will also be determined if we have any responsibilities under the Construction (Design and Management) Regulations and compliance with these will be ensured.

## **Display Screen Equipment**

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, workstations will be analysed to identify precautions, implementing these as necessary. Information, training, eye/eyesight tests (on request) and spectacles will be provided if needed.

## **Electricity**

All electrical system, fixed machine and portable appliances will be maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. Records of the checks made where appropriate.

## **Events**

Where large concerts, services and fundraising events are to be held, risk assessments will be made and implemented.

## **Fire**

A specific risk assessment will be made to identify what steps are necessary to prevent, detect and take in the event of a fire. Findings will be recorded and necessary precautions implemented. These will be revised where they are no longer valid.

## **Heating Systems**

The oil or gas heating system will be suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

## **Hazardous Substances**

Only domestic cleaning or horticultural products are used. These are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.

## **Procedure for cleaning up spillage including bodily fluids**

Bodily fluids include the following: Blood; Vomit; Urine; Faeces; Wound exudates; Sputum.

The following procedure must be carried out after accidental spillage of bodily fluids in the Church, Church Hall or grounds regardless of whether the spillage is known, or thought, to contain infected material.

- All items necessary for containing and cleaning up a spillage will be found in the yellow boxes marked BIOHAZARD SPILLAGE CLEAN UP KIT which are kept in both the vicar's porch and the Hall near to the First Aid boxes.

- **Prepare** Before attempting to clean any spillage comprising or contaminated with any bodily fluid plastic or rubber gloves and apron must be put on.
  - **Treat** Apply the disinfectant compound to the spillage. Allow to gel for at least 2 minutes.
  - **Remove** Detach the scraper from the end of the scoop and collect the gelled spillage and place it along with the scoop and scraper into the yellow bag.
  - **Sanitise** Spray the spill area with the disinfectant provided.
  - **Dispose** Put gloves, non-woven cloth and any other items that have been used into the yellow bag and seal. Dispose of the bag safely in the proper manner.
  - **Protect** Clean hands with the disinfectant wipe as a safety precaution.
- Any spillage which comprises blood, wound exudates or sputum must be reported to the Safety Officer as soon as practicable.
  - The Safety Officer is responsible for ensuring that the contents of the Spillage Bags are maintained.

### **Manual Handling**

The need for lifting or carrying heavy objects will be avoided as far as is possible. Where this is not practical, lifting aids (such as, trolleys) or other precautions including team lifting will be used.

### **Preparation of Food**

On those occasions when food is prepared, a clean and disinfected work surface, utensils and equipment are used. Food will be stored in such a way as to avoid contamination; hand-washing facilities and suitable arrangements for the disposal of waste will be provided.

### **Kitchen**

- When heating water care should be taken to ensure that kettles or urns are positioned safely.
- Harmful substances should be stored according to COSHH (Control of Substances Hazardous to Health) guidelines.
- Children under 12 should only enter the kitchen in the company of a parent or other responsible adult.

### **Slips and Trips**

Suitable precautions to prevent slips or trips will be implemented, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. Periodic checks will be made to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. Any defects identified will be rectified, and records kept of the checks made. Arrangements will be in place to manage pathways in winter weather.

### **Working at Height**

The need for work at height will be avoided. Where this is not practicable, suitable precautions will be identified for any work planned. These will be implemented, including the provision of any training and checks to ensure the safety of any equipment used.

### **Work Equipment**

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

### **Working Alone**

Circumstances where our employees and volunteers work alone will be identified, and implement suitable precautions to ensure their safety will be implemented.

### **Smoking Policy**

No smoking is permitted in the Church and Church Hall. Signs to be displayed.

### **Car Parking**

- Cars must not be parked in such a manner that would obstruct the entrances/exits from the Church, Church Hall or Vicarage.
- Due care must be paid to any pedestrians in the car park and surrounding areas when parking.

### **Flowers and Candles**

- Floral arrangements should be placed far enough away from candles to avoid the risk of fire.
- Individuals must take care when near or holding lighted candles during services.
- Robed servers, clergy and choristers should take care when lighting, carrying or extinguishing candles or using the thurible.
- Care should be taken when lighting votive candles; children should only light votive candles under supervision.

### **Children**

- Responsibility for the safety of children before, during and after services, rests with their parents or guardians.
- Children should be accompanied by the Children's church leader and/or parents/guardians as they go to and from Children's Church.
- For their own safety children should be discouraged from running around the church or climbing on furniture and/or pillars by their parents or guardians.
- Toys must be tidied away in the Children's Corner after use.

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