

# **OUR HEALTH AND SAFETY POLICY**

**Church: ST MARY MAGDALENE  
Ashton on Mersey**

**Address: 44 MOSS LANE  
SALE  
M33 6GD**

**(Version 2)**

**Date: March 2019**

**Review Date: March 2020**

## **INTRODUCTION**

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

**The Policy is in three sections:**

- A. General Statement of Policy**
- B. Organisation and Responsibilities**
- C. Arrangements**

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## **NOTE 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 and safety.

### **SECTION 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, which 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 and safety matters are kept constantly under review, an item on health and 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 and safety matters.

Signed: ..... Vicar

Date: .....

Review Date: 31 March 2019

## SECTION B

### ORGANISATION AND RESPONSIBILITIES

#### 1. Responsibility of the Vicar

Overall responsibility for health and safety is that of the Vicar, who will ensure that arrangements are in place to satisfy Health and Safety Regulations

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 and safety policy is implemented.

#### 4. Responsibility of the Health and Safety Officers

The following persons carry the responsibility for the day to day implementation of the arrangements outlined in this policy:

The Churchwardens

#### **The responsibility of the Health and Safety Officers shall be to:**

1. be familiar with Health and Safety Regulations as far as they concern church premises
2. be familiar with the Health and 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 church centre are clean and tidy
5. ensure the churchyard is properly maintained including the safety of steps, pathways and trees and that grass is kept cut
6. ensure safety equipment and clothing is provided and used by all personnel where this is required

7. ensure all plant, equipment and tools are properly maintained and are in good condition
8. ensure adequate access and egress is maintained
9. ensure adequate fire fighting equipment is available and maintained
10. ensure food hygiene regulations and procedures are observed
11. ensure line managers carry out an H & S induction for new employees

## **5. Responsibility of employees, voluntary workers and hirers**

All employees, voluntary helpers and hirers have a responsibility to co-operate in the implementation of this health and 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:

1. By Activity	Name
Accident book (1) ..... ..	Parish Administrator
Accident reporting (1) ..... ..	Churchwardens
Fire extinguishers (2.1) ..... ..	Deputy Churchwarden (Bldgs)
Emergency evacuation (2.4) ..... ..	as appropriate
Portable electrical appliances (3.1) ..... ..	Churchwardens
Fixed electrical system (3.4) ..... ..	Deputy Churchwarden (Bldgs)
Gas equipment (4) ..... ..	Deputy Churchwarden (Bldgs)
Hazardous substances (6) ..... ..	Churchwardens
Plant and equipment (6) ..... ..	Churchwardens
Condition of floors and stairs (7.1) ..... ..	Parish Administrator
Condition of churchyard (7.2) ..... ..	Churchwardens
Lamp changing (8) ..... ..	Deputy Churchwarden (Bldgs)
Working at high levels (9) ..... ..	Churchwardens
Food preparation, church events (10).....	Café Manager & Barbara Shimmings
Manual handling (11) ..... ..	as appropriate
Display screen equipment (12) ..... ..	Churchwardens
Building defects/glazing (13) ..... ..	Churchwardens
Child protection (14) ..... ..	Maureen Cain
Personal safety (15) ..... ..	Parish Administrator
Contractors (18) ..... ..	Deputy Churchwarden (Bldgs)
Choirs/Music ..... ..	Janet McIlhagger
Fêtes and outings ..... ..	as appropriate
Health & Safety training ..... ..	PCC

2. By Area	Name
Main body of church )	
Clergy Vestry )	Churchwardens
Organ loft )	&
Church tower and bell chamber )	Deputy Churchwarden
Boiler Room )	(Buildings)
Churchyard )	
Church Centre )	
Kitchens -	Barbara Shimmings & Café Manager

## **SECTION 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**

The First Aid box is located in the kitchen, by the doorway to the Hall.  
A Defibrillator is located in the church centre foyer, by the doorway to the Hall.

An accident book is located inside the First Aid box.

All accidents and incidents must be entered in the accident book or on an accident report form, and our insurers advised of all reportable accidents (see below). Accident books and accident records are regularly reviewed.

Outside organisations using the premises are told in writing that in the event of an accident, details must be entered on an Accident Form to be left in the Church Office postbox before vacating the premises. A separate file is kept for recording such 'non-church activity' incidents.

#### **RIDDOR**

#### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

Accidents falling within the scope of RIDDOR (see the following page for a list of reportable incidents) will be reported to the Health and Safety Executive by the Churchwardens.



For most businesses, a reportable accident, dangerous occurrence, or case of disease is a comparatively rare event.

### **What is reportable under RIDDOR?**

As an employer, as a person who is self-employed, or as someone in control of work premises, you have legal duties under RIDDOR that require you to report and record some work-related accidents by the quickest practical means (normally by telephone on 0845 300 9923) to the relevant enforcing authority, 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 10 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 and Safety Executive should be obtained.

The following is a summary of injuries or occurrences which must be reported:

- 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 in 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.

### **Reportable “over-seven-day” injuries**

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on your premises, suffers an injury which may not be "major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than seven days, you must report it to the enforcing authority within fifteen days on official form F2508.

### **Reportable disease**

If a doctor notifies you that your employee suffers from a reportable work-related disease, then you must report it to the enforcing authority on official form F2508A.

### **Reportable dangerous occurrences (near misses)**

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately. Refer: [www.riddor.gov.uk](http://www.riddor.gov.uk) .

## 2. GENERAL 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:

1. To make an assessment of the fire risks in the church and associated buildings. This is carried out as a specific exercise and is regularly reviewed.
2. To regularly check that fire detection and fire warning equipment as agreed with the local Fire Officer is in position and functional.
3. To regularly check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire signage.
4. To provide reasonable fire fighting equipment.
5. To regularly check that those in the building know what to do if there is a fire.
6. To regularly check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance inspection and service by a competent person.

### 2.1 Fire Extinguishers

Fire extinguishers are kept in the following locations:

Location	Type/Capacity of Extinguisher
By each exit from the Church Centre	4-No 9 litre Water/CO <sub>2</sub>
Inside the main entrance to the Church	1-No 9 litre Water/CO <sub>2</sub>
By the Church Centre main switchgear	1-No 2kg CO <sub>2</sub>
In the Church Office	1-No 2kg CO <sub>2</sub>
By the Church PA equipment desk	1-No 2kg CO <sub>2</sub>
In the Kitchen	1-No 2kg Dry Powder

The extinguishers noted above are checked every month by the designated Responsible Person to ensure that they are still in place and have not been discharged, and they are inspected and serviced annually by a competent person.

### 2.2 Fire Alarm / Emergency Lighting System

The Fire Alarm and Emergency Lighting systems are checked every month by the designated Responsible Person and are examined annually by a competent person.

## **2.3 Other Fire Protection Equipment**

A fire blanket is kept in the kitchen. Its use must be reported without delay to:

Church Office

## **2.4a Evacuation Procedures – Main Church**

Our procedures for stewarding/evacuation are detailed below.

1. All designated fire doors are unlocked before the service/event commences and are clearly marked as fire exits using the 'Running Man' symbol.
2. A check is made that all doors can be opened and that exit routes are not obstructed.
3. A steward is allotted to each door and has responsibility for persons in a specific part of the church.
4. Responsibility for using each fire extinguisher and/or operating a fire alarm call point adjacent to the church entrance will be allotted to named and trained stewards.
5. In the event of an emergency (fire/bomb threat, etc), an announcement of the need to leave the building and the route to be taken will be made by the senior member of clergy present or the event organiser.
6. Persons will assemble in the car park at the Harboro Road/Moss Lane corner by the notice boards.
7. The emergency services will be contacted automatically by the sounding of the Fire Alarm.

In the case of a 'non-church' activity being held in the main church building, the hirer or his agent is the person responsible for familiarising themselves with all safety procedures. (see Conditions of Hiring).

## **2.4b Evacuation Procedures – Church Centre**

1. All designated fire doors are fitted with panic bolt unlocking and are clearly marked as fire exits using the 'Running Man' symbol.
2. Before each activity a check is made that all fire exit doors can be easily opened and that exit routes are not obstructed.
3. In the event of a fire, the Fire Alarm will sound either automatically on heat/smoke detection or on manual operation of a break-glass call point.

4. The emergency services will be contacted automatically by the sounding of the Fire Alarm.
5. Persons vacate the building by the most convenient marked fire exit and will assemble in the car park at the Harboro Road/Moss Lane corner by the notice boards.

For non-church events, the hirer or his agent is the person responsible for familiarising themselves with all safety procedures (see Conditions of Hiring).

## **2.5 Evacuation Drills**

Fire evacuation drills will be carried out regularly for the Butterflies pre-school playgroup, Youth groups and Sunday Junior Church. Voluntary workers should ensure they are familiar with the required procedures and escape routes and ensure these routes are kept clear and unobstructed.

Churchwardens, Deputy Wardens and Sidespersons will be instructed on their responsibilities in the event of an emergency during church services not later than 2 weeks following their appointment at the Annual Parochial Meeting.

## **2.6 If You Discover a Fire (no matter how small)**

1. Immediately raise the alarm using a red break-glass call point. This will automatically call the emergency services.
2. Check the building for occupants
3. Attack the fire if possible within your capability, using the appliances provided, but without taking personal risk.
4. 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**

5. Evacuate to the designated assembly point
6. Ensure clear access for the emergency vehicles.

## **2.7 Church/Church Centre Fire Safety Log Book**

The principle purpose of the Fire Log Book is to enable the PCC to keep adequate records of a wide range of fire-safety related actions, some of which are a requirement under both current Fire Prevention Legislation and Health and Safety in the work place issues. The local Fire Prevention

Officers and Health and Safety Executive, the Local Environmental Health Officer and the Insurance Company can inspect this Log Book at any time.

### **3. ELECTRICAL SAFETY**

1. A list of our portable electrical appliances is maintained in the Church Office.
2. Plugs, cables and sockets are to be inspected constantly by the users to ensure that there are no loose connections or worn/damaged flexible leads. Any repairs needed will be immediately reported to the Church Office for action.
3. Every year all our portable electrical appliances will be tested by a competent person to ensure that they are safe. Any unsafe equipment will be either competently repaired or safely disposed of.
4. A constant visual inspection is carried out of the fixed electrical installation and of all portable electrical appliances by the designated Responsible Person. Any defects will be reported to the Church Office for action.
5. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.

This periodic 'external' inspection requirement will not apply where the above designated Responsible Person is a Competent Person within the definitions of the Electricity at Work Regulations, carrying out continuous in-house inspection and maintenance (BS 7671:2008 clause 622.1).

6. At regular intervals of not more than two and a half years (or an alternative frequency determined by assessment of recorded prior test results) 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 Church Office.
  - iii) Do not attempt to use or repair faulty equipment.
  - iv) Electrical equipment should be switched off and disconnected when not in use for long periods.
  - v) Flexible cables should be so positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### **4. GAS EQUIPMENT SAFETY**

Our gas boilers and all other gas equipment are maintained and checked annually by a competent contractor who is registered with the Gas Safety Register. Any necessary work required for safety is implemented immediately.

#### **5. HAZARDOUS SUBSTANCES**

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

Stored in the Church Centre store room which has a high level child-proof catch.

Stored outside in the locked wood store.

Hazardous substances are not kept in unmarked containers.

For all hazardous substances, which include substances marked as '*Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous to 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.

#### **6. SAFETY OF PLANT AND MACHINERY**

The designated 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.
  - i) Gardening equipment - strong shoes, eye protection.
  - ii) Vacuum cleaners - strong shoes.
7. Persons under the age of 18 may not use hand tools and are not permitted to operate any power driven item of plant or machinery.
8. Ladders may only be used when they can be safely secured against slipping. This may necessitate the use of ladder ties or two-person operation. Persons under the age of 18 must not use ladders and must be supervised when using stepladders.
9. Any defect and damage found to any item of plant or machinery must be reported to the Church Office.
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance checks. Electrical equipment is regularly checked as above.

## **7. SLIPS, TRIPS AND FALLS (Condition of floors, steps and paths)**

In order to reduce as far as is reasonably practicable the risks of slips, trips and falls, an inspection will be made every week by the designated Responsible Person of all floors and stairs in the church and church centre, and 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 the Church Office who will arrange for repairs or remedial work to be carried out.

## **8. LIGHTING**

In order to ensure that the church and church centre is adequately lit, an inspection will be made every week by the designated Responsible Person to ensure that all lights in the church, church centre and churchyard are working. Any defects noted will be reported to the Church Office who will arrange for the necessary remedial action, which will be performed ensuring that the appropriate safety procedures are followed.

## **9. WORKING AT HIGH LEVELS**

The following areas are designated as high levels:

Interior:	walls and ceilings more than 4m above floor level.
Exterior:	nave, chancel and transept eaves, guttering, wood-store roof, church centre roof, church centre and Living Room guttering.

Only the following persons may work at high level:

Competent volunteers and contractors with the agreement of the Churchwardens.

The following procedures must be followed by volunteers:

The safety equipment provided must be used and appropriate clothing must be worn.

## **10. PREPARATION OF FOOD**

1. For church organised functions, we ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. 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.
3. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
4. We ensure that all hirers who wish to provide foodstuffs are advised of the available facilities and the required procedures.

## **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.

## **12. DISPLAY SCREEN EQUIPMENT**

Our policy is to assess the risks to all habitual users of computer work-stations and to reduce those risks to the lowest level possible.

Daily work routines will involve periods away from the screen.

Where necessary any employee or volunteer required to use VDU equipment will inform a Churchwarden of any possible risk or problem.

## **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 constantly for routine maintenance and every five years for major defects.
2. Any defects noted are immediately reported to the Church Office and the procedure put in hand for repairs.
3. Where necessary, temporary measures are taken to minimise the 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.



## **14. CHILD PROTECTION**

We maintain a Safe from Harm Policy as issued under the direction of the Diocese of Chester.

A permanent record will be maintained of all relevant incidents involving children and vulnerable adults, subject to the provisions of the Data Protection Act and other legislation.

## **15. PERSONAL SAFETY**

Risk Assessments need to be undertaken to assess the risks to persons (staff or volunteers)

- working alone in the church
- travelling to and from church on church business
- accepting persons into their homes and
- handling cash and other valuables,

and suitable measures taken.

Procedures have been drawn up, including the appropriate control measures.

## **16. RISK ASSESSMENTS**

An annual risk assessment will be carried out on all areas of the church and church centre premises and all activities that carry a significant risk by the Health & Safety Officer in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

## **17. CONTRACTORS**

Anyone entering the church and church centre premises for the purposes of carrying out work, other than an employee of the PCC, a visitor or a meeting attendee will be regarded as a contractor. All contractors working at the church premises, including the self-employed, must abide by the following:

1. Have their own Health and 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 employer's liability insurance in place. A record of this evidence will be maintained.
3. Comply with all the requirements of this health and 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 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.