

HEALTH AND SAFETY POLICY

Name of Church: St Peter & St Paul
And Parish Hall

Postal Address: 77 The Street
Rustington
West Sussex BN16 3NL

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1. Introduction

This document has been prepared in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it. It applies to employees, members of the congregation, visitors, contractors and members of the public in the church of St Peter & St Paul and the Church Hall..

2. General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain a safe and healthy environment, working conditions, equipment and systems of work for all our employees and voluntary workers, 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, hall 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 employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:
Reverend

Date:

3. Organisation and Responsibilities

The Vicar has overall responsibility for health and safety.

The Churchwardens, the Parochial Church Council and the Hall Manager have a general responsibility to ensure that the health and safety policy is observed.

The Health and Safety Officer and Deputy are responsible for:

- Being familiar with health and safety regulations as far as they concern church and hall premises and activities

- Ensuring that this health and safety policy and arrangements are implemented
- Ensuring that this health and safety policy is kept up to date and reviewed regularly
- Co-ordinating risk assessments and the implementation and monitoring of any controls which are imposed as a result of the risk assessments
- Ensuring, as far as is reasonably practicable, that safe systems of work are in place
- Investigating all accidents and ensuring reportable accidents are notified to the enforcing authority
- Ensuring regular inspections of the church, hall and grounds are undertaken
- Communicating and consulting with the Parochial Church Council, Hall Manager employees and voluntary workers in respect of health and safety matters

The Churchwardens (for the church and its associated rooms) and the Hall Manager (for the hall) are responsible for:

- Ensuring that adequate access and egress is maintained
- Ensuring the church grounds are maintained
- Ensuring that safety equipment and clothing is provided and used when appropriate
- Ensuring that all plant, equipment and tools are properly maintained and in good condition and that users have received appropriate training in its use, where necessary
- Ensuring adequate fire-fighting equipment is available and maintained
- Ensuring required inspections (e.g. gas, electrical) are carried out by competent contractors at the required intervals
- Ensuring the first aid boxes are stocked and equipped
- Carrying out regular inspections of the buildings and grounds

All employees, voluntary helpers and church groups 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 and hall business or premises.

Employees voluntary workers and church groups must therefore:

- Comply with safety rules, operating instructions and working 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), injuries, near misses or other potential safety hazards as soon as possible to the H&S Officer, H&S Deputy or Hall Manager
- Not to misuse anything provided in the interests of health and safety

All persons who hire the hall, and / or the church have a responsibility to co-operate in the implementation of this health and safety policy.

4. Arrangements

This section sets out the 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.

4.1 Accidents

The accident books are located in the vestibule at the base of the tower in the church; and under the stairs in the hall.

All accidents and near misses must be entered in the accident book. Major accidents are to be reported to the Health & Safety Executive quickly by phone or email. These and other specified injuries or incidents must also be reported by submitting a completed F2508 report form to the Authority within 10 days of the incident. (Full details of what constitutes a major accident and the detailed process can be found at the front of the Accident Book).

The Health and Safety Officer and Deputy are responsible for reporting accidents and dangerous occurrences to the enforcing authority. The Health and Safety Officer and Deputy are also responsible for investigating any incidents and putting into place any measures to minimise the risk of an incident recurring.

4.2 First Aid

First Aid Boxes are located in the church in the vestibule and beneath the stairs and in the kitchen in the hall.

A Churchwarden is responsible for appointing a designated person who will ensure the first aid box within the church is kept fully stocked and equipped while the Manager will assume this responsibility for the hall.

Defibrillators may be found at the junction of The Street with Woodlands Drive; At the Scout Hut in Church Street and on the wall of the WC Block in the car park behind Churchill Parade.

4.3 Fire

An assessment of the fire risks in the church and the hall is carried out by the H & S Officer and their Deputy. In addition, checks are made that:

- In the hall a fire can be detected in a reasonable time and that people can be warned
- In the church whilst no automatic fire detection system is installed the Churchwardens, Sidespersons and/or Stewards will be particularly alert to the possibility of an outbreak of fire.
- Reasonable fire-fighting equipment is provided
- Fire-fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

The Churchwardens are responsible at annual intervals for ensuring fire extinguishers in the church have been serviced whilst the hall Manager will assume this responsibility for the hall. In addition the hall Manager will ensure the biannual testing of the fire alarm and emergency lighting. Access and egress to escape routes is checked on an ongoing basis.

If a fire is discovered (no matter how small)

- Immediately raise the alarm and evacuate the Building
- Telephone the emergency services
- Check the building for occupants and ensure they evacuate
- Ensure clear access for emergency vehicles

- Attack the fire, if possible, using the appropriate appliance provided, but without taking personal risk
- If not possible to attack the fire or if unsure which fire extinguisher to use, leave the building, ensuring that all doors are closed behind you. The rule is 'people before property'.

Emergency evacuation instructions and plans showing the disposition of fire extinguishers and first aid boxes are displayed in both the church and the hall.

4.4 Electrical Safety

Plugs, cables and sockets will be inspected regularly to ensure that there are no loose connections, worn flexes or trailing leads. Minor repairs (replacement of fuses etc.) will be undertaken by a competent employee or voluntary worker but more significant repairs will be carried out by a competent electrician.

The fixed electrical system within the church will be inspected and tested by a competent contractor who is a member of the National Inspection Council for Electrical Installation Contracting (NICEIC), Electrical Contractors Association (ECA) or other approved body at intervals of not more than 5 years. Any necessary remedial work will be carried out. The interval for inspecting and testing at the hall is the same..

The church lightning conductor system will be examined and tested by a competent contractor at intervals not exceeding 4 years.

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers shall:

- Visually check all electrical equipment before use
- Report all faults immediately to the Churchwardens or the Manager of the hall.
- Not to attempt to use faulty equipment
- Switch off and disconnect electrical equipment when not in use for long periods
- Position and so protect flexible cables so that they do not constitute a tripping hazard and are not subject to mechanical damage

Churchwardens are responsible for ensuring that the portable appliance inspections are carried out by competent contractors at the required intervals for the church (currently this is annual). The Manager will assume this responsibility for the hall.

4.5 Gas Safety

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

The Churchwardens will ensure this check is carried out for the church and the Manager will assume this responsibility for the hall.

4.6 Hazardous Substances

Where possible, the use of hazardous substances is eliminated. Where this is not possible, hazardous substances will be locked away and only used by persons with the appropriate

experience. Minimum quantities of these substances shall be stored. Personal protective equipment will be used where appropriate. No-one shall:

- Mix chemicals
- Store chemicals in unmarked containers

The Manager will ensure that the cleaning contractors for the Hall (if any) remove all hazardous substances from the hall after cleaning.

4.7 Safe Plant and Machinery

Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.

Employees and voluntary workers must not ride on any parts of machinery not intended for that use.

Machinery must be switched off before any adjustments are made.

After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.

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 bolts or other defects.

The appropriate personal protective equipment must be worn when operating any item of plant or machinery.

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.

Any defect and damage found to any item of plant or machinery must be reported to the Churchwardens or the Hall Manager.

All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

The Churchwardens are responsible for identifying all equipment / plant needing maintenance, ensuring identified maintenance is carried out and that records are maintained for the church. They will also check that new plant and equipment meets health and safety standards and that employees and voluntary workers are given adequate information, instruction and training in relation to the use of plant / equipment. The Manager will assume this responsibility for the hall.

4.8 Slips, Trips and Falls (condition of floors, steps and paths)

To reduce as far as is reasonably practicable the risk of slips, trips and falls, regular inspections will be made of all floors and stairs in the church and hall, and all paths and steps in the churchyard. Note will be made of moss, algae and leaves on paths. Any defects will be reported and repairs carried out.

Salt will be made available for distribution in icy weather. This is located in the North Porch of the Church and at the far end of the West Outhouse.

The Health and Safety Officer and/or Deputy, in conjunction with the Churchwardens and the Hall Manager are responsible for regular inspections.

4.9 Lighting

To ensure that the church and hall are adequately lit, regular inspections will be carried out to ensure that all lights in the church, hall and churchyard are working and are replaced as necessary.

The Health and Safety Officer and/or Deputy, in conjunction with the Churchwardens and the Hall Manager are responsible for regular inspections.

4.10 Working at Height

Only approved contractors or competent authorised volunteers may work at height subject to the necessary safety provisions being in place. This includes a minimum of 2 people being present when ladders are in use. Only trained persons shall use the harness and fall arrest system giving access to the tower. Instructions on the proper use of ladders and the tower harness and fall arrest system are contained within the H & S file and must be referred to before usage.

4.11 Preparation of Food

The appropriate regulations governing the preparation and storage of foodstuffs shall be followed. They apply whether foodstuffs are sold or are free of charge, in the Hall or Church, for any purpose.

Only those who have received the appropriate training, and have passed the Food Hygiene Course may prepare food in the Kitchen.

All surfaces which could come into contact with food must be washed down and disinfected before use.

When the church or hall is hired, it is the responsibility of the hirer to ensure appropriate food regulations are followed.

4.12 Manual Handling

Where possible, the need for manual handling is eliminated.

Where it is not possible to avoid the need to move loads, a risk assessment will be carried out and use made of lifting aids, including trolleys, lifts and hoists as far as possible.

Those employees and voluntary workers who are required to undertake manual handling will be referred to the Guide to Manual Handling published by the HSE kept in the H & S file. Training will be carried out to the extent necessary.

At least 2 people shall be required to lift heavy items.

4.13 Buildings

We take all reasonable steps to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. To achieve this, the buildings are

regularly inspected and any defects noted are immediately reported and arrangements put in hand for repairs.

Where necessary, all reasonable temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

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.

The Health and Safety Officer and/or Deputy, in conjunction with the Churchwardens, and the Hall Manager are responsible for regular checks of the buildings.

4.14 Contractors

Anyone entering church premises or the Hall 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:

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same
- Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
- Comply with all the requirements of this health and safety policy and co-operate with the church officials (i.e. Churchwardens) in providing a safe place of work and a safe system of operation.
- 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. They are required to use a "hot-work" permit system where necessary.
- 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.

4.15 Use of Church/Hall for Public Performances

A plan is in place which details the number of stewards required and their duties. It outlines the giving of instructions in the event of an emergency and the emergency evacuation arrangements. Hirers of the Hall shall complete a formal booking agreement and comply with relevant Health and Safety provisions during the hire period.

The plan is issued to the Organisation responsible for the public performance.

4.16 Lone Working

Employees or voluntary workers who are working by themselves on church or hall premises should make sure that someone knows where they are going and when they will be back.

A mobile phone must be carried by the lone worker.

Any person in the Church or Hall on their own should lock themselves in the Building as well as having a mobile phone.

4.17 Child Protection and Vulnerable Adults

Adequate safeguards are taken in the selection of persons wishing to work with children/vulnerable adults. A separate Child Protection/Vulnerable Adult Policy exists and this is in accordance with diocesan requirements.

4.18 Trees

A check will be made at regular intervals by the Health and Safety Officer and/or Deputy, in conjunction with the Churchwardens and Hall Manager to ensure that trees and large shrubs within the grounds of the church and hall are safe. If there are any concerns, an expert is to be consulted for advice.

4.19 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 workstation 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.

