

CHRIST CHURCH NAILSEA

HEALTH AND SAFETY

POLICY

**Christ Church Close
Nailsea
North Somerset
BS48 1RT**

Date: 1st September 2018

Review Date: 1st September 2019

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 for Implementation**

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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, vestry hall, 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 under section B.

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: (Rector)

Date: 1st September 2018

Review Date: 1st September 2019 Revd Tony Roake M.A.

SECTION B

ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Rector

Overall responsibility for health and safety is that of **the Rector**, the **Reverend Tony Roake**, who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice.

Specific responsibilities may be delegated to church personnel. As new projects emerge, responsible persons will be appointed 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, as noted below:-

Dr. Robin Lambert and Mrs Alison Pemble

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 Officer

The following person carries the responsibility for the day to day implementation of the arrangements outlined in this policy:-

Mr Charles Norman

The responsibility of the Health and Safety Officer shall be to:-

- a) be familiar with Health and Safety Regulations as far as they concern church premises
- b) be familiar with the health and safety policy and arrangements and ensure they are observed
- c) ensure so far as is reasonably practicable, that safe systems of work are in place
- d) ensure that the church and vestry hall premises are clean and tidy
- e) ensure that the churchyard is properly maintained
- f) ensure that safety equipment and clothing is provided and used by all personnel where this is required
- g) ensure that all plant and equipment are properly maintained and in good condition and that all operators have received the appropriate training
- h) ensure that adequate and safe access and egress is maintained to all premises
- i) ensure adequate fire fighting equipment is available and maintained
- j) ensure that appropriate food hygiene arrangements are maintained

5. Responsibility of employees and voluntary workers

All employees and voluntary helpers 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:

- a) comply with safety rules, operating instructions and working procedures
- b) use protective clothing and equipment when it is required
- c) report any fault or defect in equipment immediately to the appropriate person
- d) report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- e) not misuse anything provided in the interests of health and safety.

6. Responsible Persons

The following posts are responsible for safety in particular areas.

1. By Activity (refer to Section C)	Post
Accident Book/Accident Reporting (1)	Health & Safety Officer
Fire safety and Extinguishers (2.0 & 2.1)	H & S Officer
Emergency Evacuation (2.2 & 2.3)	Duty Church Warden or The Verger
Portable Electrical Appliances (3a)	H & S Officer
Fixed Electrical System (3d)	Chair Fabric & Building Committee
Gas Equipment (4)	H & S Officer
Hazardous Substances (5)	Administrator
Plant and Machinery(6)	Chair Fabric & Building Committee
Condition of Floors and Stairs (7)	Churchwardens
Light Bulb Changing (8)	Chair Fabric & Building Committee
Working at High Levels (9)	Chair Fabric & Building Committee
Use of the Kitchen(10)	Churchwardens
Display Screen Equipment (11)	Health & Safety Officer

Building Defects (12)	Chair Fabric & Building Committee
Child Protection (13)	Responsible Person for Child Protection
Personal Safety (14)	Churchwardens
Contractors (16)	Chair Fabric & Building Committee
Choirs/Music	Director of Music
Health and Safety Training	Churchwardens

2. By Area

Main body of church including Vicar's Vestry and Organ Loft	Chair Fabric & Building Committee
Churchyard including Brick Shed and Wooden Shed	Chair Fabric & Building Committee
Vestry Hall including Kitchen, Church Office and Toilets	Churchwardens

Post

Note

A list of current Post Holders can be found in Appendix 3

SECTION C

ARRANGEMENTS FOR IMPLEMENTATION

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

First Aid boxes are located:-

- in the **Vestry Hall** on the wall to the left of the chair store
- at the rear of the **Church** on the wall to the right of the south (main) door, under the balcony

Accident books are located:-

- On the wall in the **Vestry Hall Kitchen** to the left of the hatch
- At the rear of the **Church** on the bookcase to the right of the south (main) door

All accidents and incidents shall be entered in the accident book or on an accident report form and our insurers advised.

If the church or vestry hall are let to outside organisations, they will be told in writing that in the event of an accident, details must be entered in the accident book.

Accident books and accident records will be reviewed regularly.

RIDDOR (Report of Injuries, Diseases & Dangerous Occurrences Regulations 1995)

These accidents will be reported by the Responsible Person to the relevant Authority.

Note

A list of trained first aiders who are prepared to help in cases of emergency is shown in Appendix 4.

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 have undertaken the following:

- a) An assessment of the fire risks in the church and associated buildings. This was carried out either as a specific exercise or as part of our general health and safety risk assessments.
- b) A check that people who may be in the building can get out safely
- c) Provision of reasonable fire fighting equipment.
- d) To ensure that those in the building know what to do if there is a fire.
- e) A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire Extinguishers

Fire extinguishers are kept in the following locations:-

<i>Location</i>	<i>Type of Extinguisher</i>
Clergy Vestry, right of window	Carbon Dioxide
Church, left of pulpit	Water
Church, right of south (main) entrance	Water
Church, at rear on staircase landing	Carbon Dioxide
Entrance Lobby, left of external doors	Water
Benefice Office, right of entrance door	Carbon Dioxide
Vestry Hall Kitchen, left hand side of hatch	Powder
Vestry Hall Kitchen, on the side of the boiler cupboard to the left of the cooker	Fire blanket

The fire extinguishers noted above are checked every month by the Responsible Person to ensure that they are still in place and have not been discharged.

The serviceability of the extinguishers noted above is checked annually by Chubb Fire Ltd

2.2 Evacuation Procedures in Case of Emergency

For all services and events in the Church and Vestry Hall, our procedures for stewarding/evacuation are detailed below:

- a) A nominated steward must be present and have responsibility for all persons on the premises. At regular services the steward will be the Church Warden.
- b) All designated fire doors must be unlocked by the steward before the service/event commences and are clearly marked as fire exits.

Designated Fire Doors are as follows:-

Church

- South door and external door in entrance lobby
- West door
- Clergy Vestry, door to church and external door

Vestry Hall

- Main door and external door in entrance lobby
- External door to left of hatch/push bar to open

- c) A check must be made prior to each service or event that all designated fire doors are unlocked / unbolted and can be opened.
- d) The nominated steward will be responsible for using fire extinguishers in appropriate circumstances.
- e) Emergency lighting is automatically available for use by the steward if any part of the service or event is likely to fall within hours of darkness.
- f) In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the person leading the service or the steward at an event.

- g) Persons will assemble in Christ Church Close
- h) The emergency services will be contacted immediately by the steward

2.3 Evacuation Training

Fire evacuation training will be given to stewards, the staff team and employees as required to ensure that they are familiar with escape routes and that these are kept clear and unobstructed during services and events.

2.4 Discovery of a Fire

If a fire is discovered at times other than during a service or an event, no matter how small, anyone present must:

- a) Immediately raise the alarm.
- b) Telephone the emergency services.
- c) Check the building for occupants.
- d) Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
- e) 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.
- f) Evacuate to the designated assembly point.
- g) Ensure clear access for the emergency vehicles.

3. ELECTRICAL SAFETY

- a) Formal visual inspection of all hand held and kitchen equipment Annually.
- b) Formal visual inspection of all other portable equipment Every 4 Years.
- c) Portable Appliance Testing (PAT) by a competent contractor of all hand held earthed equipment (class 1) Every 2 Years.
- d) Portable Appliance Testing (PAT) by a competent contractor off all non hand held earthed equipment (class 1) Every 4 Years.
- e) 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 remedial work will be carried out.
- f) At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

g) Misuse and abuse of electricity can be 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 permanent electrical equipment is to be brought onto the premises and used until it has been checked by the Responsible person and entered in 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.*

Note

Portable electrical appliances used on the premises are listed in Appendix 1.

4. GAS EQUIPMENT SAFETY

Our gas boilers are maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety will be implemented immediately.

5. HAZARDOUS SUBSTANCES

The Responsible Person will maintain a list of all hazardous substances used in the church/vestry hall.

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

a) For all hazardous substances, which include substances marked as “Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for 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

b) Chemicals shall not be mixed.

c) Chemicals shall not be stored in unmarked containers.

Note

Hazardous substances used on the premises are listed in Appendix 2.

6. SAFETY OF PLANT AND MACHINERY

The Responsible Person will maintain a list of all items of Plant and Machinery; however, currently the church has no items of Plant Machinery (2018).

7. SLIPS, TRIPS AND FALLS (Condition of floors, stairs, 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 month by the Responsible Persons of all floors and stairs in the church and vestry hall, and all steps and paths in the churchyard.

8. LIGHTING

In order to ensure that the church is adequately lit, an inspection will be made regularly by the Responsible Person for the appropriate area of the church premises to ensure that all lights in the church and vestry hall together with their associated areas are working. Any bulbs which require replacing will be reported to the Responsible Person who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

9. WORKING AT HIGH LEVELS

Only the following persons may work at high level:-

Approved Contractors and competent volunteers.

10. USE OF THE KITCHEN

- a) The kitchen shall not be used for the preparation of food that is to be prepared for the purpose of profit or fund raising.
- b) Anyone using the kitchen for food purposes shall have regard to other activities that may have previously taken place in the kitchen. If these are likely to present a risk to food contamination, the work surfaces and equipment must be thoroughly cleaned before being used.
- c) A high standard of hygiene shall be maintained in relation to work surfaces, chopping boards, tools and equipment during the preparation and subsequent storing of any food.
- d) A high standard of personal hygiene shall be maintained at all times.

11. 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. The following factors will be considered when carrying out risk assessments:-

- a) Stability and legibility of the screen
- b) Contrast and brightness of the screen
- c) Tilt and swivel of the screen
- d) Suitability of keyboards, desks and chairs
- e) The work station environment
- f) Daily work routines will involve periods away from the screen.
- g) Free eye tests will be offered to all employees or volunteers who make extended use of display screen equipment in the course of their paid or volunteer duties

Where appropriate, risk assessments will be carried out by the Responsible Person.

12. HAZARDOUS BUILDINGS

- a) 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 quarterly by the Responsible Person.
- b) Any defects observed shall be immediately reported to the Responsible Person and procedures put in hand for remedial works to be undertaken.
- c) Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

13. CHILD PROTECTION

We all share the responsibility of ensuring that the church is a safe environment for children and must be aware that child protection issues need to be integrated into the whole life of the church.

- 1) The Responsible Person for Child Protection shall be responsible for:-
 - i) Ensuring that an up to date Child Protection Policy for Christ Church is maintained and issued to all persons working with children
 - ii) Ensuring that any concerns about inappropriate behaviour by an adult receive an appropriate response
 - iii) Overseeing the selection of adults likely to be in contact with children through application forms, identification checks, references, self-declaration forms and appropriate interviews
 - iv) Ensuring that all clergy, paid workers and volunteers working with children in the parish possess an enhanced DBS disclosure form completed before beginning work. The person responsible for the completion and administration of the DBS process is:-

Miss Liz Wood

- 2) Parental consent forms will be obtained for all trips away from the parish and any particular needs of children will be noted
- 3) A record will be maintained of all accidents involving children.

14. PERSONAL SAFETY

Risk Assessments will be undertaken to assess the risks to persons working alone in the church and handling cash and other valuables. Procedures will be drawn up and maintained including appropriate control measures.

15. RISK ASSESSMENTS

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

16. CONTRACTORS

Anyone entering church premises 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 abide by the following:-

- a) Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
- b) Produce evidence that they have appropriate public and employers liability insurance in place. A record of this evidence will be maintained.
- c) 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.
- d) 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.
- e) 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.
- f) 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.

17. Appendix 1

List of portable electrical appliances

Church

Extension lead 4 socket on reel -JCB yellow (20 m)(stored in cupboard at rear of church)
Extension lead 4 socket - white (2 m) under front pew on south side of church
Extension cable on holder - black (20 m) (stored in cupboard at rear of church)
Hand held vacuum cleaner – LECTROLITE (stored in cupboard at rear of church)
Desk lamp - placed upon organ (hard wired) – NO test required
Fly catcher + lead – adjacent to windows rear of balcony
Electronic piano YAMAHA pf10
Vacuum cleaner – HENRY A1 Newmatic international HVR 20) A serial no. 094107402

Clergy Vestry

Battery charger - ENERGISER
Overhead projector - ELITE vision 2000 (stored in Organ Loft)
Amplifier - PARK GB 25-12 + lead
10m extension reel with 4 sockets – TESCO 171109
2m extension lead with 6 way socket strip

Vestry Hall/Kitchen

Industrial floor polisher - RECKITT (stored in playgroup cupboard)
Microwave oven - PANASONIC
Cooker – CREDA double oven (hard wired) – NO test required
Fridge - PROLINE
Electric toaster – RUSSELL HOBBS 18099
Electric kettle – TESCO
Jug kettle – TESCO JK07 (stored in organ loft)
Slow Cooker – MORPHY RICHARDS 48715 (stored in organ loft)
Hostess Trolley – PHILLIPS HO33/LB (stored in organ loft)
Hot water urn - BURCO (stored in organ loft)
Water heater - LINCAT
Water heater - SADIA (hard wired) NO test required
Water heater - TRITON (hard wired) NO test required

Office

Computer - NOVATECH Writemaster + lead
Monitor - DGM 17" TFT LCD + lead
Printer – CANON iP4850
Laminator - REXEL LP25
Photocopier – RICOH MPC 4500
Shredder - AURORA AS 5055
Electric kettle – MORPHY RICHARDS
Desk lamp - IKEA
Fan Heater- AICP 2000W model no. HFH 801B
BT Hub3-JTXT
Ansa machine – BT
2m extension lead with 4 way socket strip
2m extension lead with 4 way socket strip
PSU for USB port expander – TRUST
PSU for external hard drive

Current PAT certificate held with CC log book - expiry date March 2016

Appendix 2

List of hazardous substances used					
Name	Hazard	Type	Storage	Protection	Accident Procedure
Flash Antibacterial Kitchen Spray Cleaner and Disinfectant	Xi, Irritant	Cleaner and Disinfectant	Upright in original closed container in cool place	Keep out of reach of Children	Eyes; Rinse with water Skin; Wash with soap and water Ingestion; seek medical advice immediately
Domestos 5 X Toilet Bleach	Xi, Irritant (danger of severe eye & skin injury)	Cleaner	Upright in original closed container in cool place	Keep out of reach of Children	Eyes; Rinse with water Skin; Wash with soap and water If swallowed seek medical advice immediately
Pledge Furniture Polish- Natural	None Pressurised Container	Polish	Upright in original closed container in cool place	Do not expose to temperatures above 50C Keep out of reach of Children Do not pierce or burn	Eyes; Rinse with water Skin; Wash with soap and water

Appendix 3

List of Current post holders at September 2018		
Post	Post Holder	Contact Number
Rector	<i>Revd Tony Roake</i>	<i>01275 853187</i>
Health & Safety Officer	<i>Mr Charles Norman</i>	<i>01275 854232</i>
Chair Fabric & Building Committee	<i>Dr Robin Lambert</i>	<i>01275 464461</i>
Church Warden	<i>Mrs Alison Pemble</i>	<i>01275 853885</i>
Church Warden	<i>Dr Robin Lambert</i>	<i>01275 464461</i>
Verger	<i>Mr Chas Norman</i>	<i>01275 854232</i>
Administrator	<i>Mrs Louise Maby</i>	<i>01275 859210</i>
Director of Music	<i>Mr Philip Lawrence</i>	<i>07771534332</i>
Responsible Person for Child Protection	<i>Miss Liz Wood</i>	<i>01275 851722</i>
Authorised to work at high levels	<i>See Section 9</i>	
Authorised to work at high levels		
Authorised to work at high levels		
Authorised to work at high levels		

20. Appendix 4

List of Trained First Aiders

This list is under review September 2018