

HEALTH & SAFETY POLICY

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As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church or churchyard.

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 any other building 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. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid. 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. Health and Safety Executive advice states that it is good practice for volunteers to be provided with training and protection as if they were employees.

The policy will be kept up to date and reviewed regularly while there is significant use of the building and or/changes in circumstances.

Overall responsibility of this policy is accepted by the Incumbent: ***The Very Revd Jo Delfgou***

The churchwardens are responsible for ensuring that the arrangements are carried out:

The churchwardens are ***Mr James Wilding & Mrs Jessica Janas***

Day to day implementation is the responsibility of the H&S officer: ***Churchwardens***

The PCC is required to uphold all requirements and H&S is a regular agenda item.

Date of latest review and update: **March 2023**
and regularly thereafter.



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The Very Rev'd J Delfgou

A copy of the policy will be kept in the office.

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 premises.

They 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 to the appropriate person
- Report all accidents however minor, injuries, near misses or other potential safety hazards as soon as possible
- Not misuse anything provided in the interests of health and safety

Roles and Responsibilities

The H & S Officer (Churchwardens) 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
- They set a personal example on matters of health and safety.

The Churchwardens 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
- They set a personal example on matters of health and safety

All employees and volunteers 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.

The following areas of responsibility are delegated to specific people /roles, who will be required to be aware of particular details relevant for them.

Accident reporting	Person in charge initially, then referred to H&S officer, Churchwardens and (if appropriate) Insurers
Fire extinguishers	Churchwardens
Emergency evacuation	Event leader or Churchwardens
Portable electrical appliances	Contractor
Fixed electrical system	Contractor
Gas equipment	Contractor
Hazardous substances	Churchwardens
Condition of floors and churchyard	Churchwardens
Light bulb changing	Churchwardens and contractor
High level working	Contractors only
Food preparation	Churchwardens
Manual handling and relevant training	Churchwardens
Display screen equipment	Churchwardens
Building defects and glazing	Churchwardens
Safeguarding	The Incumbent and the Safeguarding Officer
Personal safety	Churchwardens and all users of building
Fetes and outings	Organisers
Tower tours	Tower captain
Bell ringing	Tower captain
Contractors	Churchwardens
Choir/music	Choir leader and organist
H&S training	Churchwardens
High Level working	Churchwardens to monitor

1) First Aid

- First Aid boxes are located in: (1) the kitchen (2) the Vestry & (3) the Sacristy
- Accident book is located in the office. Outside organisations must be told in writing that any accident on the premises must be recorded in a book kept for that purpose.
- Reportable accidents MUST be referred to the H&S officer / Church Wardens immediately then, if appropriate, to Insurers.

Any dangerous or potentially dangerous occurrences must also be reported and the dangerous occurrence form filled in and passed to H&S officer or Church Wardens (see *Appendix 1*)

Trained First Aider: Gloria Powell (lead).

The following attended an Emergency First Aid course in July 2021:

Incumbent: Rev Jo Delfgou. Churchwardens: Jess Janas & Jimmy Wilding

Jane Baston, Aileen Ker, Glenys Morris, Sarah Nicholson, John Parry-Williams, Isabel Wright

Any further training needs will be identified and assessed.

2) Fire Safety

Risk Assessments to be carried out and preventative and protective measures employed as deemed necessary. Assessments to be carried out by identified competent persons, the H&S officer and /or churchwardens or those directed by them.

Fire fighting equipment to be regularly checked and serviced annually, including extinguishers and blanket(s).

Fire safety procedures:

Within a church context, fire risks are generally low but such dangers do exist and due care must be taken when handling candles, portable heaters and other potential sources of fuel and ignition.

Electrical – all electrical circuits and appliances must be regularly checked by a competent person. For portable equipment see electrical safety section.

Candles, tapers, etc. must be properly extinguished and must not be put in a waste bin or near flammable material until it is definitely established that there is no possibility of igniting other materials. Any lit candles must be extinguished by the person locking the church overnight.

Electrical equipment in the hospitality area is only to be used on solid worktops.

Fire extinguishers and fire blankets – these will be provided in sufficient numbers and locations, where there may be a hazard, thus extinguisher and blanket near a cooking area and any area where there may be candles in static use or being carried.

Fire extinguishers will be maintained by suitably qualified persons, records kept and these records be made available for inspection.

Fire safety training must be provided, training records kept and updated as required.

Suitably trained persons must be on duty at all events (concerts etc.)

Evacuation procedure:

If a fire is detected the person on duty shall sound or give an alarm and institute the evacuation procedure, the emergency services will then be summoned. An attempt may be made to extinguish a small fire but the overriding concern is for personal safety. Do not take risks to fight a fire.

Before commencement of any event, information will be given as to emergency exit locations etc. and Stewards will be clearly identified.

In the event of fire or other emergency the evacuation procedure will be activated, Stewards will guide people to the nearest exit. In St Mary's Church these will be:

- the main porch door,
- the south chapel door,
- the north door near the organ and
- the west door under the tower.

Persons will be instructed to leave the building as quickly as possible without stopping to collect items.

Stewards are responsible for ensuring an orderly evacuation and making sure ramps are in place for those with mobility aids.

The number of persons on duty will depend on the size of the event but as a guide, a large event with a full, or nearly full, church there shall be one duty officer plus Stewards for each emergency exit. All designated fire doors must be unlocked before any event.

When the building is hired for an event (e.g. a concert) The Nominated Responsible Person must provide two Stewards for up to 100 persons present and an additional Steward per 50 persons or part thereof over 100. Such Stewards must be made fully aware of all Health & Safety requirements, the position of all exits, operation of emergency lighting and fire-fighting equipment, location of first aid items and must be able to give full assistance in evacuation of the premises in the case of any emergency. Such Stewards should be readily identifiable to all persons present.

Persons will not re-enter the building until deemed safe by the Fire Officer or other authorised person.

Evacuation procedures will be practised and evaluated regularly.

Fire extinguishers to be maintained (and inspected yearly) in the following locations: main porch door, South Chapel door, Sacristy, north aisle by the organ/north door, hospitality/kitchen area; base of tower/west door and ringing chamber.

3) Electrical safety

- List of all portable electrical appliances to be maintained by H&S officer/Church Wardens
- Electrical equipment subjected to heavy loadings (kettles, boilers, heaters etc) shall be PAT tested every two years
- Items not subjected to heavy loads and that are double-insulated shall be visually checked and the results recorded every two years
- Every five years the fixed electrical system will be inspected and tested by a competent contractor
- The lightning conductor will be examined and tested by competent contractors at least every two years
- No electrical equipment is to be brought in and used until it has been tested and entered in to the records
- Electrical equipment must be switched off and disconnected when not in use
- No person, unless suitably qualified, shall attempt any repair, inspection or in any way interfere with any electrical equipment. Problems and defects shall be dealt with through the defect/work request procedures
- Multi-way socket adaptors must not be used due to the risk of overloading circuits and consequent fire risk
- see *Appendix 2* for Electrical Safety Record

4) Gas safety

- Heaters to be serviced regularly by contractor.

5) Hazardous substances

- A list must be maintained of materials which could be hazardous to health; this would include some cleaning materials, solvents, painting materials etc
- Any substances which could be harmful shall be kept in a locked cupboard, with the only access being for people authorised to use these materials
- When potentially hazardous substances are being used, persons not involved in the work shall be kept clear of the work area
- Materials which could be hazardous to health shall be stored in properly labelled containers, suitable for that use and shall not be decanted into any other container

6) Plant and machinery

- Font cover: Recognised as a potential risk. Weight testing to be undertaken regularly.

7) Slips, trips and falls

All areas within the church and surrounding areas externally must be regularly checked and any potential hazards reported. This would include such things as loose floor tiles, damaged or worn rugs, mats etc. and damaged floor boards within in the church building. Outside checks must be made for loose paving slabs and in certain areas, for example, on the north side of buildings where the sun cannot reach, there could be a build-up of algae on the paving slabs, presenting a slip hazard when wet. This algal material must be removed by scrubbing, use of a pressure washer or by chemical means. Weed growth visible in the external stonework, or paths around the church, should be sprayed/removed regularly.

These potential hazards must be noted and reported for action through the defect/work request system (see Appendix 3)

All ramps must be edged with hazard warning tape

Steps or changes in floor level shall be indicated by means of hazard tape

Floors and walkways shall be kept clear of obstructions and trip hazards

Should it be necessary to use extension leads, these will be marked by hazard tape or placed in rubber enclosures where they cross a walkway or access point.

8) Lighting

Emergency lighting, in the event of a power failure, is in place over the South Door to facilitate safe exit for all, and for the person locking the church at night, as this is the final exit point.

9) Working at height

For the purposes of Health and Safety, working at height is defined as any task which cannot be undertaken at ground level, so includes working from ladders, scaffolding, platforms and any other equipment.

For works of short duration a ladder may be the most practical solution, provided that certain rules are applied:-

- The person using the ladder must be competent to undertake the work, taking into account age and any infirmities

- The ladder must have a current test certificate, have proper rubber feet and be visually inspected
- The ladder must be properly secured
- A second person will be there to 'foot' the ladder (to prevent slipping)
- The person working on the ladder must at all times have three points of contact i.e. two feet plus one hand.
- The work should be of short duration, it is recommended that the work last no more than 20 minutes
- Ladders are securely locked up and only authorised people (Churchwardens and H&S Officer) have access

10) Food Safety

A suitably qualified person must be present when any food preparation or handling is taking place. Certificate(s) of competence and Food Hygiene Status notice(s) must be displayed

Suitable, separate, hand washing facilities must be available

Food preparation shall take place on clean, non-porous surfaces

All surfaces must be cleaned with an anti-bacterial cleaner before and after any food preparation takes place

Chopping board colours must be clearly defined and red boards must ONLY be used for raw meats, other colours may be used for other foods so long as a code is agreed and communicated

Fridge temperatures must be recorded weekly; the maximum permitted fridge temperature is 8 degrees centigrade

All food items must be labelled with name, date and expiry date

Hot food must be kept at a temperature above 65 degrees centigrade

There are rules for length of time food may be on open display

Any food normally chilled may be displayed at above 8 degrees for a maximum of 4 hours after which it should be destroyed.

11) Manual handling

In all cases the amount of manual handling should be minimised by use of suitable equipment, trolleys, barrows, etc.

Where it is necessary to lift or move objects, the task must first be assessed to see if more than one person is needed to complete the operation, taking into account factors such as the age of persons carrying out the task, the distance to be moved or height to be lifted

The nature of the object to be moved must also be considered - shape, does it have lifting points, should it be in a sling, cradle or other device

When carrying out lifting or carrying operations, the correct posture should be adopted: straight back with knees bent and not bending to lift which could cause back injuries

Consideration should be given to person or persons within the Benefice undergoing formal manual handling training

12) Display screen equipment

The main requirements are to avoid excessive eyestrain and to avoid repetitive strain injury (RSI) together with seating arrangements to avoid back injuries

Chairs should be comfortable and support the back in the correct posture to avoid spinal damage

Mouse mat should have wrist support for comfortable working

Keyboard correctly positioned (not have to stretch to reach keys)

Screen at correct height (centre screen in line with user's eyes so they do not have to move their head up or down to see screen clearly) and positioned to avoid glare

Lighting adequate for purpose and positioned to avoid reflected glare on display screen

Take breaks and avoid being at screen and keyboard for excessive periods

13) Building hazards

- Emergency exits clearly signed
- Ramp available at doors to accommodate steps
- If any defect is spotted or work is needed to be carried out, a defect report/work request form (Appendix 3) must be completed in duplicate and passed to the Administrator who will file one copy and pass the other to a warden, H&S officer or other appropriate person. A permit to work (Appendix 4) can be raised by that person after ensuring that all relevant checks have been made regarding training, equipment checks, competence etc, again in duplicate, one copy to the person carrying out the work and one to the Administrator for filing.

14) Safeguarding

- Any concerns to be discussed with the Incumbent, or with the Benefice Safeguarding Officers: *Trish Pitt, Gloria Powell*
- The Parish Statement of Safeguarding and Code of Conduct is displayed inside each of the churches of the Benefice
- A full copy of the Diocesan safeguarding handbook is kept in the Benefice office.

15) Personal safety

Lone working procedure

To ensure safety while working alone, persons should make sure that at least one other person is aware of location, task to be carried out and expected duration of task.

See Lone Working Guidelines and Risk Assessment - Appendix 5a and 5b

DANGEROUS OR POTENTIALLY DANGEROUS OCCURENCES

Date of event

Person reporting incident

Nature of event

Date passed to H&S Officer / Church Wardens

Results of investigations

Recommendations

HADLEIGH BENEFICE DEFECT / WORK REQUEST FORM

NATURE OF DEFECT/WORK REQUEST	DATE	PERSON REPORTING	SIGNED	DATE TO ADMINISTRATOR	ACTION BY ADMINISTRATOR	DATE



HADLEIGH BENEFICE PERMIT TO WORK

TASK	START DATE	FINISH DATE	TEST AND TRAINING CERTIFICATES CHECKED Y/N	WORK AUTHORISED BY	SIGNED	DATE COMPLETED	COMMENTS

LONE WORKING GUIDELINES

We recognise that we have both a legal and Christian responsibility to keep staff, volunteers and visitors safe. At various times and for various reasons, people often work alone on church business, inside or outside the church building, and this makes them potentially vulnerable.

Who does it affect?

1. Anyone locking, unlocking, working in, or cleaning the building alone
2. The administrator, volunteers and the Incumbent, who are often in church alone
3. Those undertaking pastoral visits alone
4. Clergy, Church Wardens and others whose contact details are freely available and are therefore potentially at risk from callers to their homes.

Suggested Guidelines to ensure staff and volunteers are not exposed to unnecessary risks

Individuals have a responsibility to avoid placing themselves in unnecessarily dangerous situations. For example, by visiting in pairs where felt necessary, or by not agreeing to meet anyone in an isolated place. Everyone should be alert to possible dangers and be able to minimise risk by their own behaviour. For example, keeping lights on until a building is completely vacated.

All staff and volunteers have a responsibility to inform the Incumbent, Church Wardens and other volunteers of any suspicious behaviour noted or any threats made to them.

Personal Safety Guidance for Working Alone

Individuals should, wherever possible

- know who to contact in an emergency (details are posted in the vestry and kitchen areas)
- be aware of who is around you, and what is happening, at all times
- consider implementing a system of checks (with family, friends or neighbours) by notifying them of intended destination and expected duration away
- carry a mobile telephone (fully-charged and with sufficient credit) when appropriate, and particularly when alone in the church building
- carry a torch
- keep valuables out of sight
- one of the big torches should be available for any evening meeting or function (and these need to be checked regularly to ensure that their batteries are fully charged)

Pastoral visits: including home visits - which are generally likely to be 'low risk', but this is not always the case. Individuals should always aim to do the following: -

- let a colleague or family member know where you are going
- make a note in your diary of who and where you are visiting, with the nature and location of the meeting or activity

- If your plan changes, you should contact a colleague or family member to let them know what is happening and that you are safe
- make sure that you have a mobile phone with you, and keep it switched on during the meeting so that you can use it quickly in an emergency
- always follow (rather than lead) the person into a building or room
- familiarise yourself with the quickest means of exit should you need to use it
- ensure that you seat yourself near to a door so you can exit quickly if needed

Visitors to your home:

- Use your common sense / instinct about letting strangers into your house. If you have any doubts, do not let them in, and arrange a future meeting if necessary
- If you do invite someone in, do not leave them alone at any point
- Ensure that you have a telephone close to hand, and a clear exit route
- Set a time limit to the conversation, and communicate this to your visitor. If necessary, invent an appointment or commitment so that the encounter is not open-ended

Risk assessment

The PCC should ensure that any specific lone working activities are identified and appropriate risk assessments undertaken in order to identify the risks to lone workers and the control measures necessary to minimise these risks, as far as is reasonably practicable.

General questions to be considered as part of risk assessment:

- Is lone working necessary?
- Does the workplace present any particular or special risks to the lone worker?
- Are women especially at risk working alone?
- Is the person medically fit and suitable to work alone?
- What training is required to ensure competency in safety matters, risks and precautions and what guidance regarding the limits to what can and cannot be done whilst working alone?

St Mary's Church Hadleigh – LONE WORKING RISK ASSESSMENTS

Individuals have a responsibility to avoid placing themselves in unnecessarily dangerous situations; for example, by visiting in pairs where felt necessary, or by not agreeing to meet anyone in an isolated place. Everyone should be alert to possible dangers and be able to minimise risk by their own behaviour; for example, keeping lights on until a building is completely vacated.

Potential Risk	Who is at risk?	Level of risk	Actions / Control measures	By whom
Threatening behaviour or physical attack	Those unlocking or locking church; lone workers and those undertaking pastoral visits	Medium	Emergency contact details available to all. All volunteers encouraged to carry phone. All pastoral visitors to ensure that someone else is informed of meeting and/or to implement system of checks	See policy
Sudden illness or other emergency	All	Low	Emergency contact details available All volunteers encouraged to carry phone	See policy
Uneven floors, steps and ramps	All	Low	Potentially dangerous edges taped for improved visibility Volunteers encouraged to carry a torch	Churchwardens H & S rep All
Electrical hazards	All	Low	Leads and cables are covered with safety mats All equipment PAT tested No unauthorised people allowed in kitchen area	Churchwardens , H & S rep
Injury from heavy lifting, working at height or use of equipment	Verger / Church Wardens / cleaner, other volunteers	Low	No heavy lifting or working at height to be undertaken by lone individuals, and no specialist equipment (incl. ladders) to be used when lone working.	See policy

GENERAL RISK ASSESSMENT TEMPLATE

St Mary's Church, Hadleigh

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Example: Slips and trips	Visitors, volunteers etc may be injured if they trip over objects or slip on spillages		We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Areas are kept clear, and are regularly checked. Potential hazards are reported. Ramps and steps are edged with warning tape. Extension leads are placed in rubber enclosures.				

RISK = SEVERITY x PROBABILITY

RISK	Probability				
	1 rare	2 unlikely	3 possible	4 likely	5 almost certain
Severity	1 negligible	Low			
	2 minor		Moderate		
	3 moderate			High	
	4 major				Extreme
	5 catastrophic				