

The Church of Christ the King

Honeycrock Lane, Salfords Surrey RH1 5DF

Health and safety policy

Adopted by the PCC in June 2008

DRAFT REVIEW 2016

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 practical, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church and church grounds.

The allocation of duties for safety matters and the particular arrangements which we 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 will be on the agenda for the annual meeting of the Parochial Church Council, and at Fabric committee meetings when necessary.

Signed: (Priest)

Date:

Review Date:

Section B

Organisation and Responsibilities

1. Responsibility of the Priest

Overall responsibility for health and safety is that of the Parish Priest who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practise.

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 Officer

A person is nominated by the Fabric committee carries the responsibility for the day to day implementation of the arrangements outlined in this policy. The current holder of the post is **Allen Ross**.

The responsibility of the Health and Safety Officer 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 is clean and tidy
5. Ensure the church grounds are properly maintained
6. Ensure that safety equipment is used by all personnel where this is required
7. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators are competent to use them
8. Ensure that adequate access and egress is maintained

9. Ensure adequate fire extinguishers are available and maintained

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:

1. Comply with the 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 Health and Safety Officer
4. Report all accidents (however minor), injuries or other potential safety hazards as soon as possible to the Health and Safety Officer.
5. Not misuse anything provided on the interests of health and safety

Responsible Persons

The following are responsible for safety in particular areas:

1. By Activity

- Accident Book/ Accident Reporting (1) – Church wardens
- Fire Extinguishers (2.1) – Church wardens
- Portable Electrical Appliances (3.2) – Church Wardens
- Fixed Electrical System (3.4) – Church Wardens
- Hazardous Substances (4) – Church Cleaners
- Plant and Equipment (5) – Chair Fabric Committee
- Condition of Floors (6) – Church Cleaners/ Fabric Committee
- Condition of Church Grounds (6) – Chair Fabric Committee
- Light Bulb Changing (8) – Fabric Committee
- Building Defects/ Glazing (10) - Fabric Committee
- Child Protection (11) – Hazel Weaver
- Personal Safety (12) – Congregation
- Contractors (13) - Fabric Committee
- Choirs/ Music – Frances Plummer

2. By Area

Main body of church - Fabric Committee

Choir Vestry - Fabric Committee

Sacristy - Fabric Committee

Organ Loft - Fabric Committee

Church Grounds - Fabric Committee

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

First Aid boxes are located in the electrical cupboard at the rear of the church and in the cupboard above the safe in the clergy vestry. There is a label on the door.

The accident book is located in the electrical cupboard.

All accidents and incidents are entered in the accident report book and our insurers are advised at the joint discretion of the injured party and those in attendance. The Accident book is regularly reviewed.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (The Environmental Health Services, Reigate & Banstead Borough Council) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations **2013**. If there should be 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 the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

RIDDOR- revised 2013

These accidents will be reported by the Health and Safety Officer or **Church wardens**

General Fire Safety

Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997. In order to achieve this, we undertake the following:

1. An assessment of the fire risks in the church. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. A check that people who may be in the building can get out safely
4. To provide reasonable fire fighting equipment.
5. A regular check that our fire extinguishers are in place and are serviceable, and that there is an annual maintenance contract in place with a reputable company.

Fire Extinguishers

Fire extinguishers are kept in the following locations:

<i>Location</i>	<i>Type of Extinguisher and Capacity</i>
Front Entrance	Water
Electrical Cupboard	Carbon
By Organ	Water and Carbon
Choir Vestry	ABC fire (covers all types of fires)

The extinguishers noted above are checked annually by the church contractor .The Responsible Person ensures that the extinguishers are in place and have not been discharged.

Discovery of a Fire (No matter how small)

1. The alarm must be raised
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk
5. If not possible to attack 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.
6. Evacuate to the designated assembly point which is **the lay-by/bus stop on the A23 just beyond the boundary of the Church grounds.**
7. Ensure clear access for the emergency vehicles.

Electrical Safety

A list of all our portable electrical appliances is maintained by the Church Wardens, who will arrange at 12 monthly intervals (save where mentioned) the following:

1. The inspection of plugs, cables and sockets to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the chair of the Fabric Committee.

2. The testing of all portable electrical equipment by a competent contractor, (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or any other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.
3. A visual inspection will be carried out of the fixed electrical installation by the Responsible Person. Any defects will be reported to the Fabric Committee for appropriate action.
4. The inspection and testing every five years of the fixed electrical system by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
5. The lighting conductor system will be examined and tested **annually** by a competent specialist firm of lighting engineers.

It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by suitable qualified person and a register of such equipment is maintained.

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 Responsible Person
- iii) Do not attempt to use or repair faulty equipment
- iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved 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.

Hazardous Substances

Cleaning materials often contain hazardous substances and thus must be kept under lock and key when not in use by the church cleaners.

Safety of Plant and Machinery

The 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. Machinery must be switched off before any adjustments are made
3. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
4. 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.
5. The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
6. Persons under the age of 18 may use hand tools and are not permitted, without the necessary authorisation, to operate any power driven item of plant or machinery.
7. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two person operation.
8. Any defect and damage found to any item of plant or machinery must be reported to The Responsible Person
9. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

Item	Inspection Arrangements
Ladders	Visual check
Strimmer	Visual check
Lawn Mower	Visual check
Goggles	Visual check

Duplicator

Covered under electrical inspection arrangements and an annual service agreement

Slips, Trips and Falls (Condition of floors, steps and paths)

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, ongoing inspections will be made by the fabric committee of all floors in the church and all paths and steps in the church grounds. The committee will arrange for any defects to be repaired.

Lighting

In order to ensure that the church is adequately lit, ongoing inspections will be made by a member of the Fabric Committee to ensure that all lights in the church, are working. He/she will arrange for the replacement of bulbs in accordance with the safety procedures.

Working at High Levels

The following areas are designed as high levels – this needs be discussed by the Fabric Committee, and high level working areas:

Interior: Ladder to the Belfry, overhead heaters and lighting

Exterior: Dormers, gable ends

Persons may only work at high level with the approval of the Church Wardens or the Health and Safety officer or the chair of the Fabric Committee, who must satisfy themselves that due attention to safety requirements has been made.

The only work authorised without special agreement is the changing of light bulbs at low level and general matters of tidiness in and around the church e.g. clearing debris, leaves, rubbish etc.

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 e.g. moving the pews, we will ensure that there is an adequate number of people available to undertake the task

Glazing

1. Our policy is to ensure that our church is safe without risks to the health, safety and welfare of all those who use it. In order to achieve this, the building is inspected every 5 years at the quinquennial review.
2. Any defects are reported to the Priest and Church Wardens and the procedures that put in hand for repairs
3. Where necessary, temporary measures are taken to ensure that there is no 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 below shoulder height is of a safety material or is protected against breakage.

Child Protection

We have a separate Child Protection Policy which is reviewed regularly

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

A permanent record will be maintained of all accidents involving children.

Risk Assessments

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk (as determined by the organiser of the activity) at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. A Risk Assessment Form is at **Annex A** and a Fire Risk Assessment Form is at **Annex B**.

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:

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 employers 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 cooperate 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 the church officials. However, responsibility will remain with the contractors.
6. All contractors will be given detailed instructions regarding the areas where they were 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. (A specimen "Work Permit" is at **Annex C**). The Responsible Person will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

Information and Enforcement

Environmental Health Service information is available from Reigate & Banstead Borough Council, Town Hall, Castle Field Road, Reigate, RH2 0SH (Tel: 01737276000 Fax: 01737276404).

Head of Environmental Services (Tel: 01737276400 or out of hours 07699 391689 (call centre)).

Employment Medical Advisory Service Information is available from the Health and Safety Executive, Rose Court, 2 Southwark Bridge, London, SE19HS

Health and Safety Executive Information Line: [online of 03000031747](tel:03000031747)

Website: www.hse.gov.uk