



# St Andrew's Church Chippenham

with St Nicholas Tytherton Lucas

## Health and Safety Policy (May 2015)

Role	Name	Signed	Date
Health & Safety Officer	George Silk	<i>[Signature]</i>	14 <sup>th</sup> May 2015
Churchwarden	Daphne Jefferies	<i>D Jefferies</i>	14 May 15
Parish Priest	Rod Key	<i>Rod Key</i>	14/5/15

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## **1 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 success of this policy will depend on the co-operation of all employees, voluntary helpers and contractors. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

## **2 General Statement of Policy**

The policy of the St Andrews Parochial Church Council, 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, voluntary helpers and contractors, also to provide such information, training and supervision as they need for this purpose.

We will ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation and the general public who may visit the church, churchyard and any properties for which we have responsibility. The policy will be kept up to date to reflect any changes to our buildings or activities and will be reviewed at least annually by the Parochial Church Council.

The procedures required to implement the policy are as set as follows:

## **3. Organisation and Responsibilities**

### **3.1 Overall Responsibility**

The overall responsibility for health and safety rests with the PCC and Vicar. They are to ensure that up to date policy and arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice.

### **3.2 Churchwarden's Responsibility**

Churchwardens are to ensure the effective application and management of the policy agreed by the PCC. Specific responsibilities may be delegated to individual church members as required.

### **3.3 Responsibility of the Health and Safety Officer (HSO)**

The Health and Safety Officer is responsible for the day to day implementation of the requirements contained in this policy statement, specifically as follows:

- 1 Ensure that the PPC is kept advised on all actual and potential Health & Safety matters.
- 2 Be familiar with Health and Safety Regulations as far as they concern church premises and activities.
- 3 Be familiar with the health and safety policy and arrangements and ensure they are observed.
- 4 Ensure, insofar as is reasonably practicable, that safe systems of work are in place.
- 5 Ensure that cleanliness is maintained consistent with health & safety requirements.
- 6 Ensure the churchyard is properly maintained consistent with health & safety requirements (Noting: the condition of monuments, tombstones, footpaths & steps, trees and grassed areas etc).
- 7 Ensure that safety equipment and clothing is provided and used by all personnel where this is required
- 8 Ensure that all plant and equipment owned by the church is properly maintained and in good condition and that all operators have received the appropriate training.
- 9 Ensure that adequate access and egress to all areas is maintained
- 10 Ensure adequate fire fighting equipment is available and maintained
- 11 Ensure that appropriate food hygiene regulations and procedures are observed.

### **3.4 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 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.
4. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
5. Not misuse any equipment or materials.

### 3.5 Responsible Persons

The following are responsible for safety in particular areas:

#### 3.5.1 by Activity

Accident Book/Accident Reporting (4.1)	H & S Officer (HSO).
General Fire Safety (4.2)	HSO.
Emergency Evacuation (4.2.1)	Event Manager, Sides Persons & Stewards.
Electrical Safety (4.3)	HSO & Chair - Fabrics Committee
Gas Equipment Safety (4.4)	HSO & Chair - Fabrics Committee
Safety of Machinery & Equipment (4.5)	HSO & Chair - Fabrics Committee, Church Wardens
Working at High Levels (4.6)	HSO, Event Manager
Food Preparation (4.7)	HSO, Activity Manager
Manual Handling (4.8)	HSO, Event/ Activity Manager
Building Defects/Glazing (4.10)	Chair – Fabrics Committee & Church Wardens
Child Protection (4.11)	Child Protection Officer & Event Manager.
Vulnerable Persons Protection (4.12)	Vulnerable Persons Protection Officer & Event Manager
Personal Safety (4.13)	HSO
Contractors (4.15)	HSO & Chair- Fabrics Committee & Activities Manager.
Bell Ringing	Tower Captain & HSO
Choirs/Music	Director of Music
Outings	HSO & Event Manager.
Health and Safety Training	HSO

#### 3.5.2 By Area

Church & Church Halls Building (including kitchen)	HSO & Event/Activities Managers
Bell Chamber	Tower Captain & HSO.
Churchyard	HSO & Chair - Fabrics Committee & Church Wardens
Vicarage	Vicar & HSO
20A St Mary Street	Church Wardens & HSO
80 Sheldon Road	Church Wardens & HSO
Church Flat above Church Office	Church Wardens & HSO

## 4 Arrangements for Policy 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.

## 4.1 Accidents and First Aid

First Aid boxes & accident report books are located in the church (south warden's stall) & kept in church halls building (the office and the kitchen).

Trained/qualified First Aiders are listed in the Appendix and updated annually.

The accident book(s) and first aid boxes should be formally inspected monthly by HSO and/or Church Wardens and a record of inspections maintained.

All accidents and incidents are to be entered in the accident book or on an accident report form. (our insurers should be advised if appropriate).

### 4.1.2 RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

These accidents will be reported by the Responsible Person or HSO.

All hirers of the church or church hall are to be advised, in writing, of the existence and location of the Accident Books and First Aid boxes in the building they are using.

In the event of an accident, details must be entered in the accident book and the HSO is to be notified.

## 4.2 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 and associated buildings. 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 including if necessary the provision of emergency lighting.
4. To provide reasonable fire fighting equipment.
5. A check that those in the building know what to do if there is a fire.
6. 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.

### 4.2.1 Evacuation Drills

Fire evacuation drills will be carried out at least once every **twelve months**. A record of the fire evacuation drills will be maintained. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

### **4.3 Electrical Safety**

1. A list of all our portable electrical appliances is to be maintained by the PCC.
2. Every year plugs, cables and sockets will be inspected by the Responsible Person to ensure that there are no loose connections, worn flexes or trailing leads together with a visual inspection of fixed electrical installations. Any repairs required will be reported to HSO & Chair – Fabric Committee.
3. Every **year** all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body, to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.
4. 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.
5. Every year our lightning conductor system will be examined and tested by a competent specialist firm of lightning conductor engineers.
6. It is our policy not to sell or give away 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.
7. 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 and approved 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 protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

### **4.4 Gas Equipment Safety**

1. Our gas boilers and any other gas equipment will be maintained and checked annually by a competent contractor who is 'Gas Safe' registered. Any necessary work required for safety is to be implemented immediately.

### **4.5 Safety of Machinery & Equipment**

The PCC / HSO will maintain a list of all items of machinery and equipment. The procedures for checking and rules for use are as follows:

1. Employees and voluntary workers must not operate or use machinery that they are not trained and authorised to use.
2. Employees and voluntary workers must not ride on any parts of machinery where not intended
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 or equipment is used.
5. Before using any item of equipment 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 equipment or machinery.
8. Ladders & steps may only be used when they can be safely secured. This may necessitate the use of ladder ties or two-person operation.
9. Any defect & damage found on any item of equipment or machinery must be reported to HSO.
10. All equipment and machinery will be regularly maintained and a schedule kept of maintenance requirements.
11. Ear defenders are to be worn when working in the Bell Tower when the bells are being swung.

#### 4.5.1 Equipment & Machinery List.

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

Hot Water Urns, Coffee Machines & Kettles.  
Portable Electric Heaters.  
Floor Polisher  
Vacuum Cleaners.  
Portable Staging  
Steps.  
Ladders (all two man)

#### 4.5.2 Liturgical Hazards.

Special attention is required when using any of the following items of equipment and materials. They all pose a special health and safety hazard with unique features or their application. A 'Risk Assessment' should be made prior to use or application. All responsible persons concerned should be aware of, familiar with and fully understand the contents.

Incense Burner  
Brazier – to only be used in church-yard.  
Candles - Static (Wax & Oil filled).  
Candles – Hand Carried.

#### 4.6 Slips, Trips & Falls

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the HSO / Responsible Person of all floors and stairs in the church and hall 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 Wardens who will arrange for repairs to be carried out.

Only **approved contractors** may work at high level. The HSO is to ensure the contractors 'High Level Working – H&S Procedures' are followed. No work is permitted without contractual agreement.

Simple ground level cleaning and dusting inside the church, hall and St Catherine's Room, using only small step ladders to reach window sills and tops of furniture may be considered provided that two persons are present

#### 4.7 Preparation of Food

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training.
3. 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.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Foodstuffs prepared on the church premises, may only be prepared in the following areas:  
**kitchen adjacent to church hall, vicarage kitchen.**
6. Only those persons who have received the appropriate hygiene training may prepare and serve foodstuffs or supervise these activities.
7. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures to be implemented.

#### 4.8 Handling

With regard to 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.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

Handling Task	Method	Persons	Equipment
Moving nave altar	Hand carry	4	None
Chapel of Unity	Hand carry	2	None
Moving portable altar rails	Hand carry & push	2 (to lift)	None
Moving rows of seats (inc choir seats)	Tilt backwards at 45° and Hand carry	2	None
Moving stacking chairs	Stack up to 10 high and Transport on trolley	1	Trolley (+ 1 one to assist)
Erecting temporary staging	Hand carry	2 - 4 (large)	None
Moving grand piano	Push using fitted wheels	3	None
Moving Stacking Tables	Hand Carry & Stack	1 per small table 2 per long table	None

#### 4.9 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 our risk assessments:

1. Stability and legibility of the screen
2. Contrast and brightness of the screen
3. Tilt and swivel of the screen
4. Suitability of keyboards and other peripheral devices, desks and chairs
5. The workstation environment
6. 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 HSO.

#### 4.10 Hazardous Buildings/Glazing

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 every **month** by the Responsible Person.

Any defects noted are immediately reported to the Church Warden and the procedures put in hand for repairs. Where necessary, 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 damaged glass in windows is replaced and any below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.



#### **4.11 Child Protection**

A child protection policy and associated procedures will be maintained and reviewed as necessary but at least annually.

#### **4.12 Vulnerable Persons Protection**

A Vulnerable Persons Protection policy and associated procedures will be maintained and reviewed as necessary but at least annually.

#### **4.13 Personal Safety**

For all hazardous activities we will carry out risk assessments and produce procedures which must be followed.

#### **4.14 Risk Assessments**

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk 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 specimen Risk Assessment Form is included as Appendix 3 of the Guidance Notes).*

#### **4.15 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 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 the 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. *(A specimen "Work Permit" is included as Appendix 4 of the Guidance Notes).*

The Responsible Person will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

## 5. Useful Information.

Environmental Health Service Information:

**Address:** Wiltshire Council  
Monkton Park, Chippenham, Wiltshire SN15 1ER

**Tel:** 01249 706111

**Contact Name:** Colin Hams – Higher Technical Officer,  
colin.hams@wiltshire.go.uk

Employment Medical Advisory Service Information:

*(The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters. Enter here the address and telephone/fax numbers of your regional HSE office where you can contact the Medical Advisory Service).*

**Address:** Intercity House, Victoria Street, Bristol  
**Tel:** 0117 988 6000

**Contact Name, if known**

*Health and Safety Executive Information Line: 0541 544 5500*

[SE Books: 01787 881165](tel:01787881165)