

# Health and Safety Policy

	<b>Christ Church</b>	<b>Mission House</b>
<b>Address</b>	Gloucester Street, Newtown, Chester CH1 3HR	Christ Church Mission House Church Street, Chester CH1 3JD
<b>Date</b>	21 <sup>st</sup> May 2019	
<b>Review Date</b>	May 2022 (3 years)	

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:

- Section A – General statement of policy
- Section B – Organisation and responsibilities
- Section C – Arrangements

## A General statement of policy


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 the Mission House. 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 appoint a member of the PCC to have specific responsibility for this policy and its implementation. 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 We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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, voluntary worker 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.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

<b>Signed</b>	
<b>Vicar</b>	Revd Graham Shaw

## **B Organisation and responsibilities**

### **B.1 Responsibility of the PCC**

Overall responsibility for health and safety rests with the Parochial Church Council (PCC) as trustees.

### **B.2 Responsibility of the Health and Safety Officer**

The PCC may appoint a Health and Safety Officer (H&SO). In the absence of an individual being appointed the Churchwardens will assume the following responsibilities. H&SO responsibilities may be delegated/allocated to named individuals. The H&SO 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 and complaints are investigated and dealt with as soon as possible
- All accidents are investigated in line with this policy
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- Advice is sought where clarification is necessary on the implementation of this policy
- Set a personal example on matters of health and safety.
- 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 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
- Set a personal example on matters of health and safety
- Ensure adequate firefighting equipment is available and maintained
- Ensure that food hygiene regulations and procedures are observed
- Ensure that risk assessments are completed and recorded as appropriate.

### **B.3 Responsibility of employees and voluntary workers**

All employees and voluntary workers 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:

- read this policy and understand what is required of them
- complete their work taking necessary precautions to protect themselves and others
- attend any training required to enable them to undertake duties safely
- 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
- not misuse anything provided in the interests of health and safety
- warn new employees or volunteers of known hazards and make them aware of any health and safety implications of their role.

## **B.4 Responsible persons**

Persons responsible for activities in particular areas are identified in the Appendix which is not a part of the formal Church policy.

## 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.

C.1	Accidents and first aid
C.2	Fire safety
C.3	Electrical safety
C.4	Gas equipment safety
C.5	Hazardous substances
C.6	Safety of plant and machinery
C.7	Slips, trips and falls
C.8	Lighting
C.9	Working at high levels
C.10	Preparation of food
C.11	Manual handling – lifting, carrying and moving loads
C.12	Display screen equipment
C.13	Hazardous buildings/glazing
C.14	Safeguarding
C.15	Personal safety
C.16	Risk assessments/activities
C.17	Contractors
C.18	Information and enforcement
C.19	Health and Safety law poster
	Appendix (not a part of the formal policy)

### C.1 Accidents and first aid

**First Aid boxes** are located in:

1. Church Vestry

2. Mission House kitchen

Accident reporting forms are located in each First Aid box.

Trained/qualified first aiders are listed on the First Aid box.

The details of all accidents and incidents must be entered on an accident report form which must be left in the Mission House post-box or church admin post box (in the vestry) before vacating the premises. The responsible person should be notified as soon as reasonably possible.

When they are received, accident report forms are reviewed by the responsible person and then filed. All accidents and incidents will be entered in the Accident Book.

The responsible person will report to the Health and Safety Executive any accidents falling within the scope of Reporting of Injuries, Diseases and Dangerous Occurrences 1995 (RIDDOR) and our insurers informed.

If the Church or Mission House is let to outside organisations, the arrangements for dealing with accidents will be part of the agreement.

Accident books and accident records are regularly reviewed.

## C.2 Fire safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- an assessment of the fire risks in the church and associated buildings, including the Mission House, and the risks to our neighbours. The assessment is carried out every three years and reviewed at least annually by the responsible person.
- a check that a fire can be detected in a reasonable time and that people can be warned
- a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- to provide reasonable firefighting equipment
- a check that those in the building know what to do if there is a fire
- a regular check that our firefighting equipment is in place and is serviceable, and that the equipment is checked annually, and any expired equipment replaced.

### C.2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
Main Church, front and rear of Nave, Vestry	Foam, all fires, 6ltr.
MH, kitchen and outside upper lounge	Foam, all fires, 6ltr.

The extinguishers noted are checked every month to ensure that they are still in place and have not been discharged.

### C.2.2 Fire alarm system

There is a fire alarm system in the Mission House. The procedures for checking and maintaining the system are addressed in a separate, stand-alone, document.

### C.2.3 Other fire protection equipment

Fire blanket in MH kitchen and church Vestry/kitchen

### C.2.4 Evacuation procedure

#### A. Church Building

Our procedures for stewarding/evacuation are as follows:

1. All designated fire doors are unlocked by the sidesperson or verger before the service/event commences and will be clearly marked as fire exits using the 'Running Man' symbol.
2. A sidesperson has responsibility for assisting people to leave. For weddings, funerals and other large church services and events this will be a verger.
3. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building and the route to be taken will be made by the service leader present or the event organiser.
4. Persons will assemble on the grass outside the main church door.
5. The emergency services will be contacted immediately by the service leader or the event organiser.

In the case of a 'non-church' activity being held in the Church building, the hirer or their agent is responsible for familiarising themselves with all safety procedures, unless a church caretaker or vergers has been employed for the event.

## B. Mission House

The designated fire door is clearly marked as a fire exit using the 'Running Man' symbol.

In the event of a fire, the Fire Alarm will sound either automatically on heat/smoke detection or on manual operation of a break-glass call point.

The emergency services will be contacted immediately by activity organiser.

Persons vacate the building by the marked fire exit and will assemble on the grass outside the main church door.

In the case of a 'non-church' activity being held in the Mission House, the hirer or their agent is responsible for familiarising themselves with all safety procedures, unless a church caretaker or vergers has been employed for the event.

## **C.2.5 Evacuation drills**

Fire evacuation drills will be carried out annually and recorded. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

Sidespeople and vergers will be instructed on their responsibilities in the event of an emergency during church services or other events.

## **C.2.6 If you discover a fire (no matter how small)**

Fire Action Notices are provided by each door in both buildings to identify the actions to be taken.

## **C.3 Electrical safety**

- 1 A list of all our portable electrical appliances is held by the church administrator following portable appliance testing.
- 2 Every 2 years all our portable electrical equipment will be tested by a competent person. Any unsafe equipment will be safely disposed of.
- 3 Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work required for safety will be carried out.
- 4 Every 5 years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
- 5 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. Report all faults immediately to one of the wardens or deputy wardens.
  - ii. Do not attempt to use faulty equipment.
  - iii. Electrical equipment should be switched off and disconnected when not in use for long periods.
  - iv. We recommend that any personal equipment is used via an RCD. We have a policy to upgrade all sockets to have RCD protection.
  - v. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

## **C.4 Gas equipment safety**

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

## C.5 Hazardous substances

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

- i. Stored in the Church store room which has a high-level child-proof catch.
- ii. Stored in the Mission House store room which has a high-level child-proof catch.
- iii. Hazardous substances are kept in their original containers.

All hazardous substances must be used in line with the manufacturer's instructions. This includes those marked as *'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment'*.

## C.6 Safety of Plant and Machinery

Items of equipment and machinery could include items such as organ, ladders, scaffolding, lawnmowers, strimmers, chainsaws. The procedures for checking and rules for use are as follows:

- i. People must not operate plant or machinery that they are not trained or authorised to use.
- ii. Machinery must be switched off before any adjustments are made.
- iii. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- iv. 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.
- v. Appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- vi. Ladders may only be used for short duration or when other equipment, such as tower scaffolds or mobile elevated work platforms, cannot be used and with someone footing the ladder or otherwise secured.
- vii. Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- viii. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken.

## C.7 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, at least annually, an inspection will be made by the responsible person of:

- i. all floors and stairs in the Church and Mission House, and
- ii. all paths and steps in the churchyard.

Particular note will be made of moss, algae and leaves on paths.

Any defects noted will be reported to the responsible person who will arrange for repairs or remedial measures to be carried out.

## C.8 Lighting

In order to ensure that the Church and Mission House are adequately lit, any defects should be reported to the responsible person who will arrange for repairs or remedial measures to be carried out following appropriate safety procedures.

## **C.9 Working at high levels**

Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury.

Only trained persons and approved contractors are authorised to work unsupervised at high level. Competent volunteers, with the agreement of the H&SO, may work at high level under the direct supervision of a trained and authorised person. A record of appropriately trained persons is maintained.

The safety equipment provided must be used and appropriate clothing must be worn.

Exceptions to this requirement are the following routine activities:

- Hanging displays
- Cleaning light fittings
- Changing bulbs
- Maintaining light fittings, starters, ballasts, diffusers
- Installing and maintaining lightweight fixtures and fittings, curtain rails.

## **C.10 Preparation of food**

Food Hygiene Regulations apply to all food prepared and served in the Church and the Mission House, except where they fall under an appropriate exception such as irregular preparation. Another exception is for food prepared and cooked at home however such food should be transferred under hygienic conditions and subsequently stored at an appropriate temperature before use.

The church recognises that it is good practice to follow the appropriate regulations governing the preparation and storage of foodstuffs

1. All food handlers receive adequate supervision and instruction.
2. The appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
3. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
4. At least one person who supervises such preparation should ideally hold a current certificate of food hygiene or equivalent.
5. All hirers are advised that who wish to provide foodstuffs are advised of the facilities and procedures and are advised to have the appropriate insurance.

## **C.11 Manual handling – lifting, carrying and moving loads**

Our policy is to eliminate the need for manual handling as far as is reasonably practicable. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids as far as possible.

Where appropriate training will be given to employees, voluntary workers and volunteers regarding undertaking manual handling tasks.

## **C.12 Display screen equipment**

Our policy is to assess the risks to all habitual users of computer workstations. The church recognises that it is good practice to follow the appropriate regulations governing working with display screen equipment.



Employees or voluntary workers working using portable equipment, particularly those regularly working at their home, are required to annually assess their working environment and discuss the assessment at their annual review.

## **C.13 Hazardous buildings/glazing**

1. The building is inspected by an architect every 5 years where major defects are noted and reported back to PCC.
2. Any defects noted at other times are reported to HSO or the maintenance team and procedures put in hand for repairs.
3. Where necessary, temporary measures are taken to minimise the risk of accident or injury until permanent repairs can be carried out.
4. Before major work is undertaken, an asbestos report is carried out and, where necessary will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.
5. All glass in windows below waist height, in doors and beside doors below shoulder height should be of a safety material or protected against breakage.

## **C.14 Safeguarding**

Safeguarding is covered on a separate, stand-alone policy, which is annually reviewed by PCC.

## **C.15 Personal safety**

Employees and voluntary workers are encouraged to assess any risks involved when::

- i. working alone in the church.
- ii. travelling on church business.
- iii. handling cash and other valuables

Where possible, tasks in the Church and Mission House should be carried out in the company of at least one other or ensuring they have a means of calling for help if necessary, such as a mobile phone.

## **C.16 Risk assessments/activities**

Risk assessments will be carried out on all activities that carry a significant risk at regular intervals and checked by their line manager or supervisor.

A general risk assessment form is available from the Church Administrator.

## **C.17 Contractors**

All contractors, including the self-employed, must, to the extent appropriate to their work, 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.
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 are 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. At all times responsibility remains with the contractor for their employees, sub-contractors or any other persons working on their behalf.

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. It is the responsibility of any contractor to assess the risks associated with work they are going to carry out and ensure suitable precautions are taken.

## C.18 Information and enforcement

### Environmental Health Service (local authority)

The contact details for the Environmental Health Department of our local council	Regulatory Services Wyvern House Winsford, CW7 1AH
Telephone	0300 123 7 038
Email	-
Name if known	-

### Employment Medical Advisory Service

The Medical Advisory Service, a part of the Health and Safety Executive, can provide guidance on health matters. The contact details of our regional HSE office where you can contact the Medical Advisory Service. HSE Information Line: 0845 345 0055	Health and Safety Executive Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS
Telephone	0300 003 1747
Email	-
Name if known	-

### Health and Safety (local authority):

The contact details for the Health and Safety Department of our local council	Compliance and Improvement Team Regulatory Services Cheshire West and Chester Council 1st Floor The Forum Chester, CH1 2HS
Telephone	0300 123 7 038
Email	<a href="mailto:wyvernhousecontactcentre@cheshirewestandchester.gov.uk">wyvernhousecontactcentre@cheshirewestandchester.gov.uk</a>
Name if known	-

## C.19 Health and Safety Law poster

A copy of the HSE poster 'Health and Safety Law – what you should know', is displayed in the Church Vestry and the Mission House kitchen.

**APPENDIX** This list will be kept current and is not part of the formal policy

The Incumbent (Vicar):	Revd Graham Shaw
Church Wardens:	Wendy Peto and Andrew Wigglesworth
Health and Safety Officer (H&SO):	Will Steel
Deputy Church Wardens:	James Cox, Chris Giddings, Rob Peto
Parish Safeguarding Officer:	Brigid Murphy

The current personnel specifically referred to in this policy are:

B.3	The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy	H&SO
C1	Responsible person	H&SO
C.2	Responsible persons	H&SO
C.3	Nominated competent person	Contractor
C.5	Responsible person – Hazardous substances	H&SO
C.6	Responsible person – Plant and machinery	Deputy Church Wardens
C.7	Responsible persons – Slips, trips and falls	Deputy Church Wardens
C.8	Responsible person - Lighting	Deputy Church Wardens
C.9	Trained and authorised persons	Deputy Church Wardens
C.14	Safeguarding	Parish Safeguarding Officer