

ST PETER & ST PAUL LITTLE GRANSDEN

HEALTH & SAFETY POLICY

Local Authority Environmental Health Officers are responsible for enforcing Health and Safety legislation in churches. They have the power to enter churches at any time to ensure that we are complying with the law.

Although the *Management of Health and Safety at Work Regulations 1999* states that a written Health and Safety Policy is required only if an organisation has five or more employees, the Health and safety Executive are increasingly viewing volunteers as employees and expect them to be provided with the same level of protection.

This document aims to help increase awareness of Health and Safety Policy and Procedures. It is based on the Ecclesiastical Insurance Health and Safety Policy, prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974.

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 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 and others who may visit the church and churchyard.

This policy will be kept up to date, and reviewed at least annually, particularly in the light of any changes to our buildings or activities. In order to ensure that health and safety matters are kept constantly under review, health and safety will be a standing item on the agenda of all Fabric & Finance meetings of the Parochial Church Council.

A copy of the current issue of this policy is given to the leader of each voluntary group working on behalf of the Rector, Churchwardens and PCC of St Peter & St Paul's Church Little Gransden.

Signed

The Revd. Catharine Furlong

Date:

Section B: ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Incumbent

The Incumbent has overall responsibility for health and safety in the church and churchyard.

2. Responsibilities of the Churchwardens

The Churchwardens have the responsibility of ensuring that the arrangements outlined in this policy are carried out and updated as necessary.

3. Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented and maintained. The PCC will appoint a Health and Safety Officer.

4. Responsibility of the Health and Safety Officer

The Health and Safety Officer is responsible for the day-to-day implementation of the arrangements outlined in this policy. The responsibility of the health and safety officer shall be to:

- Be familiar with Health and Safety Regulations as far as they concern church premises.
- Be familiar with the Health and Safety Policy and arrangements and ensure that they are observed.
- Provide the PCC with written reports on Health & Safety matters at its Fabric and Finance meetings.
- Ensure that as far as is reasonably practicable, safe systems of work are in place.
- Ensure that the church is clean and tidy.
- Ensure that safety equipment and clothing is used by all personnel where this is required.
- Ensure that adequate access and egress is maintained.
- Ensure that adequate fire fighting equipment is available and maintained.

5. All 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.

Voluntary workers must therefore:

- Comply with safety rules, operating instructions and work procedures.
- Use protective clothing and equipment when required.
- 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.

6. Responsible Personnel

The following have primary responsibility for safety in particular areas:

These lists are not exhaustive

Activity

Accident book/reporting	Safety Officer
Fire Extinguishers	churchwardens
Portable electrical appliances	churchwardens
Fixed electrical systems	churchwardens
Condition of floor and stairs	churchwardens
Condition of churchyard	churchwardens
Light bulb changing	churchwardens
Building defects / glazing	churchwardens
Safeguarding	Safeguarding officer
Fetes and Outings	churchwardens
Bell Ringing	churchwardens
Contractors	churchwardens / church architect
Choir	ALM Music

Area of Church

Main body of church	churchwardens
Organ loft	churchwardens
Vestries	churchwardens
Bell chamber	churchwardens
Clock chamber	clock winder
Churchyard	churchwardens

SECTION C

PROCEDURES UNDER THIS POLICY:

This section sets out our arrangements to minimise as far as is reasonably practicable risks to health and safety of voluntary workers, members of the congregation, visitors and contractors.

1. ACCIDENTS AND FIRST AID

The First Aid Box is located in the vestry.

One Churchwarden is a registered medical practitioner.

All accidents and incidents must be recorded at the time on one of the sheets in the Accident File inside the church door, which should then be given to the Health & Safety officer. Serious incidents must be reported immediately to a responsible person.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of events to the enforcing authorities.

2. FIRE SAFETY

We undertake the following:

An assessment of the fire risks in the church is carried out as part of our general health and safety risk assessment by our Health & Safety Officer every twelve months.

SEE APPENDIX FOR DATE OF NEXT INSPECTION

A check that people who may be in the building can be got out safely, including the provision of necessary emergency exits and signage.

To provide reasonable firefighting equipment, and to check regularly that it is in place and serviceable, and that there is an 5-yearly servicing contract in place . The name of the company is:

Smiths Fire LLP
Northfield Point
Cunliffe Drive
Kettering
Northants. NN16 9Q

SEE APPENDIX FOR DATE OF NEXT INSPECTION

Fire extinguishers are kept in the following locations:

Near main fusebox (behind organ);	CO2
Back of choir stalls, organ side:	Water
Inside North Door, near vestry:	Water
Near font:	Water

Evacuation procedure

For large services, concerts etc. consideration should be given to advising the congregation of the emergency procedures before commencement of the event. Where this is not considered practical or appropriate, the sidesmen (including stewards who may be appointed by the organisers) must be made aware of their responsibility to organise an orderly evacuation.

All designated fire doors must be clearly marked as fire exits using the 'running man' symbol and must be unlocked before the service/event commences. Stewards are allotted to each door and have responsibility for that part of the church.

The senior sidesman, or the organiser of a social event, is responsible for the fire procedure:

If you discover a fire:

- Raise the alarm immediately
- Telephone the emergency services
- Arrange an orderly evacuation of the premises.
- Attack the fire if possible, within your capability, without taking personal risk.

There is no designated Assembly Point at the time of writing.

3. ELECTRICAL SAFETY

- Every year plugs, cables and sockets are visually inspected by the Health & Safety Officer and any repairs reported to the churchwardens for action.
- Every 2½ years (as decided by PCC, 8 Mar 16) a competent firm of engineers will test the lighting conductors.

The current contractors are:

JW Gray Lightning Protection Ltd
Unit 1 Swanbridge Industrial Park
Black Croft Road
Witham
Essex CM8 3YN

SEE APPENDIX FOR DATE OF NEXT INSPECTION

- Every year Portable Appliances will be tested by a qualified electrician..
The current contractors are:

SEE APPENDIX FOR DATE OF NEXT INSPECTION

- The fixed electrical system will be checked every five years by an NICEIC or ECA approved electrician. The company undertaking these checks is:

VJ Skerry Ltd
72 High Street
Huntingdon
Cambs. PE29 3EN

SEE APPENDIX FOR DATE OF NEXT INSPECTION

Misuse and abuse of electrical equipment can cause fires or injury. Faulty electrical equipment can kill. All voluntary workers must observe the following:

- Visually check all equipment before use.
- Report any faults immediately to the churchwardens.
- Do not attempt to use or repair faulty equipment.
- No electrical equipment should be brought into the church and used without reference to the churchwardens.
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be so positioned and protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. LPG SAFETY

Revised 29 JAN 18

- Every 12 months the heaters are inspected and any repairs arranged. The heaters and pipework are inspected by:
Amicus Services Ltd
Unit 4 Home Farm Court
The Street
Diddington
Cambs. PE19 5XT
SEE APPENDIX FOR DATE OF NEXT INSPECTION

The tank is not regularly inspected, but Calor Gas Operations Centre have issued guidance notes (September 2016) concerning tank siting and access.

5. HAZARDOUS SUBSTANCES

Small quantities of household cleaning materials are stored in the locked filing cabinet in the vestry.

Substances required for major spring-cleaning are brought in for use at the time, and then removed.

6. SAFETY OF PLANT AND MACHINERY

Voluntary workers must not operate plant or machinery that they are not accustomed to use.

The appropriate personal protective equipment must be worn.

Ladders may only be used when other equipment such as tower scaffolds cannot be used and for work of short duration provided they can be safely secured. Part of the church roof is only accessible by use of an extending ladder, which is brought in for the purpose.

A second person must always be in close attendance when a ladder is used.

7. SLIPS, TRIPS AND FALLS

In order to reduce as far as reasonably practicable the risk of slips, trips and falls, an inspection will be made every year of all floors and stairs in the church and all paths and steps in the churchyard.

The main tripping and falling hazards are in restricted areas as described within this document.

8. LIGHTING

Any light bulbs which requires replacing will be reported to the churchwardens, who will ensure that the bulbs are replaced following appropriate safety procedures..

9. WORKING AT HIGH LEVELS

The following areas are designated as high areas:

Interior

Clerestory windows

Clock room

Bell chamber

Exterior

All church roofs.

Only the following work is authorised at high levels without special arrangement:

Exterior

Clearing roofs and down pipes of leaves

Interior

Maintenance of the clock and bells and other work in the bell tower

Changing light bulbs.

“Low level” cleaning.

10. PREPARATION OF FOOD

Food preparation is not carried out on the church premises. If food is provided for special functions it is prepared at home.

11. MANUAL HANDLING

Normal activities such as preparing for church services are carried out by churchwardens, sidesmen and servers. If there is need to carry out additional activities, especially involving heavy or bulky items, this must be supervised by the churchwardens and/or delegates.

12. DISPLAY SCREEN EQUIPMENT

Display screen equipment is used very rarely.

13. HAZARDOUS GLAZING & MATERIALS

There is no hazardous glazing.

The Asbestos Management Survey was completed by Broadland Group on 30 December 2016. It found no trace of Asbestos in the building. The Asbestos Register,

which forms part of the Asbestos Management Survey, is kept in the filing cabinet in the vestry.

The church is inspected weekly by a churchwarden for any damage. Any defects are reported immediately to the incumbent and arrangements made to clean the area if necessary and effect repairs.

14. SAFEGUARDING

The church operates a safeguarding policy. (See separate documentation)

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.

15. PERSONAL SAFETY AND RISK ASSESSMENT

Risk assessments are in place to assess the risks to church cleaners and other persons working alone in the church.

The following activities also take place and require risk assessments:

fetes

sponsored walks, visits and outings.

churchyard maintenance and grave digging.

erection of temporary staging.

This list is not exhaustive.

16. CONTRACTORS

Generally speaking, the Architect will be regarded as the competent person to assist the church officials with regard to duties under the Construction (Design and Maintenance) Regulations.

Anyone entering church premises for the purpose of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors must:

Have their own Health & Safety policy and be able to provide a copy of the same.

Have the appropriate Public and Employers' Liability insurance in place and on record.

Comply with the requirements of this health & safety policy and co-operate with the church officials in providing a safe place of work and system of operation.

Show where necessary that plant and machinery brought onto the church premises has been inspected and tested to ensure its safe operation.

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Only use sub-contractors or persons other than their own direct employees with the express permission of church officials. However, responsibility will remain with the contractors.

Contractors must be given detailed instructions regarding the areas where they are permitted to work, the work that they are authorised to undertake, and any safety precautions that they must undertake.

APPENDIX:
Details and dates of Inspections under this policy:

Type	Frequency	By whom?	Date of next inspection.	Remarks
Fire & general risk assessment	Yearly	PCC H&S Officer	Feb 2018	May need to be delayed re. current building works.
Fire fighting equipment	5-Yearly	Smiths Fire LLP Northfield Point Cunliffe Drive Kettering Northants. NN16 9QJ	2 Aug 2022	
Lightning Conductors	Every 2½ years	JW Gray Lightning Protection Ltd Unit 1 Swanbridge Industrial Park Black Croft Road Witham Essex CM8 3YN	October 2018	.
PAT testing	Yearly	Information awaited		
Fixed electrical system	5-Yearly	VJ Skerry Ltd 72 High Street Huntingdon Cambs. PE29 3EN	July 2022	
LPG Heaters	Yearly	Amicus Services Ltd Unit 4 Home Farm Court The Street Diddington Cambs. PE19 5XT	July 2018	
LPG Tank	Yearly	Visual inspection by PCC H&S officer. Advice received from Calor Gas Operations Centre, September 2016, & acted upon by Churchwardens.		