



Parish of Rayleigh

HEALTH AND SAFETY POLICY

General Information

Responsible person: Canon Gordon Simmonds - Parish Facilities Manager

Address of properties: Holy Trinity Parish Centre, Rectory Garth, Rayleigh, SS6 8BB
St Michael's Parish Centre, Sir Walter Raleigh Drive, Rayleigh, SS6 9JB

Date of adoption: 11 July 2016

Date of review: 1 July 2019

To comply with the law, this policy is in three sections:

- A - General Statement of Policy
- B - Organisation and responsibilities
- C - Arrangements

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your cooperation. It is important that you read this document carefully and understand your role and the overall arrangements for health and safety.

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, 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, visitors and others who may visit the church, churchyard and any associated buildings and land.

The allocation of duties for safety matters and the particular arrangements that we will 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 annually and the appropriate changes made.

In order to ensure that health and safety matters are kept under review, an update on health and safety will regularly be on the agenda for meetings of the Parochial Church Council.

Signed: Revd. Canon Mike Lodge

Team Rector

11 July 2016

B. Organisation and responsibilities

Responsibility of the Churchwardens

Overall responsibility for health and safety rests with the Churchwardens who will ensure that arrangements are in place to satisfy health and safety law.

Responsibility of the Parochial Church Council (PCC)

The PCC has a general responsibility to ensure that the health and safety policy is implemented and that adequate funds are made available to ensure the health and safety of staff, voluntary helpers and those visiting the premises.

Health and Safety Coordinator

The role of the Health and Safety Coordinator is to advise and assist the Churchwardens, Parish Facilities Manager and PCC as regards compliance with health and safety law and good practice, liaising with individuals and groups who carry out specific activities and roles, as necessary.

Parish Facilities Manager

The Parish Facilities Manager is responsible to the PCC for the administrative management of the Parish, including ensuring that all aspects of health and safety legislation as they relate to personnel (staff and those using the premises) buildings and practices are fully implemented.

Responsibility of employees and voluntary helpers

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 therefore voluntary helpers must:

- 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.
- report all accidents (however minor), injuries, near misses or other potential safety hazards.
- not misuse anything provided in the interests of health and safety.

Responsibility of third party hirers

Anyone hiring (whether for a charge or not) any part of the church, parish centre or grounds is responsible for ensuring the safety of their activities and for insurance to cover third party liabilities.

C. Arrangements

This section sets out our arrangements to minimize, so far as is reasonably practicable, any risks to the health and safety of employees, voluntary helpers, members of the congregation, visitors and contractors

Accidents and first aid

First aid boxes are located:

Holy Trinity Site

- Tower ringing chamber
- Main Church - on bookshelf adjacent to north door
- Parish Centre – on wall by office door
- Main Hall – on east wall
- Kitchen

St Michaels Site

- Main kitchen
- Annex kitchen

These are checked weekly by the Parish Administrator or Parish Centres Support Assistant

Trained and qualified first aiders are:

Susan Mumby (Parish Office Manager), Gordon Simmonds (Facilities Manager) Wendy Bingley, David Bradshaw, Janet Carter, Hiranthe Fernando, George Gibbs, Andrew Gordon, Tina Hyland, Lynn Lee, Alison Milin, Robbie Robinson, Andy Polly.

Recording and Reporting of Accidents

If there is an incident that requires the use of a first aid box, one of the forms contained in the box should be completed and left in the “Parish Centre Management” pigeon hole in the Parish Office. If the office is closed, it should be put into the external letterbox on the wall by the car park entrance to the Parish Centre. These completed forms are reviewed by the Parish administrator for any follow up action and stored securely for future reference.

Under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. In the event of an accident that requires an ambulance to be called, the first aider or a responsible person such as a member of the clergy or a sidesman should ensure that the Parish Administrator is made aware at the earliest opportunity so that a decision can be made as to whether formal reporting is required.

Hirers of any part of the premises are responsible for formal reporting of any accident that arises from their activities.

Fire safety

In order to achieve our obligations under the Regulatory Reform (Fire Safety) Order 2005, we undertake the following:

- an assessment of the fire risks in the church and associated buildings and the risks to our neighbours.
- 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 where this is appropriate, having regard to the historic nature of the church.

- 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 there is an annual maintenance contract in place with a reputable company.

The HT Parish Centre is provided with a fire detection and alarm system and a remote alarm has been installed in the tower ringing chamber.

Fire extinguishers are kept in the locations indicated on the Fire Risk Assessment plan.

Evacuation procedures

- A check must be made before visitors arrive that all fire exit doors (marked with a green running man symbol) and other doors on escape routes can be opened easily, that the signs are not obscured and that the escape route is free from obstructions.
- A trained sidesman/ steward must be allocated to each fire exit door in the area being used, so that doors can be opened quickly and people guided out to safety in the event of an emergency.
- Responsibility for using fire extinguishers will be allotted to trained sidesmen/ stewards. Extinguishers should only be used if it is safe to do so and without taking any personal risks.
- If emergency lighting is not available (for example in the Church), torches must be available for each sidesman/ steward.
- In the event of an emergency, an announcement to leave the church will be made by the Churchwarden or Senior Sidesman on duty or by the person in control of the event. In the Parish Centre, the alarm should be used.
- Sidesman/ stewards should provide assistance to anyone needing it and should check so far as they can that the building is empty, but should always move towards a fire exit and place of safety, never going further into the buildings to check they are empty.
- People should assemble following evacuation as follows:

Holy Trinity Site

- from the church – on the area in front of the lych gate.
- from the Parish Centre – in the rear car park.

St Michaels Site

- from the church – on the footpath outside the church
- from the Annex – on the footpath outside the church
- Sidesmen/stewards should assist with the care of the people who have been evacuated and help keep any route required by the emergency services clear.
- The emergency services should be contacted immediately by telephone.
- Hirers of church buildings should ensure that they have a mobile phone available for use in emergencies.
- Once the emergency services arrive, the Churchwarden or Senior Sidesman on duty or steward present should brief the lead officer.

Reporting of defects/damage

For the HT site low risk, routine matters should be noted in the defects log book, situated outside the parish office door. For the St Michael's site these should be reported to the Warden who will pass them on to the Facilities Management Team.

For more serious matters which pose higher risk and require more urgent attention, the Parish Administrator, or whoever is carrying out office duties, should be advised. When the office is closed, the preferred method of notification is a phone call to the Facilities Manager on 01268 745825. If that is not possible, send an e-mail to parish.office@parishofrayleigh.org.uk or a note placed in the outside letter box. Staff or voluntary helpers who are advised of the need for urgent action should consult with the Team Rector or Parish Facilities Manager for a decision.

Electrical safety

- Our portable electrical equipment will be tested by a competent person at defined intervals any unsafe equipment will be safely disposed of. A list of all our portable electrical appliances is provided by the contractor undertaking the appliance testing and is kept in the Parish Office.
- Every five years, our fixed electrical system will be inspected and tested by a competent contractor. Any remedial work necessary for safety will be carried out.
- Every 5 years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers. Regular visual inspections will be conducted at intervals of less than one year.
- It is our policy not to sell any second-hand electrical goods at events.

All employees and voluntary helpers must observe the following:

- Visually check all electrical equipment before use.
- Report all faults.
- Do not attempt to use or repair faulty equipment, unless qualified to do so.
- Electrical equipment should be switched off and disconnected when not in use, unless marked otherwise.
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage. Where necessary purpose made cable protectors should be used. Cables should not be laid underneath rugs or carpets.
- Extension cables may only be used outside when connected through a permanently wired socket with RCD protection.

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 remedial work necessary for safety will be carried out.

We do not use liquefied Petroleum Gas (LPG), paraffin or other similar fuelled portable equipment inside any building. One LPG cylinder is stored in the garden equipment shed for outside use with a barbeque. No naked flames are permitted in that shed.

Hazardous substances

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

- For all hazardous substances (which include substances marked as 'harmful irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment'), data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective equipment needed, method of storage, and action to take in the event of an accident.

- No employee or voluntary helper should mix chemicals, nor should they be stored in unmarked containers.

Safety of plant and machinery

The procedures for checking and rules for use are as follows:

- Employees and voluntary helpers must not operate plant or machinery that they are not trained to use, or which are defective.
- After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- 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 defects.
- The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- Powered machinery must be switched off and disconnected before any adjustments are made.
- Persons under the age of 16 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
- Ladders may only be used when other equipment such as the tower scaffold cannot be used and for work of short duration, provided they can be safely secured. This may necessitate the use of ladder ties. Ladders must be checked before use. The tower scaffold must only be used in accordance with the manufacturer's instructions.
- Any defect and damage found to any item of plant or machinery must be reported.

Lone working

Lone working should be avoided if possible. No one should work on their own in the churches or parish centres unless they have a means of communication and have notified another responsible person of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on. The external doors to the church and Parish Centre should be kept locked in the event of lone working within the buildings.

Slips, trips and falls – condition of floors, steps and paths

In order to reduce the risk of slips, trips and falls, as far as is reasonably practicable, an inspection will be made every week by the maintenance team of all floors and steps in the church, hall and Parish Centre, and of the car park and all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths and the condition of the decking in the cloister area. Any defects will be remedied by the maintenance team or reported if larger repairs are needed. Where appropriate, warning notices will be posted.

Lighting

In order to ensure that the church is adequately lit, an inspection will be made every week by the maintenance team to ensure that all lights in the church, Parish Centre and churchyard are working. Any bulbs that require replacing will be reported to the maintenance team or Parish Facilities Manager who will ensure that the bulbs are replaced following appropriate safety procedures.

Working at high level

The following areas are designated as high level:

- Church tower.
- All roof areas.
- Parish Centre loft .
- HT Main hall storage cupboard upper level.

- St Michael's main hall loft and upper level of the storage cupboard.
- All work on ladders and tower scaffold.

Only the following persons may work at high level

- Bellringers (church tower).
- Maintenance team.
- Staff and voluntary helpers assisting with organised tower tours and similar events.

Kitchen and preparation of food

All staff and voluntary helpers who assist with food preparation will be trained to an appropriate level.

For safety reasons, children under 11 years are not allowed into the kitchens. Children between 11 and 16 years who are assisting with functions may enter the kitchen providing they are adequately supervised.

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, including trolleys, lifts and hoists as far as possible.

Training will be given to those employees and voluntary helpers who need to undertake manual handling tasks.

Display screen equipment

Our policy is to avoid the need for long periods of computer use and assess the risks to all habitual users of computer workstations, then to reduce those risks to the lowest level possible.

Daily work routines will involve periods away from the screen. For habitual users, risk assessments will be carried out.

Building hazards and 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 visit them. In order to achieve this, the buildings are inspected every 5 years by a surveyor approved by Chelmsford Diocese. Regular surveillance is carried out by members of the Facilities Working Group, Parish Centre Working Group and by the maintenance team. Users of the buildings should report defects as indicated above.

Any minor defects noted are usually dealt with by the maintenance team. More complex matters are considered by the Facilities working group and, if necessary the Parochial Church Council, before remedial work is commissioned.

Where necessary, temporary measures are taken to minimize the risk of accident or injury until permanent repairs can be carried out.

A check has been made for the presence of any asbestos containing material in the buildings and the location, type and condition noted in an asbestos register, which is kept in the office.

We recognize that there may be asbestos containing material in places that have not yet been identified and so we adopt a precautionary approach when commissioning contractors, advising that they should check carefully before starting any work. Should it be judged necessary, asbestos will be removed by a licensed contractor.

Any glass in windows below waist height and in doors and beside doors below shoulder height is safety glass or is protected against breakage.

Safeguarding

The Church has separate policies for the protection of children and vulnerable adults.

Personal safety

Pastoral care and meetings for a range of other purposes are an essential part of the work of the church but Clergy, employees and voluntary helpers need to take appropriate care when meeting with visitors, particularly if they are not known.

Appropriate arrangements should be put in place to ensure safety when transferring cash to the bank.

Guidelines for activities such as these have been produced by various bodies and these will be made available from time to time.

Risk assessments/activities

Assessments will be carried out in respect of the church premises and those activities that carry a significant risk, in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

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. Contractors are responsible for managing the safety of themselves and their staff and for ensuring that others are not exposed to risks.

All contractors, including the self-employed, must abide by the following:

- report to the Parish Office on arrival and report out when leaving.
- have their own health and safety policy (where required by law).
- produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained.
- 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.
- all contractors will be given instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake.

Construction Design and Management Regulations

The Church will ensure that it fulfils its obligations as a client under the Construction (Design and Management) Regulations.

Information and enforcement

Health and safety law is enforced in the Church and Parish Centre by:

Rochford District Council
Environmental Services
Council Offices
3-15 South Street
Rochford
Essex SS4 1BW

Tel: 01702 546366

Health and Safety Law poster

A copy of the HSE poster '*Health and Safety Law – what you should know*' is displayed in the HT Parish Office.