

HEALTH AND SAFETY POLICY

St. Lawrence Church,

**Bridle Road
Eastcote,
Pinner,
Middx**

Date: March 2008

Review Date: March 2013

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

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, as 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,

We will also endeavour to ensure, as 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, the hall, St Lawrence Centre and the church grounds.

The allocation of duties for safety matters and the particular arrangements, which 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 regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Premises Committee and reported to PCC as necessary

Signed:
Vicar

Date:

Review Date:....2013

SECTION B

ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

2. Responsibility of the Churchwardens

The 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 Health and Safety Officer

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, as far as is practical, ensure all users of the premises are aware of them.
3. ensure as far as is reasonably practicable, that safe systems of work are in place
- 4 carry out regular checks as stated in policy
- 5 ensure the church, hall and St. Lawrence Centre, are clean and tidy
- 6 ensure the churchyard is properly maintained including the safety of trees, and that grass is kept cut
- 7 ensure that safety equipment and clothing are provided where it is necessary
- 8 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 9 ensure that adequate access and egress is maintained
- 10 ensure adequate fire fighting equipment is available and maintained
- 11 ensure that food hygiene regulations and procedures are clearly displayed.

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 that is provided when it is required
3. report any fault or defect in equipment immediately to the churchwardens.
4. report all accidents (however minor), injuries, near misses or other potential safety hazards, as soon as possible. (See p5)
5. not misuse any equipment provided.
6. not use any specialist equipment for which they have not been trained

SECTION C

ARRANGEMENTS

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.

Risk assessments are to be carried out on all areas of the church premises, annually, by the Churchwardens and Health & Safety Officer.

1. ACCIDENTS AND FIRST AID

- 1 First Aid boxes and accident forms are located in...
 - The choir vestry
 - The hall kitchen
 - The kitchen in St. Lawrence Centre
- 2 All accidents and incidents are to be entered on an accident report form.
- 3 The booking form for hiring any of the premises states that in the event of an accident, details must be entered on to an accident report form and returned to the Parish Office.
- 4 Accident books and accident records are to be reviewed regularly by the Health & Safety Officer.
- 5 In accordance with RIDDOR (*Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations*) 1995:
 - any fatality to employees or non-employees including volunteers.
 - major injuries to employees
 - injuries to non-employees which require the injured person to be taken straight to hospital for treatmentwill be reported by the Health & Safety Officer to Hillingdon Environmental Health Service

2. GENERAL 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:

1. To assess the fire risks in the church and associated buildings. as part of our general health and safety risk assessments.
- 2 To display clear notices with details of evacuation procedures.
3. To provide reasonable fire fighting equipment.
- 4 To check monthly that our fire fighting equipment is in place and is serviceable.
- 5 To ensure that an annual maintenance contract for fire extinguishers is in place.

2.1 Fire Extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of Extinguisher
<u>Church</u>	
Porch	Carbon Dioxide
Inside main door	Foam
Lady Chapel	Foam
Opposite sound cupboard	Carbon Dioxide
<u>Centre</u>	
Inside front door	Foam
Inside front door	Carbon Dioxide
<u>Hall</u>	
Inside side door next to committee room	Foam
Kitchen	Carbon Dioxide
	Foam
Inside main double door in hall	Foam
Next to stage (kitchen side)	Carbon Dioxide
George Guest room	Foam

The extinguishers noted above are to be checked every month by the Health & Safety Officer to ensure that they are still in place and have not been discharged.

The extinguishers noted above are to be checked annually by City Fire Group or another reputable company

2.2 Other Fire Protection Equipment

A **smoke alarm** in the hall and two in the St. Lawrence Centre are to be checked monthly by the Health & Safety Officer .

The **Fire Blanket** in the hall kitchen is also to be checked monthly by the Health & Safety Officer.

2.3 Evacuation Procedures

1. Before an event, a check must be made that all doors can be opened in an emergency.
2. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the “ Running Man” symbol.
3. As there is no emergency lighting in the church, 3 torches are available for sidespeople and stewards, during the hours of darkness. They are stored at the back of the church in the cupboard beneath the letter rack.
Emergency lighting is available in the hall.
4. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.
5. Persons will assemble in the area between the church and the Garden of Rest
6. A plan showing extinguishers, exits, and gas & electricity intakes, as well as the following instructions for evacuation, are clearly displayed.

If You Discover a Fire (No matter how small)

1. Immediately raise the alarm.
2. Telephone the emergency services
3. Evacuate the building as quickly as possible
4. *The general rule is People before Property*
If possible attack the fire within your capability using the appliances provided, but without taking personal risk.
5. If not possible to attack the fire, exit the building, closing all doors behind you
6. Evacuate to the area between the church and the Garden of Rest
7. Ensure clear access for the emergency vehicles.

3. ELECTRICAL SAFETY

1. A list of all our portable electrical appliances is to be maintained by the Health & Safety Officer.
2. Every quarter, plugs, cables and sockets are to be inspected by the Health & Safety Officer to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed are to be reported to the churchwardens for action.

3. Every year, all our portable electrical equipment is to be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) to ensure that all appliances are safe. Any unsafe equipment is to be repaired or disposed of safely
4. Every quarter, a visual inspection of the fixed electrical installation is to be carried out by the Health & Safety Officer.
Any defects are to be reported to the churchwardens for action.
5. Every five years, our fixed electrical system is to 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.
6. At intervals of not more than five years, our lightning conductor system is to be examined and tested by a competent specialist firm of lightning engineers.
7. It is our policy not to sell, or give away, any second hand electrical goods.
8. 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 a churchwarden.
 - iii) Do not attempt to use or repair faulty equipment.
 - iv) Electrical equipment should be switched off and disconnected when not in use for long periods.
 - v) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. GAS EQUIPMENT SAFETY

Gas boilers, and other gas equipment, are to be maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is to be implemented immediately.

5. HAZARDOUS SUBSTANCES

- 1 The Health & Safety Officer is to maintain a list of all hazardous substances used in the church, hall & St. Lawrence Centre
- 2 Where at all possible, we have eliminated the use of hazardous substances.
- 3 All cleaning products are stored in specified areas:-
In the organ loft in church
In the locked cleaner's cupboard in the hall
In the cleaners' upper cupboard in the kitchen in the Centre
- 4 Rubber gloves are to be provided for those who use these products
- 5 All chemicals are to be stored in clearly marked containers.

6 **Asbestos**

An inspection of the premises for hazardous asbestos was carried out in 2004 and a re-inspection in 2007. The Asbestos Register containing these reports is filed with the Health & Safety Policy and is to be made available for consultation by contractors before any maintenance work is carried out.

The report shows that there is asbestos :-

- in the boards in the external cladding of the gable ends of the Centre,
- the lagging on pipes in the boiler room in the hall,
- and in the electrical cupboard in the table storeroom in the hall,

BUT it states that it does not present a hazard, provided it is not disturbed

6. **SAFETY OF PLANT AND MACHINERY**

The Health & Safety Officer 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 competent and authorised to use.
2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
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 is used.
5. 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.
6. Goggles, ear protectors and a hard hat are stored with tools in the boiler house. A hard hat is also stored at the back of the church in the cupboard under the letter rack. These should be worn when necessary. Appropriate sturdy footwear should also be worn when necessary.
7. Persons under the age of 18 may use hand tools but are not permitted to operate any power driven item of plant or machinery.
8. Ladders may only be used when a second person is present to steady its base.
Stabilisers on scaffolding must be securely in place
9. Any defect and damage found to any item of plant or machinery must be reported to the Health & Safety Officer.
10. All plant and machinery is to be regularly maintained and a schedule kept of maintenance requirements. Ladders are identified by a number and are checked quarterly. A record of this check is kept with the ladders in the alcove near the kitchen.

7. SLIPS, TRIPS AND FALLS

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection is to be made every quarter by the Health & Safety Officer of all floors and stairs in the church, hall, and St. Lawrence Centre and all paths and steps in the churchyard. Particular note is to be made of moss, algae and leaves on paths. Any defects will be reported to the Churchwardens who will arrange for appropriate action to be taken

8. LIGHTING

1. In order to ensure that the church is adequately lit, an inspection is to be made every month by the Health & Safety Officer to ensure that all external lights as well as lights in the church, hall and St. Lawrence Centre are working.
2. Any bulbs, which require replacing, are to be reported to the Churchwardens who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs are followed.
3. Emergency lighting in the hall is to be checked quarterly and a record of this kept on a document by the controls.

4 Lighting belonging to St Lawrence Players

- i) is to be inspected and faults repaired before every production (at least twice a year).
- ii) safety chains on the side spotlights are to be checked annually.
- iii) a record of these checks is to be made and stored in the Players' cupboard in the hall . This will be checked annually by the Health & Safety Officer .

9 WORKING AT HIGH LEVELS

Any height more than 10ft is designated as a 'high level '

The following procedures must be followed:

1. Hard hats should be worn
2. A ladder and large stepladder may only be used when a second person is present to secure the base.
3. When using scaffolding the instructions in Information booklet must be followed carefully and stabilisers must be securely in place
4. When inspecting the external valleys on the church roof, two people must be present and particular care taken at the 'west' end.

10. PREPARATION OF FOOD

the following information is displayed in the hall kitchen and the information included in the Hall Hire agreement.

In order to comply with Food Safety (General Food Hygiene) Regulations 1995, please observe these conditions

- *Please wash down and disinfect all surfaces that will come into contact with food before commencing preparation.*
- *Please provide your own tea towels and remove them after use.*
- *Perishable food or drink may only be stored in the kitchen (including the fridge) for the duration of an event. Anything that is not removed will be disposed of.*
- *The designated sinks should be used for food preparation and washing up*
- *The urn should only be plugged into the socket, to the left of the hatch next to the window.*

11. DISPLAY SCREEN EQUIPMENT

Our policy is to assess the risks to all regular users of computer workstations and to reduce those risks to the lowest level possible.

The HSE guidelines for conditions for working with VDUs have been followed and a copy is issued to those concerned.

12. HAZARDOUS BUILDINGS/GLAZING

1. In order to provide safe conditions the buildings are to be inspected every quarter by the Health & Safety Officer.
2. Any defects noted are to be reported immediately to Churchwardens and the procedures put in hand for repairs.
3. Where necessary, temporary measures are to be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check is to be made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

13. CHILD PROTECTION

The Diocesan Child Protection Guidelines will be followed. These are administered by the Children's Advocate

14. PERSONAL SAFETY

- 1 Assessments are to be carried out annually to ascertain the risks to those working alone in the Church, Hall and Centre. A mobile phone should be carried whenever possible and doors to premises secured when this is feasible.
- 2 Personal alarms are to be provided for those people working alone in an unlocked building.
- 3 When taking money to be paid at the Bank, two people should always be present

15 CONTRACTORS

Before a contract is placed for work to be carried out, contractors should agree to 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. Have appropriate public and employer's liability insurance in place.
3. 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. If contractors use sub-contractors or persons other than their own direct employees they should inform the church officials.
However, responsibility will remain with the contractors.
- 6 A Work Permit is to be completed by the contractor and authorised by a church official.

In the case of an emergency when a contractor has to be employed at short notice, all, or some, these requirements may need to be waived.

16 INFORMATION AND ENFORCEMENT

Environmental Health Service Information:

Commercial Premises
Civic Centre
Uxbridge Road,
Uxbridge
Middx
Tel: 01895 250190

Employment Medical Advisory Service Information:

HSE Executive Local Office
Rose Court,
2, Southwark Bridge,
London,
SE1 9HS
Tel: 0207 556 2100

Health and Safety Executive Information Line: 0541 5445500

HSE Books: 01787 881165