

St John's Church, Broadstone

Health and Safety Policy

Effective date: 1 September 2009
Next update: prior to 24 October 2018

Last Update: 24 October 2017

1 Responsibilities

Responsibility for Health and Safety at St John's rests with the Parochial Church Council (PCC). The PCC has nominated a Safety sub-Committee consisting of a responsible person (with health and safety expertise) and representatives of the PCC – nominated to be the current Church Warden(s). Under this Policy individual responsibilities have been assigned as outlined in Section 3. below.

The Safety Committee will meet, at a minimum, on an annual basis to discuss review and update of this policy document which will then be taken to the PCC for formal adoption. More frequent meetings may be required to deal with exceptional events or occurrences and any reports required by the PCC.

A copy of this Policy document will be displayed in the Church and the Church Hall and located in the Church Office for reference purposes. A reference guide "Guidance Notes, Church – Health and Safety" Version 2 provided by Ecclesiastical Life is available to responsible persons defined in this policy from the Church Office.

The PCC will actively promote awareness of this Policy, its contents and the Guidance Notes provided (see above). This Health and Safety Policy should be read in conjunction with St John's Safeguarding Policy.

2 Scope

This Health and Safety Policy covers all aspects of health and safety relating to the routine day to day activities of the Church as well as ad hoc events as described. Its aim is to ensure the safety of all those who minister to the congregation, attend services, are volunteers or use the church premises or services in any way.

2.1 People covered under this policy:

- Clergy, including visiting speakers
- Parishioners
- Lay Pastoral Assistants
- Volunteers (including sides persons)
- Groups and individuals using the Church and Church Hall
- Officers and members of the PCC and sub-committee members
- Sacristan
- First Aiders
- Safeguarding Officers
- Visitors
- Parish Employees – Administrator/cleaner/caretaker
- Contractors employed to work on site on ad hoc basis
- Special consideration should be given to young persons (under 18's) and vulnerable adults - the elderly/disabled (refer to Safeguarding Policy for additional information)

2.2 Geographical areas covered by this policy:

The Church, ground and boundaries
The Church Hall, grounds (including car park) and boundaries

2.3 Activities covered by this policy:

Regular worship, special events and services
Work of LPA on and off the Church premises
Weddings, funerals and baptisms
PCC and sub-committee meetings
Work undertaken by Administrator/cleaner/caretaker
Hiring of hall (activities of external groups excluded by virtue of Hiring Form).
Work of volunteers
Major fundraising events (Plant Sale, Fete, St Nicholas Fayre)
Messy Church/Breakfast Church

2.4 Activities not covered by this policy:

Church related events that take place outside of the Church premises – rambling club, ad hoc trips etc
Vicarage/Curate’s House and work of Clergy whilst off the premises.
Activities of external groups hiring the Church Hall (except where identified in the Hiring Form)

3. Policy Arrangements

No	Activities	Site	Overall Responsibility	People covered	Major Hazard(s)	Control Measures	Responsibility
3.1	Regular worship, special events and services. Weddings, funerals and baptisms	Church	Clergy	Clergy, including visiting speakers, Parishioners, guests, all other users of church	Use of candles and storage of combustible materials.	Any candles left alight at the end of the service to be secured to prevent accidental combustion. This includes the individual candle stand in the lady chapel; the sanctuary lamp. Suggest addition of a fire blanket. NB: Additional precautions required at events such as Christingle and All Souls Service (risk assessment required for each service of this nature). Store all oil (for candles etc) and charcoal in separate “fire proof” box away from sources of combustion (candles/matches)	Clergy in charge/Church Wardens Sacristan

No	Activities	Site	Overall Responsibility	People covered	Major Hazard(s)	Control Measures	Responsibility
					Fire/ Evacuation	<p>Provision for emergency lighting.</p> <p>Adequate signage for disabled entrance/ exit.</p> <p>Routine checks in Church before service (Sidespersons' duties)</p> <p>Evacuation plan, including assembly areas, to be provided on Safety Noticeboard</p> <p>Correct emergency exit signage in place.</p> <p>Sidespersons' instruction include emergency evacuation arrangements, escorting of the elderly/disabled and the opening of the rear vestry exit door, identifying first aiders during each service.</p> <p>Regular inspection of fire protection arrangements</p> <p>Annual evacuation exercise</p>	Clergy/ Sidespersons Church Wardens
					Accidents	<p>Awareness of need to complete accident book (in Church Hall) and RIDDOR reporting requirements.</p> <p>First Aiders list on rear of door (south entrance).</p> <p>First Aiders' training records to be filed in the office H&S file</p>	Sidespersons/ Church Wardens/ First Aiders/ Administrator
					Storage and movement of valuables	<p>Ensure all monies from collections etc are placed in safe at end of service.</p> <p>Ensure that arrangements for paying monies into bank are safe - recommend varying times and volunteers who take money to bank. Use carrier bag etc that looks innocuous.</p>	Treasurer Sidespersons

No	Activities	Site	Overall Responsibility	People covered	Major Hazard(s)	Control Measures	Responsibility
					Use of Electrical appliances and cabling arrangements	<p>Ensure all electrical equipment purchased and in regular use in the Church Hall is PAT within HSE recommended internals.</p> <p>Minimise use of "daisy-chaining" electrical connections (use of extension leads).</p> <p>Ensure no trailing cables - trip hazard.</p> <p>Review and check at regular annual H&S review.</p> <p>Regular inspection and servicing of boiler.</p>	Church Wardens
					Personal Safety	<p>Ensure opportunities for lone working are minimised and steps taken to minimize hazards if lone working is undertaken (telephoning at start/end of activity). Church should be locked at all times if a person is on the premises alone.</p> <p>Ensure adequate and appropriate additional measures for vulnerable children and adults - reference Safeguarding Policy for more information.</p>	Individuals responsible
					Working at height	<p>Restrict organ loft access to contractors for maintenance purposes only. (see Section 3.7)</p> <p>Ensure arrangement for maintenance of high level church lighting is adequately covered via a Risk Assessment.</p>	Church Wardens

No	Activities	Site	Overall Responsibility	People covered	Major Hazard(s)	Control Measures	Responsibility
					Falling trees or branches from trees in church grounds	Regular check performed by outside contractors on annual basis.	Church Wardens
					Trip hazards from uneven/broken paths and fallen items from boundary walls	Ensure regular checks of footpaths and boundary walls etc	Church Wardens
					Asbestos in fabric of building	Minimal risk noted as part of Quinquennial Review	Church Wardens
					Flammable substances	All flammable substances should be stored in the firebox provided in the Vestry	Individuals concerned
3.2	Use of Church Hall	Church Hall	PCC	Individual users of hall (via Hiring Form): Breakfast and Messy Church/ Parishoners/ PCC and sub committees	Knives in kitchen	Awareness for regular users/volunteers. Church hiring form identifies hazards for visitors etc	Individual users
					Use of Hot water	Regulator in place on hot water supply in kitchen lobby WC and the gents/disabled toilets in the main entrance to minimize risk of scalds. Notice in Ladies toilets to warn of hot water (as it is not regulated). Church Hall Conditions of Hire identifies hazards.	Individual users
					Use of high level cupboard over entrance door.	Confine use of storage cupboard to nominated church volunteers only who are briefed on risks (See Guidance Notes on working at height and working in confined spaces.)	PCC/Safety Sub Committee and individuals who have access.

No	Activities	Site	Overall Responsibility	People covered	Major Hazard(s)	Control Measures	Responsibility
					Use of ladder (access to high level cupboard as above)	Subject to risk assessment No 001. See Guidance Notes on working at height.	PCC/Safety Sub Committee and individuals who have access to use ladder.
					Fire/ Evacuation	Evacuation plan, including assembly areas, to be provided on Safety Noticeboard Correct emergency exit signage in place. Inspection of fire protection arrangements as part of annual H&S review.	PCC/Safety Sub Committee/
					Accidents	Awareness of need to complete accident book and RIDDOR reporting requirements. First Aiders list located with accident book in Church Hall cupboard/kitchen. First Aiders' training records to be filed in the office H&S file	PCC/Safety Sub Committee/ Parish Administrator
					Use of Electrical appliances and cabling arrangements	Ensure all electrical equipment purchased and in regular use in the Church Hall is PAT within HSE recommended internals. Minimise use of "daisy-chaining" electrical connections (use of extension leads). Ensure no trailing cables - trip hazard. Review and check at regular annual H&S review. Regular servicing and inspection of boiler Outside hirer's responsibilities noted in Hiring Form.	PCC/Safety Sub Committee/ Parish Administrator

No	Activities	Site	Overall Responsibility	People covered	Major Hazard(s)	Control Measures	Responsibility
					Hazardous substances control	Left hand side of cupboard under sink to be kept bolted control access to dishwasher detergent. Cleaner's hazardous products to be kept in a locked storage and COSHH sheets retained in the H&S folder	Hall kitchen users Cleaner
					Personal Safety	Ensure all volunteers working children are CRB checked For others using hall (Guides, Brownies) Hiring Form includes DBS requirement. Ensure opportunities for lone working are minimised and steps taken to minimize hazards if lone working is undertaken (telephoning at start/end of activity). Ensure adequate and appropriate additional measures for vulnerable children and adults - reference Safeguarding Policy for more information	Child Protection Officer Individuals concerned. Above plus Parish Administrator Individuals concerned
					Asbestos in fabric of building	Professional review undertaken and likelihood of asbestos being present is minimal.	Church Wardens
					Office work	Ensure that all office volunteers receive adequate training in equipment, are provided with appropriate equipment to minimise risks of computer use (WRULD) and a DSE Self-Assessment encouraged for all office volunteers.	Parish Administrator

No	Activities	Site	Overall Responsibility	People covered	Major Hazard(s)	Control Measures	Responsibility
3.3	Volunteer activities: Cleaning/gardening maintenance work Messy Church Sunday Lunch	Church and Church Hall	Individuals concerned	Volunteers Clergy Parishioners	Working with hazardous substances	Volunteers should be aware of the hazards (as identified here) and ensure that appropriate protective equipment is used as appropriate, ie gloves/goggles. Ensure that they know how to use any equipment safely in the course of any activity.	Individuals concerned
					Lone Working	Also to ensure opportunities for lone working are minimised and steps taken to minimize hazards if lone working is undertaken (telephoning at start/end of activity). See comments on use of ladder in 3.3 above.	Individuals concerned
					Manual handling	Any manual handling activity should be undertaken safely and with reference to the Guidance Notes (see Section 1 of this policy). Conduct individual risk assessments as required.	Individuals concerned
					Food Hygiene	All those involved in food handling must be trained in basic food hygiene. Control measures to be implemented for food stored in Church Hall Freezer.	Individuals concerned
					Working with scaffold tower	Scaffold tower to be kept locked away when not in use and access/ use to be adequately controlled. Consider risk assessment for use on individual basis.	Church Warden

No	Activities	Site	Overall Responsibility	People covered	Major Hazard(s)	Control Measures	Responsibility
3.4	Major Fundraising Events	Church and Church Hall	Individual organizers/ leaders	Volunteers Visitors and Parishioners Clergy	Working at height Working alone Food Hygiene Sales of second hand goods. Manual handling	Event Leader should refer to Guidance Notes on the major hazards identified here to ensure that risks are minimized. Conduct individual risk assessments with assistance of H&S nominated person. All those involved in food handling must be trained in basic food hygiene.	Event Leader
3.5	Work of Administrator/ cleaner/ caretaker (employed by PCC)	Church Church Hall	PCC	Caretaker/ cleaner/ administrator Work of external contractors	Admin/cleaning/maintenance work	All PCC employees to have an agreed working routine that complies with H&S policy that they are provided with adequate training, equipment, personal protective equipment.	PCC
					Working alone	Ensure opportunities for lone working are minimised and/or steps taken to minimize hazards if lone working is undertaken (telephoning at start/end of activity). Church should be locked at all times if a person is on the premises alone	Employee /PCC
					Accidents	Refer to details for Church and Church Hall in Section 3.1 and 3.2	Individuals concerned
					Fire Protection/ Evacuation	Refer to details for Church and Church Hall in Section 3.1 and 3.2	Event Leader
					Manual handling/ working at height	Any manual handling activity should be undertaken safely and with reference to the Guidance Notes (see Section 1 of this policy. Reference use of ladder in Section 3.2 for working at height control measures.	PCC

No	Activities	Site	Overall Responsibility	People covered	Major Hazard(s)	Control Measures	Responsibility
3.7	Work of professional employed contractors for on site improvements/maintenance	Church and Church Hall	PCC	Work of external contractors	Working alone	Ensure opportunities for lone working are minimised and/or steps taken to minimize hazards if lone working is undertaken (telephoning at start/end of activity). Church should be locked at all times if a person is on the premises alone	Contractor/
					Accidents	Refer to details for Church and Church Hall in Section 3.1 and 3.2	PCC
					Fire/Protection	Refer to details for Church and Church Hall in Section 3.1 and 3.2	PCC
					Manual handling/working at height	Any work undertaken by contractors should utilise their own equipment and comply with their own H&S policy arrangements.	Contractor
					General hazards from works being undertaken	All contractors engaged to work in the church or church hall should be provided with a copy of the H&S policy and need to confirm compliance. Any persons using the Church and Church Hall should be advised of works being undertaken and particular hazards associated with the work being undertaken. Contractors insurance details should be check prior to work commencement.	PCC Administrator/ Church Warden

Risk Assessment Log:

001 – Use of Overhead Cupboard in Hall – reviewed October 2015 and confirmed as current and relevant.

Event Risk Assessments:

- Harvest Supper