

# St Mary's Church

## Health & Safety Policy Statement



St Mary's Church is committed to the health, safety and welfare of staff, volunteers and members of the public who use our premises. Our aim is to ensure that our premises are a safe environment to work and worship. We achieve this by controlling the hazards in and around our premises and the hazards associated with our activities.

Our Health & Safety policy aims to ensure everyone who uses our building is aware of their health & safety responsibilities and co-operates with our efforts to fulfil health & safety requirements.

This policy will be reviewed regularly and revised as necessary.

### AS VISITORS, you are:

- asked to report hazards, accidents and dangerous occurrences in order to help us maintain a safe environment
- asked to look after the safety equipment we provide and to follow safety instructions and signs
- reminded that you are responsible for your own safety and the safety of others who use these premises

### Responsibilities

The overall accountability for Health and Safety lies with the Vicar, the Revd Michael Moore. The following people have been delegated responsibility to help manage health and safety at St Mary's:

Mark Stevens (Health & Safety Officer); Chi Man Mau (Churchwarden) Mary Manna (Churchwarden)

Please contact one of them if you need any more information or have any concerns about Health and Safety.

The PCC are responsible for discussing matters surrounding Health and Safety. They meet every two months.

**Visitors renting or occupying a room within the church assume responsibility whilst on site for the health & safety of themselves and of others within their group, and must make sure they are aware of health, safety and emergency procedures.**

### PROCEDURES IN THE CASE OF FIRE

Upon discovering a fire:

- raise the alarm using the nearest alarm contact point (located on exit routes)
- evacuate quickly and calmly by the nearest exit route and make your way to the assembly point at the front of the Church if it is safe to do so.

Do not use the lift. Anyone on the first floor who is unable to use the stairs quickly and safely should wait on the landing in the Bell Tower, which is a designated Refuge Point.

The Vicar, Church warden or Hirer occupying an area of the building must check all the areas on their way out and if necessary, conduct a roll call at the assembly point at the front of the church if it is safe to do so.

In addition to these emergency arrangements, St Mary's Church will:

- Ensure fire Risk Assessments are carried out by a qualified external party
- Inspect the structure of the premises for fire safety annually
- Monitor and record the condition of fire detection systems
- Ensure fire doors are in place and not blocked open
- Ensure fire extinguishers are provided and available for use only by trained operatives
- Sufficient emergency exit routes are available, and all are clearly signed
- Proper procedures are in place for vulnerable persons

## FIRST AID

A number of first aid kits are available throughout the building and are clearly marked. If the contents of any first aid kit is used, the Vicar must be informed.

**Only suitably trained and competent persons should administer first aid.**

First aid kits will be checked regularly by the Church Wardens to ensure that they are well stocked and all contents are within their dates.

## Inspections

In order to ensure the safety of staff visitors and volunteers, St Mary's will carry out both statutory and unofficial inspections of the premises on a regular basis. Any findings and associated action points will be raised at the next PCC meeting.

## ELECTRICAL EQUIPMENT

No one is to make any alterations to the electrical installation without prior agreement from the Vicar.

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or as specified by the contractor. Certificates of wiring inspections, alterations and portable appliance test records will be held by St Mary's Church.

**Visitors should ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads and take care to prevent tripping hazards when laying cables.**

## USE OF CHEMICALS (including cleaning materials)

Hazardous chemicals, identified by an orange warning symbol, must be assessed for safety using a COSHH (Control of Substances Hazardous to Health) assessment. This will be completed by the Vicar or delegated assistant and will be reviewed annually.

**No hazardous substance is to be used or stored on the premises that does not have a COSHH assessment.**

**Please ensure that you follow all of the manufacturer's guidance and any additional information in the COSHH assessment. Ensure that you are familiar with the precautions that you might need to take in the event of an emergency involving the substance.**

## Asbestos

St Mary's Church was built in 1991, and there is no evidence that asbestos was used in its construction.

## Risk Assessment

The Vicar will identify hazards and perform a Risk Assessment. The outcome of this assessment will be recorded and held at St Mary's. Any significant findings and associated action points will be addressed by PCC.

Please note that the above is provided only as an introduction for the purposes of this policy and any a risk assessment will depend on the nature of the activities. Further advice can be sought from the Vicar or the health & safety contact named above.

**A full copy of our Health & Safety Policy is available on request**