

# Health and Safety Policy

All Saints' Church  
Raby Road  
Thornton Hough  
Wirral  
CH63 1JP

Policy date: January 2020 (minor amendments by H&S Officer)  
Review date: January 2021 [by H&S Officer and H&S Committee]  
January 2022 [by full PCC]

This document is based on the model 'Church Health and Safety Policy' provided by Ecclesiastical Insurance Group PLC, adapted to suit the specific activities and risks at All Saints' Church, and has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

This document is to be reviewed annually by the Health & Safety Officer in conjunction with the Fabric and Health & Safety Committee; and every three years by the PCC, unless the Fabric and Health & Safety Committee consider that it should be reviewed sooner.

To all PCC members, 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.

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# Section A: Policy and Organisation

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

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below in sections B and C.

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 (at intervals no longer than three years) 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 Parochial Church Council, any sub-committees will be encouraged to consider health and safety matters that are relevant to their business, and employees and voluntary workers will be informed of this policy and invited to provide feedback from time to time.

## 2. Approval

### **Approved on behalf of the Parochial Church Council**

Signature:

*Alice Jones*

Print name:

Alice Jones

Position or office:

Churchwarden

Date:

5th December 2018

## 3 Responsible persons

### **Vicar**

Overall responsibility for health and safety rests with the vicar, who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel and the list of named persons will be kept up to date and a copy available in the Parish Office.

### **Churchwardens**

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens. During a period of interregnum the Churchwardens will also take on the vicar's responsibilities.

### **Parochial Church Council (PCC)**

The PCC has general responsibility to ensure that the health and safety policy is implemented. The PCC may delegate day to day responsibility to a Fabric and Health and Safety (FH&S) Committee.

### **Parish Health and Safety Officer**

The responsibility of the Parish Health and Safety Officer, with support from the FH&S Committee and the PCC, shall be as follows:

1. To be familiar with health and safety regulations as far as they concern church premises.
2. To be familiar with the health and safety policy and arrangements and ensure they are observed.
3. To review the health and safety policy annually, particularly in the light of any changes to our buildings or activities, and if necessary bring any amendments to the attention of the PCC.
4. To ensure so far as is reasonably practicable, that safe systems of work are in place.
5. To ensure the church and hall are clean and tidy.
6. To ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut.
7. To ensure that safety equipment and clothing is provided and used by all personnel where this is required.
8. To ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
9. To ensure that adequate access and egress is maintained.
10. To ensure adequate firefighting equipment is available and maintained.
11. To ensure that food hygiene regulations and procedures are observed.

### **Employees and voluntary workers**

All employees and voluntary workers 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 when it is required.
3. Report any fault or defect in equipment immediately to the appropriate person.
4. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
5. Not misuse anything provided in the interests of health and safety.

### **Named persons**

See Appendix 1 for the current lists of named persons with general responsibility for Health and Safety, according to activities of and locations around the church. These lists are not exhaustive.

## Section B: Specific 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.

### 1 Accidents and first aid

#### **First Aid**

See Appendix 1 for a list of trained or qualified first aiders.

See Appendix 2 for the locations where first aid boxes are kept.

#### **Accidents and incidents**

All accidents and incidents are entered in the accident book or on an Accident report form and our insurers advised. If the church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose. Accident books and accident records are regularly reviewed.

See Appendix 2 for the locations where accident books or report sheets are kept.

#### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. These accidents will be reported by the responsible person.

Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting accidents at work for employees, as follows:

- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508.
- Accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within fifteen days on form F2508.
- Reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

There is also a requirement for reporting accidents involving members of the public who are “carrying out work” - these may be volunteers or self employed people

- Any accident causing death or
- Any accident where the person injured is taken directly from the scene of the accident to hospital for treatment (if attendance at hospital results only in a check up and no further treatment than a report is not required)

## Accident reporting and recording under RIDDOR

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

## 2 Fire safety and other emergencies

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005.

In order to achieve this, we undertake the following activities:

1. An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments.
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. 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.
4. To provide reasonable firefighting equipment.
5. A check that those in the building know what to do if there is a fire.
6. 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.

### Fire protection devices

All fire extinguishers are checked quarterly by the responsible person to ensure that they are still in place and have not been discharged. A fire blanket is also available.

See Appendix 2 for locations where fire protection devices are kept.

### Fire alarm system

There is no fire alarm system in the main church building. There is a fire alarm system in the hall and this sounds in the hall and also in the adjoining Hirst Cottage.

See Appendix 1 for the person responsible for checking the alarm system.

### Emergency evacuations

The church and hall must be capable of being evacuated for every service or event.

1. All employees and voluntary workers must ensure they are familiar with the evacuation routes and must ensure that these routes are kept clear and unobstructed.
2. Clear information will be provided to ministers, PCC members, sidespersons, and other key individuals.
3. Appropriate signs and notices will be displayed.
4. Evacuation drills will be carried out annually for main services and events.

See Appendix 2 for the details of evacuation routes and assembly points.

See Appendix 3 for the evacuation procedures.

## If you discover a fire (no matter how small)

1. Immediately raise the alarm.
2. Telephone the emergency services.
3. Attack the fire if possible and if within your capability, using the appliances provided, but without taking personal risk.
4. Assist in the evacuation of the building, ensuring all doors are closed behind you.
5. The general principle is: **people before property**.
6. Evacuate to the appropriate assembly point.
7. Ensure clear access for emergency vehicles.

## 3 Electrical safety

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:

1. Visually check all electrical equipment before use.
2. Report all faults immediately to the responsible person.
3. Do not attempt to use or repair faulty equipment.
4. Only electrical equipment which is in good working order may be brought used on the premises and where possible and as a minimum for equipment used regularly on the premises, it should be tested by the approved person and entered in the electrical equipment record.
5. Electrical equipment should be switched off and disconnected when not in use for long periods.
6. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person.

### Portable Appliance Tests

A list of our portable electrical appliances is maintained by the responsible person.

Every year the portable appliance plugs, cables and sockets will be inspected by the responsible person to ensure there are no loose connections, worn flexes or trailing leads. The need for any repairs will be reported to the FHS Committee.

Every two years all our portable appliances and equipment will be tested by a competent person (usually a contractor) who must have:

- an appropriate level of knowledge and experience,
- the correct equipment to complete the tests, and
- the knowledge to use the equipment and interpret the results.

Unsafe equipment will be disposed of as appropriate.

### Fixed Electrical Installation Tests

Every year a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the FHS Committee.

Every five years our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out by the FHS Committee.

## Lightning Conductor Tests

At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

## 4 Gas equipment safety

The only gas-fired equipment on the premises are the gas boilers comprising the heating systems for the church, Parish Hall and First Cottage. The boilers are maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

## 5 Hazardous substances

The responsible person will maintain a list of all hazardous substances used in the church/hall. This incorporates the following types of substance:

- Substances marked as harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment.
- Petrol, pesticides, insecticides and polishes.

Some substances require specialist treatment and must only be touched or removed by specialist contractors, in consultation with the local environmental health authorities. This includes:

- Asbestos
- Bird droppings in the bell tower

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

- Do not mix chemicals.
- Do not store chemicals in unmarked containers.
- Always make use of product information to determine the appropriate health and safety measures.

A hazardous substances record is kept, indicating the name, hazard level, method of storage, protective clothing and procedure in the event of an accident.

See Appendix 4 for the hazardous substances record.

## 6 Safety of plant, equipment and machinery

The responsible person will maintain a list of all items of fixed building-mounted mechanical and electrical plant and of other equipment and machinery kept on the premises. These can be found in appendix 4.2 and appendix 4.4 respectively. 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. Plant and machinery must be switched off before any adjustments are made.
3. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
4. 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.
5. The appropriate personal protective equipment must be worn when operating any relevant item of plant or machinery.
6. Ladders should only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties.

7. Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
8. All plant and machinery will be regularly maintained and a schedule of maintenance requirements kept.
9. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.
10. Items of plant and equipment are to be tested by a competent person in accordance with an inspection programme where noted in the attached inspection schedule.

See Appendix 4 for the equipment safety rules and inspection schedule.

## 7 Slips, trips and falls

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made of the condition of floors, steps and paths. This will be organised by the Fabric and H&S Committee to be carried out twice per annum (e.g. May and November). This will include all floors and stairs in the church and hall, and all paths and steps in the churchyard. Any defects will be reported to the Fabric and H&S Committee who will arrange for repairs or remedial measures to be carried out.

## 8 Lighting

In order to ensure that the church is adequately lit, an inspection will be made every quarter by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to the Fabric and H&S Committee who will ensure that the bulbs are replaced following appropriate safety procedures.

## 9 Working at high levels

Work at height is defined as work in any place where, if suitable measures were not taken, a person could fall a distance liable to cause personal injury. This may include a place at or below ground level or obtaining access to such a place except by a staircase in a permanent workplace.

The policy for working at height is as follows:

- Work at height must be properly planned and appropriately supervised. Working at height should only be considered when two persons are present.
- Work must not be carried out at height when it is reasonably practicable to carry out the work in a safer way.
- Where work is carried out at height, reasonable measures must be taken to prevent any person from falling a distance liable to cause personal injury.
- Where access is routinely required at high level (e.g. maintenance of roofs or gutters) the installation of barriers or fall arrest systems may be necessary.

See Appendix 5 for the guidance on working safely at height.

## 10 Preparation of food

Food Hygiene Regulations apply whether you sell publicly or privately, in a hall or marquee, for profit or for fund-raising. The only exception is for food cooked at home for private consumption.

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training.
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.

5. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

Food stuffs may only be prepared in the following areas:

- Hall kitchen worktops.
- Hall main room or small room, using tables that have been cleaned and prepared for this purpose.
- Church transepts using tables that have been cleaned and prepared for this purpose.
- Church sanctuary for Holy Communion bread and wine.

Food stuffs may only be prepared by the following people, after appropriate training has been given:

- The responsible person (see Appendix 1).
- Volunteers and employees authorised by the responsible person.
- Ministers and assistants in administration of Holy Communion.

## 11 Manual handling

Our policy is to eliminate the need for manual handling as far as is reasonably practicable. This covers lifting, carrying and moving loads. 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.

Appropriate training will be given to all those employees and voluntary workers who are required to undertake manual handling. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

## 12 Display screen equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- stability and legibility of the screen
- contrast and brightness of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the work station environment
- the user-friendliness of the software

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

## 13 Hazardous buildings/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 use them. This includes the potential hazards from any glazing below waist height and any asbestos in the building. The buildings are inspected every year by the responsible person. Any defects noted are reported to the Fabric and H&S Committee for remedial work to be carried out. Where necessary, temporary measures are taken to ensure there is no risk of accident or injury until permanent repairs can be carried out.

## 14 Safeguarding of children and vulnerable adults

The relevant Church of England and/or Chester Diocesan policies and procedures have been adopted, as necessary, and will be followed. Our Parish Safeguarding Policy is publicly available on our website. See the policy for full details.

## 15 Personal safety

Risk assessments will be undertaken for persons working alone in the church, travelling to and from church, accepting other persons into their homes and handling cash and other valuables. Appropriate procedures will be drawn up, including the appropriate control measures.

## 16 Risk assessments

Risk assessments will be carried out on all areas of the church premises, all activities run by the church (including regular activities and one-off and special events) where there may be a significant risk and on all maintenance activities carried out by volunteers or members of the congregation. Risk assessments will be undertaken by a competent person and reviewed by the Fabric and H&S committee at regular intervals and when circumstances change or alterations made to buildings. This will ensure that we meet our obligations under The Management of Health and Safety at Work Regulations 1999. Fêtes and churchyard maintenance require particular attention.

Risk assessments will be held by the Health and Safety Officer and made available on request.

## 17 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. All contractors, including the self-employed, must abide by the following rules:

1. Have their own health and safety policy (where required by law) and be able to provide a copy.
2. Produce evidence that they have appropriate Public and Employers' Liability insurance in place (to an appropriate value). A record of this evidence will be maintained.
3. Comply with all the requirements of this health and safety policy and 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, show where necessary that the equipment has been inspected and tested to ensure its safe operation.
5. Only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. Responsibility will remain with the contractors.
6. Follow instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

Contractors include, but are not limited to:

- Heating engineers servicing the boilers
- Landscape maintenance contractors maintaining the churchyards
- Specialist servicing the fire extinguishers
- Clocksmiths servicing the clocks and bell-ringing mechanisms

All of the above have responsibility for their own health and safety as a contractor.

## CDM Regulations

The Construction (Design & Management) Regulations apply to all construction work in Great Britain. We must be aware of our responsibilities under these regulations. As a 'client' (an individual or organisation for whom construction work is being carried out), we have a number of specific duties under the CDM Regulations; however, we can appoint a competent person to assist us in the discharge of these duties if we wish. The Approved Code of Practice to the CDM Regulations summarises the duties of a client as follows:

1. check the competence and resource of all appointees
2. ensure there are suitable management arrangements for the project including welfare facilities
3. allow sufficient time and resources for all stages
4. provide pre-construction information to designers and contractors

A project is notifiable to the HSE if the construction phase will be longer than 30 days or 500 person days of construction work, and for such projects, clients must:

1. appoint a 'Principal Designer' to co-ordinate design stage Health and Safety matters
2. appoint a 'Principal Contractor' to co-ordinate construction stage Health and Safety matters
3. make sure construction work does not start unless there are suitable welfare facilities, and a construction phase plan is in place
4. provide information relating to the health and safety file to the Principal Designer
5. retain and provide access to the health and safety file

## 18 Information and enforcement

### **Environmental Health Service**

Wallasey Town Hall  
Brighton Street  
Wallasey  
CH44 8ED  
Contact person: Eric Robinson  
Telephone: 0151 606 2430  
Email: ericrobinson@wirral.gov.uk

### **Employment Medical Advisory Service**

Health & Safety Executive  
Redgrave Court  
Merton Road  
Bootle  
L20 7HS  
Telephone: 0151 951 4000  
Email: emasmail@hse.gov.uk

### **Health and Safety Executive**

Information Line: 0845 345 0055  
HSE Books: 01787 881165

A copy of the HSE poster 'Health and Safety Law - what you should know' is displayed in the church office in the hall.

## Appendix 1: Responsible persons

### 1.1 List of activities

Numbers in brackets indicate the relevant paragraph in Section B of this policy.

Activity	Name	Position
Accidents (B1)	Rev'd Vicky Barrett	Vicar
First aiders (B1)	Rev'd Vicky Barrett	Vicar
	<i>Current First Aiders are: Patsy Baker Jane Wilson</i>	
First Aid boxes (B1)	Alice Jones	Churchwarden
	Graham Seagrave	Health & Safety Officer
Fire Alarm (B2)	Ron Longman	Volunteer
Fire extinguishers (B2)	Peter Arch	Volunteer
Emergency evacuation (B2)	Darren Jones	PCC member
Portable electrical appliances (B3)	(vacant - churchwardens)	
Fixed electrical system (B3)	(vacant - churchwardens)	
Boilers - Church (B4)	Iain Stinson	Volunteer
Boilers - Hirst Cottage + Parish Hall (B4)	Margaret Gamble	Caretaker
Hazardous substances (B5)	Margaret Gamble	Caretaker
Plant and machinery (B6)	(vacant - churchwardens)	
Condition of floors and stairs (B7)	Margaret Gamble (internal)	Caretaker
	Godfrey Allan Price (external)	Volunteer
Condition of churchyards (B7)	Peter Arch (memorials and walls)	Volunteer
	Patsy Baker (main churchyard)	Churchwarden
	vacant (additional churchyard)	
Light bulb changing (B8)	Scirard Lancelyn-Green	Volunteer
Working at high levels (B9)	Darren Jones	PCC member
Food preparation (B10)	Margaret Gamble	Caretaker
	Eileen Roberts	Volunteer
	Rachel Brothwell	Volunteer
Manual handling (B11)	Rev'd Vicky Barrett	Vicar
Display screen equipment (B12)	Rev'd Vicky Barrett	Vicar
Building defects/glazing (B13)	Darren Jones	PCC member

Safeguarding of children and vulnerable adults (B14)	Rev'd Vicky Barrett	Vicar
	Linda Arch	Parish Safeguarding Coordinator
Personal safety (B15)	Alice Jones	Churchwarden
Risk Assessments (B16)	Graham Seagrave	Health & Safety Officer
Fêtes and outings (B16)	Rachel Brothwell	Volunteer
Contractors (B17)	Darren Jones	PCC member

## 1.2 List of locations

Area	Name	Position
Main body of church	Patsy Baker	Churchwarden
Vicar's vestry	Rev'd Vicky Barrett	Vicar
Choir vestry	Patsy Baker	Churchwarden
Flower vestry	Margaret Gamble	Caretaker
Organ chamber	Iain Stinson	Director of Music
Bell tower	(vacant - churchwardens)	
Boiler rooms	Iain Stinson	Volunteer
Churchyards	Rev'd Vicky Barrett	Vicar
Parish Hall inc. kitchen	Margaret Gamble	Caretaker

## Appendix 2: Location specific details

Item	Location
First Aid Box	<ol style="list-style-type: none"> <li>1. Kitchen in the parish hall</li> <li>2. Office in the parish hall</li> <li>3. Church porch</li> <li>4. Vicar's vestry</li> </ol>
Accident Book / Report forms	<ol style="list-style-type: none"> <li>1. Kitchen in the parish hall</li> <li>2. Office in the parish hall</li> <li>3. Table at back of church (middle drawer)</li> </ol>
Fire Extinguisher	<ol style="list-style-type: none"> <li>1. Church - West end of nave by glass doors - Foam</li> <li>2. Church - West end of nave by glass doors - Carbon dioxide</li> <li>3. Church - by the font - Foam</li> <li>4. Church - chancel by vicar's vestry - Carbon dioxide</li> <li>5. Hall - entrance hallway - Carbon dioxide</li> <li>6. Hall - entrance hallway - Foam</li> <li>7. Hall - kitchen corridor - Carbon dioxide</li> <li>8. Hall - main room by store room door - Carbon dioxide</li> <li>9. Hall - main room by toilet block door - Foam</li> </ol>
Fire Blanket	<ol style="list-style-type: none"> <li>1. Hall - kitchen corridor</li> </ol>
Evacuation routes	<p>Church:</p> <ol style="list-style-type: none"> <li>1. Main entrance door (south-west)</li> <li>2. Flower vestry door (north-west)</li> <li>3. Choir vestry and side passage, only for people on the chancel (north-east)</li> </ol> <p>Hall:</p> <ol style="list-style-type: none"> <li>1. Main entrance door and corridor</li> <li>2. Side exit through toilet block</li> </ol>
Evacuation assembly points	<p>Church (regular services and events):</p> <ul style="list-style-type: none"> <li>- Patio outside the hall</li> </ul> <p>Church (large services and events):</p> <ul style="list-style-type: none"> <li>- Patio outside the hall + lawn outside Hirst Cottage</li> </ul> <p>Hall</p> <ul style="list-style-type: none"> <li>- Lawn adjacent to the church building + car park</li> </ul>
High visibility jackets & torches (to assist with evacuations in hours of darkness)	In plastic box underneath back pew

## Appendix 3.1: Evacuation Procedure (Church)

### In case of a fire (or other emergency)

1. Raise the alarm, for example by shouting “Emergency, please evacuate the building!”
2. Call 999 and ask for the Fire Service.
3. Check the building for occupants.
4. Only tackle the fire if safe to do so and without taking any risks.
5. Evacuate the premises and proceed to assembly point.
6. Maintain clear access for emergency vehicles.

<b>Address for emergency assistance:</b>  <b>All Saints Church Raby Road Thornton Hough Wirral CH63 1JP</b>	<b>Emergency exits:</b>  <b>Main porch at back of church Flower vestry at back of church Choir vestry (only for those on the chancel at time of evacuation)</b>
<b>Designated assembly point for an evacuation from church:</b>  <b>Patio outside the parish hall - capacity approx 100 persons (overspill to lawn outside Hirst Cottage)</b>	

### Evacuation procedure

- Sidespersons or other responsible adults will assist people to nearest exits and then to the assembly point.
- Occupants must leave the premises by the quickest route.
- Special attention will be given to any physically disabled persons.
- The Church wheelchair to be brought outside by one of the sidespersons to assist in evacuation to the assembly point.
- After evacuation the doors must be closed.
- No-one must re-enter the building.

### Routine arrangements to be made

- All emergency exits must be unlocked before a service or event.
- Sidespersons must understand their responsibilities in case of an evacuation.
- Sidespersons will have access to torches to assist with safe evacuation in darkness.

This procedure is to be read and followed by ministers, churchwardens, sidespersons, and PCC members.

## Appendix 3.2: Evacuation Procedure (Parish Hall)

### In case of a fire (or other emergency)

1. Raise the alarm by shouting “Emergency, please evacuate the building!”
2. In the event of a fire, the fire alarm should sound automatically; if not use one of the break glass units to activate the alarm.
3. Call 999 and ask for the Fire Service.
4. Check the building for occupants.
5. Only tackle the fire if safe to do so and without taking any risks.
6. Evacuate the premises and proceed to assembly point.
7. Maintain clear access for emergency vehicles.

<b>Address for emergency assistance:</b>  <b>All Saints Parish Hall Church Road Thornton Hough Wirral CH63 1JW</b>	<b>Emergency exits:</b>  <b>Main entrance via entrance hall Emergency exit via main hall + toilet block</b>
<b>Designated assembly point for an evacuation from Parish Hall:</b>  <b>Lawn outside the Church / Church car park</b>	

### Evacuation procedure

- Those responsible for leading groups and activities taking place will assist people to nearest exits and then to the assembly point.
- Occupants must leave the premises by the quickest route.
- Special attention will be given to any physically disabled persons.
- After evacuation the doors must be closed.
- No-one must re-enter the building.

### Routine arrangements to be made

- All emergency exits must be unlocked before an event.
- Emergency exits must not be blocked at any time.
- Those responsible must understand their responsibilities in case of an evacuation.
- Maximum occupancy of the main hall is 100 persons
- Maximum occupancy of the small hall is 60 persons

This procedure is to be read and followed by ministers, churchwardens, sidespersons, PCC members and those responsible for groups and activities taking place in the Parish Hall.

## Appendix 4: Specific Hazards

### 4.1 Hazardous substances record

Name	Hazard	Storage	Protection	Accidents
Floor cleaner				
Toilet cleaner				

### 4.2 List of mechanical & electrical plant

Item	Rules and procedures	Protective equipment
Gas boilers (church)		
Gas boiler (Parish hall)		
Gas boiler (Hirst Cottage)		

### 4.3 Mechanical & electrical plant inspection procedures

Item	Inspection arrangements
Gas boilers - Church tower basement - Hall - Hirst cottage	Annual service and check by qualified contractor.

### 4.4 Other equipment & machinery safety

Item	Rules and procedures	Protective equipment
Organ blower	Posted on the outside of the blower box	
Ladders (long)	Attached to the ladders	
Step ladders	Attached to the ladders	
Chair trolleys		

### 4.5 Other equipment & machinery inspection procedures

Item	Inspection arrangements
Organ blower	Inspection and maintenance by qualified contractor.
Ladders & step ladders	Visual check before each use.
Chair trolleys	Visual check before each use.

## Appendix 5: Working Safely at Height

Please read this guidance before using ladders or stepladders in the Church, Church grounds or Parish Hall.

**Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. Any work at height should only be considered when two or more persons are present.**

Before using ladders or stepladders ***always***:

- avoid working at height where it is reasonably practical to do so
- do as much work from the ground as possible
- where working at height cannot be easily avoided, consider the safest access
- use ladders for low risk, short duration work only (maximum 30 minutes)
- ensure the equipment is suitable, stable and strong enough for the job
- carefully check the condition of the ladder or stepladder before use
- place the ladder or stepladder where it is level, stable and if possible can be secured
- check the ladder angle is approximately 1 in 4 (75°)
- ensure any locking devices are engaged before climbing on the ladder
- maintain three points of contact when climbing

And ***do not***:

- overload ladders
- overreach on ladders or stepladders
- rest a ladder against weak upper surfaces, e.g. glazing or plastic gutters
- use ladders or stepladders for strenuous or heavy tasks
- stand ladders on moveable objects
- work off the top three rungs
- let anyone who is not competent (has skills, knowledge & experience) use ladders

For further information please refer to the HSE guidance note *Safe use of ladders and stepladders* provided.