

**Church of St. John the Evangelist, Donisthorpe with Moira, Acresford and
Stretton en le Field
Health and Safety Policy**

Statement of Intent:

The Parochial Church council of St. John's Church Donisthorpe (**The PCC**) is committed to ensuring the safety of all persons who enter the church and church grounds.

Objectives:

The PCC will endeavour to:

- Provide safe buildings;
- Ensure compliance with legislative requirements and standards.
- Provide safe work equipment and safe methods of working.
- Ensure that 'Village Heart @ St. John's Hirers' are provided with information on their responsibilities with regard to Health & Safety in the Terms and Conditions of Hire Agreement.

Arrangements:

The elected churchwardens will undertake an annual health and safety inspection and risk assessment inside and outside premises.

The PCC will review annually, at its first business meeting, the Health and Safety Policy together with all risk assessments.

Hazards Identified

- **Solo workers** - should not undertake hazardous tasks on their own. If anyone is in the church on their own, they should ensure that someone knows they are there and for how long they will be there and, if possible, have a working mobile telephone on their person. Solo workers should be aware of the risks involved in the tasks they are undertaking.
- **Emergency Exit from the Building:** When buildings are in use, all fire exit doors should be easily opened from the inside without the use of a key. On special occasions when large numbers may be present, exit signs should be in place.
- **Footpaths and walkways** should be regularly maintained to ensure they remain free from obstruction. Ramps and steps need particular attention. Bear in mind the difficulty the frail, elderly, disabled, those with pushchairs or walking aids may have in accessing the premises. Any special arrangements for safe evacuation of disabled visitors, eg. external illumination, must be regularly checked and updated as required.
- **Steps, stairs and ladders**, including bell tower access ladders should be examined at least annually. Uneven or worn treads are a positive danger.
- **Boundary Walls** and fences should be checked at least three times a year to check for potential hazards.
- **Trees** should be inspected at least every six months and looked at every five years by a tree surgeon.
- **Roof covering and structure:** visual inspection of the external wall coverings should be carried out at frequent intervals to discover any defects requiring attention. Loose or defective parapets, roof crosses or slipped and damaged tiles must be dealt with immediately.
- **Floor coverings:** defective floor coverings, carpets and trailing flexes from appliances should be made safe immediately on discovery.

- **Flammable liquids and polishes:** if it is necessary to use any flammable materials, they should be kept in well ventilated areas or within a lockable, metal cabinet. Paraffin or petrol must not be stored in church.
- **Portable appliances, including fires:** Any appliance plugged into a socket should be RCD protected. All electrical appliances either kept in church or brought into church for use must be PAT tested and an appropriate label attached.
- **Fire:** Portable heaters using gas cylinders should not be used. Fire extinguishers should be of the appropriate kind and serviced annually. The PCC has a service contract for fire extinguishers.
- **Bell:** Only persons authorised by the PCC should ring the bell. The area around the bell ringer should be kept free from obstruction. Please refer to the Ecclesiastical Insurance booklet for detailed guidance on management of bells.

Ecclesiastical Insurance Note for Churches: Section 3, Health and Safety are available for guidance and should be read every 12 months by the incumbent*, churchwardens and verger.

Fire Plan:

The PCC is the 'Responsible Person' for ensuring fire safety in the church building.

The 'Competent Persons' appointed by the PCC to carry out a fire risk assessment are the elected churchwardens.

Where the church is hired out in under 'Village Heart @ St. John's arrangements' the Responsible Person will be The Hirer.

The Competent Persons are to carry out a fire risk assessment every 12 months and a report made to the PCC.

In the event of a fire, the 'competent/responsible person' in charge of the proceedings/event, will direct people to the fire exits. Fire exits are located at the church entrance, the front of the church to the RIGHT of the Chancel and an exit from the upper floor, through the Vestry via a spiral staircase to the back of church.


The fire assembly point is the gate entrance to the churchyard.

On occasions when large numbers are expected to attend an event, temporary "Fire Exit" signs are to be placed at all exits.

Fire Extinguishers will be fixed and signed in a location where they can be reached quickly and sited on escape routes both upstairs and down at 'fire points' recommended by our fire protection consultants.

Reconfirmed at Parochial Church Council Meeting:

Date 4th June 2024



Signed (Lay Chair) Name: DEREK TOMLIN