

St. Mary's Church, Market St. Hollingworth, Hyde. SK14 8NE

Health and Safety Policy

Section A General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy conditions for all users of the church premises.

We will try to maintain the church building, grounds, fittings, furniture and equipment in such condition that they may be used safely.

We will try to ensure, so far as is reasonably practicable, the welfare, health and safety of all members of the congregation, contractors, guests, visitors and others within the church building and grounds. The allocation of duties for safety matters and also the particular arrangements that we shall make to implement the Policy are set out in Sections B and C.

The Policy will be kept up to date, particularly in the event of any change to our building or activities. To ensure that it is reviewed regularly, it will be on the agenda for all meetings of the PCC.

Signed (Vicar)

..... (Warden)

Date

Health and Safety Policy

Section B Organisation and Responsibilities

Overall responsibility: Vicar Rev. Bruce Perrin

Ensuring that agreed measures are carried out: The Churchwarden, Mrs Kathryn Cook

Implementation of Policy: The Parochial Church Council

The responsibilities of the Health and Safety Officer: Mrs Janet Malpas

The above people and the PCC should

- 1) be familiar with Health and Safety regulations.
- 2) be familiar with Health and Safety arrangements and ensure that they are observed.
- 3) ensure, so far as is reasonably practicable that safe systems are in place.
- 4) ensure that the premises are clean and tidy.
- 5) ensure that the churchyard is properly maintained, including the safety of monuments and trees.
- 6) ensure that safety equipment and clothing is provided and used when required.

Responsibilities of employees and voluntary workers:

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Policy and to take reasonable care of themselves and others whilst on church business or premises.

They must therefore:

- Comply with safety rules, operating instructions and procedures.
- Use protective clothing and equipment when it is required.
- Report any fault or defect in equipment immediately to the appropriate person.
- Report all accidents, injuries and potential hazards as soon as possible.
- Not misuse anything provided in the interests of Health and Safety

Health and Safety Policy, section B (continued)

Responsible persons by activity

Accident Book/ Reporting	Janet Malpas
Fire Extinguishers	John Carruthers
Emergency Evacuation	John Carruthers, Janet Malpas
Portable Electrical Appliances	John Carruthers
Fixed Electrical System	Chris Deacon
Gas Equipment	Martin Eagle/Chris Deacon
Hazardous Substances	John Carruthers
Condition of floor and steps	Janet Malpas
Condition of churchyard	Chris Deacon
Lightbulb changing	Chris Deacon
Working at high levels	Chris Deacon
Food Preparation	Kathryn Cook
Manual handling	Chris Deacon
Display screen equipment	Martin Eagle
Building defects/ glazing	Kathryn Cook/Bruce Perrin
Children and vulnerable persons	Kathryn Cook
Personal safety	Kathryn Cook
Fetes and outings	Dorothy Turton, Janet Malpas
Contractors	Chris Deacon
Music	Rev. Graham Harrison
Health and Safety Training	Janet Malpas
Electrical/Gas regulators	Martin Eagle/Chris Deacon
Children/Young people equipment	Margaret Mellor/Sarah Perrin

Responsible Persons by area

Main body of church	Chris Deacon
Vestry	Rev. Bruce Perrin
Organ	Rev. Graham Harrison
Kitchen	Kathryn Cook
Belltower and Porch	Chris Deacon
Toilets	Margaret Mellor
Churchyard	Chris Deacon

Section C Arrangements (implementation of the Policy)

1) Accidents and First Aid

- First Aid Boxes are located in the kitchen and the vestry.
- The Accident Book is in the vestry draws
- Qualified First Aiders include: Janet Malpas, Sarah Perrin, Dorothy Turton, Jan Royle, Kath Cook

2) Fire Safety

- Fire extinguishers located: On vestry wall, to the left of the exterior door, On the chancel floor, to the right of the organ, On the kitchen wall, to the right of the door, On the wall between kitchen and porch doors. - All tested annually by Tameside Fire Protection Services.
- Fire blanket, On the kitchen wall to right of door. Tested annually as above.
- Fire doors are unlocked before a service or a meeting. In the event of a fire, the service or meeting leader will instigate the evacuation of the church, assisted by trained stewards.
- Fire risk assessment and evacuation procedures are in place.

3) Electrical equipment. All electrical equipment is tested bi-annually by a qualified person.

4) Gas appliances. All gas appliances are tested annually by a qualified person

5) Hazardous substances. These are kept to a minimum, mainly comprising cleaning materials and disinfectants, which are stored in a cupboard with a childproof lock.

6) Organ. The organ is inspected annually.

7) Food preparation.

- Baked goods are stored in containers in cupboards. Perishable food is stored in a fridge, with attention paid to suitable hygiene and 'use by' dates.
- Food may be prepared in the kitchen and community room only.
- Surfaces, etc. are cleaned and disinfected.
- People who have received appropriate training may prepare and serve food: including - Janet Malpas, Kathryn Cook, Sarah Perrin.

8) Slips, trips, falls. The churchyard and paths are well maintained and kept clear of obstruction. Inside the building, floor coverings are in good condition. A good standard of tidiness and hygiene is maintained. Regard is given to possible issues arising from the age, health and mobility of both children and adults.

9) Equipment. Equipment is well maintained and stored correctly.

10) Working at height. Ladders are kept securely and maintained in good condition. People must never work at height alone. Only Rev. Bruce Perrin, Chris Deacon, and Frank Mellor may work at height.

11) Lone worker. See full policy, but in summary...

- Where practicable, have someone else with you (or in the building)
- The PCC suggests that each lone worker takes part in a “buddy” system where they contact a named person before every visit (be it a visit to a person, or to do a ‘job’ at a building) with an itinerary of who they are meeting (or what they are going to do), where and at what times.
- Ensure that you have got a portable phone with you that is charged and turned on? Does it have your ‘buddy’ and the church mobile (07954300933) programmed into it so you can call for help?
- Have you set up a predetermined code word ready in case you want to summon help?
- When you have finished your visit/job contact your buddy to confirm that you are OK and going home