



**St Peter's Church
Hershham
Health & Safety Policy
November 2019**

Our Health & Safety Policy

**St Peter's Church
Burwood Road
Hersham
Surrey KT12 4AA**

This Health & Safety Policy was approved by Hersham Parochial Church Council on Wednesday 1st April 2009 and reviewed by the PCC on Wednesday 20/11/2019.

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.

The PCC is mindful of its duties and obligations as set out in statute. It will use its reasonable endeavours to adhere to the following principles which it believes will provide a framework consistent with its circumstances:

1. To review this policy
 - a) every two years to ensure it remains relevant to the PCC
 - b) if and when there are significant changes in relevant regulations
 - c) if and when there are significant changes in the properties or the use to which they are put.
2. To communicate the details of our policy by making a copy available in church and by drawing attention to it in the weekly news letter every quarter and by making a summary of its provisions available to users of the church hall
3. To involve professional expertise on matters that are outside the experience of members of the PCC or its delegated teams.

4. To undertake reviews of the buildings and procedures, to assess where changes are recommended and, subject to PCC agreement, to carry out such changes in a reasonable time period.

Set out in the Appendix to this policy is detailed guidance for consideration by members of the PCC and parishioners when undertaking activities that might be impacted by the provisions of the Health and Safety legislation. Whilst not being a part of this policy, the PCC regards the guidance as relevant to its activities and expects that it will be complied with wherever practicable

Signed

Jackie Richardson Vicar

Date 20th day of November 2019

Document History

Version 1.0 - April 2009 Author Geoff Trickey - First full version
Version 1.0 - November 2011 Author Geoff Trickey - Review: No changes
Version 1.1 – November 2013 Author Ian Rose - Minor Amendments
Version 1.2 - November 2015 Author John Cramp - Minor Amendments
Version 1.3 - November 2017 Author John Cramp - Amendments and Additions
Version 1.3 - amendment to Hall Evacuation procedures (July 2018)(JC)
Version 1.3 - minor amendment to church evacuation point (JC) (Dec 2018)
Version 1.4 - November 2019 Author John Cramp - Amendments and Additions

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Appendix to the Health & Safety Policy

This appendix comprises three sections:

Section A- General Statement of policy

Section B- Organisation and responsibilities

Section C- Implementation

Note for those whose attention has been drawn to this document (e.g. employees, voluntary helpers and contractors):

The success of this policy will depend upon your cooperation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for Health and Safety.

Contents

A General Statement of policy	5
B Organisation and responsibilities	
1. Responsibility for St Peter's Health & Safety Policy	6
2. Responsibility of the Health & Safety Officer	6
3. Responsibility of employees and voluntary workers	7
4. Responsibility of hirers of church hall	7
C Implementation	
1. Accidents and first aid	8
2. Fire safety	8
3. Fire extinguishers	8
4. Fire alarm system	9
5. Evacuation procedure	9
6. Action required upon discovering a fire	9
7. Electrical safety generally	10
8. Duties of employees and voluntary workers in relation to electricity safety	10
9. Gas equipment safety	10
10. Hazardous substances	11
11. Slips, trips and falls	11
12. Lighting	11
13. Working at high levels	11
14. Preparation of food	11
15. Manual handling	12
16. Display screen equipment	12
17. Hazardous buildings/ glazing	12
18. Safeguarding	12
19. Tower	13
20. Risk assessments	13
21. Contractors	14
Annex No 1 Diary of activities	15
Annex No 2 Check list for bi annual comprehensive risk assessment	16-17
Annex No 3 Evacuation procedure	18
Annex No 4 Location of fire fighting equipment in church	19
Annex No 5 Evacuation procedure of Hall	20

A General Statement of intentions.

1. We will 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, church hall and any associated land and buildings.
2. The allocation of duties for safety matters and the particular arrangements that we will make to implement our intentions are set out below.
3. In order to ensure that Health and Safety matters are kept under review, an item on Health & Safety will be on the agenda for meetings of the Parochial Church Council every quarter and employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters

B Organisation and responsibilities

1. Responsibility for St Peter's Health & Safety Policy. Overall responsibility for the preparation and updating of our Health & Safety Policy rests with the Parochial Church Council.

2. Responsibility of the Health & Safety Officer. Mr John Cramp is the Health & Safety Officer and as such carries the responsibility for the day to day implementation of the arrangements outlined in this policy except for the following which are the responsibility of the person designated below:

Food preparation see para C 14	to be appointed
Safeguarding see para C 18	Lynne Watson

Bell ringing, bell tower,
and tours thereof see para C 19 Andy Charnleybeal

In particular the responsibility of the Health & Safety Officer shall be to:

1. be familiar with Health & Safety Regulations as far as they concern church premises
2. be familiar with the Health & Safety policy and arrangements and ensure they are observed
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure that the church and hall are clean and tidy
5. ensure, in conjunction with Elmbridge Borough Council, that the churchyard is properly maintained
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. ensure that adequate access and egress is maintained
8. ensure adequate fire fighting equipment is available and maintained

B Organisation and responsibilities

3. Responsibility of employees and voluntary workers. All employees and voluntary workers have a responsibility to co-operate in the implementation of the provisions of this Appendix to our Health & 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

4. Responsibility of hirers of the church hall. A summary of our Health & Safety Policy and its Appendix together with specific details of the alarm system in the hall will be affixed to the main internal notice board in the hall and the attention of all hirers will be drawn to its existence and to the need to read it prior to commencing their activities. A copy of the policy is also on the St Peter's website. Attention will also be drawn to the hirer's responsibility for the safety of any portable electrical appliances brought onto the premises by them. A note drawing attention to these provisions will be sent to all existing hirers of the hall.

5. Responsibility of tenants. Tenants of St Peter's Lodge, the Guides, Burwood Preschool and the Foodbank will be informed of the need for them to be responsible for their own Health and Safety Policy and related matters.

C. Implementation

This section sets out our arrangements to minimise as far as is practicable risks to health and safety of employees, voluntary workers, members of the congregation, visitors and contractors. Unless otherwise stated the provisions of this document apply to both the church and the church hall

1. **Accidents and first aid.** The First Aid Box in the church is located in the kitchen and in the hall it is located on the window sill in the kitchen. The accident book in the church is located in the kitchen and in the hall is located on the wall in the kitchen. All accidents and incidents are to be recorded in the accident book and the Health & Safety Officer is to be informed on each occasion
2. **Fire safety.** Our obligations under the Regulatory Reform (Fire Safety) Order 2005 are to be complied with; in order to achieve this we undertake to:
 - 2.1 A Fire Risk Assessment will be completed on the Church every year by the H&S Officer. A Fire Risk Assessment for the Hall will be completed every two years by a firm qualified in this field. Fire Risk Assessments will be redone on significant changes to contents or structure of the properties.
 - 2.2 check that a fire can be detected within a reasonable time and that people can be warned
 - 2.3 check that people who may be in the building can get out safely including the provision of emergency lighting and fire exit signage
 - 2.4 provide reasonable fire fighting equipment
 - 2.5 check that those in the building know what to do if there is a fire
 - 2.6 check, once a quarter, that our fire fighting equipment is in place and is serviceable and that there is an annual maintenance contract in place with a competent contractor who is a member of an approved body
3. **Fire extinguishers.** Fire extinguishers in the church are kept in the locations shown at Annex No 4 of this document. The Health & Safety Officer is to check these extinguishers once a quarter to ensure that that they are still in place and have not been discharged. These extinguishers are to be checked once a year by a suitably competent contractor who is a member of an approved body.

C Implementation (Cont'd)

4. **Fire alarm system.** There is a fire alarm system in operation in the church hall. A competent contractor who is a member of an approved body is to test this system once a year; monthly checks on the operation of one of the break glass points are to be carried out. The emergency lights in both the church and hall are to be checked once a year by a competent contractor who is a member of an approved body, and the functioning of those lights is to be tested quarterly.
5. **Evacuation procedure.** Our evacuation procedure for the church is set out in Annex No 1. Those with specific responsibilities for services and the like in the church, (e.g. the vicar, associate priests, readers and others who might be responsible for running services) and the churchwardens are to meet once a year to review, and if necessary amend, these procedures. Practice evacuations are to be carried out, as far as possible, once a year. At services where the congregation is likely to exceed 200 persons verbal reminders of their specific obligations are to be given to those involved with stewarding of the service, and safety announcements made by the leader of the service.
6. **Action required upon discovering a fire.** If any fire is discovered:
 - 6.1 immediately raise the alarm
 - 6.2 telephone the emergency services by telephoning 999
 - 6.3 check the building for occupants
 - 6.4 attack the fire if possible using the appliances provided, but without taking personal risk
 - 6.5 if it is not possible to attack the fire or if it is not clear which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you; the general rule is people before property.
 - 6.6 evacuate to the designated assembly point.
 - 6.7 ensure clear access for emergency vehicles

C Implementation (Cont'd)

7. **Electrical safety generally.** To assist in ensuring electrical safety we are to observe the following:
 - 7.1 Portable electrical appliances. Plugs cables and sockets are to be inspected twice a year by the Health & Safety Officer to identify and eliminate any loose connections, worn flexes or trailing leads.
 - 7.2 Fixed electrical installation. Every five years, our fixed electrical system and our lightning conductor are to be inspected and tested by a competent contractor who is a member of an approved body who at that time will also inspect all portable electrical appliances.
 - 7.3 Sale of second hand electrical goods. Second hand electrical goods are not to be sold unless they have been tested by a suitably qualified person and a register of such equipment is maintained.

8. **Duties of employees and voluntary workers in relation to electrical safety.** All employees and voluntary workers must:
 - 8.1 visually check all electrical equipment before use
 - 8.2 report any faults immediately to the Health & Safety Officer
 - 8.3 not attempt to repair faulty equipment
 - 8.4 switch off and disconnect all electrical equipment when not in use for long periods
 - 8.5 position and protect flexible cables so that they do not constitute a tripping hazard and are not subject to mechanical damage

9. **Gas equipment safety.** Our gas boilers are to be inspected annually by a competent contractor who is a member of an approved body and any necessary remedial work revealed by such an inspection is undertaken immediately. There is one boiler in the boiler room under the church, one in the store cupboard next to the Parish Office and one in the room off the hall proper.

C Implementation (Cont'd)

10. **Hazardous substances.** Where possible, we are to eliminate the use of hazardous substances. Where this is not possible, hazardous substances are to be locked away and only used by persons with the appropriate experience. Personal Protective Equipment is to be used where appropriate. Chemicals must not be mixed nor are they to be stored in unmarked containers.
11. **Slips trips and falls.** An inspection is to be made twice a year by the Health & Safety Officer of all floors and stairs in the church and hall and all paths and steps in the churchyard to identify and remedy any defects likely to cause slips, trips and falls. Particular note is to be made of moss, algae and leaves on paths. Bags of coarse salt/grit are to be stored in or near to the church and the hall and arrangements put in place to ensure that the entrance path to both buildings are suitably gritted when snow or ice is expected.
12. **Lighting.** An inspection of the church is to be made every quarter by the Health & Safety Officer to ensure that all the lights in the church, hall and churchyard are working and that the church is adequately lit. Any bulbs above the height of 3 metres from floor level that require replacing will be replaced by a competent electrical contractor who is a member of an approved body. Bulbs below this level that require replacing will be replaced under the direction of the Health & Safety Officer.
13. **Working at high levels.** No work is to be carried out at high levels other than by approved contractors or competent volunteers and then only subject to the necessary safety provisions being in place
14. **Preparation of food.** The appropriate regulations governing the preparation and storage of foodstuffs are to be adhered to and all food handlers are to have adequate supervision and instruction. An annual appropriate assessment of risks is to be carried out for foods to be prepared and stored including storage at the correct temperatures. Before any preparation of food commences, all surfaces coming into contact with food are to be washed down and disinfected. Food stuffs may only be prepared in the kitchens. Ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

C Implementation (Cont'd)

15. **Manual handling.** The need for manual handling is to be eliminated as far as is reasonably practicable. Where this is not possible, a risk assessment is to be carried out and lifting aids, including trolleys, lifts and hoists are to be used as far as possible. Advice is to be given to those employees and voluntary workers who are required to undertake manual handling; only those who have been authorised and have received the necessary relevant advice are to undertake manual handling tasks
16. **Display screen equipment.** Annual assessments are to be carried out of the risks to those who habitually use computers or workstations so as to reduce those risks to the lowest level practicable. The following factors are to be considered when carrying out such risk assessments:
 - 16.1. stability and legibility of the screen
 - 16.2. contrast and brightness of the screen
 - 16.3. tilt and swivel of the screen
 - 16.4. suitability of keyboards, desks and chairs
 - 16.5. the work station environment
 - 16.6. the user friendliness of the software
17. **Hazardous buildings/glazing.** Buildings are to be inspected twice a year, any defects are to be noted and remedied as soon as practicable; care is to be taken to ensure that any necessary temporary measures to remove any immediate risk of accident or injury are put in place. Any glass in windows below waist height and in and beside doors below shoulder height is to be of a safety material or to be protected against breakage
18. **Safeguarding.** A separate Safeguarding Policy, 'Promoting a Safer Church' as set out by the Church of England and adopted by the PCC is to be maintained by the Safeguarding Officer assisted by the Safeguarding committee, The policy is submitted to the Parochial Church Council annually for review, update and approval.

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C Implementation (Cont'd)

19. **Tower** No-one shall enter the Tower without the permission of the Vicar, Church Wardens or Tower Captain (Andy Charnleybeal) or vice captain (Mrs Genebeth Webb) Nobody shall enter the Tower alone with the exception of the Vicar, Churchwardens, Tower Captain, Vice captain, Steeple Keeper, the Health and Safety Officer or Mrs Dawn Howells and then only if they have advised others or are carrying a working mobile phone. No one is to enter the bell chamber alone unless someone capable of raising the alarm in the event of an accident is present in the tower. A review of the means of accessing the bell chamber is to be carried out.
20. **Risk assessments** In the event of any of the following activities- or like activities- being undertaken, a specific risk assessment is to be developed and carried in relation thereto:
- 20.1. fetes and other events on external Church property. Hirers of Vauxmead are to do their own Risk Assessments.
 - 20.2. tower tours
 - 20.3. change ringing bells
 - 20.4. sponsored walks and outings
 - 20.5. churchyard maintenance
 - 20.6. erection of temporary staging
 - 20.7. whenever requested to do in relation to building maintenance; such an assessment to include a method of working statement

Moreover risk assessments are to be carried out annually in relation to the following activities:

- 20.8. working alone: in the church, the church Hall and in the vicarage
- 20.9. accepting persons into peoples homes
- 20.10. handling cash and other valuables

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C Implementation (Cont'd)

- 21 **Contractors** Anyone entering the church 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, are to abide by the following rules:
- 21.1. have their own Health & Safety policy (where required by law) and be able to provide a copy of the same
 - 21.1 produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence will be maintained.
 - 21.3. comply with all the requirements of our Health & Safety Policy and co-operate with church officials in providing a safe system of operation
 - 21.4. where plant and machinery is brought onto church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
 - 21.5. contractors may only use sub contractors or persons other than their own direct employees with the express permission of the church official. However responsibility will remain with the contractors.
 - 21.6. contractors will be given detailed instructions regarding areas where they are permitted to work and the extent of the work they are authorised to undertake.

Annex No 1 Diary of activities

Weekly – Hall

Check that fire escape exits are clear of obstruction.

Monthly

Check operation of alarm system in Hall by testing one “break glass” point each month on a rotating basis.

Check operation of fire exit doors.

Quarterly

Check that fire extinguishers are in place and have not been discharged.

Check all the lighting in the church and in the hall and note and have any defective bulbs replaced.

Biannual

Carry out a comprehensive risk assessment (see Check list of items- Annex No 2).

Check all buildings for defects

Annual

Check of all fire extinguishers and alarm system by competent contractor

Carry out an emergency evacuation of the church.

Carry out an appropriate risk assessment of food preparation arrangements.

Carry out a risk assessment of all display screen equipment.

Submit updated Safeguarding policy to PCC for their approval.

Carry out a risk assessment on working alone in the church, accepting persons into people’s homes, and handling cash and other valuables

Biennial

Review our Health & Safety Policy.

Quinquennial

A competent contractor who is a member of an approved body is to inspect and test the electrical systems, lightning conductor and all portable electrical appliances.

Ad hoc

Review Health & Safety Policy if and when there are significant changes in relevant regulations or in the properties or the use to which they are put.

Ensure that access paths are suitably gritted when snow or ice is likely to occur.

Carry out a risk assessment before any activities such as are listed in para C20 are undertaken.

Carry out a risk assessment before any activity likely to involve manual handling is undertaken.

Annex No 2 Check list for bi annual comprehensive risk assessment

List of items to be checked

- Safety**
1. Inspect leads, plugs and earth continuity to, and safety of, all portable electrical appliances
 2. Test socket outlets.
 3. Check slips and trips
 4. Check floor surfaces for slippery surfaces
 5. Note any changes in floor level
 6. Check for adequate heat light and vent
 7. Ensure stairways are adequate and clear
 8. Check for danger from glass
 9. Check for any hazardous substances
 10. Check that adequate First Aid equipment is readily accessible
 11. Check that Accident book is in place and note its use over previous 6 months
 12. Check that all ladders are in a good condition
 13. Visually check permanent electrical installation
 14. Check church and hall environs for hazards
- Fire risks**
15. Identify any risks from combustible materials
 16. Identify any risks of ignition and fuel and reduce danger
 17. Consider impact of last on people including neighbours
 18. Check that a fire can be detected in reasonable time
 19. Check that all fire exits and routes are obvious and that they are kept clear
 20. Check that there is an effective means of keeping fire doors closed
 21. Check that fire fighting equipment is in place and clearly marked and that no fire extinguishers have been discharged
 22. Check that safety torches are provided
 23. Check that our evacuation procedures are clearly displayed

Annex No 2 Check list for bi annual comprehensive risk assessment (cont'd)

List of locations to be checked

Church:

Porch
Tower
Nave
Lady Chapel
Music area
Music cupboard
Chancel
Vestry areas
Boiler room
Violet Sedgbeer room, kitchen and toilet
Externally including sheds and lych gate

Hall

Entrance and corridor
Counselling room
Kitchen
Hall proper
Rooms/ cupboards off hall
Stores off corridor
Ladies toilet
Gents toilet
Disabled toilet
Parish office
Externally

Annex No 3 Evacuation procedure

The following notice will be posted on the main notice board in the church

Evacuation of the church in an Emergency

The chance of there being a major fire or other such incident in church, requiring emergency evacuation is remote but we must always be ready for such an eventuality. There are two main escape doors; the Porch Entrance doors and the door next to the Vicar's vestry. They are marked with Green Emergency Exit signs and have emergency lighting so that the exits will remain lit even if there is a complete power failure.

The following notes set out a simple procedure to be followed in the event of our having to vacate the church.

- *The person in charge of the service will make an announcement to vacate the building*
- *Members of the congregation in the front part of the South aisle i.e. those close to the Music area and Vestry will be expected to exit via the door next to the Vicar's vestry. These pews have been specifically marked as requiring occupants to use the Vestry exit. However those with wheel chairs or pushchairs must use the main exit as must all other members of the congregation.*
- *There are two overriding requirements if our evacuation procedure is to be effective.*
 - *Those members of the congregation who know the procedure for evacuation must immediately make sure that those around them are clear what they should do.*
 - *Ensure that once they are through the main doors to safety they keep on moving away from the building so that those who are following can also get out to safety.*
- *Once outside the building keep within the churchyard boundary and make your way to the Burwood Road wall to the right of the path as you exit the church- not onto Burwood Road which could cause a traffic accident.*

The Health and Safety Officer, Church Warden, Service Co-Ordinator or Worship Leader in that order if they are at the church are responsible for making sure that all persons have evacuated the building, electric power is switched off and all outer doors are closed. These actions only to be done if it is safe to complete them. That person is also responsible for making sure that the emergency services are called.

NB. It is regarded as too difficult to reach the gas control valve in the boiler room.

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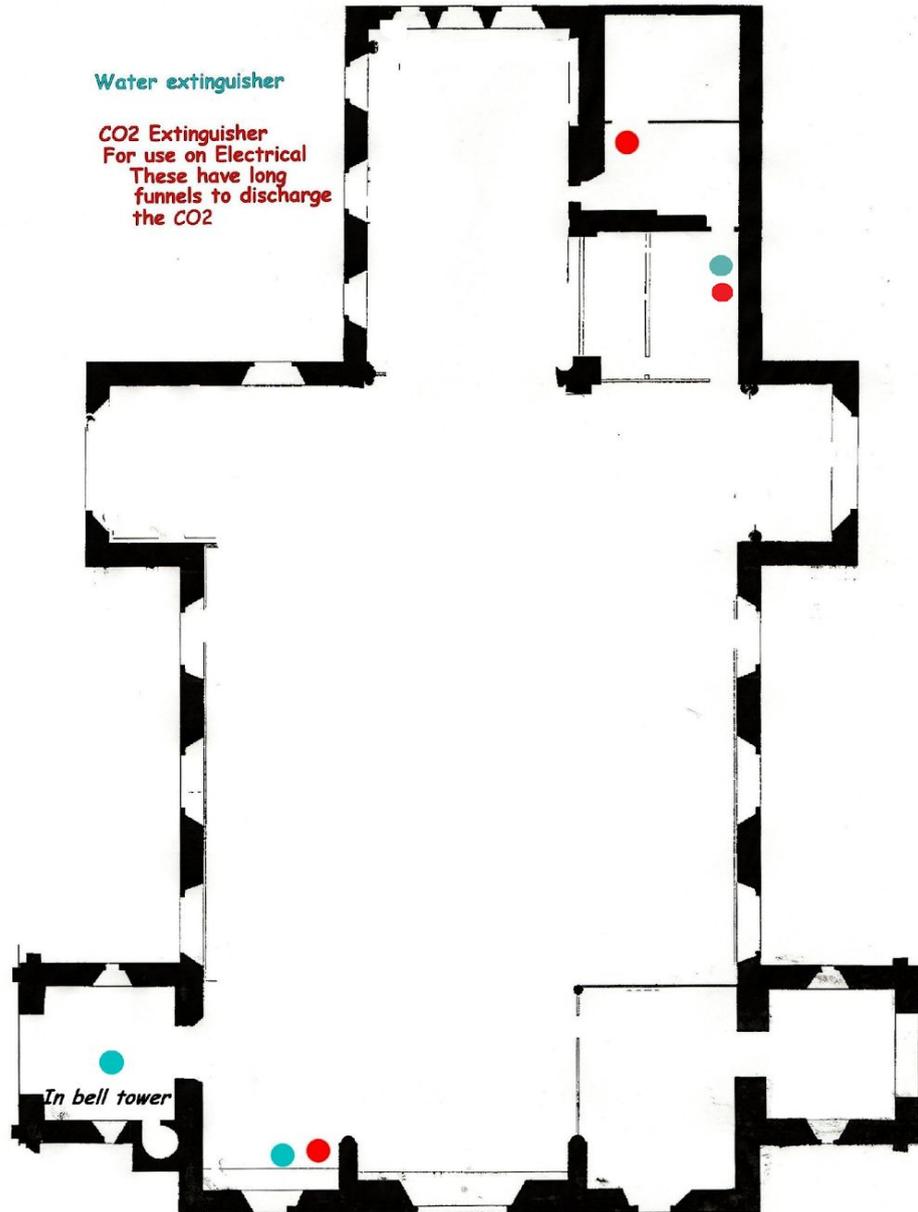
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Annex No 4 Location of fire fighting equipment in church

St Peter's Hersham



Annex No 5 Hall Evacuation Procedure

The Following will be posted on the main notice board in the Hall

Evacuation of the Hall in an Emergency

The chance of there being a major fire or other such incident in the hall, requiring emergency evacuation is small but we must always be ready for such an eventuality. There are 4 main emergency escape doors. Three in the hall itself and one in the corridor next to the kitchen. In the Hall the escape door at the far end of the Hall is suitable for wheelchair users. They are marked with green emergency exit signs and the wheelchair emergency exit has a green sign with a wheelchair. There is also an Emergency Exit in the Parish Office. In addition the main entrance door can also be used. The following notes set out the simple procedure to be followed in the event of an evacuation of the hall.

On hearing the alarm check if it is possible to extinguish the fire using the fire extinguishers provided but without taking personal risk.

If it is not possible to extinguish the fire or if it is not clear which fire extinguisher to use, assist in the evacuation of the Hall by the nearest exit. If it is safe to do so check the building for occupants especially in the toilets. On leaving the building please close all doors behind you.

Once outside the building keep moving until you get to the gate and then turn right and make your way to the Memorial garden next door. Do not go onto Burwood road as this might cause a traffic accident.

Telephone the emergency services by dialling 999 as soon as possible.

The Memorial garden is the designated assembly point for the hall evacuation.

