

St. Peter and St.Paul, Abington, Northampton

Implementation of the Health and Safety Policy

Intention of this document:

This sets out how the church implements our policy, which is a separate shorter document.

All members of the PCC should read this document, as should sidesmen, cleaners, members of the Building Committee, persons preparing food in the kitchen at the rooms, and any person carrying out hazardous work at the church or the church rooms. Its says what should be done, and in some cases where things are kept.

1. Accident and First Aid

In accordance with Health & Safety (First Aid) Regs 1981

First Aid boxes are located at:-
Church Choir Vestry and Sidesmen's corner
Parish Office in the Church Rooms

Accident books are located at:-
Sidesmen's corner
Kitchen in the Church Rooms

All accidents and incidents must be entered in the accident book.

The Buildings Committee will review the accident book once a year.

The persons responsible for checking and replenishing the First Aid boxes are appointed by the PCC .

2. General Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire) (Safety) order 2005 . In order to achieve this, we undertake to do the following.

1. Carry out an assessment of the fire risks in the church and parish rooms buildings.
2. Provide reasonable fire fighting equipment.
3. Ensure as far as reasonably practical that those in the building know what to do if there is a fire.
4. Regularly check that our fire fighting equipment is in place and is serviceable, and that an annual maintenance contract is in place with a reputable fire equipment service company.
5. Ensure that church evacuation procedures are available.

3. Procedure if you discover a fire

1. Immediately raise the alarm (the church does not have any an automatic alarm).
2. In the event of a fire in the church during a service the person leading the service is to be

- notified (refer to the church evacuation procedure)
3. Telephone the emergency services.
 4. Check the building for occupants.
 5. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
 6. If not possible to attack the fire or if you are unsure which 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.
 7. Ensure clear access for the emergency vehicles. (Locking Posts Keys to be available from Churchwardens)

The fire extinguishers are located as follows: -

- **At the Church:**

Tower Room: 1 Water Extinguisher.

Sidesmen's Corner: 1 Water based Extinguisher & 1 Fire Blanket

Kitchen sink in choir vestry: 1 Water based Extinguisher

Side of the organ: 1 Carbon Dioxide Extinguisher

Lady Chapel: 1 Carbon Dioxide Extinguisher.

Boiler Room: Powder based

Choir stalls: 1 Fire Blanket

- **At the Parish Rooms**

Main Hall:

2 Water based extinguishers (one positioned each end of the room)

1 Carbon Dioxide Unit, positioned near the office.

Kitchen: 1 Fire Blanket

Entrance to "North Room": 1 Water based Extinguisher & 1 Carbon Dioxide Extinguisher

Note:

Water Based Extinguishers Coloured Red

(Not to be used on live electrical equipment)

The jet or spray should be directed at the base of the flames

Carbon Dioxide (CO₂) Extinguishers Colour Black or Red with Black Panels,

Fire Blanket. Suitable for small fires involving burning liquid e.g. fat fryers.

4. Electrical Safety

1. Any plugs, cables and sockets with loose connections, worn flexes or trailing leads should be reported to the Buildings Committee. Any repairs needed will be carried out by a competent person.

2. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.

3. Misuse and abuse of electricity is a significant cause of fires and injury. All voluntary workers must observe the following procedure.

All electrical equipment should be visually checked before use

Report all faults immediately to the person in charge of or organising the event.

If in doubt, report to the Churchwardens

Do not attempt to use faulty equipment

Electrical equipment should be switched off and disconnected after use

Flexible cables are to be positioned and protected so that they do not constitute a tripping hazard and are not subjected to mechanical damage

4. Only Electrical equipment that has been tested and complies with the "Electricity at Work Regulations 1989" is to be used.

5. Hazardous Substances

Where at all possible, the use of hazardous substances has been eliminated. Where this is not possible, hazardous substances shall be used by persons with the appropriate experience. Personal Protective Equipment shall be used where appropriate.

Only authorised chemicals/substances shall be used, such as those sold for domestic use.

No hazardous chemicals are to be mixed.

No chemicals are to be stored in unmarked containers.

6. Safety of Plant and Machinery

1. Employees and voluntary workers must not operate plant or machinery before reading all the relevant operating and safety instructions.

2. 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 machinery, a check must be made to ensure it is in 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 item of plant or machinery.

6. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two-person operation.

7. Any defect and damage found to any item of plant or machinery should be reported to the Buildings Committee .

8. All plant and machinery should be regularly maintained.

7. Condition of floors, steps and paths.

In order to reduce as far as is reasonably practicable the risk of slips, trips, and falls, regular inspections will be made of all floors and stairs in the church and church rooms and all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported and repairs carried out as soon as practicable. The Buildings Committee will carry out an inspection of all the paths in the church yard at least once a year.

8. Working at High Levels.

Only approved contractors or competent volunteers may work at high levels subject to the necessary safety provision being in place.

- All competent volunteers working with ladders should read the HSE leaflet ("Safe use of ladders"), a copy of which will be kept by the Buildings Committee.

9. Preparation of Food.

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

10. Manual Handling (Lifting, carrying and moving loads)

1. Our policy is to eliminate the need for manual handling as far as is reasonable practicable. Items weighing more than 20 kg should not be moved by 1 person alone.
2. 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.

3. Persons undertaking manual handling duties are obliged to make proper use of any equipment provided and refer to the equipment operating Instructions.

11. Contractors.

1. Anyone entering church premises for purpose 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: -
2. Have their own health and safety policy (where required by law) and be able to provide a copy for inspection.
3. Produce evidence that they have appropriate public and employers liability insurance in place.
4. 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.
5. 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.
6. Contractors may only use sub-contractors or persons other than their own direct employees with the permission of the church officials. However, responsibility will remain with the contractors.
7. C.D.M. (Construction Design and Managing) Regulations 2015 are to be observed where applicable.
8. If contractors are employed then they should always provide a risk assessment and method statement prior to starting work.

12. Scope.

The Health and Safety Policy is applicable for all the related activities at the Church and the Rooms . Persons who are hiring the premises are to be responsible for their own Health and Safety. Such persons should be shown the fire exits and positions of the fire extinguishers.

13. Special Considerations.

There are no special considerations in 2015.

14. Service contracts.

Fire Extinguishers in Parish Rooms: serviced in 2014 by Smiths Fire Services, Northampton; annual service is due in May each year

Fire Extinguishers in Church: serviced in 2014 by Smiths Fire Services, Northampton; annual service is due in September each year.

15. Health and Safety Support Information

The following documents should be kept by the Building Committee

- Cleaning schedules for Church and Parish Rooms
- Fire Safety Procedure
- HSE information, Safe use of ladders
- Electrical survey reports

16. Hazardous lone working

Good practice dictates that it is advisable that all persons undertaking hazardous work or other hazardous activities should take sensible precautions when it becomes necessary to do so alone. If such hazardous lone working is necessary, a minimum sensible precaution would be that someone is always notified of the working venue and an indication of the length of time likely to be involved.

17. Other activities involving being alone in the church or the rooms

People coming to church to participate in the "church opening rota" will be advised that a sensible precaution would be to notify someone else if they know that they are going to be alone in the church whilst it is open.

Andrew Munns 8/6/2015