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|  **INSERT CHURCH NAME:** |

 **HEALTH AND SAFETY POLICY**

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it. The policy is in three sections:

A. GENERAL STATEMENT OF POLICY.

B. ORGANISATION AND RESPONSIBILITIES.

C. ARRANGEMENTS.

**To all 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.

**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.

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 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, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed: *(INSERT)* Date: *(INSERT)*

Vicar: *(INSERT)* Review Date: *(INSERT)*

This policy will be reviewed at regular intervals. The interval will depend on the level of our activities and the extent of change.

1. **ORGANISATION AND RESPONSIBILITIES**

**1. Responsibility of the Vicar**

Overall responsibility for health and safety is that of the Vicar: *(INSERT)*  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. As new projects emerge, the names of responsible persons will be notiﬁed and the list amended accordingly.

**2. Responsibility of the Churchwardens**

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below: *(INSERT)*

**3. Responsibility of the Parochial Church Council**

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

**4. Responsibility of the Health and Safety Ofﬁcer**

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy: *(INSERT)* . The responsibility of the health and safety ofﬁcer shall be to:

1. Be familiar with health and safety regulations as far as they concern church premises
2. Be familiar with the health and 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 the church and hall, if applicable, are clean and tidy
5. Ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
6. Ensure that safety equipment and clothing is provided and used by all personnel where this is required.
7. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
8. Ensure that adequate access and egress is maintained
9. Ensure adequate ﬁreﬁghting equipment is available and maintained
10. Ensure that food hygiene regulations and procedures are observed

**5. Responsibility of 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:

* Comply with safety rules, operating instructions and working 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 (however minor), injuries, near misses or other potential safety hazards as soon as possible
* Not misuse anything provided in the interests of health and safety.

**6. Responsible Persons**

The following are responsible for safety in particular areas. Allocated responsibilities are by the area of the church or by activity or a combination of both. See lists by activity and by area below. These lists are not exhaustive.

**By Activity**

|  |  |
| --- | --- |
| **Examples**: *(INSERT)* | **Name**: *(INSERT)* |
| Accident book/Accident reporting  |  |
| Fire extinguishers  |  |
| Emergency evacuation  |  |
| Portable electrical appliances |  |
| Fixed electrical system  |  |
| Gas equipment  |  |
| Hazardous substances  |  |
| Plant and machinery  |  |
| Condition of ﬂoors and stairs  |  |
| Condition of churchyard  |  |
| Light bulb changing  |  |
| Working at high levels  |  |
| Food preparation  |  |
| Manual handling  |  |
| Display screen equipment  |  |
| Building defects/glazing  |  |
| Child protection  |  |
| Personal safety  |  |
| Fêtes and outings  |  |
| Tower tours  |  |
| Bell ringing  |  |
| Contractors  |  |
| Health and safety training |  |

**By Area**

|  |  |
| --- | --- |
| **Examples**: *(INSERT)* | **Name**: *(INSERT)* |
| Main body of Church |  |
| Clergy vestries |  |
| Choir vestries |  |
| Organ loft |  |
| Ringing chamber |  |
| Bell chamber |  |
| Boilers  |  |
| Kitchens |  |
| Churchyard |  |
| Church hall |  |

**C. ARRANGEMENTS (POLICY IMPLEMENTATION)**

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 boxes are located in: *(INSERT)*

Trained/qualiﬁed ﬁrst aiders are: *(INSERT)*

The accident book is located in: *(INSERT)*

Our key procedures include:

1. All accidents and incidents are entered in the accident book or on an Accident report form and our insurers advised.
2. When the church or 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.
3. Accident books and accident records are regularly reviewed.

We will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR, under which there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities:

1. Fatal accidents, major injuries and injuries which involve the injured person being absent from work or unable to perform their normal duties for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as deﬁned by the regulations.
2. For most types of incident, the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1 of the Regulations). A report must be received within 10 days of the incident.
3. Serious injuries or dangerous occurrences (as deﬁned by the regulations) must be reported immediately.
4. 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 within ﬁfteen days
5. Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances.
6. Reportable diseases, as deﬁned by the regulations, must be reported to the enforcing authority. 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 legionella’s and hepatitis, and other conditions such as certain musculoskeletal disorders.
7. Accident reporting Go to 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.
8. All incidents can be reported online but a telephone service remains for reporting fatal and speciﬁed injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). Recording 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**

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

* 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
* A check that a ﬁre can be detected in a reasonable time and that people can be warned
* 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
* To provide reasonable ﬁreﬁghting equipment
* A check that those in the building know what to do if there is a ﬁre
* 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.

**2.1 Fire Extinguishers & Fire Blankets**

1. The extinguishers noted are checked every month by a competent person to ensure that they are still in place and have not been discharged.
2. The extinguishers noted above are checked annually by a competent Maintenance Company.
3. Fire extinguishers & Fire Blankets are kept in the following locations:

|  |  |
| --- | --- |
| **Location** | **Type of extinguisher: (Water/Powder/CO2)/ Fire Blanket** |
|  |  |
|  |  |
|  |  |
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**2.2 Fire alarm system**

The fire alarm system is checked monthly following a written procedure located in: (INSERT)

**2.3 Other ﬁre protection equipment**

For other ﬁre equipment (e.g. ﬁre blankets, hose reels, dry risers, etc.) the following will apply: (INSERT)

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Location | Checking & Maintenance Procedure | Person Responsible |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2.4 Evacuation procedure**

For large services and concerts, where the congregation/audience must not exceed in the Hall *(INSERT TOTAL)* and in the Church *(INSERT TOTAL)* as determined from ﬁre risk assessment.

Evacuation Procedure displayed in following building and booking forms*: (INSERT)*

**2.5 Evacuation drills**

Fire evacuation drills will be carried out annually.

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

**2.6 If you discover a Fire (no matter how small):**

The general rule is people before property.

1. Immediately raise the alarm.
2. Telephone the emergency services.
3. Check the building for occupants.
4. Attack the ﬁre if possible and within your capability, using the appliances provided, but without taking personal risk.
5. If not possible to attack the ﬁre, or if you are unsure which ﬁre extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you.
6. Ensure clear access for the emergency vehicles. The general rule is people before property:

Evacuate to the designated assembly points at: *(INSERT)*

**3. Electrical safety**

1. A list of all our portable electrical appliances is maintained by the responsible person.
2. Every month plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn ﬂexes or trailing leads. Any repairs needed will be reported to for action.
3. Every two years all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.
4. Every quarter a visual inspection will be carried out of the ﬁxed electrical installation by the responsible person. Any defects will be reported to for action.
5. 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.
6. At interval of five years our lightning conductor system will be examined and tested by a competent specialist ﬁrm of lightning engineers.
7. It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualiﬁed person and a register of such equipment is maintained.
8. 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: (i) Visually check all electrical equipment before use.

(ii) Report all faults immediately to the responsible person.

(iii) Do not attempt to use or repair faulty equipment.

(iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record. (v) Electrical equipment should be switched off and disconnected when not in use for long periods.

(vi) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

**4. Gas Equipment Safety**

Our gas boilers and any other gas equipment is 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**

1. The responsible person will maintain a list of all hazardous substances used in the church/hall.
2. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:
3. For all hazardous substances, which include substances marked as ‘harmful, irritant, corrosive, toxic, very toxic, ﬂammable, highly ﬂammable, extremely ﬂammable, explosive, oxidising or dangerous for the environment’, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.
4. Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident. A hazardous substance record is available upon request.
5. Some hazardous substances, such as asbestos, which may be found in boiler rooms or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors. (We must consult the local Environmental Health Ofﬁcer in such circumstances.)
6. Do not mix chemicals.
7. Do not store chemicals in unmarked containers.

**6. Safety of Plant and Machinery**

The responsible person will maintain a list of all items of plant and machinery. Procedure to be in place to manage all Plant and Machinery.

7. **Slips, trips and falls – condition of ﬂoors, steps and paths**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every month by the responsible person for:

1. All ﬂoors and stairs in the church and hall.
2. All paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to a PCC Member who will forward details to the Vicar who will arrange for the defect to be corrected.

**8. Lighting**

In order to ensure that the church is adequately lit, an inspection will be made every month 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 a PCC Member who will forward details to the Vicar who will arrange for the defect to be corrected.

**9. Working at High Levels**

Work that cannot be carried out by a competent individual using leaning ladders (where their feet are not more than 5 Meters from ground level) or Step Ladders (where their feet are not more than 2 Meters from ground level) should be carried out by a competent contractor who has the correct access equipment (Fixed Scaffold, Mobile Scaffold Tower, Cherry Picker etc.).

Procedures for the use of Leaning/Step Ladders is available: *(INSERT)*

**10. Preparation of Food**

Food Hygiene Regulations apply whether food is sold publicly or privately, in a hall or marquee, for proﬁt or for fund-raising. Our procedures must state where, when, how and by whom food may be prepared. Where appropriate, we will consult the local Environmental Health Ofﬁcer to see if our premises need to be licensed or if any improvements are needed. We will ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs:

1. All food handlers receive adequate supervision, instruction and training.
2. The appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
3. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
4. Food stuffs may only be prepared in the following areas:
5. Only people who have received the appropriate training may prepare and serve foodstuffs.
6. All hirers who wish to provide foodstuffs are advised of the facilities and procedures.

**11. Manual Handling – lifting, carrying and moving loads**

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
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. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

**12. Display Screen Equipment**

Our policy will be to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible, by carrying out risk assessments as and when the situation arises.

**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. In order to achieve this, the buildings are inspected every quarter by the responsible person.

1. Any defects noted are immediately reported to PCC member who will forward details to the Vicar who will arrange for the repairs to be carried out.
2. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
3. A check is made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.
4. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage. Remember that a Faculty application may be necessary. Archdeacons can often sanction temporary repairs pending permanent arrangements being approved.

**14. Safeguarding**

1. Our procedures must include a policy on vulnerable person’s protection issues as set out in the current Church of England House of Bishop’s Policy Document or The Church in Wales document Children and Young People: A code of good practice for use by parishes in the Church in Wales.
2. Activities undertaken by youth groups require special attention. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms should be obtained for trips away from the parish and any particular needs of individual children noted.
3. Similar considerations for vulnerable adults apply.
4. A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.
5. A permanent record must be maintained of all accidents involving children.

**15. Personal Safety**

1. Risk assessments need to be undertaken to assess the risks to persons: working alone in the church; travelling to and from church; accepting persons into their homes; and handling cash and other valuables.
2. Procedures must be drawn up, including the appropriate control measures.
3. A guidance note concerning personal safety is available from Ecclesiastical.

**16. Risk Assessments/Activities**

Risk assessments will be carried out on all areas of the church premises and all activities that carry a signiﬁcant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

For all hazardous activities, we must carry out risk assessments and introduce procedures that must be followed.

**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:

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
2. Produce evidence that they have appropriate Public and Employers’ Liability insurance in place. 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 by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church ofﬁcials. However, responsibility will remain with the contractors.
6. All contractors will be given detailed 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.

Particular care needs to be taken for ‘hot works’ and a separate hot work permit

**CDM Regulations:** The Construction (Design & Management) Regulations apply to all construction work in Great Britain. 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, which the guidance on the legal requirements summarises as:

1. Make suitable arrangements for managing a project.
2. This includes making sure other duty holders are appointed; sufﬁcient time and resources are allocated; relevant information is prepared and provided to other duty holders; the principal designer and principal contractor carry out their duties; and welfare facilities are provided.
3. A project is notiﬁable to the HSE if the construction phase will be longer than 30 days and have more than 20 workers on site simultaneously at any point in the project, or 500 person days of construction work.
4. Clients must appoint principal designers and principal contractors as soon as practicable and before the start of the construction phase, so they have enough time to carry out their duties to plan and manage the pre-construction and construction phases respectively.

**18. Information and Enforcement**

Environmental Health Service Information:

The contact details for the Environmental Health Department of our local council:

Employment Medial Advisory Service information through - Regional HSE ofﬁce: *(INSERT)*

Address: Tel: Email: hse.gov.uk

Health and Safety Executive Information Line: 0300 003 1747, HSE Books: 01787 881165

**19. Health and Safety Law poster**

A copy of the HSE poster ‘Health and Safety Law – what you should know’ is displayed in: *(INSERT)*