

**EMMANUEL CHURCH CHELTENHAM**

**Health and Safety Policy**

This policy is based on guidance notes provided by Ecclesiastical Insurance © 2017

**1. Introduction**

1.1. Churches are not exempt from health and safety legislation. Local Authority Environmental Health Officers are specifically charged with enforcing health and safety legislation in churches. The Health and Safety Executive have advised that it is good practice for volunteers to be provided with the same level of health and safety training and protection as if they were employees. This means that churches should follow exactly the same regulations to ensure the health and safety of volunteers and other persons using the church as if they were employees.

**2. What does the law require?**

2.1. The law only requires those who employ five or more people to have a written health and safety policy. However, we are required to make adequate arrangements for health and safety.

**3. Regular Review**

3.1. *This policy should be reviewed by the Parochial Church Council (PCC) from time to time, whenever there is a significant change in the level of activities in the building, and at least once every five years.*

3.2. *This policy will be reviewed annually by the PCC and a report will be on the agenda at the AGM.*

3.3. This policy was adopted or last reviewed by the PCC on 18<sup>th</sup> July 2019

- 3.3.1. Incumbent .....
- 3.3.2. Church Warden .....
- 3.3.3. Church Warden .....
- 3.3.4. Date .....

# EMMANUEL CHURCH CHELTENHAM

## Health and Safety Policy

### 4. General Statement

4.1. 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 PCC, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

### 5. Organisation and responsibilities

5.1. Overall responsibility for health and safety lie with the Vicar 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 members, employees or users of the building. Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens. The PCC has a general responsibility to ensure that the health and safety policy is implemented.

### 6. Health and Safety Officer.

6.1. The PCC shall appoint a Health and Safety Officer, who may be a member of the Council. The Health and Safety Officer carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy on behalf of the Churchwardens and the PCC.

6.2. The responsibility of the health and safety officer shall be to:

- 6.2.1. be familiar with health and safety regulations as far as they concern church premises
- 6.2.2. be familiar with the health and safety policy and arrangements and ensure they are observed
- 6.2.3. ensure so far as is reasonably practicable, that safe systems of work are in place
- 6.2.4. ensure the church and hall, if applicable, are clean and tidy
- 6.2.5. ensure the grounds are properly maintained including the safety of trees, and that grass is kept cut
- 6.2.6. ensure that safety equipment and clothing is provided and used by all personnel where this is required.
- 6.2.7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training

6.3. ensure that adequate access and egress is maintained

6.4. ensure adequate fire fighting equipment is available and maintained

7. ensure that food hygiene regulations and procedures are observed. Responsibility of employees, voluntary workers and users of the building.

7.1. All who use church premises have a responsibility to co-operate in the implementation of this

# EMMANUEL CHURCH CHELTENHAM

## Health and Safety Policy

health and safety policy and to take reasonable care of themselves and others whilst on church business or premises. They must therefore:

- 7.1.1. comply with safety rules, operating instructions and working procedures
- 7.1.2. use protective clothing and equipment when it is required
- 7.1.3. report any fault or defect in equipment immediately to the appropriate person
- 7.1.4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible and ensure they are recorded in the Accident Book
- 7.1.5. not misuse anything provided in the interests of health and safety.

7.2. Every group or organisation which uses the premises has a responsibility for Health and Safety within their activities. This is the responsibility of the group leader or organiser.

### **8. Arrangements (implementation of the policy)**

8.1. 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.

8.2. Accident books and accident records are regularly reviewed by the Church Health and Safety Officer.

### **9. Accidents and first aid**

9.1. A list of trained and qualified first aiders who are members of the congregation will be displayed.

9.2. A first aid box is located on the bookcase in the Print Room. Any use of its contents must be reported in the Accident Book (located on the windowsill in the kitchen).

9.3. Outside users of our building are told in writing that in the event of an accident, details must be entered in the accident book, which is located on the windowsill in the kitchen.

9.4. All accidents and incidents are entered in the Accident Book or on an Accident report form, in which case our insurers will be advised. (A specimen Accident report form is available upon request.)

### **10. RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

10.1. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than three days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

10.2. There are three requirements for reporting, as follows:

10.2.1. serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508

10.2.2. accidents involving the injured person losing more than three consecutive days work

# EMMANUEL CHURCH CHELTENHAM

## Health and Safety Policy

(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 in writing within ten days on form F2508

- 10.2.3. reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. 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 legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

### 11. Accident reporting

11.1. The quickest and easiest way to do this is to call the Incident Contact Centre and speak to an ICC Operator who will complete a report form over the phone. We will be sent a copy for our records. The ICC Consultant will ask a few questions and take down appropriate details. The report will be passed on to the relevant enforcing authority and we will be sent a copy of the information recorded which we can file – this meets the RIDDOR requirement to keep records of all reportable incidents.

11.2. We can also send reports by post or email.

*www.riddor.gov.uk Tel. 0845 300 9923 Fax. 0845 300 9924 Email: riddor@connaught.plc.uk  
Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.*

### 12. Recording

12.1. 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. Particular care should be taken to record carefully the action taken when an individual under the age of 18 is involved, for Child Protection reasons.

### 13. Fire safety

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

- 13.1.1. an assessment of the fire risks in the church and halls 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
- 13.1.2. a check that a fire can be detected in a reasonable time and that people can be warned
- 13.1.3. 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
- 13.1.4. to provide reasonable fire fighting equipment
- 13.1.5. a check that those in the building know what to do if there is a fire
- 13.1.6. a regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

### 14. Fire extinguishers

14.1. Fire extinguishers are kept in the following locations:

Room	Location (adjacent to)	Type of extinguisher	Capacity
------	------------------------	----------------------	----------

# EMMANUEL CHURCH CHELTENHAM

## Health and Safety Policy

Kitchen	window	Powder	2kg
Meeting Room	main door	Water	9 litres
Main Entrance Space	door into nave	Water	9 litres
Nave	South Porch door	Water	9 litres
Chancel	Choir pews by pulpit	CO <sub>2</sub>	2kg
Corridor by Vestries	Clergy Vestry door	Water	9 litres

14.2. The extinguishers noted are checked between every PCC meeting by the Health and Safety Officer to ensure that they are still in place and have not been discharged.

14.3. The extinguishers noted above are checked annually by A&E Fire Protection Ltd.

### 15. Other fire protection equipment

15.1. There is a fire blanket on the wall by the window in the kitchen.

### 16. Evacuation procedure

16.1. For large services and concerts, where the congregation/audience exceeds 300, our procedures for stewarding and evacuation are as follows:

16.1.1. All designated fire doors must be unlocked before the event begins and be clearly marked as fire exits using the 'Running Man' symbol

16.1.2. A check must be made that all doors can be opened

16.1.3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the building

16.1.4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards.

16.1.5. Torches must be available for each steward

16.1.6. In the event of an emergency (fire/bomb threat, etc.) an announcement to leave the building will be made by the vicar or the person in charge

16.1.7. Persons will assemble in the Assembly Area on the grass at the far side of the car park.

16.1.8. The emergency services will be contacted immediately by a nominated person using the telephone located in the office. If this is not available a mobile phone will be held by the nominated person.

### 17. Evacuation drills

17.1. 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.

17.2. If you discover a fire (no matter how small)

17.2.1. Immediately raise the alarm (shout "Fire")

17.2.2. Telephone the emergency services

17.2.3. Check the building for occupants

17.2.4. If this is within your capability, attack the fire using the appliances provided, but without taking personal risk

17.2.5. Assist in the evacuation of the building, ensuring that all doors are closed behind you.

# EMMANUEL CHURCH CHELTENHAM

## Health and Safety Policy

The general rule is people before property

17.2.6. Evacuate to the designated assembly point

17.2.7. Ensure clear access for the emergency vehicles

17.2.8. Ensure emergency workers know where the fire is (if it is not obvious).

### 18. Electrical safety

18.1. A list of all our portable electrical appliances is maintained by the Health and Safety Officer. Every quarter, plugs, cables and sockets will be inspected by the Health and Safety Officer to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the churchwardens for action.

18.2. All Safety Lighting Units will undergo monthly and annual checks as per national guidelines – see [www.firesafe.org.uk/emergency-lighting/](http://www.firesafe.org.uk/emergency-lighting/)

18.3. Every year 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.

18.4. Every year a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the churchwardens for action.

18.5. 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.

18.6. At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

18.7. 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.

18.8. 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:

18.8.1. Visually check all electrical equipment before use

18.8.2. Report all faults immediately to the responsible person

18.8.3. Do not attempt to use or repair faulty equipment

18.8.4. Electrical equipment should be switched off and disconnected when not in use for long periods

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

### 19. Gas equipment safety

19.1. 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

### 20. Hazardous substances

20.1. These include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment'. Petrol for the lawnmower is stored in an approved container in the shed and must not be brought into the building. There is asbestos in the old heating conduits in the church; these have been welded closed and if they remain so there is no danger. An inspection

# EMMANUEL CHURCH CHELTENHAM

## Health and Safety Policy

of the boiler room for asbestos was carried out in 1997 and none was present.

- 20.2. In the event of other hazardous substances being found, the churchwardens must be informed immediately in order to take the appropriate action.

### 21. Safety of plant and machinery

- 21.1. The Health and Safety Officer will maintain a list of all items of plant and machinery owned by the church. No person must use equipment without authorisation and appropriate training. Each user is responsible for the following:
- 21.1.1. checking the equipment is in good order and safe for them to use
  - 21.1.2. ensuring that they use it safely and have had any appropriate training or instruction
  - 21.1.3. ensuring that it is not misused while in their care
  - 21.1.4. ensuring that appropriate safety clothing is worn where relevant
  - 21.1.5. reporting any defect or damage to the churchwardens
  - 21.1.6. ensuring that if they are working on their own another person knows what they are doing and will check on their safety
- 21.2. No person under the age of 18 will be authorised to use church plant or machinery.
- 21.3. The scaffolding tower must be used when working on the lights in the church, including when changing light bulbs. Two people must be present and the tower must be fully erected before attempting to use it. One of them must have erected or assisted in the erection of the tower on a previous occasion.
- 21.4. Only the Vicar, the churchwardens and those authorised by the PCC may go onto the flat roofs and must use a ladder braced by a second person, who will then be responsible for checking on their safety while they are on the roof.

### 22. Slips, trips and falls

- 22.1. The Health and Safety Officer will check the condition of floors, steps and paths and report to the churchwardens any matter which needs repairs or remedial measures to be carried out.

### 23. Display screen equipment

- 23.1. Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level practicable. The following factors will be considered when carrying out risk assessments:
- 23.1.1. stability and legibility of the screen
  - 23.1.2. contrast and brightness of the screen
  - 23.1.3. tilt and swivel of the screen
  - 23.1.4. suitability of keyboards, desks and chairs
  - 23.1.5. the work station environment
  - 23.1.6. the user-friendliness of the software.
- 23.2. Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by one of the churchwardens or someone appointed by them.

### 24. Other risks

- 24.1. It is our desire to reduce risks to a minimum. A risk assessment must be undertaken

## EMMANUEL CHURCH CHELTENHAM

### Health and Safety Policy

whenever a risk is perceived which is not covered adequately by this policy and action taken as appropriate (whether training, less formal instruction or remedial work). All users of the building, but especially those mentioned in this policy, have a responsibility to play their part in the health and safety of all of us.

#### 25. Third party workers

- 25.1. Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of Emmanuel church, will be regarded as a contractor.
- 25.2. All contractors, including the self-employed, must abide by the following:
  - 25.2.1. have their own health and safety policy (where required by law) and be able to provide a copy of the same on request
  - 25.2.2. be able to produce evidence that they have appropriate Public and Employers' Liability insurance in place.
  - 25.2.3. 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
  - 25.2.4. where plant and machinery is brought onto the church premises by contractors, they must be able to show that the equipment has been inspected and tested to ensure its safe operation
  - 25.2.5. 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 at all times
  - 25.2.6. all contractors must be given (and ask for, if this is not volunteered) detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake.
- 25.3. all safety precautions, equipment and clothing and their use must comply with the relevant regulations and best practice

#### 26. Health and Safety Law poster

- 26.1. A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed near the kitchen hatch.