

Health, Safety & Fire Emergency Policy

Name of Church: St. Eustace, Ibberton

Address: St. Eustace, Ibberton, Blandford, Dorset DT11 0EN

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church, hall or churchyard.

We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

Note on using this template: On the whole, most churches are small, comparatively low-risk environments with few, if any, employees. This template reflects the typical arrangements required and hazards encountered here. It can be used to record the arrangements for managing health and safety in these situations.

We have provided further information at
www.ecclesiastical.com/healthandsafety

You can also use the guidance prepared by the Health and Safety Executive at
www.hse.gov.uk

General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the PCC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

Signed*: Alice Church

Date:

*on behalf of the Parochial Church Council as agreed at a meeting on: 4/3/24

Duties:

- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church
- Set a personal example on matters of health and safety.

They will ensure that:

- All employees and volunteers are aware of their health and safety responsibilities
- Adequate precautions are taken as set out in this policy and related risk assessments
- Adequate information and training is provided for those that need it
- Any hazards or complaints are investigated and dealt with as soon as possible
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger

- All accidents are reported in-line with the requirements of this policy
- Advice is sought where clarification is necessary on the implementation of this policy
- Set a personal example on matters of health and safety.

Organisation and Responsibilities

1. The member of the PCC with overall responsibility for implementing our policy is: Alice Church

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are rectified immediately
- Only competent persons carry out repairs, modifications, inspections and tests

They will ensure that:

2. The Churchwardens have day-to-day responsibility for implementing our policy. They are: Mrs Alice Church

3. All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely

- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

Our first aid box is located in: The vestry

Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities.

General Arrangements

Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided.

We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

First Aid

We will provide adequate first aid facilities including - as a minimum - a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

Our person appointed to assist us is: Caroline Doran

Our person in charge of first aid arrangements is: Caroline Doran

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

Contractors

If we employ contractors, we make sure that they have their own health & safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept with PPC Secertary Mrs A Newman

Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Our Accident Book is kept in: The draw in the vestry table

Specific Arrangements

Asbestos

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

Bell Ringing

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the notification of safety procedures to visiting bellringers.

Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Churchyard

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe. Headstones, tombs and monuments will be checked regularly to ensure they are properly maintained. Where our churchyard is formally closed, we will report any concern to the Local Authority or Parish Council.

Construction Work

Where maintenance, refurbishment and restoration work are planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary. Read our working at height checklist

Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

Electricity

We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

Events

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

Fire

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Heating Systems

We will ensure that the heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

Hazardous Substances

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

Providing Food at Community and Charity Events

P3VJNF-3Y2L9E-JDYEDY Submitted on: 28 Jun 2023

Responsible local council for food standards --

Dorset Council EnvhFoodSafety@dorsetcouncil.gov.uk 01305 221000

Responsible local council for food hygiene Dorset Council

tradingstandards@dorsetcouncil.gov.uk 01305 221000

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities (anti-bacterial wipes) and suitable arrangements for the disposal of waste.

Preparation of Food Appendix 1

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Tower Tours

Where we plan to run tower tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower, the control of movement within the tower, the number of stewards available, and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.

Working at Height

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

Working Alone

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.

Risk Assessment (small church) Ecclesiastical Insurance to be completed

Documents kept in the Church and copies with the PCC Secretary

Health & Safety Information	
Accident Book	Located in draw of Table in Vestry
First Aid Box	Located in Vestry
Evacuation Procedure	Leave Via 3 Doors of the Church (1 South, 1 West, 1 North)
Fire Extinguishers	1 in Vestry, 1 in Base of Tower (serviced annually)
Electrical Appliances	Regularly Tested
Safeguarding	Follow Benefice Safeguarding Policy
Bell Ringing	Stationary Chimed from Floor Level
Churchyard & Paths	Checked Regularly
Tower Tours	Only Allowed UNDER STRICT SUPERVISION

Fire Safety Risk Assessment - St Eustace Church, Ibberton

Headings	Present Circumstances	Comments & Actions
1. Identify Fire Hazards	<p>Electrical heating & lighting</p> <p>Candles on altar</p> <p>No lightning conductor</p>	<p>All checked annually Certified (April 2021)</p> <p>All safety devices in place</p> <p>Smothering fire blanket hanging in vestry</p> <p>Not necessary on side of hill (never been struck in last 600 yrs!)</p>
2. Identify People at Risk	<p>Congregation easy to evacuate into churchyard through existing exits (not usually very many people)</p> <p>Unlikely to be disabled people present due to location of church</p>	<p>Two doors in good positions for evacuation (both in obvious positions)</p> <p>(West door-too dangerous to get people through belfry and out)</p> <p>Enough people to help if necessary</p>

	Children always accompanied by adults	If lights failed, we all have torches to get to church with anyway, so lack of emergency lighting not an issue.
3. Evaluate & Deal with Risks	Fire extinguishers in vestry & belfry Smothering blanket Candles	Tested annually In vestry Stored in iron box
4. Record. Plan, Inform, etc	Churchwardens know positions of fire-fighting equipment Laminated card, showing position of firefighting equipment, to go on priest's desk during services for reference & to give warning if necessary	Sidesmen know details
5. Review		Will be done annually ready for annual meeting when checking inventory.

Displayed in Church

IN CASE OF FIRE

EXTINGUISHER IN BELFRY

BY BELL ROPES

EXTINGUISHER IN VESTRY

ABOVE SAFE

FIRE BLANKET IN VESTRY

ON SIDE OF WARDROBE
NEAREST DOOR

Providing Food at Community and Charity Events Appendix 1

Guidance on providing food in a village hall or other community setting for volunteers and charity groups. It includes advice on registration, certificates and allergen information. Last updated: 1 October 2021

- St Eustace is registered with Dorset County Council
Dorset Council EnvhFoodSafety@dorsetcouncil.gov.uk 01305 221000
Responsible local council for food hygiene

Dorset Council tradingstandards@dorsetcouncil.gov.uk 01305 221000
Responsible local council for food standards

Your unique food business registration application reference is:
P3VJNF-3Y2L9E-JDYEDY

- **Food Supplied, Sold Or Provided At Charity Or Community Events, Such As Street Parties, School Fetes Or Fundraisers, Must Comply With Food Law And Be Safe To Eat.**

- Allergen information

From 1st October 2021, [new allergen labelling requirements](#) were applied to a category of food called prepacked for direct sale (PPDS). (The allergen labelling law, sometimes called Natasha's Law)

Recommend That the More Information You Can Provide About Allergens Orally Or In Writing For Customers, The Better It Is, So That They Can Make Safe Choices, Particularly For Those With Allergies.

- **Food Hygiene Certificates Not Required To Make And Sell Food For Charity Events But Make Sure That You Handle Food Safely.**

- **Keeping food safe**

Following the 4Cs of food hygiene will help you prepare, make and store food safely. The 4Cs of food hygiene are:

cleaning chilling cooking avoiding cross-contamination

Here are some general practical tips for when you're making food for large numbers of people:

- prepare food in advance and freeze it, if you can, but ensure the food is properly defrosted before you use it
- wash your hands regularly with soap and water, using hand sanitisers if hand washing facilities are not available

- always wash fresh fruit and vegetables
- keep raw and ready-to-eat foods apart
- do not use food past its use-by date
- always read any cooking instructions and make sure food is properly cooked before you serve it
- ensure that food preparation areas are suitably cleaned and sanitised after use and wash any equipment you are using in hot soapy water
- keep food out of the fridge for the shortest time possible

Chilled food

- Food that needs to be chilled, such as sandwich fillings served as part of a buffet, should be left out of the fridge for no more than four hours. After this time, any remaining food should be thrown away or put back in the fridge. If you put the food back in the fridge, don't let it stand around at room temperature when you serve it again.

Use-by dates

- Use-by dates show how long the food remains safe to eat or drink. Check and follow the use-by dates of the food you serve. Food cannot be supplied in any circumstances if its use-by date has passed. This also applies if you are supplying people with packaged food from a food bank.
- Safely redistribute surplus food and avoid food waste.

Foods that need extra care

Some foods are more likely to cause food poisoning than others. These include:

raw milk

raw shellfish

soft cheeses

pâté

foods containing raw egg

cooked sliced meats

- **Making and transporting cakes**

If you make a cake at home:

- use recipes from reputable sources
- always wash your hands before preparing food
- make sure that surfaces, bowls, utensils, and any other equipment are clean
- don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse
- keep cheesecakes and any cakes or desserts containing fresh cream in the fridge store cakes in a clean, sealable container, away from raw foods

On the day, when you bring in cakes from home or run the stall, you should:

- transport cakes in a clean, sealable container
- make sure that cheesecake and any cakes or desserts containing fresh cream are left out of the fridge for the shortest time possible, ideally not longer than 4 hours
- when handling cakes use tongs or a cake slice

Storing cakes

You can keep cakes and baked goods with high sugar content in:

- airtight containers - this will prevent mould growth through absorption of moisture from the atmosphere
- the fridge - cakes will last for longer, but their quality may be affected

Any cakes with high moisture additions, such as cream added after baking, should not be left at room temperature. They must be stored chilled (in the fridge) and eaten within the use-by date of the added product.

There are some types of icing, such as ganache and buttercream, that can be kept outside the fridge. It's best to store them somewhere cool and dry. Check the guidelines for storage of the particular icing product you will be using.

- **Using jam jars**

It is safe to re-use glass jam jars occasionally to supply home-made jam or chutney as long as the jars are properly washed. If jam jars are re-used, they should be free from chips and cracks, and should be sterilised prior to each use. Well-fitting lids will also minimise any hygiene risks to the food in the jars.

Fire Emergency Policy and Procedure

It is our policy to:

- Provide adequate control of the fire safety risks arising from our activities;

Overall and final responsibility for fire safety within the building is that of Mrs A Church, Churchwarden.

To reduce the risks of fire occurring and ensure a safe and effective response to any incident that should break out, Churchwardens, Sidesmen and Clergy taking the Service should be familiar with the following:

- The location of all exit routes from the building.
- The requirement to ensure that all routes remain unobstructed at all times.
- The arrangements for ensuring that full evacuation of the premises has taken place.
- The location and method of use of firefighting equipment.
- All items of portable electrical equipment introduced into the establishment must be tested by a competent person to ensure compliance with current regulations.
- Any defective electrical equipment should be taken out of service until an authorised repair has been made.

Evacuation policy

Action on discovering a fire

- In a loud clear voice shout **FIRE, FIRE, FIRE** to attract the attention of nearby persons.
- Churchwardens or any other competent, able-bodied person to tackle fire if they feel confident to do so; also dial 999 for the Fire Brigade.
- Get people out of the building in an orderly and calm manner via nearest available route.

Action on hearing the shout of fire

KEEP CALM - DO NOT RUN

November, 2006

July 2022

Reviewed 4/3/2024