***Health and Safety Policy***

***St. Mary and St. Luke,***

***Featherstone and Shareshill.***

******

***2025***

Contents:

1. General Policy Statement 2

2. Arrangements 3

3. First Aid Arrangements 7

4. Safe use of equipment and machinery 7

5. Substance use and misuse, including alcohol 9

6. Accident Reporting and Investigating Procedure 9

7. Control of Hazardous Substances and Contagious Diseases 10

8. Contractors 11

9. Emergency Procedures 12

10. Lone Working 13

11. Protective Clothing and other Personal Protective Equipment 14

12. Occupational Health……………………………………………………………………………………………..15

13. Workplace 16

|  |  |  |
| --- | --- | --- |
| **Health and Safety Policy of**  **St. Mary and St. Luke, Featherstone and Shareshill** | | |
| This policy has been written in support of St. Mary and St. Luke within and to the people whom it serves in the Featherstone and Shareshill Parish, and to protect all persons who enter the church, and who may be affected by its working activities.  This Policy is couched in prayer:  Lord, we give You thanks for Your church St. Mary and St. Luke.  It is our prayer that You will keep all persons safe and free from harm  who enter our Church.  Amen | | |
| 1. General Policy Statement | | |
| 1.1 | | The body that holds overall responsibility for managing health and safety issues at St Mary and St Luke is the: - **Parochial Church Council (PCC)** |
|  | | |
| 1.1a | | St Mary and St Luke’s policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all persons affected by the activities of the church. Also, provision of information, training and supervision as necessary, to ensure all persons are kept free from any safety or health hazards will also be provided. |
|  | | |
| 1.1b | | This policy, which is available to all persons, will be reviewed on an annual basis, and will be amended to reflect any changes within the activities of St Mary and St Luke. Amendments to the policy may be made throughout the year; all such amendments will be incorporated into the main document at the next policy review. |
|  | | |
| 1.2 | The Church will take all steps within its power to meet this responsibility by paying particular attention to achieving and surpassing the general requirements set out in section 2 and 3 of the Health and Safety at Work etc Act 1974 (the Act) and the general requirements under the Management of Health and Safety at Work Regulations 1999 (the Regulations). | |
|  |  | |
| 1.3 | The Church will provide competent technical support where necessary, on safety and health matters without detracting from the primary responsibility of the Church. The PCC will appoint members of the PCC, either elected or co-opted, safety officers, to ensure the safety of all persons. | |
| 1.4 | The Church recognizes the importance of communication and consultation. It will communicate directly with all paid employees and volunteers with regards any related issues. | |
| 1.5 | The Church will co-operate with, and ensure full consultation with regards health and safety, any contractors appointed to undertake work within any of the Church’s buildings. | |
| 1.6 | Under the Act paid employees’ duties are to take care for their own health and safety and that of other persons, and to co-operate with the Church in general so as to enable it to carry out its own responsibilities successfully. | |
| 1.7 | Under the Act all persons have a duty not to interfere with anything provided by the PCC for health and safety purposes.  All activities planned by Church members, or volunteers, which impact on the duties of the Church under the Act must be brought to the attention of the PCC in good time before work begins. Or in the case of emergency repairs, or the like, inform the Church Wardens without delay. | |
| 1.8 | The PCC, Church Wardens, Clergy and appointed safety ministers are responsible to ensure that all the duties of the employer are complied with.  The Health and Safety Policy also acknowledges the St Mary and St Luke’s Policy for Safeguarding Children and Vulnerable Adults, which is updated and ratified by the PCC annually. The assessment of the Church premises will take into account all safety aspects for children and vulnerable adults. | |
|  | | |
| 2. Arrangements | | |
|  | | |
| i. | The PCC, Church Wardens, clergy and all employees must give high priority to all measures to secure the highest reasonable standard of health and safety at work. | |
| ii. | Failure to adhere to this policy, any health and safety standard and other related local rules, which may from time to time be in-force, will be subject to the Church’s disciplinary considerations. | |
| iii. | This policy sets out mandatory rules, which are supported by systems of work. | |
| iv. | Overall responsibility for the implementation, monitoring and review of the policy lies with the PCC. | |
| iv. | The PCC recognizes that there are often Occasional tasks performed within the church by volunteers, all such tasks should be brought to the attention of the PCC or Church Wardens in Good time. | |
| 2.1 | Parochial Church Council | |
| Responsible for: | | |
| i. | Ensuring the overall co-ordination and implementation of the Church’s Policy. | |
| ii. | Ensuring advice is provided to the Church regarding action required to comply with any relevant legislation or Policy agreed by the Church. | |
| iii. | Ensuring the Church Wardens and clergy comply with their relevant obligations and to take any appropriate action so that these obligations are promptly and fully met. | |
| iv. | Ensuring the Church’s ongoing commitment to the participation and involvement of any paid employees, Church members and volunteers by encouraging positive awareness via full and open direct consultation.  As part of this consultation health and safety will be a standing agenda item at the PCC AGM. | |

|  |  |
| --- | --- |
| 2.2 | Those appointed to Church Wardens |
| Responsibilities are to ensure: | |
| i. | All work under their control is performed as per the requirements contained within this policy and all other local rules and procedures. |
| ii. | Those paid employees for whom the Church is responsible are aware of all health and safety risks, including safeguarding, associated with their work. |
| iii. | That any breach of legislation or of the Church’s health and safety rules is reported immediately to the PCC of St Mary and St Luke. |
| iv. | Paid employees are provided with full access to this policy document and other suitable information, instruction, training and supervision to enable them to work safely. |
| v. | All health and safety concerns raised by any persons are dealt with speedily and objectively and where appropriate referred to the PCC. |
| 2.3 | All paid employees, including volunteers |
| Responsibilities are to ensure: | |
| i. | All reasonable care for their own health and safety and that of any persons affected by their actions or inaction’s. |
| ii. | Co-operate with the PCC to enable it to fulfill all its legal duties and the implementation of this policy. |
| iii. | Any lapse of safety management is reported to the PCC. |
| 2.4 | All Persons |
| i. | Who undertake any work, paid or voluntary, for St Mary and St Luke must co-operate fully with all procedures put in place to protect the health, safety and welfare of all individuals. |
| ii. | If they notice any problems or shortcomings in safety arrangements must immediately put it right if possible, or inform the Church Wardens and or the PCC. |
| iii. | Must not intentionally or recklessly interfere with or misuse anything provided for health, safety and welfare. |

|  |  |  |
| --- | --- | --- |
| 2.5 | Training, Instruction and Information | |
| i. | The PCC is responsible for ensuring all training, instruction and information requirements regarding health and safety matters are identified and met. | |
| ii. | The PCC will ensure that paid employees and contractors are or have been adequately trained and instructed. | |
| iii. | All health and safety training will be assessed for its adequacy by the PCC, and to ensure providers are competent. | |
| iv. | The PCC will ensure that all new paid employees and volunteers, as part of their normal induction are informed regarding health and safety factors of importance. | |
| Particular emphasis should be placed on: | | |
| Fire Safety  Action in emergencies  Handling aggression and violence  Safe use of equipment  Handling hazardous substances  Working at height | | Use of personal protective equipment (where appropriate)  General cleanliness, tidiness and removal of obstructions and rubbish  Areas with restricted access  Safeguarding Policy – including the necessary training. |
| 2.6 | Monitoring of Safety Performance: Availability of Information | |
|  | | |
| i. | The PCC will set up and maintain adequate records and statistics sufficient to indicate the effectiveness of its safety policy and to show areas where improvement is needed. All paid employees will have full access to such information where it does not contain personal information, or where court proceedings are being undertaken. | |
|  | | |
| 2.7 | Procedure for all new paid employees and volunteers engaged by St Mary and St Luke | |
| This procedure is to be carried out by the person responsible for a new paid employee or volunteer: | | |
| i. | Explain the correct working procedures relevant to their particular tasks, and to whom they will be directly responsible. | |
| ii. | Ensure that the new paid employee or volunteer has received and read a copy of this Safety Policy and have understood its contents. | |
| iii. | Ascertain if the new paid employee or volunteer has any disability, which could prevent them from carrying out certain operations safely, or require additional protective measures. | |
| iv. | Show the new paid employee or volunteer where copies of risk assessments, systems of work, and other relevant health and safety information are kept. | |
| v. | Ensure that new paid employee or volunteer is aware of any potentially hazardous areas, and is made aware of any of the significant findings in the risk assessments. | |
| vi. | Warn the new paid employee or volunteer of any prohibited actions on site or in the workplace. | |
| vii | If there is any training or instruction required, including that of safeguarding, then no new paid employee or volunteer should undertake any work that requires training until that training has been successfully undertaken. | |
| viii | Issue to the new paid employee or volunteer any protective clothing or equipment necessary, with full instruction, and obtain their signature for the items issued. | |
| ix | Show the new paid employee or volunteer the location of the first aid containers and explain the procedure in the event of an accident, however trivial, it may appear at the time. | |

|  |  |
| --- | --- |
| 2.9 | Additional procedures for new paid employee or volunteer under 18 years old |
| The Parochial Church Council must: | |
| i. | Inform paid employees, a new paid employee or volunteer that they must not operate any plant, use any power tools or equipment unless being trained under the direct supervision of a competent person. |
| ii. | Ensure full risk assessment has been made of the task that the young person is to undertake. |
| iii. | Ensure that after four and a-half-hours a break of no less than thirty minutes is taken. |

|  |  |
| --- | --- |
| 3. First Aid Arrangements | |
| 3.1 | The Church will complete and keep up to date an assessment of the number of designated paid employees or volunteers necessary, and the first aid equipment required. Due to the low risk nature of the tasks performed within the church Emergency aid training will be the standard for first aid provision |
|  | |
| 3.2 | Where required by the Church it will be the duty of each designated employee or volunteer to: |
| i. | Hold and maintain first aid containers. |
| ii. | Make arrangements for transportation of sick or injured employees to hospital or General Practitioner. |
| iii. | Ensure that accident records are completed correctly, and then stored securely out of sight in accordance with data protection. |
| iv. | Provide minor assistance with first aid if so trained. |
| v. | Undertake training appropriate to the above, such training to be arranged periodically by the PCC. |
|  |  |
| 3.3 | The Church's Insurers cover first aider’s: |
| i. | Employed by the Church whilst at work |
| ii. | Named for specified events |
|  | |
| 3.4 | Employees or volunteers administering first aid in their own free time are not covered by the Church’s insurance, and are not doing so as representatives of the Church. |

|  |  |
| --- | --- |
| 4. Safe use of equipment and machinery | |
| 4.1 | Equipment suitability (including hand tools) |
| i. | All equipment and machinery must be risk assessed before being taken into use, to ensure that it is suitable for the purpose it is intended for. |
| ii. | All used Equipment coming into the church or used equipment being sold or passed on, must have evidence of inspections with formal inspections which must be undertaken by a competent person. New equipment must have a ‘CE’ marking, and certificate of declaration of conformity to European standard. |
| 4.2 | Safe use of equipment |
| i. | Equipment must never be altered. It must only be used for that, for which it designed. |
| ii. | All equipment shall be maintained in good working order and in a good state of repair, in line with manufacturer recommendations. A log recording all such maintenance should be kept up to date. |
| iii. | Controls must be clear and readily accessible to operate and stop equipment safely or completely, dependent on the circumstances.  Under no circumstances should controls be altered or disabled or painted in such a way that the control becomes hidden. |
| iv. | Use must be restricted to those given task and who have received the required instruction or training. |
| v. | Information, instruction, training and supervision should be provided for users of equipment as well as but not instead of other forms of protection. |
| vi. | Relevant equipment must have unambiguous, easily perceived and understood warning devices such as failure alarms as appropriate, noting the needs of persons with visual and hearing impairments. |
| v. | There must be suitable and sufficient lighting appropriate for operations. |
| 4.3 | Dangerous parts and maintenance |
| i. | No access to dangerous parts of equipment should be allowed. Equipment that uses some form of Guard to protect users must never be operated without the guard in-place. |
| ii. | Equipment must have a means to isolate it from its energy source, clearly identifiable and accessible. |
| iii. | Equipment should allow for safe maintenance, which may mean shutting it down unless otherwise safe. |
| 4.4 | Transport |
| i. | Under no circumstances will mobile telephones be used whilst driving during working hours, this is inclusive of mobile phones with hands free sets. |
| 5. Substance use and misuse, including alcohol | |
| 5.1 | The Church aims to help all persons who require and request help and to do so in such a way that their health, wellbeing and ability to carry out daily work routine safely are maintained at the best possible level. |
|  | |
| 5.2 | Any such issues brought to the attention of Parish Clergy will be dealt with in the strictest confidence. |
|  | |
| 5.3 | The Church will endeavor to help all persons, but where safety is adversely affected by substances, it may be necessary to resort to employment disciplinary procedures. |
|  | |
| 5.5 | **Procedures:** |
| i. | If it is evident that a paid employee or volunteer has a substance-related problem affecting conduct or work performance at work, where appropriate the Priest or delegated member of the PCC should discuss the matter informally and compassionately. |
| ii. | The church will support any endeavours to assist the person to free themselves of the substance-related problem. |

|  |  |
| --- | --- |
| 6. Accident Reporting and Investigating Procedure | |
|  | |
| 6.1 | Ensuring that investigation of all incidents, accidents, dangerous occurrence or work-related ill-health events are carried out is the responsibility of the Church Wardens. |
|  | |
| 6.2 | On behalf of the PCC the Church Wardens are responsible for reporting incidents to the enforcing Authorities in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as Amended). |
|  | |
| 6.3 | Reports of incident will be completed in all cases where any person sustains an injury, however minor. Incident forms should also be completed where paid employees are off site. |
|  | |
| 6.4 | All accidents that have led to an injury or the possibility of an injury must have an accident book entry. |
|  | |
| 6.5 | Accidents or incidents that are work related, or are possibly work related, that: |
| i. | Are of a serious nature; |
| ii. | Have led to someone being taken by ambulance to hospital; |
| iii. | May possibly keep a person off work for more than 7 days; |
| iv. | Necessitate a stay in hospital over 24 hours; |
|  | Must be brought to the attention of the Church Wardens at least within two days of the incident. |
| 6.5 | The Church Wardens will report such incidents to the health and Safety Executive within 15 days. |
|  | |
| 7. Control of Hazardous Substances and Contagious Diseases | |
| 7.1 | Hazardous substances are only to be used where there is no alternative way of undertaking the task, and a full risk assessment has taken place. |
|  | |
| 7.2 | All hazardous substances in use or being considered for use must be identified and listed and full data sheets obtained for each. |
|  | |
| 7.3 | The duties under this policy also extend to transport of the substance, disposal of the substances and storage. |
|  | |
| 7.4 | The term 'hazardous substances' is deemed to cover any substance classified as very toxic, toxic, harmful, corrosive or irritant. |
|  | |
| 7.5 | Where contagious diseases are potentially present a system of work must have at its core the hierarchy of controls as set out in the Regulations and the Control of Substances Hazardous to Health Regulations 2002 (As amended). |
|  | |
| 7.6 | Any persons who are likely to come into contact with contagious diseases must ensure good personal hygiene. The Church provides adequate facilities for those persons to wash in the church buildings. |
|  | |
| 7.7 | All persons exposed to hazardous substances will be provided with facilities to change clothing, and storage space for clothing not in use. |
|  | |
| 7.8 | Where all other safety measures have been put in place but potential contact with hazardous substances or materials is still possible, then adequate personal protective equipment shall be provided. |
|  | |

|  |  |  |
| --- | --- | --- |
| 8. Contractors | | |
|  | | |
| 8.1 | Contractors are expected to comply with this policy and must ensure their own policy is made available on site whilst work is being carried out. | |
|  | | |
| 8.2 | No contractor will undertake work for St Mary and St Luke without firstly being subject to approval by submission of their health and safety policy, relevant risk assessments and systems of work.  Organizations who are not required to have written health and safety materials will provide a letter to the PCC setting out their safety precautions for the particular task. | |
|  | | |
| 8.3 | The contractor is responsible for inspection and maintenance of all work equipment as per relevant regulations and codes of practice. | |
|  | | |
| 8.4 | Contractor’s employees must not alter any work equipment (including access equipment) provided for their use or interfere with any plant or equipment on the site. | |
|  | | |
| 8.5 | All plant or equipment owned by contractors must be safe and in good working condition being compliant with relevant Regulations, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. | |
|  | | |
| 8.6 | All equipment including power tools used by contractors must be *‘CE’* marked and where appropriate of no greater voltage than 110v. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standard for industrial use and in good condition. | |
|  | | |
| 8.7 | Any injury sustained, or damage caused by contractor's employees, must be reported immediately to a Church Official. | |
|  | | |
| 8.8 | Contractor's employees must comply with any safety instructions given by The Parochial Church Council and Church Wardens. | |
|  | | |
| 8.9 | The PCC reserves the right to inspect sites, and scrutinize all contractors as per the ecclesiastical insurance document ‘Health and Safety Policy’ section c17. Appendix 4. Any hazards or substandard conditions will be communicated to the contractor who will be expected to take immediate action. | |
|  | | |
| 8.10 | | Contractors must provide suitable welfare facilities and first aid equipment in accordance with relevant regulations for their employees unless arrangements have been made to have the use of the Church's facilities. |
|  | | |
| 8.11 | | Contractors will not undertake: demolition, cladding, industrial painting, Asbestos removal, confined space entry, work at height or other such hazardous tasks without written method statement and/ or permits to work. |

|  |  |
| --- | --- |
| 9. Emergency Procedures | |
| 9.1 | Fire: |
|  | In accordance with the Regulatory Reform (Fire Safety) Order 2005 the Church Wardens (Responsible person) and employees must ensure compliance with: |
| i. | Risk assessment and preventative techniques to avoid or reduce the potential of workplace fires; |
| ii. | Suitable means of escape, unlocked and clear whenever people are in the building; |
| iii. | Suitable firefighting equipment properly maintained and readily available. |
|  | |
| 9.2 | **Action by Church Wardens and Management:** |
|  | On being notified of an outbreak of fire a Church Warden or sides person should: |
| i. | Ensure that the Fire Brigade has been notified; |
| ii. | Order the evacuation of all persons; |
| iii. | Take a roll call to ascertain that everyone has escaped; |
| iv. | Where evacuating during a church service or other church event, the person in overall charge will ensure as far as possible, without placing themselves or others at risk, that the building has been cleared; |
|  | The Clergy will take responsibility for evacuating any blessed sacrament if it is safe to do so; |

|  |  |  |
| --- | --- | --- |
| 10. Lone Working | | |
| 10.1 | | **Definition of Lone working:** |
| *People working in isolated areas or premises away from all other persons and people who work outside of normal working hours.* | | |
|  | | |
| 10.2 | | **Communication** |
| i. | All information including policies, procedures and risk assessments regarding Lone Working is to be communicated to all paid employees and other persons possibly at risk. | |
| ii. | All paid employees must abide by the working procedures. | |
|  | | |
| 10.3 | | **Risk Assessment** |
| i. | All tasks involving any lone working are subject to dynamic risk assessment. | |
| ii. | Risk assessments must be reviewed following any reported incidents or concerns. | |
|  | | |
| 10.4 | | **Instruction** |
|  | Lone workers at risk will be given instruction highlighting personal safety awareness and risk avoidance techniques. This is also the case for any safeguarding issues that could arise. | |
| 10.5 | | **Lone Working Safety** |
|  | Lone Working is as far as possible avoided. If it is not avoidable then it must be kept to a minimum, whilst accepting the nature of the ministerial and pastoral role requires persons to work alone with parishioners and strangers. However, this should be in keeping with Safeguarding Policy and protocols for lone working.  The ministers have the right to alter the location of any meeting should there be a viable known threat. | |

|  |  |  |
| --- | --- | --- |
| 11. Protective Clothing and other Personal Protective Equipment | | |
| 11.1 | | Provision |
| i. | The use of personal protective equipment is used in accordance with the Personal Protective Equipment Regulations 1992, and is discouraged as a first line action for protection, and can only be considered when there is no possible alternative to ensure safety. | |
| ii. | The Church shall ensure that suitable personal protective equipment is provided for employees based upon full and proper risk assessment. | |
|  | | |
| 11.2 | | The equipment must: |
| i. | Be appropriate for the risk(s) involved. | |
| ii. | Take into account any ergonomic requirements and the state of health of the person or persons who are to wear the equipment. | |
| iii. | The equipment must correctly fit and be adjustable within the range for which it is designed. | |
| iv. | The equipment must meet with any Act or Instrument in its design or manufacture in respect to health and safety. | |
| v. | All personal protective equipment provided should be maintained (including replaced or cleaned as appropriate) in an efficient state, in efficient working order and in good repair. | |
| vi. | Practical instruction in the use of the equipment must be given. | |
| vii | Arrangements must be made to ensure employees report loss or defects of personal protective equipment and replacements must be provided before work re-starts. | |
| viii | Paid employees must take reasonable care of all personal protective equipment provided and only use for the purpose intended. The condition of the equipment should be checked regularly. | |
| ix | Where employees are provided with suitable safety wear, it is a condition that they are required to wear the equipment whilst carrying out their duties. | |

|  |  |  |
| --- | --- | --- |
| 12. Occupational Health | | |
| 12.1 | | Medical history: |
| i. | All employees will be asked if they have any medical conditions that may be affected by the work they undertake for the Church. | |
| ii. | Where an employee feels that they may have a medical condition, or that they are taking medication that possibly increases health risk to themselves or others, they must declare this to their line manager, or consult their general practitioner. | |
|  | | |
| 12.2 | | Routine Health Surveillance: |
|  | Routine Health surveillance will take place where required by relevant statute. | |
|  | | |
| 12.3 | | Stress at Work |
| i. | The Church recognizes the pressure and demands associated with home and work. It intends to reduce or eliminate the risk of physical and mental health problems created in the workplace. | |
| ii. | The Church will, where possible, manage out potential stressors at work. | |
| iii. | The Church will provide a safe place of work for all employees in as stress free environment as far as is possible, when it is unavoidable negative stress should be kept to an absolute minimum by good management procedures. | |
|  | | |
| 12.4 | | Smoking |
| i. | Smoking in all Church premises, other than domestic is strictly prohibited in line with the new legislative requirements under the Health Act 2006. | |
|  | | |
| 12.5 | | Manual Handling |
| i. | Manual handling will only take place where it is not possible to undertake the task in any other way, and where it is necessary that a load be moved. | |
| ii. | Where it remains necessary to move a load by hand it must be subject to a risk assessment. | |
| iii. | Those persons undertaking manual handling techniques must attend an appropriate instruction. | |
| iv. | The Manual Handling Operation Regulations 1992 will be strictly adhered to in all respects. | |

|  |  |  |
| --- | --- | --- |
| 13. Workplace | | |
|  | The PCC undertakes to follow the requirements of the Workplace Health Safety and Welfare Regulations 1992. | |
| 13.1 | | Cleanliness and Hygiene |
| i. | All church properties will be kept clean and free from refuse. Adequate refuse storage will be provided outside of the built environment. | |
| ii. | All walkways, and where applicable traffic routes will be kept clean and tidy, free from slip or trip hazards. Such routes will be adequately lit at all times when in use. | |
| iii. | All access and egress routes to premises will be kept clear and accessible to all persons regardless of any form of disability. | |
|  | | |
| 13.2 | | Facilities |
| i. | Adequate numbers of toilet and washing facilities will be provided, with as far as possible separate facilities for both genders, and facilities will be provided in each workplace for disabled employees and where appropriate visitors. | |
| ii. | Where necessary shower facilities will be provided and maintained. | |
| iii. | All water storage, and where necessary water facilities must be inspected for bacterial contamination. | |
|  | | |
| 13.3 | | Confined spaces |
| i. | Confined space entry will only take place following a full risk assessment of the task which indicates: | |
| a. | It is safe to do so, | |
| b. | The safest method of entry and any additional precautions required. | |
| ii. | Confined space entry will on all occasions require a written Method Statement, and a Permit to Work. | |
| iii. | Confined space entry will be notified to the PCC in good time before it takes place. | |
| iv. | Only those persons who have received full and proper training from an approved training provider will enter a confined space. | |
| v. | These restrictions will apply to all contractors undertaking work for the Church, or work on the Church’s premises as well as the Church’s own paid employees or volunteers. | |
| 13.4 | | Construction work |
| i. | Construction work will only take place following a full risk assessment of the task and location of planned construction work which indicates: | |
| a. | It is safe to do so. | |
| b. | The safest method of entry and any additional precautions required. | |
| ii. | Construction work will on all occasions require a written Method Statement, and where the risk assessment indicates a written Permit to Work. | |
| iii. | Construction work will be notified to the whole PCC in good time before it takes place. | |
| 13.5 | | Environmental Noise |
| i. | Where the Noise level in the workplace causes concern amongst employees, or creates difficulty hearing normal speech, or alarms, a full noise assessment will take place. | |
| ii. | High levels of noise will be reduced by structural modification where possible, and full and proper maintenance of equipment. | |
| iii. | Provision of hearing protection is a last resort method, and must only be considered for short duration exposure. | |
| 13.6 | | Work at Heights |
| i. | Any task entailing working at heights will only take place, in accordance with the Work at Height Regulations 2005 and following a full risk assessment of the task and location of the planned work which indicates: | |
| a. | That there is no safe alternative to working at height. | |
| b. | It is safe to do so, based on: | |
| i. | Consideration of all the access options, | |
| ii. | Skills and training of the workforce. | |
| c. | Any additional precautions required enhancing the safest method chosen. | |
| d. | Additional equipment and training in use of equipment. | |
| ii. | Working at heights will on all occasions require a written Method Statement, and where the risk assessment indicates a written Permit to Work. | |
| iii. | Adequate and competent supervision of working at height will take place. | |
| iv. | Those people who work at heights will be trained and or instructed in proper methods of access, and use of safety precautions. | |
| v. | Ladders will only be used for access, or short duration work which based upon the risk assessment is deemed to be low risk. Where work is not considered to be low risk then semi-permanent access structures will always be considered before ladders. | |
| vi. | Semi-permanent access structures such as scaffolding will only be used when: | |
| a. | Erected by a competent person | |
| b. | Checked by a competent person at erection and then every 7 days or following any incidents that might possibly damage the structure, or following adverse weather. Inspection reports will be made available to the Church Wardens | |
| c. | All such equipment will be hired by the Church from a competent supplier. | |
| vii | Where working at height is unavoidable prevention from falls will be achieved by: | |
| a. | Physical barriers such as guard rails and or fixed fencing; | |
| b. | Barriers that prevent access to unprotected edges. | |
| viii | Where work by unprotected cannot be avoided, fall protection such as harnesses will be used but only where: | |
| a. | Full and proper training has been provided; | |
| b. | Full risk assessment has been conducted leading to a written and agreed method statement; | |
| c. | An emergency action plan has been established with necessary rescue equipment. | |
| ix | All work at heights will be notified to the Church Wardens and the PCC in good time before it takes place. | |