

St Paul's Church, Oadby
Health & Safety Policy

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, church grounds, church car park or Barnabas Centre. 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 and will ensure that adequate resources are made available to achieve this objective. 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 necessary.

It is the duty of each employee, volunteer, member of the congregation, visitors and other users of the church premises 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 are set out in this document. A copy of it will be kept in the church and made available to others on request. Other users of the church building will be made aware of the document and its contents when taking out lettings.

Signed*:

*on behalf of the Parochial Church Council as agreed at a meeting on:

Date:

Organisation and Responsibilities

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

Graham Neville

They will ensure that:

- 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 as immediately as possible.
- Only competent persons carry out repairs, modifications, inspections and tests.
- 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.
- They set a personal example on matters of health and safety.

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

Margaret Barnes-Davies & Bahar Mirrahimi
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They will ensure that:

- All employees, volunteers and church users 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.
- They set a personal example on matters of health and safety.

3. **All employees, volunteers and leaders of users of the church premises** 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 using the 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.

Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

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.

The church operations manager / administrator - Graham Neville.

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 as necessary.

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.

Leaders of groups hiring the premises will be informed of the health and safety policy and their obligations for safe usage of the premises.

First Aid

We will provide adequate first aid facilities including – as a minimum – 2 suitably stocked first aid boxes and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees, volunteers and those hiring our premises.

Users of the building should have suitably competent person(s) to administer first aid.

Our 2 first aid boxes are located in:

Church – Kitchen area.
Barnabas Centre – Kitchen area.

Our first aid boxes are maintained by:

The church's operations manager / administrator; Graham Neville

Any items used or deficiencies should be reported at the earliest opportunity.

Accident Reporting

Minor accidents and first aid will be reported in books provided in the first aid boxes. Serious accidents need to be reported to the church administrator or church wardens to be recorded in the serious accident book. We will report to the enforcing authority (Diocese & HSE) 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 (RIDDOR). All accidents need to be reported to:

The church operations manager / administrator or church wardens.

Our Accident Book is kept in:

Minor accidents – First Aid Boxes

Serious accidents - The vestry

Monitoring

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

Contractors

If we employ contractors, we make sure that they have their own health & safety policy and public and employer's liability insurance by asking to see copies of the relevant documents. They will be informed of any potential hazards known, such as asbestos location.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in:

The filing cabinet in the vestry – for details contact the church operations manager / administrator or church wardens.

Specific Arrangements

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. Buildings, floors, furnishings and equipment will be maintained and cleaned regularly.

Church grounds

We will have trees inspected by a competent person and have any necessary work carried out to make them safe. Volunteers assisting garden maintenance will only carry out tasks they are accustomed to doing elsewhere with small machinery and hand tools.

Construction Work

Where maintenance, refurbishment and restoration work is 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.

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 the equipment such as ladders, are safe to use. Persons carrying out voluntary maintenance and repair work using ladders will take responsibility for their own personal safety and implement suitable precautions for their safety. Lone working at height should not take place.

Electricity

We will ensure that any fixed electrical system and portable appliances are 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. All our portable electrical appliances will be tested by a trained person for safety on a regular basis. Light bulbs will be replaced as required following appropriate safety procedures.

Heating Systems

We will ensure that the gas heating systems are 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. We will ensure that all hazardous products are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified. They will be kept high in a cupboard when not in use.

Smoking & Vaping

It is against the law to smoke inside our premises. No Smoking signs will be displayed. In addition, for the benefit of all users, we don't permit smoking in the grounds of the church. Additionally, vaping is not permitted in any area of the church buildings or its grounds.

Water safety

We will implement required checks, and annual checks to maintain clean water systems. The water systems will be serviced by a professional according to health and safety standards. A specialist legionella professional will be used for periodic legionella risk assessment and remedial work.

Toilets, water pipes, taps and drains will be maintained to safe standards.

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.

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, handrails 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.

Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will prepare and store food in accordance with manufacturer's instructions and in such a way as to avoid contamination. We will provide hand-washing facilities and have suitable arrangements for the disposal of waste.

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 necessary. We will provide reasonable firefighting equipment and regularly check it is serviceable and professionally checked annually. Designated fire doors will be clearly marked and easily opened. There must be no obstructions to any fire doors, and this must be adhered to by all using the church and Barnabas Centre, including those hiring our premises, the music group and those involved with the layout for services. The church has 2 fire doors from the church into the car park, as well as the usual entrance / exit doors. The Barnabas Centre can be exited through the usual entrance / exit door, and also through an emergency exit from the rear room. Evacuation from the building is through the nearest exits to the designated fire assembly point in the shops' car park across the road from the church.

Emergency lighting and the fire alarm system in the Barnabas Centre will be regularly serviced and maintained according to recommendations.

Fire extinguishers are kept in the following locations:

Location :	Type and capacity :
<u>Church building</u> - Vestry	- Carbon dioxide 2kg.
- Foyer	- Water 9 litre
- Front of church	- Foam 6 litre
- Back of church	- Foam 6 litre
- Outside kitchen	- Foam 6 litre
- Inside kitchen	- Carbon Dioxide 2kg and fire blanket
<u>Barnabas Centre</u> - By entrance	- Foam 6 litre and Carbon dioxide 2kg.
- In large room	- Foam 6 litre
- In kitchen	- fire blanket

Please note:

Water extinguishers are suitable for fires involving organic solid materials such as wood, cloth, paper, plastics, coal etc. Do not use on burning fat or oil or on electrical appliances.

Carbon Dioxide extinguishers are suitable for flammable liquid fires (petrol, oil, solvents), and recommended for use on live electrical equipment.

Foam extinguishers are for fires involving solids and burning liquids, such as paint and petrol but not suitable for chip or fat pan fires. Safe on fires caused by electricity if a 1m safety distance is adhered to. Do not use on chip or fat pan fires.

Fire blankets can be used to extinguish small fires by smothering flames. They can also be used to wrap around a person whose clothes have caught alight.

If there is a fire, we will ensure that everyone immediately evacuates the building, and the fire brigade is called. Do not take risks to fight a fire.

Personal safety and working Alone

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

We will have procedures for persons handling money and valuables, for double checking.

Risk assessments / activities

Risk assessments will be carried out on all areas of use of the church premises, and for all activities that carry a significant risk, both on and off the premises. Copies of these are available on request.

Safeguarding / child protection

A safeguarding / child protection policy is in place and implemented according to Diocesan guidelines and is available for viewing.

The safeguarding representative for the parish is:

Julie Anderson

The St Paul's children's advocate is:

Julie Anderson