Health and Safety Policy and Procedures

St Martin's Church

Camberley

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A ChurchSafety Member Resource
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Health and Safety Policy Statement

We are committed to the Health, Safety and Welfare of our members of staff our volunteers and the members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. We will consult with you about Health and Safety and provide you with the information, instruction, supervision and training that we consider is necessary.

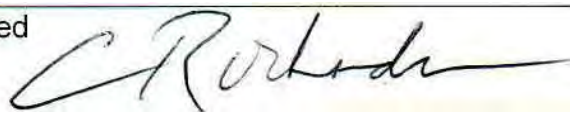
We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the

premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a health and safe work and worship environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety

instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises.

This policy will be reviewed regularly and revised as necessary.

Signed 	
Position	**Vicar**
Dated	8/9/24

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Aims and Objectives

Our aim is to make our premises and activities as safe as possible for all Employees, Volunteers, members of the public in attendance or visiting the premises and any other person that might come into contact with the premises or our activities.

Our objective is to reduce the numbers of accidents and emergencies down to zero, no matter how 'minor' it is. We aim to reduce all near misses to the lowest possible level and we aim to ensure that incidents of all work-related ill health are prevented.

We aim to comply with the Health and Safety at Work etc. Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 (along with relevant subordinate legislation) to ensure, insofar as is reasonably practicable, the health, safety and welfare of employees, volunteers and the public.

We aim to follow the requirements of our insurance providers.

Safety Management

Responsibility of Management

The Incumbent of this Church has the overall responsibility for Health and Safety, including compliance with this Policy, with Health and Safety Law and with Insurance requirements. On a day-to-day basis, this responsibility is delegated to the Churchwardens. This includes assessing risk, enforcing policies and ensuring that other persons are able to carry out their duties safely.

The Incumbent is responsible for ensuring that this Health and Safety Policy is kept up to date, by directing the revision of the Policy as necessary and reviewing the Policy at least every twelve months.

The Incumbent reserves the right to seek assistance from any competent person, including external consultants and experts, to assist with complying with this Policy.

The Incumbent will endeavour to consult with Employees, Volunteers and their representatives on matters relating to Health and Safety. The primary means of consultation will be through the Health and Safety Committee.

In the event of any long-term absence (including illness, training, annual leave or other arranged absence), the Incumbent's duties and responsibilities are delegated to the Churchwardens. This includes any period of vacancy.

Any person with responsibility for, in control of or giving direction to Employees and Volunteers is directly responsible for the safety of those people. For the terms of this Policy, persons with this responsibility for others are termed as "managers" and will be referred to in risk assessments as activity leaders or similar.

Mangers must ensure that the Health and Safety of those persons under their control or direction is provided for, in line with this Policy and Risk Assessments.

Managers must ensure that they co-operate fully with the Incumbent at all times on matters relating to Health and Safety.

It is expected that all Managers will lead by example on all matters of Health and Safety and compliance with this Policy.

Responsibilities Employees and Volunteers

All Employees and Volunteers must co-operate fully with the Incumbent and the Management on matters relating to Health and Safety.

All Employees and Volunteers are responsible, through their acts or omissions, for their own safety and the safety of others, including members of the public.

Employees and Volunteers are requested to provide the Incumbent and Managers with information about medical conditions and allergies that could be pertinent to their Health and Safety whilst at work. This information will be kept confidential and used for the purposes of Health and Safety only.

All Employees and Volunteers must follow all information, instruction and training that is provided for the purposes of safety. This includes following any arrangements for safety that are outlined within this Health and Safety Policy.

All Employees and Volunteers must promptly report all accidents, dangerous occurrences, maintenance complaints and hazards that relate to their work.

In case of any doubt whatsoever, all Employees and Volunteers should consult their Manager or the Incumbent. Assumptions must not be made about the safety, or otherwise, of any equipment, plant or facility provided for the use of Employees and Volunteers.

Employees and Volunteers must ask for additional Information, Instruction and Training when they consider this is required for safety.

Employees and Volunteers must make best use of information resources available, including (but not limited to): risk assessments, method statements, standard work instructions, safety signs and posters and safety procedures.

No person is to use any equipment unless trained, authorised and confident in the safe and effective use of that equipment.

Breaches of this Health and Safety Policy by Employees can lead to appropriate disciplinary action, following the procedures outlined in the Employee's contract of employment.

Responsibilities of all persons

Any person using this building must take responsible care over all safety equipment that is provided for their use. Any misuse or abuse of safety equipment could be reported to the Police (or other enforcement agency) and criminal action taken against the perpetrator.

Any person must follow, as directed, any information, signs or signals relating to safety matters that have been provided, including (but not limited to) the fire evacuation warning and warning signs.

The Minster reserves the right to restrict access to part or all of the premises by individuals (or groups of individuals) on grounds of Safety. The Incumbent may choose to seek legal assistance to this effect.

Health and Safety Committee

The Incumbent has agreed that Standing Committee will act as the Health and Safety Committee. Health and Safety matters will be discussed at regular Standing Committee meetings as required, and documented on agendas and minutes. Standing Committee will facilitate reviewing this Health and Safety Policy, and enable consultation between Employees and Volunteers with Management for the general development of Health and Safety. The Committee is not a decision-making body. Recommendations will be made to PCC, who have the final decision on whether to change the Health and Safety policy.

Committee members will be provided with Information, Instruction and Training to enable them to fulfil their duties. The Incumbent and the Churchwardens may invite people with specific knowledge, skills, or experience to Standing Committee meetings for discussions on Health and Safety matters.

Enforcement Agencies

The Incumbent is the point of contact for all External Enforcement Agencies and Emergency Services. This may be delegated to the Churchwardens.

The Incumbent and delegates will co-operate fully with External Enforcement Agencies by providing information (including this Policy and all Risk Assessments), providing details about, or a tour of the premises, and enabling articles and samples to be taken, as requested.

No information provided by any person to an Enforcement Agency is to be falsified in any way.

Arrangements for Safety

Access

We will ensure, so far is reasonably practicable, that the means of access to and the egress from the premises are safe. We will endeavour to ensure that footpaths, footways and other traffic routes are kept in a safe condition, including hazards caused by weather conditions.

We have restricted certain areas of the premises where we consider there to be a significant risk of falling from height, dangerous plant, equipment or substances or for any other reason. Access to these restricted areas is only permitted by the written consent of the Incumbent. No person is to attempt to gain access to any restricted area unless authorised and issued with the necessary keys and/or access control pass.

Restricted access areas at St Martin's are:

1. The boiler room
2. The loft area above the church office
3. The shed.

Accidents and Dangerous Occurrences

We will endeavour to ensure that accidents are prevented through this Policy and our Risk Assessment. We do, however, acknowledge that accidents are still likely, and we have created a procedure for accident reporting.

All Employees and Volunteers are to report all accidents as soon as possible after the event by means of the accident book.

The accident book is kept in the church office in the Health and Safety file on open shelf. To record an accident, complete a form and then place it in a sealed envelope in the office for the office team to file. This is necessary to comply with privacy regulations. Completed forms are kept in the locked filing cabinet.

The Incumbent will ensure that all accidents and dangerous occurrences reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported to the Local Council or the Incident Contact Centre as soon as is practicable after the accident, but in any case, within ten days.

Please refer to the First Aid section of this Health and Safety Policy for information about the First Aid precautions and equipment available.

Accident Investigations

We aim to undertake investigations into the cause(s) and chain(s) of events that lead to all Major accidents and incidents (i.e. those that are reportable under the Reporting of Injures, Diseases and Dangerous Occurrences Regulations).

The Incumbent reserves the right to appoint additional personnel to assist with the investigation.

The Incumbent reserves the right to make modifications to, or prohibitions relating to the use of, plant, equipment, property and working methods on a temporary or permanent basis, for the purpose of carrying out the investigation or to prevent similar occurrences in the future.

All Employees and Volunteers must co-operate fully with the Incumbent or other appointed person in the course of this investigation.

Internal investigations will be in addition to any formal investigation run by an Enforcement Agency and every effort will be taken to fully co-operate with the Agency, especially with regard the taking of evidence.

Asbestos

We have undertaken an inspection of the premises to find any sources of Asbestos or Asbestos Containing Materials. We have no Asbestos or Asbestos Containing Materials in the fabric of our church building.

No new Asbestos or Asbestos Containing Material is to be introduced into the premises by any Employee or Volunteer.

Chemicals and Substances

We will include details of all Chemicals under the Control of Substances Hazardous to Health (COSHH) in the relevant risk assessments. We will ensure that all Chemicals and Substances are carefully chosen to minimise danger to persons. We will provide Personal Protective Equipment and other protective measures as we find necessary to ensure the safe use of chemicals and to ensure that Workplace Exposure Limits are not exceeded. We will provide information, instruction and training on the safe use of Chemicals and Substances to Employees and Volunteers as necessary.

Material Safety Data Sheets (MSDS) and COSHH Assessments are available in the COSHH cupboard.

All Employees and Volunteers must ensure that they follow safety instructions and use all protective measures that have been provided for their use. Employees and Volunteers must report any defects and deficiencies in the protective measures as soon as they are aware of the problem.

No person is to introduce a new substance without the prior Consent of the Churchwardens.

Chemicals and substances, including cleaning fluids, must be kept in the original container or decanted into a container (in neat or diluted form, as indicated by the

manufacturer) as supplied by the manufacturer of the substance. All substances must be kept in the designated Chemical Cupboard. The cupboard is to be kept locked except for removal and replacement of items. The key is placed on top of the cupboard, out of sight and reach of children.

Children and Young People

We will put into place precautions for the protection of Children and Young People from harm in accordance with our Safeguarding Policy. We will ensure, as appropriate, our Risk Assessment takes into account the mental and physical abilities and potential lack of experience of risk where Children and Young People are concerned, with a view to preventing physical and physiological harm.

The parents or guardians of any Children working as Employees or Volunteers will be consulted and provided with information about the nature of the work and the risks to the Child.

Children will be supervised at all times and during all activities and events when not accompanied by a parent or guardian as per our Safeguarding Policy, with the supervision arrangements set out in the relevant risk assessment.

Except for when participating in a specific activity with documented supervision arrangements, Parents and Guardians are to ensure their child or children and appropriately supervised at all times. This must be made clear to newcomers and visitors.

All other aspects of the safety of Children and Young People will be managed in accordance with our Safeguarding Policy.

Confined Spaces

We have identified areas that are either totally enclosed or are, to a large extent, enclosed, where there could be significant risk to Employees, Volunteers and Contractors using this space as a work environment. We will undertake Risk Assessment for all work being undertaken within Confined Spaces, giving regard to the work environment and activities.

The following areas are Confined Spaces, which must only be accessed with written permission of the Churchwardens:

Location	Reason
Loft	Reduced Height, risk of head injury and access by ladder

No person is to gain access to any Confined Space without the written consent of the Incumbent.

Corrective Actions

The Incumbent reserves the right to make modifications to, or prohibitions relating to the use of, plant, equipment, property and working methods on a temporary or permanent basis, for the purpose of making improvements to Health and Safety.

No person is permitted to breach any prohibition established by the Incumbent.

Disabilities

We will take account of the abilities of Employees and Volunteers during Risk Assessment to ensure we provide fully for the needs of those people with Disabilities and long-term health conditions.

Managers must ensure that any person requiring assistance during an emergency evacuation situation is identified and a Personal Emergency Evacuation Plan is drawn up. This plan must include reasonable contingencies, such as secondary exit routes and additional personnel to provide assistance.

The Incumbent will ensure that any member of the Public with a disability is identified and appropriate action will be taken to provide assistance as needed in the event of an emergency.

Electrical Safety: Appliances

We have taken measures to ensure that portable electrical equipment (appliances) have been chosen, and are maintained, to ensure the safety of Employees, Volunteers, the Public and Contractors who come into contact with the equipment.

The Incumbent will arrange for all portable to be periodically inspected and tested (PAT – portable appliance testing) by a competent person. The frequency of the testing and inspection will be determined by this competent person. Records of PAT will be kept in the Health and Safety Log.

New electrical equipment does not require a PAT. Secondhand equipment must not be introduced into the premises unless the appliance has passed a PAT.

Equipment that carries a PAT fail sticker (red, with the words "Equipment not to be used") and equipment without a PAT test label or record must not be connected to an electrical supply within the premises.

Equipment in use out of doors, close to sources of water or for any maintenance or construction work must be protected by a 30mA/30ms Residual Current Device (circuit breaker) plug or adaptor.

Where practicable, portable hand tools should be of the battery-powered or 110-volt CTE (centre tapped earthed) type.

Under no circumstances is any Employee or Volunteer to undertake any electrical works unless they are otherwise qualified to do so.

Electrical Safety: Installation

We will ensure that the electrical wiring and fixed installation is designed, installed and maintained in good working order, with regard to the safety of Employees, Volunteers, the Public and any contractors working on the installation.

All electrical wiring work must be completed and certified to British Standard 7671 (formerly the IEE Wiring Regulations). Where practicable, the works should be certified by a NICEIC contractor.

The Installation will be tested annually by a competent contractor to ensure the continued safety and electrical integrity of the system.

Under no circumstances is any Employee or Volunteer to undertake any electrical works on the fixed installation of the premises.

External Functions and Events

This Policy extends to functions held externally that have been organised and arranged for and on behalf of the Church. All such events must be planned, organised and supervised such as to maintain the Health and Safety of those present at all times.

The Incumbent must authorise all events and functions being held outside of the premises.

It is the responsibility of the person organising the group to make the necessary organisational arrangements and planning for the external function or event, including Risk Assessment. This must be done with full co-operation of the Incumbent.

No Child or Young Person is to be part of a Function or Event held away from the premises without the written consent of a Parent or Guardian.

Falls from Height

We will ensure that, where Employees and Volunteers could be harmed from falling, measures are taken to prevent the likelihood of falling and mitigate against the effects of falling. We will make arrangements to prevent members of the Public falling from height and we will ensure that precautions are in place to prevent objects falling from height onto people below.

When planning any work at height, a risk assessment must be created with reference to the Working at Height Regulations 2005.

No person is to erect, operate or otherwise use ladders, access equipment, working platforms or scaffolding without the permission of the Incumbent or without prior information, instruction and training, along with supervision as necessary, to ensure the safety of all relevant persons. All ladders must be footed by a second person. The access tower must be used for all work requiring more than minimal periods of access above 2 metres. Consideration must also be given to the reach and load requirements of the task at hand in determining the appropriate access arrangements. Always consider alternatives to working at height first.

We will provide adequate information, instruction and training for those Employees and Volunteers exposed to work at height and those that erect, operate or otherwise use any form of access equipment. The access tower instructions for use document sets out the safe working and operational requirements of this equipment and must be followed when using this equipment.

Fire Alarm

We have provided, to the extent that is appropriate, automatic fire detectors and alarms within the premises for the protection of Employees, Volunteers and the Public.

The fire alarm system control and indicating panel (including repeater panels) must only be operated by authorised Employees, Volunteers and Contractors.

No person must undertake and maintenance, adaptation or other modification (including the disablement of a detector) unless authorised by the Incumbent. Only competent fire alarm installers are to make amendments to, and certify, the installation.

The fire alarm system will be tested weekly, typically on the weekend. Details are recorded in the log book kept in the church office. The tester will inform anyone else in the building prior to starting the test and at the conclusion of testing. The fire alarm test protocol also includes testing of all smoke detectors and the carbon monoxide alarm in the main kitchen.

The fire alarm system will be serviced by a competent contractor, the servicing will be organised annually by the church office.

The fire alarm evacuation signal is given by a continuous siren.

Fire Drills

We will hold practice fire drills occasionally to ensure that personnel are familiar with the evacuation procedure and to ensure that the procedures are adequate. The Incumbent will choose when to undertake a practice evacuation, and he will communicate this only to those Managers that directly need to know. All other personnel will be informed by a general notice without giving any details of date and time.

Fire Exits and Means of Escape

We will ensure, to the extent that is necessary for the safety of all relevant persons, that exit routes of sufficient capacity and distribution are provided and maintained within the premises. We will ensure that exit routes are readily available, indicated by signs and adequately illuminated (including by emergency lighting) as appropriate. We will ensure that any door being used by the Public as a Means of Escape is easy to open by means of a readily identifiable method.

We will inspect all Exits, Exit Routes, Circulation Spaces and other Means of Escape at regular intervals, both internally and externally.

We will ensure that seating is laid out in such a way as to ensure that suitable and sufficient aisle space is provided. The following must be observed by any Employee or Volunteer laying out seating:

- No chair is to be more than seven seats away from an aisle
- Whenever possible, chairs must be secured in rows of no less than three seats
- Aisles must be at least 1100mm wide
- The seatway must be at least 310mm
- Sufficient space must be provided for people with specific seating needs, including wheelchair users
- Seating plans should be designed to discourage the Public from moving seating.

Exits, Exit Routes, Circulation Spaces (including Aisles) and other Means of Escape must be kept clear of stored goods, rubbish and other obstructions at all times. For this reason, bicycles and scooters are not to be brought into the church building at busy times. The Manager of the activity is responsible for ensuring that access routes are kept clear at all times.

Fire Extinguishers

We will provide manual and automatic fire extinguishing apparatus to the extent that is appropriate for the premises. Equipment will be chosen with regard to the Risk Assessment and the nature of the use of the premises and all manual fire extinguishers will be indicated by signs. We will provide selected Employees and Volunteers with information, instruction and training as to the safe selection and use of fire extinguishers.

Employees and Volunteers must not remove fire extinguishers from their location, except when needed in an emergency. No Employee of Volunteer should use a fire extinguisher unless trained and authorised to do so, unless the use of a fire extinguisher is the only method to secure a means of escape from the premises.

Fire extinguishers will be visually inspected every month by the Churchwardens.

Fire extinguishers will purchased from, installed by and serviced annually by a competent contractors. Servicing will be organised by the church office.

Fire Prevention

We have taken appropriate measures to prevent the outbreak of fire having given regard to the fire Risk Assessment. Our policy is to prevent the outbreak of fire by seeking to separate or segregate sources of ignition from sources of fuel, as far as is practicable. We additionally aim to prevent the outbreak of fire by ensuring an adequate level of security within the premises, to reduce the risk of arson.

We will provide suitable areas for storing goods (especially with regard to flammable substances), rubbish and other materials. All Employees and Volunteers are required to ensure that such items are correctly stored when not in use. Specifically, all matches must be removed to the church office following the main service each Sunday. We do not leave matches out for the candle stand outside this time.

The Incumbent must give written consent for any work involving naked flames (except candles), all work involving high-temperatures, work that produces sparks or work that has a significant chance of starting a fire or producing an unwanted false fire alarm signal. Details of risk control must be in the relevant risk assessment.

Fire Protection

We will provide, to the extent that is necessary for the safety of all relevant persons, suitable structural fire protection measures to limit the spread of fire and the products of combustion through the building. The primary aim of this fire protection will be to ensure that relevant persons can make a safe and unimpeded evacuation to a place of safety, but the preservation of the building and other property will also be a consideration.

As part of the fire protection measures, we have provided a number of "fire doors" which are designed to withstand fire for a period of time (usually thirty minutes). Such doors are indicated with blue "mandatory" signs. These doors must be kept shut at all times, except when using the door to gain access to stored goods, for maintenance or other legitimate purposes.

The Incumbent will ensure that all fire protection measures are maintained and that any works to extend or alter the premises do not affect the fire protection measures that have been already put into place.

First Aid

We will provide, to the extent that is appropriate, sufficient first aid equipment for use by Employees and Volunteers and will make provision for the first aid of the Public. We will appoint a number of Employees and Volunteers to provide First

Aid treatment to any other person in case of injury or illness and provide these people with sufficient training to enable them to carry out their duties.

We will routinely inspect the First Aid provision (including first aid kits, equipment, eye wash stations and ancillary equipment) and replace any item that has been used, is out of date or damaged.

No medication is to be introduced into or kept within first aid kits.

No person, other than appointed persons and first aiders, is to administer first aid of any kind, other than to themselves. First aiders must follow their training at all times when administering any form of first aid treatment for, and on behalf of, the Church.

No person, including appointed persons and first aiders, is to administer any form of medical treatment other than first aid treatment, including (but not limited to) the administration of medication, unless they are otherwise professionally qualified to do so.

In the case of serious injuries, or in cases where additional treatment is necessary, the assistance of the emergency services or medical practitioner should be sought.

The Incumbent must be informed on every occasion when first aid is administered.

Please refer to the Accident and Injury Procedure above.

Gas Safety

We will ensure that all parts of the gas installation and the gas appliances connected to that installation will be maintained so far as is necessary for the purposes of safety. We will ensure that any alterations to the installation, including the fitting of new appliances, is completed by competent persons only.

The Incumbent will alterations to the gas installation and for works on any gas appliance. Works on the gas installation and appliances, including routine servicing and maintenance, will be completed only by a competent, CORGI registered gas fitter.

We will ensure that containers of gas (including, but not limited to, Butane and Propane bottles) are handled, stored and used in a safe manner and, as necessary, indicated by signs.

Hazard Identification

The Incumbent will ensure that significant hazards to Employees, Staff, the Public and any other relevant person have been identified. The Incumbent will obtain

this information through inspections, consultation with Employees and Volunteers and through the course of Risk Assessments.

Any Employee or Volunteer that has identified a hazard that they do not believe to be effectively controlled must discuss this with their Manager or the Incumbent, or the Churchwardens.

Hygiene and Cleaning

We will ensure that the premises are kept in a clean and hygienic condition and will introduce, where necessary, cleaning schedules to ensure that this work is organised and planned effectively.

We will ensure that kitchen facilities used for the preparation and serving of foodstuffs are designed, maintained and managed pursuant to food safety and with regard to the Food Hazard Analysis.

Every effort must be made by Employees and Volunteers to clean up any spillage in a timely and safe manner. In the case of chemicals and substances hazardous to health, the clean-up and disposal procedures in the MSDS and COSHH assessment must be followed,

Employees and Staff undertaking cleaning tasks must only use the materials and equipment provided for their use.

Ill Health and Stress

We to prevent all forms of work-related ill health, including stress, through good management practices. We will prevent ill health through routine supervision, monitoring and surveillance and will provide support to any person suffering work-related ill health.

Any Employee or Volunteer that believes that they are suffering from work-related ill health must discuss the matter with their Manager or the Incumbent.

The Incumbent will interview all Employees and Volunteers after a period of absence owing to work-related ill health to establish any modifications to existing working practices and to ensure the person has received adequate health surveillance and treatment.

Information, Instruction and Training

We will provide all Employees and Volunteers with suitable and sufficient Information, Instruction and Training to enable them to undertake their work in safety. This Information, Instruction and Training will take the form most suited to the person, the environment and the operations being carries out by that person.

New Employees will receive induction training as soon as is practicable after the start of their contract of employment. All Volunteers will receive training as necessary. Refresher training will be undertaken on a routine basis.

This Policy is the main source of Health and Safety Information, and at a minimum must be read by all Employees, Managers, and PCC members.

Insurance

The Incumbent will make arrangements for all necessary insurance cover, including (but not limited to): Employer's Liability, Public Liability and Fire and Theft to indemnify against losses through accidents, ill health, theft and dangerous occurrences. The Incumbent will display, as necessary, copies of the Insurance.

The Incumbent will make arrangements for ensuring that any requirements of the Insurance Broker are adhered to with regard Risk Assessment, Accident or Incident reporting and other Arrangements for Safety.

Lead

We have minimal lead flashing on the roof of the building. It is unlikely that Employees and Volunteers will come into contact with Lead, and/or be exposed to unnecessarily high levels of Lead during routine activities. Exterior maintenance must be carried out by competent contractors.

Lifting Operations and Lifting Equipment

Where lifting equipment is provided, we will ensure that it is selected to be safe and suitable for the task for which it is intended. We will include details of lifting and moving equipment in the relevant Risk Assessments, and ensure that all Employees and Volunteers who will use the equipment will be trained in its safe use. We will provide Information, Instruction and Training on the safe and correct use of Lifting Equipment.

We will ensure that Lifting Equipment, including equipment for the use of transporting persons, is appropriately examined and checked routinely by a competent person and any repair works are completed in a timely manner.

Only trained and authorised Employees and Volunteers are to use Lifting Equipment.

Maintenance

The Incumbent will ensure, so far is reasonably practicable, that the premises, plant, equipment and any other facilities are maintained in a safe and effective condition for use by Employees, Volunteers and other persons.

The Incumbent may choose to arrange for maintenance to be undertaken by third parties so far as is necessary to ensure that the maintenance works are carried out in a timely and safe manner.

No maintenance works are to be carried out without the permission of the Incumbent. All work done must be entered into the log book on the church office.

The Incumbent will ensure that personnel are identified to design, plan, control and supervise building and maintenance works to ensure the safety of Employees, Volunteers, the Public and any Contractors.

Manual Handling

We will ensure that, where possible, activities involving the manual handling of goods and equipment are prevented. We will provide Employees and Volunteers with information, instruction and training on manual handling when it is identified that this is a significant hazard within their workload, and the control measures will be documented in the relevant risk assessment. We will endeavour to provide mechanical aids to assist with manual handling operations, and will ensure that Employees and Volunteers using the equipment are provided with information, instruction, training and supervision.

The blue chairs used in church must be stacked on trolleys to a maximum of 20. The blue chairs in the hall should be stored in stacks of 7.

No significant moving of chairs and tables, such as set-up for service, should be done by persons working alone.

Moveable Wall: the deployment and storage of the movable wall in the church hall must only be carried out by persons who have been trained in the safe operation of the Wall. The task requires a minimum of two people to minimise the risk of crushing, and to ensure that the area is kept clear of other persons when the wall is being moved.

Noise

We will ensure that Employees and Visitors are not exposed to excessive noise. We will monitor and take measurements of Noise exposure in situations where we consider this necessary. We will introduce protective measures, including hearing protection and health surveillance, where the outcome of this assessment indicates that this is necessary.

We will ensure, in so far as is reasonably practicable, the safety of the public and the prevention of public nuisance by the selection of appropriate equipment, noise reduction techniques and by providing restrictions on the hours equipment may be operated.

No-Smoking and No Vaping Policy

We have introduced a policy of no smoking or vaping within the premises. We have displayed suitable signs in prominent locations within the premises.

No person is to smoke or vape anywhere within the building, including within the toilet facilities. A facility for extinguishing cigarettes is provided at the front of the building. We discourage smoking or vaping in front of our entrance area.

Personal Protective Equipment

We will provide Personal Protective Equipment as necessary for the safety of Employees and Volunteers. This equipment will be chosen with regard to the nature of the job, the hazards that have been identified and the person using the equipment. Personal Protective Equipment will be maintained to ensure that the equipment remains effective and safe for use. No charge will be levied to any Employee or Volunteer for the provision and use of Personal Protective Equipment.

We will provide, on reasonable request of any Employee or Volunteer, Personal Protective Equipment in addition to any other precaution provided.

All Employees and Volunteers are to ensure that they use the provided Personal Protective Equipment and report all damage immediately. Disposable items, such as latex gloves and foam ear plugs, must be disposed of immediately after use.

Risk Assessments

We will ensure that suitable and sufficient Risk Assessments are created for the activities in church managed by the Church. Risk Assessments will take account of the hazards within the premises, from plant and equipment, from chemicals and substances and from any other harmful agent, along with the activities that take place within the premises.

We will ensure that Risk Assessments take account of any person, or group of persons, that is at significant additional risk, including (but not limited to) disabled persons, elderly persons, children, young persons and new or expectant mothers.

Risk Assessments will be in electronic form, and made available to all Employees and Volunteers. Hard copies are kept in the church office.

The Incumbent will ensure that Risk Assessments are undertaken, reviewed and revised as necessary, at the minimum period of every twelve months.

The Incumbent reserved the right to request the assistance of any Employee, Volunteer or third party to assist with the Risk Assessment.

Risk Reduction and Risk Management

We aim to reduce risk, in so far is reasonably practicable, to a low or insignificant level to ensure the safety of all relevant persons. We will ensure that the statutory provisions of legislation are complied with and, so far as is practicable, all Approved Code of Practice issued by the HSE/HSC are adhered to.

We will choose from the below list one or more methods that enable us to achieve the targets set out in this Policy:

1. Eliminate the hazard. Complete removal of the hazard. For example, a dangerous piece of equipment can be removed.
2. Substitution. Replace the hazard with something that is less hazardous. For example, replace a caustic cleaning substance with a non-caustic one.
3. Isolation. Remove the hazard from the person. For example, prevent people from accessing high places by locking access doors to towers.
4. Segregation. Remove the person from the hazard. For example, use a guard to prevent someone touching a piece of moving or hot machinery.
5. Procedures. Design safe systems of work. For example, instructing someone to use equipment safely.
6. Warning signs. Display instructions or posters. For example, warning of uneven floor surfaces.
7. Personal Protective Equipment. Use as a last resort only if none of the above are possible. For example, using gloves for non-hazardous cleaning solutions.

The above list is in priority order, with hazard elimination (1) being the first chose and personal protective equipment (7) being the last resort, however, it is not our policy to eliminate all risk, but to control this risk in a managed and sensible fashion so as to ensure safety and the continuation of our activities.

We will give priority to selecting multiple risk control measures over individual methods

Safety Audits

The Incumbent will arrange, from time to time, for this Health and Safety Policy, Risk Assessments and other related documents to be audited so far as is necessary to ensure the continued compliance with Health and Safety Law and Insurance specifications.

The Incumbent reserves the right to seek assistance from any other person or in connection with this audit, including third parties.

Safety Inspections

We intend to carry our routine safety inspections to ensure the continued safety of the premises by ensuring that Risk Assessments remain valid and all control measures are in place and functional. The Inspection will take the form of a walked tour, making notes of any significant findings as necessary.

Where necessary, following a Safety Inspection, the relevant Risk Assessment and this Policy will be modified and additional control measures will be put into place.

The Incumbent will carry out the Safety Inspections with at least one person chosen from the Health and Safety Committee unless this is not practicable. Managers must co-operate fully with the proceedings of a Safety Inspection by providing access to personnel, plant, equipment, parts of the premises and records under their control.

The outcomes of the Safety Inspections will be recorded and kept in the Health and Safety Log for at least twelve months.

Safety Log Book

We will keep a Safety Log Book as a permanent record of the inspections, tests and maintenance we undertake for the purposes of complying with this Policy. The Safety Log Book is maintained by the Incumbent and any person appointed by the Incumbent to provide Health and Safety Assistance.

The Safety Log Book is located in the church office,

Any safety inspections, audits, services and tests of safety systems and equipment must be recorded in the Safety Log Book.

The Safety Log Book must be kept fully up-to-date.

No record inserted into the Safety Log Book is to be falsified.

Safety Signs

We will indicate any significant hazard by means of safety signs. All safety signs on display will comply with the requirements of the Health and Safety (Safety Signs and Signals) Regulations. We will also provide general information posters to supplement these safety signs and this Policy.

All Employees and Volunteers must take note of, and obey, all safety signs and notices. More information on safety signs is included in an appendix.

Exits are indicated by signs showing the "moving person" symbol.

Security

We will ensure that the premises are secured against intrusion that could lead to injury to persons, theft, arson and other forms of damage and loss. We will ensure, to the extent that is appropriate, all valuable items (including money), items that could be used to start a fire or items that could be injurious to an intruder, the police and other relevant are kept securely locked away.

We will undertake a Risk Assessment for all Employees and Volunteers working alone (whether on the premises or on Church business off the premises). We will provide protective equipment (including personal alarms) and training on request or as necessary to ensure the safety of Employees or Volunteers.

The Parish Administrator is responsible for issuing keys, passwords and security codes for the premises, rooms and equipment.

Employees and Volunteers must ensure that the Incumbent is kept informed of their current address and telephone number.

No person is to make unauthorised copies of keys and all keys must be returned to the Parish Administrator on request or when the need to hold a key ceases.

Slips and Trips

We will ensure, so far as is reasonably practicable, the risk of any person tripping over or slipping is low. We will take measures to prevent trip and slip hazards within the premises and, when this is not practicable, indicate hazards with signs and warning tapes. We prevent tripping hazards by carefully designing, setting up and using equipment, fixtures and fittings and ensure that we have taken account of all trip hazards, through Risk Assessments and regular inspections of the premises.

Surveillance

We will ensure that Employees and Volunteers requiring routine medical or health surveillance in connection to their work receive such medical examinations and health surveillance so far as is necessary. The Incumbent will make arrangements for health surveillance as required for the needs of every Employee and Volunteer.

Transport Safety

We do not have any church-owned vehicles at this time. In the event that a vehicle is hired for church use, the specific arrangements to ensure that the vehicle is adequately insured and appropriate for the purpose will be agreed in advance with PCC.

Privately owned vehicles used for and on behalf of the Church must have fully comprehensive business insurance and must be in a safe and road-worthy state of repair. This does not include transport to church in private vehicles as arrangements made between individual members of the congregation.

Upper Limb Disorders

We will aim to prevent all Upper Limb Disorders, including Repetitive Strain Injuries and injuries caused through vibration. We will introduce, so far as is necessary to reduce the risk, means of preventing and protecting Employees and Volunteers, including the provision and use of suitable Work Equipment, the provision of Personal Protective Equipment and the development of safe systems of work. Refer also to the section below on Use of Computer Equipment.

Use of Premises by Third Parties

We will ensure that Third Parties using our premises (whether or not for profit or whether or not payment is made) are made aware of this Policy and fully co-operate with us on matters relating the safety.

The Parish Administrator will make all arrangements with the person organising the use of the premises and be the point of contact for all issues relating to safety. This person is responsible for ensuring the premises are fit for their specific purpose, that a Risk Assessment has been undertaken by them, that this policy is adhered to, and that all necessary insurance provision has been made.

The person organising the event must ensure, if necessary, a Temporary Events Notice is obtained and displayed, to ensure public safety, the safety of children, the prevention of crime and disorder and the prevention of nuisance. The Incumbent must be informed prior to any application for a Temporary Events Notice. Alcohol (with the exception of communion wine) is not permitted in church unless specifically agreed by PCC in advance.

Use of Computer Equipment

Where we provide computer equipment, we will ensure that the equipment is designed, set-up and used with a view to preventing ill health. We will ensure that Employees and Volunteers using this equipment and provided with Information, Instruction and Training about the safe use of this equipment and we will ensure that workload is designed to promote the regular taking of breaks.

Employees and Volunteers are encouraged to make adjustments to chairs, display settings and the location of keyboards and computer mice to ensure comfort whilst using computer workstations. Care must be taken to avoid prolonged use of laptop computers and tablets without peripheral screens, keyboards and mice.

We will provide, free of charge, for any Employee of Volunteer using computer equipment in the course of their work, eye tests and basic corrective lenses as required to enable them to carry out their duties safely and effectively. Such tests will be carried out within an Employees working hours.

Water Borne Diseases

We will prevent the outbreak of water borne diseases (including Legionella) by undertaking Risk Assessment and Monitoring of water systems and equipment at risk of harbouring any form of bacteria. We will ensure that existing systems and plant is treated and maintained so far is as necessary to prevent the growth of bacteria. We will design new systems and plant in such a way as to prevent the growth of bacteria and to ensure ease of maintenance.

Welfare Provisions

We will provide, to the extent that is appropriate, welfare facilities for use by Employees and Volunteers. These facilities include washing facilities, toilets, facilities of making refreshments and an area for eating, drinking and rest.

We will ensure that the temperature and working environment of those working indoors is adequate. We will ensure that the premises are adequately illuminated (including by emergency lighting) and we will aim to make the best use of natural light.

We will provide such protective equipment to those working in adverse conditions (such as out of doors) as necessary for their own Health, Safety and Welfare. Work out of doors will be planned with regard to the weather (including rain, high winds and exposure to sunlight).

The Incumbent reserves the right to abandon operations, events and activities due to adverse weather conditions or due to predicted weather conditions. Decisions on this will take into consideration those people travelling to and from the premises.

Work Equipment

We will provide Work Equipment for Employees and Volunteers where necessary for the work being undertaken. We will select, install and commission equipment, having first undertaken a Risk Assessment and with regard to information provided by the manufacturer.

We will maintain all work equipment to a level that is appropriate to ensure that the equipment is kept in useable, safe and effective state. Maintenance will be carried out with regard to the manufacturer's specifications, information provided by a third party service provider or current good practice. Where necessary, a record of servicing and maintenance will be kept in the Safety Log.

Any Employee and Volunteer discovering a defect in any Work Equipment must immediately stop using the equipment and inform their Manager.

Employees and Volunteers must not use Work Equipment that requires a certain level of competence unless they have received such Information, Instruction, Training and Supervision that is necessary to ensure safety.

Appendix: Emergency Procedures

These procedures provide information about what to do in certain emergency situations. No person is to carry out any of these procedures if it puts them in any increased or undue danger.

On discovering a fire

Any person discovering or suspecting a fire must immediately raise the alarm by activating the nearest fire alarm call point and then evacuate the building by following the procedure in the "On hearing the fire alarm" section below.

The person raising the alarm must inform a Manager or the Incumbent about the location of the fire immediately.

No person should attempt to extinguish a fire unless trained and authorised to do so, unless the use of a fire extinguisher is the only way to make an escape from the building.

On hearing the fire alarm: Action for all Employees and Volunteers

The fire alarm warning will be given by a continuous siren.

Immediately stop what you are doing. Turn off electrical equipment that is at your workstation (such as desk lamps). Follow any procedures for plant or equipment shutdown if appropriate and safe to do so.

Leave the building by the nearest available safe exit route. Exits are marked by green signs showing the "moving person" symbol. Should an exit route be blocked by smoke or fire use a different exit route.

Members of the Public should be assisted as necessary to ensure that they evacuate the premises. Ensure that all instructions are clear and concise and reflect the severity of the situation, but avoid mentioning words that could cause panic (such as "Fire", "Emergency" and "Evacuate").

Assemble at the Fire Assembly Point, which is along the rear fence of Cordwalles School on Kingston Road. Do not allow people to congregate in the car park, it will be required for emergency service access. Ensure that all Members of the Public assemble at this location.

First Aiders should, where possible, ensure that any first aid boxes in their care are taken to the Assembly Point.

Do not return to the premises or leave the assembly point until authorised to do so by the Incumbent or a Manager in charge.

On hearing the fire alarm: Action for Management

Immediately when the fire evacuation alarm is raised, management must ensure that the Public are warned with a spoken message. A typical message might be "Everybody, your attention please. We have to close the building right now - please leave the building by your nearest exit or as directed by a member of staff". This should be repeated as often as required.

Managers having responsibility for a specific group of people or area of the building, ensure that you check this area so that no persons remain within the building. Report to the Incumbent once you have evacuated the building.

The Incumbent or other Manager on site must ensure that the emergency services are called and liased with on arrival on site.

The Incumbent might choose to move people onto a further assembly point, to ensure the continued safety of those present and to remove people from additional danger (including inclement weather). An alternative assembly point is The Old Dean Youth Centre, Kingston Road.

The Incumbent may choose to disperse people away from the Assembly Point in such a way as to allow people to return home or go off-site. The Incumbent will ensure that any Children or Young People who remain unaccompanied are under appropriate Adult supervision.

In case of power failure

Immediately stop what you are doing. Turn off electrical equipment that is at your workstation (such as desk lamps). Follow any procedures for plant or equipment shutdown if appropriate, if safe to do so, to prevent equipment switching back on once the power has been restored.

If it is safe, wait for a few minutes to ensure that the mains supply remains off and to acclimatise to the emergency lighting. Managers should consider the circumstances and whether an evacuation is needed immediately.

Members of the Public should be evacuated from the building in a slow and controlled manner, unless there is a fire. Persons should be encouraged to use the main entrance, which should be supervised by at least one Manager. In any case, this evacuation should take place within 30 minutes.

All Employees and Volunteers must leave the building within one hour of the power failure, where power has not been restored.

Candles and flames are not to be used as emergency or backup lighting sources.

Arrangements for evacuating disabled people

Where practicable, any person requiring assistance in an emergency situation should be identified by the Manager or Incumbent beforehand. A Personal Emergency Evacuation Plan will be established for every Employee, Volunteer or regular visitor.

The Incumbent and Managers must ensure that Members of the Public are identified whilst on site, and personnel are designated to provide assistance to evacuate these people from the premises.

Additional Information, Instruction and Training will be provided to any person expected to perform specific duties to assist other people out of the building. Further details of ways to assist people with disabilities can be found in the appendix "Emergency Evacuation Assistance".

People providing assistance to others must ensure that their own safety is not compromised along with the safety of the person that is being assisted.

Every effort should be made to ensure that evacuation is timely, that any aids (such as walking frames and guide dogs) are also evacuated with the person and that this evacuation is performed in a timely manner.

The following exit routes are not useable to Wheelchair users:

- Church Hall, due to step
- Prayer room rear door, due to step.

In case of chemical spillage or gas leak

Consult the Material Safety Data Sheet and COSHH assessment for the product for details on the safe handling of spilled product.

If necessary for reasons of safety, evacuate all or part of the building.

In case of a gas leak, ensure the gas is isolated and the area is well ventilated (if it is safe to do so). Under no circumstances is any electrical appliance to be turned on or off and all naked flames (including candles and smokers materials) must be extinguished.

The gas isolation valve is located in the front garden of the vicarage within the brick cover in the south west corner.

All spillages must be cleaned immediately if it is safe to do so.

The Incumbent will make arrangements for the source of the leak or spillage to be repaired and the fuel cleaned up as necessary.

Water Emergency

The stopcock is located in the toilet for disabled people. Depending on the degree of water escape, it may be necessary to follow evacuation procedures. At a minimum, wet areas must be signed until dry and access restricted to avoid slips.

Accident and injury procedure

All accidents and injuries must be reported as soon as possible using the Accident Book.

The Accident Book is available in the church office. Completed forms should be removed and passed directly to a Manager and left in the church office for filing. The Parish Administrator will ensure that accident forms are handled, processed and filed in the Accident File.

The Incumbent will ensure that, where necessary, accidents are reported for compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

All accident forms will be kept as confidential information, however details might need to be passed on to Enforcement Agencies.

Near-miss reporting procedure

The Incumbent must be informed of any near-miss that could have caused an injury, dangerous occurrence or other incident. Near misses and accidents will be reviewed periodically by the Health and Safety Committee to ensure appropriate actions are taken to avoid recurrence.

Appendix: First Aid Personnel

This appendix includes a list of authorised First Aiders and Appointed Persons or details of the group that this person provides first aid cover for.

Name	**Covering Group**
Mike Collier	General
Wendy Ellis-Garde	Youth and Children

Appendix: Safety Signs and Signals

General Safety Signs

A number of safety signs are used throughout the premises to indicate hazards, actions and emergency equipment. These signs are often accompanied by text.

	Caution. These signs must be used to warn people of a hazard. Typical uses: “Caution wet floor” and “Danger mains voltage”.
	Safe Condition. These signs indicate that something is safe or give certain emergency instructions. Typical uses: “First aid” (shown) and “Push bar to open”.
	Mandatory. These signs inform people of what they must do or use for safety. Typical uses: “Fire door keep shut” and “Wear protective goggles”.
	Prohibition. These signs are used where something is not permitted. Typical uses: “No smoking” and “No entry”.
	Fire Equipment. These signs are used to indicate fire safety equipment. Typical uses: “Fire Alarm” (shown) and “Fire Extinguisher”
	Fire Exit (British Standard). These shown the moving person passing through a doorway and have the large format arrow.
	Fire Exit (European Standard). These signs have a separate symbol indicating the door and the arrow is thinner than the British Standard sign.

Editing note: Delete one of the exit signs if this style is not in use to prevent confusion. Remember that this document must be edited before use.

Chemical Safety Symbols

A number of symbols are affixed to chemical containers to indicate the hazardous nature of the chemical. Always refer to the Material Safety Data Sheet and COSHH assessment.

	Harmful or Irritant. Chemicals that could cause damage to health or irritate skin and other tissues.
	Flammable or Highly Flammable. Substances that could ignite or become a fire hazard or have a low flash point.
	Toxic. Chemicals that could cause damage to health at low levels, are carcinogenic or could cause other long-term problems.
	Explosive. Substances that have the potential to explode.
	Oxidising. Chemicals that react with other substances producing heat and possibly flame.
	Environmental. Chemicals that can pollute the environment.
	Corrosive. Very acidic or caustic substances.

Fire Alarm

See Fire Alarm in the Arrangements for Safety section.

Appendix: Emergency Evacuation Assistance

The guidelines presented in this section are only intended to provide a brief outline of how to assist people to evacuate the premises. Those people providing assistance to the situation will need to react appropriately, safely and timely to ensure an orderly and safe evacuation of the premises.

Remember not to put yourself or any other person in any danger when providing assistance.

- The Public
  - Explain clearly and calmly about the fact the premises must be evacuated. Some people are likely to be reluctant to leave, such as when eating or praying. Do not use any force, but be firm. Always avoid causing panic by using words like "Fire", "Emergency" and "Evacuate".

- People with visual impairments
  - Assistance might not be needed if the person is familiar with the layout of the premises or uses a guide dog. The recognition of signs (such as exit signs) might be affected by the visual impairment. Certain visual impairments might not significantly affect the person's ability to evacuate the building so this must not be assumed and the person must be asked beforehand.
  - Those people needing assistance may be guided from the building by taking their arm and allowing the person to follow. The movement should be at the pace of the person with the visual impairment. The guide should be the first person to go down (or up) stairs or steps and around corners. The guide should communicate verbally with the person if possible.

- Hearing aid users
  - These people might not hear the fire alarm if the hearing aid is switched onto the induction loop system. An announcement must be made using the sound reinforcement system when this facility is being used before the system is shut down.
  - If the person has set their hearing aid to the "T" position, the hearing aid might not pick up other sound. Any announcement should be made if the loop system is turned off.
  - Before a fire alarm test, these people should be encouraged to turn down their hearing aid to prevent discomfort.

- People with severe hearing impairments
  - Those with deafness or other serious hearing impairments might not hear a fire alarm. Visual warning of the fire should be given, possibly using British Sign Language if the person uses this or by any other means that is applicable.
  - People with severe hearing impairments should not usually be left by themselves in working hours, even if there is a visual alarm (flashing beacon or lamp). A "buddy" system should be developed as part of the Personal Emergency Evacuation Plan.

- Wheelchair Users
  - To ensure the smooth evacuation of the building, it might be appropriate to wait for others to pass or to use an alternative exit route from the building, provided this does not put anyone in danger.
  - Note that some doors have restricted access for wheelchairs. Areas above or below ground level need special attention - lifts cannot be used in a fire emergency unless designed for this task. If a 'refuge area' is available, this can be used, but the person must not be left on their own.
  - Trained personnel should only use evacuation equipment where this is provided. This might include evacuation chairs, lifts and other equipment.
  - Should life be in danger, the person could be lifted out of the wheelchair and carried to a safe location. This might need a small team, possibly three people (one to carry the wheelchair, two to carry the person). This must consider the dignity and comfort of the person being carried, and those carrying must be aware of manual handling techniques.

- Mobility impaired
  - To ensure the smooth evacuation of the building, it might be appropriate to wait for others to pass or to use an alternative exit route from the building, provided this does not put anyone in danger. Do not leave people on their own.
  - A similar plan can be implemented as above. These people should be encouraged to make their own evacuation if possible (with or without assistance). An assistant might be needed to open doors (such as when a person is using crutches).
  - Some people might not be able to operate door hardware, such as panic bars. These people would usually be travelling in a group of others to an escape route and it would not be advisable to leave them alone in any part of the building.

- Mental or Learning difficulties, Disorientation and Confusion
  - These people might not respond to the fire alarm or understand the urgency of the situation, in which case the person might need to be encouraged out of the building (without the use of force).
  - If the person panics, reassure them. Always remain calm yourself. If the person suffers a panic attack, ensure that a first aider is called, keeping a discrete approach if possible. It could be useful to say that the fire alarm is just a drill and there is nothing to worry about, even if you know this is not the case.
  - Some people might not be able to read or understood the fire action poster and fire safety signs. These people could be talked through the procedure and signs could be pointed out (all fire signs include a symbol).

The above list does not include all possible situations and care is needed to make sure that appropriate measures are put into place before an emergency.

Remember that It is not the responsibility of the Fire and Rescue Service to evacuate people from the building.

In all situations, remain responsive and respectful to the person's needs and aim to keep any assistance as low-key as possible.