

# **Our Health and Safety Policy**

**Name of Church:** St James the Greater, Leicester

**Address:** London Road  
Leicester  
LE2 1NE

**Date approved by PCC :** March 13<sup>th</sup> 2018

**Date Next Revision due :** March 2019

## **NOTE TO ALL EMPLOYEES, VOLUNTARY HELPERS AND CONTRACTORS**

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

### **SECTION A – GENERAL STATEMENT OF POLICY**

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, and others who may visit any part of the church premises.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed annually and any appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the PCC and the Fabric Committee, who will make reports to the PCC as and when necessary. Employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:

Vicar

Date: 13<sup>th</sup> March 2018

## **SECTION B – ORGANISATION AND RESPONSIBILITIES**

### **1. Responsibility of the Vicar**

Overall responsibility for health and safety is that of the Vicar, who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of Responsible Persons will be notified and the list amended accordingly.

### **2. Responsibility of the Parochial Church Council (PCC)**

The Parochial Church Council is the body responsible for the implementation of the Health & Safety Policy covering the Church premises, employees, contractors, congregations and visitors

### **3. Responsibility of the Fabric Committee**

The Fabric Committee is the body responsible for managing and implementing the maintenance and repair of church buildings, co-ordinating fire and other risk assessments and advising the PCC on compliance under Health & Safety legislation. The Fabric Committee convenor will ensure that all contractors are furnished with, and will monitor compliance with, our Health & Safety Policy.

### **4. Responsibility of the Church Administrator**

The Church Administrator is the organiser and manager of lettings and events; responsible for ensuring that all hiring organisations are furnished with, and will monitor compliance with, our Health & Safety Policy.

### **5. Responsibility of the Church Wardens and Deputy Church Wardens**

Church Wardens and Deputy Church Wardens have Health & Safety responsibility when in attendance at Church services and are responsible for implementing our evacuation plan in case of fire or other emergency.

### **6. Responsibility of the Assistants, Servers, Sidesmen and Choirmaster**

Assistants, servers, sidesmen and choir master, when in attendance at church services, are responsible for assisting with evacuation procedures in case of fire or other emergency. They may also use the fire extinguishers on a minor blaze if trained to do so and without putting themselves at risk.

### **7. Responsibility of the Health & Safety Officer**

The Health & Safety Officer, nominated by the PCC is:

The Building Services Co-ordinator for all parts of the premises occupied by St James the Greater

When this position is vacant the duties of the Health & Safety Officer are held jointly by The Church Wardens.

They shall :

1. be familiar with Health and Safety Regulations as far as they concern church premises
2. be familiar with this Health and Safety Policy and arrangements and ensure, as far as is reasonably practicable, that they are observed
3. ensure, so far as is reasonably practicable, that safe systems of work are in place
4. ensure the church premises are kept clean and tidy

5. ensure that the land around the church premises is properly maintained
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. ensure that all equipment and tools used within church premises are properly maintained and in good condition and that all operators have received the appropriate training
8. ensure that adequate access and egress is maintained
9. ensure adequate fire fighting equipment is available and maintained as prescribed
10. ensure that food hygiene regulations and procedures are observed.
11. assist with evacuation procedures in the event of a fire or other emergency

## **8. Responsibility of employees and voluntary workers**

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this Health and Safety Policy and to take reasonable care of themselves and others whilst on church business and/or on church premises.

### **Employees and voluntary workers must therefore:**

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the convenor of the Fabric Committee and/or the Church Administrator and /or the relevant Health & Safety Officer , who should record the fault or defect in a book specifically for that purpose and subsequently note when remedial action has been taken (including any temporary measures).
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible to the Church Administrator – who will record these as appropriate.
5. not to misuse anything provided in the interests of health and safety.

## **9. Area of Church Responsible Persons**

When the Church or Church buildings are not being hired out to third parties the Church Wardens have the responsibility for the health and safety of congregations and other users of the Church premises. This responsibility is delegated to Deputy Church Wardens when officially on duty. For the Health & safety of anyone needing to go to into specific areas of the Church Buildings – this responsibility may be delegated in writing to other persons. The appointed verger has this responsibility when present at Weddings and Funerals.

## **10. Responsible Person at a Concert/Event when the church or church hall is hired out to a third party.**

There must always be a nominated person (Responsible Person) who has overall responsibility for health & safety in the church or church rooms when being hired to and/or used by a third party. This Responsible Person will administer the evacuation procedure in the event of a fire or other emergency and ensure, as far as is reasonably practicable, that all health and safety procedures are followed. They are responsible for ensuring a full Risk Assessment is carried out for the particular event that is taking place.

## **SECTION C – ARRANGEMENTS**

### **Implementation of the Policy**

This section sets out our arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

#### **1. ACCIDENTS AND FIRST AID**

First Aid boxes are located:   in the Church under the organ  
  in the Undercroft kitchen  
  in the Hall kitchen

The accident book, into which details of all accidents and incidents which cause personal injuries are entered, is located in the Church office.

If the church or church hall is let to outside organisations, they are told that details of any accident or incident which causes an injury must be entered in the accident book. A separate book is kept for this purpose. Details of all minor cuts and grazes which occur on church property and which require a bandage or plaster from a church first aid box should be entered into the accident book.

Accidents causing defined serious injuries to employees or members of the public need to be reported to the HSE under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

For major events consideration should be given to having external First Aiders in attendance.

#### **2. FIRE SAFETY**

##### ***in compliance with the Regulatory Reform (Fire Safety) Order 2005***

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

1. An assessment of the fire risks in the church and associated buildings, and the risk to our neighbours.
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. A check that people who may be in the building can get out safely.
4. A check that those in the building know what to do if there is a fire.
5. A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

Fire Risk Assessments are contained in a separate document

#### **2(a) Fire Extinguishers and Fire Blankets**

See separate sheet for position of fire extinguishers and blankets. There are in total 20 extinguishers and 5 fire blankets.

The extinguishers are checked annually by contract with the next check date due labelled on each extinguisher

## 2(b) Evacuation Procedures

There is no fire alarm system covering the church or the church hall. Independent smoke detectors are located within the first floor residential flat, the hall kitchen and the staircase linking the church with the under-croft.

All designated fire doors must be unlocked before a service / event commences and a check must be made that all relevant doors for fire exits can be opened internally

In the event of discovering a fire during a service or concert/event:

1. The Duty Warden/Responsible Person, who will have immediate access to a telephone, will raise the alarm and will ensure that the fire brigade is called
2. The Duty Warden/Responsible Person will abort the service or concert/event and give instructions to evacuate the building with directions as to which exits should be used as determined by the location of the fire.
3. Members of the congregation/audience will be requested to leave the church in an orderly manner as directed by the duty warden/steward and proceed to the assembly area at Victoria Park opposite the Church. They will be instructed not to stop to collect personal possessions and not to run. Due care should be given to children, the elderly and the infirm.
5. The Duty Warden/Responsible Person will ensure that the whole building has been vacated (including vestries, flat, kitchens and toilets) without putting himself/herself at risk.
6. The Duty Warden/Responsible Person will ensure there is clear access for the emergency vehicles and arrange for a person to meet the emergency vehicles when they arrive and explain the nature of the emergency.
7. In the case of a minor fire, sidesmen/assistants/other nominated and trained personnel will attack the fire if possible using the extinguishers provided but without taking personal risk.
8. Members of the congregation/audience will be instructed not re-enter the premises until advised by the fire service that it is safe to do so.
9. The Duty Warden /Responsible Person will be aware of the location of wheel chairs which may be necessary for less mobile members of the congregation / audience and will be responsible for their deployment.
10. In the unlikely event that the West Door exits are not usable in an emergency – motorised mobility devises or heavy wheel chairs cannot be exited through the designated fire exit beneath the organ loft. Assistance will be given to exiting these to the lift via the Lady Chapel and to the outside of the building.

*For larger services and concerts where the congregation audience is expected to exceed 120 the following additional precautions will be implemented:*

11. A trained 'steward' must be allotted to each door and will have responsibility for persons in a specific part of the church in the event of an emergency.
12. Responsibility for using each fire extinguisher will be allotted under the direction of the Duty Warden at these services/events and the nominated Responsible Person at other events prior to the event commencing.
13. The same procedure is used when the church or church rooms need to be evacuated for an emergency other than because of fire.

12. In the event of loss of power causing light failure; if in the Duty Warden's or Responsible Person's opinion an evacuation is required powerful torches will be operated by trained 'stewards' and the evacuation will continue as instructed by the Duty Warden/Responsible Person.

13. The Duty Warden/Responsible Person will ensure (by delegation) that owners of neighbouring properties that might be fire affected are contacted.

## **2(c) Outside of services or events in the church in general if a fire is discovered (no matter how small)**

1. Immediately raise the alarm and telephone the emergency services
2. Check the building and rooms for occupants if it is possible to do so without taking personal risks
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
5. If it is not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is 'People before Property'.
6. Ensure a quiet and efficient evacuation of the building/rooms to the designated assembly point.

## **3. ELECTRICAL SAFETY**

1. A list of all portable electrical appliances is maintained by the Health & Safety Officer in conjunction with the convenor of the Fabric Committee.
  2. At quarterly intervals, plugs, cables and sockets will be inspected by the relevant Health & Safety Officer to ensure there are no loose connections, worn flexes or trailing leads. Any repairs that are needed will be carried out by a competent electrician. The fault should be recorded in the defect book (see B.8.3)
  3. All portable electrical equipment should be tested by a competent person every 2 years (PAT) with the next check date noted on a sticker on each appliance.
  4. Every five years the fixed electrical system (including the flat) is to be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
  5. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
    - i. Visually check all electrical equipment connections before use
    - ii. Report all faults immediately to a convenor of the Fabric Committee and/or the Church Administrator and/or the relevant Health & Safety Officer
    - iii. Do not attempt to use or repair faulty equipment
    - iv. Electrical equipment should be switched off and disconnected when not in use for long periods
    - v. Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.
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#### **4. GAS EQUIPMENT SAFETY**

Our gas boilers (church and hall heating systems) and any other gas equipment which comprise heaters in the Ashman Music Room are maintained and checked annually by a competent contractor who is a GAS SAFE registered gas installer, and visually inspected quarterly by the Health & Safety Officer. Any necessary work required for safety will be implemented.

#### **5. HAZARDOUS SUBSTANCES**

The Health & Safety Officer (in liaison with the cleaner(s)) will maintain a list of all hazardous substances used on church premises

Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, hazardous substances are locked away and only used by persons with the appropriate experience. Mixing of chemicals or storage of chemicals in unmarked containers is not permitted

#### **6. SLIPS, TRIPS AND FALLS (Condition of floors, steps and paths)**

In order to reduce, as far as is reasonably practicable, the risk of slips, trips and falls, an inspection will be made every week by the relevant Health & Safety Officer of all floors and stairs in the church and hall and surrounding church property. Any defects will be reported to the convenor of the Fabric Committee and/or the Church Administrator. Remedial work will be instigated.

#### **8. LIGHTING**

In order to ensure that the church is adequately lit, a monthly inspection will be carried out by the relevant Health & Safety Officer to ensure that all lights in the Church, hall and car park are working. Any defects will be reported to the convenor of the Fabric Committee and/or the Church Administrator. Faulty lights will be replaced periodically as necessary. The necessary safety precautions will be followed for replacing bulbs at high level.

#### **9. WORKING AT HIGH LEVELS**

Only approved contractors or approved competent volunteers may work at high levels, subject to the necessary provisions being in place. Only appropriate equipment shall be used.

#### **10. PREPARATION OF FOOD**

The hiring agreement for the hall does not permit the cooking of food on the premises, only reheating of prepared food, with only occasional meals served at church functions.

General hygiene rules apply:

- i) Surfaces should be washed and disinfected before and after preparing or serving any food
- ii) Hands should be washed before preparation of food, and any wounds covered with a plaster
- iii) Sinks should be cleaned and disinfected before washing any food.

#### **11. MANUAL HANDLING (Lifting, carrying and moving loads)**

1. Our policy is to eliminate the need for manual handling of heavy objects as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move heavy loads the individuals concerned should undertake a risk assessment for the task to decide whether to undertake the task on their own or wait for assistance.



3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

## **12. HAZARDOUS BUILDINGS/GLAZING**

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In addition to our quinquennial inspection, the buildings are inspected from the ground quarterly by the relevant Health & Safety Officer and any defects noted are immediately reported to the convenor of the Fabric Committee and will put the defects in hand for repair.
2. Where necessary, temporary measures will be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
3. A check has been made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

## **13. ASBESTOS**

A requirement of the *Control of Asbestos Regulations 2012* is to take reasonable steps to find out if there are materials containing asbestos on the premises, and if so, its amount, where it is and what condition it is in. If there is any suspicion that asbestos might be present on church premises then an asbestos survey will be commissioned.

## **14. CHILD PROTECTION**

The PCC has adopted the diocesan child protection policy and has appointed a Child Protection Officer. The 'Policy and Procedures for the Safeguarding of Children and Young People in our Church – The Parish of St James the Greater, Leicester' is reviewed annually by the PCC and can be referred to on the website. A full risk assessment needs to be carried out for each event.

### **Outings**

For all events when children and young people are taken off the church premises:

- A specific Risk Assessment should be carried out, including an assessment of the appropriate ratio of adults to children
- Parents should be informed in writing of the arrangements.
- The children and young people should be divided into groups, each with a responsible adult, even if the whole group is to remain together. Each adult should be given a written list of those children or young people for whom they have responsibility.
- If travelling in several small groups, it is good practice to insist that the same group of children or young people travel with the same adult on both the outgoing and return journeys. This minimizes the possibility of children or young people going a stray because of false assumptions that someone else has taken them.

### **Overnight events**

For overnight events particular care needs to be taken, not least when it comes to making arrangements for sleeping accommodation. It is impossible to lay down hard and fast rules to cover all situations. However, sensible precautions will minimise the risks for children or young people and workers. All of the above bullet points should apply. In addition the following best practice should be followed:

## Risk assessment

- Particular note should be taken regarding the proposed venue and its suitability for providing sufficient rooms for children and adults to sleep together with arrangements for toilets and washing, etc
- Are there sufficient fire exits from the sleeping accommodation in the event of a fire?
- Are all of the workers conversant with the procedures in the event of a fire?  
Ascertain prior to the event the local telephone numbers and other information that would be needed in the event of an emergency (caretaker or other contact for property if not on site, local doctor, the location of the nearest Accident and Emergency Hospital etc).

## 15. PERSONAL SAFETY

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from the church, accepting persons into their homes and handling cash and other valuables

No one should be alone in the church with doors unlocked. There should always be at least two people present when work is being undertaken at above floor level.

## 16. RISK ASSESSMENTS/ACTIVITIES

As necessary, for all tasks that could involve a risk of injury to employees, casual workers or members of the public accessing the church or church surrounds Risk Assessments will be carried out by relevant Responsible Persons. A register of Risk Assessments will be kept by the Health & Safety Officer and other Responsible Persons as necessary. The register will contain details of the risk, the location of the activity and whether the risk is acceptable. It will also record what measures are provided to minimise the risk and /or whether further measures or remedial works (temporary or permanent) are considered to be necessary to minimise the risk to an acceptable level.

## 17. CONTRACTORS

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
2. Produce evidence that they have appropriate Public and Employer's Liability insurance in place. A record of this evidence will be maintained.
3. Comply with all the requirements of this Health and Safety Policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
4. Where plant and machinery is brought onto the church premises by contractors, they must be able to show, where necessary, that the equipment has been inspected and tested to ensure its safe operation. Adequate procedures must be in place if any potentially hazardous substance is brought onto the premises.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.

## 18. HEALTH & SAFETY LAW POSTER

As an employer the Health and Safety Law poster should be displayed as required.