



St Mary's Church Uffculme & St Stephen's Church Ashill

Health and Safety Policy Statement, Procedures & Arrangements

**Reviewed Annually
(See end for review log)**

Revision No:	4	Document ref:	HSP1	Date:	08/05/16
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1. General Policy Statement of Intent

It is the policy of **Uffculme Parochial Church Council [PCC]** to take a positive attitude to the health, safety and welfare at work of its officers, employees, contractors, volunteers and all other persons who may be affected by its operations in the spirit of 'Loving your neighbour as yourself' *Mark 12:31 (NIV)*

It is our intent to demonstrate an ongoing and determined commitment to improving health, safety and wellbeing at work throughout all that we do by:

- **Maintaining** the health, safety and welfare at work of all our people and any others who may be affected by our work activities.
- **Ensuring** that everyone who works for and with us will be adequately protected from foreseeable risks of occupational injury or ill health.
- **Complying** with the requirements of the Health and Safety at Work Act 1974 (HASAW) and all other relevant legislation.
- **Adopting** and working with relevant codes of practice and industry best practice guidance.

We

- The provision of the Health and Safety Policy, procedures and arrangements, which are monitored and reviewed, and by the provision of funds and facilities to meet the requirements of this policy.

will achieve this by:

The policy is implemented by:

- Open communication and consultation of health, safety and wellbeing issues between everyone involved in what we do as a church.
- Assigning clear roles and responsibilities for safe working.
- Ensuring that all those we work with and alongside are aware of this policy and committed to its effective implementation.
- Providing instruction and training as well as competence checks to ensure that all those we work with and alongside are able to safely undertake the work assigned to them.
- Informing and agreeing with all those we work with and alongside of any relevant work related hazards and risks as well as the appropriate controls to reduce them to an acceptable level.
- Reviewing any accidents, incidents and dangerous occurrences on a regular basis.
- Actively monitoring, checking and supporting workplace compliance.
- Promoting a positive healthy and safety aware culture.
- Providing opportunities to improve.

This policy has immediate effect and replaces all previous versions. This policy will be reviewed and amended, as necessary.

Rev'd Simon Talbot

Date: 12 September 2017

2. Responsibilities

1. **Rector, Associate Vicar and Church Wardens:** Overall and final responsibility for health and safety is that of the Rector, Church Wardens and elected health and safety officer.
2. **Parochial Church Council:** The PCC has general responsibility to ensure that the health and safety policy is implemented.
3. **Health and Safety Officer:** The Health and Safety Officer has responsibility for the day-to-day implementation of the arrangements outlined in this policy. For ensuring risk assessments are carried out and for helping the policy to be implemented.
4. **Employees and Voluntary Helpers:** All employees, trainees 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 while on church business or premises.
5. Employees, PCC members and any interested parties will be consulted on a regular basis in order to seek their views on health and safety matters.
6. In carrying out risk assessments relevant persons will be involved. For example, a risk assessment related to the church kitchen will seek the input of some of the voluntary helpers who prepare refreshments for the congregation.
7. Relevant persons, including voluntary helpers, will be made aware of this health and safety policy and will be given full information to enable them to carry out any specific health and safety procedures and approved actions arising out of risk assessments that are pertinent to their role. Training will be given when necessary.
8. H&S Posters and other information pertaining to safety arrangements will be made available.
9. All employees, members of the PCC and those engaged by the PCC to undertake specific roles will be given a copy of the H&S policy via an induction process. The policy will also be available online through the church website for church members.

3. Review

This policy will be reviewed annually by the PCC. The policy may be amended at any such time as an accident or incident requires a change, and where prevailing H&S legislation or best practice changes.

4. Risk Assessment

- 4.1. A risk assessment will be carried out for all church related activities where appropriate to include outside events. Risk assessments will comply with the HSE guidance leaflet 'Five steps to risk assessment' (INDG163).
- 4.2. An activity or event risk assessment form must be completed prior to any event other than the normal pattern of worship and activity within the church i.e. Sunday or week day worship, Sunday school, Coffee Mornings, Bring & Share Lunches and occasional offices. Risk assessment will use the forms provided. (Training will be given as appropriate for those making risk assessments)

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- 4.3. Risk assessments will be carried out in the following manner and in consultation with those leading or responsible for the activity or event:
- 4.3.1. By thinking about and recording the principal hazards associated with the activity, equipment used and location.
 - 4.3.2. By assessing what can go wrong and who will be affected assuming no controls are in place.
 - 4.3.3. Evaluating the risk and deciding what needs to be done to control the risk and whether these are adequate.
 - 4.3.4. Recording your findings and communicating them to those affected.
 - 4.3.5. Reviewing and revising the assessment during the event or as necessary.

5. Accidents and First Aid

- 5.1. A wall mounted HSE compliant First Aid kit will be available, labelled and accessible in St Stephens, St Mary's, St Mary's Church Bell tower, and Square Corner.
- 5.2. A portable first aid kit will be made available for external church events. The event leader will ensure it is appropriate for the size of group involved.
- 5.3. The fixed first aid kits will be checked annually by the Health & Safety Officer or Churchwardens.
- 5.4. The Churchwardens, Incumbent and key personnel in children and youth ministry will be offered training in emergency first aid.
- 5.5. All accidents, incidents or work related ill health will be reported in the accident book held in the first aid kit at each church, Square Corner and in the portable first aid kit.
- 5.6. All accidents MUST be reported to the H&S Officer & Vicar. An accident includes 'near miss' incidents even if no injury has resulted, or where there is no damage to property or equipment whether owned by the church or others. **BY RECORDING NON INJURY INCIDENTS YOU COULD PREVENT SOMEONE BECOMING INJURED IN THE FUTURE.**
- 5.7. The H&S Officer and Vicar will review each accident or incident as soon as practicable after they are reported and recommend action where applicable.
- 5.8. It is the policy of St Mary's Church to record all accidents and comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). An accident is ANY unplanned event and includes 'near miss' incidents even if no injury has resulted, or where there is no damage to property or equipment whether owned by the company or others.

6. Fire & Evacuation Procedures

- 6.1. Fire risk assessments will be carried out and recorded for all church buildings and Square Corner. The assessment will identify the following:
 - 6.1.1. Location & Type of Fire Fighting Equipment
 - 6.1.2. Location and type of Smoke & Fire Detection Equipment
 - 6.1.3. Emergency Exits & Lighting Requirements
 - 6.1.4. Review period
- 6.2. The H&S Officer will ensure that where fitted smoke and/or heat detectors will be periodically checked. Any installed fire detection systems will be subject to an annual inspection by a competent person. Fire extinguishers will be checked annually by a competent maintenance company.
- 6.3. Prior to using a non church venue the organiser will be responsible for assessing fire evacuation procedure for the event and communicating them to those attending where appropriate.
- 6.4. Fire exits and fire extinguishers must be kept clear at all times. It is the responsibility of all staff and voluntary helpers to ensure that exits from the building are not obstructed. When buildings are in use the doors must be easily opened from the inside.

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6.5. Evacuation procedures to include assembly points will be displayed in all church buildings.

6.6. If you discover a fire (no matter how small) proceed as follows:

- Raise the alarm & tell people in the immediate vicinity to evacuate the building.
- Delegate another person to check every room and evacuate the rest of the building, while you call the emergency services on 999.
- Where a register has been taken designate another person to check all are present.
- Attack the fire if possible within your capability using the appliances provided, but without taking personal risks.
- Do not use water or foam extinguishers on an electrical fire.
- If not possible to attack the fire or you are unsure which fire extinguisher to use, assist in the evacuation of the building ensuring that all doors are closed behind you.
- Evacuate to the designated assembly point.
- Do not re-enter the building until a member of the Emergency Services indicates it is safe.

7. Electrical Safety

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7.1. The mains consumer units and electrical systems will be checked by an NIC/EIC or ECA registered contractor every five years.

7.2. The lightning conductor will be subject to an annual earth check undertaken by a competent specialist firm.

7.3. All portable electrical appliances to include extension leads will be subject to visual checks by a competent person annually.

7.4. Any repairs e.g. replacing plugs, fuses or bulbs must be undertaken by a competent person and in accord with the manufacturer's instructions. Any other repairs to include wiring repairs, removal of mains covers and will need to be reported to the church wardens, Vicar or H&S Officer prior action. Such repairs may only be undertaken by a qualified electrician.

7.5. All employees, trainees and voluntary helpers must observe the following:

- Visually check all electrical appliances before use.
- Report all faults to one of the church wardens, the Health and Safety Officer or the Vicar.
- Do not attempt to use or repair faulty equipment.
- Flexible cables should be positioned so as not to cause a tripping hazard.

8. Gas Equipment Safety

8.1. All gas installations will be maintained and checked annually by a competent contractor who is GAS SAFE registered who has a commercial gas safe trained engineer.

8.2. Carbon Monoxide detectors must be installed in any room with a gas appliance. Each detector will be subject to a yearly check organised by the H&S Officer.

8.3. Portable Gas appliances to include heaters and stoves may not be used within a church building unless authorised by the H&S Officer prior to use.

9. Slips, Trips & Falls

9.1. Slips, trips and falls are the most commonly occurring home and work place accident. The controls identified in the venue or building risk assessments will be complied with.

9.2. The Vicar, Churchwardens and employees will seek to minimise the risk of slips and trips by:

- Ensuring floor coverings are fixed and trip free.
- Ensuring changes in level are clearly identified i.e. small or temporary steps
- Monitoring wet surfaces to ensure they do not present a significant risk of slip
- Clearing or protecting spillages on hard surfaces as soon as practicable
- Guarding trailing leads and flexes with temporary trunking or tape.

- Ensuring an adequate supply of salt/grit is available to treat the churchyard paths in icy weather.

10. Manual Handling

10.1. Manual handling and lifting tasks undertaken as part of the churches work is unlikely to differ from that encountered in the home or in normal daily life. Given the relatively simple type, location and complexity of manual handling tasks undertaken by the church recorded generic assessments are considered unsuitable.

10.2. Where specific extraordinary manual handling tasks are identified and assessment will be made taking account of the following:

- the task,
- the load,
- the working environment,
- the capability of the individuals concerned
- and other factors such as complexity, repetition & obstructions.

10.1. Suitable measures to control the risks will be implemented e.g. Avoid handling, reduce load size, mechanical assistance, ergonomic work principles, assisted lifting and all other possible steps will be taken to reduce the risk of injury to the lowest level possible.

11. Hazardous Substances

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11.1. All chemicals or substances that carry a Hazardous Chemical warning label must be assessed in accord with the Control of Substances Hazardous To Health Regulations (COSHH) The findings of the assessment must be held with the relevant chemicals.

11.2. All cleaning chemicals must be in their correctly marked containers and secured from unauthorized access by children, youth and vulnerable adults.

12. Food Hygiene

12.1. The following basic principals will be observed where food or drinks are provided:

- General standards of hygiene should be observed
- Those handling food MUST wash or cleanse their hands and handwashing gels will be made available in the church and Square Corner
- Work surfaces should be cleaned before and after the preparation of food.
- All crockery and cutlery should be washed thoroughly after use.
- Food containing nuts or other major allergens such as shellfish must be correctly labelled.
- Take extra care when handling boiling/hot water or food.
- The serving and self service of food particularly to and by children will be supervised by a responsible adult.
- Any spills should be cleaned up immediately to avoid slips and falls.
- Members of the congregation will be encouraged to attend basic food hygiene courses when appropriate to ensure good standards are maintained.

12.2. Where food is to be donated then the following principles should be applied:

- Advise if donated food should not contain nuts or shellfish.
- Ensure that any egg based foods are thoroughly cooked
- Reheating instructions, packaging or other information is supplied with purchased ready made food.
- Where foods are to be reheated or are provided pre-warmed that this is adequate.

12.3. The Sacristan Team will be responsible for the thorough cleaning of all communion vessels and clothes.

12.4. The PCC and Vicar will use their discretion and be advised by the Diocese regarding the administration of the sacraments during periods of illness or epidemics.

12.5.The H&S Officer will ensure that a suitable food hygiene risk assessment is undertaken for the three kitchen / servery locations in square corner, to include ensuring that fridges remain hygienic and those using the facility are aware of the food hygiene requirements.

13. Work at Height

13.1.Working at height is defined as any work with a significant fall risk, this includes any work off the floor no matter how high; this includes using step ups, ladders and scaffolds. The working at height regulations require that any work at height is risk assessed and wherever possible avoided or a floor/ground based method found.

13.2.Where ever possible the 'Risk of Falling' should be prevented and where this is not possible the risk must be minimised.

13.3.Work at a high level is carried out in the following areas:

- changing light bulbs
- flower arranging
- putting up and taking down decorations for festivals e.g. Christmas.
- Access to the rood screen to put up / take down the projector screen. (St Marys Only)
- occasional work outside e.g. cleaning gutters and inspecting roof valleys.

13.4.For tasks of low risk and short duration, ladders and stepladders can be a sensible and practical option.

13.5.When ladders are used for these jobs, or any others, the following standards and procedures must be observed:

- All ladders should be approved by the H&S Officer and where possible meet the British or European standards.
- The task duration should not exceed 30 minutes.
- Before use all ladders should be checked visually for any sign of damage.
- Ladders must always be positioned securely on a non slip surface
- Ladders should only be used by competent people who are completely confident about their use.
- Two people must always be present when ladders are being used.
- Ladders on church premises will be checked for defects every year by the Health and Safety Officer.

13.6.When outside contractors are being used it is important to check their insurance policies and risk assessments are in place prior to work starting.

14. Child & Vulnerable Adult Safeguarding

14.1.We are committed to the safeguarding, care and nurture of all our members, particularly children, young people and vulnerable adults. We recognize that our work with children, young people and vulnerable adults is the responsibility of the whole church community. We are therefore committed to implementing the House of Bishops' Safeguarding Policy 'Protecting All God's Children', and the diocesan procedures. Our Safeguarding Policy will be reviewed by the PCC annually.

14.2.See Safeguarding Policy for a check list for clubs, trips and activities

15. Lone Working

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15.1.Particular attention will be paid to the requirements of the child and vulnerable person policy with regard to lone working. Lone working includes pastoral visiting, prayer ministry, home visits and working alone on church premises. In the first instance working alone should be avoided where ever possible and each situation where it occurs should be risk assessed as follows:

15.1.1.Home Visiting & one to one prayer/meetings:

- Is the person you are visiting a known risk, likely to be violent or aggressive?
- Can you meet in a public place or place frequented by others?

- Do you have a means of communication with a colleague i.e. Mobile Phone, is there signal and can you let a colleague or friend know your schedule and location?

15.1.2. Lone Working In Church Buildings & Square Corner:

- Is the building secure and can anyone get access to the building without you being aware?
- If working after dark are you able to secure the building against unauthorised access?
- Do you have a mobile phone switched on and an adequate signal?
- Does someone know where you are and when you expect to finish?
- Have you checked all rooms prior to leaving the building and locking up?

15.1.3. On discovering an intruder in a church building or venue:

- Remain calm, do NOT put yourself at personal risk. Where appropriate ensure your own security and contact the Police or raise the alarm if necessary.
- DO NOT approach the intruder unless safe to do so but always avoid confrontation.

16. St Mary's Tower Bellringing

16.1. The H&S Officer will ensure that St Mary's Bellringer's have an adequate risk assessment and safety procedures to cover the following:

- 16.1.1. Bellringing
- 16.1.2. Training
- 16.1.3. Visiting Ringers
- 16.1.4. Maintenance
- 16.1.5. Child, Young Person & Vulnerable Adults
- 16.1.6. Ringing Outings

16.2. The day to day safety of the bells, bell chamber and ringer chamber are the responsibility of the Tower Captain and Steeple Keeper. All matters regarding access to the bells, ropes and bell chamber will be referred to the Tower Captain, Steeple keeper or Tower Secretary.

17. Vehicles & Driving

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17.1. The following factors will be considered prior to authorising staff or volunteers to drive or use their vehicles on behalf of the church:

- 17.1.1. Staff and volunteers must have an appropriate licence for the category and class of vehicle and combination under their control.
- 17.1.2. In the case of minibuses drivers, they must be over 21, a copy of their licence must be submitted to the H&S Officer and they must have the relevant experience regarding the vehicle and appropriate insurance prior to being authorised to drive.
- 17.1.3. All staff and trainees must submit a copy of their licence to the H&S Officer before they are permitted to drive on church business. If any changes to the licence occur then a new copy of the licence must be submitted to H&S Officer as soon as possible.
- 17.1.4. Where private vehicles are used on church business or for travelling to and from work adequate insurance cover must be in place, which covers business use if appropriate. Where vehicles are used for business purposes a copy of the insurance certificate will be required. A current Road Fund Licence (Tax Disc) must be displayed and the vehicle must be in a roadworthy condition and where appropriate, have a valid MOT certificate.
- 17.1.5. Safeguarding procedures MUST be adhered to at all times and in the case of driving children on church business adults should not be alone in the vehicle with a child or share a seat with a child. Children may not be driven by a 'non family member' i.e. parent, guardian or carer, unless the driver is authorised by the parent or guardian to do so.

17.1.6. ALL drivers and passengers MUST wear appropriate seat belts and restraints whilst driving. Special attention MUST be paid to ensuring child seats are correctly fitted where appropriate. Children under 16 should not travel in the front seats where airbags are fitted.

17.1.7. It is illegal to hold and use a mobile phone whilst driving even if stationary in traffic. It is also illegal to be using a mobile phone on hands free where it affects your care or attention when driving. The policy therefore is that Mobile Phones should not be used whilst driving.

17.1.8. Any accidents whilst on church business MUST be reported to the Vicar & the H&S Officer as soon as practically after the accident.

18. Smoking

18.1. St Mary's Church operates a no smoking policy in all church buildings and vehicles being used for church business. Smokers are required by law to refrain from smoking wherever non-smokers may be affected and within any enclosed spaces.

18.2. Appropriate signage will be clearly displayed within all church vehicles, at the entrances to and within church controlled buildings.

19. Asbestos

19.1. All church buildings will be subject to a management survey of Asbestos Containing Material [ACM]. Following the survey any ACMs identified will be recorded on an Asbestos Register and where required subject to further assessment by a competent person to determine the risk they pose to users of the church and contractors who may come into contact with them.

19.2. All identified ACMs will be suitably labelled with warnings to prevent accidental damage or disturbance.

20. Legionella Risk

20.1. St Marys Church have health and safety duties and need to take suitable precautions to prevent or control the risk of exposure to legionella. A legionella bacterium risk assessment will be undertaken by a competent person and updated every 3 years or where there is a significant change to the cold or hot water supplies.

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Revisions Record

Rev	Date	Purpose of Issue	Author	Approved By	Approver Role
01	02/07/10	Review HSP	AML	AML	H&S
01	13/07/11	Update policy to include legislation changes.	AML	AML	H&S
01	25/01/12	Update ladder inspections & use procedure to include inspection intervals (4.31)	AML	AML	H&S
01	22/06/12	Minor amendments to RIDDOR reporting (4.23)	AML	AML	H&S
02	24/04/14	Addition of Asbestos Policy (19)	AML	AML	H&S
03	24/05/15	Minor changes to Asbestos Policy – inclusion of management survey	AML		
03	24/05/15	Remove Bradfield Chapel from first aid policy.	AML		
04	08/05/16	Complete revision of the H&S Statement, minor changes to 2, Roles & Responsibilities. Minor amendments to 6.2, added 12.5.	AML		
04	08/05/16	Added Legionella Risk.	AML		

Review Log

Date	Purpose of Issue	Author	Checked By	Approved By	Approver Role
01/02/1	HSP Issued & Adopted	AML	AML	SG	Vicar
24/04/14	Reviewed	AML	AML	SG	Vicar
24/05/15	Reviewed & Reissued with revisions	AML	AML	ST	Rector
03/09/17	Reviewed	AML	AML	ST	Rector

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