



## OUR HEALTH AND SAFETY POLICY

This document has been prepared in accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the regulations made under it. The success of this policy will depend on the co-operation of everyone concerned with our church, including contractors, and it is important that it is read by everyone, and that everyone understands their role and the overall arrangements for health and safety.

### GENERAL STATEMENT OF POLICY

Our policy so far as it is reasonably practicable is to provide and maintain safe and healthy conditions equipment and systems of work for everyone, and to provide such information training and supervision as may be needed 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, visitors and others who may visit the church, churchyard and any associated buildings.

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 regularly and the appropriate changes made.

Signed

*Philip Overman*  
Churchwarden

*Leslie Harrod*  
Churchwarden

17<sup>th</sup> July 2017

REVIEW DATE: September 2018



## ORGANISATION AND RESPONSIBILITIES

### 1. RESPONSIBILITY OF THE RECTOR / PRIEST IN CHARGE

Overall responsibility for health and safety is normally that of the Rector/Priest in Charge who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. In the absence of a Rector/Priest in Charge this responsibility falls to the Churchwardens.

Specific responsibilities may be delegated to church personnel and as new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

### 2. RESPONSIBILITY OF THE CHURCHWARDENS

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below:

**Philip Overman and Leslie Harrod**

### 3. RESPONSIBILITY OF THE PAROCHIAL CHURCH COUNCIL

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

### 4. RESPONSIBILITY OF THE HEALTH AND SAFETY OFFICER

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy. In the absence of an appointed Health & Safety Officer this responsibility falls to the Churchwardens:

**Position vacant**

The responsibility of the health and safety officer shall be to:

1. be familiar as far as possible with health and safety regulations as far as they concern church premises
2. be familiar with the health and safety policy and arrangements and ensure they are observed with the assistance of the Churchwardens & members of the PCC.
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure the church and hall, are clean and tidy
5. ensure that safety equipment and clothing is provided and used by all personnel where this is required
6. ensure that adequate access and egress is maintained
7. ensure adequate firefighting equipment is available and maintained
8. ensure that food hygiene regulations and procedures are observed.



## 5. RESPONSIBILITY OF CHURCH OFFICIALS AND VOLUNTEERS

Everyone has 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 or premises.

Everyone 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 appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.

## SPECIFIC 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 Servery, Vestry and in the Church Hall Lobby*. In addition an Automatic Defibrillator is available which is kept in church adjacent to the pipe organ by the doors to the vestry.

Trained/Qualified first aiders are

**Rosemary Humphrey and Lindsay Rainbow**

The Accident book is located in *the Vestry*

All accidents and incidents are entered in the accident book including any whilst the Church Hall is being used by other organisations or people.

All such occurrences should also be notified to the Health & Safety Officer without delay. It is the responsibility of the Rector/Priest in charge or Churchwardens in that order to report accidents to the Local Authority when there is an obligation to do so.



## 2. FIRE SAFETY

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

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
- a check that a fire can be detected in a reasonable time and that people can be warned
- a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- to provide reasonable firefighting equipment
- a check that those in the building know what to do if there is a fire
- a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

## 3. EVACUATION PROCEDURE

For services, concerts and other activities in church, our procedures for stewarding/evacuation are as follows:

- 1** All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol. The West door shall only be used as such if the total number of people present exceeds 150.
- 2** A check must be made that all doors can be opened
- 3** A steward must be allotted to each door and have responsibility for persons in a specific part of the church.
- 4** If emergency lighting is not available, torches must be available for each steward
- 5** In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the senior member of clergy/churchwarden.
- 6** Persons will assemble in the car park in front of the Old Rectory, adjacent to the Church.
- 7** The emergency services will be contacted immediately by the Rector/Priest in Charge or in his absence, a Churchwarden or someone nominated specifically for this role if none of the others are in attendance.

For the Church Hall the procedure is detailed separately and displayed on notice boards in the Hall and Guild room.

## 4. ELECTRICAL SAFETY

Our policy is to comply fully with all relevant regulations such as the Electricity at Work Regulations 1989 and to do so we will

1. ensure the periodic inspection of fixed wiring (every five years) and arrange for remedial action to be taken when wiring is found to be in a poor condition.
2. arrange for an annual inspection of all portable electrical appliances (i.e. appliances which are connected to the mains supply via a plug top).
3. compile a test record of all portable electrical equipment.

4. use competent electrical contractors for any work in the Church and Church premises.
5. communicate to all persons the importance of switching off electrical equipment when locking up a room to ensure it is left in a safe condition.

It is the responsibility of the Health and Safety Officer in conjunction with the other officers of the Church to see that all the electrical safety procedures above are carried out effectively.

## 5 GAS EQUIPMENT SAFETY

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented without delay.

It will be the responsibility of the Health and Safety Officer in conjunction with the other officers of the Church to see that this is carried out effectively.

## 6 HAZARDOUS SUBSTANCES

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

## 7 SLIPS TRIPS & FALLS – CONDITION OF FLOORS STEPS & PATHS

In order to reduce as far as is reasonably practicable the risk of slips trips and falls, an inspection will be made every quarter of all floors and stairs in the church and hall, and all paths and steps in the churchyard.

Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Parochial Church Council who will arrange for repairs or remedial measures to be carried out or for this to be reported to Southend Council as appropriate.

## 8 LIGHTING

In order to ensure that the church is adequately lit, an inspection will be made every month by the Health & Safety Officer to ensure that all lights in the church, church hall and churchyard are working. Any bulbs that require replacing will be reported to the Parochial Church Council who will ensure that the bulbs are replaced following appropriate safety procedures.



## 9 WORKING AT HIGH LEVELS

In all instances our policy is to comply fully with all regulations relating to work at height. No work at height or requiring the use of a ladder is permitted by anyone without a thorough Risk Assessment having been carried out first, and the appropriate safe working method and safety measures having been agreed upon.

## 10 RISK ASSESSMENTS

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

## 11 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 Employers' Liability insurance in place.
  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
  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
-