



ALL SAINTS' CHURCH, BANSTEAD

HEALTH AND SAFETY *POLICY & PROCEDURES*

The success of this policy depends on the co-operation of all volunteer workers, employees, and contractors. It is therefore **important** that you read this document carefully and understand your role and the overall arrangements for health and safety.

If you have any queries or are unable to abide by any of the requirements please contact the Vicar or Churchwardens.

HEALTH AND SAFETY POLICY STATEMENT

All Saints' Church's policy is, so far as is reasonably practicable, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our voluntary workers, employees, and occasional labour, 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 employees, voluntary workers, members of the congregation, visitors and contractors.

The policy will be kept up to date, particularly in the light of any changes to the buildings or activities. To ensure this, the policy and the way in which it operates will be reviewed regularly and the 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 of meetings of the Parochial Church Council, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

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.

Vicar: The Revd Maria Pallis

2. Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary rests with the Churchwardens.

Churchwardens: Mr Alan Clarke, Mrs Susan Major

3. Responsibility of the Parochial Church Council (PCC)

The PCC has general responsibility to ensure that the health and safety policy is implemented.

4. Responsibility of the Health and Safety Officers (HSO)

The HSOs responsible for the day to day implementation of the arrangements outlined in this policy are the Churchwardens, who may delegate specific responsibilities to other church personnel. Their responsibilities shall be to:

1. co-ordinate the implementation of the church's Health and Safety Policy;

2. ensure appropriate risk assessments are carried out and report to the PCC as necessary;
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 and properly maintained;
5. ensure safety equipment and clothing is provided and used by all personnel where required and training and information is provided as necessary;
6. ensure all plant, equipment and tools are properly maintained and in good condition and all operators have received the appropriate training;
7. ensure access for emergency vehicles and emergency exits are kept free from obstruction;
8. ensure adequate fire-fighting equipment is available and maintained;
9. ensure appropriate arrangements are made for first aid;
10. ensure accident records are maintained, accidents are investigated and if necessary reported to the relevant authorities, and recommendations reported to the PCC;
11. liaise with the clergy, LLMs, Parish Administrator, Children & Families Worker, Safeguarding Officer, Churchyard Manager and others with responsibility for aspects of activities in the church, to ensure that safety procedures are publicised and observed.

5. Responsibility of employees and voluntary workers

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this policy and to take reasonable care of themselves and others whilst on church business or premises and must therefore:

1. take reasonable care of their health and safety and that of other persons who may be affected by their acts or omissions;
2. make themselves familiar with, and conform to, this policy;
3. comply with safety rules, operating instructions and working procedures;
4. use protective clothing and equipment when required;
5. report any fault or defect in equipment immediately to the appropriate person;
6. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible;
7. not misuse anything provided in the interests of health and safety.

Signed:

Date:

Vicar:

Churchwardens:.....

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HEALTH & SAFETY PROCEDURES

This manual 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.

HSO (Health & Safety Officer): Mrs Tina Mills

1. HEALTH & SAFETY INFORMATION

The Health & Safety Law Poster for employees is displayed in the church office.

2. ACCIDENTS AND FIRST AID

The HSO is responsible for the first aid arrangements. First Aid boxes are located in the vestry and in the Church Institute main kitchen.

Courses in 'Essential First Aid' are provided to sidespeople and others every three years, most recently in July and August 2015. These were attended by 23 people.

Accident Books are located in the vestry and Church Institute kitchen. All accidents and incidents are to be entered in the appropriate accident book and the Churchwardens informed. If necessary, our insurers will be advised. The accident records are regularly reviewed by the Churchwardens and reported to the PCC when necessary, and action taken to prevent recurrence.

In accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) relevant accidents will be reported to the Health & Safety Executive (www.hse.gov.uk/riddor).

3. GENERAL FIRE SAFETY

The church's policy is to fulfil its obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake:

1. an assessment of the fire risks in the church;
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, to include the provision of signage;
4. provide reasonable fire-fighting equipment and regularly check that it is in place, is serviceable, and that there is an annual maintenance contract in place with a reputable company;
5. a check that those in the building know what to do if there is a fire;
6. implement measures to reduce the risk of fire.

The attached document 'Fire Safety in Church' is circulated to all officers (including clergy and service leaders, sidespeople, servers and choir), employees and voluntary workers. It contains details of prevention measures, warning systems, fire-fighting equipment, emergency torches, emergency exits and emergency evacuation procedures.

The attached document 'Fire Safety - General note for contractors' is given to all contractors and others temporarily employed to do work in the church. It includes extra precautions when doing certain types of work.

It is important that:

1. Fire escape routes must be kept clear at all times.
2. Fire-fighting equipment must not be misused, removed or interfered with.
3. No flammable mixtures, liquefied petroleum gases or explosive substances are to be used or stored on site without specific permission from the HSO.
4. No smoking is permitted anywhere on the church premises.
5. A Fire Action Notice detailing the action to be taken in the event of fire and the evacuation procedure is permanently displayed in the church porch.

4. ELECTRICAL SAFETY

1. Plugs, cables and sockets on equipment owned by the church will be regularly inspected visually by the HSO to ensure there are no loose connections, worn flexes or trailing leads.
2. Persons using their own portable electrical equipment on the church premises must ensure it is in safe and sound working order and only for their sole use.
3. All portable electrical equipment will be tested each year to ensure all appliances are safe. Any unsafe equipment will be safely disposed of.
4. Every five years, the fixed electrical system will 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 or abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must therefore:
 - a) Visually check all electrical equipment before use.
 - b) Report all faults immediately to the Churchwardens.
 - c) Not attempt to use or repair faulty equipment.
 - d) Electrical equipment regularly used on the premises but not owned by us cannot be used until the approved person has tested it and certified it fit for use.
 - e) Electrical equipment should be switched off and disconnected when not in use for long periods.
 - f) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.
6. The electricity can be switched off in an emergency at the mains fuse box in the Tower.

5. GAS EQUIPMENT SAFETY

The gas boiler is maintained and checked annually by a competent contractor who is a Gas Safety registered gas installer. Any necessary work required for safety is implemented immediately. Copies of the inspection reports are held in the Parish Office.

The gas supply can be turned off in an emergency at the main isolation box in the boiler area below the church (key in vestry).

6. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

1. Where possible, we try to eliminate or minimise the use of hazardous substances.
2. Where these must be used data sheets and product information provided by the manufacturers are available to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.
3. All those using cleaning products are to read the COSHH sheets and follow the instructions on the sheets and the product labels, dilute properly where required and never transfer to an unmarked container.

7. SLIPS, TRIPS AND FALLS

In order to reduce, as far as is reasonably practicable, the risk of slips, trips and falls, an inspection will be made every quarter by the HSO of all floors and steps in the church, to check for broken or damaged areas. Mats used have non-slip backing. White paint is used to mark the edge of the entry step to the church and the step from the Lady Chapel to the chancel.

8. WORKING AT HEIGHT

1. Work at height includes any work where there is a risk of a fall, including close to pits in the ground.
2. Avoid work at height where possible;
3. Only approved contractors and workers authorised by the Churchwardens may work at high level.
4. At least two people should undertake together a task that requires working at height.
5. All those employees and voluntary workers who need to use ladders must be familiar with the contents of the leaflets 'Working at Height' and 'Safe use of Ladders and Stepladders' (see copies attached).
6. Ladders must be chained and padlocked when not in use; and carefully inspected before each use for loose rungs, corrosion or splitting, and to check that rubber fitments such as foot pads, etc. are sound.

9. MANUAL HANDLING - Lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. All those employees and voluntary workers who are required to undertake manual handling, where it is not possible to avoid the need to move loads, must familiarise themselves with the guidance in the leaflet 'Manual Handling at Work', especially pages 5-7 on good handling techniques (see copy attached).

10. DISPLAY SCREEN EQUIPMENT

We assess the risks to all habitual users of the computer workstation in the Parish Office and reduce the risk to the lowest level possible. The factors considered are the stability and legibility of the screen, the contrast and brightness of the screen, the tilt and swivel of the screen, the suitability of the keyboard, desk and chair, the work station environment and the user friendliness of the software. Daily work routines should involve periods away from the screen.

Workers are asked to report any particular difficulties encountered to the Churchwardens.

11. SAFEGUARDING

The church has Safeguarding Policies in respect of Children & Young Persons and in respect of Vulnerable Adults. A statement upholding the policies will be made at each Annual Parochial Church Meeting and be recorded. The policies are displayed on the notice board near the North door.

The Safeguarding Officer is responsible for ensuring that:

1. All necessary checks are carried out on people working with children or vulnerable adults;
2. Agreed procedures for ensuring the safety of these groups are stringently enforced;
3. A permanent record is maintained of all accidents involving children or vulnerable adults;
4. Appropriate risk assessments relating to the work with children and vulnerable adults are carried out.

Safeguarding Officer: Mrs Margaret McFarlane

12. PERSONAL SAFETY & LONE WORKING

Risks to personal safety may arise in church; in the churchyard; in the Church Institute; or when travelling to or from the above. The greatest risk arises when people are on their own and/or when handling or transporting money.

1. It is All Saints' policy to keep the church open in the daytime. This is recommended by the insurance company as effective for deterring criminal or objectionable behaviour by encouraging legitimate users and the community generally to develop a sense of 'ownership';

2. Outside service times the South porch and door should be locked so that people entering can be more easily monitored;
3. People who must be in church alone are advised to carry a mobile phone and to ensure that someone else knows where they are and how long they expect to be there;
4. People who are alone in the church should keep alert to their position in relation to the nearest exit and routes to it;
5. At least two people should be present when the safe is open and when cash is transported for counting and banking. Times and routes for the transfer of cash should be varied to avoid a predictable pattern.
6. The porch gates should be padlocked at night to prevent unauthorised use of the porch at night which can be intimidating to whoever opens up in the morning.
7. The porch light should be kept on when the church is open after sunset to deter malicious lurking.
8. The above applies also, in general, to lone working in the Church Institute. There is a panic button in the Parish Office which sounds in the kitchen (procedures for response are taped to the fridge).

13. CHURCHYARD SAFETY

The churchyard is managed by the Churchyard Manager, who reports to the Churchwardens and PCC. She may delegate specific areas of responsibility to others.

Churchyard Manager: Mrs Susan Hassanein

The churchyard presents several forms of hazard, for which appropriate control measures must be maintained:

1. Maintenance of gravestones and tombs is the responsibility of the deceased's family, but where these cannot be traced responsibility for any injury may rest with the church. All gravestones are therefore inspected annually to check for loose mountings, disintegrating mortar or undue spalling. Dangerous stones are laid on the ground and the family contacted if possible. A record should be kept of the date of each inspection, the person(s) responsible for it, and any action taken.
2. Gravestones laid flat and kerbs around graves (and ashes plots) may result in trips, for which the church may be held liable under Occupiers' Liability. Grass cutting and strimming are therefore undertaken regularly to ensure that kerbs and gravestones are clearly visible. Strimming is done by professional workers, using appropriate ear and eye protection.
3. Access to the church boiler (below the church building) is kept padlocked.
4. Boundaries and fencing are inspected regularly for stability and state of repair, as is the single tomb surrounded with metal railings.
5. Paths which are public footpaths are the responsibility of Reigate & Banstead Borough Council; others are the responsibility of the church. Repair work should be done as necessary and recorded in the logbook, as should repair work to the car park. Salt is

kept in the church porch for use on paths in icy conditions. Leaves which may cause slips when wet are removed as far as practicable.

6. Trees present several forms of potential hazard. Dead and diseased trees are more likely to fall in extreme weather, and may cause personal injury and damage to property. Tree roots may encroach on foundations of nearby buildings, causing subsidence and damage to drains. All the trees in the churchyard are therefore regularly inspected for signs of disease by competent people and records kept of work carried out.
7. Where work involves lopping, felling or removal of live boughs the Archdeacon must be consulted via the office of the Diocesan Advisory Committee.
8. Minor pruning may be carried out by competent volunteers but any major work or work at height must be carried out by a professional tree contractor with adequate insurance cover.
9. Tools and machinery should be checked regularly and kept clean and (where appropriate) sharp. Only people with chainsaw training and qualifications and equipped with appropriate safety equipment should operate chainsaws. Petrol and other fuel must be stored in a locked area well away from any sources of ignition and at least 10 metres from the church.
10. Care must be exercised when clearing rubbish from the churchyard. Broken glass, rusting cans, nitrous oxide canisters and hypodermic needles may be concealed in long grass. Heavy-duty gloves, solid footwear and litter-pickers must be used. Children should not be allowed to help. Rubbish, when removed, must be placed in bins appropriate to the type of waste, and the cover fully closed and padlocked. Dog-walkers are required to remove their pet's excrement themselves.
11. Only people authorised by the Churchyard Manager and Churchwardens should build or light a bonfire. Bonfires must be supervised until they are effectively extinguished.
12. All churchyard workers, professional or volunteer, must be trained in the use of any tools or machinery they use. Where work using tools is being carried out at least two persons should be present.

14. FOOD SAFETY

1. Food and drink offered in church must be prepared in accordance with the Food Hygiene Regulations 2013 - see the requirements outlined in 'Safer Food, Better Business', which is available in the kitchen of the Church Institute.
2. All involved in preparing or serving food should be scrupulous in personal hygiene and wash their hands thoroughly immediately before touching any food;
3. Food preparation equipment and surfaces must be scrupulously clean and measures to avoid cross-contamination be stringently observed;
4. High-risk food (see advice in 'Safer Food') should be kept in cold storage (below 5°C) till within 30 minutes of use; or kept hot (above 65°C) until serving;
5. All crockery and cutlery involved must be thoroughly washed, preferably in a high-temperature machine. Air-drying or machine-drying is advised, as cloths can carry and transmit bacteria.
6. The use of portable hot-water boilers is potentially dangerous and it is advised that boilers of this type are fastened to the wall and a drip tray put in place; care should also be taken that any flasks of hot liquid are on a stable surface and supervised at all times

7. Everyone involved in preparing or serving food or drink should be aware of allergies, be able to list accurately the ingredients of any food served, and recognise signs of an allergic reaction.

15. CONTRACTORS

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker, 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 this and also safe systems of work.
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 our health and safety policy and these arrangements and site rules, and co-operate with the Churchwardens in providing a safe place of work and a safe system of operation.
4. Ensure they are aware of the location of fire-fighting equipment and report any use of the equipment.
5. Where contractors bring plant and machinery onto the church premises, they must be able to show, where necessary, that the equipment has been inspected and tested to ensure its safe operation.
6. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the Churchwardens. However, responsibility will remain with the contractors.
7. The church official who authorised the work will ensure a 'walk through' with the contractor is undertaken prior to commencement of work to highlight health and safety issues. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake together with any safety precautions they must undertake. The church official will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations where appropriate.
8. Contractors carrying out high risk work, such as hot works or work to roofs, are required to carry out the work under their own Permit to Work system and to provide a copy if requested.

16. INSURANCE

Copies of the current certificate of Employers' Liability insurance are displayed in the church and in the Parish Office.

17. DISABLED ACCESS & PARTICIPATION

1. It is our policy to make the church buildings and church activities accessible to everyone. We have conducted a disability access audit, covering many forms of disability such as

hearing and visual impairment, reduced mobility, manual dexterity and learning disability, which is regularly reviewed.

2. We welcome feedback from members of the congregation with experience of disabilities, and will continue to develop our facilities to be as welcoming as possible.
3. The sound system, which governs the Deaf Loop, should be turned on for every service;
4. All sidespeople are trained in the use of the wheelchair ramp;
5. Church literature, including but not limited to permanent orders of service, the pew sheet and the magazine, should be available in large-print form;
6. We try to maintain a rota of volunteers who can provide lifts to church for people with reduced mobility;
7. Gluten-free wafers for holy communion are available for people with gluten allergy; the clergy and chalice assistants will take communion to people who move with difficulty; and communion is also taken to the homes of those who cannot attend church through sickness or fragility.

18. CONSULTATION

Copies of this document are available to view in the vestry and in the Parish Office, and copies may be made for personal reference. Advice leaflets from the Health & Safety Executive on specific aspects (see sections 8 and 9 above) are available online at www.hse.gov.uk. The Churchwardens and those charged with specific responsibilities are happy to receive constructive comments.