

Health and Safety Policy

Saint Edward the Confessor, Barnsley

Address: Racecommon Road. Barnsley, S70 6JY

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church or churchyard.

We also know that, where we are an employer or control premises in certain circumstances, we must meet the requirements of health and safety law.

General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the PCC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

Signed*:

*on behalf of the Parochial Church Council as agreed at a meeting on:

Date:

Organisation and Responsibilities

1. The member of the PCC with overall responsibility for implementing our policy is:

See Appendix A

This will ensure that:

- The standards set out in this policy are implemented and maintained
- Any accidents are investigated, recorded, and reported if necessary
- Where necessary, specialist health and safety assistance is obtained
- Relevant health and safety documents and records are retained
- Any hazards reported to them are rectified immediately
- They keep up to date on health and safety matters relevant to the church
- Only competent persons carry out repairs, modifications, inspections and tests
- Set a personal example on matters of health and safety.

2. The Churchwarden has day-to-day responsibility for implementing our policy.

See Appendix A

This will ensure that:

- All employees and volunteers are aware of their health and safety responsibilities
- Adequate precautions are taken as set out in this policy and related risk assessments
- Adequate information and training is provided for those that need it
- Any hazards or complaints are investigated and dealt with as soon as possible
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- All accidents are reported in-line with the requirements of this policy
- Advice is sought where clarification is necessary on the implementation of this policy
- Set a personal example on matters of health and safety

3. All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions, and other working procedures
- Report any hazard, defect, or damage, so that this might be dealt with
- Warn any new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do
- Report any accident
- Do not misuse anything provided in the interests of health and safety

Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities. Responsible people are given in the Appendices.

General Arrangements

Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations.

Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

The First Aid Box is located in the vestry with the accident reporting book.
First Aiders are listed in the Appendix A.

Accident Reporting

We will keep an accident book in the vestry and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

If the church or vestry is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed.

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

Contractors

If we employ contractors, we make sure that they have their own health & safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in the vicar's vestry/office.

Specific Arrangements

Asbestos

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Churchyard

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe. Headstones, tombs and monuments will be checked regularly to ensure they are properly maintained. Where our churchyard is formally closed, we will report any concern to the Local Authority or Parish Council.

Construction Work

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

Electricity

We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

A list of all our portable electrical appliances is maintained by the responsible person.

Every two years all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.

A visual inspection will be carried out of the fixed electrical installation regularly by the responsible person. Any defects will be reported for action.

Every five years, our 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

At intervals of not more than four years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers

Lighting

In order to ensure that the church is adequately lit, an inspection will be made every week by the responsible person to ensure that all lights in the church, vestry and churchyard are working.

Events

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these and complete a risk assessment if appropriate.

Evacuation procedure

For large services and concerts, where the congregation/audience exceeds 200 our procedures for stewarding/evacuation are as follows:

All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits.

A check must be made that all doors can be opened.

A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church.

Area of church	Responsible person
Nave North Door	to be agreed for each service/event
Nave South Door	
Vestry Stairs	

No untrained person is to use any fire extinguisher.

Responsibility for using each fire extinguisher will be allotted to named and trained stewards.

If emergency lighting is not available, torches must be available for each steward.

In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Fire Officer.

Persons will assemble in the church grounds closest to their point of exit.

The emergency services will be contacted immediately by a nominated person using a mobile phone.

Fire

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher
Vestry	Foam
Vicar's Vestry	Foam
Vestry Lobby	Water
Vestry Lobby	CO ₂
Top of Stairs in Church	Water
Pulpit	Water
Organ	CO ₂
Lady Chapel entrance	Foam
Back of Church South side	Water

The extinguishers noted above are checked every quarter by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked by ER Fire Protection Services annually.

Other fire protection equipment

Fire Blankets in the Kitchen, emergency lighting and an automatic fire detection system with alarm sounders monitoring these areas:-

Zone 1 Entrance area call point

Zone 2 Vestry and Kitchen area

Zone 3 Boiler room and stairs area

Hazardous Substances

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

Heating Systems

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a Gas Safe (used to be CORGI) registered gas installer. Any necessary work required for safety is implemented immediately and we will keep records of the checks made.

Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils, and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, handrails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Tower Tours

Where we plan to run tower tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower, the control of movement within the tower, the number of stewards available, and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.

The climb is not suitable for the infirm, disabled, pregnant or anyone suffering from heart or respiratory disorders or from any other medical condition which could be affected by the climb.

No children under the age of 8 are allowed up the tower and children under the age of 16 must be accompanied by an adult.

Any large items of baggage must be left at ground level so that you have both hands free for the ascent. There is a maximum 10 people per trip up the tower including 2 stewards, all of whom must wear a hard hat.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

Working Alone

We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety.

Working at Height

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Information and enforcement

Environmental Health Service Information:

Address Barnsley MBC
 Corporate Mail Room
 PO Box 634
 BARNSLEY
 S70 9GG

Tel 01226 770770

Fax 01226 773099

Employment Medical Advisory Service Information: (The Medical Advisory Service is a part of the Health & Safety Executive and is able to provide guidance on health matters.

Address Foundry House
 3 Millsands
 Riverside Exchange
 SHEFFIELD
 S3 8NH

Tel 0114 291 2300

Fax 0114 291 2379

APPENDIX A

Responsible Person by Activity

Overall responsibility for implementing our policy	Mr J Gostelow
Day-to-day responsibility for implementing our policy	Churchwarden Mrs M Cawthorne
Accident book/Accident reporting	Mrs M Cawthorne
First Aiders	Mrs M Cawthorne, Mrs L Mace, Ms D Waite
Fire extinguishers	Mr F Thompson
Fire Drill	Mr F Thompson
Fire alarm test	Mr F Thompson
Emergency evacuation	Mr F Thompson
Portable electrical appliances	Mr J Gostelow
Fixed electrical system	Mr J Gostelow
Gas equipment	Mr J Gostelow
Lightning Conductor	Mr J Gostelow
Hazardous substances	Mr J Gostelow
Plant and machinery	Mr J Gostelow (lawnmowers / strimmer/vacuums)
Condition of floors and stairs	Mr F Thompson
Condition of churchyard	Mr J Gostelow
Light bulb changing	Approved Contractors - Mr F Thompson
Working at high levels	Approved Contractors - Mr F Thompson
Food preparation	Ms M Gostelow
Manual handling	Mr F Thompson & individuals involved
Display screen equipment	Mr J Gostelow
Building defects/glazing	Mr F Thompson
Record Keeping	Ms M Gostelow
Personal safety	Mr J Gostelow
Fêtes, events and outings	Mr J Gostelow
Tower tours	Mr F Thompson or Mr J Gostelow
Contractors	Mr F Thompson

Choirs/music	Organist
Health & Safety training	Mr J Gostelow

APPENDIX B

Responsible person by Area

Main body of church	Mr F Thompson
Lady Chapel	Mr F Thompson
Clergy vestry / office	Ms M Gostelow
Vestry and toilets	Ms M Gostelow
Sacristy	Ms R Beard
Church Tower	Mr F Thompson or Mr J Gostelow
Boiler room	Mr F Thompson
Kitchens	Ms M Gostelow
Churchyard	Mr J Gostelow
Vicarage	Rev P Maries
Lighting	Mr F Thompson