



---

Formed by the churches of St. Pauls' – St. James' – Holy Trinity

# Health and Safety Policy

June 2018



## A: General Statement of Policy

1. Our Policy, is to provide a safe and healthy environment for worshippers, visitors, employees, contractors and voluntary helpers, who have occasion to be in Parish churches or property and in the St James's Churchyard. We will also endeavour to minimise any adverse impact on the environment. We try to conduct our operations in a way that does not compromise the environment e.g recycling rubbish, using energy sensibly etc.
2. To support the above objectives we will provide, where reasonably practical, appropriate information, training and supervision as required, and carry out regular risk assessment of our activities.
3. This policy will be reviewed annually to ensure that any changes to our facilities, premises and operations, as well as any changes to Health and Safety legislation, are taken into account. It will be the responsibility of the Bushey Parochial Church Council (Bushey PCC) to review the policy annually every September.
4. In order to ensure Health and Safety Issues are kept under review on a regular basis there will be an H&S item on the agenda for all meetings of the full PCC to discuss and review all recorded H&S incidents.

## B: Organisation and Responsibilities.

5. **Overall Responsibility.** Overall responsibility for Health and Safety lies with the PCC. The PCC should approve the Parish Health and Safety Policy and review it each year for relevance. It should also appoint the Parish Health and Safety Officer and reaffirm this appointment annually. This will be done in September each year.
6. **Implementation of Policy.** Responsibility for Implementation of Health and Safety policy requirements lies with the Parish Health and Safety Officer, and with the Wardens or management committees of each church or hall, who are accountable for monitoring risks in their areas of responsibility, and for taking action to address these through the appropriate Parish organisations.
7. Wardens of the three churches and hall management committee chair persons are responsible for ensuring that the requirements of this policy are carried out in the areas under their control.
8. The PCC is ultimately responsible for ensuring that the Parish Health and Safety Policy is implemented and reviewed annually.
9. **Responsibilities of the Health and Safety Officer.** The Health and Safety Officer is to ensure that arrangements are in place to satisfy all applicable Health and Safety legislation (Acts and Regulations). He is also responsible for:
  - Advising the PCC on Health and Safety legislation and requirements as it applies to Parish property.
  - Ensuring that risk assessments are conducted regularly in all Parish properties.
  - Monitoring the implementation of Health and Safety requirements and recommendations in Parish property.
  - Reporting any Health and Safety issues to the PCC
10. **Responsibilities of Employees and Voluntary Workers.** All employees and voluntary workers have a responsibility to co-operate with those charged with Health

and Safety responsibilities and to take reasonable care of themselves and others whilst on church business or on Parish property. These responsibilities include:

- Complying with safety rules, operating instructions and working procedures.
- Using Personal Protective Equipment (PPE) when it is required.
- Reporting any fault or defect in equipment to the Parish Office for action by the appropriate person.
- Reporting all incidents/accidents and injuries, near misses or other potential health and safety hazards, and ensuring that details are entered in the Accident Book in the location concerned. Incidents should be reported using an Incident Form Template. These will be reported on at the next PCC.
- Avoiding misuse of any tools and equipment.

## C: Policy Requirements and Arrangements in Specific Areas.

Requirements for specific risk areas are contained in the paragraphs below:

- C1. First Aid and Accident/Incident Recording and Reporting.
- C2. Fire Safety
- C3. Electrical Safety.
- C4. Gas Equipment and Safety · C5. Hazardous Substances.
- C6. Safety When Using Plant and Machinery.
- C7. Trips and Falls.
- C8. Lighting
- C9. Working at Heights.
- C10. Preparation of Food.
- C11. Manual handling.
- C12. Use of Display Equipment (DSE).
- C13. Buildings. · C14. Glazing.
- C15. Asbestos
- C16. Safeguarding Including Child Protection.
- C17. Lone Working.
- C18. Risk Assessments for Periodic Activities · C19. Management of Contractors.
- C20. Churchyard Safety.
- C21. Health and Safety Training.

**C1. First Aid and Accident/Incident Reporting and Recording.** The following arrangements are to apply:

C1.1 First Aid Boxes and Accident Books are to be placed in every Parish property (the number depending on the size of the area) together with notices detailing the names of trained First Aiders. The contents of boxes are to be checked monthly by a warden or hall management committee official.

C1.2. All accidents and incidents are to be entered in the Accident Book which is to be monitored regularly by a warden (or hall management committee official) who will advise the Health and Safety Officer of any action required, or the need to make an external report (see below). Any external organisation that uses any Parish facility or

premises is to sign an acceptance form before a booking is acknowledged, to the effect that they must record any such accidents or incidents and inform the Parish Office or a church official immediately. **This requirement is to be incorporated in Booking Forms.**

**C1.3.** In the event of a serious accident or incident, including dangerous near misses, the Health and Safety Officer is to be contacted immediately, or in his absence the Rector. This will allow those responsible to ascertain whether a RIDDOR (Report of Injuries, Disease and Dangerous Occurrences Regulations 1995) is relevant. If it is, the Health and Safety Officer or another senior church official (e.g. Parish Warden) will contact the Health and Safety Executive (HSE) by telephone immediately and send a RIDDOR Report F2508 within ten days to the HSE.

**C2. Fire Safety.** Parish Property is covered by the Regulatory Reform (Fire Safety Order) 2005. To meet our obligations under this legislation the PCC (through the Health and Safety Officer) is to ensure that a written fire risk assessment is carried out annually for all Parish property and that any changes and new requirements are addressed. The following Fire Safety arrangements are to apply:

C2.1. Lists of the locations of all fire extinguishers and other Firefighting equipment are to be maintained. Equipment is to be inspected monthly by a warden (or a member of a hall or church management committee). In addition these items of equipment are to be checked and serviced annually. Certificates of Serviceability are to be attached to fire equipment.

C2.2. Fire Alarm Systems, including the operation of emergency lighting (where fitted) in each Parish building are to be checked monthly. All systems are to be inspected and tested annually by a competent contractor and these inspections documented.

C2.3. At each premise where more than 10 people maybe be expected stewarding/evacuation arrangements are to be as follows:

C2.3.1. All fire doors, designated with the appropriate “running man” pictogram, will be unlocked and checked so that they can be opened. This means ensuring that the door release mechanisms are operating correctly and there are no obstructions.

C2.3.2. At least two trained stewards who can operate the fire equipment in an emergency are to be on duty. These stewards are to have emergency torches and mobile phones

C2.3.3. Stewards are to identify anyone with special needs before the event and enlist help to evacuate these people safely in the event of an emergency.

C2.4 Fire evacuation drills are to be carried out at least annually in all Parish Premises. All occupants are to be made aware of escape routes and the importance of keeping these routes clear and unobstructed.

C2.5. Anyone discovering a fire (however small) is to immediately raise the alarm and:

C2.5.1. Order the evacuation of the occupants of the building without delay to the established Rendezvous Point.

C2.5.2. Check the building for other occupants without putting themselves in danger by ensuring they have an escape route.

C2.5.3. Be aware of those with special needs and seek help for them if possible.

C2.5.4. Telephone the emergency services at the earliest opportunity giving the location of the building and post code (available on notices at the entrance to each building).

C2.5.5. Attack the fire, if possible, using equipment provided, but only if competent to do so and without exposing themselves to unacceptable risk.

C2.5.6. Ensure there is clear access for emergency vehicles.

**C3. Electrical Safety.** The following measures are to be implemented:

C3.1. A list of all electrical equipment and appliances is to be compiled for each building.

C3.2. Every 6 months all plugs, sockets and cables are to be inspected to ensure they are not visibly damaged or worn. Any defects are to be reported and dangerous items taken out of service immediately or repaired.

C3.3. Once a year all portable appliances are to be tested by a competent electrician (who must be a member of the National Inspection Council for Electrical Installation Contracting (NICEIC) or other approved body. Any equipment failing this test is to be disposed of.

C3.4. Every year a visual inspection of fixed electrical installations is to be carried out and any defects reported to the Buildings Group.

C3.5. Every five years fixed electrical installations are to be inspected and tested by a competent electrician as indicated in C3.3. Any remedial work required is to be carried out as soon as possible.

C3.6. Every year lightning conductors are to be inspected and tested by a competent person. Certificates are to be passed to the Buildings Group prior to filing in the Parish Office.

C3.7. Second-hand electrical goods are not to be sold or given to anyone unless they have been inspected and tested by a competent electrician.

C3.8. Electricity is a significant hazard and the cause of many fires, serious injuries and fatalities. Therefore, all employees and volunteers are to:

C3.8.1. Check all electrical equipment visually before use.

C3.8.2. Report all faults to the appropriate church or hall management committee and avoid using the equipment.

C3.8.3. Refrain from bringing onto Parish premises any electrical equipment until it has been tested by a competent person and identified in the register mentioned in C3.1.

C3.8.4. Switch off and unplug any electrical equipment which is not in use for an extended period.

**C4. Gas Equipment Safety.** The following is to apply:

C4.1. Gas boilers and other gas equipment are to be inspected every six months and any defect reported.

C4.2. Gas appliances are to be maintained and tested annually by a competent contractor who is Gas Safe registered and any defects repaired without delay.

**C5. Hazardous Substances.** The following measures are to apply:

C5.1. A review of all hazardous substances on Parish premises is to be carried out annually and those no longer required are to be safely disposed of at an appropriate Local Authority site.

C5.2. A list of all hazardous substances on Parish premises is to be maintained and a copy of the Material safety Data Sheet (MSDS) is to be available to anyone using these substances.

C5.3. All substances are to be labelled with the appropriate information and hazard labelling.

C5.4. Anyone using a hazardous substance is to carry out and document the risk assessment under the Control of Substances Hazardous to Health (CoSHH) Regulations if this does not already exist. Information supplied on the MSDS should be useful. The risk assessment should detail:

- Name of the substance.
- Type of Hazard.
- Method of Storage and use.
- PPE required or recommended. · Procedure in case of Accident.

The assessment should also make reference to consideration of using a less hazardous or harmless substance.

C5.5. Any especially hazardous substances or biohazards, such as asbestos, or dead animals and their droppings are to be reported to the Parish Health and Safety Officer so that a specialist at the Environmental Health Office (EHO) can be contacted.

**C6. Safety When Using Plant and Machinery.** The following measures are to apply:

C6.1. Employees and voluntary helpers are only to operate machinery if they have been trained and authorised to do so.

C6.2. Machinery is to be switched off and isolated before any adjustments are made.

C6.3. After maintenance or adjustments all safety guards are to be replaced before machinery is used.

C6.4. Every item of plant and machinery is to have a written operating procedure and checklist.

C6.5. All operators are to consult the written operating procedure and start-up checklist before attempting to operate equipment.

C6.6. Any PPE mentioned in the above procedure is to be used.

C6.7. Persons under the age of 18 are not permitted to operate any power driven plant or machinery.

C6.8. Ladders must be inspected before use and secured appropriately when in use. Ladders are also to be stored securely to avoid a falling hazard.

C6.9. All plant and machinery is to be inspected annually and any defects reported to the appropriate person in the premises concerned. The Parish Buildings Group is to keep a schedule of planned maintenance for all major equipment such as fire prevention equipment, lightning conductors, boilers and main electrical systems.

**C7. Trips and Falls.** The following action is to be taken to prevent trips and falls:

C7.1. An inspection is to be carried out monthly of all floors, stairs, paths, steps and other walkways to ensure they are in a safe condition.

C7.2. Any defects are to be reported and remedial work carried out as soon as reasonably practical.

C7.3. Where it is not possible or practical to achieve a repair, notices warning of a trip hazard are to be posted.

**C8. Lighting.** A monthly inspection of all lighting is to be carried out and defects reported to the appropriate building committee for rectification.

**C9. Working at Heights.** Where work of a substantial or lengthy nature is involved the use of a tower or scaffolding should be considered. If in doubt, specialist advice is to be sought. When using ladders or stepladders for any task the guidance in HSE Indg 455 should be followed. In particular, only ladders that have been inspected and approved are to be used. At least two persons are to be involved in ladder work with one person stationed at the foot of the ladder to stabilise it and warn others in the area of the obstruction. No person over the age of 60 years is to be allowed to use a ladder as our insurance does not cover them.

**C10. Preparation of Food.** The following requirements are to apply:

C10.1. Food handlers are to be given adequate supervision and training.

C10.2. Appropriate risk assessments are to be carried out for food storage and preparation with particular emphasis on segregation of cooked and uncooked foods, reheating, refrigeration temperatures and covering.

C10.3. Before preparing food, **all surfaces** likely to come into contact with the food **is** to be washed and swabbed with an appropriate disinfectant

C10.4. All users and hirers of facilities are to be made aware of these requirements.

**C11. Manual handling.** The following rules are to apply:

C11.1. Manual handling activity should be avoided where possible. All employees and voluntary workers are to carry out a risk assessment before attempting to move any load or heavy object.

C11.2. In all cases the use of mechanical aids or enlisting the help of others should be considered. Safe lifting techniques are to be adopted. The guidance in HSE Indg 143 should be referenced.

**C12. Use of Display Screen Equipment (DSE).** Before the habitual use (more than one hour per day) of any DSE a documented workplace DSE risk assessment is to be carried out by each user and reviewed annually. The assessment is to include: stability and legibility of the screen, contrast and brightness, tilt and swivel, suitability of the keyboard and mouse, and the proper positioning of chairs and desks. Trailing cables are to be routed clear of walkways.

**C13. Buildings.** All Parish property is to be inspected at least annually and any defects reported to the Buildings Group so that remedial work may be carried out.

**C14. Glazing.** A survey of glazing in Parish property is to be carried out at least annually. Any glass below waist height of an adult, and in or beside doors, is to be checked to ensure that it is of an appropriate safety standard. Any defects should be protected against further damage or injury to users until repaired or replaced.

**C15. Asbestos.** An asbestos survey is to be carried out on all Parish property and an asbestos register compiled. The state of any asbestos found is to be recorded with a view to its removal if required. It should be noted that in some cases the risk is less if the asbestos is undisturbed. If asbestos is unexpectedly discovered during work the work is to cease until professional advice on handling the risk is obtained. All contractors are to be briefed on this requirement and the register is to be drawn to their attention prior to works commencing. If full or partial refurbishment works or demolition of property is scheduled, a refurbishment/demolition, full access, sampling and identification survey in the areas affected by the project should be undertaken, unless there is clear evidence that the asbestos status of the area / premises is already known

**C16. Safeguarding Including Child Protection.** The Parish Safeguarding Policy is to apply to all activities. This policy is to be reviewed annually and approved by the PCC. Permanent records of any accidents or incidents involving children or vulnerable persons are to be recorded and retained. Notices detailing the names and contact details of the Parish Safeguarding Officers for Children and Vulnerable adults should be prominently displayed in all Parish premises.

**C17. Lone Working.** Where staff or volunteers are intending to work alone they are to advise someone of their location and the intended duration of their stay. They are carry a mobile telephone and should make contact at intervals with the other person. If in an isolated area they should secure doors against unwarranted intrusion.



**C18. Risk Assessments for Periodic Activities.** Risk assessments are to be carried out and documented for the following types of activity:

C18.1. Fetes and fairs.

C18.2. Tower Tours.

C18.3. Bell ringing.

C18.4. Sponsored walks and cycle rides.

C18.5. Concerts and recitals.

C18.6. Grave digging.

C18.7. Erection of staging, lighting, scenery and sound equipment for amateur dramatic events and any other audience centred activity.

C18.8. Any youth activities including outings involving walking or travelling by transport.

C18.9. Choir outings.

**C19. Management of Contractors.** Contractors are to:

C19.1. Provide their own Health and Safety Policy for inspection prior to work where they employ more than five people.

C19.2. Comply with Parish Health and Safety policy and co-operate with Parish officers and staff on Health and Safety issues.

C19.3. Provide evidence that they have appropriate public and employer's liability insurance.

C19.4. Demonstrate fitness for purpose before bringing any tools or equipment onto any Parish Property.

C19.5. Refrain from sub-contracting any work without written permission.

C19.6. Conduct risk assessments in relation to their contracted work.

C19.7. Conduct works in a safe manner ensuring Parish officials are advised of any hazards introduced to staff and visitors as a result of their work.

Before commencing work contractors are to be given information about emergency procedures and fire exits and limits on parts of the premises in which they may work. In some potentially hazardous areas a permit to work may be required.

**C20. Churchyard safety.** By nature of the ground the Churchyard can present slipping and falling risks, particularly in inclement weather. Every effort is to be made, in co-operation with Hertsmere Borough Council, to ensure that vegetation and trees are kept under control and in a safe condition. Dangerous side paths are to be marked with warning notices, pending decisions on repair or removal.

C20. **Health and Safety Training.** The Health and Safety Officer is to arrange health and safety Training and advice as necessary.

### **Review Cycle Information**

Date of Review – 18<sup>th</sup> June 2018

Date of Approval by PCC –

Date of Next Review – June 2020