

NEW APOSTOLIC CHURCH UK



HEALTH & SAFETY POLICY



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1 General statement of intent

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, ministers and voluntary helpers, 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 members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

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, but at least annually, and the appropriate changes made. This Health and Safety Policy and Risk Assessment document provides an update of existing documentation with the aim to provide compliance with the requirements of the Health and Safety at Work etc. Act 1974 and regulations made thereunder. The Policy is prepared to meet the requirements outlined in Section 2 (3) of the Health and Safety at Work etc. Act 1974 in providing a general statement of intent, organisational responsibilities and arrangements for health and safety.

Risk Assessments are managed separately to this policy and are held by the church wardens at the site locations.

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 for all meetings of the Board of Trustees, and District sub-committees (where they exist). Employees, ministers and voluntary helpers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed

Trustee Director (Executive)

Date

2 Organisation and responsibilities

2.1 Responsibility of the Trustee Director (Executive)

Overall responsibility for health and safety is that of the Trustee Director (Exec), being

Mr David Andrew Middleton
.....

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. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2.2 Responsibility of the Board of Trustees

The Board recognise and accept their responsibility as an employer under duties prescribed by the Health and Safety at Work etc. Act 1974 and associated regulations. This includes the duty to make and put into effect suitable arrangements for health, safety and welfare together with the funding and other resources necessary to carry them out. The PCC regard compliance with statutory requirements as a minimum standard and aspire to providing arrangements that will exceed the legal minimum in developing a culture where health and safety is always considered as a priority. Standards are based on good management principles.

The board will, so far as is reasonably practicable, provide:

- a. plant, equipment and systems of work that are safe and without risk to health;
- b. safe arrangements for the use, handling, storage and transport of articles and substances, to include safe operational procedures for high hazard situations;
- c. appropriate levels of information, instruction, training and supervision to ensure that all employees and volunteers are aware of any hazards to which they may be exposed and the measures used to control any risks arising;
- d. a safe place of work and healthy environment together with safe access and egress;
- e. appropriately devised risk assessments that consider significant hazards and associated controls;
- f. effective systems for the monitoring of health and safety performance for Church activities, together with means for reporting and or instigating any corrective measures found necessary;
- g. monitoring and inspection to review the effectiveness of measures and compliance with the stated policies and standard operating procedures;
- h. means for effective communication and consultation with all employees and volunteers on health and safety matters;
- i. arrangements to deal with any emergencies and imminent dangers that might be reasonably foreseen.

2.3 Health & Safety Administration

The following person carries the responsibility of administering the implementation of the health and safety arrangements throughout the charity, as outlined in this policy:

Mr Craig Esterhuizen
.....

2.4 Responsibilities of Wardens

Wardens have the responsibility to implement the health and safety arrangements as outlined in this policy. Wardens shall

- a. be familiar with health and safety regulations as far as they concern church premises

- b. be familiar with the health and safety policy and arrangements and ensure they are observed and reviewed regularly
- c. ensure so far as is reasonably practicable, that safe systems of work are in place
- d. ensure that arrangements are made for the church and hall to be clean and tidy
- e. ensure that arrangements for the churchyard to be properly maintained, including the safety of tombstones and trees, and that grass is kept cut
- f. ensure that arrangements are made for safety equipment and clothing to be provided and used by all personnel where this is required
- g. ensure that all arrangements are made for plant, equipment and tools to be properly maintained and in good condition and that all operators have received the appropriate training
- h. ensure that arrangements are made for adequate access and egress to be maintained and that an emergency evacuation plan is in place for each property and that it is tested/communicated at least annually.
- i. ensure that arrangements are made for adequate firefighting equipment to be available and maintained
- j. ensure that arrangements are made that food hygiene regulations and procedures are observed.
- k. ensure that waste and refuse is properly removed from church premises.
- l. Liaise with the health and safety administrator in the administration of the above arrangements.

For a list of wardens, see [Appendix A](#).

2.5 Employees', Ministers' and Volunteers' Responsibilities

All employees, ministers and voluntary workers have 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.

Employees, ministers and voluntary workers must therefore:

- a. comply with safety rules, operating instructions and working procedures
- b. use protective clothing and equipment when needed
- c. report any fault or defect in equipment immediately to the appropriate person
- d. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- e. not misuse anything provided in the interests of health and safety.

2.6 Management & Supervision

Key responsibilities have been specified to ensure that key areas are covered, as outlined below.

Key Responsibilities

Issue	Person or Job Role Responsibility
H&S Policy Reviews & Updates	Trustee Director (Exec)
Fire Log & Alarm Testing	Wardens
COSHH Assessments	Wardens
Gas Equipment Inspections	Contractors
Premises & Equipment Inspections	Wardens
First-aid Arrangements & Boxes	Wardens
Portable Electrical Appliance Testing	Contractor
Fixed Electrical Installation Testing	Contractor
RIDDOR Incident Reports	H&S Administrator
Appointment & Management of Contractors	Property Manager

2.6.1 Accidents & First-Aid

First aid boxes: Location identified by a First Aid box sign.
Trained first aiders: Emergency First Aid at Work.
Accident record book: With First Aid box.

2.6.2 General Fire Safety

Checking of:

Escape routes: Rector and church warden.
Fire Extinguishers: Contracted fire protection company - annually.
Fire Evacuation: Rector and church warden.

2.6.3 Special Training

Special training required for:
Manual handling – Warden online.
Chemical Use – Warden online.
Fire Procedures – Warden online.

Working at Height to be undertaken by qualified contractors only.

2.6.4 Chemical Hazards

Hazard sheets located: Kitchen & cleaning cupboard with clearly marked signage.

2.6.5 Housekeeping and Premises

Rules for:

Cleanliness: Premises to be kept clean and tidy at all times with no obstacles which may cause an accident. Escape routes and fire extinguishers to be kept clear at all times. Wardens to check.

Waste disposal: Regular removal of waste & combustibles. Wardens to oversee.

Safe stacking and storing: Fully utilising cupboarding and shelving provided. Keep walkways clear. Wardens to oversee.

2.6.6 Electrical Equipment Portable Appliance Testing (PAT)

Responsibility: Wardens.

Routine for inspecting plugs and cables for loose connections and faults. All leads and cables to be inspected in accordance with PAT. Overseen by Wardens.

Rules for use of extension leads and portable equipment: leads must be routed carefully minimising risk of tripping or damage to cable.

Fixed installation wiring checked five yearly, overseen by wardens.

2.6.7 Equipment

Gas Services: Check by Gas Safe contractor, overseen by wardens.

Ladder Checks: Register to include routine checks overseen by wardens.

2.6.8 Safety Inspection & Audit

Premises & Equipment Safety: Bi-annual check by the property manager.

Monthly Safety & Fire Inspection Log: completed by wardens.

3 Arrangements

3.1 General

This section of the health and safety policy outlines the arrangements that are in place for the effective planning, organisation, control, monitoring and review of preventive and protective measures. The arrangements aim to minimise as far as is reasonably practicable risks to the health and safety of employees, ministers, voluntary workers, members of the congregation, visitors and contractors.

Health and Safety Policy, Risk Assessments and other documents will provide a reference to key areas of operation. Ministers, wardens and volunteers will be made aware of the policy as part of their familiarisation with arrangements. The management and review of documentation will be administered by the H&S Administrator. Paper copies are kept in the church office and onsite.

Key aspects of health and safety arrangements in place include:

Insurance: The church noticeboard displays the public and employer's liability insurances.

Information & Training for Ministers, Wardens and volunteers: Ministers, wardens and volunteers are advised of the main arrangements for health and safety as part of their familiarisation with arrangements and a copy of this policy and the Health and Safety Poster are provided in the warden pack and the notice board respectively.

Key areas for training apply to fire awareness, use of chemicals, machinery safety, electrical safety, working at height and manual handling. Common accidents in this environment include slips, trips and falls and risk assessments have been prepared to cover these identified priority areas. The control measures that are within the assessments are included in training for these areas.

Ministers, wardens and volunteers will receive training as appropriate to their role and this will include specific advice relevant to ensuring that their work is undertaken safely. As a small organisation, the Board supports good informal communication arrangements to ensure that ministers, wardens and volunteers are kept up to date and properly supervised. Members are encouraged to advise the ministers, wardens or Board if they have any concerns relating to health and safety at an early stage.

Accidents and First-aid: An accident book is provided and the warden / H&S Administrator have the responsibility for ensuring that all accidents are properly reported, depending on their level. All ministers, wardens and volunteers are aware of the requirement to report all incidents, to include ministers, wardens, volunteers and members of the public.

The Policy is to ensure that there will be a minimum of one member or volunteer as an 'Appointed Person' to be on site during operational times who can take charge and coordinate activities until trained paramedics arrive (see [Appendix B](#)). During services, many of the congregation are medically qualified and some are first-aid trained. Further details are included in the Specific Arrangement Section 3.2.

3.2 Specific Arrangements

3.2.1 Risk Assessments

Documented Risk Assessments have been prepared for all activities that pose a significant risk to persons who may be affected by significant hazards. The process of risk assessment should evolve with additional assessments being prepared as any other hazards emerge. Any ministers, wardens or volunteers who identify additional areas of significant risk that they believe are not covered, should advise the Board.

Risk Assessments are carried out in consultation with ministers, wardens and volunteers and prepared to a standard format. Necessary actions and controls will be communicated to those potentially at risk as part of their training. Review and updating of risk assessments is administered by the wardens, supported by the H&S Administrator.

The Management of Health & Safety at Work Regulations 1999 requires documented risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, electrical safety etc.

Risk assessments will automatically be reviewed should a significant incident occur. Paper copies are kept in the warden packs. It should be noted that the preparation of risk assessment documentation is not a one-off exercise to be completed, filed and forgotten. It is a dynamic process requiring regular review and where necessary revision. Consideration has been given to who might be harmed, which will also include such groups as contractors and visitors to the premises. Such persons will need to also be made aware of control measures in place to ensure their safety.

Particular care is needed to ensure that high risk groups such as young persons (under 18 years), vulnerable adults and new/expectant mothers have been adequately considered.

Hazards: The assessments consider only the hazards which could reasonably be expected to result in significant harm under conditions in the workplace. It includes considerations of who may be affected by the hazard.

Level of Risk and Risk Assessment: Risk may be considered as the likelihood that a hazard will actually occur. This will depend on the adequacy of controls that are in place and is often described as low, medium or high. It will also vary according to the numbers of people exposed to the hazard.

Control Measures: Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. The principles of control are outlined below and should be applied, if possible, in the following order:

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities
- The provision of adequate levels of training, information and supervision.

Risk Evaluation: The aim of risk assessment will be to assess whether existing control measures are sufficient or whether more needs to be done. Risk reduction measures normally reduce the likelihood of the hazard occurring, but occasionally these are based on reduction of the consequences for the hazard outcome severity. The assessment needs to identify any additional controls that may be needed, who is responsible for applying these and a time-scale for compliance.

Review: The record needs to include a review date for the assessment. Reassessment will be needed in response to changes or incidents and accidents that occur and the policy is to ensure that assessments are reviewed at least annually. Risk assessments will also be reviewed for significant changes that may lead to changes in risk. In particular, a review will always be made in response to an accident, occupational health effect or 'near miss' that occurs in relation to the assessed process. The approach should be proactive to minimise potential risks, rather than simply responding to past issues.

3.2.2 Accidents, Incidents & Near Misses

All employees and volunteers have a statutory duty to report all accidents, dangerous occurrences, work-related ill-health and incidents, however minor, to the warden / H&S Administrator. All accidents resulting in personal injury, or incidents that potential to cause damage or personal injury must be recorded in the accident book. The book is located in the first aid box. Accidents will be regularly reviewed by the Board during the H&S review at the AGM to ascertain the nature of accidents and to ensure there has been adequate investigation.

The warden in consultation with the H&S Administrator / Trustee Director (Exec) will identify whether the incident is required to be reported according to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995. (Notifiable incidents will be forwarded to the Incident Contact Centre (if required to be notified by RIDDOR 1995 – see below). Investigation is under the control of the warden and the effective response to incidents is a vital element of good health and safety controls. For significant accidents, the NAC Accident & Near Miss Report Form must be completed ([Appendix E](#)).

Definitions

An accident:

An accident is defined as an unplanned event which causes, or could have caused injury to persons, damage to property or a combination of both.

A 'near-miss' incident:

A 'near-miss' is an incident which represents a danger although it produces no injury. Nonetheless, it is relevant to draw such incidents to the attention of Board, as lessons can be learnt and additional controls applied to prevent a recurrence and what may be a more serious incident if appropriate measures are not taken.

Dangerous occurrence:

A dangerous occurrence is an incident that has a high potential to cause death or serious injury.

The Accident Book:

All accidents resulting in personal injury must be recorded in the accident book. The Accident Book provided complies with data protection requirements. If an injury renders an employee or member of the public unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the accident.

Reporting Procedures:

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires a report of specified incidents to be made to the enforcing authority. It is now more convenient for these reports to be made to the RIDDOR Incident Contact Centre 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reportable incidents include:

- The death of any person as a result of an accident, whether or not they are an employee.
- Someone who is at work suffers a major injury as a result of an accident.
- Someone who is not at work (e.g. a member of the public or contractor) suffers an injury as a result of an accident at the Church that arises from the work undertaking and is taken from the scene to a hospital for treatment.
- One of a list of specified dangerous occurrences takes place.
- Someone at work is unable to do the full range of their normal duties for more than three days (including weekends) as a result of an injury caused by an accident at work.
- The death of an employee if this occurs sometime after a reportable injury which led to that employee's death, but not more than one year afterwards.
- A person at work suffers one of a number of specified diseases, provided that a doctor diagnoses the disease and the person's job involves a specified work activity. Further details are available at RIDDOR or by entering 'RIDDOR' into a web search engine.
- If the accident results in staff absence of over 3 consecutive days of incapacity for work it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) Regulations 1995 and reports should be made as outlined above.
- Members of the public who are injured as a result of work activities may require a notification to be made under the Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) Regulations 1995 and reports should be made as outlined above. This will apply where the person leaves the site and is taken to hospital for treatment. These notifications must be made within 10 days of the incident.



<http://www.hse.gov.uk/riddor/report.htm>

3.2.3 Fire Safety & Emergencies

Fire is a significant hazard posed by the Church activities, and sources of ignition include heating boilers, electrical and gas services and cooking equipment. All premises are also unsupervised outside of the main operational times.

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005, Fire (Scotland) Act 2005 and Fire Safety Regulations (Scotland) 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 as a specific exercise allied to our general health and safety risk assessments and in accordance with The Regulatory Reform (Fire Safety) Order 2005 (see [Appendix C](#)).
- 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 functional and serviced (annually) firefighting equipment and that wardens are trained in their use.
- A check that those in the building know what to do if there is a fire.
- Complete the form listing the location, type and capacity of fire extinguisher in the church ([Appendix C](#)).
- The extinguishers noted are inspected every month by the warden to ensure that they are still in place and have not been discharged ([Appendix C](#)).
- If in place, the fire Alarm system is checked every month by the warden to ensure that it is functional ([Appendix C](#)).

Evacuation Procedure

For large services and concerts, where the congregation/audience numbers shall not exceed the maximum seating capacity as determined in the hall's fire risk assessment.

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 using the 'Running Man' symbol.
- 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 nearby where exit doors are located.
- 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 senior minister.
- The evacuation assembly point will be indicated on a diagram that is displayed in a prominent position (e.g. notice boards)
- The emergency services will be contacted immediately using a mobile phone, by the rector / warden – telephone numbers of emergency services to be displayed on the evacuation plan.

Evacuation plans showing fire exits are available on Church main notice boards and are reviewed whenever changes to the building structures are made.

Evacuation Drills

Fire evacuation drills will be carried out annually. All employees, ministers and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed (see [Appendix C](#)).

Procedure on Discovery of a Fire

1. Immediately raise the alarm
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
6. Evacuate to the designated assembly point
7. Ensure clear access for the emergency vehicles

All members should make themselves familiar with the fire and emergency actions that are required in the areas that they work and appropriate awareness training is given to all ministers, wardens and volunteers as part of their induction training.

Electrical Safety

- a. list of all our portable electrical appliances is maintained by the warden ([Appendix D](#))
- b. Every quarter plugs, cables and sockets will be inspected by the wardens to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed, will be reported to the Property Manager for action.
- c. Every 2 years all our portable electrical equipment will be tested (PAT) by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of. Church warden to arrange.
- d. Every quarter a visual inspection will be carried out of the fixed electrical installation by the warden. Any defects will be reported to Property Manager for action.
- e. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.
- f. At intervals of not more than two years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
- g. It is our policy not to sell or receive, through donation, any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
- h. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees, ministers and voluntary workers using electrical equipment, must observe the following:
 - Visually check all electrical equipment before use.
 - Report all faults immediately to the warden.
 - Do not attempt to use or repair faulty equipment.
 - No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the asset register ([Appendix D](#)).
 - Electrical equipment should be switched off and disconnected when not in use for long periods
 - Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

Fire Safety Training

There is a statutory legal requirement to provide employees with fire safety training. The Church will provide fire safety briefing for ministers, wardens and volunteers with specific responsibilities. The Church will also conduct fire drills on a regular basis to ensure that those working in these areas are familiar with procedures.

3.2.4 Slips, Trips and Falls

One of the most significant hazards in this type of premises is linked to slips, trips and falls. This is also the second most common accident that occurs in UK workplaces.

Floor cleaning is scheduled at times when the numbers of public in the buildings is limited. Ministers, wardens and volunteers are trained to dry floors after cleaning and to make good use of the slippery floor warning signage.

They are also trained to be vigilant to maintain good standards of housekeeping to minimise the risk of tripping. Carpets and rugs are also checked as part of the monthly inspection to ensure that they do not pose a risk. Walkways are required to be kept clear at all times. During cleaning and maintenance activities, items of equipment and cables are positioned so as not to obstruct the walkways and working areas.

Steps should be taken to ensure that trailing leads are kept to a minimum.

External areas are provided with adequate levels of lighting to ensure safe access and egress to the premises during periods of darkness.

Particular attention will be given to removing algae, moss, ice and leaves on paths. Any defects will be reported to Property manager who will arrange for repairs or remedial measures to be carried out.

3.2.5 Visitors, Contractors & Vulnerable Persons

The Board recognises its responsibility to visitors and contractors within the buildings as well as the regular ministers, wardens and volunteer members. The Church undertakes to provide a safe working area and to highlight any special hazards that may be encountered by contractors and visitors.

Contractors

Anyone entering the 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:

- Have their own health and safety policy (where required by law) and provide a copy of this to the warden.
- Produce a copy of their employers' liability and public liability insurance certificates to the warden.
- Comply with all the requirements of this policy and co-operate with the church officials in providing a safe place of work and a safe system of work.
- Where contractors bring plant and machinery onto church premises, they must be able to show to the warden that the equipment has been inspected and/or tested as appropriate.
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the warden or Property Manager. However, responsibility will remain with the contractors.
- The contractor will provide evidence to the warden that they have considered health and safety in the form of method statements, risk assessments, proof of competence etc. as appropriate to the nature and extent of the works.

In selecting contractors to undertake work, the Property Manager will undertake an informal assessment of their suitability and ensure that they will undertake work with regard to the relevant statutory provisions.

Persons with Disabilities

Congregations routinely include elderly and disabled persons and the facilities are adapted to provide access and suitability for these persons. All entrance points are on a single level and toilets are located on the ground floor being appropriate for persons with disabilities.

Children & Young Persons

Young persons (those between the minimum school leaving age and 18 years of age) are not currently employed. Should they be employed in the future or act as volunteers, they may engage in all activities under appropriate supervision.

There are specific considerations for the engagement of Ministers, wardens and volunteers who are children or young persons and for this reason, a specific risk assessment would be needed in this instance.

The safeguarding of children and vulnerable persons is managed under the Church Safeguarding Policy.

A permanent record will be maintained of all accidents involving children.

New & Expectant Mothers

Any wardens and volunteers who advise that they are pregnant will lead to a reassessment of the work they do. The risk assessment review included within the interview will consider particular work that may pose additional risk such as extreme manual handling, long periods of standing, specific chemical hazards, excessive working hours and seek an appropriate revision in working practice, as may be indicated. Arrangements for new mothers will also be made to ensure appropriate adaptations in welfare are made, where this is indicated.

3.2.6 First-Aid

The Policy is to ensure that there will be a minimum of one member as an 'Appointed Person' to be on site during operational times who can take charge and coordinate activities until trained paramedics arrive. During services, many of the congregation are medically qualified and some are first-aid trained.

First-Aid Kit

There is a fully equipped first-aid box available in each congregation. The warden is responsible for ensuring the contents are checked and replenished, as necessary.

There are some basic contents that every first aid kit should have in full supply. The main one includes plasters of various sizes. Butterfly bandages are also excellent for keeping wound edges together and helping it to heal. Blue, waterproof plasters are provided for use in compliance with good food hygiene practice. Other important contents to keep in your first aid kit are:

- Gauze for protecting larger cuts and injuries.
- Latex gloves for hygiene. If you are allergic to latex, then you can find non-latex gloves that will serve the same purpose.
- Scissors for cutting gauze to the desired length.
- Antiseptic wipes.
- Tweezers for removing a splinter.
- Antibacterial soap cleanser for washing cuts and abrasions.
- Adhesive tape to keep a wound dressing or splint secure.

A list of emergency access numbers is made available in the warden pack if further assistance is needed.

3.2.7 Hazardous Substances & Personal Protective Equipment (PPE)

The Board will ensure that they have considered the exposure of members to hazardous substances. These are assessed in respect to the Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH). Collation of these details will fall to the wardens.

Chemicals are selected to be as non-hazardous as is possible and the majority are relatively safe to use. Specific COSHH assessments are being developed, with assessment sheets placed within the health and safety COSHH file stored in a clearly marked cupboard.

The COSHH Risk Assessment form ([Appendix F](#)) provides the format for this assessment record and is included in the COSHH file together with relevant Material Safety Data Sheets (MSDSs).

All hazardous substances should be retained in their original packaging and labels should be referred to before use. All containers used must be labelled to confirm contents. New substances obtained are required to be assessed prior to use. All chemicals and sprays must be used in accordance with the suppliers' instructions and stored and marked in the designated storage areas.

Chemicals are stored in designated cupboards and Ministers, wardens and volunteers are trained to ensure that materials are always secured and not left out in areas where the public have access.

Personal Protective Equipment (PPE)

As identified by the COSHH and general risk assessments, when handling certain substances or as identified for other reasons of health and safety, it is necessary for Ministers, wardens and volunteers to wear PPE. Gloves are supplied for use in accordance with those identified in the risk assessment.

Ministers, wardens and volunteers are responsible to ensure that they wear PPE identified by the risk assessments and that PPE is maintained, worn and stored to be in good working order. Ministers, wardens and volunteers are responsible for requesting replacements for worn equipment and these will be provided, as necessary.

Provision of Information and Training

Ministers, wardens and volunteers are trained in correct and safe methods of handling of substances, in accordance with instructions and assessments that have been undertaken and the COSHH assessments are available in close proximity to their point of use.

Asbestos Containing Materials

An asbestos survey is required for all of our church buildings.

3.2.8 Plant and Machinery (where applicable)

The church will ensure that all plant, tools and equipment are inspected and maintained annually and/or in accordance with manufacturers' instructions.

The warden will maintain a list of all items of plant and machinery ([Appendix D](#)). The procedures for checking and rules for use are as follows:

- a. Employees, ministers and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- b. Employees, ministers and voluntary workers must not ride on any parts of machinery not intended for that use.
- c. Machinery must be switched off before any adjustments are made.
- d. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- e. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- f. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
- g. Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
- h. Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties.
- i. Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- j. All plant and machinery will be regularly maintained and a record kept of this maintenance.
- k. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

3.2.9 Gas Services (where applicable)

Some churches use mains gas and boilers for heating. Annual servicing of all gas appliances is required by an appropriately qualified gas safety engineer who is required to be on the Gas Safe Register. Such servicing will be recorded and the responsibility for coordinating this will fall to the warden.

Any necessary work required for safety is implemented immediately

3.2.10 Manual Handling – Lifting, Carrying and Moving Loads

Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

Manual handling nevertheless remains a necessary part of the work for Ministers, wardens and volunteers in all areas, although the general weights that are handled are reasonable. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

The necessary training will be given to all those employees, ministers and voluntary workers who are required to undertake manual handling.

Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

Ministers, wardens and volunteers should always plan manual handling carefully and request additional assistance where this appears to be appropriate. General guidelines for safe handling are included in [Appendix G](#).

For handling chairs, there are restrictions to not stack chairs more than seven high and to not carry more than two at a time. There is a requirement to make sure rows have sufficient space between them and not to obstruct exits with chairs. Chairs should not be carried for long distances without taking rests.

For handling of furniture, staging and tables there is a requirement to always use two people to carry heavy items and take rests. Routes must be checked to ensure location is clear of obstructions.

Responsibilities – Employees & Volunteers

Employees and volunteers must ensure that:

- They report to management (in confidence) any personal conditions, which may be detrimentally affected by the manual handling activity.
- They comply with instruction and training, which is provided for safe manual handling activities.
- Their own health and safety is not put at risk when carrying out manual handling activities.
- They use equipment, which has been provided to minimise manual handling activities.
- Any problems relating to the activity are reported to supervisory staff and volunteers.

3.2.11 Electrical Safety

The Church will ensure that electrical systems are maintained to be safe and free of danger. Any electrical work undertaken will be by a qualified electrician in accordance to BS 7671:2001 and certification to this affect is to be provided on completion.

The church will ensure that portable electrical appliances will be inspected at appropriate intervals in accordance with HSE guidelines. The fixed installation and lightning conductor will be inspected and tested every 5 years.

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

- Visually check all electrical equipment before use.
- Report all faults immediately to the warden.

- Do not attempt to use or repair faulty equipment.
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

3.2.12 Working at Height

Only approved contractors may work at high levels.

The following work requires prior authorisation from the church office:

- a. Replacing light bulbs,
- b. Clearing leaves and debris from the gutters.
- c. High level dusting.
- d. High level painting.

For the above, the church will ensure that ladders are regularly inspected and maintained. Falls account for most deaths and major injuries. wardens and voluntary workers must observe the following rules:

- Ladders are only to be used for work lasting a few minutes (HSE suggest a maximum working period of 30 minutes in one position), and only where the nature of the work allows for one hand to hold onto the ladder at all times.
- Ladders must always be either tied or footed and set at an angle of 1 in 4.
- Ladders must be long enough to allow someone to stand no more than 3 rungs from the top.
- No one working alone should use a ladder.
- Users should not try to reach sideways but should move the ladder instead.
- Any work taking more than a few minutes should be carried out using a proprietary tower scaffold or similar.
- The most basic rule is that if work at height cannot be done safely, then it should be passed to a qualified contractor.
- Before using a ladder, check that it is safe to use:
 - Are all the rungs present and in good condition?
 - Are the rubber 'feet' in place?
 - Is the floor slippery or polished?

The use of ladders and steps other than those supplied by the Church is prohibited. The use of ladders and step ladders is very limited and does not form a significant part of the normal work at the premises.

As a general rule, where work will not exceed a duration of 30 minutes in a fixed location and the work allows a three-point contact with ladders to be maintained, then a ladder or steps may be used. Step and extending ladders supplied for use meet the Class 1 (Industrial) or BSEN 131 (Trade) standard. Domestic steps (Class 3) or equipment brought in by staff and volunteers are not suitable for use.

General storage has been designed to be accessible without the need for access equipment.

Consideration should always be made to providing a second person to support steps, particularly when undertaking work at a higher level. A record of stepladder inspections is maintained as part of the warden pack (see [Appendix H](#)).

3.2.13 Lone Working

No one should be alone in the church unless they have a mobile phone on their person. Persons may use their own mobile phone.

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables.

3.2.14 User Groups & Church Outings

Anyone organising trips, activities etc. must observe the following rules:

- Ministers, wardens and voluntary workers must ensure that activities are supervised and under the control of a professional instructor or practitioner unless the activity falls within the bounds where parents might reasonably expect to have the knowledge, foresight and experience be able to supervise their own children e.g. sea-side swimming, boating lake, short walks, overnight camps etc.
- Ministers, wardens and voluntary workers must ensure a good ratio of children to supervisors and they should have access to a mobile phone and a first aid kit.
- Time spent away is best spent in professionally run centres.
- Anyone organising events or trips should speak to the Board if they have any doubts or questions
- Specific events and activities sometimes have specific health and safety guidance. The warden should also be consulted for anything involving bouncy castles, fireworks, bonfires and charity walks. Ecclesiastical Insurance produce guidance on these subjects
- The warden is responsible for ensuring that safeguarding checks are in place and that all involved in overseeing events, are DBS certified.

3.2.15 Workplace Inspection

The designated church warden has responsibility for ensuring that standards are maintained and effectively supervised during work periods. The Board also have responsibilities for ensuring ongoing compliance in their areas.

The Church Monthly Safety Inspection Log ([Appendix H](#)) provides a routine inspection checklist to confirm ongoing compliance. The property manager will also undertake a bi-annual review inspection to ensure that standards are maintained.

3.2.16 Hygiene

The church will provide and maintain suitable facilities for hygienic food preparation.

The following rules must be observed:

- Surfaces should be washed and disinfected before and after preparing any food.
- Hands should be washed before preparation of food, and any wounds covered with a plaster or bandage.
- Sinks should be cleaned and disinfected before washing any food.

For more information: <http://www.churchsafety.org.uk/information/other/food.htm>

3.2.17 Lighting

In order to ensure that the church is adequately lit, an inspection will be made every month by the warden to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to the Property Manager who will ensure that the bulbs are replaced following appropriate safety procedures.

Appendix A: List of Church Wardens

See warden list attached.

Appendix B: List of First Aiders

See Appointed Persons list attached.

Appendix C: Fire Safety Log Book

See Fire Safety Log Book attached.

Appendix D: Asset Register Form

See Asset Register Form attached.



Accident & Near Miss Report Form

Reference No.....		Location			Date of Report	
Last Name of Injured (or ill) Person		First Name			Role:	
Accident Location (Area)		Date of Accident			Time	
Accident Category (check)	<input type="checkbox"/> Injury or Illness	<input type="checkbox"/> Equipment Malfunction	<input type="checkbox"/> Unsafe Practice	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Other (specify)
Employee <input type="checkbox"/>	or	<input type="checkbox"/> No Injury or First Aid	<input type="checkbox"/> Medical Treatment	<input type="checkbox"/> Time Lost	<input type="checkbox"/> Major or Fatal	
Member of the Public <input type="checkbox"/>						
Nature of Injury or Illness						
Is a detailed investigation warranted?						
Yes <input type="checkbox"/> No <input type="checkbox"/>						
If No, the form should be signed off and filed and no further investigation is required.						
Description of Accident or Employee's Account of Occupational Disease (e.g. RSI) (use separate sheet if necessary and include plans)						
Name(s) of Witness(s) (Include Phone Numbers)						
Were Written Safe Work Procedures Established and Available?	Were they Adequate?	Were these Safe Work Procedures used in Training?	Has the Risk Assessment for This Activity Been Reviewed?			
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			

Basic Cause (and Contributory Factors) **EXPLAIN FULLY UNSAFE CONDITIONS**

Corrective Measures Taken and/or Recommended

Corrective Action Referred To: _____ Date To Be Completed By: _____

Additional Comments or Observations. Where applicable give details of makes & models of machines, equipment, tools, structures, etc., involved in this accident. (Use separate sheet if necessary)

Name(s) & occupations of person (s) who investigated accident:

Print Name & Role

Signed

Date



Appendix F:

COSHH Risk Assessment Form

Area	Date	Assessment No.	Assessor

Has a Material Safety Data Sheet (MSDS) been obtained? Y / N
 Is it necessary to use this substance (consider safer alternatives)? Y / N
 Is the substance contain requiring a 'Workplace Exposure Limit'? Y / N
 If Yes, please list the substances and limits from the MSDS

.....

How is the product harmful? (Please Circle)

Inhalation Eye Contact Skin Contact Ingestion Injection Sensitising Agent

Describe the required PPE. (Please Circle)

Goggles Gloves Protective Clothing Apron Protective Footwear

Respirator/Dust Mask Description of the activity;

who, where and how the substance is used

.....
.....

List out the current control measures that apply to the task

.....
.....

Is monitoring and/or supervision of the controls in place? Describe the measures taken

.....

Have members been trained in the safe use and the control measures to be used? Y / N

Are the controls applied adequate and consistent with those given in the MSDS? Y / N

Is the PPE provided appropriate and suitable and is it being used? Y / N

Review Date	Changes Made	Assessor	Signed



General Handling Arrangements

The use of mechanical aids should always be considered as a priority where heavy items will be handled. Handling should be carefully considered and appropriate planning given prior to attempting tasks. The use of team lifting or alternative, safer methods should always be considered in preference to individual handling. Where heavy boxes are to be handled, consideration should be given to splitting heavy boxes into lighter loads.

No member of staff or volunteers are expected to undertake unreasonable handling tasks. Safe handling will also be the responsibility of all staff and volunteers and should situations occur where additional assistance is needed from a second member of staff, the policy is to provide this.

It is important to;

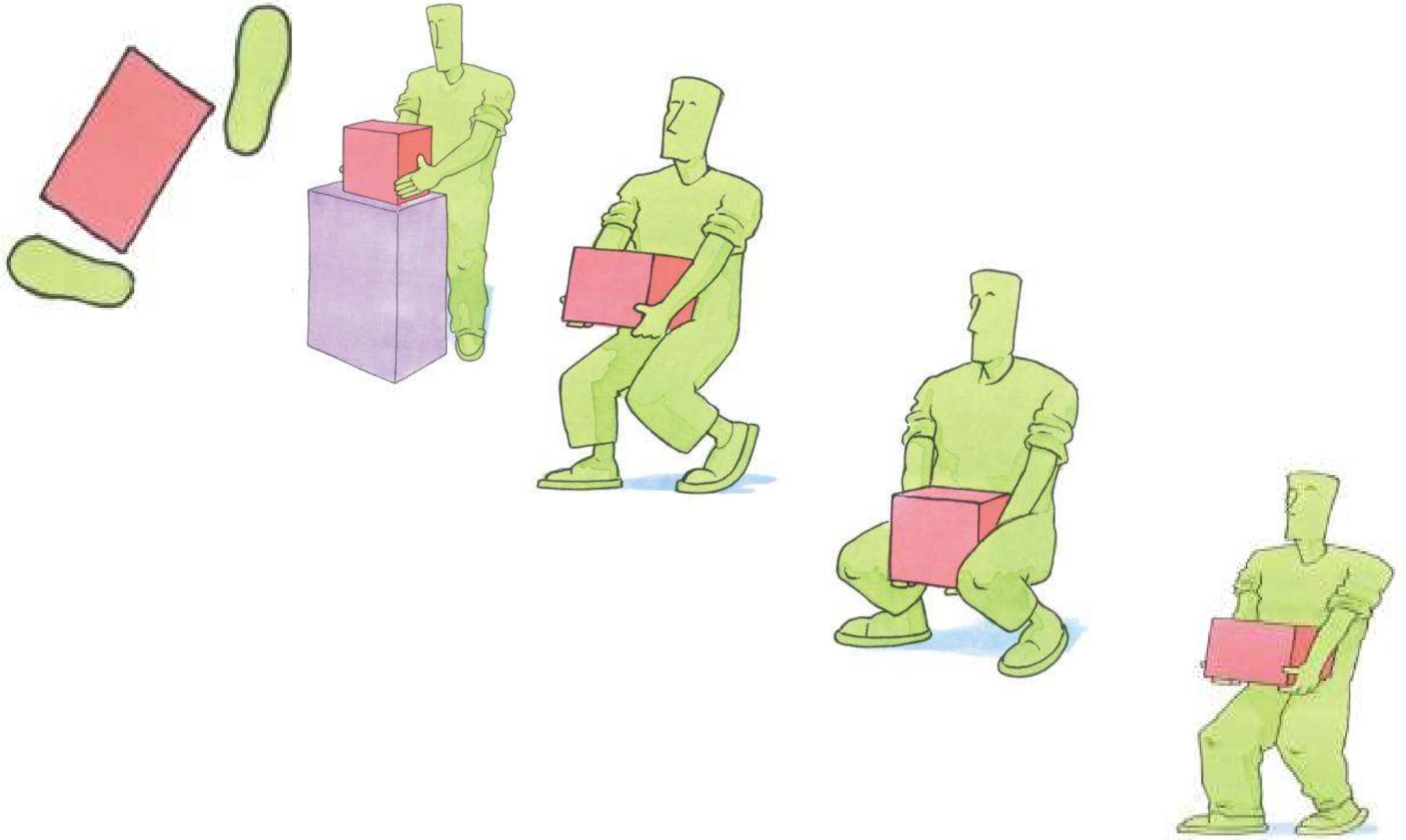
- avoid the need to undertake manual handling wherever possible; use mechanical aids or get assistance, where appropriate;
- avoid the need for handling that involves stretching and twisting operations; use sensible techniques for manual handling as outlined below;
- where possible, break down loads to smaller amounts;
- contact the PCC where there is a need for additional support to deal with high stock levels or difficult handling operations
- be aware of and use safe manual handling techniques as outlined.

Any member of staff or volunteers who have particular concerns about a handling operation should raise this to the Vicar or HSO and they must not attempt to undertake work that they consider unreasonable.

Safe Techniques for Manual Handling

The following principles should be applied when lifting and lowering is undertaken:-

- think about the task involved. Can it be avoided or are there mechanical aids or assistance from other staff and volunteers available. Consider whether the weight and task is reasonable;
- plan the manual handling before starting. Make sure the area is clear and where you are going to put the item down;
- position feet a shoulder width apart and bend the legs and grip the item;
- straighten your legs, keeping your head looking forward and move smoothly without jerking; move to the final position and smoothly place the item down, bending knees as before.



Appendix H Safety Inspection Log



Date	
Responsible Person (Completing Inspection)	

Issue	Guidance	Comment (Deficiencies)	Person Responsible to Complete
Policies and Documentation	Have the H&S Policy and Risk Assessments and associated records been reviewed (< 12- months)?		
Accident Investigation	Is the accident book available? Have incidents / near misses been properly investigated and improvements implemented?		
Fire Extinguishers & Alarm	In position, serviced and serviceable?		
Fire Evacuation	Has this been rehearsed in past 6-month period?		
Housekeeping & Fire Exits	Are fire exits clear and good housekeeping standards in place		
Clear Walkways and Carpets	In sound condition, serviceable and kept closed		
Electrical Appliances	Are inspection records for equipment up to date?		
Gas Appliances	Has an engineer undertaken servicing in preceding 12 month period?		
Chemical Storage and Use	Are chemicals correctly stored and COSHH sheets and protective equipment in place? Are flammable materials stored safely?		
New ministers and volunteers	Have new staff and volunteers been advised of H&S Policy and received induction training?		

Issue	Guidance	Comment (Deficiencies)	Person Responsible to Complete
Plant & Machinery	Is all plant and machinery properly maintained and in serviceable condition?		
Floor Surfaces and General Structure	Are floor surfaces and the main structural condition adequate?		
Ladders & Stepladders	Are ladders and stepladders in sound, serviceable condition?		
Are there ministers, wardens and volunteers with an identified training need?			
Any other deficiencies that have been identified?			
Other Comments			