

Christ Church St Albans

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The incumbent, Wardens and PCC of Christ Church, St Albans will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff and volunteers who do work in the building, and a copy is available on the church website.

This policy statement and the accompanying organisation and arrangements will be reviewed every two years.

Jeremy Follett, Vicar

[2017]

Anthony Harris, Site manager

[2017]

Michael Thompson, Church Warden

[2017]

Kevin Vaughan, Church Warden

[2017]

ORGANISATION

The PCC has overall responsibility for Health and Safety in the church and its grounds and is responsible for ensuring health and safety management systems are in place and effective.

The Site Manager and Wardens will receive relevant information, monitor the implementation of policies and procedures and feedback health and safety issues and identified actions to the PCC via its Buildings and Grounds Action Group [BAGAG].

BAGAG will receive a regular report from the Site Manager in order to enable them to provide and prioritise resources for health and safety issues. BAGAG will report major issues to the PCC.

Overall responsibility for the day to day management of health and safety in accordance with this policy rests with the Wardens and Site Manager.

They have responsibility for:

- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the PCC on health and safety performance and any safety concerns or issues which may cannot be rectified within the church's budget.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Ensuring all staff and volunteers are competent to carry out their roles and are provided with adequate information, instruction and training to avoid hazards and contribute positively to their own health and safety.
- Ensure health and safety risk assessments are undertaken by volunteers or staff for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that all accidents (including near misses) are promptly reported and investigated.

They may choose to delegate certain tasks to other members of staff or of the PCC or its committees and action groups.

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

They have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the church's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.

- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager, and to the Wardens or Site Manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Parents have the responsibility of ensuring the safety of their children in the buildings and around the site at all times, unless they have been handed over to staff or volunteers for an organised activity.

This policy will be reviewed by the PCC in February 2019

ARRANGEMENTS

These are detailed in the appendices below:

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal Safety / Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Moving and Handling
- Appendix 13 - Asbestos
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Stress
- Appendix 20 - Legionella
- Appendix 21 - Slips, Trips and Falls
- Appendix 22 - Child and Vulnerable Adult Protection

APPENDIX 1 – RISK ASSESSMENTS

The church conducts and documents risk assessments for all activities presenting a significant risk. These are created by the staff member or volunteer in charge of the activity and co-ordinated by the Site Manager and are approved by the Wardens on behalf of the PCC.

Risk assessments are available to view and are held centrally in the church office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Those involved in any activity will be made aware of any changes to risk assessments relating to that activity.

APPENDIX 2 – OFFSITE VISITS

A member of staff or volunteer leading and planning any trip including minors without their parents/carers will notify the Children and Families Worker, or their Line Manager, and submit details of the trip, including:

- When the trip is to take place and for how long
- destination
- purpose
- the adults and children attending
- the mode of transport being used
- risk assessments relating to the trip
- confirmation that any child or young person under 18 has given the trip organiser a completed trip permission form signed by the parent/carer
- medical information on those attending where appropriate and first aiders attending
- a contact number for the leader

When trips include children with parents/carers, then the leader must make it clear to parents/carers that their children are their responsibility.

APPENDIX 3 – HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted annually by BAGAG and recorded in their minutes. This action group report annually in writing to the PCC who have ultimate responsibility for following up safety issues.

In order to ensure that the church is adequately lit, an inspection will be made every month by the Site Manager to ensure that lights in the Church, Hall and Church grounds are working. He will ensure that faulty bulbs or fittings are attended to following appropriate safety procedures.

APPENDIX 4 - FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

Emergency Procedures

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices. Emergency lighting is provided adjacent to all escape doors and escape signs are visible.

The Fire Plan is displayed in the Foyer (by the fire alarm control panel) and in the Library.

Fire and emergency evacuation procedures

- In case of fire or other emergency requiring evacuation of the building, people in the building are to be marshalled by stewards and sidesmen [if it is during a service], or by staff or volunteers leading and activity [at other times]. They should leave without stopping to pick up belongings, as quickly as possible but without running to the nearest, **clear** fire exit as shown in the Fire Plan. Marshals will take into account age or infirmity of those they direct and assist as needed.
- Disabled (level) escape is via the main foyer and church lobby entrances, Area B side escape, rear corridor exit and new hall escape.
- The shutters to the Annexe kitchen, and the corridor and Store Room doors in the new building, automatically close in the event of a fire alarm and should not be obstructed.
- The Fire Plan allows for the fact that the access from the link corridor to the Church lobby may be locked.
- Following evacuation of the building, all areas need to be checked if safe to do so, to ensure people have responded.
- On leaving the area it is necessary to ensure the doors are closed (not locked).
- The Steward/member of staff/volunteer conducting the evacuation should confirm with the Church Wardens (or senior church member present) that the Centre has been cleared. Emergency services will be alerted as necessary.
- People will only be allowed back into the Centre (in an orderly manner) on receipt of the “all clear”.

Fire Drills

Fire drills will be undertaken annually and results recorded in the fire log book.

Fire Fighting

- Staff will be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.
- Raising the alarm and the safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment after the alarm has been sounded and the building evacuated.

Details of service isolation points

- **Gas**
 - main isolation valve in gas meter cupboard in Church building cuts off gas to the whole building; also valve to cut off new building
 - new building isolation valve behind screwed panel in boiler room
- **Water**
 - Church water supply rising main under Church kitchen sink (note there is also a water storage tank above the kitchen ceiling)
 - New building water supply rising main behind screwed panel in boiler room
 - Either building may be isolated by taps under the manhole cover immediately outside the rear corridor exit – tool to reach taps kept in heating cupboard
 - Whole supply may be isolated at the water meter by the front boundary
- **Electricity**
 - Isolators for Church, new building and Cabin in electric cupboard in Church kitchen
 - Isolator for new building in electric cupboard off rear corridor

Details of hazardous and flammable substances on site.

An inventory of these will be kept by the Site Manager (see Appendix 11).

APPENDIX 5 – INSPECTION AND MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager is responsible for ensuring that the church's fire log is kept up to date.

Fire Alarm System

A fire alarm maintenance contract is in place with Amthal Fire & Security and the system is tested six-monthly by them. The alarms are also tested monthly by the Site Manager.

Fire Fighting Equipment

Monthly in-house checks are made by the Site Manager that all fire fighting extinguishers and blankets are available for use and operational and for any evidence of tampering.

ALF Fire Extinguishers Ltd have undertaken an annual maintenance service of all fire fighting equipment. They have now passed their business to Prevent Fire Ltd.

Emergency Lighting Systems

These systems are checked for operation monthly in house and annually a full three-hour discharge test is undertaken and recorded by the Site Manager.

Means of Escape

It is the responsibility of event organisers or, for services, the Wardens to check for any obstructions on exit routes and ensure that all fire exit doors are operational and available for use.

APPENDIX 6 – FIRST AID AND MEDICATION

The church has assessed the need for first aid provision.

A list of those trained to this level may be found by the First Aid boxes.

First Aid qualifications remain valid for 3 years. The Church Wardens will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

First aid boxes are located at the following points:

- Foyer reception
- Lounge

The Church Wardens are responsible for checking twice a year that the contents of first aid boxes are complete and replenished as necessary.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of a minor with the parents/carers.

Leaders running a trip with church children may, at the written request of the parent / carer, administer medication, whether purchased by the parents or prescribed by a medical practitioner.

APPENDIX 7 – ACCIDENT REPORTING PROCEDURES

Accidents

All accidents must be recorded in the accident book in the Church office; more significant incidents as detailed below must also be reported to the Wardens (who will notify the PCC as appropriate). Significant incidences include:

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

Parents / carers will be notified immediately of all significant injuries to their children.

Accidents will be monitored for trends and a report made to the PCC as necessary.

The Wardens, or their nominee, will investigate accidents where appropriate and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported to the Health and Safety Executive (HSE) on 0845 300 9923.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A person being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Diocese.

APPENDIX 8 – HEALTH AND SAFETY INFORMATION & TRAINING

Communication of Information

A copy of this health and safety policy is available for reference on the Church website.

The Health and Safety Law poster is displayed in the office.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Each member of staff is also responsible for drawing the Site Manager's or Wardens' attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9 – PERSONAL SAFETY / LONE WORKING

The church believes that staff should not be expected to put themselves in danger.

Lone working

Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine the appropriate precautions.

Staff and volunteers working alone should ensure they have means to summon help in an emergency, and are advised to carry a personal mobile telephone. Where a meeting with an unknown visitor takes place, it should be within the foyer.

For staff and volunteers conducting home visits, other than to well-known households, expected control measures would include: mobile phone contact, notifying a colleague or the Church Administrator of visit details with expected time of return / end time and

arrangements for contacting. During the visit itself, routine "Safeguarding" measures should be used such as not getting into compromising situations and always keeping a clear exit to the door. Where there are known risks which may affect safety, staff should not visit alone.

APPENDIX 10 – PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Site Manager.

The Site Manager is responsible for ensuring that all plant and equipment is included in the Church inventory, including a record of PAT tests.

All staff are required to report to the Site Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service.

Electrical Safety

Staff and volunteers will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager or Wardens.

All portable items of electrical equipment will be subject to formal inspection and testing by a competent person (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).

The Site Manager is responsible for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) brought into the Church are the owner's responsibility, and must not be used by others before inspection by a competent person. Personal equipment stored in the Church will be subject to the same tests as Church equipment.

Plastic covers will not be inserted into any mains sockets. The sockets are safer without them, and the covers can damage the sockets. (See for example <http://www.fatallyflawed.org.uk/>.) Any socket covers will be removed and discarded.

A fixed electrical installation test (fixed wire test) will be conducted on a 5 year cycle.

External play equipment

External play equipment will only be used when appropriately supervised.

The person organising the event will ensure that the equipment is checked before use for any apparent defects.

APPENDIX 11 – FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH Regulations).

The Site Manager will ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Site Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and from builders, decorators, etc*).

Gas equipment safety

Our gas boilers and cookers are maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

APPENDIX 12 – LIFTING AND HANDLING

All regular manual handling activities which present a significant risk to the health and safety of staff or volunteers will be subject to a risk assessment. A copy of this assessment will be provided which must be followed when carrying out the task.

Occasional tasks requiring heavy lifting must be risk assessed at the time; this may be informal, and is the responsibility of the persons carrying out the work.

Staff and volunteers should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely. No pregnant woman may engage in lifting heavy items.

APPENDIX 13 – ASBESTOS

The church's asbestos register is held in the heating cupboard. A summary is included in the Notes for Contractors (see Appendix 14) which will be made available to all staff and contractors prior to any work commencing on the fabric of the building. No work can commence until this has been checked by those undertaking the work.

The Site Manager will ensure:

- The asbestos management plan is maintained.

- That the asbestos register is consulted at the earliest possible opportunity in any planning process and before any work on the fabric or fixed equipment of the old building or garages is commenced.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the asbestos log (minimum of annually).

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager or Wardens.

APPENDIX 14 – CONTRACTORS

All contractors used by the church will ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to reception where they will be issued with guidance on fire procedures, and local management arrangements. The key points are set out in the document Notes for Contractors available on the Church website.

The Site Manager is responsible for briefing contractors on health and safety issues affecting their area of work.

Contractors may be asked to provide risk assessments and method statements specific to the site and works to be undertaken prior to works commencing on site.

APPENDIX 15 – WORK AT HEIGHT

Working at height can present a significant risk; where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate ladders, stepladders or kick stools are to be used, or the tower scaffold for prolonged activity. Neither staff nor volunteers may climb onto swivel chairs or any other unstable equipment.

Basic instruction, including the need to inspect equipment before use, is provided by fixed notices adjacent to all storage locations for ladders and stepladders.

The scaffold tower may only be erected, climbed or dismantled with a PASMA certified person present. The tower base is padlocked to prevent unauthorised use.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The Church's nominated person(s) responsible for work at height is the Site Manager. The nominated person will ensure that:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;

- any risks from fragile surfaces are properly controlled.

APPENDIX 16 – DISPLAY SCREEN EQUIPMENT (DSE)

All staff are advised of good practice in relation to DSE use.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). The church will pay for such eyesight tests.

APPENDIX 17 – VEHICLES ON SITE

A car park is provided with bays for disabled drivers or passengers.

Access to the church must be kept clear for emergency vehicles.

APPENDIX 18 – LETTINGS / SHARED USE OF PREMISES

All hirers, and other keyholders, are provided with an A4 sheet ‘Using the Building – Key Points’ which includes essential fire and security information. They are encouraged to read the full Building Handbook.

APPENDIX 19 – STRESS / WELLBEING

The PCC is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Diocese’s management standards.

There are systems in place for responding to individual concerns and monitoring staff workloads. In particular the following exist:

- Line Management and Performance Management
- Staff able to speak to the Vicar, Wardens and Staffing Committee

Staff complaining of stress are expected to:

- discuss the matter with their Line Manager
- advise their GP.
- Seek outside support – possibly an employee assistance programme

APPENDIX 20 – LEGIONELLA

The church complies with advice on the potential risks from Legionella.

Operational checks include identifying and flushing rarely used outlets on a weekly basis, in particular the toilets in the old building.

APPENDIX 21 – SLIPS, TRIPS AND FALLS

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, the Site Manager will inspect every month

- all floors in the Church and Hall, and
- all paths and steps in the Church grounds. Particular note will be made of moss, algae and leaves on paths.

He will arrange for any defects to be repaired or for remedial measures to be carried out.

The Wardens [on Sundays] or the person responsible for an event [in the week] are responsible for:

- Clearing away wet leaves
- Removing snow to clear a path to the church buildings from the road and from the disabled slope by the car park and treating the cleared area with salt
- Using salt on areas prone to be slippery in frosty, icy conditions (a store of rock salt is kept in the far garage).

APPENDIX 22 – CHILD AND VULNERABLE ADULT PROTECTION

The PCC has adopted a Child Protection Policy in accordance with Diocesan guidelines. It is implemented under the control of the Vicar and appointed Child Protection Coordinator, and reviewed annually by the PCC.

The PCC has also adopted a Policy for Safeguarding Vulnerable Adults in accordance with Diocesan guidelines, and has appointed a Parish Safeguarding Adults Coordinator.