



Health & Safety Policy

2007 edition

The Parish of St Agnes Birch in Rusholme
with St John with St Cyprian Longsight

HEALTH AND SAFETY POLICY

Last Amended: February 2007

INTRODUCTION

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The Policy is in three sections:

- A. General Statement of Policy
- B. Organisation and Responsibilities
- C. Arrangements

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NOTE TO ALL EMPLOYEES, VOLUNTARY HELPERS AND CONTRACTORS

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

SECTION A

GENERAL STATEMENT OF POLICY

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, casual labour 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, which 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 and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda of the Parochial Church Council quarterly, and sub committees where they exist and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:

Parish Priest

Date:

Review Date:

SECTION B

ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Parish Priest

Overall responsibility for health and safety is that of the Parish Priest 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. Responsibility of the Churchwardens

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

3. Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

4. Responsibility of the Health and Safety Officers

The Health and Safety Officer(s) appointed or nominated by the Parochial Church Council carry the responsibility for the day to day implementation of the arrangements outlined in this policy.

The responsibility of the Health and Safety Officers shall be to:

1. be familiar with Health and Safety Regulations as far as they concern church premises
2. be familiar with the health and safety policy and arrangements and ensure they are observed
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure the church and hall are clean and tidy
5. ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
8. ensure that adequate access and egress is maintained
9. ensure adequate fire fighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed

5. Responsibility of employees and voluntary workers

All employees and voluntary helpers 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 and voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person

4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.

6. Persons with Specific Responsibilities

The named persons responsible for safety in particular areas may change from time. The PCC shall annually check that the following areas of responsibility are covered and that an up-to-date list of persons with specific responsibilities is maintained and kept both with the main copy of the Health and Safety Policy in the Church Vestry and also with the PCC Secretary.

1. By Activity

Accident Book/Accident Reporting (1)

Fire Extinguishers (2.1)

Emergency Evacuation (2.4)

Portable Electrical Appliances (3.1)

Fixed Electrical System (3.4)

Gas Equipment (4)

Hazardous Substances (5)

Plant and Equipment (6)

Condition of Floors and Stairs (7.1)

Condition of Churchyard (7.2)

Light Bulb Changing (8)

Working at High Levels (9)

Food Preparation (10)

Manual handling (11)

Display Screen Equipment (12)

Building Defects/Glazing (13)

Child Protection (14)

Personal Safety (15)

Contractors (18)

Bell Ringing (16)

Choirs/Music (16)

Fetes and Outings (16)

Health and Safety Training

2. By Area

Main body of church

Vestry

Upper Vestry

Organ area

Cellar

Churchyard

Church/Community Hall

SECTION C

ARRANGEMENTS

Implementation of the Policy

This section and associated procedures set out our arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1. ACCIDENTS AND FIRST AID

First Aid boxes are located in the Vestry and in the Kitchen.

The accident books are located in the Kitchen and in the Vestry.

All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised.

Accident books and accident records are regularly reviewed. The person responsible for Health and Safety will give a report to the PCC meeting once every 3 months.

If the Community/Church Hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book in the Kitchen.

2. GENERAL FIRE SAFETY

Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997. In order to achieve this, we undertake the following:

1. An assessment of the fire risks in the church and associated buildings. This will be carried out either as a specific exercise or as part of our general health and safety risk assessments

2. A check that a fire can be detected in a reasonable time and that people can be warned
3. A check that people who may be in the building can get out safely, to include the provision of emergency lighting if necessary
4. To provide reasonable fire fighting equipment
5. A check that those in the building know what to do if there is a fire
6. A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company

2.1 Fire Extinguishers

Fire extinguishers are kept in the following locations:

<i>Location</i>	<i>Type of Extinguisher</i>
Church (back nave north)	1 x foam
Church (front nave south)	1 x water
Organ	1 x CO2
Kitchen end of Hall	1 x CO2

The extinguishers noted above will be checked every month by the Responsible Person to ensure that they are still in place and have not been discharged.

The extinguishers are serviced annually.

2.2 Fire Alarm System

There is no Fire Alarm System.

2.3 Other Fire Protection Equipment

A Fire Blanket is located in the Hall Kitchen. The fire blanket will be checked every month by the Responsible Person to ensure that it is still in place and has not been used.

2.4 Evacuation Procedures

For large services and events, where the congregation or audience exceeds 150 at the Church, we will have in place a system for stewarding an evacuation. All relevant persons will be aware of their responsibilities in these circumstances and will have undergone appropriate training. A copy of the procedure and details of the training will be kept on file in the Vestry.

2.5 Evacuation Drills

Fire evacuation drills will be carried out annually at the Church. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 If You Discover a Fire - No matter how small

1. Immediately raise the alarm by making an announcement and ensure building evacuation
2. Telephone the emergency services or ask someone to do so
3. Check the building for occupants, provided it is safe to do so
4. Evacuate to the designated assembly point which is the Slade Lane driveway of the Rectory
5. Ensure clear access for the emergency vehicles
6. Only attack the fire, if it is possible within your capability, using the appliances provided; you can ensure your exit route is clear; and without taking personal risk
7. 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 rule is People before Property.

3. ELECTRICAL SAFETY

1. The Responsible Person will maintain a list of all our portable electrical appliances.
2. Every Quarter, plugs, cables and sockets on equipment owned by St Agnes Parish Church will be visually inspected by the Responsible Person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs required will be reported to a Churchwarden for action.
3. Persons using their own portable electrical equipment on our property should ensure it is in safe and sound working order and only for their sole use.
4. All our portable electrical equipment will be tested by a competent contractor, (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body), to ensure that all appliances are safe. Any unsafe equipment will be disposed of in an appropriate safe manner.
5. Electrical equipment regularly used at the Church but owned by others should also be tested when our portable electrical equipment is tested. If any item should fail then it must not be used on our property.
6. Every year the Responsible Person will carry out a visual inspection of the fixed electrical installation. Any defects will be reported to the Churchwardens for action.
7. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
8. At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
9. It is our policy not to sell any electrical goods or to offer such equipment as part of a raffle, competition or as a prize etc.
10. 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:

- a. Visually check all electrical equipment before use.
- b. Report all faults immediately to the Responsible Person.
- c. Do not attempt to use or repair faulty equipment.
- d. Electrical equipment regularly used on the premises but not owned by us cannot be used until the approved person has tested it and entered in the electrical equipment record.
- e. Electrical equipment should be switched off and disconnected when not in use for long periods.
- f. Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. GAS EQUIPMENT SAFETY

Our gas boiler, gas heaters and any other gas equipment is maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately. Copies of the inspection report will be held in the Vestry.

5. HAZARDOUS SUBSTANCES

The Responsible Person will maintain a list of all hazardous substances used in the Church or Hall. Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:-

For all hazardous substances, which include substances marked as “Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment”, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of

storage, and action to take in the event of an accident. This documentation will be kept on file in the Vestry.

6. SAFETY OF PLANT AND MACHINERY

The Responsible Person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:-

1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use. A list of competent people is maintained in the Vestry in Church.
2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use
3. Machinery must be switched off and unplugged before any adjustments are made
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
5. 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.
6. The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
7. Persons under the age of 18 may only use hand tools and are not permitted to operate any power driven item of plant or machinery. They may use electric powered lawn mowers and strimmers but only when properly trained and supervised by an Adult.
8. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two-person operation.
9. Any defect and damage found to any item of plant or machinery must be reported to The Responsible Person.
10. All plant and machinery will be regularly maintained and a schedule kept of the maintenance requirements in the maintenance folder held in the Church Office

7. SLIPS, TRIPS AND FALLS

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every 6 months by the Responsible Person of all floors and stairs in the church and hall, and all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Churchwardens who will arrange for repairs to be carried out.

8. LIGHTING

In order to ensure that the church is adequately lit, an inspection will be made every quarter by the Responsible Person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to the Churchwardens who will ensure that the bulbs are replaced, ensuring that the safety procedure for the replacement of bulbs is followed.

9. WORKING AT HIGH LEVELS

The following areas are designed as high levels:-

Interior: Church lighting
Organ chamber
Exterior: all roofs

Only the following persons may work at high level:

Approved Contractors
The Church Wardens

Only the following work is authorised without special agreement:

Replacing light bulbs in the church

The appropriate training will be given and a system of recording will detail who is working where at any time.

10. PREPARATION OF FOOD

1. The appropriate regulations governing the preparation and storage of foodstuffs will be followed at all times.
2. All food handlers will receive training and/or relevant instruction and be supervised, as necessary, to carry out tasks safely.
3. Appropriate assessment of risks will be carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food will be washed down and disinfected.
5. Food stuffs may only be prepared in the kitchen of the Hall.
6. All main course food to be prepared on site using the appropriate washing facilities for foodstuffs.
7. Fridge and freezer storage is available for the duration of the event. Responsibility for ensuring the fridge and freezer are cleared at the end of the event remains with the event organiser.
8. At least one trained food handler will be involved on each catering occasion.
9. Only persons who have received the appropriate training may prepare and cook foodstuffs. Evidence of the appropriate training will be held on file in the Church Office. Others deemed competent may be involved in basic preparation and service of foodstuffs.
10. Temperatures of all foods cooked and held, during the function, will be recorded and handed to the Church Warden. These records will be kept on file in the Church Office.
11. All hirers of the Hall who may wish to provide foodstuffs are advised of the facilities and procedures as a term and condition of the hire agreement.

11. MANUAL HANDLING - Lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carryout risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. DISPLAY SCREEN EQUIPMENT

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

1. Stability and legibility of the screen
2. Contrast and brightness of the screen
3. Tilt and swivel of the screen
4. Suitability of keyboards, desks and chairs
5. The work station environment
6. The user friendliness of the software.

Daily work routines will involve periods away from the screen.

13. HAZARDOUS BUILDINGS /GLAZING

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the Responsible Person inspects the buildings annually.
2. Any defects noted will be immediately reported to the Buildings Team and procedures put in hand for repairs.
3. Where necessary, temporary measures will be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check will be made of all glazing in the buildings to ensure that any glass in windows below waist height and in

doors and beside doors below shoulder height is of a safety material or is protected against breakage.

14. CHILD PROTECTION

A statement upholding our Policy will be made at each annual Church Meeting and be suitably recorded.

Our Policy is displayed in the Church and in the Community Hall and is also available on the Parish website. A copy of the Policy and agreed procedures will be kept on file in the Church Vestry. A permanent record will be maintained of all accidents involving children.

15. PERSONAL SAFETY

Risk assessments will be undertaken to assess the risks to persons working alone in the Church or Hall, travelling to or from both premises, accepting persons into their homes and handling cash and other valuables. Procedures appropriate to the risks will be drawn up including the appropriate control measures and issued to the relevant people.

16. ACTIVITIES AND OTHER AREAS WHERE WE MAY NEED TO HAVE PROCEDURES

Risk assessments will be carried out for all hazardous activities and appropriate procedures produced and issued to the relevant people who must adhere to them.

We will carry out risk assessments for the following activities, produce the appropriate procedures and hold them on file in the Church Office.

1. Fetes, fairs, etc, including the use of Bouncy Castles.
2. Sponsored Walks
3. Churchyard Maintenance
4. Erection of temporary staging
5. Youth work

17. RISK ASSESSMENTS

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

18. CONTRACTORS

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:-

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same and also safe systems of work.
2. Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
3. Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
4. Where contractors bring plant and machinery onto the church premises, they must be able to show, where necessary, that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.

All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also specify any safety precautions they must undertake. The Responsible Person will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

We thank the Ecclesiastical Insurance Group for the information contained in their outline document, on which we have based our Health and Safety Policy.

This outline document has been prepared by Ecclesiastical Insurance Group plc as a service to its customers.

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