

## Policy: Health and Safety

The following policy was agreed at the Parochial Church Council (PCC) meeting held on ....  
It is to be reviewed annually.

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:

**Section A – General statement of policy**

**Section B – Organisation and responsibilities**

**Section C – Arrangements**

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 and its grounds. 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 annually 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 for all meetings of the Fabric Committee of the Parochial Church Council, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:

Date:

Annual Review: to be done in May or June, following the Annual Parochial Church Meeting.

## Section B – Organisation and responsibilities

### 1. Responsibility of the incumbent:

Overall responsibility for health and safety is that of the incumbent: [the Revd Adam Rylett](#), 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, as noted below:

[Gareth Buchner](#)

### 3. Responsibility of the Parochial Church Council

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

### 4. Responsibility of the Health and Safety Officer

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

[Caroline Dennis, the Operations Manager.](#)

*The responsibility of the health and safety officer are to:*

- i. be familiar with health and safety regulations as far as they concern church premises;
- ii. be familiar with the health and safety policy and arrangements and ensure they are observed;
- iii. ensure so far as is reasonably practicable, that safe systems of work are in place;
- iv. ensure the church is kept clean and tidy;
- v. ensure the church paths, garden etc. are kept in good order and trees, walls, etc. are safe;
- vi. ensure that safety equipment and clothing is provided and used by all personnel where this is required;
- vii. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
- viii. ensure that adequate access and egress is maintained;
- ix. ensure adequate firefighting equipment is available and maintained;
- x. ensure that food hygiene regulations and procedures are observed;
- xi. notify the incumbent, Churchwardens and PCC of any major health and safety risks.

### 5. Responsibility of employees and voluntary workers

All employees 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 premises.

*Employees and voluntary workers must therefore:*

- i. comply with safety rules, operating instructions and working procedures;
- ii. use protective clothing and equipment when it is required;
- iii. report any fault or defect in equipment immediately to the appropriate person;

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

## 6. Responsible persons

The following are responsible for safety in particular areas (numbers refer to entries within Section C below):

Accident book/Accident reporting (1)	H&S Officer / Activity leader
Fire extinguishers (2.1)	H&S Officer
Emergency evacuation (2.2)	H&S Officer / Service Leader / Activity Leader
Portable electrical appliances (3.1)	H&S Officer
Fixed electrical system (3.4)	H&S Officer
Gas boiler (4)	H&S Officer
Hazardous substances (5)	H&S Officer
Machinery (6)	H&S Officer / Churchwardens
Condition of floors and stairs (7.1)	H&S Officer
Condition of church grounds (7.2)	H&S Officer
Light bulb changing (8)	H&S Officer (low); Churchwardens (high)
Working at height (9)	H&S Officer / Churchwardens
Food handling (10)	H&S Officer / Activity Leader
Manual handling (11)	H&S Officer
Display screen equipment (12)	H&S Officer / Churchwardens
Building defects/glazing (13)	H&S Officer / Churchwardens
Safeguarding (14)	Safeguarding Officers: <a href="#">Ellie Hughes &amp; Rose Hickman</a>
Personal safety (15)	H&S Officer
Fun days and off-site trips (16.1)	H&S Officer / Activity Leader
Contractors (17)	H&S Officer / Churchwardens
Music & tech equipment	Worship leader and sound/tech team
Health and safety training	Churchwardens

## Section C – Arrangements

This section sets 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 kitchen cupboard  
 The accident book is located in: the kitchen cupboard  
 Trained/qualified first aiders are: [Caroline Dennis, Ellie Hughes, Carolyn Madanat, Fiona de Quidt, Gen Rylett, \(as of Nov 2021\)](#)  
 Trained on defibrillators are: [Caroline Dennis and Adam Rylett](#)

All accidents and incidents are entered in the accident book and our insurers advised where appropriate.

If the church or 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. A separate book is kept for this purpose. Accident records are regularly reviewed by the H&S Officer.

*Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations. There are three requirements for reporting, as follows:*

- *serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508*
- *accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within fifteen days on form F2508*
- *reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.*

#### Accident reporting

*Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).*

#### Recording

*Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.*

## **2. Fire safety**

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 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 either as a specific exercise or as part of our general health and safety risk assessments;
- 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 reasonable firefighting equipment;
- a check that those in the building know what to do if there is a fire;
- a regular check that our firefighting 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 & other protective equipment

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
Ambulatory (by external door)	6 litre water
Ambulatory (by church office)	2kg carbon dioxide
Inside the vestry office	5kg carbon dioxide
Welcome area (by main door)	6 litre water
Welcome area (by kitchen/toilets)	2kg carbon dioxide
Gallery (by Sanctuary room)	3 litre water (x2) 2kg carbon dioxide
Kitchen	Fire blanket

All equipment noted is checked every term by the responsible person to ensure that they are still in place and have not been discharged.

Any fire equipment is also checked annually by Chubb.

## 2.2 Evacuation procedure

See the Appendix A for the Fire Emergency Evacuation Plan for regular church users.

For large services and concerts, where the congregation/audience are larger than normal, there is a separate procedure for stewarding/evacuation.

## 2.3 Evacuation drills

Fire evacuation drills will not normally be carried out so as not to disrupt divine service or cause unnecessary distress or difficulty for vulnerable adults or those with small children. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

## 2.4 If you discover a fire (no matter how small)

- i. Immediately raise the alarm and inform the person responsible for the service or other event you are attending;
- ii. Check the building for occupants;
- iii. Telephone the emergency services;
- iv. Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk;
- v. 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;
- vi. Evacuate to the designated assembly point (see Appendix A)

## 3. Electrical safety

- i. Every term plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the Operations Manager for action;
- ii. Every year all our portable electrical equipment will be tested 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;
- iii. Every term a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Operations Manager or Churchwardens for action;
  - iv. 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;
  - v. At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

*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:*

- i. Visually check all electrical equipment before use;
- ii. Report all faults immediately to the responsible person;
- iii. Do not attempt to use or repair faulty equipment;
- iv. Any new electrical equipment should be examined and tested by the approved person;
- v. Electrical equipment should be switched off and disconnected when not in use for long periods;
- vi. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### **4. Gas equipment safety**

Our gas boilers and any other gas equipment is 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.

#### **5. Hazardous substances**

The H&S Officer will maintain a list of all hazardous substances stored in the church. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

- i. 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, any protective clothing needed, method of storage, and action to take in the event of an accident.
- ii. Asbestos requires specialist treatment and must only be touched or removed by specialist contractors. A list of all asbestos in the building is maintained by the PCC.
- iii. Do not mix chemicals.
- iv. Chemicals should only be stored in containers which clearly mark their contents.

#### **6. Safety of machinery**

The only machines used are vacuum cleaners; Stannah stair lift and lawn mowers.

- i. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use;
- ii. Before use, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no other defects;
- iii. Any defect and damage found to any item of machinery must be reported to the H&S Officer.

The following items of plant and equipment are tested by a competent person in accordance with an inspection programme: Stannah stairlift – tested annually.

#### **7. Slips, trips and falls – condition of floors, steps and paths**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every week by the H&S Officer of

- all floors and stairs in the church, and
- all paths and steps in the church grounds. Particular note will be made of moss, algae and leaves on paths and appropriate action taken.

#### **8. Lighting**

Any light fittings that need attention must be reported to the H&S Officer who will ensure that the bulbs are replaced following appropriate safety procedures.

#### **9. Working at high levels**

Particular care must be taken when working at height, inside or outside. This includes using a ladder inside or outside. See our 'Working on ladders (at heights) Policy' and the 'Working at Height' guidance provided by Ecclesiastical Insurance and follow the correct procedures in order to stay safe. At least one other person should be present when any high level work is undertaken.

#### **10. Preparation of food**

The church only has a food servery rather than a kitchen and so food should not normally be prepared on site, but either bought at a commercial retailer or prepared in private homes and brought ready prepared. Food Hygiene Regulations should always be observed. On those occasions when food is prepared or served at church all surfaces coming into contact with food must be washed down and disinfected beforehand and afterwards.

#### **11. Manual handling – lifting, carrying and moving loads**

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

#### **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:

- stability and legibility of the screen
- contrast and brightness of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the work station environment
- the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.



### **13. Hazardous buildings/glazing**

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 buildings are inspected annually by the H&S Officer, any defects noted and the procedures put in hand for repairs. This includes a check 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. A check has been made of any asbestos in the building by a competent person noting its location, type and condition (see report). Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.

### **14. Safeguarding**

The Church Council has adopted the Southwark Diocesan Policy 'A Safe Church' and reviews it annually. Two Safeguarding Officer have been appointed and an annual report is given to the Council.

### **15. Personal safety**

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. Staff and volunteers are encouraged to undertake appropriate training provided by the diocese and put into practice the guidance given.

### **16. Risk assessments/activities**

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.

For all hazardous activities, risk assessments should be undertaken and procedures to be followed set out. Guidelines have been produced by Diocese of Southwark.

The following activities will require risk assessments.

- fun days, including the use of bouncy castles
- offsite activities and trips, including walks, visits and outings
- erection of temporary staging.

(The specimen Risk assessment form to be used is attached as Appendix B)

### **17. 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:

- have their own health and safety policy (where required by law) and be able to provide a copy of the same;
- produce evidence that they have appropriate Public and Employers' Liability insurance in place;
- 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;



- where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation;
- 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 PCC recognises its responsibilities under The Construction (Design & Management) Regulations applying to all construction work in Great Britain. The Approved Code of Practice to the CDM Regulations summarises the duties of a client as follows:*

- *check the competence and resource of all appointees;*
- *ensure there are suitable management arrangements for the project including welfare facilities;*
- *allow sufficient time and resources for all stages;*
- *provide pre-construction information to designers and contractors.*

*A project is notifiable to the HSE if the construction phase will be longer than 30 days or 500 person days of construction work, and for such projects, clients must:*

- *appoint a CDM co-ordinator;*
- *appoint a Principal contractor;*
- *make sure construction work does not start unless there are suitable welfare facilities, and a construction phase plan is in place;*
- *provide information relating to the health and safety file to the CDM co-ordinator;*
- *retain and provide access to the health and safety file.*

## **18. Information and enforcement**

- Environmental Health Service Information:  
Guildhall 2  
High Street  
Kingston upon Thames  
KT1 1EU  
Telephone: 020 8547 5002  
Email : [environment@kingston.gov.uk](mailto:environment@kingston.gov.uk)
- Employment Medical Advisory Service Information:  
[www.hse.gov.uk/contact/contact.htm](http://www.hse.gov.uk/contact/contact.htm)
- Health and Safety Executive Information Line: 0845 345 0055

## **19. Health and Safety Law poster**

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the ambulatory.

## Appendix A: Fire Emergency Evacuation Plan for all users of St Paul's Church building.

### **Evacuation plan**

A general Fire Emergency Evacuation Plan (FEPP) is displayed around the church and a copy is below. Please familiarise yourself with this plan and note that it may be necessary for you to have your own evacuation plan, depending on the size, age, mobility and location of your particular group of people. Identify the people who are most at risk in your group, especially young children, the elderly and those with disabilities.

Be sure that you are aware of your nearest emergency exit/s and the location of nearby fire extinguishers (only to be used if you have been trained and it is safe to do so).

When your group is meeting please ensure that you have two clear and unobstructed exit routes in case of fire.

### **Emergency lighting**

Should an evacuation take place during darkness there is emergency lighting in the Welcome Area Ambulatory, and Nave.

### **Outside office hours (normally 9.00am to 2.30pm)**

Please note that although most users access the building by the front door (West end) the Chubb lock on the office door should be unlocked during times when any activity or group meeting is taking place in the building. This will allow evacuation by this route should it be necessary. All doors should be locked when the last person leaves the building. As best practice keys will be provided for regular users and made temporarily available for occasional hirers.

### **Risk assessment**

A fire-risk assessment is carried out annually by the church wardens, the administrator or operations manager regularly check the building and the fire extinguishers are serviced annually. However, if you have any concerns about fire safety in the church building, please contact the administrators or church wardens immediately.

### **Queries**

If you have any queries about anything written in this document please contact the church office on either [office@stpaulskingston.org.uk](mailto:office@stpaulskingston.org.uk) or 020 8549 5444.

## **FIRE EMERGENCY EVACUATION PLAN FOR ST PAUL'S CHURCH**

### **IF YOU DISCOVER A FIRE**

1. Alert everyone in the building by the most appropriate means  
*Make a brief attempt to extinguish the fire only if you have been trained and it is safe to do so*
2. Proceed to the Assembly Area – on Alexandra Road by St Paul's School gate.
3. Call the emergency services (999). Do NOT re-enter the building however safe it may appear.
4. Inform the most senior officer of the church present of the location and possible cause of the fire.

### **WHEN THE ALARM IS RAISED**

1. Everyone in the building proceed to the Assembly Area – on Alexandra Road by St Paul's School gate.
2. Do NOT stop to collect personal belongings
3. Once safely at the assembly area ensure the senior person is aware of your presence.
4. The senior person is to ascertain through questioning that everyone known to be in the church is accounted for and that all areas have been cleared and the emergency services summoned. The senior person should also check that the emergency services have been summoned. He/she should also brief the senior emergency officer of all known and relevant facts relating to the emergency.
5. No one is to re-enter the premises until informed it is safe to do so by the senior person attending to the emergency.

**THE ABOVE PLAN SHOULD BE DISCUSSED WITH STAFF AND REGULAR CHURCH USERS. IT SHOULD ALSO BE PROMINENTLY DISPLAYED IN COMMUNAL AREAS AND AT FIRE EXITS**

## Appendix B: Template Risk Assessment

**Activity:**

**Location:**

**Time/frequency:**

**Date of first risk assessment:**

**Name of leader with responsibility:**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done