

Health & Safety Policy



St John's Church

And Parish Rooms

Long Street

'Devizes, Wiltshire

SN10 1NP

| | | | |
|---|--------------|--------|-----------------|
| Policy ratified by St John's Parochial Church Council | | | 22.11.15 FOR 16 |
| Review date | January 2017 | Actual | 25.01.17 |
| Review date | January 2018 | Actual | 11.04.18 |
| Review date | January 2019 | Actual | 30.01.19 |
| Review date | January 2020 | Actual | 29.01.20 |
| Review date | January 2021 | Actual | 24.02.21 |
| Review date | January 2022 | Actual | 26.01.22 |

Health and Safety Policy (H&S)

Name of Church: St John's Church and Parish Rooms

Address: Long Street, Devizes, Wiltshire, SN10 1NP

A - General Statement of Policy

Our policy, so far as 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 reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church 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 will be reviewed annually, and the appropriate changes made.

In order to ensure that H&S matters are kept constantly under review, an item on H&S will be on the agenda for all meetings the Buildings and Grounds Committee which will in turn report to the Parochial Church Council; employees and voluntary workers will be consulted on a regular basis in order to seek their views on H&S matters.

B - Organisation and Responsibilities

1. Responsibility of the Priest in Charge: Overall responsibility for H & S is that of the Rector,

Rev. Jonathan Poston

who will ensure that arrangements are in place to satisfy H&S regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel.

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 here:

Robert Simpson / Jane Scorer / Peter Crofts / Mike McClelland

3. Responsibility of the Parochial Church Council: The Parochial Church Council has general responsibility to ensure that the H&S policy is implemented.

4. Responsibility of the Health & Safety Officer: The following person, appointed by the Parochial Church Council, carries the responsibility for the day to day implementation of the arrangements outlined in this Policy:

Alan Martin.

Unless otherwise stated, the Responsibility of the H&S officer shall be to:

- 1 Be familiar with H&S regulations as far as they concern church premises
- 2 Be familiar with the H&S 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 The wardens will ensure that the church is clean and tidy; the chair of the Parish Rooms will ensure the hall is kept clean and tidy.
- 5 The wardens will advise **Wiltshire County Council** should there be any concerns over the maintenance of the churchyard and pathways, including the safety of monuments
- 6 Individual users will ensure that safety equipment and clothing is provided and used by themselves and all others where this is required
- 7 Users will ensure that all plant, equipment and tools are properly maintained and in good condition and that they and all other operators have received the appropriate training
- 8 Wardens, sidesmen, and all other persons on duty on church premises at any time, will ensure that adequate access and egress is maintained
- 9 The Parish Administrator will ensure adequate fire fighting equipment is available and maintained
- 10 Our Hiring Agreement will advise that food hygiene regulations and procedures must be observed

5. Responsibility of employees and voluntary workers: All employees and voluntary workers have a responsibility to co-operate in the implementation of this H&S 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
- 3 Report any fault or defect in equipment immediately to the Parish Administrator
- 4 Report all accidents (however minor) injuries, near misses, or other potential safety hazards as soon as possible to the Parish Administrator
- 5 Not misuse anything provided in the interest of health and safety

6. Responsible persons: The named persons below are responsible for safety as follows:

By activity

| Activity | Responsible | Activity | Responsible |
|---------------------------------------|--|--------------------------|---------------------------|
| Accident book & Accident reporting | Alan Martin | Condition of churchy'd | Devizes Town C'cl |
| Fire Extinguishers | Administration | Light bulb changing | Administration |
| Bell ringing | Elizabeth Merritt | Working at high levels | Contractors only |
| Emergency evacuation | Wardens/Sidesmen | Food preparation | Cert. Food Hand'rs |
| Portable electrical appliances | Administration | Manual handling | Own duty of care |
| Fixed electrical system | Architect | Building defects/glazing | Architect/Wardens |
| Gas equipment | Administration | Child protection | Gerry King |
| Hazardous substances | Administration | Personal safety | Own duty of care |
| Plant and machinery | Administration | Outings | Organiser |
| Condition of floors, stairs and steps | Wardens/Sidesmen | Choir/music | Graham Coatman |
| Tower access/tours | Catherine Brown & Elizabeth Merritt | Health & Safety training | Alan Martin |
| | | First Aid | Administrator |

(Churchyard undergoing complete renovation – joint responsibility with St John's Friends group - 10/21)

By area

| Area | Responsible | Area | Responsible |
|-----------------------------|--------------------------|-------------|-----------------------------|
| Main body of church/chapels | <i>Church Wardens</i> | Kitchens | <i>Judy Bridger</i> |
| Clergy/choir vestry | <i>Graham Coatman</i> | Church hall | <i>Judy Bridger</i> |
| Ringling chamber | <i>Elizabeth Merritt</i> | Churchyard | <i>Devizes TC / Wardens</i> |
| Organ/piano | <i>Graham Coatman</i> | Pathways | <i>Devizes TC./ Wardens</i> |

(Amendments made 10/21)

C - Arrangements - Implementation of the policy

This section sets out our arrangements to minimise as far as is reasonably practicably, 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: | <i>Lamb Chapel St John's Church / Parish Rooms Kitchen</i> |
| Trained/qualified first aider is: | <i>Christopher Joseph (Choir) No others known</i> |
| The accident books are located in: | <i>Lamb Chapel St John's Church / Parish Rooms Kitchen</i> |

All accidents and incidents are entered into the accident book. If the 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.

Accident books and accident records will be regularly reviewed by the appointed H&S Officer

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 - 'RIDDOR'. These accidents will be reported by the responsible person (H&S Officer)

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:

- 1 An assessment of the fire risks in the church and associated buildings and the risk to our neighbours. This is carried out as part of our general Health & 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 including the provision of emergency lighting and fire exit signage in the Parish Rooms
- 4 To provide reasonable fire fighting equipment
- 5 A check that all those in the building know what to do in the event of 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 with a reputable company

2.1. Fire Extinguishers: Fire extinguishers are kept in the following locations:

| Location - Church | Type of extinguisher and capacity |
|--|-----------------------------------|
| <i>To left side of Organ in Beauchamp Chapel</i> | <i>Foam spray</i> |
| <i>To left side of Organ in Beauchamp Chapel</i> | <i>2k Carbon Dioxide</i> |
| <i>Adjacent to west door of church</i> | <i>Foam Spray</i> |
| Location - Parish Rooms | Type of extinguisher and capacity |
| <i>In hall to left of main exit doors</i> | <i>Foam spray</i> |
| <i>In Kitchen adjacent to door to hall</i> | <i>2k Carbon Dioxide</i> |
| Location - Parish Office | Type of extinguisher and capacity |
| <i>Parish Office</i> | <i>Fire blanket</i> |

The extinguishers noted are checked monthly by the Wardens to ensure that they are still in place and have not been discharged. This check is evidenced in the appropriate file.

The extinguishers noted above are checked annually by *Devizes Fire Protection Ltd. Coate, SN10 3LP*

2.2. Other fire protection equipment:

| Location | Type of equipment |
|--|---------------------|
| <i>Parish Rooms – Kitchen to left of internal door</i> | <i>Fire blanket</i> |

2.3. Evacuation procedure: For services and concerts, our procedures for stewarding and evacuation are as follows:

- 1 After entering St John’s Church, through the Beauchamp Chapel door, **the door will be locked from the inside using the key provided.** After locking, the key will be removed from the lock and hung on the hook provided.
- 2 The north south and west doors are secured on the inside by bolts. A check must be made that all doors can be opened
- 3 A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church
- 4 The north and south doors will be opened to allow persons to enter before the service or concert.
- 5 At the commencement of the service or concert, the south door will be closed and bolted. The north door remaining unbolted but manned by the duty steward.

| Area of Church / building | Exit door |
|------------------------------|---|
| <i>Sanctuary & Choir</i> | <i>South East door – or nearest safe exit</i> |
| <i>North of nave</i> | <i>North door/ South door/ South East door – or nearest safe exit</i> |
| <i>South of nave</i> | <i>North Door/South door /West door – or nearest safe exit</i> |
| <i>Parish Rooms</i> | <i>Main doors to Hall / Via Kitchen & rear lobby</i> |

- 6 Responsibility for using each fire extinguisher will be allotted to named and trained stewards

- 7 Torches will be made available for each duty steward; torches are kept in the following clearly marked locations:

| | |
|---|---|
| <i>In vestry desk at north east end of church</i> | <i>In organ (left side) at south east end of church</i> |
| <i>In cleaner's cupboard in Lamb Chapel</i> | <i>In desk drawer adjacent to main south door</i> |

- 8 In the event of an emergency (fire/bomb threat/etc) an announcement to leave the building will be made by the senior person in charge of the service/event
- 9 In the Parish Rooms, fire doors and fire exits are indicated with signs using the 'Running Man' symbol. An evacuation will be managed by the person in charge of the booking/event.
- 10 Persons will be directed to assemble as follows:

| Evacuation area | Assembly point |
|-------------------------|-----------------------------------|
| <i>St John's Church</i> | <i>West end of the churchyard</i> |
| <i>The Parish Rooms</i> | <i>Churchyard</i> |

- 11 The emergency services will be contacted immediately by the senior church warden/person in charge of the event, using the telephone available in the Parish Rooms / mobile phone/ neighbouring property. Responsible persons will be aware that they need to provide our post code to the emergency services. Our post code and address is permanently displayed on the notice boards in the north and south porches.

Note: The procedures detailed above in 2.3 1-11 have been amended (& adopted) to conform to our agreed practice of ensuring we maintain the best possible security and safety of all present; July 2017 & onward.

- 2.4. Evacuation drills:** Fire evacuation procedures will be advised routinely and always when 'events' are held on the premises. The Director of Music will advise the choir on evacuation procedures six monthly. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

Note The text has been amended to reflect our established routines.

2.5. If you discover a fire – no matter how small:

- 1 Immediately raise the alarm by warning all
- 2 Telephone the emergency services following the procedure in 2.3/8/10/11 above.
- 3 Check the building for occupants
- 4 Attack the fire if possible within your capability, using the appliance provided, but without taking risks
- 5 If it is not possible to attack the fire, or you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you.
- 6 Evacuate to the designated assembly point (see section C 2.3/7 above)
- 7 Ensure clear access is maintained for emergency vehicles

3. Electrical safety:

- 1 A list of all our portable electrical appliances is maintained by the Parish Administrator.
- 2 Every quarter plugs, cables and sockets will be inspected by the Parish Administrator and the Chair of the Parish Rooms committee to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs required will be noted and actioned by the Administrator. This quarterly check will be evidenced by date and signature in a file kept for this purpose and retained with the list of portable appliances.
- 3 Every two 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 correctly interpret the results. Any unsafe equipment will be disposed of.
- 4 Every six months a visual inspection will be carried out of the fixed electrical installation by the Parish Administrator and the Chair of the Parish Rooms committee. This six monthly check will be evidenced by date and signature in a file kept for this purpose and for convenience retained with the list of portable appliances. Any defects will be noted and actioned.
- 5 Every five years our fixed electrical system will be inspected by a competent contractor who is a **'Full Scope' member of the NICEIC, ECA or NAPIT**. Any necessary remedial work will be carried out.
- 6 At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent firm of lightning engineers. A certificate of compliance is held on file.
- 7 It is our policy not to sell any second-hand electrical goods.
- 8 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 to the responsible person
 - c) Must not attempt to use or repair faulty equipment
 - d) No electrical equipment to be brought onto our premises and used until it has been tested and entered into the electrical equipment record by the Parish Administrator.
 - e) Electrical equipment should be switched off and disconnected when not in use for long periods
 - f) 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 boiler (and associated equipment) is maintained and checked annually by a competent contractor (***Ultrawarm, St John's Church; Paul Carter, Parish Rooms***) who are registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately. This check is overseen by church wardens.

5. Hazardous substances: The Parish Administrator will maintain a list of all hazardous substances used in our church and the Parish Rooms. Where possible we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

- 1 For all, 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, e.g.
- 2 Hazardous substances will not be mixed
- 3 Hazardous substances will not be stored in unmarked containers.
- 4 Sharps. If bags or other containers of 'sharps' are found in the churchyard, or on church premises, the

finder is advised to arrange for them to be collected by Wiltshire Council, from private premises. Wiltshire Council should be informed on 03004 560100. Or, if convenient, deposited in the 'Open Door' sharps box, or the sharps box located in the Parish Office. (Note – containers with 'sharps' should not be handled unless it is considered safe to do so)

Para.4 added March 2017 (& adopted) following advice re. handling and disposal of 'sharps'

6. Safety of plant and machinery: 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. See section 9 below – 'Working at High Levels'.

7. Condition of floors, steps and paths: In order to reduce as far as reasonably practicable, the risk of slips, trips and falls, an inspection will be made each quarter by the Church Wardens and Chair of the Parish Rooms committee of:

- 1 All floors, steps and stairs in the church and Parish Rooms
- 2 All paths in the churchyard. Particular note will be made of moss, algae and leaves on pathways. Any defects will be reported to **Wiltshire County Council** who will arrange for repairs or remedial measures to be carried out.
- 3 These checks are evidenced by signature and date and kept by the Parish Administrator in a file maintained for this purpose.

8. Lighting: In order to ensure that the church and Parish Rooms are adequately lit, and inspection will be carried out every quarter by the Church Wardens and Chair of the Parish Rooms committee to ensure that all lights in the church, Parish Rooms and churchyard are working. Any bulbs that require replacing will be reported to our administrator who will ensure that the bulbs are replaced following appropriate safety procedure. These checks are evidenced by signature and date and kept by the Parish Administrator in a file maintained for this purpose.

9. Working at high levels: The following areas are designated as high levels:

| |
|---|
| <p><i>Any part of the two sets of scaffolding at the west end of the church</i></p> |
| <p><i>Any other part of the Church or Parish Rooms fabric, internally or externally, that requires the use of equipment other than for work that can be managed at a height, governed by the use of 'domestic' style step ladders.</i></p> |

Working at height in St John's Tower, off ladders set firmly in place for the purpose, is permitted so long as no individual undertakes work off ladders, in any area of the tower, without a second person being in attendance.

10. Preparation of food:

- 1 We ensure that we follow the appropriate regulations governing the preparation of foodstuffs.
- 2 We ensure all food handlers have received adequate supervision, instruction and training.
- 3 We ensure that the appropriate assessments of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.

- 4 Before any preparation of food commences all surfaces coming into contact with food must be washed down and disinfected.
- 5 Food stuffs may only be prepared in the kitchen of the Parish Rooms.
- 6 Only the following persons who have received the appropriate training may prepare and serve foodstuffs.

All food handlers will have a duty of care to abide by food handling regulations

- 7 Through our hiring agreement we ensure that all hirers who wish to provide foodstuffs are advised of the facilities and above procedures.

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 work stations (viz. the Parish Administrator) 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

Where necessary, risk assessments will be carried out by the H&S Officer.

13 Hazardous buildings/glazing: Our policy is to ensure that our buildings are safe and without risk to health, safety and the welfare of all who work in and use them. In order to achieve this:

- 1 The buildings are inspected every six months by the Church Wardens and Chair of the Parish Rooms committee. These checks are evidenced by signature and date and kept by the Parish Administrator in a file maintained for this purpose.
- 2 Any defects are noted and immediately reported the Parish Administrator and the procedures put in hand for repairs. In some cases, the Wardens will take responsibility for actioning immediate repairs.
- 3 Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- 4 If work or repairs are necessary, a check will be made by a competent person. of any asbestos in the building, noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building/s is given to all contractors and anyone else who may be affected.
- 5 A check is 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 safe material or is protected against damage.

14 Child & vulnerable persons protection: Our church has a policy on child and vulnerable persons protection issues, as set out in the current Church of England House of Bishop's Policy Document. The responsible person will ensure that a statement upholding our procedures will be made at each annual church meeting and be suitable recorded. A permanent record will be maintained of all accidents involving children.

15 Personal safety: The safety of individuals carrying out their business on behalf of our church, is of paramount importance to us. Personal attack alarms are issued for loan workers in the Parish Rooms. Risk assessments will be provided for those engaged in such business, providing them with suggested control measures to ensure their well being. (See Risk Assessment agreed by PCC March 2017)

16 Risk assessments: At regular intervals Risk assessments will be carried out on all areas of the church premises and Parish Rooms and for all activities that carry a significant risk, by the H&S Officer, in order to meet our obligations under *The Management of Health and Safety at Work Regulations 1999*.

17 Contractors: Anyone entering the church or Parish Rooms for the purpose of carryout work, other than an employee or a 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 & Safety policy (where required by law) and be able to provide a copy of the same.
- 2 Produce evidence that they have appropriate Public and Employers' liability insurance in place. A record of this evidence will be maintained.
- 3 Comply with all the requirements of our H&S policy and cooperate with church officials in providing a safe place of work and a safe system of operation.
- 4 Where plant or 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.
- 5 Contractors may only use sub-contractors other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.
- 6 All contractors will be given detailed instructions regarding the areas in which they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify and safety precautions they must undertake.
- 7 A Hot Work permit will be required before any 'hot works' are undertaken.

18 Information and enforcement:

| | |
|--------------------------------------|--|
| <i>Environmental Health Dept.</i> | <i>WCC 0300 456 0107 or in person Crossmolina Buildings, Snuff St., Devizes</i> |
| <i>Health & Safety Executive</i> | <i>Advisory team 0300 003 1747 / Government Buildings, Phase 1, Ty Glas, Llanishen, Cardiff CF14 5SH</i> |

19 Health & Safety Law Poster: A copy of the HSE poster, '*Health & Safety Law – what you should know!*' is available in the Parish Office.