

**WEBSITE UNCONTROLLED COPY**

The Health and Safety Files are located in the kitchen in Lawnsmead and the kitchen in the Church. This document is UNCONTROLLED.

---

**ST JOHN THE BAPTIST  
PARISH CHURCH**

**WONERSH  
SURREY**

**HEALTH AND SAFETY  
MANAGEMENT**

Date: JUNE 2010

The success of this policy depends on the co-operation of all employees, voluntary helpers and contractors. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

If you have any queries or are unable to abide by any of the requirements please contact the Health and Safety Officer.

## **HEALTH AND SAFETY POLICY STATEMENT**

St John the Baptist Church's 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, and others who may visit the church premises.

The policy will be kept up to date, particularly in the light of any changes to the buildings or activities. To ensure this, the policy and the way in which it operates 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 all meetings 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.

## **ORGANISATION AND RESPONSIBILITIES**

### **1. Responsibility of the Vicar**

Overall responsibility for health and safety is that of the Vicar, the Revd Debbie Sellin, 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.

### **2. Responsibility of the Churchwardens**

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

John Metcalf  
Jane Huttly

### **3. Responsibility of the Parochial Church Council (PCC)**

The PCC has general responsibility to ensure that the health and safety policy is implemented.

### **4. Responsibility of the Health and Safety Officers (HSO)**

The HSOs responsible for the day to day implementation of the arrangements outlined in this policy are the Churchwardens. Specific responsibilities may be delegated to church personnel. Their responsibilities shall be to:

- 1 co-ordinate the implementation of the church's Health and Safety Policy

- 2 ensure appropriate risk assessments are carried out and report to the PCC as necessary
- 3 ensure, so far as is reasonably practicable, that safe systems of work are in place
- 4 ensure the church premises are kept clean and tidy and properly maintained
- 5 ensure safety equipment and clothing is provided and used by all personnel where required and training and information is provided as necessary
- 6 ensure all plant, equipment and tools are properly maintained and in good condition and all operators have received the appropriate training
- 7 ensure access and egress from emergency exits and fire equipment is maintained and kept free from obstruction
- 8 ensure adequate fire fighting equipment is available and maintained
- 9 ensure appropriate arrangements are made for first aid
- 10 ensure accident records are maintained and returned to the appropriate bodies, accidents are investigated, and recommendations reported to the PCC
- 11 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 policy and to take reasonable care of themselves and others whilst on church business or premises and must therefore:

- 1 take reasonable care of their health and safety and that of other persons who may be affected by their acts or omissions
- 2 make themselves familiar with, and conform to, this policy
- 3 comply with safety rules, operating instructions and working procedures
- 4 use protective clothing and equipment when required
- 5 report any fault or defect in equipment immediately to the appropriate person
- 6 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- 7 not misuse anything provided in the interests of health and safety.

Signed:  
Vicar

Date:

## **HEALTH AND SAFETY ARRANGEMENTS AND SITE RULES**

This manual 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. HEALTH & SAFETY INFORMATION**

The Health & Safety Law Poster for employees is displayed in the church office.

### **2. ACCIDENTS AND FIRST AID**

The HSO is responsible for the first aid arrangements. A First Aid box is located in the church office and in Lawnsmead kitchen.

The trained First Aiders are:

Nicky Cooke

Tony Pratt

Patrick MacVean

Mandy MacVean

The Accident Book is located in the church office and Lawnsmead kitchen. All accidents and incidents are to be entered in the accident book, the HSO informed and our insurers will be advised where appropriate. The accident book and the accident records are regularly reviewed by the HSO and reported to the PCC when necessary, and action taken to prevent recurrence.

Event organisers using Lawnsmead Hall are advised that in the event of an accident the details must be entered in the accident book and reported to the booking secretary in the first instance.

In accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) relevant accidents will be reported to the Waverley Borough Council environmental health department by the HSO.

### **3. GENERAL FIRE SAFETY**

The church's policy is to fulfil its obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake:

- 1 an assessment of the fire risks in the church and Lawnsmead
- 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 signage
- 4 provide reasonable fire fighting equipment and regularly check that it is in place, is serviceable, and that there is an annual maintenance contract in

place with a reputable company

5 a check that those in the building know what to do if there is a fire

6 implement measures to reduce the risk of fire

### **3.1 Fire Extinguishers and other Fire Protection Equipment**

Fire extinguishers are provided in the church and in Lawnsmead and a fire blanket in Lawnsmead kitchen. They will be checked quarterly by the HSO to ensure that they are in place and have not been discharged, and serviced annually.

### **3.2 Fire Alarm System**

There is a fire alarm in the church which will be tested regularly and serviced annually.

### **3.3 Evacuation Procedures**

#### **If You Discover a Fire - No matter how small:**

- 1 Immediately raise the alarm by making an announcement or operating the fire alarm call point, and ensure building evacuation.
- 2 Telephone the emergency services or ask someone else to do so.
- 3 Check the building for occupants, provided it is safe to do so.
- 4 Evacuate to the assembly point in the car park at church and in the car park Lawnsmead.
- 5 Ensure clear access for the emergency vehicles.
- 6 Attack the fire, if it is possible and within your capability, using the appliances provided; if you can ensure your exit route is clear; and without taking personal risk.
- 7 Do not re-enter the building until told it is safe to do so by a fire officer.
- 8 Disabled people will be escorted out by the sidesmen/warden during a service at the church and by the event organiser at Lawnsmead.

### **3.3 Fire Safety**

- 1 Fire escape routes must be kept clear at all times.
- 2 Fire fighting equipment must not be misused, removed or interfered with.

- 3 No flammable mixtures, liquefied petroleum gases or explosive substances are to be used or stored on site without specific permission from the HSO.
- 4 No smoking is permitted anywhere on the church premises.
- 5 A Fire Action Notice detailing the action to be taken in the event of fire and the evacuation procedure is permanently displayed in the church and in Lawnsmead.

#### **4. ELECTRICAL SAFETY**

- 1 The HSO will maintain a list of all portable electrical appliances.
- 2 Every quarter, plugs, cables and sockets on equipment owned by the church will be visually inspected by the HSO to ensure there are no loose connections, worn flexes or trailing leads.
- 3 Persons using their own portable electrical equipment on the church premises must ensure it is in safe and sound working order and only for their sole use.
- 4 All portable electrical equipment will be tested each year to ensure all appliances are safe. Any unsafe equipment will be safely disposed of.
- 5 Every year the HSO will carry out a visual inspection of the fixed electrical installation. Any defects will be reported to the Buildings Team.
- 6 Every five years, the 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.
- 7 Misuse or abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must therefore:
  - i) Visually check all electrical equipment before use.
  - ii) Report all faults immediately to the HSO.
  - iii) Not attempt to use or repair faulty equipment.
  - iv) Electrical equipment regularly used on the premises but not owned by us cannot be used until the approved person has tested it and entered it in the electrical equipment record.
  - v) Electrical equipment should be switched off and disconnected when not in use for long periods.
  - vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

**2.2** The electricity can be switched off in an emergency at the mains fuse box in the Church porch and at the fuse box in the Hall at Lawnsmead.

## **5. GAS EQUIPMENT SAFETY**

The gas boilers are maintained and checked annually by a competent contractor who is a Gas Safety registered gas installer. Any necessary work required for safety is implemented immediately. Copies of the inspection reports are held in the church office.

The gas supply can be turned off in an emergency at the main isolation tap in the box on the side of the church or in the kitchen in Lawnsmead.

## **6. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The HSO will maintain a list of all hazardous substances used in the church. Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible for all hazardous substances data sheets and 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.

All those using cleaning products are to read the COSHH sheets and follow the instructions on the sheets and the product labels, dilute properly where required and never transfer to an unmarked container.

## **7. SAFETY OF PLANT AND MACHINERY**

The HSO will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are:

- 1 Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- 2 Machinery must be switched off before any adjustments are made.
- 3 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.
- 4 The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- 5 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.
- 6 Any defect and damage found to any item of plant or machinery must be reported to the HSO.
- 7 All plant and machinery will be regularly maintained and a schedule kept of the maintenance requirements by the HSO.

## **8. 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 quarter by the HSO of all floors and steps in the church and Lawnsmead.

## **9. LIGHTING**

In order to ensure that the church is adequately lit, an inspection will be made every quarter by the HSO to ensure that all lights in the church and Lawnsmead are working.

## **10. WORKING AT HEIGHT**

Work at height includes any work where there is a risk of a fall. The church will

- 1 Avoid work at height where possible
- 2 Use work equipment or other measures to prevent falls where work at height cannot be avoided
- 3 Only approved contractors, the Church Wardens and members of the Building Team may work at high level.
- 4 All those employees and voluntary workers who are required to use ladders must read the training information provided in the health and safety file before proceeding. Only those persons who have received the training information are authorised to use ladders.

## **11. PREPARATION OF FOOD**

Lawnsmead is registered with Waverley Borough Council and inspected annually by the Environmental Health Department. The Lawnsmead Management Committee holds a copy of the documentation on file. A copy is also held in the church office.

- 1 The appropriate regulations governing the preparation and storage of foodstuffs must be followed at all times and the training information in the health and safety file on Food Hygiene – a Guide for Businesses must be read by all those involved in the preparation of food.
- 2 All food handlers must follow the church's food safety management procedures provided in the health and safety file. Only those who have received the training information may prepare and cook foodstuff.
- 3 All hirers of the Lawnsmead who may wish to provide foodstuffs are advised of the facilities and procedures as a term and condition of the hire agreement.

## **12. 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 All those employees and voluntary workers who are required to undertake manual handling, where it is not possible to avoid the need to move loads, must read the training information provided in the health and safety file before proceeding. Only those persons who have received the training information are authorised to undertake manual handling tasks.

## **13. HAZARDOUS BUILDINGS /GLAZING**

- 1 Our policy is to ensure that the 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 HSO inspects the buildings annually.
- 2 Any defects noted will be reported to the Building 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. DISPLAY SCREEN EQUIPMENT**

We assess the risks to all habitual users of the computer workstation in the office and reduce the risk to the lowest level possible. The factors considered are the stability and legibility of the screen, the contrast and brightness of the screen, the tilt and swivel of the screen, the suitability of the keyboard, desk and chair, the work station environment and the user friendliness of the software. Daily work routines will involve periods away from the screen.

All those who habitually use the computer in the office must read the training information provided in the health and safety file.

## **15. CHILD PROTECTION**

The church has a Child Protection Policy. A statement upholding the policy will be made at each annual PCC meeting and be suitably recorded. The policy is displayed on the notice board at the back of the church and at Lawnsmead. A permanent record will be maintained of all accidents involving children. Appropriate risk assessments relating to the work with children are carried out.

## **16. 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 in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. The findings will be reported to the Building Team. The risk assessment will be reviewed regularly particularly if the building or activities change.

## **17. CONTRACTORS**

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

- 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 our health and safety policy and these arrangements and site rules, and co-operate with the church officials in providing a safe place of work and a safe system of operation.
- 4 Ensure they are aware of the location of fire fighting equipment and report any use of the equipment.
- 5 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.
- 6 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.
- 7 The HSO will ensure a 'walk through' with the contractor is undertaken prior to commencement of work to highlight health and safety issues. 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 together with any safety precautions they must undertake. The HSO will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations where appropriate.
- 8 Contractors carrying out high risk work, such as hot works or work to roofs, are required to carry out the work under their own Permit to Work system and to provide a copy if requested.

## **18. INSURANCE**

A copy of the current certificate of Employers' Liability insurance is displayed in the Church office.

## **19. DISABILITY**

We have an Open to All Policy and have carried out a disability access audit which is regularly reviewed.

## **20. CONSULTATION**

This document is made available to all employees, voluntary helpers and contractors together with users of Lawnsmead. A copy is available to view in the church office and at Lawnsmead and the HSO will be pleased to receive any views or comments on this document or any other health and safety issue.

## **INFORMATION AND ENFORCEMENT**

### **Environmental Health Service Information:**

Address: Waverley Borough Council  
The Burys  
Godalming  
Surrey GU7 1HR

Tel: 01483 523333 Fax: 01483 523251

### **Employment Medical Advisory Service Information:**

Address: Phoenix House  
23/25 Cantelupe Road  
East Grinstead  
West Sussex RH19 3BE

Tel: 01342 334200

### **Health and Safety Executive Information Line:**

Tel: 0845 3450055  
Web Page: <http://www.hse.gov.uk>  
HSE Books: Tel: 01787 881165

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