

# St Mary's, Fishponds

## Health & Safety Policy

**Name of Church:** St Mary's, Fishponds  
**Address:** Manor Road, Fishponds, Bristol, BS16 2JB  
**Date:** March 2018  
**Review Date:** February 2019

This document has been prepared in accordance with the provisions of the Health and Safety at Work 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

### 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 churchyard.

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 regularly and the appropriate changes made.

In order to ensure that health and safety is kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council and its sub-committees (where they exist). Employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

**Signed:** Rev L Kesteven  
(Priest in Charge)

**Dated:** February 2018

## **B – ORGANISATION AND RESPONSIBILITIES**

### **1. Responsibility of the Priest in Charge**

Overall responsibility for health and safety is that of the Priest in Charge 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 person(s) will be notified and the list amended accordingly.

### **2. Responsibility of the Churchwarden(s)**

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary rests with the Churchwarden(s).

### **3. Responsibility of the Parochial Church Council**

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

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

The H&S Officer has responsibility for the day-to-day implementation of the arrangements outlined in this policy.

The responsibilities of the Health and Safety Officer will 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 parish rooms, if applicable, 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 firefighting 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 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 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. Responsible Persons

See Appendix for the list of, activities and individuals with identified responsibilities which is updated as appropriate.

## C – ARRANGEMENTS (implementation of the policy)

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 wall cupboard located in Parish Room kitchen and behind the sliding door of the back pew on entering the building from the main door. See Appendix for the names of trained/qualified first aiders.

The **accident book(s)** is/are located in the wall cupboard located in Parish Room/Kitchen.

Accidents and incidents are entered in the accident book by respective group leader(s). We will inform our insurers as 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. Accident books and accident records are regularly reviewed.

### **RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (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 or unable to perform their normal duties for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations. For most types of incident the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1 of the Regulations). A report must be received within 10 days of the incident.

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately.
- 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 within **fifteen days**
- accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- reportable diseases, as defined by the regulations, must be reported to the enforcing authority. 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 musculoskeletal 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 specified injuries only. **Call the Incident Contact Centre on 0345 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.

**Responsible Person(s): H&S Officer**

### 2. 1

#### Fire Extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of Extinguisher	Identification
Kitchen in Parish Room	Foam Band	Cream
Back of church under the organ	Foam Band	Cream
St Nicholas area	Foam Band	Cream
Upper Parish Room	Foam Band	Cream
By the organ console	Co2-Carbon Dioxide Band	Black
In the main church by the Parish Room door	Foam Band	Cream

The extinguishers identified are checked every year to ensure that they are still in place and have not been discharged. The extinguishers as noted above are checked annually by a qualified contractor.

**Responsible Person: H&S Officer**

## 2. 2

### **Fire Alarm System/Emergency Lighting**

The system is inspected annually by a qualified contractor. The fire alarm and emergency lighting points are tested monthly by the Churchwarden(s) and details of the test, including any faults, are recorded on a log sheet which is adjacent to the fire testing panel.

**Responsible Person: Churchwarden(s)**

## 2. 3

### **Other Fire Protection Equipment**

A fire blanket is located in the kitchen. This is inspected monthly by the Churchwarden(s) and details of the inspection, including any faults are recorded in a log sheet adjacent to the fire testing panel. Smoke detectors to be checked on a monthly basis.

**Responsible Person: Churchwarden(s) or designated nominee**

## 2. 4

### **Evacuation Procedure**

For large services and concerts, where the congregation/audience exceeds 100, our procedures for stewarding/evacuation are as follows:

- 1 All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol;
- 2 A check must be made that all doors can be opened;
- 3 A trained steward must be allotted to each exit (a. church, b. parish rooms) and have responsibility for persons in each section; the church includes the Choir Vestry. The Parish rooms includes the Sacristy;

<b>Area of church</b>	<b>Exit doors</b>
Parish room, upstairs room, toilets, sacristy	Exit via door at east end by the toilets
The church and choir vestry	Exit via choir vestry or main door at west end

- 4 Responsibility for using each fire extinguisher will be allotted to named and trained stewards;
- 5 If emergency lighting is not available, torches must be available for each steward;
- 6 In the event of an emergency (fire/bomb threat etc), an announcement to leave the building will be made by the Churchwarden(s);
- 7 Persons will assemble in *Guinea Lane outside the west door*;
- 8 The emergency services will be contacted immediately by a Churchwarden(s) or a person designated by the Churchwarden(s) using a mobile phone

**Responsible Person: Churchwarden(s) or designed nominee**

## 2. 5

### **Evacuation Drills**

Fire evacuation procedures are updated and communicated to the congregation on a regular

basis. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

### **Responsible Person: Churchwarden(s)**

#### **2. 6**

#### **If you discover a Fire (no matter how small)**

- 1 Immediately raise the alarm;
- 2 Telephone the emergency services;
- 3 Check the building for occupants;
- 4 Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk;
- 5 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. The general rule is people before property;
- 6 Evacuate to the designated assembly point;
- 7 Ensure clear access for the emergency vehicles.

#### **3. Electrical safety**

- 1 A list of all our portable electrical appliances is held in the church log book located in the Alf Dyke room;
- 2 As used, plugs, cables, sockets and extension leads will be inspected by the user to ensure that there are no loose connections, worn flexes or trailing leads or other signs of damage. Any repairs needed will be reported to H&S Officer for action;
- 3 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;
- 4 Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the H&S Officer for action;
- 5 Every five years, our fixed electrical system will be inspected and tested by a qualified 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 between two and a half and four years our lightning conductor system will be examined and tested by a qualified contractor;
- 7 It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained;
- 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:
  - (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) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered 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 positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

## **Responsible Person: H&S Officer or nominee**

### **4. Hazardous Substances**

The H&S Officer will maintain a list of all hazardous substances used in the church/parish room. Where 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 for example

Name of substance: Liquid floor cleaner 'Flash'

Hazard level: Low

Storage: Must be kept in locked store room off vestry

Protective clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water.

Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident. A hazardous substance record is available upon request. Examples of other hazardous substances you might have are: petrol, pesticides, insecticides and polishes. Some hazardous substances, such as asbestos, which may be found in boiler rooms or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors. (You must consult the local Environmental Health Officer in such circumstances.)

Do not mix chemicals.

Do not store chemicals in unmarked containers.

## **Responsible Person: H&S Officer**

### **5. Safety of plant and machinery**

The Head of the Churchyard Group will maintain a list of all items of plant and machinery. The procedure 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;
- 2** Employees and voluntary workers must not ride on any parts of machinery not intended for that use;
- 3** Machinery must be switched off 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 detailed below must be worn when operating any item of plant or machinery;
- 7** Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery;
- 8** 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;
- 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 maintenance requirements;
  - 11 Persons must not work on their own unless they have a means of communication;
  - 12 The following items of plant and equipment are tested by a qualified contractor in accordance with an inspection programme: gas boilers, electrical switchgear/fuse boards and electrical gardening equipment.

**Responsible Person: H&S Officer or designated nominee**

## **6. 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 quarter by the Churchwarden(s):

- 1 all floors and stairs in the church and Parish room, and
- 2 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 H&S Officer; who will arrange for repairs or remedial measures to be carried out.

**Responsible Persons: Churchwarden or designated nominee/H&S Officer respectively**

## **7. Lighting**

In order to ensure that the church is adequately lit, an inspection will be made every year to ensure that all lights in the church, parish room and churchyard are working. Any bulbs that require replacing will be reported to the H&S Officer or nominee who will ensure that the bulbs are replaced following appropriate safety procedures.

**Responsible Person: H&S Officer or designated nominee**

## **8. Working at High Levels**

The following areas are designated as high levels: tower, gutters/roof. Only authorised persons may work at high level. The following procedures must be followed:.

When using the tower scaffold two people must be present. One of these persons needs to remain at ground level and not take part in the work. A mobile phone (with charged battery) must be carried.

Only the following work is authorised without special agreement: cleaning gutters and replacing lightbulbs. Appropriate training will be given and a system of recording will detail who is working where at any time.

**Responsible Person: H&S Officer**

## **9. Preparation of Food**

- 1 We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs;

- 2 We ensure that the appropriate assessment of risks is carried out for the preparation of food and stored including storage at the correct temperatures;
- 3 Before any preparation commences, and after any preparation is completed, all surfaces coming into contact with food must be washed down and disinfected. Good hygiene should be observed at all times;
- 4 All crockery and cutlery should be stored in the parish room kitchen. However for the small amount of crockery and cutlery kept in the garden kitchen, this should be stored in between use in a plastic container with a lid;
- 5 Food stuffs may only be prepared in the following areas: Parish Room kitchen. The garden kitchen is not to be used to prepare or store any food or drink, with the exception that water may be boiled in kettles in the garden kitchen for consumption in the church;
- 6 We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

**Responsible Person: H&S Officer**

### **10. 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 carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible;
- 3 Individuals are expected to use their own judgement before carrying out any manual handling task, and not to lift anything that is likely to cause injury to themselves or others.

**Responsible Person: H&S Officer**

### **11. 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.

DSE is not routinely used at St. Mary's. Users of the church laptop or church projector should carry out a visual inspection prior to use, and have regard to the following when in use, in order to minimise any risk:

- 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.

If the equipment is in use for long periods of time, the user should ensure they take regular breaks away from the screen.

**Responsible Person: H&S Officer**

### **12. 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 buildings are inspected annual by the Churchwarden(s);

- 2 Any defects noted are immediately reported to the H&S Officer (See appendix) and the procedures put in hand for 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 asbestos is discovered during works being carried out to the church then a licenced contractor will be contacted;
- 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 safety material or is protected against breakage.

**Responsible Person: Churchwarden(s)/H&S Officer respectively**

### **13. Child Protection**

A separate Safeguarding Policy is in force, please refer to this for details.

**Responsible Person: Safeguarding Officers**

### **14. 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. Procedures must be drawn up, including the appropriate control measures. A guidance note concerning personal safety is available from Ecclesiastical insurance.

**Responsible Person: H&S Officer**

### **15. 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.

**Responsible Person: H&S Officer**

### **16. 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;
- 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 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 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;
- 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;

- 6 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.

**Responsible Person: Churchwarden(s) or designated nominee**

#### **17. Information and enforcement**

Environmental Health Service Information:

Public Health Services

PO Box 595, Brunel House, St George's Road Bristol, BS1 5UY

0117 922 2500

[health.safety@bristol.gov.uk](mailto:health.safety@bristol.gov.uk)

Employment Medical Advisory Service

2 Rivergate

Bristol

BS1 6EW Tel

Health and Safety Executive

Information Line: 0300 003 1747

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

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed on the main notice board located in the Parish Room

**February 2018**