

ST MICHAEL & ST BARNABAS

Health & Safety Policy (interim)

October 2019

Organisation and Responsibilities

1. Overall responsibility for implementing our policy is the PCC. They will ensure that:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are rectified immediately
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church
- Set a personal example on matters of health and safety.

2. A Health & Safety Team (HST) will have day-to-day responsibility for implementing our policy. They will ensure that:

- All employees and volunteers are aware of their health and safety responsibilities
- Adequate precautions are taken as set out in this policy and related risk assessments
- Adequate information and training is provided for those that need it
- Any hazards or complaints are investigated and dealt with as soon as possible
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- All accidents are reported in-line with the requirements of this policy
- Advice is sought where clarification is necessary on the implementation of this policy
- Set a personal example on matters of health and safety.

3. All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises. They will ensure that they:

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

General Arrangements

1. Competent Assistance. Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Any such appointment will be recorded as part of this policy.

2. Risk Assessment. We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will

review and revise these where we suspect that they are no longer valid.

3. Information and Training. We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

4. First Aid. We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers, and identify those with a valid First Aid certificate.

OUR FIRST AID BOX IS LOCATED IN THE KITCHEN. We will appoint someone to oversee our first aid arrangements and to keep the box fully supplied and in date. Any such appointment will be recorded as part of this policy.

5. Accident Reporting. We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Our accident book is located in the kitchen.

6. Monitoring. We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

7. Contractors. If we employ contractors, we must confirm that they have their own health & safety policy and Public and Employers Liability Insurance.

8. Record Keeping. Our Health and Safety Risk Assessments, records and other documents are kept in the safe in the office and has limited access.

Specific arrangements

1. Church Buildings and grounds. We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing. We will ensure that boundary walls, gates and any garden furniture are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

2. Construction Work. Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

3. Electricity. We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

4. Events. Where we intend to hold larger than usual events, we will identify any additional precautions that are necessary and implement these.

5. Fire. We will complete a specific risk assessment to identify what steps are necessary to prevent,

detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

6. Heating Systems We will ensure that our heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

7. Hazardous Substances. We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.

8. Manual Handling. We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.

9. Preparation of Food. We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of Waste.

10. Slips and Trips. We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as handrails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

11. Working at Height. Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

12. Work Equipment. Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

13. Working Alone. Working alone can present a number of additional hazards; for example, using access equipment (such as a portable ladder) or lifting heavy objects could be too much for one person on their own. It is important to check that the tasks can be done safely. In addition, people working in the building alone should take adequate precautions to prevent intrusion (such as keeping the front doors locked while ensuring there is also an emergency exit).

Therefore we will:

- Complete risk assessments
- Implement adequate precautions, providing information and training for any employees and volunteers on what they need to do
- Make periodic checks that our arrangements remain adequate
- Document our arrangements and responsibilities for preventing accidents when working alone
- Keep records of what has been done.

Proposed Health & Safety Policy

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Any incidents involving acts of violence (physical or verbal) need to be reported to the police, whether

or not they are reportable to HSE under the usual regulations.