



St Anne's Church Aigburth

Health and Safety Policy

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Note 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 endeavor 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 which 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 at least one meeting of the Parochial Church Council each year.

Signed:

Martin Lovgreen

PCC Secretary, on behalf of the PCC –22nd September 2016

Section B - Organisation and Responsibilities

1. Overall Responsibility

Overall responsibility for health and safety is that of the PCC 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.

- Ian Crowe

3. 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:

Ian Crowe supported by the churchwardens

The responsibility of the Health and Safety Officer shall 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 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 any 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 fire fighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed.

4. Responsibility of Employees and Voluntary Workers

All employees and voluntary helpers 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:

- 4.1 comply with safety rules, operating instructions and working procedures
- 4.2 use protective clothing and equipment when it is required
- 4.3 report any fault or defect in equipment immediately to the appropriate person
- 4.4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- 4.5 not misuse anything provided in the interests of health and safety.

Section 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. First aid and accidents

1.1 First Aid box is located in: The office

Nominated First Aiders are: Joanne Jones, Pam Knowles, Margaret Parry ,Ruth Anders, Janette Martindell, Nikki Greenwood, Ian Crowe and Vicky Merriman

Note: retraining takes place in October 2016 and this list will be updated

The accident records are kept in the office: All accidents and incidents are entered in the accident records file and our insurers advised.

If the church is let to outside organisations, they are told that in the event of an accident, details must be reported to the churchwardens.

Accident records are regularly reviewed.

1.2 RIDDOR Report of Injuries, Diseases and Dangerous Occurrences Regulations

These accidents will be reported by **Ian Crowe**.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or

occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive should be obtained.

The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- any fatality to employees or non-employees including volunteers.
- major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work).
- Injuries to non-employees which require the injured person to be taken straight to hospital for treatment.

2. General Fire Safety

Our policy is to fulfil our obligations under the Fire Safety (Regulatory Reform Order) 2005

In order to achieve this, we undertake the following:

An assessment of the fire risks in the church and associated buildings, has been carried out and fire evacuation routes are posted at the entrance to the church.

There is no automated fire alarm system within the Church

For all services and concerts, the Church Wardens and Sidespersons (or their deputies) are responsible to ensure all exits are open and direct everyone from the building and to ensure the fire service are called.

There is no emergency lighting in the Church and a torch is kept in the office and will be used in the necessity to evacuate if the light fail and the borrowed light from the street lights also fail
Ensure clear access for the emergency vehicles

3 Electrical safety

3.1 Portable electrical appliances

- 3.1.1 A list of all our portable electrical appliances is maintained by the safety officer.
- 3.1.2 Every year plugs, cables and sockets will be inspected by the fabric committee to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be undertaken
- 3.1.3 Every year a visual inspection will be carried out of the fixed electrical installation by the fabric committee. Any defects will be rectified
- 3.1.4 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.
- 3.1.6 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 churchwardens.
 - 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 so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

4 Gas safety

No gas at the church. **The boiler is oil fired**

5 Chemicals

The Fabric committee 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, 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 e.g.

Name of Substance: Liquid floor cleaner "Flash"

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.

Do not mix chemicals.

Do not store chemicals in unmarked containers.

6 Equipment and plant

The fabric committee will maintain a list of all items of plant and machinery. The procedures 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 they can be safely secured. This may necessitate the use of ladder ties or two-person operation.
9. Any defect and damage found to any item of plant or machinery must be reported to The Churchwardens.
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

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 annually by the fabric committee of all floors and stairs in the church, and 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 the PCC who will arrange for repairs or remedial measures to be carried out.

8 Lighting

In order to ensure that the church is adequately lit, an inspection will be made every week by the churchwardens to ensure that all lights in the church are working. Any bulbs which require replacing will be replaced and the safety procedures for the replacement of bulbs will be followed.

9 Working at height

Separate risk assessments are required for those working at height.

10 Food hygiene

Only teas coffee and light refreshments will be provided in Church, main events are supported by outside caterers.

11 Manual handling – lifting, carrying and moving of loads

The staging platforms require moving from time to time and these require a minimum of two people to move and must not be moved on own.

See separate risk assessments section M of the health and safety handbook

12 Computers and display screen equipment

The only equipment is a projection unit and laptop for occasional use

13 Smoking

Here is no smoking allowed on the church premise

14 Legionella

The cold water taps to the sink in the office, kitchen and WC all run at below 20 degrees C

THE hot water taps to the sinks in the office and Kitchen are fed by water boilers and run at above 60 degrees C

15 Heating

The oil fired boiler is serviced annually, see safety file for further details

Care is required to access to the boiler, which is accessed via the step to the side of the church.

16 Candles

Candles are permitted in the church, however they are not to be left unattended and must be extinguished 10 minutes before the church is vacated.

17 Church grounds/ graveyard

The grass is cut by a petrol mover, which is stored at the back on church.

Instructions are provided to the operator and no petrol is store on site.

The safety of the headstones is checked by the fabric committee on an annual bases, record are kept in the health and safety file.

18 Child protection

See separate policy on this matter

A permanent record will be maintained of all accidents involving children.

19 Lone Working

So far is reasonably practical lone working in church will be avoided, "office time" on Tuesday evening will be supported by one of the churchwardens or Deputies.(During school term time there is a guitar group meeting in church at this time)

20 Risk Assessments

Risk assessments will be carried out on all significant hazards within the church premises and all activities that carry a significant risk at regular intervals under the direction of one of the Church Wardens. In order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

Identified hazards:

- Moving platforms
- Changing light bulbs
- Entering boiler room
- Access to clock room and tower
- Movement of Hot liquids on Sundays for coffee at back of church
- Petrol grass mover

21 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 (were required by law) and be able to provide a copy of the same if requested.
- Produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence will be

maintained.

- o 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.
- o 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.
- o 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.
- o 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.

Certain work to the church will be subject to The Construction (Design and Management) Regulations 2015. See separate section in health and safety file for guidance on construction work

22. INFORMATION AND ENFORCEMENT

Environmental Health Service Information:

The Commercial Unit Liverpool City Council
Environmental Health and Trading Standards Service
Municipal Building
Dale Street
Liverpool
L2 2DN

Tel: 0151 233 3000

Fax: 0151 225 6039

Employment Medical Advisory Service Information:

Address: HSE office Bootle

Health and Safety Executive

23 Health and safety and the law information

A copy of the HSE leaflet “Health and Safety Law – What you should know” is available in the health and safety file held in the church office.