

# Health and Safety Policy

# St Mary's Parish Church - Health and Safety Policy

## **Health and Safety Policy Statement**

The PCC is committed to the Health, Safety and Welfare of our members of our Clergy and staff, our volunteers and members of the public that use our premises (Ottery St Mary Church and St Edward the Confessor Church, Wiggaton). Our aim is to ensure that our premises are a safe work and worship environment for all, by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health. This document has been prepared in accordance with the provisions of the Health & Safety Work etc Act 1974, and the regulations made under it.

We have completed Risk Assessments for health and safety and with regards to good safeguarding practices and regularly review them. We will consult with you about Health and Safety and provide you with the information, instruction, supervision, and training that we consider is necessary.

We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a healthy and safe work and worship environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises.

This policy will be reviewed Annually or when significant changes require a revision.

Signed: .....Lydia Cook..... (Incumbent)

Signed: .....Val McIntosh..... (Churchwarden)

Signed: .....Howard Clayton.....(Churchwarden)

Date: 28 / 07 / 2024

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## **ORGANISATION AND RESPONSIBILITIES**

### **1. Responsibility**

Overall responsibility for health and safety is that of the Chair of the Parochial Church Council, supported by the Parish Administrator and Fabric Working Group.

### **2. The responsibility of the Health and Safety Officer:**

- be familiar with Health and Safety Regulations as far as they concern church premises.
- be familiar with the health and safety policy and arrangements and ensure they are observed.
- assist employees, contractors, self-employed and volunteers to comply with their health and safety responsibilities and duties.

### **3. 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:

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

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## **ARRANGEMENTS**

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, members of the public, visitors, and contractors.

Full details on the operation of each section below are contained in the **PROCEDURES** documents in the Health and Safety file.

### 1. **ACCIDENTS AND FIRST AID**

Several members of staff have received training in First Aid.

First Aid boxes and the Accident Book are located in the Dorset Aisle storage unit, top drawer at Ottery St Mary and in the vestry at Wiggaton.

A defibrillator is stored at the rear of the pew on the right as you come into the church at Ottery St Mary.

All accidents and incidents must be entered in the accident book. Accidents that come under RIDDOR should be reported immediately to the HSE on their website.

We will inform our Insurance provider as required.

### 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 churches
- 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
- To provide reasonable fire-fighting equipment
- A check that Stewards know what to do if there is a fire

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- A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company

## **If a fire is discovered (no matter how small):**

- Immediately raise the alarm
- Telephone the emergency services
- Check the building for occupants
- Attack the fire if possible, within your capability using the appliances provided, but without taking personal risk
- If it is 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 behind you. The priority is people before property.

## 3. **ELECTRICAL SAFETY**

- At regular intervals, plugs, cables and sockets are to be inspected in accordance with PAT requirements, to ensure there are no loose connections, worn flexes or trailing leads. Any repairs needed are to be carried out by a competent electrician
- Every five years the fixed electrical system to be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body
- At intervals of not more than four years the lightning conductor system to be examined and tested by a competent contractor
- 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:
- Visually check all electrical equipment before use
- Report all faults immediately to the Administrator for the attention of the named responsible person.
- Do not attempt to use or repair faulty equipment

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- Electrical equipment should be switched off and disconnected when not in use for long periods
- Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to damage

## 4. **HAZARDOUS SUBSTANCES**

Where at all possible, the use of hazardous substances has been eliminated and we have substituted Eco friendly cleaning products. Where this is not possible, hazardous substances are locked away and only used by persons with the appropriate experience. Personal Protective Equipment is used where appropriate.

We do not mix chemicals.

Do not store chemicals in unmarked containers.

## 5. **SAFETY OF PLANT AND MACHINERY & EQUIPMENT**

- Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- Machinery and equipment must be switched off before any adjustments are made
- Before using any item of plant or machinery, a check must be made to ensure it is in safe working condition.
- The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- Persons under the age of 18 may not use hand tools and are not permitted to operate any power-driven item of plant or machinery
- Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties and be a two-person operation
- Any defect or damage found to any item of plant or machinery must be reported to the Administrator.

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- Any plant or machinery to be regularly maintained and a schedule kept of maintenance requirements

## 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, regular inspection to be made of floors and stairs in the church, and externally.

Particular note to be made of moss, algae and leaves on paths. Any defects to be reported to the Administrator for repairs carried out.

## 7. **LIGHTING**

In order to ensure that the church is adequately lit, blown bulbs are noted and replaced as necessary. Safety precautions will be followed for replacing bulbs at high levels.

## 8. **WORKING AT HEIGHT**

Only contractors or volunteers deemed competent by the Fabric Working may work at high level. Subject to the necessary safety provisions being in place.

## 9. **PREPARATION OF FOOD**

All the Environmental Health regulations governing the preparation and storage of foodstuffs are followed.

All food handlers receive adequate supervision, instruction. Those involved in food handling and preparation are trained to the appropriate level.

The appropriate assessment of risks to be carried out for food preparation and storage, including storage at correct temperatures.

Before any preparation commences, surfaces coming into contact with food are thoroughly cleaned and disinfected.



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## 10. **MANUAL HANDLING**

Our policy is to eliminate the need for manual handling as far as reasonably practicable. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of trolleys as far as possible.

The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.

## 11. **BUILDING / GLAZING Hazards**

Our policy is to ensure that our building is safe and without risks to the health, safety and welfare of all who work in or use it. In order to achieve this, the church is regularly inspected and any defects noted are immediately reported to the Administrator and remedial procedures are put in hand.

Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

A check is made of all glazing in the building 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.

We alert the general public to the fragile nature of the external masonry in wind and after heavy rain.

## 11. **CONTRACTORS**

Anyone entering church premises for the purpose 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 provide to the Fabric Working Group project lead.

- Their own health and safety policy (where required by law) and be able to provide a copy of the same.
- Their own risk assessment.
- Evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.

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- Written agreement to comply with all requirements of this Health and Safety Policy and cooperate with the church officials in providing a safe place of work and a safe system of operation.
- Where plant and machinery is brought onto 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.
- 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.

## 12 **CDM REGULATIONS**

We will comply with CDM Regulations pertaining to any construction works being carried out on Church premises. A Project Lead will be appointed and will be responsible for liaising with contractors.

If the planned work is more than 30 days/500 person days, the HSE will be notified.

Where a project value exceeds £150K we will inform our Insurers. Below that level they will be informed of any works impacting on the fabric itself.

The Church insurers will be notified to ensure we are complying with the terms of our insurance.