

## **ST GEORGES CHURCH HEALTH AND SAFETY POLICY - GENERAL ARRANGEMENTS**

Review Date: March 2020

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### **INTRODUCTION AND MONITORING**

1. The various and specific instructions and procedures relating to Health and Safety at St Georges Church are detailed in these general arrangements:
  - a. While the Church will undertake to ensure the safety of those employees, volunteers and the general public, using its buildings and facilities, it is also the responsibility of all such persons to look after their own safety, those of their colleagues and to report any accident, incident, near-miss or faults within the Church infrastructure which has or could cause harm.
  - b. A member of staff will be appointed with the responsibility to co-ordinate the arrangements for Health and Safety reporting to the Rector.
  - c. At intervals of no than 1 year a full walk around inspection of all properties will be undertaken by the Rector's Health and Safety Group.
  - d. The Church Wardens will chair a Health and Safety meeting on at least an annual basis, to which all staff, Buildings Management Group and rector will be invited.
  - e. Both the walk around inspection and meeting shall be minuted.

### **HEALTH AND SAFETY TRAINING AND INDUCTIONS**

2. All new employees and volunteer activity leaders are to receive Health and Safety inductions. In most cases this shall be completed by the Ministry Leader with them.
  - a. Ministry leaders are also responsible for refresher training for employees and volunteer activity leaders.
  - b. Staff members responsible for health and safety arrangements shall receive competent person training.
  - c. Other specialist training for certain health and safety processes and functions which employees and Volunteer Activity Leaders may carry out will usually be conducted externally.
  - d. All training is to be recorded on the Health and Safety induction training pro forma found in the Church Hub. They are to be initialled and dated by the individual.

## **RISK ASSESSMENT**

3. Risk Assessments (RA's) are to be conducted and recorded for all activities/processes that occur within Church. The RA highlights the hazards (something with the potential to cause harm) and the Risk involved (the likelihood that harm will be caused and injury or loss occurs in any given situation). They will be reviewed annually or whenever an incident, or accident occurs which may lead to an update/amendment. Ministry leaders will be primarily responsible for writing new RA's, with support from staff members responsible for health and safety arrangements.

RA's are to be recorded for the following areas/ activities:

- a. **St George's Church:**
  - 1) Church Services + All Event.
  - 2) Sessions by the CYP Team (including family sessions, and session without parents).
- b. **St George's Hub: 27-29 St George's Street.**
- c. **St George's Church Place:**
  - 1) Sessions run by the adult pastoral team.
  - 2) Sessions run by the CYP team (including all age + family sessions).
- d. **One to one working:**
  - 1) Adult pastoral activities – Seeing people on Church premises, in their own homes and in residential facilities.
  - 2) CYP activities – Intentional one to one working in public venues 9am-6:30pm or during a session.
- e. **External activities:**
  - 1) St George's Youth Football Club at Borderville Sports Complex.
  - 2) Weekly Impact sessions at The Rectory.
  - 3) Adult & CYP Off-Site Trips.
- f. **Transport:**
  - 1) CYP or Adult Mini-Bus/car Transport.
  - 2) Adult pastoral activities – travel to/from activities and appointments in a car.
- g. **Vulnerable individuals.**
- h. **Manual handling operations.**
- i. **Control of Substances Hazardous to Health (COSHH).** We only use household cleaning and paint substances. These are stored in suitable cupboards, and the appropriate PPE is provided. Any use of substances hazardous to health shall not take place unless a suitable assessment of the risk is created and steps are taken to meet the requirements under the Regulation.
- j. **Display Screen Equipment (DSE).** All personnel operating DSE are to have an assessment of their workstation and be made aware of the hazard and risks involved with operating DSE. Guidance on conducting DSE assessments can be found in the Church office.

## **WORKING/ACTIVITY ENVIRONMENT**

4. Each area is to be kept clean, tidy and in a safe condition by ensuring that:
  - a. Walkways, paths, gangways, entrances, exits and traffic routes are clearly marked.
  - b. Arrangements exist for clearing potential hazards such as liquid spillage, snow and ice etc.
  - c. All trip hazards are removed or minimised.
  - d. Safe access and egress is provided to each workplace.
  - e. Workstations and worktops are uncluttered.
  - f. Access to firefighting equipment and fire exits is unobstructed.
  - g. Staircases, landings, floor openings etc. are maintained in good repair and guarded to prevent falls to personnel or materials.
  - h. Storage areas are kept tidy with safe and easy access to stored materials.
  - i. Storage systems are damage free, sturdy and suitable for the task.
  - j. Flammable, toxic substances are stored in accordance with current regulations.
  - k. Work equipment is not left in areas where it is likely to prove hazardous to others.
  
5. All areas are to be subject to at least annual inspections/audits through which any repairs or modifications required are to be identified. Any person becoming aware of a defect in the building fabric and contained equipment, which is considered to represent a Health and Safety, Welfare, or Fire hazard is to report the matter immediately to the Church Hub.

## **PORTABLE ELECTRICAL EQUIPMENT**

7. The term portable electrical equipment applies to equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or spur box, or similar means. It includes equipment that is either hand held or hand operated while connected to the supply, or is intended to be moved while connected to the supply, or is likely to be moved while connected to the supply.
  
8. All electrical equipment to be tested at intervals of no more than 3 years by a qualified PAT contractor.

## **PRIVATELY OWNED PORTABLE ELECTRICAL EQUIPMENT**

9. Privately owned portable electrical equipment is not to be introduced into the Church without the authorisation of the Church Hub. The equipment must be inspected/tested by a competent person before authorisation is given.

## **SAFE ACCESS AND EGRESS**

9. Only recognised access and egress points into buildings are to be used. Unless authorised no access at height is to be allowed onto any part of the structure of buildings without suitable and sufficient protection based on risk assessment. Unauthorised persons including contractors are not to access any roof space or carry out work at height unless acknowledged by a Buildings Group member.

## **LADDERS AND STEPS**

10. Whenever there is a requirement to work above normal height within workplaces a serviceable ladder or steps are to be used. On no account is anyone to use ad hoc items of furniture or shelving to climb upon. Risk assessments are to include any work above ground level and the selection and suitability of equipment required to gain access to height.

11. Faulty ladders/steps and the incorrect use of serviceable ladders/steps account for numerous accidents in the workplace.

12. Procedures for use of ladders and steps can be found in the appendices of this policy.

## **NOISE AT WORK**

13. The hazard of noise at work and the exposure of high noise levels can cause temporary and permanent hearing damage. The employer has a duty to identify employees who are likely to be exposed to hazardous noise in the workplace

## **ACCIDENT, INCIDENT AND NEAR MISS REPORTING**

14. All accidents, incidents and near misses to employees, visitors and contractor staff requiring some form of professional treatment, are to be reported in one of the Accident Logs and an Incident Form completed and passed to the Church Hub.

## **FIRST AID ARRANGEMENTS**

15. First Aid arrangements are to be made for all buildings used by the Church.

## **HEALTH AND SAFETY DOCUMENTATION**

16. Health and Safety legislation require registers and records to be maintained for certain equipment, activities and processes. The following documents are to be maintained where applicable:

- a. All risk assessments.
- b. Records of building inspections, fire equipment maintenance and PAT testing.
- c. Health and Safety Training Records.
- d. Accident book and investigation reports.

## **HEALTH AND SAFETY INFORMATION**

17. Some legislation requires that statutory notices must be displayed for certain activities and processes. The requirement for statutory notices will be directed in the specific regulations.

18. A number of health and safety awareness posters are available from a variety of sources. These posters can be purchased through the PCC. All posters deployed for health and safety awareness must be current, displayed in prominent positions and relevant locations. Signs are to be posted in accordance with statutory provisions or when identified as a control measure by risk assessments.

## **SMOKING AT WORK POLICY**

19. Smoking including the use of electronic devices is not allowed in any building used by the Church or in the Churchyard.

## **PREPARATION AND CONSUMPTION OF FOOD**

20. Kitchen policies and procedures are in place in line with Food Standard Agency requirements and are monitored and reviewed on a regular basis. We are registered as a food business with South Kesteven District Council and have a 5\* Food Hygiene Rating. All staff and volunteers involved in the supervision of the preparation of food within church buildings will be trained in Food Hygiene.

## **FIRE SAFETY**

21. Fire hazards, precautions and actions in the event of a fire are all covered in individual Risk Assessments for each property used by the Church and these are held in the Church Office.

**These procedures and guidelines were reviewed and agreed by the Parochial Church Council.**

**Signed:**

**Rector:** Revd Canon Martyn Taylor

**Churchwardens:** Liz Fell, Jaishan Mahan

**Date:** 29<sup>th</sup> June 2020

## **APPENDIX 1: HEALTH & SAFETY STAFF MEMBER COORDINATOR RESPONSIBILITIES**

- a. Display H&S Statement, HSE poster and insurance certificate at all sites.
- b. Ensure fire alarms (where installed) are checked regularly and logs updated
- c. Check that sufficient First Aiders are appointed and trained.
- d. Ensure that first aid boxes are maintained
- e. Ensure that all employees and volunteer activity leaders have completed induction training, DSE where required and have a covering training record.
- f. Keep a H&S folder for all employees containing completed induction training logs and their training records.
- g. Keep an office H&S file containing: Current Statement of policy and general arrangements, Health & safety meeting minutes, Risk assessments, and Accident reports.

## **APPENDIX 2: CONTROL OF LEGIONELLA DISEASE IN ST GEORGE'S CHURCH PLACE**

22. Responsible personal are to be appointed to carry out the following checks for the shower and the hot water cylinder at 1 Cheyne Lane. Once completed the checklist must be retained.

### **Shower:**

- a. Weekly flushing of the shower.
- b. Disconnection of the shower hose and head if there is a prolong period of non-use.
- c. If required the dismantling, cleaning, and descaling of the showerhead is to be undertaken.

### **Hot water cylinder:**

- a. Monthly checking of outgoing water temperature from the hot water cylinder.
- b. Monthly checking the pipework to confirm water are at a minimum of 50 °C where required.

## **APPENDIX 3: PROCEDURE FOR USE OF STEPS IN 27-29 ST GEORGE'S STREET AND ST GEORGE'S CHURCH PLACE**

The following safety precautions are to be undertaken by all:

- a. Always use steps when working at height and check them before use.
- b. Secure ladders against slipping by tying off at the top. Alternatively secure the sides or foot of the ladder. A second person anchoring the foot of a ladder is only acceptable for ladders less than 6m in height.
- c. Ladders should extend at least 1m above the landing place or rung to be worked from.
- d. Arrange ways of carrying tools and/or equipment that leave both hands free to grip the ladder stiles.
- e. Do not place ladders against fragile surfaces such as plastic guttering.
- f. Never place ladders where there is danger from moving vehicles on a recognised and marked traffic route, where there is an overhead crane operating or overhead power cables.
- g. Ensure that ladders have a firm level footing.
- h. Extending ladders should have a minimum of a 3 rung overlap.

## **APPENDIX 4: PROCEDURE FOR USE OF LADDERS IN THE CHURCH BUILDING**

Background:

23. There are two aluminium ladders, a stepladder and a 3 section free standing ladder. They are stored in the vestry on top of the pipe box to the left of the safe. They are for use when changing light bulbs or needing access to the inside or outside walls of the church. Use is restricted to trained people listed on the register of ladder users in the church hub.

Ladder storage and locking:

24. Both ladders are stored in the Vestry, secured by a padlocked chain to an eye bolt in the wall. They stand on a purpose built shelf which stops the foot of the 3 section ladder from being so close to the wall that it can topple. The stepladder is always stored last as it is in more frequent use. The key to the padlock must always be obtained from the church hub and returned to it after use.

Safe use of ladders:

25. The HSE guidance on ladder use is required reading as is basic training in handling and use of ladders before an individual can be registered as a ladder user on the register.

The essential guidance is:

- a. NEVER use a ladder alone in the church-always ensure a second person is with you whom you can trust to follow your instructions and to raise the alarm if you get into difficulties.
- b. NEVER use a ladder which you have not personally checked and know to be in good order at the time you use it.
- c. ONLY use a ladder if there is no other way to gain the access you need and your user registration is less than 5 years old.
- d. ALWAYS secure the leaning ladder before use if possible; if not possible then use a second person to foot the ladder i.e. *put their weigh on the bottom rung and hold it steady as you climb.*
- e. ALWAYS brace yourself in two positions on the ladder i.e. *feet and knees, feet and one hand.*
- f. ALWAYS keep your belt buckle between the stiles i.e. *never overreach sideways.*
- g. NEVER carry heavy loads while on a ladder- the reaction can push the ladder sideways or away from the wall and lead to a fall.
- h. Within church, NEVER carry a ladder on your own- they weigh too much and are likely to damage other equipment, the building or the ladders themselves if they strike other objects. To reduce risk, remove the 3 section ladder before moving.

Review:

26. The review of this procedure is delegated to the Buildings Subcommittee by the PCC and shall be done annually.

**Signed:** K Whittle (Chairman). **Dated:** 11/03/2020