



# ST JOHN'S CHURCH HOVE

## **St John the Baptist Hove Health & Safety Policy**

This document has been prepared in accordance with the provisions of the Health & Safety at Work Act 1974 and the regulations made under it.

### **To all PCC members, 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 & Safety.*

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 conditions, equipment and systems for all who use and visit our church, and to provide such information, training and supervision as they need for this purpose.

The allocation of duties for safety matters and the arrangements that we will make to implement the policy are set out separately.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. The policy and the way in which it is operated will be reviewed regularly and the appropriate changes made.

In order to ensure that Health & Safety matters are kept regularly under review, an item on Health & Safety will be on the agenda annually at the Parochial Church Council (PCC).

This policy was reviewed on 16 January 2023.

Signed:

## **B - Organisation and responsibilities**

### **Responsibility of the Vicar**

Overall responsibility for Health & Safety is that of the Vicar who will ensure that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel.

### **Responsibility of the Churchwardens**

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens.

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

The Parochial Church Council has general responsibility to ensure that the Health & Safety Policy is implemented.

### **All of the above should:**

- 1** be familiar with Health & Safety Regulations as far as they concern church premises
- 2** be familiar with the Health & 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 vestry are clean and tidy
- 5** ensure the church grounds are properly maintained
- 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 that adequate fire fighting equipment is available and maintained
- 10** ensure that food hygiene regulations and procedures are observed.

### **Responsibility of those using the Church**

All those using the Church have a responsibility to co-operate in the implementation of this Health & Safety policy and to take reasonable care of themselves and others whilst on church business or premises.

They should:

- 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.

### **Responsible persons**

The Vicar and Churchwardens are responsible for the following:

Accident book/Accident reporting

Fire extinguishers

Emergency evacuation

Portable electrical appliances

Fixed electrical system

Gas equipment

Hazardous substances

Plant and machinery

Condition of floors and stairs

Working at high levels inc light bulb changing

Manual handling

Building defects/glazing

Personal safety  
Contractors  
Music  
Health & Safety training

Separate arrangements are in place for the Safeguarding of Young people and Vulnerable Adults and are on display with current details in the Church.

### **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 employee(s), voluntary workers, members of the congregation, visitors and contractors.

#### **1. Accidents and First Aid**

The First Aid box and accident book are by the sink, next to the Sacristy, and are maintained regularly.

Trained/qualified First Aiders are: Lisa Godfrey

All accidents and incidents are entered in the accident book or on an accident report form, and our insurers advised as appropriate.

When the Church or Vestry 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.

#### **2. Fire safety (See attached Risk Assessment)**

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 & 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
- 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

##### **2.1**

#### **Fire extinguishers**

Fire extinguishers are kept in the following locations:

| <b>Location</b>                 | <b>Type of extinguisher</b> | <b>Capacity</b> |
|---------------------------------|-----------------------------|-----------------|
| <b>By the Sacristy Cupboard</b> | <b>Foam</b>                 | <b>6Lt</b>      |
|                                 | <b>CO<sub>2</sub></b>       | <b>2Kg</b>      |
| <b>By the Rear Door</b>         | <b>Foam</b>                 | <b>6Lt</b>      |
|                                 | <b>CO<sub>2</sub></b>       | <b>2Kg</b>      |
| <b>By the North Door</b>        | <b>Foam</b>                 | <b>6Lt</b>      |
| <b>By the Organ</b>             | <b>CO<sub>2</sub></b>       | <b>2Kg</b>      |

Foam extinguishers are to be used on fires involving solids and burning liquids.

CO<sub>2</sub> extinguishers are to be used on electrical fires.

For both types of extinguisher, point at the base of the fire.

Fumes from fires and extinguishers can quickly asphyxiate when used in enclosed spaces.

For more information see:

<https://www.firesafe.org.uk/types-use-and-colours-of-portable-fire-extinguishers/>

The extinguishers noted above are checked annually by E&E Fire Protection.

## **2.2**

### **Evacuation procedure**

**1** In the event of an emergency (fire or bomb threat, etc.) an announcement to leave the building will be made by the service leader

**2** The emergency services will be contacted immediately by a nominated person using a mobile phone

## **2.3**

### **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 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 behind you. The general rule is people before property

### **Electrical safety**

**1** A list of all our portable electrical appliances is maintained by the Churchwardens and no new appliances should be brought to the Church without appropriate checks and notification.

**2** Any necessary repairs will be reported to the Churchwardens for action

**3** At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist

**4** Misuse and abuse of electricity is a significant cause of fires and injury.

Faulty electrical equipment can kill.

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 mechanical damage

### **Gas equipment safety**

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a Gas Safe registered gas installer.

Any necessary work required for safety is implemented immediately.

These arrangements are checked by the responsible person.

### **Hazardous substances**

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.

Hazardous substances are stored away from view in the understairs cupboard or under the sink.

### **Safety of plant and machinery**

The responsible person 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 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 and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on
- 12 The following items of plant and equipment are tested by a competent person in accordance with an inspection programme:
  - The organ
  - The sound system
  - PAT testing
  - Lighting

### **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 responsible person of all floors and stairs in the church.

Particular note will be made of moss, algae and leaves on paths in the garden. Any defects will be reported to the Churchwarden, who will arrange for repairs or remedial measures to be carried out.

### **Lighting**

In order to ensure that the church is adequately lit, an inspection will be made every six months by the responsible person to ensure that all lights in the church, hall and church grounds are working. Any bulbs that require replacing will be reported to Churchwarden who will ensure that the bulbs are replaced, ensuring that the safety procedures for the replacement of bulbs is followed.

### **Working at high levels**

*Only the following persons may work at high level:*

- Contractors (with their own indemnity)
- Competent volunteers with appropriate safeguards

*The following procedures must be followed:*

At least one other person must always be present when work at high level (i.e. above the ground level) takes place.

### **Preparation of food**

There is no kitchen in the Church, so food and drink preparation is limited to hot drinks and (rarely) cold food. Those involved in the preparation should ensure they follow the following guidelines:

- 1 Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected

**2** Neither food nor drink should be stored in the Church for longer than a couple of hours, unless in appropriate sealed containers, and at the appropriate temperature.

### **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** The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
- 4** Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

### **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.
- 2** Any defects noted are immediately reported to 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

### **Personal safety**

We do not expect anyone to work alone in the Church without making at least one other person aware of where they are. When the Church is open, no-one should work alone in the church.

### **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 & Safety at Work Regulations 1999, amended 2003 and 2006.

### **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 & 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 & 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

### **Information and enforcement**

Environmental Health Service Information:

Email address: [ehl.environmentalprotection@brighton-hove.gov.uk](mailto:ehl.environmentalprotection@brighton-hove.gov.uk)

Phone: 01273 294266

Address: Bartholomew Square, Brighton, BN1 1JP

Health & Safety Executive

Information Line: 0845 345 0055

HSE Books: 01787 881165

**Health & Safety law poster**

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the church