

# Our Health and Safety Policy

St Peter's Church

Holly Lane  
Balsall Common  
Coventry  
West Midlands  
CV7 7EA

Date October 15, 2024

Review date October 15, 2025

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

The policy is in three sections:

**Section A**– General statement of policy

**Section B**– Organisation and responsibilities

**Section C**– Arrangements

**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 and understand your role and the overall arrangements for health and safety.

## **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 endeavour 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, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that 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 regularly 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 all meetings of the Parochial Church Council, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

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*Signed*

*...Susan Pearson.....*

*Vicar*

*Date ...15/10/2024.....*

*Review Date 15 October 2025*

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## **B Organisation and responsibilities**

### **1. Responsibility of the Vicar**

Overall responsibility for health and safety is that of the Vicar  
[the Revd Susan Mary Pearson](#)

who will ensure that arrangements are in place for the day-to-day implementation of the 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.

### **2. 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, as noted below:

[Christine Hornsby](#)  
[Sarah Roth](#)

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

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

### **3. Responsibility of the Health and Safety**

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in the policy.

[Susan Williams](#)

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 and hall 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 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 maintain
9. ensure adequate firefighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed.

## 5. Responsibility of employees and voluntary workers

All employees and voluntary workers 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:

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.

## 6. Responsible persons

The following are responsible for safety

These lists are not exhaustive

<b>By activity</b>	<b>Name/position</b>
Accident book/Accident reporting (1)	Susan Williams
Emergency evacuation (2.4)	Church Wardens
Health and safety training	Church Wardens /Sue Williams (H&S officer)
Condition of churchyard (7.2)	Church Wardens
Contractors (17)	Premises Committee via Bryan Marlow
<b>By area</b>	<b>Name/position</b>
Main body of church	Church Wardens
Clergy & Choir vestries	Guy Hawes
Sacristy	Guy Hawes
Kitchenette	Moira Johnson
Hall kitchen	Church Wardens
Churchyard	Church Wardens
Church hall	Christine Hornsby

## © 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. Accidents and first aid

First aid boxes are located in:

- The Church - in the kitchenette
- Church hall – in the kitchen

Trained/qualified first aider is:

- Moira Johnson
- Sarah Roth
- Margaret Mayhew

Accident book is located next to the First Aid box in Hall Kitchen

All accidents and incidents are entered on an Accident report form and our insurers advised as appropriate.

When the church or church hall 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 book and accident records are regularly reviewed.

These accidents will be reported by the responsible person at all PCC meetings.

### 2. Fire safety

#### 2.1.

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 and 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 including, if necessary, the provision of emergency lighting and fire exit signage
- 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.

## 2.2. Fire extinguishers are kept in the following location

Location	Type of extinguisher and capacity
Church porch	Water 9L
Church vestry	Water 9L
Sacristy	CO <sub>2</sub> 3Kg
Church hall - entrance	Water 9L
Church hall - main room	Water 9L
Church hall - kitchen	Powder 2Kg Fire blanket
Church hall - stage	CO <sub>2</sub> 2Kg
Church hall - back door	Water 9L

The extinguishers noted are checked every month by the responsible person to ensure that they are still in place.

The extinguishers noted above are checked annually by [Fixfire](#)

## 2.3. Evacuation procedure

For large our procedures for evacuation are as follows:

- All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
- A check must be made that all doors can be opened
- A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church/church hall
- Responsibility for using each fire extinguisher will be allotted to named and trained stewards
- If emergency lighting is not available, torches must be available for each steward
- In the event of an emergency (fire/bomb) an announcement to leave the building will be made by the [churchwarden/vicar](#)
- Persons will assemble in the [car park](#)
- The emergency services will be contacted immediately by a mobile phone held by the [churchwarden/vicar](#)
- Or if there is no mobile telephone or no reception the telephone located in the vicarage will be used

## 2.4. Evacuation drills

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

## **2.5. If you discover a fire (no matter how small)**

- Immediately raise the alarm
- Telephone the emergency services
- Check the building for occupants
- Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
- If not possible to attack the fire or if you are unsure which 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.
- Evacuate to the designated assembly point
- Ensure clear access for the emergency vehicles

## **3. Electrical safety**

- A list of all our portable electrical appliances is maintained by the responsible person
- Every quarter plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the [church wardens](#) for action
- Every year all our portable electrical equipment will be tested by a person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.
- Every quarter a visual inspection of our fixed electrical installation will be carried out by the responsible person. Any defects will be reported to the [church wardens](#) for action.
- Every five years our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.
- At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent and specialist firm of lightning engineers.
- It is our policy not to sell any second-hand electrical goods unless they have been examined and tested by a competent qualified person.
- 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 responsible person
  - (iii) Do not attempt to use or repair faulty equipment be reported to the responsible person
  - (iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person
  - (v) Electrical equipment should be switched off and disconnected when not in use for long periods

(vi) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### **4. Gas equipment safety**

Our gas boiler is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

#### **5. Hazardous substances**

The responsible person will maintain a list of all hazardous substances used in the church/hall. 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, 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.

Do not mix chemicals

Do not store chemicals in unmarked containers.

#### **6. 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:

- Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- Employees and voluntary workers must not ride on any parts of machinery not, intended for that use
- Machinery must be switched off before any adjustments are made
- After carrying out maintenance and adjustments all guards must be replaced before the machinery is used
- Before using any item of plant or ensure 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
- The appropriate personal protective personal protective equipment must be worn.
- 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
- 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

9Any defect and damage found to any item of plant or machinery must be



- reported to the responsible person
- All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
- 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 procedure to ensure their safety is checked on

## **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 every month by the responsible person of

- all floors and stairs in the church and hall, 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 [church wardens](#) 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 month by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to the [church wardens](#) who will ensure that the bulbs are replaced following appropriate safety procedures.

## **9. Working at high levels**

Anyone working at height, for example when replacing light bulbs, **MUST** follow the guidelines issued by the HSE (INDG401(rev2) a copy of which is at the back of this policy folder.

## **10. Preparation of food**

Food should only be prepared in the kitchen and by individuals who have received the appropriate training

- We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
- We ensure that all food handlers have received adequate supervision, instruction and training
- We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
- Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
- Food stuffs may only be prepared in the following areas: [kitchens](#)
- Only the following persons who have received the appropriate training may prepare and serve foodstuffs unless supervised by someone who has received the appropriate training.

- We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

### **11. Manual handling – lifting carrying and moving loads**

- Our policy is to eliminate the need for manual handling as far as is reasonably practicable
- Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of repairs can be carried out lifting aids, including trolleys, lifts and hoists as far as possible
- The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
- Only those persons who have received the appropriate training are authorised to undertake manual handling tasks

### **12. Hazardous glazing**

A check is made of all glazing in the buildings 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

### **13. Child protection and protection of vulnerable adults**

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

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

### **14. Personal safety**

All individuals working alone should follow the guidelines issued by the HSE – ING73 (rev3), a copy of which is given to all employees and volunteers who have the potential of lone working.

### **15. 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 and Safety at Work Regulations 1999.

### **16. Contractors**

Anyone entering the 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 (where required by law) and be able to provide a copy of the same
- produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained

- 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
- 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
- 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
- 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.

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**Reviewed on 11/10/2024 Susan Williams**