

HEALTH AND SAFETY POLICY



The CHURCH OF ENGLAND
The Diocese of Peterborough



Whitefriars Church,
Boughton Drive,
Rushden, NN10 9HX



THIS POLICY will be reviewed annually and updated as deemed necessary and appropriate. The next review will be in May 2024.

Signed: *M D Hunter*

Date: May 2023

Office: PCC Secretary

GENERAL POLICY STATEMENT

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, garden or any other building we are responsible for. This is in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it. We will appoint a member of staff or suitable volunteer to have specific responsibility for this policy and its implementation (the Appointed Person). We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further details about our organisation and arrangements for managing health and safety are set out in this document. A copy of it will be kept in the Bridge office and made available to others on the web-site.

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Responsibilities

The PCC will:

- 1) Ensure that the Church's Health and Safety Policy is implemented at:
Whitefriars Church
Boughton Drive
Rushden
NN10 9HX

and any other address at which Whitefriars members meet.
- 2) Ensure that there is an effective policy for Health and Safety within the Church.
- 3) Periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made (review annually).
- 4) Ensure compliance with all relevant Health and Safety legislation, following advice from the Health and Safety Appointed Person.
- 5) Take a direct interest in the Health and Safety Programme and publicly support all persons carrying out the same.
- 6) Provide adequate funds, staff and materials to meet all Health and Safety requirements.

The Incumbent will:

- 1) Ensure that the responsibility for Health and Safety is correctly assigned to, accepted and practised by all staff.
- 2) Ensure that staff who directly report to them are aware of and follow their duties with regards to Health and Safety.
- 3) Ensure that adequate Health and Safety training is available to all staff.
- 4) Ensure Risk Assessment procedures are established.

The Church Wardens will:

- 1) Ensure that adequate Health and Safety training is available to all staff.

All will:

- 1) Set a good example at all times.

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The PCC will appoint a member of staff (usually the Ministry Resources Manager) or a suitable volunteer with overall responsibility for implementing our policy.

They will ensure:

- 1) All employees and volunteers are aware of their health and safety responsibilities.
- 2) Adequate precautions are taken as set out in this policy and related risk assessments.
- 3) Adequate information and training is provided for those that need it.
- 4) Any hazards or complaints are investigated and dealt with as soon as possible.
- 5) Where defects cannot be corrected immediately, interim steps are take to prevent danger.
- 6) All accidents are report in line with the requirements of the policy.
- 7) Advice is sought where clarification is necessary on the implementation of this policy.
- 8) Set a personal example on matters of health and safety.
- 9) Be aware of legislation and Common Law affecting Health and Safety within the church.

All employees and volunteers have a responsibility to co-operate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

- 1) Read this policy and understand what is required of them.
- 2) Complete their work taking any necessary precautions to protect themselves and others.
- 3) Comply with any safety rules, operating instructions and other working procedures.
- 4) Report any hazard, defect or damage so that this might be dealt with.
- 5) Warn any new employees or volunteers of known hazards.
- 6) Attend any training required to enable them to carry out their duties safely.
- 7) Do not undertake any repair or modification unless they are competent to do so.
- 8) Report any accident.
- 9) Do not misuse anything provided in the interests of health and safety.

Contractors will:

- 1) Observe and adhere to the Church safety rules at all times.

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If we employ contractors, we make sure that they have their own health and safety policy and Public and Employers Liability Insurance by asking to see copies of the relevant documents.

Health and Safety is everybody's responsibility and all persons must co-operate to achieve a safe and healthy workplace and take reasonable care for themselves and others.

General Health and Safety Arrangements

First Aid

First Aid boxes are located in the Bridge kitchen and office.

Accidents/Incidents

All accidents and incidents must be reported in the first instance to the Appointed Person (in their absence the incumbent). Once the Appointed Person has concluded their investigation all documents are to be passed to the PCC for review. The accident book is located in the Bridge kitchen and in a bag for activities off site. All accidents/incidents must be entered into the accident book immediately, regardless of injury or not.

In the event of an accident the injured person should only be treated by a trained First Aider (if available). Their treatment is to be backed up, if necessary, by local emergency services.

Fire Safety

The Bridge smoke detectors and fire equipment will be tested and checked weekly by a volunteer.

Fire fighting equipment is serviced annually and maintained by an external qualified company. This will be monitored and arranged by the Appointed Person.

The fire alarm system is maintained and serviced annually by external, qualified engineers and this will be monitored and arranged by the Appointed Person.

Training

The Appointed Person is responsible for ensuring all new and current staff are issued with a copy of the Health and Safety Policy and any updates that may occur.

The Appointed Person is responsible for ensuring staff are adequately trained in local hazards.

It is the aim of the church that selected staff shall receive basic First Aid training. It is the responsibility of the Appointed Person to arrange the training of staff with the appropriate authority.

Risk Assessments

It is our policy to ensure that risk assessments are undertaken in accordance with legal requirements. Risk assessments are regarded as useful tools which help us to prevent accidents and ill-health and ensure that all possible measures are in place to prevent risk to all. For that reason, these documents are frequently completed and reviewed with input from staff who are directly involved with the task being assessed.

The church will undertake a programme of risk assessments to cover general as well as specific risks for which there are particular assessment requirements in law. The 'significant findings' of risk assessments are shared

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with staff by circulating the assessments to all staff and discussing the outcome of these assessments at staff meetings.

Risk assessments will be shared with all those who are new to a particular task prior to them beginning this task.

Equipment should be checked regularly. Any defective equipment (e.g. trolleys) should be reported to the Appointed Person) who will arrange for repair or replacement.

Risk assessments are undertaken by assessors with relevant training and experience. Where appropriate, assessors seek input from the staff involved with the task being assessed. Risk assessments will be reviewed every two years or by the time specified by the assessor. Risk assessments will also be reviewed if any changes are made to the specific task or any accidents / incidents or near misses indicate this.

Records of risk assessments are retained for at least five years. A master copy of each assessment is retained and annotated to indicate when actions have been completed.

Specific Hazards – Housekeeping and Premises

Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and suitable equipment. We will store food in such a way as to avoid contamination, provide hand washing facilities and suitable arrangements for the disposal of waste.

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Waste Disposal

All waste will be disposed of in the appropriate bins on a regular basis.

Emergency Exits

All emergency exits must be kept clear at all times. Everyone must make themselves familiar with escape route plans in the event of a fire or other emergency.

Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as possible. Where this is not practical, we will make use of lifting aids such as trolleys or other precautions such as team lifting. Particular care needs to be taken in moving equipment between the Bridge and the school. Two people must always be involved in moving heavy equipment (particularly to PA trolley) up or down the car park. Two people should also be involved in moving awkward or heavy school equipment (particularly the PE equipment and the heated food server). A risk assessment will be done and this will be shared with every new person involved in any of these activities.

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Electrical Equipment

Portable Electrical Equipment.

Any electrical equipment that is connected to the mains electrical system using a 13A plug into a wall socket is deemed to be portable.

Formal inspections will be carried out by an accredited person as required.

Visual inspections will be carried out by users and any defects reported (this applies in particular to mains extension leads).

Any defects must be reported to the Appointed Person immediately.

Fixed Electrical Installation

A fixed electrical device is one where the power cable cannot be detached or unplugged from the mains electrical system.

An inspection by a qualified tester will be undertaken every five years.

The school remains responsible for maintaining equipment that belongs to the school.

Control of Substances Hazardous to Health (CoSHH)

The Appointed Person will take responsibility for ensuring that CoSHH assessments are carried out to ensure the safety of persons at risk.

Display Screen Equipment

Where our employees and volunteers regularly use computers for continuous periods of an hour or more, we will analyze workstations to identify precautions, implementing these as necessary. We will provide information, training, eye / eyesight tests (on request) and special spectacles if needed.

This area is less of a hazard since the introduction of 'flat screens' instead of the older CRT screens.

Events

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

Emergency Evacuation Procedures

Please refer to our **Critical Incident Procedure Policy** for detail about this.