

Standard Policy Statement  
November 2015

## Health and Safety Policy

# Our Lady Immaculate Church

## Policy Statement for Health and Safety

November 2015  
Draft V 1.0

### **Authorisation:**

This Policy Statement has been approved by:

## Health and Safety Policy Policy Statement

**Title: Health and Safety Policy**

### **Purpose:**

This policy aims 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.

### **Policy Statement:**

This document has been prepared in accordance with the provisions of the Health & 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

## **Note 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 carefully and understand your role and the overall arrangements for health & safety.*

*Notwithstanding the written policy and arrangements contained in this document the success of any "Health and Safety" initiative is in always thinking and being aware of health & 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, 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 annually and the appropriate changes made. In order to ensure that Health & Safety matters are kept constantly under review, the Health and Safety Officer shall create and maintain a checklist of items requiring regular inspection.

In addition:

- Health and Safety concerns shall be raised in the first place with the Health & Safety Officers
- Health and Safety issues shall be brought to the Property & Finance Committee by the Health and Safety Officer
- An annual Health and Safety Report shall be made to Property & Finance committee the by the Health and Safety Officer
- All staff, and all volunteer team leaders shall be advised of the Health and Safety Policy, and relevant codes of practice.

## ***B - Organisation and responsibilities***

### **Responsibility of the Finance & Property Committee**

The Finance & Property Committee has overall responsibility for Health & Safety, to ensure that arrangements are in place to satisfy Health & 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 to the Health and Safety Officer, who shall amend the list accordingly.

The Finance & Property Committee has general responsibility to ensure that the Health & Safety Policy is implemented.

The Finance and Property Committee have responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary.

### **Responsibility of the Health & Safety Officer**

The Health and Safety Officer carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy.

The responsibility of the Health & Safety Officer shall include:

1. Establish and maintain a system of regular checks on health and safety matters;
2. Establish and maintain a current list including contact details of named post holders with responsibility for health and safety, and sufficient trained first-aiders;
3. Be familiar with Health & Safety Regulations as far as they concern church premises;
4. Be familiar with the Health & Safety Policy and arrangements and ensure they are observed;
5. Ensure so far as is reasonably practicable, that safe systems of work are in place;
6. Ensure the church and hall, if applicable, are clean and tidy;
7. Ensure the external areas of the church is properly maintained including proper functioning of gates, the safety of trees, and external fire routes are checked to ensure clear route of passage. ;
8. Ensure that safety equipment and clothing is provided and used by all personnel where this is required;

9. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
10. Ensure that adequate access and egress is maintained;
11. Ensure adequate fire fighting equipment is available and maintained;
12. Ensure that food hygiene regulations and procedures are observed (where applicable);
13. Report Health and Safety Issues to the Property & Finance Committee;
14. Present an annual Health and Safety Report to the Property & Finance Committee; and
15. Ensure adequate Health and Safety awareness among staff and volunteers.
16. Ensure Health and Safety responsibilities communicated to hirers and non-OLI users of the buildings and equipment.

### **Responsibility of staff, voluntary workers**

All staff and voluntary workers 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.

Staff and voluntary workers must therefore:

1. Be aware of and comply with the Health and Safety Policy and all codes of practice pertaining to their role including 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 and complete the incident report book.
5. Not misuse anything provided in the interests of Health and Safety

## **B6. Responsible Post Holders**

The following post holders are responsible for safety for particular activities/areas: (Note some areas may be responsibility of 2 post holders)

### **Parish Office**

Fêtes:

Accident book/Accident reporting:

Food preparation: Catering

Event Risk Assessments: Activity Leader

### **Clerk of Works**

Building defects/glazing:

Condition of church:

Condition of floors and stairs:

Contractors:

Fixed electrical system:

Gas equipment:

Hall Hire: Church Office

Hazardous substances:

Light bulb changing:

Plant and machinery:

Portable electrical appliances:

### **Health & Safety Officers**

Accident book/Accident reporting:

Desk-top computer screens:

Fire & Emergency evacuation:

Fire extinguishers:

Health & Safety training:

Manual handling:

Personal safety:

Premises Risk Assessments:

Working at high levels:

### **Protection Officer**

Child protection: Child Protection Representative

Children's /Youth Activities:

## ***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 employees, voluntary workers, members of the congregation, visitors and contractors.

### **C1. Accidents and First Aid**

First Aid boxes are located in:

1. Back of the Church
2. Kitchen

### **C2. Accident and Incident Reporting**

The incident reporting procedure is documented in Incident Reporting Policy and Guidelines, available from the Parish Office and held in the Health & Safety Manual.

Incident reporting form is available in Parish Office

The Incident / accident book(s) is/are located in:

- The Parish Office

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

If 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. A separate book is kept for this purpose (See Procedure for Hiring the Church Hall)

Completed accident books and accident records are kept in the office filing cabinet and reviewed by the Health and Safety Officer on a regular basis.

### **C3. Fire Policy**

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005.

In order to achieve this, we undertake the following:

1. An assessment of the fire risks in the church and associated buildings and the risks to our neighbours has been carried out;
2. A check that a fire can be detected in a reasonable time and that people can be warned is achieved through regular fire evacuation exercises;
3. 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 is achieved through annual fire evacuation exercises;

4. Provision of reasonable fire fighting equipment has been assessed by a Fire Officer's inspection;
5. Fire Wardens have been appointed and trained to assist those in the building to know what to do if there is a fire; and
6. 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 is undertaken by our Fire Officer
7. A monthly test on emergency lighting where fitted and fire system.
8. A check of fire precautions is carried out to ensure that all escape routes are kept free of obstruction, fire extinguishers are in place, matches, candles etc are stored securely, boiler house are not being used for storage and any gas cylinders are secure.

Details of our fire assessment and evacuation procedures, roles and responsibilities are documented in Fire Assessment Folder held in the parish Office

#### **C4. Electrical Safety**

To ensure electrical safety:

1. All new circuits shall be tested and certified at the time of installation;
2. All second hand electrical equipment shall be PAT tested prior to use; and checked annually.
3. An electrical systems inspection shall be undertaken every five years by an approved contractor.

#### **C5. Gas Equipment**

To ensure gas safety:

1. All gas appliances shall be serviced annually; and
2. A gas safety inspection shall be carried out annually by an approved contractor and appropriate certificates of same filed

#### **C6. Hazardous Substances**

Staff and volunteers who are required to handle hazardous substances shall be suitably equipped, trained and where appropriate qualified to handle these substances.

The job descriptions clarify which staff/volunteers this applies to; and the recruitment procedure and induction code of practice ensure that it is carried out.



### **C7. Condition of floors, steps and paths (slips, trips & falls)**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the Health and Safety Officer:

1. All floors and stairs in the church and hall, and
2. All paths and steps in and around the church. (Particular note will be made of moss, algae and leaves on paths for external steps)

Any defects will be reported to the **church office** who will arrange for repairs or remedial measures to be carried out.

### **C8. Lighting**

In order to ensure that the church is adequately lit, an inspection will be made every month by the Health and Safety Officer to ensure that all lights in the church, hall and church gardens are working.

Any bulbs that require replacing will be reported to the Parish Office who will make arrangements to ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

### **C9. Working at high levels**

High level is any level that requires the use of a ladder or platform to enable work to be carried out. This includes the following, which are designated as high levels:

- Loft space
- Roofs and gutters
- Ceiling arches
- Ceiling lights
- Spot lights in the worship area
- Worship area windows
- Only the following persons may work at high level:
- Approved contractors,
- Competent volunteers

The following procedures shall be followed:

- i. A second person must always be present at low level;
- ii. The Finance & Property Committee must approve a risk assessment before work commences, except for the following tasks:
  - Replacing light bulbs
  - Accessing loft storage

Also refer to the Working at Heights Policy for more information.

### **C10. Preparation of food**

i. Procedures, checklists, and records shall be maintained by the person responsible for catering to ensure proper standards of health and safety, and kept in the kitchen.

ii. All those directly involved in food preparation shall be trained in food hygiene.

### **C11. Manual handling – lifting, carrying and moving loads**

Our policy applies to loads in excess of 25Kg per person handling the load.

The following items which are moved regularly shall not require further risk assessments:

- When moving a settee/bench etc, a minimum of two people lifting shall be required.
- Otherwise, the aim 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, a risk assessment should be completed, and use made of 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; and
- Only those persons who have received the appropriate training are authorized to undertake manual handling tasks.

Also see the Church's Manual Handling Policy for further Information.

### **C12. Display screen equipment**

The Health and Safety Officer shall assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- Stability and legibility of the screen
- Contrast and brightness of the screen
- Tilt and swivel of the screen
- Suitability of keyboards, desks and chairs
- The work station environment
- Daily work routines will involve periods away from the screen.

Workstation users shall be responsible for self-awareness of personal risks and feeding back any concerns to the Health and Safety Officer.

### **C13. Hazardous buildings/glazing**

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. In order to achieve this, the buildings are inspected every quarter by the responsible person:

- Any defects noted are immediately reported to the Church Office and the procedures put in hand for repairs;
- Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
- All asbestos was removed in 2012 as part of the church hall refurbishment project. All details can be found in Parish Office.
- A check has been 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.

### **C14. Child and Vulnerable Adult protection**

Measure for the Health and Safety of children and vulnerable adults is defined in the Diocese website . <http://www.portsmouthdiocese.org.uk/safeguarding>

Safe recruitment of staff and volunteers is assured by our recruitment procedures.

The Parish lead for 'Protection' is detailed on the notice board in the front of the church.

### **C15. Personal safety**

Common sense is expected from all staff and volunteers having to work alone in the church, accepting persons into their homes, and handling cash and other valuables outside of the church premises.

The following guidelines should be followed:

1. When working alone in church: the doors should be locked, only known people should be admitted, and someone else should know of your whereabouts, also refer to the Lone Working Policy.
2. When accepting people into your own home, or visiting others: if the person is known or suspected to pose a risk, or is of the opposite gender, you should be accompanied; otherwise someone else should know of your whereabouts.

3. When handling valuables outside of the church premises: safe well used routes should be taken, night time should be avoided, the valuables should not be visible, if the value is high you should be accompanied.

Also refer to the Church's Lone Working Policy

#### **C16. Risk assessments**

Risks, as they are identified, shall be assessed by the Parish Administration and Health & Safety Officer in accordance with the principles laid down in the churches, health and safety guidelines and Risk Management and Risk Assessment Guidelines.

A risk assessment form should be completed and the necessary actions to be taken documented on the risk assessment form. All completed forms to be held Parish Office and reviewed frequently.

All risks identified must be reported to the Finance and Property Committee.

#### **C17. 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:

- Have their own Health & Safety Policy (where required by law) and be able to provide a copy
- Produce evidence that they have appropriate Public and Employer's liability insurance in place. A record of this evidence will be maintained
- Comply with all the requirements of this Health & 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 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.
- All contractors to provide full risk assessment for project/work to be carried out in advance of commencing work.

The responsible person will ensure that the necessary arrangements are put in hand.

**C17 Information and enforcement**

**Environmental Health Service Information:**

Bournemouth Borough Council  
Customer services Centre  
St Stephens Road  
Bournemouth  
Dorset  
BH2 6EB

Tel: 01202 451451

**Health & Safety Executive Information:**

14 New Fields  
Stinsford Road  
Nuffield Industrial Estate  
Poole

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 office.