

# **HEALTH AND SAFETY POLICY STATEMENT, RESPONSIBILITIES AND ARRANGEMENTS**

**St Georges Church, Jesmond**

**St Georges Close**

**Jesmond**

**Newcastle upon Tyne**

**NE2 2TF**

## **CONTENTS**

### **SECTION A - GENERAL STATEMENT OF POLICY**

### **SECTION B - ORGANISATION AND RESPONSIBILITIES**

1. Responsibility of the Vicar
2. Responsibility of the Churchwardens
3. Responsibility of the Parish Safeguarding Officer
4. Responsibility of the Parochial Church Council
5. Responsibility of the Health and Safety Officer
6. Responsibility of Employees and Voluntary Workers
7. Responsible Persons

### **SECTION C - ARRANGEMENTS**

8. Accidents and First Aid
9. Fire Safety
10. Electrical Safety
11. Gas Equipment Safety
12. Hazardous Substances
13. Safety of Plant and Machinery
14. Slips, Trips and Falls
15. Lighting
16. Working at High Levels
17. Preparation of Food
18. Manual Handling
19. Display Screen Equipment
20. Hazardous Buildings / Glazing
21. Safeguarding
22. Outings
23. Fetes
24. Risk Assessments
25. Personal Safety

26. Contractors
27. Bell Ringing
28. Lone Working
29. Information and Enforcement

## **SECTION 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 and volunteers 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 St Georges Church, associated buildings and grounds.

The allocation of duties for safety matters and the particular arrangements which 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.

Signed: .....  
Vicar

Date: .....

## SECTION B - ORGANISATION AND RESPONSIBILITIES

### 1. Responsibility of the Vicar

Overall responsibility for health and safety is that of the Vicar, who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel and such persons will be notified and the list in section 7, amended accordingly.

### 2. Responsibility of the Churchwardens

The churchwardens are responsible to ensure that the arrangements outlined in this policy are carried out and updated as necessary.

### 3. Responsibility of the Parish Safeguarding Officer (PSO)

This is an independent, over-arching role with a direct reporting line to the **Incumbent ?area dean in a interregnum** Diocesan Safeguarding Advisor and also reports to the PCC. The PSO has responsibility for ensuring that; safeguarding is appropriate at all levels, adequate training is provided, relevant people have signed a confidential statement and have up-to-date DBS certificates. **Safeguarding includes making sure all risk assessments are safeguarding checked**

### 4. Responsibility of the Parochial Church Council

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

### 5. Responsibility of the Health and Safety Officer (HSO)

The responsibility of the Health and Safety Officer shall be to;

- a. be familiar with health and safety regulations as far as they concern church premises
- b. be familiar with the health and safety policy and arrangements and ensure they are observed
- c. ensure so far as is reasonably practicable, that safe systems of work are in place
- d. ensure the church and hall are maintained in a safe condition
- e. ensure the church grounds are properly maintained including the safety of monuments and trees
- f. ensure that safety equipment and clothing is provided and used by all personnel where this is required
- g. ensure that all plant, equipment, and tools are properly maintained and in good condition and that all operators have received the appropriate training
- h. ensure that adequate access and egress is maintained
- i. ensure adequate fire-fighting equipment is available and maintained
- j. ensure that food hygiene regulations and procedures are observed.
- k. **The PSO should review the procedures above for special events (Church Fetes, Cconcerts etc.) where additional assessment may be necessary regarding CYP safety**

### 6. Responsibility of employees and voluntary workers

All employees and voluntary helpers 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;

- a. comply with safety rules, operating instructions and working procedures
- b. use protective clothing and equipment when it is required
- c. report any fault or defect in equipment immediately to the appropriate person
- d. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible to the Parish Office.
- e. not misuse anything provided in the interests of health and safety.

## 7. Responsible Persons

The following are responsible for safety in particular areas, as detailed in this document;

<b>Activity</b>	<b>Responsible Person Role</b>
Accident Book/Accident Reporting	Parish Secretary
Fire Extinguishers	Health & Safety Officer (HSO)
Emergency Evacuation	Churchwardens
Portable Electrical Appliances	Chairman of Building and Grounds / HSO
Fixed Electrical System	Chairman of Building and Grounds / HSO
Gas Equipment	Chairman of Building and Grounds / HSO
Hazardous Substances	HSO
Plant and Equipment	Chairman of Building and Grounds / HSO
Condition of Floors and Stairs	Chairman of Building and Grounds / HSO
Condition of Church grounds	Grounds Maintenance Co-ordinator
Light Bulb Changing	Electrical Supervisor
Working at High Levels	Chairman of Building and Grounds
Manual handling	HSO
Display Screen Equipment	Parish Secretary / HSO
Building Defects/Glazing	Chairman of Building and Grounds / HSO
Safeguarding of Vulnerable Adults and Children and Young People	Parish Safeguarding Officer (PSO)
Personal Safety	Vicar / HSO
Contractors	Chairman of Building and Grounds
Bell Ringing	Tower Captain
Choirs/Music	Organist & Choirmaster
Summer Fete	Summer Fete Organiser / HSO
Christmas Fete	Christmas fete Organiser / HSO
Outings	Churchwardens / HSO / Safeguarding Officer
Health and Safety Training	HSO
Church Walks	Church Walks Leader

Current holders of these roles are as follows;

<b>Responsible Person Role</b>	<b>Responsible Person Name</b>
Chairman of Building and Grounds Committee	Vacancy
Church Walks Leader	Hilary Pitkethly
Children's Co-ordinator (Sunday School, Smarties, Sunday Knights & children's outings)	Vacancy
Church Wardens	Janet Wilson
CYP Leader	Emily Gibson
Christmas Fete Organiser	Appointed specifically every year
Electrical & Mechanical Maintenance Leader	Ian Spencer
Friday Café Group Leaders	Joan Grenfell and Barbara Peacock
Health & Safety Officer (HSO)	Tom Klenka
Lift Rota Organiser	Margaret Baron
Little Saints Leader	Barbara Peacock
Messy Church Leader	Wendy Jones
Organist & Choirmaster	Drew Cantrill-Fenwick
Parish Secretary	Jonathan Richards
Parish Safeguarding Officer (PSO)	Sue Vernon
Spring Fete Organiser	Appointed specifically every year
Tower Captain	Geoff White
Tower Secretary	Lorna Taylor
Vicar	

## **SECTION C - ARRANGEMENTS**

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.

### **8. ACCIDENTS AND FIRST AID**

- a. First Aid boxes are located in the drawer at the back of church and the marked kitchen cupboard. Contents are checked monthly.
- b. The accident book is located in The Parish Office
- c. All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised. If the church or church hall are let to outside organisations, they will be told in writing that in the event of an accident, details must be entered in the accident book.
- d. Accident books and accident records are regularly reviewed, by the Health and Safety Officer.
- e. RIDDOR (Report of Injuries, Diseases and Dangerous Occurrences Regulations 1995)  
Fatal accidents, major injuries and dangerous occurrences must be reported immediately by the HSO, by the quickest practicable means (normally the telephone) to the relevant enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive (HSE) should be obtained.
- e The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact the HSE;
  - i. any fatality to employees or non-employees including volunteers.
  - ii. major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances)
  - iii. any injury resulting admission to hospital for more than 24 hours
  - iv. any accident that causes more than three consecutive days off work.
  - v. injuries to non-employees which require the injured person to be taken straight to hospital for treatment.

### **9. FIRE SAFETY**

Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997. In order to achieve this, we undertake the following:

- i. An assessment of the fire risks in the church and associated buildings.
- ii. A check that a fire can be detected during periods of occupancy in a reasonable time and that people can be warned.
- iii. A check that people who may be in the building can get out safely including the provision of emergency lighting in the hall.
- iv. To provide reasonable fire-fighting equipment.
- v. A check that those in the building know what to do if there is a fire.
- vi. 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.

### a. Fire Extinguishers

Fire extinguishers are kept in the following locations:

<b>Location</b>	<b>Type of Extinguisher</b>
Office	CO2
Main Hall	CO2
Winskell Room	Water
Upper Winskell Room	Water
Middleton Room	Water
Kitchen	Powder
Choir Vestry	Foam
Tower Room	CO2
Church Door, back south	Water
Church Door, back north	Water
Ringing Chamber	Water
Boiler House	Water

The extinguishers noted above are checked every month by the Responsible Person to ensure that they are still in place and have not been discharged and are checked/serviced annually.

### b. Fire Alarm System

The Alarm is tested monthly

### c. Other Fire Protection Equipment

Kitchen - Fire Blanket

### d. Evacuation Procedures - Church

For large services and concerts, where the congregation / audience exceeds 200, our procedures for stewarding/evacuation are detailed below;

1. All designated fire doors must be unlocked before the service/event commences.
2. A check must be made that all doors can be opened.
3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church.

#### **Area of Church**

#### **Exit Door(s)**

Vestry / Choir

Vestry Door

Nave / Aisles

South Door / North Door

4. Responsibility for using fire extinguishers will be allotted to the church wardens.
5. As emergency lighting is not available in the church, torches are provided for each steward.
6. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the church wardens.

7. Persons will assemble on the church green.
8. The emergency services will be contacted immediately by a nominated person using the telephone located in the clergy vestry or a mobile phone.

**e. Evacuation Procedures - Church Hall**

1. All designated fire doors must be unlocked before the activity commences.
2. Exits are marked as fire exits using the "Running Man" symbol.
3. A check must be made that all doors can be opened.
4. Emergency lighting is available
5. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the hall will be made by the senior person present.
6. Persons will assemble on the church green.
7. The emergency services will be contacted immediately by a nominated person using the telephone located in the parish office or a mobile phone.

**g. 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.
6. Evacuate to the church green.
7. Ensure clear access for the emergency vehicles.

**10. ELECTRICAL SAFETY**

- a. A list of all our portable electrical appliances is maintained by the Responsible Person.
- b. Any repairs required will be reported to the Chairman of Building and Grounds for action.
- c. Every year all our portable electrical equipment will be tested by a competent contractor, who is a member of the National Inspection Council for Electrical Installation Contracting, Electrical Contractors Association or other approved body, to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.
- d. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
- e. At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm (most recently Taylor Hastwell Steeplejacks).
- f. Any work on mains operated electrical equipment must be done when at least two people are present on site
- g. It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
- h. 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.

- iv. No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.
- v. Electrical equipment should be switched off and disconnected when not in use for long periods.
- vi. Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

## **11. GAS EQUIPMENT SAFETY**

Our gas boilers and any other gas equipment is maintained and checked annually by Arnott & Sons who are 'Gas Safe' registered gas installer. Any necessary work required for safety is implemented immediately. These arrangements are checked by the Parish Secretary.

## **12. HAZARDOUS SUBSTANCES**

The Responsible Person will maintain a list of all hazardous substances used in the church/hall.

Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, 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

Examples of other hazardous substances might be: petrol, pesticides, insecticides and polishes. Some hazardous substances, such as asbestos which may be found in boiler rooms, or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors. The local Environmental Health Officer should be contacted.

An asbestos risk assessment has been carried out.

### **13. 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;

- a. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- b. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- c. Machinery must be switched off before any adjustments are made.
- d. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- e. 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.
- f. The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- g. Persons under the age of 18 may use hand tools and are not permitted to operate any power driven item of plant or machinery.
- h. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two-person operation.
- i. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

In certain situations, such as when working in the Bell Tower or grass cutting, head protection, ear protection or eye protection may be necessary.

The ladders and lawnmower are to be locked away when not in use and only used by authorised persons.

### **14. 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 six months by the Responsible Person of all floors and stairs in the church and hall, and all paths and steps in the grounds. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Chairman of Building and Grounds who will arrange for repairs to be carried out.

### **15. 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 grounds are working. The Electrical Supervisor will ensure that the bulbs are replaced and that the safe procedures for the replacement of bulbs are followed. Method statements will be required for any work involving access to height.

## 16. WORKING AT HIGH LEVELS

The following areas/tasks are designated as high levels;

- a. Tower (above Ringing Chamber). No person may go up the Tower beyond the Ringing Chamber without the express permission of the Chairman of Building and Grounds or Tower Captain.
- b. Replacing light bulbs in the Nave.
- c. Clearing leaves and debris from the gutters in the Sanctuary, North and South Aisle, Hall, Tower House and Close House.

The appropriate training will be given in the safe use of ladders to authorised persons. Any other access to height will be managed by a specific work permit, issued by a competent person.

## 17. PREPARATION OF FOOD

In order to ensure food safety;

- a. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
- b. We ensure that all food handlers have received adequate supervision, instruction and training.
- c. 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.
- d. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
- e. Food stuffs may only be prepared in the Kitchen
- f. Only persons who have received the appropriate training may prepare and serve foodstuffs.
- g. We ensure that all hirers who wish to provide food stuffs do so at their own risk and are advised of the facilities and procedures.
- h. **Awareness of the possibility of allergy to certain food substances**

## 18. MANUAL HANDLING (Lifting, carrying and moving loads)

Our policy is to eliminate the need for manual handling as far as is reasonably practicable. 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.

The following tasks have been designated as requiring 2 persons;

- Moving Portable Nave Altar
- Moving Fete stalls
- Moving Ladders
- Moving Piano
- Moving Lectern

## 19. DISPLAY SCREEN EQUIPMENT

Our policy is to assess the risks to all habitual users of computer work stations and to reduce those risks to the lowest level possible. The following factors will be considered when risk assessments are carried out by the responsible person;

- a. Stability and legibility of the screen

- b. Contrast and brightness of the screen
- c. Tilt and swivel of the screen
- d. Suitability of keyboards, desks and chairs
- e. The work station environment
- f. The user friendliness of the software.
- g. Daily work routines will involve periods away from the screen.

## **20. 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 Chairman of Building and Grounds 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.

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.

## **21. SAFEGUARDING OF VULNERABLE ADULTS AND CHILDREN AND YOUNG PEOPLE**

The PCC has adopted the policy on Safeguarding of Vulnerable Adults and Children and Young People as adopted by the Diocese of Newcastle upon Tyne in line with the Church of England's policy on Safeguarding. A Parish Safeguarding Officer has been appointed by the PCC. Although a separate role, it is essential that she/he works closely with the Health and Safety Officer. Further details can be found in St George's Safeguarding Policy

## **22. OUTINGS**

The leader of any outing is required to submit a risk assessment for approval by the HSO in advance. The HSO will keep a record of all approved risk assessments.

## **23. FETES**

The leader(s) of any fete required to submit a risk assessment for approval by the HSO in advance. The HSO will keep a record of all approved risk assessments.

## **24. RISK ASSESSMENTS**

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk, and reviewed at regular intervals by a competent person, in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

## **25. PERSONAL SAFETY**

Risk Assessments will be undertaken to assess the risks to persons accepting persons into their homes and handling cash and other valuables. Procedures have been drawn up, including the appropriate control measures.

## 26. 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;

- a. Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
- b. Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
- c. Provide a Risk Assessment and Method Statement covering the work they wish to undertake
- d. Only commence hot work when issued with a hot work **work**
- e. Co-operate with the church officials in providing a safe place of work and a safe system of operation.
- f. 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.
- g. 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.
- h. 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.

Certain work to the church will be subject to The Construction (Design and Management) Regulations 2015. In summary, this includes new buildings, alterations, repairs, restoration, temporary structures and even some redecoration and conservation work. Specific guidance should be taken from the Chairman of Building and Grounds before starting any such work.

## 27. BELL RINGING

Operating and safety procedures, in respect of all bell ringing activities, have been produced by the Tower Captain, and are available for review in the ringing chamber. Visitors intending to take part in ringing are made aware of these safety procedures. There is to be no unaccompanied access to the belfry, nor unaccompanied ringing activity in the ringing chamber. The St Georges safeguarding statement must be shown

## 28. LONE WORKING

A specific Lone Working Policy is in place.

## 29. INFORMATION AND ENFORCEMENT

**Health and Safety Executive** Information Phone: 07825 705 542

**Environmental Health Service** Information; Public Health and Environmental Protection Division, Civic Centre, Newcastle upon Tyne. Phone: 0191 211 6102

**Employment Medical Advisory Service** Information, Arden House, Regent Centre, Gosforth, Newcastle upon Tyne

**HSE Books:** 01787 881165

## **HEALTH AND SAFETY LAW POSTER**

A copy of the HSE poster “Health and Safety Law – What you should know” is displayed in the Parish Office