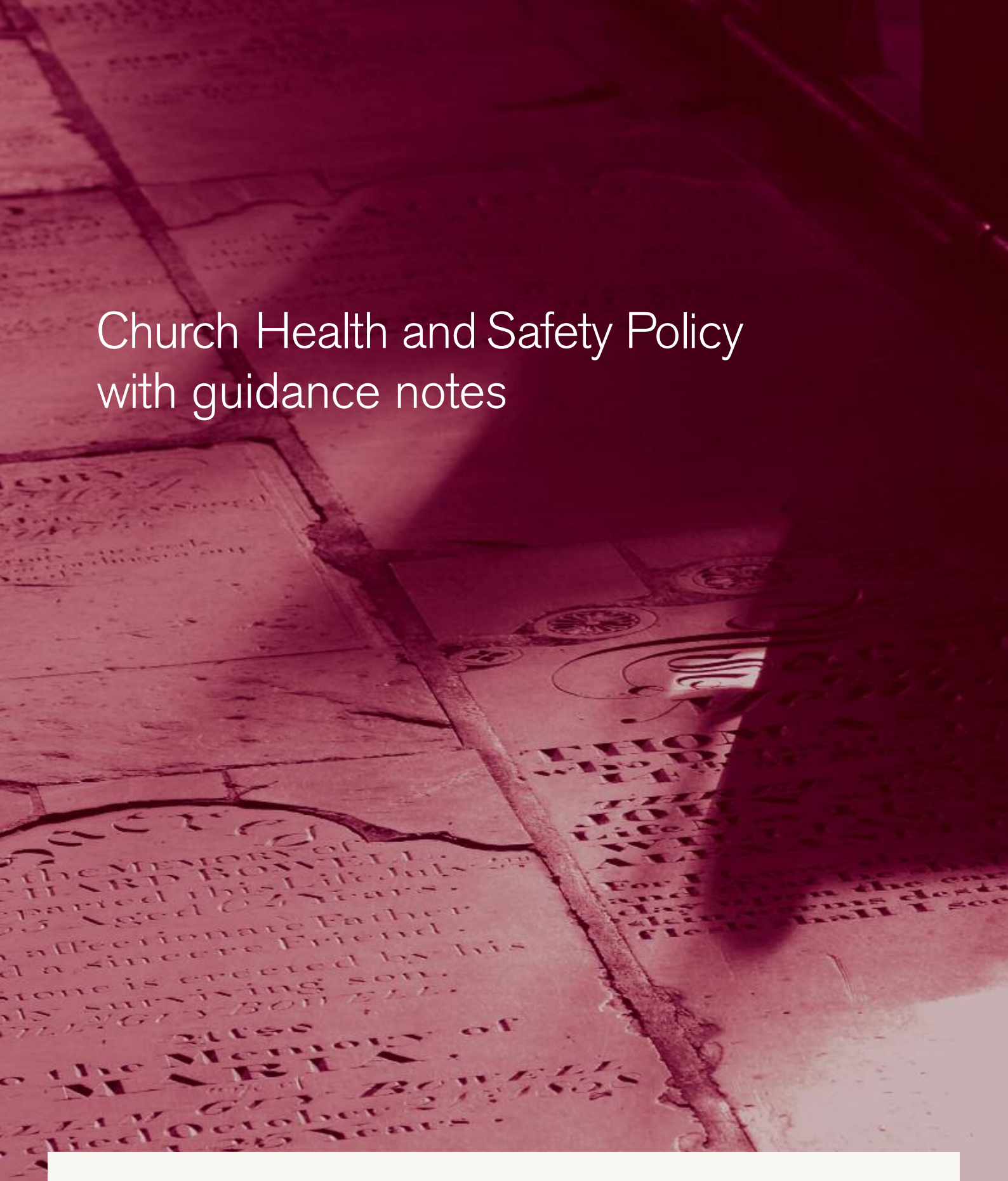
Church Health and Safety Policy with guidance notes



Ecclesiastical

Version 4

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Up to date guidance notes on a range of important topics are available on our dedicated web site for church customers at www.ecclesiastical.com/churchmatters/churchguidance. For any additional advice or help please contact your local Insurance Consultant and Surveyor or call our church customer services team on 0845 777 3322.

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Free guides full of practical advice and information

Keeping a church safe is no easy matter. You have to be sure you have done everything you can to minimise the risks to your church, workers and visitors, and that everyone knows what to do if anything goes wrong. That's why Ecclesiastical has produced a range of helpful guides on how to keep things running safely and smoothly. Written by insurance experts, the guides give you step-by-step practical support to help you and your church.

You can find further guidance on our dedicated web site for our church customers at www.ecclesiastical.com/churchmatters/churchguidance. For further information contact your local Insurance Consultant and Surveyor or
call us on

0845 777 3322
Monday to Friday. 8am to 6pm (excluding bank holidays).

We may monitor or record calls to improve our service.

You can email us at
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Or Visit
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About Ecclesiastical

Ecclesiastical was established in 1887 to protect the Anglican Church and we're still committed to doing this today. Ecclesiastical donates all available profits to our owners, Allchurches Trust Limited, a registered charity, enabling the Trust to continue to support the church and other charitable institutions.

Note: Ecclesiastical provides these guidance notes without additional charge to Ecclesiastical Church Insurance policyholders.

This advice is provided to you as best practice guidance from Ecclesiastical Insurance. Please check your policy documents for details of any conditions specific to your policy.

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Tower tours
A minimum of two stewards should escort parties.

pg 22

Working at height and the safe use of ladders
Every year many people are injured, sometimes fatally, from using ladders.

pg 33

Asbestos
The duty to manage asbestos applies to all places of worship.

Our Health and Safety Policy

Name of church

St. Peter's Church Harborne

Address

Old Church Road

Harborne

Birmingham Postcode B17 0BB

Date

20/7/16

Review date

20/7/17

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

Note

Instructions and guidance are in brown type

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 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.

Signed

Vicar/Rector/Priest in Charge
(delete as appropriate)

Date

20/7/16

Review date

20/7/17

This policy should be reviewed at regular intervals. The interval will depend on the level of your activities and the extent of change. Where there is a high level of activity the policy may need to be reviewed annually. As a minimum it should be reviewed every three years.

B Organisation and responsibilities

1 Responsibility of the Vicar/Rector/ Priest in Charge

Overall responsibility for health and safety is that of the Vicar/Rector/Priest in Charge (delete as appropriate)

the Revd

Graeme Richardson

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. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

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:

Jan Willcox

Veronica (Nicky) James

3 Responsibility of the Parochial Church Council

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

4 Responsibility of the Health and Safety Officer

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

Jan Willcox

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, if applicable, 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 maintained
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 in particular areas:

Allocate responsibilities either by the area of the church or by activity or a combination of both. Alternatively, you may wish to arrange responsibilities in some other way. (The numbers in brackets relate to the appropriate section of the policy.)

These lists are not exhaustive.

1. By activity	Name/position
Accident book/Accident reporting (1)	Jan Willcox - churchwarden
Fire extinguishers (2.1)	Reliance Firetech Ltd.
Emergency evacuation (2.4)	Sidespersons (list attached)
Portable electrical appliances (3.1)	Buildings, Fabric & Grounds Committee - Andrew Batch
Fixed electrical system (3.4)	as above
Gas equipment (4)	as above
Hazardous substances (5)	as above
Plant and machinery (6)	as above
Condition of floors and stairs (7.1)	as above
Condition of churchyard (7.2)	Birmingham City Council
Light bulb changing (8)	Buildings, Fabric & Grounds Committee - Andrew Batcl
Working at high levels (9)	as above
Food preparation (10)	Social Committee - Veronica James
Manual handling (11)	Buildings, Fabric & Grounds Committee - Andrew Batch
Display screen equipment (12)	Parish Office Administrator - Maggie Davies
Building defects/glazing (13)	Buildings, Fabric & Grounds Committee - Andrew Batch
Child protection (14)	Vicar - Fr. Graeme Richardson, Parish Safeguarding C
Personal safety (15)	Vicar - Fr. Graeme Richardson, Parish Office Administra
Fêtes and outings (16.1)	Vicar - Fr. Graeme Richardson
Tower tours (16.2)	n/a
Bell ringing (16.3)	Tower Captain - Clare McArdle
Contractors (17)	Vicar - Fr. Graeme Richardson, Church Architect
Choirs/music	Director of Music - David Friel, Parish Administrators -
Health and safety training	Vicar - Fr. Graeme Richardson, Churchwarden - Jan W

2. By area	Name/position
Main body of church	Churchwardens - Jan Willcox, Veronica James
Chapels	as above
Clergy vestries	as above
Choir vestries	Director of Music - David Friel
Vergers vestries	n/a
Sacristy	n/a
Organ loft	n/a
Ringing chamber	Tower Captain - Clare McArdle
Bell chamber	as above
Boiler room	Buildings, Fabric & Grounds Committee - Andrew Batc
Kitchens	Hall Management Committee - Jan Willcox
Churchyard	Birmingham City Council, Buildings, Fabric & Grounds
Church hall	Hall Management Committee - Jan Willcox, Parish Adn

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.

Note: general guidance is given but you will need to detail your own arrangements where appropriate. You should refer to the various guidance notes produced by Ecclesiastical and other guidance produced by the Health and Safety Executive.

There are a number of places where you need to insert the interval for inspections. This could be weekly, monthly, quarterly or annually. The period you choose will depend on your own situation and experience.

1 Accidents and first aid

First aid boxes are located in:

Church Hall Kitchen

Church vestry

Trained/qualified first aiders are:

Jan Willcox

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

Parish Office

All accidents and incidents are entered in the accident book or on an Accident report form and our insurers advised. (A specimen Accident report form is available upon request.)

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.

Accident books and accident records are regularly reviewed.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These accidents will be reported by the responsible person.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting, as follows:

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **ten days** on official form **F2508**
- accidents involving the injured person losing **more than seven consecutive days** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category,

must be reported in writing within **fifteen days** on form **F2508**

- reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form **F2508A**. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

Accident reporting

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

2 Fire safety

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.

2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location (eg organ loft)	Type of extinguisher and capacity (eg Carbon Dioxide 2kg)
Church porch	Carbon dioxide 2kg
Church at back by pigeon holes	Water 9L
Church at back by wardens' pew	Fire Blanket
Church pulpit	Water 9L
Church Sanctuary	Carbon dioxide 2kg
Church vestry	Foam 2L
Choir Vestry	Foam 2L
Boiler house	Powder 4kg
Hall Parish Office	Water 9L
Hall foyer	Water 6L
Main hall front and back (2)	Water 9L

The extinguishers noted are checked every

Annually

(eg week, month etc.) by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by

Reliance Firetech Ltd.

(insert name of maintenance company)

2.2 Fire alarm system

Note: if you have a fire alarm system, note below details of the procedures for checking and maintaining the system and who has responsibility to ensure this is done

Fitted 2013 by Beechwood Fire Ltd.

Fire call points in church hall foyer, main hall (2), end of corridor to side hall exit, Scout Den

Control box - Hall Foyer

Call points checked every 2-3 months - Parish Administrators

Alarm system checked annually by Beechwood Fire Ltd.

2.3 Other fire protection equipment

Note: if you have other fire equipment eg fire blankets, hose reels, dry risers etc., note below the procedures for checking and maintaining them and who has responsibility to ensure this is done

Health & Safety Officer - Jan Willcox

2.4 Evacuation procedure

For large services and concerts, where the congregation/audience exceeds

Church - 200, Hall - 120

(insert number as determined from fire risk assessment) our procedures for stewarding/evacuation are as follows:

Note: the following is a suggested evacuation plan. This must be adapted to meet your own requirements or insert your own plan

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
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 (eg nave)	Exit door(s) (eg west doors)
Church	main West Door
Church	South porch to cloister
Church	Vestry back door
Hall	main Foyer doors
Hall	Fire doors to garden x 2
Hall	side exit at end of corridor

4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards
5. If emergency lighting is not available, torches must be available 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/Hall -Clergy / Churchwardens

   (senior member of clergy/churchwarden/verger etc. Insert as appropriate)
7. Persons will assemble in the

   church forecourt
8. The emergency services will be contacted immediately by a nominated person using the telephone located in the

   To use own mobile phone
9. If there is no telephone available in the immediate vicinity, a mobile phone will be held by

   Person in charge to use own mobile phone

2.5 Evacuation drills

Fire evacuation drills will be carried out every

Annually

(eg six months, annually). All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 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 and 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 designated assembly point
7. Ensure clear access for the emergency vehicles

3 Electrical safety

1. A list of all our portable electrical appliances is maintained by the responsible person
2. Every

   Quarter

   (eg week, month, 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

   Buildings, Fabric & Grounds Committee

   for action
3. Every

   Year

   (eg year) all our portable electrical equipment will be tested by a competent 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
4. Every

   Quarter

   (eg quarter) a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to

   Buildings, Fabric & Grounds Committee

   for action
5. 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
6. At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers
7. 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
8. 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
   (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 positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

4 Gas equipment safety

(Delete this section if not applicable)

1 Our gas boilers and any other gas equipment 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

2 Our arrangements for the use of appliances using LPG (liquid petroleum gas) are as follows:

(i) We have

4

LPG heaters

(ii) These are located in

Cupboard at end of corridor in church hall

(iii) Cylinders are changed outside in the open air

(iv) Spare cylinders

4

(maximum held) are kept in a locked compound

outside side exit to hall by Scout Den

(delete/insert as appropriate).

These arrangements are checked by the responsible person.

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, 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 for example

Name of substance:	Liquid floor cleaner 'Flash'
Hazard level:	Low
Storage:	Must be kept in locked store room off vestry
Protective clothing:	Wear overalls and gloves
Accidents:	If splashed in eyes wash immediately with copious amounts of water.

Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident. A hazardous substance record is available upon request.

Examples of other hazardous substances you might have are: 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. (You must consult the local Environmental Health Officer in such circumstances.)

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:

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, for example, our oil fired boiler is checked and maintained annually by an OFTEC registered engineer.
(List all your items of plant and machinery and the rules and procedures for their use, including the appropriate personal protective equipment needed. In most cases when using machinery, boots, gloves, eye protection and overalls should be worn.) In certain situations, such as when working in the bell tower, head protection and ear protection may be necessary. Other items of plant and machinery could include the following: ladders, lawnmowers, strimmers, chainsaws.
A form to list your plant and machinery is available upon request.
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.

You must detail here those items of plant and equipment that require inspection by a competent person such as an engineering insurance company inspector or engineer.

Item	Inspection arrangements
Boilers for church and hall	Annual inspection by Lord Combustion Ltd.
Bells	Annual inspection
Clock	Annual inspection by The Cumbria Clock Company
Church Organ	Quarterly by Peter Spencer Ltd.

Such items will include a font cover with a counter-balanced lifting mechanism, lifts, hoists and other lifting equipment.

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

Quarter

(eg week, month, quarter etc.) by the responsible person of

1 all floors and stairs in the church and hall, and
2 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

Parish Office /Buildings, Fabric & Grounds Committee

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

Quarter

(eg week, month etc.) 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

Parish Office / Buildings, Fabric & Grounds Committee

who will ensure that the bulbs are replaced following appropriate safety procedures.

9 Working at high levels

The following areas are designated as high levels:

Areas above 2 metres from floor in Church or Hall that require maintenance e.g. nave and sanctuary roof and lighting in church, church roof guttering, hall lighting,

(Insert as appropriate, eg Interior: triforium, clerestory, canopy over altar Exterior: Nave parapets, Chancel gable end)

Only the following persons may work at high level

Approved contracted workers

(eg approved contractors, competent volunteers, named individuals)

The following procedures must be followed:

Approved contracted workers will provide written method statement and risk assessment for the task and must comply with ladder policy (attached)

(eg the safety harnesses provided must be used in conjunction with the fixed anchor points at triforium level and the fixed latchways at clerestory level)

Only the following work is authorised without special agreement:

Replacing light bulbs
Clearing gutters

(eg replacing light bulbs in the nave, clearing leaves and debris from the north and south aisle gutters.)

The appropriate training will be given and a system of recording will detail who is working where at any time.

10 Preparation of food

(Your procedures must state where, when, how and by whom food may be prepared. You should consult the local Environmental Health Officer to see if your premises need to be licensed or if any improvements are needed. Food Hygiene Regulations apply whether you sell publicly or privately, in a hall or marquee, for profit or for fund-raising. The only exception is for food cooked at home for private consumption.)

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
2. We ensure that all food handlers have received adequate supervision, instruction and training
3. 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
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
5. Food stuffs may only be prepared in the following areas:

   Church Hall Kitchen

6. Only the following persons who have received the appropriate training may prepare and serve foodstuffs:

   Social Committee

7. 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

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.

12 Display screen equipment

Our policy is to 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
- the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

13 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. In order to achieve this, the buildings are inspected every

Quarter

(eg quarter) by the responsible person
2 Any defects noted are immediately reported to

Churchwardens / Buildings, Fabric & Grounds Cor

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
4 A check is made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected
5 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

Remember that a Faculty application may be necessary. Archdeacons can often sanction temporary repairs pending permanent arrangements being approved.

14 Child protection

Your procedures should include a policy on child protection issues as set out in the current Church of England House of Bishop's Policy Document or The Church in Wales document The Cure of Souls. The activities undertaken by youth groups require special attention. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms should be obtained for trips away from the parish and any particular needs of individual children noted. Similar considerations for vulnerable adults apply.

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.

15 Personal safety

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables.

Procedures must be drawn up, including the appropriate control measures. A guidance note concerning personal safety is available from Ecclesiastical.

16 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.

For all hazardous activities, you need to carry out risk assessments and introduce procedures that must be followed.

These procedures need to be based on your own situation. However, there are guidelines produced by Ecclesiastical in our Guidance Notes for Churches.

The following activities will require risk assessments. You will then need to write your own procedures and include them in this health and safety policy:

- fêtes, including the use of bouncy castles
- tower tours
- change ringing bells
- sponsored walks, visits and outings
- churchyard maintenance, including grave digging
- erection of temporary staging.

Refer to Ecclesiastical guidance notes to help you draw up your own procedures.

(A specimen Risk assessment form is attached.)

17 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 and 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 and 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
6. 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.

(A specimen Work permit is available upon request.)

Particular care needs to be taken for 'hot works' and a separate Hot work permit is available from Ecclesiastical.

CDM Regulations

The Construction (Design & Management) Regulations apply to all construction work in Great Britain. You should be aware of your responsibilities under these regulations. As a 'client' – an individual or organisation for whom construction work is being carried out, you have a number of specific duties under the CDM Regulations; however, you can appoint a competent person to assist you in the discharge of these duties if you wish. The Approved Code of Practice to the CDM Regulations summarises the duties of a client as follows:

- check the competence and resource of all appointees

- ensure there are suitable management arrangements for the project including welfare facilities
- allow sufficient time and resources for all stages
- provide pre-construction information to designers and contractors.

A project is notifiable to the HSE if the construction phase will be longer than 30 days or 500 person days of construction work, and for such projects, clients must:

- appoint a CDM co-ordinator
- appoint a Principal contractor
- make sure construction work does not start unless there are suitable welfare facilities, and a construction phase plan is in place
- provide information relating to the health and safety file to the CDM co-ordinator
- retain and provide access to the health and safety file.

18 Information and enforcement

Environmental Health Service Information:

(Enter here the contact details for the Environmental Health Department of your local council).

Address

Birmingham City Council Environmental Health Department

address not known

Tel

0121 303 6007

Email

http://www.birmingham.gov.uk/env-health-contact

Contact name if known

not known

Employment Medical Advisory Service Information:

(The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters. Enter here the contact details of your regional HSE office where you can contact the Medical Advisory Service).

Address

HSE Executive, 19 Ridgeway, 9 Quinton Business Park, Quinton, Birmingham B32 1AL

Tel

0121 607 6200

Email

not known

Contact name if known

not known

Health and Safety Executive
Information Line: 0845 345 0055
HSE Books: 01787 881165

19 Health and Safety Law poster

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

Church and Church Hall entrances

If you have any employees then you need to display the HSE poster 'Health and Safety Law – What you should know.' This is available from HSE Books or HMSO bookshops. ISBN 9780717663149 (standard version).

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The following forms are available upon request

Manual handling procedures
Hazardous substance record
General risk assessment form
Fire risk assessment form
Accident and witness report form
Work permit
Plant and machinery record
Letting of church premises
Personal safety risk assessment form

Health and safety guidance notes

How to carry out a risk assessment

Risk assessment is not difficult, but it does take time. It is sensible, therefore, to spread the load as far as is possible and for people to carry out risk assessments in their own particular area, where they best know about any hazards. For example, the organist should look at the organ loft and choir vestry, the tower captain the ringing chamber and belfry, and so on. The process should be overseen and co-ordinated by the person who has overall responsibility for health and safety.

Systematically look at each area of the church/hall or other building and note all of the hazards and risks, and any existing safety measures. Note also any person who may be specifically at risk. You must then note any additional safety measures or 'controls' which will reduce those risks as far as possible. As well as the interior of buildings, you must also look at the churchyard and other external areas.

In order to help you, a checklist is given overleaf of common hazards that you should look for in each area that is being assessed. The checklist is in the same order as the sections of the health and safety policy. If any of these hazards are present then record them and what you need to do about them. Look for any other hazards that may not be included in the checklist, such as specific activities or pieces of equipment that may cause harm.

If you wish, you can calculate a risk rating to help you prioritise any additional safety measures that may be required.

An example of a risk assessment is shown on page 25.

It is not necessary to do this calculation if you don't want to. Just leave the likelihood, severity and risk rating columns blank and note any existing safety measures and any additional ones that you decide to implement.

However, any risk which could result in a fatality must receive priority attention.

Risk assessment calculator

To calculate a risk rating, you need to grade both the likelihood and severity from 1 to 3. The grades are then multiplied together to give a risk rating.

Likelihood

The likelihood of something happening can be graded as:

1 = Low (seldom)

2 = Medium (frequently)

3 = High (certain or near certain)

Severity

The severity of injury if something does happen can be graded as:

1 = Low (minor cuts and bruises)

2 = Medium (serious injury or incapacitated for 3 days or more)

3 = High (fatality or a number of persons seriously injured)

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood with the severity. This will give a rating from 1 to 9.

Risk rating matrix

	3	3	6	9
Likelihood	2	2	4	6
	1	1	2	3
		1	2	3
		Severity		

The implementation of additional controls can then be prioritised as follows:

Risk Rating:

1 – 2 = low priority

3 – 4 = medium priority

6 – 9 = high priority

- With low priority no action at all may be required.
- With medium priority additional control measures may be necessary.
- With high priority it may be necessary to stop the particular activity or restrict access to the area until action has been taken.

Risk assessment checklist

Accidents and First aid

- Provision of first aid equipment
- Persons with first aid training
- Procedures to deal with accidents
- Transport arrangements to hospital
- Existing arrangements and assess what is needed

Fire safety

- Combustible materials, flammable liquids and accumulations of waste
- Heaters, smoking and other sources of heat
- Provision of fire exits, escape routes, signage and emergency lighting
- Provision of fire detection equipment and firefighting equipment
- Effect of a fire on our neighbours
- Evacuation plans and training of stewards

Electrical safety

- Condition of fixed electrical installation, including switches and sockets
- Condition of portable electrical appliances, including leads and plugs
- Use of unauthorised electrical appliances and temporary wiring
- Mechanical damage to wiring
- Frequency of inspections

Gas safety

- Condition and maintenance arrangements for fixed gas boilers and heaters
- Condition and arrangements for use, including storage and changing of cylinders for portable Liquid Petroleum Gas heaters

Control of hazardous substances

Internal
- Cleaning materials
- Types, amounts, storage arrangements
- Provision of personal protective equipment

External
- Pesticides, herbicides, petrol
- Types, amounts, storage arrangements
- Provision of personal protective equipment

Plant and machinery

Internal
- Condition and potential injury arising from font covers, sanctuary lamps, hanging roods and crosses, canopies and other suspended items
- Lifts, hoists and other lifting mechanisms
- Ladders, scaffolds and staging, including storage and accessibility
- Display screen and computer equipment
- Bells, clock weights and chiming mechanisms
- Any other equipment

External
- Churchyard maintenance equipment
- Lawnmowers, gangmowers, strimmers, etc.

Slips, trips and falls

Internal
- Loose carpets, rugs, mats and other floor coverings
- Loose and uneven tiles, stone paving and floorboards
- Trailing leads and other obstructions
- Worn, steep and uneven steps and stairs
- Inadequate lighting, lack of handrails

External
- Uneven and poorly maintained paths and steps, boiler room steps and access
- Potholes, tree roots and unprotected drops
- Gravestones and other obstructions
- Long grass and undergrowth
- Areas designated as wildlife habitats
- Poor drainage of paths and growth of algae
- Inadequate lighting and lack of handrails
- Unprotected open graves prior to burials

Lighting

Internal
- Check adequacy of lighting
- Pay particular attention to stairs, steps, crypts, basements

External
- Paths, steps, drives, car parks, boiler room steps and entrances

Falls from a height

Internal
- Arrangements for light bulb changing
- Use of unsecured ladders
- Unprotected openings and walkways at high level
- Rood loft openings
- Use of fixed vertical ladders

External
- Clearing of gutters and valleys
- Low parapets and balustrades

Food hygiene

- Extent of food preparation
- Nature of foods to be prepared and stored
- Areas used for food preparation
- Facilities for washing and preparation of foodstuffs
- Facilities for storage of foodstuffs
- Experience, training and competence of food handlers

Manual handling

- Moving and lifting of furniture, staging, pianos and other equipment
- Numbers required
- Specialist equipment needed

Display screen equipment

- List all computer equipment
- Who uses it and for how long
- Check seating, workstation, screen, software

Hazardous buildings/glazing

- Loose stonework, falling masonry, parapets, pinnacles, slates, tiles, gutters, flag poles
- Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage (narrow panes up to 250mm need not be included)
- Arrange for a competent person to check for the presence of asbestos
- Dangerous gravestones, tombs, monuments and railings in the churchyard

Child protection/Safeguarding

- Existing child protection/Safeguarding procedures
- Implementation of Diocesan guidelines

Personal safety

- Risk of attack
- Lone working, church sitting
- Handling of cash
- Means of raising an alarm, summoning assistance

Activities and other hazards

- Services, concerts, events, exhibitions, etc.
- Numbers attending
- Age-related hazards (children/elderly)
- Disability access/provision
- Fêtes, sponsored walks, fund-raising activities
- Bungee jumping, abseiling, parachute jumps etc.
  Note: These activities will require separate insurance arrangements by the provider of the facility
- Look for and note any other hazard which could cause someone harm which are not included in the above checklist.

Improving safety – additional control measures

In most cases, it will be obvious what additional measures are necessary to reduce risk. For example, if there is a risk of falling down steps which are badly lit and do not have a handrail, the additional controls needed will be to improve the lighting and fit a handrail.

If you find any hazardous glazing, this will need to be replaced with safety glass, such as toughened or laminated, be covered with a safety film or have a barrier fitted.

If there are risks of falls from a height, you will need to consider the fitting of barriers or the use of safety latchways, eyebolts and the use of harnesses.

In many cases, however, safety can be improved by changing working methods. It does not always require alterations to the building. For example, there is a considerable risk of accident and injury if bells are left 'up' after ringing. This hazard can be removed simply by ringing bells 'down' after ringing.

Maintain a record of the work you have done to reduce or remove hazards.

Remember that most changes to the building, even if required for health and safety reasons, will still be subject to the usual Faculty procedures.

Your church architect will also need to be involved in designing changes and producing the appropriate plans.

Four examples of risk assessments are given below:

Note: the likelihood and severity rating will depend on what existing controls are already in place

Area – South porch					
Hazards/ risks	**Existing controls**	**Likelihood**	**Severity**	**Risk rating**	**Additional controls**
Falls down steps into the church	None	3 (High)	2 (Medium)	3 x 2 = 6 (High priority action)	Fit handrail

Area – Churchyard					
Hazards/ risks	**Existing controls**	**Likelihood**	**Severity**	**Risk rating**	**Additional controls**
Cuts, eye injuries and hearing loss from use of strimmer in churchyard	All operators use full face visor, gloves, ear muffs, steel-capped boots, must be over 18 and have been trained	1 (Low)	1 (Low)	1 x 1 = 1 (Low priority action)	Strimmer must be regularly serviced and maintained

Area – Kitchen					
Hazards/ risks	**Existing controls**	**Likelihood**	**Severity**	**Risk rating**	**Additional controls**
Portable hot water heater – risk of scalds and burns from hot water and steam	None	1 (Low)	2 (Medium)	1 x 2 = 2 (Low priority action)	Strap the water heater to the wall or place it in a cradle to prevent it from being knocked over. Replace with a fixed heater

Area – Nave					
Hazards/ risks	**Existing controls**	**Likelihood**	**Severity**	**Risk rating**	**Additional controls**
Faulty fixed electrics – risk of electric shock and burns	None	3 (High)	3 (High)	3 x 3 = 9 (High priority action)	Isolate the faulty electrical wiring and arrange for a qualified electrician to carry out remedial work at the earliest opportunity. Ensure the faulty wiring cannot be switched back on until it has been made safe

This outline document has been prepared by Ecclesiastical as a service to its customers.

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We may monitor or record calls to improve our service.

You can email us at

churches@ecclesiastical.com

Or visit

www.ecclesiastical.com/churchmatters

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www.ecclesiastical.com/getadvice

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0800 917 3345
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