

# ST BOTOLPH'S CHURCH, QUARRINGTON

## 1.0 STATEMENT OF HEALTH AND SAFETY POLICY

Updated January 2019

The PCC accept the responsibilities of the building and will provide adequate resources to implement this policy.

St Botolph's Church accepts that Health and Safety is an integral part of all activities and believes that the only effective approach to injury, ill-health and loss prevention is one based on the active participation of everyone and the systematic identification of hazards and the assessment and control of risks.

Appropriate health and safety standards will be applied to all activities and everyone should adhere to them. Any uncertainty regarding health and safety is to be raised with the Rector or the churchwardens and where necessary specialist advice and assistance will be obtained.

This policy will be reviewed every two years and amended in accordance with the experience gained from monitoring and taking into account any change in circumstances and any new developments in Health and Safety legislation and guidance.

## 2.0 ORGANISATION AND GENERAL RESPONSIBILITIES

**2.1 The PCC** is responsible for ensuring that:

- a Health and Safety policy is prepared
- PCC members are aware of what is expected of them

The PCC member with responsible for Health and Safety matters is the churchwarden leading on fabric matters.

**2.2 The PCC member with responsibility for Health and Safety** is responsible to the PCC for ensuring that:

- hazards are identified and that the significant risks are assessed.
- relevant Health and Safety legislation is identified.
- arrangements are made and implemented to control any significant risks and comply with the relevant Health and Safety legislation
- these arrangements are recorded in the Health and Safety policy.
- these arrangements are monitored to ensure they are working.
- any problems in achieving the intention of the church's general statement of Health and Safety policy are reported to the PCC.
- specialist help and assistance are obtained where necessary.
- the results of Health and Safety monitoring and inspections are reported to the PCC along with details of any major injuries to members of the public.

- providing an annual report to the PCC at the APCM.

### **2.3 PCC members and members of the congregation** are responsible for:

- taking reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- co-operating with the PCC to implement the requirements of the Health and Safety legislation and the church's Health and Safety policy.
- using all equipment and substances in accordance with training or instructions received by following the procedures laid down in the church's Health and Safety policy.
- correctly using equipment provided in the interests of health and safety.
- reporting to the Rector or one of the churchwardens any Health and Safety matter they cannot deal with themselves or any perceived shortcoming in the Health and Safety arrangements. Any matter dealt with must be reported to the Rector or one of the churchwardens as soon as possible.

### **2.4 Health and Safety Assistance**

Health and Safety assistance is sought from outside agencies if and when necessary.

## **3.0 HAZARDS**

### **3.1 General Hazards**

The PCC will maintain the fabric and environment of the church to an appropriate level whenever possible. In particular, the church will aim to ensure that areas are not overcrowded, and that furniture and equipment are arranged to allow unobstructed passage to exit doors.

Any person who notices a health and safety risk must bring this to the attention of the Rector or one of the churchwardens as soon as possible, unless they are unable to deal with themselves. If someone deals with a matter of health and safety, they must report it to the Rector or one of the churchwardens as soon as possible.

Step stools, step ladders and ladders are available and must be used where necessary to reach above head height, but no-one must use ladders, or step ladders at a height above six rungs whilst alone. Any person using this equipment must inspect it before use and report any defect to the Rector or one of the churchwardens. No-one may use chairs, boxes or similar items in place of ladders.

In general, heavy items should be stored low down to reduce the risk of injury from falling and handling. Filing cabinet drawers should not be overloaded and no-one must open more than one drawer at any time as this presents a toppling hazard. Cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture or equipment must be reported to the Rector or to one of the churchwardens. Also, any sharp edges which may cause injury and/or damage to clothing must be reported.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment must be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas or present a fire risk.

Specific attention is to be given to avoid slip or trip hazards such as trailing cables, damaged floor covering and slippery floor surfaces. PCC members are expected to rectify these situations where possible and report them to Rector or to one of the churchwardens.

### **3.2 Fire Safety**

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the church before locking up or being last to leave to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on, must be switched off. Equipment needed to be kept on should be kept clear of combustible materials in case of a fault developing when unattended. Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored safely in order to reduce the risk of fire.

Fire extinguishers and fire blankets are serviced on an annual basis by specialist contractors.

### **3.3 General First Aid**

A First Aid box stocked with the contents recommended in the Approved Code of Practice to the Health and Safety (First Aid) Regulations 1981 is located in the servery area of the church.

The churchwarden with responsibility for Health and Safety will ensure that the contents of the first aid boxes are checked regularly and replaced as necessary.

### **3.4 Injury Reporting**

The Rector or the churchwardens are responsible for completing the Accident Book for injuries which occur on site: for carrying out the statutory reporting procedures for "major" and other relevant injuries as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.

### **3.5 Work Equipment**

All equipment provided by the church is selected to ensure that it is suitable for the task and maintained in efficient working order. No-one shall not attempt repairs or make modifications with machinery other than those associated with daily operations. Any defects must be reported to the Rector or one of the churchwardens.

### **3.6 Electrical Hazards**

Electrical systems and equipment are subject to the Electricity at Work Regulations 1989. The churchwarden responsible for Health and Safety must ensure that the fixed electrical installation is inspected and tested every five years. S/he is responsible for ensuring that any alterations or extensions to the installation are carried out by competent electrical contractors.

Anyone alerted to the dangers of defective wiring and equipment must report any defects found or suspected to the Rector or to one of the churchwardens.

All plugs used should be to BS1363 with semi-insulated pins.

Where portable electrical equipment is used **outdoors** a residual current device (RCD) shall be used to reduce the risk of serious electrical shock. Anyone using this equipment must cease using it if the RCD is tripped and must notify the Rector or one of the churchwardens.

### **3.7 Substances Hazardous to Health**

It is the policy of the church only to keep and use hazardous substances where non-hazardous substances are not capable of producing the same results. There must be stored securely when not in use.

The PCC is responsible for ensuring compliance with The Control of Substances Hazardous to Health Regulations 2002 (COSHH Guidance 2013) ie:

- identifying hazardous substances.
- assessing the risks to health.
- devising and implementing adequate control measures and communicating these to the persons involved before use.
- recording sufficient information to justify the conclusion that the risks to health are adequately controlled.

### **3.8 Manual Handling**

When manual handling operations are required activities and it is not reasonably practicable to avoid them, the measures entailed below are considered adequate to reduce the risks of injury to the lowest level practicable.

No-one **must** attempt to lift anything they consider too heavy or awkward for them. If help is not at hand the matter should be reported to the Rector or to one of the churchwardens.

#### Manual handling operations

The following operations have been assessed and are considered to be adequate to reduce the risks to the lowest extend reasonably practicable:

Chair and table moving – measures to reduce the risk of injury

- using correct lifting techniques.
- carrying no more than three stacking chairs at a time.
- carrying no more than one single table at a time.
- obtaining assistance where the time scale involved could lead to over exertion.

Miscellaneous packages and items – measures to reduce the risk of injury

- using the correct lifting techniques.
- obtaining assistance where the weight size of load is beyond capacity.

- Furniture, display boards etc. – measures to reduce the risk of injury
- using correct lifting techniques.
  - obtaining assistance in proportion to the weight, size and distances involved.
  - wearing protective equipment such as gloves and safety footwear.

When lifting boxes, parcels etc., the back must be kept straight, and lifting completed using the leg muscles. Lifting from the waist with the legs straight puts strain on the back muscles and spine and may lead to injury.

Every precaution must be taken to prevent injury.

Volunteers will be advised to move heavy objects only at their own risk.

### **3.9 Contractors**

Contractors carrying out work in the church and churchyard are required to obtain the Rector or churchwardens' permission before arrival to work on site. The Rector or churchwarden may delegate this responsibility.

### **3.10 Smoking**

Smoking is not permitted on the church premises. This is a legal requirement to prevent exposure to environmental tobacco smoke which is a health hazard and to minimize the risk of fire.

St Botolph's church includes any type of smoking in this category including vaping sticks.

### **3.11 Church Security**

The number of keys to the church is limited. There are protocols for locking the church to ensure the building is safe. The church is left open during daylight hours but during this time, any objects of value are locked away.

### **3.12 Working Alone**

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. To ensure safety the activities listed below must not be carried out whilst working alone:

- Working at heights of more than 2 metres or 6 rungs of a stepladder (from floor to feet position).
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible. When working alone in the church a mobile telephone must be readily available. In addition, everyone who works alone in the church must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if the person working alone is overdue and raise the alarm if there is no reply.

**3.13 Boiler Room**

Only approved persons or contractors should enter the boiler room at any time. The boiler room should be kept locked at all times.

**3.14 Safeguarding**

**Please refer to the Safeguarding Policy for a full explanation of this area.**

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**4.0 MONITORING AND REVIEW**

The churchwarden responsible for Health and Safety will monitor the Health and Safety arrangements in the church by:

Bi-monthly:

- reviewing the accident book entries and reporting any accidents to the next PCC meeting.

Annually:

- ensuring the PCC undertakes risk analysis of areas within the church and the church grounds.

Every two years:

- reviewing and amending as necessary, to take account of the findings. from monitoring and any new development in health and safety, the church's Health and Safety policy.

Date Approved by the PCC .....

Date for Review: .....

Signature of incumbent: .....

