

Diocese of York

Parish of Clifton

Health & Safety Policy

This policy was approved by Clifton PCC

On 28th November 2016

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

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.

B Organisation and responsibilities

1. Responsibility of the Vicar

Overall responsibility for health and safety is that of the Vicar, [the Revd David Casswell](#)

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:

[Stephen Purton](#)

[Andy Goodwin](#)

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:

[Cathy Roberts](#)

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 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, voluntary workers, members of the congregation and visitors

All employees, voluntary workers, members of the congregation and visitors 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, voluntary workers, members of the congregation and visitors 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:
These lists are not exhaustive.

| 1. By activity | |
|--------------------------------------|---|
| Accident book/Accident reporting (1) | Church Warden |
| Fire extinguishers (2.1) | Health & Safety Officer/Church Warden |
| Emergency evacuation (2.4) | Service leader / clergy |
| Portable electrical appliances (3.1) | Church Warden |
| Fixed electrical system (3.4) | Church Warden |
| Gas equipment (4) | Glovers Plumbing and Heating |
| Hazardous substances (5) | Health & Safety Officer |
| Plant and machinery (6) | Tony Myers assistant Howard Dawson |
| Condition of floors and stairs (7.1) | Church Warden |
| Condition of churchyard (7.2) | Church Warden |
| Light bulb changing (8) | Church Warden |
| Working at high levels (9) | Church Warden |
| Food preparation (10) | Jean Dawson/ Suzanne Barwick |
| Manual handling (11) | Tony Myers assistant Howard Dawson / Stephen Purton |
| Display screen equipment (12) | Parish admin assistant / Steve Philpot |
| Building defects/glazing (13) | Health & Safety Officer/Church Warden |
| Child protection (14) | Cathy Roberts |
| Personal safety (15) | Parish Co-ordinator |
| Fêtes and outings (16.1) | Jonny Price / Susan Tomlinson |
| Tower tours (16.2) | Tony Myers |
| Bell ringing (16.3) | Tony Myers |
| Contractors (17) | Tony Myers / Stephen Purton |
| Choirs/music | Cathy Roberts |
| Health and safety training | Health & Safety Officer |

| 2. By area | |
|---------------------|--|
| Main body of church | Church Warden/ Health & Safety Officer |
| Chapels | N/A |
| Clergy vestries | Church Warden/ Health & Safety Officer |
| Choir vestries | N/A |
| Vergers vestries | N/A |
| Sacristy | N/A |

| | |
|------------------|---|
| Organ loft | N/A |
| Ringling chamber | Tony Myers |
| Bell chamber | Tony Myers |
| Boiler room | Tony Myers assistant Howard Dawson / Stephen Purton |
| Kitchens | Health & Safety Officer / Church Warden / Suzanne Barwick |
| Churchyard | Health & Safety Officer / Church Warden |
| Church hall | N/A |

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.

1. Accidents and first aid

First aid boxes are located in:

Vestry CPC
Kitchen CPC
Kitchen St Mark's

Trained/qualified first aiders are:

CPC: Catherine Fisher, Kirsty Dennett,

St Mark's: Simon Mills, Fiona Whittle, Jonathan Phillips

The accident books are located:

CPC – desk at the back of the church
St Mark's – in the kitchen

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 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.

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 | Type of extinguisher | Capacity |
|-----------------------------------|--|-------------|
| CPC kitchen | Dry powder | 1kg |
| CPC kitchen | Fire blanket | 1.1m x 1.1m |
| CPC nave | Water | 9L |
| CPC chancel | Dry powder (changed from water by Advanced Fire Services during servicing summer 2013) | 6kg |
| CPC vestry | Co2 | 2kg |
| CPC belfry | Water (changed from dry powder by Advanced Fire Services during servicing summer 2013) | 9L |
| Parish Office | Co2 | 2kg |
| St Mark's kitchen | Co2 | 2kg |
| St Mark's kitchen | Fire blanket | 1.1m x 1.1m |
| St Mark's entrance | Foam | 6L |
| St. Mark's church | Foam | 6L |
| St. Mark's hall | Foam | 6L |
| St. Mark's toilet area | Co2 | 2kg |
| St. Mark's entrance area cupboard | Hose Reel | 19m/30m |

The extinguishers noted are checked every [two months](#) 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 [Advanced Fire Service](#).

2.2

Fire alarm system

[Advanced Fire Services](#) – checked and maintained every six months.

2.3

Other fire protection equipment

Health & Safety Officer/Church Warden reports to PCC every two months.

2.4

Evacuation procedure

For all concerts/events our procedures for stewarding/evacuation are as follows:

- 1 All designated fire doors must be unlocked before the 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 | Exit door(s) |
|-----------|------------------------------|--------------|
| CPC | Nave | Signed Exit |
| | Main Entrance/Exit to Church | Signed Exit |
| | Vestry | Signed Exit |
| St Mark's | Church | Signed Exit |
| | Front of church | Main Door |
| | Hall | Signed Exit |

- 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 event organiser/clergy/service leader
- 7 Persons will assemble on the Vicar's garden (CPC), front lawn (St Mark's)
- 8 The emergency services will be contacted immediately by a nominated person using the mobile phone (CPC) telephone located in the Vestry or mobile phone (St Mark's)
- 9 If there is no telephone available in the immediate vicinity, a mobile phone will be held by the Event Organiser, Church Warden and Service Leader.

2.5

Evacuation

All employees, voluntary workers, members of the congregation and visitors 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

Electrical safety

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

2 Every **week** 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 the [Repair Book/Church Warden](#) for action.

3 Every **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** a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the [Repair Book/Church Warden](#) 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

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.

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: Bleach
Hazard level: Low
Storage: Lockable cupboard
Protective clothing: Gloves
Accidents: Burns, poisoning, irritation to eyes

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.
- 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.

| Item | Inspection arrangements |
|----------------|-------------------------|
| Lawnmower CPC | Annual service |
| Scaffold tower | Visual |

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 [week](#) 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 the [Church Warden](#) 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 [week](#) 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 [the church warden](#) 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: [scaffold tower](#)

The following persons may work at high level: [David Casswell, Derek Paterson, Simon Mills, Steve Purton, Charlie Cooke, Adam Holmes, Andy Goodwin, plus any other volunteers as agreed by the church wardens.](#)

The following procedures must be followed: [there must always be two people present. No person under the age of 16 is allowed to work at high levels.](#)

Only the following work is authorized without special agreement: [replacing light bulbs, clearing debris from the 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

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: [kitchen](#)

6 Only persons who have received the appropriate training may prepare and serve foodstuffs for paying events

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 authorized 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** by the responsible person.

2 Any defects noted are immediately reported to 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.

14 Safeguarding/Child protection

A child protection/vulnerable adult safeguarding policy is in place.

A permanent record will be maintained of all accidents involving children.

15 Personal safety

Risk assessments will be carried out in relation to personal safety.

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.

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 authorized to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

18 Information and enforcement

| | |
|--|---|
| Environmental Health Service Information: Address: St Leonard's Place, York Tel: 01904 551551 | Employment Medical Advisory Service Information: HSE Chemical Regulation Directorate (CRD) Address: Mallard House, Kings Pool, 3 Peasholme Green, York, YO1 7PX Fax: 01904 455733 |
| 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 [the Parish Office](#), [at CPC](#), [at St. Mark's](#).