

## Health and Safety Policy

### The Parish of St Mary in Charnwood Nanpantan

#### Reviews

<b>Date of Review//PCC Approval</b>	<b>1.12.15/1.12.15</b>	<b>Date of Review/PCC Approval</b>	
<b>Date of Review/PCC Approval</b>	<b>20.11.16/6.6.17</b>	<b>Date of Review/PCC Approval</b>	
<b>Date of Review/PCC Approval</b>	<b>July 2018/</b>	<b>Date of Review/PCC Approval</b>	
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**Statement of Intent**

The Parochial Church Council of St Mary in Charnwood Nanpantan (the PCC) is committed to ensuring the safety of clergy staff, lay staff, worshippers, visitors and employees in the church and the Chapter House and in the grounds of the church.

**Objectives**

The PCC will endeavour to: -

- Provide safe buildings and surroundings within the church boundary
- Ensure compliance with legislative requirements and standards
- Provide safe equipment and safe methods of working

**Implementation**

All stipendiary ministers and Churchwardens are responsible for ensuring that a risk assessment review is carried out every 12 months and the hazards identified.

The elected Churchwardens, or their appointed representatives, will undertake an annual health and safety inspection and risk assessment inside and outside all buildings, including the church grounds and woodlands.

The PCC will review, annually, the Health & Safety Policy together with the risk assessments.

Incumbent .....Interregnum.....

Churchwarden .....Katherine Hetzel.....

Churchwarden .....Ian Clements.....

**Health and Safety Policy**

Measures to be undertaken to ensure a safe working environment for worship and other activities associated with the church buildings and grounds are as follows. Note that church buildings include both the church, Chapter House and any associated buildings.

**Hazards Identified**

**Solo workers.**

People working alone within the church buildings, church grounds or woodland (e.g. Churchwardens, organists, cleaners, flower arrangers, or external contractors) should not undertake hazardous tasks on their own. Solo workers should be aware of the risks involved in the task that they are undertaking.

If anyone is alone in the church buildings or working in the grounds on their own, they must ensure that a third party knows that they are there and for how long they will be there. When work / activities are completed the solo worker should report to their contact that their work is finished. Third parties should investigate or raise an alarm if they become concerned about a solo worker. All people who are alone at church should carry a mobile phone with them in case of emergencies.

## **Church Buildings**

**Emergency exit from the building.** When the buildings are in use all fire exit doors should be easily opened from the inside without the use of a key. On special occasions, when large numbers may be present, emergency exit procedures should be announced. When the church is in use the main door must be unlocked as an emergency exit, particularly when access has been from the Chapter House alone. Emergency lighting must be in place and working. A Fire Hazard Policy and Fire Plan must be in place.

**Steps, stairs and ladders.** Steps and stairways will be examined at least annually. Uneven or worn treads are a potential danger. Portable steps and ladders should be inspected at least annually and preferably at each use and any deterioration reported.

**Roof covering and structure.** A visual inspection of the external walls and roof coverings should be carried out at frequent intervals to discover any defects requiring attention. Look out for loose or defective stonework, roof crosses and slipped or damaged tiles.

**Floors and floor coverings.** Floors and floor coverings will be inspected regularly. Defective floor coverings, such as loose wood blocks, carpets or carpet tiles etc. should be reported and made safe.

**Electrical Fittings and Portable Appliances.** All socket outlets should be RCD protected. All portable appliances will be certified as Portable Appliance Tested (PAT) annually. Fixed wiring to be inspected and certified every 5 years. The use of trailing leads from heaters, audio visual equipment etc. should be minimised and their existence advised to anyone for whom they may be hazardous. Cable covers are available for use as required. The potential for trip hazards when using cable protectors should also be assessed.

**Hazardous substances, flammable liquids and polishes.** All potentially hazardous chemical products, such as flammable liquids for oil filled candles, liquid polishes, or cleaning and disinfecting products for kitchen or toilet use, should be kept in well ventilated areas or within a secure cabinet and out of the reach of children.

**Fire Hazards.** A Fire Hazard Policy and a Fire Plan shall be maintained by the PCC. Fire extinguishers should be of the correct kind, serviced annually and easily accessible. Fire extinguishers should be used only by persons who feel confident and competent to do so, after the alarm has been raised.

**Preparation & sale of food on church premises.** The Food Safety (General Food Hygiene) Regulations 1995 require that premises which are used occasionally for food preparation

such as church halls and movable or temporary premises such as marquees, follow the guidance for temporary premises.

### **Church Grounds and Woodlands**

**Footpaths** for access to the Church and Chapter House should be regularly maintained to ensure these remain free from obstruction. Ramps and steps need particular attention. The difficulty the frail, elderly, disabled, those with pushchairs or using crutches or walking sticks, may have in accessing the Church and Chapter House shall be borne in mind.

**Adverse weather conditions.** Special arrangements should be in place for clearance of snow and ice from access paths to the church buildings during wintry conditions.

**Storage Container.** The storage container located behind the Chapter House has large and heavy doors, which will prove difficult to open from inside the container. When access is required to materials within the container the door should be propped or wedged open while anyone is accessing or working inside the container.

**Boundary walls, fences and woodland footpaths.** These should be checked at least three times a year to assess potential hazards and security.

**Trees.** All trees should be inspected at least every six months. Every five years trees should be examined by an accredited tree surgeon and a formal report submitted

**Child Protection.** [Please also see Child Protection Policy]

The church will take all reasonable measures to protect children from health and safety hazards. Children on church premises and within the grounds remain the responsibility of their parents. When away from their parents, children should always be supervised by a regulated adult.

Special consideration should be given to ensuring all potential hazards are assessed from the point of view of children. Examples are access to cleaning materials and hazardous chemical agents; tripping hazards; stairs; projections etc.

### **Accidents and Dangerous Occurrences.**

An accidents and dangerous occurrences book shall be maintained in which all accidents, however minor, shall be recorded including the cause, treatment applied and any remedial actions to prevent recurrence.

Near miss accidents, which do not result in injury, often highlight unforeseen risks. Therefore, in addition, all dangerous occurrences which do not result in injury should also be recorded, so that remedial measures can be taken to prevent recurrence.

Where necessary the Health and Safety Policy shall be amended. The accident book is kept on the windowsill in the kitchen.

### **Hirers and Users of Church Buildings.**

All groups who hire or otherwise use the church buildings, in their entirety or part thereof, for meetings, parties or other functions shall be given a copy of the Health & Safety Policy. All hirers or users of the church buildings must sign to indicate they have read a copy of the Health & Safety policy, as evidence of agreement to abide by its requirements and must be notified of any amendments. Hirers and users will then be responsible for ensuring adherence to the policy.