

ST MARY'S CHURCH PRINCES RISBOROUGH

HEALTH & SAFETY POLICY

OUR HEALTH AND SAFETY POLICY

Name of Church: St. Mary's Princes Risborough
Address: Church Street,
Princes Risborough, HP27 9AA
Last Review Date: 1st January 2018
Next Review Date: 1st January 2019

INTRODUCTION

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:

- A. General Statement of Policy
- B. Organisation and Responsibilities
- C. Arrangements

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RECORD OF REVISIONS AND REVIEWS

PURPOSE OF REVISION OR REVIEW

DATE

Issue of first version of new Health & Safety Policy
Review of policy

November 2016
January 2018

PARTICIPATION AND AWARENESS BY ALL INVOLVED

The success of this Policy will depend on the co-operation of all employees, voluntary helpers and contractors as Health and Safety is the responsibility of everyone. It is therefore important that those people with specific responsibilities read this document carefully and understand their roles and the overall arrangements for health and safety. It is also important that they encourage all who use or work in the church facilities to be mindful of the health and safety of themselves and of those who are with them. However, whilst individuals within the church have been nominated in this Policy as having specific health and safety responsibilities, these nominations can to no extent reduce the individual responsibility that each person has.

Therefore, as not all employees, voluntary helpers and contractors will see this document, the Health & Safety Manager will endeavour to ensure that everyone involved in the Church is made aware of this Health & Safety Policy and given appropriate information leaflets (see below) to enable them to carry out any specific health and safety procedures related to the role they are playing in the life of the Church.

INFORMATION ON RESPONSIBLE INDIVIDUALS

This document does not contain the name of those responsible for Health and Safety matters. A separate document, 'Allocation of Responsibilities', is held in the Health & Safety file setting out the current holders of all the offices and positions referred to in the document.

INFORMATION LEAFLETS

Within the 'Arrangements' section of this policy are references to 'Information Leaflets'. These leaflets underpin the Health & Safety Policy providing forms, instructions and guidelines for use by staff, church members, church facilities' users and contractors. A copy of all of the available leaflets is held in the 'Information Leaflets' file within the Health & Safety folder, together with an index of the leaflets available.

EXECUTION OF THE POLICY

To support the Health & Safety Policy, the Church maintains 'St Mary's Health & Safety Inspection Record', held within the Health & Safety file, which details all of the inspections (both statutory and as have been decided by the PCC to be appropriate to maintain the health and safety of the church community) that will be carried out, defines the intervals at which they must take place and confirms through recorded dates that the inspections are being carried out as defined..

SECTION A
GENERAL STATEMENT OF POLICY

The Policy of the Church, executed via the Parochial Church Council (PCC), is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

The PCC 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, the Chapter House, the churchyard and the Church Hall; in particular, users who hire the church facilities will be informed of the Policy, expected to follow that Policy and to complement it with any necessary measures related to their specific activities.

The allocation of duties for health and safety matters and the particular arrangements that the PCC has made to implement the Policy are set out below.

The Policy, organisation and arrangements will be kept up to date, particularly in the light of any changes to the buildings, to the activities of the Church or to applicable legislation. To ensure this, the Policy and the way in which it has operated will be reviewed regularly and the appropriate changes made. The Policy will be reviewed completely every year.

In order to ensure that health and safety matters are kept constantly under review, any matter arising regarding health and safety can be placed on the agenda on any meeting of the PCC without notice and the execution of the Health and Safety checks will be rigorously monitored. Employees, voluntary workers and all interested parties (e.g. regular users of the church facilities) will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:
Incumbent

Date:

Review Date: 1st January 2018

This document will be updated during the time between review periods to ensure that the latest information is held. The updated document will not be formally signed off by the incumbent and will be stored as amended pages in the Health and Safety folder.

SECTION B

ORGANISATION AND RESPONSIBILITIES

The responsibility of the PCC for Health and Safety extends to:

- The Church
- The Chapter House
- The Church Hall and its linked rooms
- The Churchyard.

The specific health and safety responsibilities set out below are primarily intended to ensure that proper management of health and safety is being undertaken, and that the Church has an up-to-date, complete policy with appropriate information disseminated to enable that policy to be delivered. It is the Church's policy to assume until contrary data is received that the policy set out and the instructions given will be obeyed. There will be no intensive monitoring of individuals in respect of health and safety by any of those with nominated responsibilities.

Should data on health and safety breaches be received, the appropriate nominee will take action as soon as is practicable to stop the breach and to endeavour to ensure that all individuals are reminded of the health and safety requirements in the area of the breach. Any significant breaches will be investigated by the Health & Safety Manager, reporting to the PCC, and recommendations to avoid similar breaches will be made and acted upon. The Church will ensure any reportable breaches are managed according to the prevalent legislation.

1. Responsibility of the Incumbent

Overall responsibility for health and safety is that of the Incumbent who will endeavour to ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice. The Incumbent will be advised by the Health and Safety Manager as to what arrangements are required.

Specific responsibilities may be delegated to church personnel. As new projects or activities emerge, the names of responsible persons will be notified, and the list of responsibilities by activity and the 'Allocation of Responsibilities' file amended accordingly.

2. Responsibility of the Churchwardens

Responsibility to endeavour to ensure that the arrangements outlined in this Policy have been properly and thoroughly disseminated, that they are appropriate to the needs of the church complex and community, and that they are updated as necessary is with the Churchwardens.

The Churchwardens will use the Health and Safety Manager to undertake the activities necessary to support this responsibility.

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 Manager

Responsibility for the support of the PCC, the Incumbent and the Churchwardens in the execution of their responsibilities is with the Health and Safety Manager who carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy.

The Health and Safety Manager will also monitor the church complex and the activities within it to endeavour to ensure that health and safety is being considered, and endeavour to ensure that off-site church events are conducted with safety in mind.

The responsibility of the Health and Safety Manager shall be to:

- understand Health and Safety Regulations as far as they concern the church complex
- understand the Health and Safety Policy of the Church and the arrangements for implementing that Policy, and be confident that those arrangements are observed
- monitor the direction of Health and Safety thinking in the UK and advise the Churchwardens when the Policy requires changing due to legislative change, changes in national advice or behaviour, insurance requirements or changes to the church facilities
- ensure, so far as is reasonably practicable, that safe systems of work are in place
- ensure that the church complex is maintained in a clean and tidy state in order to foster a climate for health and safety
- ensure the churchyard is properly maintained, including the safety of monuments, tombstones and trees, and that the grass is kept cut
- ensure that safety equipment and clothing is provided and used by all personnel where this is required
- ensure that all plant, equipment and tools are properly maintained, are in good condition and meet current Health and Safety regulations, and that all operators have received the appropriate training
- ensure that adequate access and egress is maintained
- ensure adequate fire fighting equipment is available and maintained
- ensure that food hygiene regulations and procedures are observed
- seek external advice or information as necessary.

The extent of the responsibility in respect of contractors and users of the facilities shall be to endeavour to ensure that the equipment and environment provided meets Health and Safety regulations and that these parties are aware that they must operate a safe system of work.

The Health & Safety Manager may delegate some day-to-day responsibilities (e.g. the maintenance of equipment); where this is the case, the specific responsibilities are set out below (ref 6).

5. Responsibility of Employees and Voluntary Workers

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this Health and Safety Policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

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

6. Persons with Specific Responsibilities

To ensure that health and safety is thoroughly ingrained within the church community, it is required that those members of the church with specifically allocated duties consider health and safety when undertaking those duties. The following lists set out where individuals are asked to give this consideration.

The following are responsible for health and safety in particular areas:

By Area	Responsible Person
Church maintenance:	
Church fabric	Assistant Churchwarden, Fabric
Church clock	Church Clock Monitor
Church cleaning	Cleaning Rota Administrator
Church use	Incumbent
Church Office use	Parish Administrator
Chapter House Plant Room use and maintenance	Health & Safety Manager
Chapter House maintenance	Chapter House Management Committee Chair
Chapter House use	Chapter House Management Committee Bookings Secretary
Church Hall maintenance	Hall Management Committee Chair
Church Hall use	Hall Management Committee Bookings Secretary
Churchyard infrastructure maintenance	Assistant Churchwarden, Fabric
Churchyard maintenance	Churchyard Maintenance Supervisor

The following are responsible for health and safety of particular aspects:

By Aspect	Responsible Person
Staff	Incumbent
Users	
Events in Church	Chapter House Management
Chapter House	Committee Bookings Secretary
Church Hall	Chapter House Management
Church Hall	Committee Bookings Secretary
Church Hall	Church Hall Management
Church Hall	Committee Bookings Secretary
Events outside of the church complex	Health & Safety Manager
Attendees at worship	Churchwarden
Attendees at religious activities other than worship	Incumbent

The following are responsible for health and safety in particular activities:

By Activity	Responsible Person
Accidents and first aid	Health & Safety Manager
Fire safety	Health & Safety Manager
Fire equipment	
Emergency evacuation	
Electrical safety	Health & Safety Manager
Fixed installations	
Portable appliances	
Gas equipment safety	Health & Safety Manager
Hazardous substances	Health & Safety Manager
Safety of plant and machinery	Health & Safety Manager
Slips, trips and falls	Health & Safety Manager
Within the buildings	
Churchyard	
Lighting	Health & Safety Manager
Church lighting	Church Lighting Monitor
Working at high levels	Health & Safety Manager
Church clock	Church Clock Monitor
Preparation of food	Health & Safety Manager
Manual handling	Health & Safety Manager
Display screen equipment	Health & Safety Manager
Sound system	Sound System Supervisor
Hazardous buildings/glazing	Health & Safety Manager
Church Fabric	Assistant Churchwarden, Fabric
Child protection	Safeguarding Officer
Personal safety	Health & Safety Manager
Staff	Incumbent
Church members	Churchwarden
Church choir	Choir Director
External events	Health & Safety Manager
Staff health	Incumbent

By Activity

Contractors
Smoke-free
Security
Licences
Risk assessments
Information and enforcement
Health and safety law poster
Health & Safety training

Responsible Person

Health & Safety Manager
Health & Safety Manager
Health & Safety Manager
PCC Secretary
Health & Safety Manager
Health & Safety Manager
Health & Safety Manager
Health & Safety Manager

7. Responsibility of every user of the church facilities

Everyone has responsibility for taking reasonable precautions for his/her own safety, and for the safety of anyone in his/her charge (e.g. a child) and should accept responsibility for the effect of his/her actions on the safety of others.

SECTION C

ARRANGEMENTS

(Implementation of the Policy)

INTRODUCTION

This section sets out the 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.

ARRANGEMENTS IN PLACE FOR THE CHURCH COMMUNITY

The following arrangements are now in place:

- The Health & Safety Inspection Schedule is used by members of the church community to determine what inspections, reviews and maintenance are to be undertaken and by whom.
- A set of information leaflets has been produced that define the manner in which activities must take place.
- In particular, the following information leaflets and associated procedures are in place:
 - For everyone using or working in the church facilities:
 - Evacuation procedures
 - First aid briefing
 - Manual handling
 - For everyone working in the church facilities:
 - Use of ladders and scaffolding
 - For church-associated users:
 - Advice on the constraints on the sale of goods at events
 - Food safety briefing and basic food hygiene
 - Safeguarding policy
 - For users:
 - Church facilities terms and conditions of use
 - For contractors:
 - Information for contractors
 - Work permit
 - For church volunteers and staff:
 - Plant and machinery briefing
 - Review of hazardous substances
 - Specification of cleaning
 - Specification of churchyard duties
 - Guide to church events outside of the church complex
 - For church officials:
 - Legal reporting of accidents.

The following arrangements have been made to provide a Health and Safety Policy for the letting of the church facilities to third parties:

- A formal set of letters, information, terms and conditions has been drawn up and forms the agreement with third parties when they use the church facilities.

- In addition to the provision for making good any loss or damage to the building and contents, the agreement includes procedures to follow in the event of accidents and draws the attention of third parties to the fact that they are primarily liable for any accident or injury which arises out of their activities whilst using the premises. The procedure set out follows the recommendations of EIG.

DETAILS OF ARRANGEMENTS

The following arrangements apply as at the date of this policy.

1. Accidents and first aid

There are four aid briefings in place that set out the details of first aid and accident reporting, but remind users of their obligation to operate safely:

- First Aid Briefing for Church Services
- First Aid Briefing for Church and Chapter House Users
- First Aid Briefing for Church Hall Users
- First Aid Briefing for Staff and Volunteers.

In addition there is an accident reporting book with each first aid box (deliberately so that the need to report accidents is clear) which contains accident reporting forms. All accidents and any work-related ill health of staff (i.e. injuries incurred at work or illnesses suffered as a result of the work undertaken) must be recorded by completing a form from the accident book. Where an accident is serious (i.e. where the injured party must go elsewhere for treatment, where an employee is off work for more than three days) or where a written complaint is received regarding the incident that resulted in the accident, the accident must be reported to HSE as set out in the briefing on the 'Legal reporting of accidents'. All accidents will be reviewed and any recommendations arising from the review will be implemented. A permanent record will be maintained of all accidents relating to children.

Users of the church facilities and all of those with responsibilities for safety at church services have been provided with a copy of the relevant first aid briefing.

The following equipment is available within the church facilities and maintained as set out in the Inspection Record:

- A First Aid box is located in the Church, in the Hymn Book cupboard on the right hand side below the glass doors.
- A First Aid box is located in the Chapter House, on top of the microwave within the kitchen.
- A First Aid box is located in the Church Hall, in the kitchen.

There may be occasions where no accident occurs but a dangerous incident takes place (e.g. an object falls from a height without hitting anyone). This event should be treated as an accident and reported, so that a proper review of safety can be conducted.

2. Fire safety

The Church believes in maintaining a safe environment free from the risk of harm by fire and shall employ such fire detection, fire fighting and safety systems as is deemed necessary to endeavour to ensure the safety of the church members, church staff and other users of the two premises at all times.

The Church fully complies with all Fire Safety legislation currently in force, specifically the Regulatory Reform (Fire Safety) Order 2005, and will change its Policy and Procedures as and when legislation requires or following significant findings from any review or risk assessment of fire safety.

The policy is to fulfil the church's obligations by:

- Undertaking every five years (without an actual evacuation), using the evacuation procedures and facilities specifically put in place, a simulated evacuation of each of the rooms in the Church, the Chapter House and the Church Hall to confirm that a fire can be detected in a reasonable time, that people can be warned, and that people who may be in the room can get out safely;
- Undertaking every six months a fire drill for staff;
- Carrying out an annual Fire Risk Assessment of the fire risks in the Church, the Chapter House and the Church Hall, and the risks to neighbouring properties, carried out as a specific exercise using the form recommended by the Fire Safety College and building on the assessment of the previous year;
- Ensuring that all control measures set out in the fire risk assessment are maintained and that any actions identified during the assessment are completed; the control measures include:
 - Sustaining the fire fighting equipment installed, commissioning an annual maintenance check of this equipment by specialists and requiring a weekly check of the fire fighting equipment;
 - Sustaining a fire alarm system in the Chapter House, such system being checked weekly;
 - Sustaining equipment that would present a fire hazard if it were not properly maintained and inspected according to legislation;
 - Ensuring that all of the risks that are identified in the Fire Risk Assessment are managed regularly (e.g. that corridors are free from obstacles, that ignition materials and sources of fuel are contained);
- Ensuring that a reassessment of fire safety takes place whenever changes to the premises or to the use of the premises takes place;
- Ensuring all church members, church staff and other users have access to the developed evacuation procedures for all of the rooms of the two premises, such procedures concentrating on the primary duty of the person responsible, that being to evacuate the room, but which also set out the location of the fire extinguishers and other protection equipment.

Users of the church facilities and all of those with responsibilities for safety at church services have been provided with a copy of the relevant evacuation procedures and, where relevant, with information on the fire alarm system.

Details of the fire fighting equipment and the fire alarm system are set out in the Inspection Record, together with the schedules for maintenance and inspection of those items

3. Electrical safety

All electrical facilities are subject to testing at the advised intervals by a competent contractor. These tests (set out in the Inspection Record) are to obtain:

- An electrical installation certificate for the Church and Chapter House
- An electrical installation certificate for the Church Hall
- An emergency lighting periodic inspection and testing certificate for the Chapter House
- A fire detection and alarm system periodic testing certificate for the Chapter House system (which links to the Church)
- Confirmation that the lightning conductor is safe and fit for purpose
- A portable appliance testing certificate with all unsafe equipment disposed of or repaired once it has failed the test.

In the Church and Chapter House, all areas are covered by RCD circuits. A review of the Church Hall will be undertaken shortly.

There will also be regular inspections, as part of the monthly general building check, of those areas where electrical safety might be compromised (e.g. worn flexes, broken plugs).

All new electrical work will be undertaken by a competent contractor who will ensure that the installation is properly integrated into the existing facilities of the relevant premises and is accompanied by necessary documentation.

A leaflet giving advice on the sale of goods at events is available to all people running church events. This sets out strict rules for the sale of second hand electrical goods.

All staff and those responsible for using electrical equipment at church events and services are provided with specific information on electrical safety.

4. Gas equipment safety

All gas facilities are subject to testing at the advised intervals by a competent contractor. These tests (set out in the Inspection Record) are to obtain a gas safety certificate. There will also be regular inspections of those areas where gas safety might be compromised (e.g. damaged pipes). Whenever a problem is detected, the gas supply will be shut off and immediate action will be taken to rectify the fault.

A leaflet giving advice on the sale of goods at events is available to all people running church events. This sets out strict rules for the sale of second hand gas goods.

There is no use of LPG permitted in the church complex without the authority of the Health & Safety Manager; this authority will only be given when a specific health and safety review has been undertaken which will involve an analysis of the proposed use and the development of a specific safety plan for that use.

5. Hazardous substances

Where possible, the use of hazardous substances has been eliminated. The following hazardous substances are in use within the church complex:

- Cleaning materials
- Food hygiene materials
- Washing liquids
- Petrol.

All of the substances used in cleaning are openly sold in supermarkets. These substances are kept in a cupboard in the tower area. The cleaners wear gloves when working and use separate cleaning materials for different rooms (e.g. there are separate materials for the toilets) to reduce the chances of bacterial transfer.

A subset of cleaning materials is stored in the Church Hall kitchen, the Church kitchenette and the Chapter House kitchen to enable users of those areas to meet food hygiene rules.

The materials that are in use have been reviewed and product information has been obtained to enable an evaluation of the material to be undertaken that looks at the hazard level, the correct method of use, the appropriate storage, the protective clothing needed and the action to be taken in the event of an accident. The review of those materials is held in an information leaflet 'Review of hazardous substances', and information is made available as necessary to anyone involved in the use of the materials. The leaflet also sets out the action that must be taken if another hazardous substance is to be introduced.

The above materials are of low hazard level (with bleach requiring more care than other materials), require only the use of gloves as protective clothing and their potential for personal harm by accident can be ameliorated by the use of copious amounts of water on the affected area.

In the churchyard store there is petrol for use in the churchyard maintenance equipment. This store is locked and only used by those involved in churchyard maintenance.

6. Safety of plant and machinery

A list of plant and machinery is part of the Church Property Register. All churchyard plant and machinery will be regularly maintained and a schedule in the 'Review of churchyard machines' kept of maintenance requirements.

An appropriate briefing is made available to all staff and to all church members who undertake voluntary activities that use plant and machinery, except for standard items such as vacuum cleaners, photocopiers and kettles. Where machinery may be damaged if not operated properly, an instruction sheet will be made available to anyone who has to use it.

Electrical and gas plant and machinery is subject to specific health and safety, as set out in the relevant paragraphs of this document. All relevant items are subject to portable appliance testing, including items brought in by church members for regular use in the church.

Users of the church facilities are only allowed to use standard household machinery or standard entertainment systems that have test certificates.

The Organ is located on the north side of the chancel. It is maintained regularly.

There are only two Bells, situated in the tower, which are chimed but not rung full circle. They are chimed by means of bell ropes from the floor of the tower. The Clock is located on the bell platform in the tower. It is self-contained with an automatic winding mechanism. The Clock is maintained by competent staff within the Church congregation. Access to the Bells and Clock is gained by ladders from the floor of the tower but is only available to authorized persons.

There is a lift in the Chapter House to enable disabled people to use the meeting room on the first floor. This lift is maintained every six months and there are clear instructions to users not to use the lift in the event of a fire. There are also instructions and equipment available should a person be trapped in the lift.

7. Slips, trips and falls – condition of floors, steps and paths

Within the specification of cleaning are instructions for the cleaning of all floors within the church complex. The floor of the church is tiled and is therefore potentially dangerous when wet; there are signs available to enable any area of potential danger to be fenced off and marked as hazardous.

As part of the general building check undertaken each month, all floors, stairs and hand rails will be checked. Whenever a problem is identified, the Health & Safety Manager will be informed of and initiate any remedial repair work that is necessary; the problem area will be fenced off and marked as hazardous.

Access to the Church and Chapter House is from the public highway by means of paths within the Churchyard. Within the specification of churchyard duties are instructions for the regular inspection of paths, steps, boundaries, trees and graves to endeavour to ensure that they are safe. Specifically inspections should be carried out regularly at times of frost and leaf-fall, and the hazards identified from these phenomena should be addressed immediately. The person nominated as responsible for the churchyard will initiate any remedial repair work and will manage the regular maintenance of the churchyard; any problem areas will be fenced off and marked as hazards.

As part of the management of the safety of plant and machinery, there will be a regular inspection of the cables that these use and that will include checking that they do not pose a trip hazard.

The only ladder permanently in place is that which provides access to the tower. There is a sign forbidding the use of this ladder to all but authorized personnel.

8. Lighting

The lighting of the Church was replaced in 2008 and specifically designed to meet the standards in force at the time whilst maintaining the ambience of the church.

The lighting of the Chapter House was part of the original installation of the building in 2008 and was designed to the standards in force at that time.

A review of the lighting in the Church Hall will be undertaken shortly.

The lighting will be specifically checked as part of the general building check conducted every month and any faults will be rectified as soon as possible.

9. Working at high levels

Work at a high level is carried out at St Mary's Church in the following areas:

- Internally:
 - Getting into the tower
 - Changing light bulbs
 - Putting up and taking down decorations for festivals, e.g. Christmas, and events
 - Maintaining the audio visual system when necessary.
- Occasional work externally, e.g. cleaning gutters.

Work on these tasks, which have a safe method of working already in place, is authorized provided that those doing the work conform to the requirements set out in the 'Use of ladders and scaffolding' briefing.

No other work at high levels is authorized without special agreement except that someone involved in maintenance or cleaning will be allowed to use stepladders or ladders for minor tasks only, provided that the ladders/stepladders are close to a wall and that he/she obeys the instructions in the 'Use of ladders and scaffolding' briefing.

After obtaining the authority of the Health & Safety Manager, provided that a safe method of working has been determined, ladders may be used to undertake minor tasks at high levels in the Church Hall, Church or Chapter House.

After obtaining the authority of the Health & Safety Manager, provided that a safe method of working has been determined, ladders may be used to undertake minor tasks such as erecting flags or banners at high levels outside the church. Under no circumstances may this involve actions such as stepping onto a sloping roof or cutting branches of trees, as such actions require specialist expertise. For any work at high levels other than minor jobs, contractors will be employed.

Groups working at high levels must have a means of communication and have notified another person of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

10. Preparation of food

The need to follow the appropriate regulations governing the preparation of foodstuffs is understood and the aim is to endeavour to ensure that all food handlers have received adequate instruction and training. At each church event that involves the preparation of food, there should be a responsible person who has gained a 'Foundation Certificate in Food Hygiene' which is regarded as providing the requisite level of training. The church is

currently seeking to find a supplier of courses to enable more of the church members to gain the certificate.

Users and the people responsible for church events are provided with a food safety briefing and are expected to set up food preparation regimes that are commensurate with their activities. As the majority of food at church events is prepared offsite, the briefing expects the same standards of hygiene to be applied wherever the food is prepared. Helpers at church events will be informed of basic food hygiene through an information leaflet if they have not had any formal training.

11. Manual handling – lifting, carrying and moving loads

Whilst the policy is to eliminate the need for manual handling as far as is reasonably practicable, the design of the church and its facilities mean that there are some tasks that necessitate manual handling:

- Setting up for church services
- Setting up for church meetings
- Setting out the church flowers
- Setting up for special events, e.g. the crib at Christmas.

There are many members of church involved in setting up for these events, specifically moving chairs and tables. Each event has a person in charge who will monitor how this manual handling is being undertaken and dissuade those who are less able physically from taking part.

At these events, there is also the need to move more difficult items, e.g. altar tables and choir screens. This will only be undertaken under the supervision of a person who has had a manual handling briefing.

All staff will be given a manual handling briefing.

The Church uses many materials in its activities. These materials will be stored tidily away. Items that are difficult to handle in quantity, e.g. toys, will be stored in boxes but the boxes will be limited to a manageable weight of items inside. Where the boxes or materials are stored on shelves, stepladders will be made available to enable those boxes to be taken down safely.

12. Display screen equipment

All staff and diocesan-employed staff who are involved in the parish are obliged on joining the parish to undertake display screen equipment (DSE) workstation assessment, using the checklist recommended by the HSE. Each assessment is analysed and any issues are resolved by the Health & Safety Manager.

Those who have completed assessments will be asked to review those assessments at the start of each year or when the circumstances of use of DSE change.

For the administration staff, an additional assessment is made to ensure that there are periods away from the screen as part of the daily work routines.

13. Hazardous buildings/glazing

The policy is to endeavour 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 Health & Safety Manager.

The Health & Safety Manager will note any defects during the inspection or any defects reported to him/her by church members or users and will seek to initiate remedial work immediately, liaising with the church treasurer as necessary. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

The Church will carry out a Quinquennial every five years, one aspect of which is to ensure that all parts of the church fabric are in good condition and safe.

The Church and Chapter House contain no asbestos, with all bits of asbestos that were in the Church being removed during its renovation.

There are no known major items of asbestos in the Church Hall but a review of the Church Hall to check for small areas (e.g. meter boards) will be undertaken shortly.

All of the glass in the Chapter House is safety glass. All of the glass in the Church that is required to be safety glass by regulation has been identified and any not meeting the regulations has been replaced. A review of the Church Hall will be undertaken shortly.

Should a problem arise which will create a hazard, in particular if a faculty application is necessary to undertake any remedial work, temporary practices will be adopted to ensure no hazard remains until the remedial work is completed.

14. Child protection

The Safeguarding Officer is responsible for:

- Ensuring that the church conforms to the Diocesan policy as set out in the Safeguarding Handbook.
- Providing a safeguarding policy for the Church, based on the model policy recommended by the Diocese, and presenting annually to the PCC that policy for endorsement and a statement, guidelines for which are set out in the 'Safeguarding Report' leaflet, reviewing the activities of the year against that policy.
- Specifically ensuring that all members of the congregation who come into regular contact with children or vulnerable adults have obtained the appropriate level of DBS clearance before undertaking such work on behalf of the church.
- Maintaining, jointly with the Church's Verifier, records of all DBS clearances and disclosures
- Ensuring that any accidents to children, as recorded under the accident reporting procedure, are held on permanent record.

The Church conforms to best practice for safeguarding:

- Maintaining accurate records of the participants in groups for children, young people and vulnerable adults
- Ensuring that parental consent and details of the needs of individuals are obtained whenever trips away from the parish are planned
- Ensuring that all groups are aware of the activities that are not covered by the church's insurance.

The Church has taken note of the health and safety guidelines in the safeguarding Handbook of the Diocese of Oxford and has applied those guidelines throughout its health and safety processes.

15. Personal safety

The general risk assessment of the church complex, undertaken annually, includes an assessment of personal safety. Where a risk is identified, the person(s) involved are advised by the Health & Safety Manager of the methods of amelioration of that risk. The discussions are documented.

The Church conducts a disability audit each year which seeks to endeavour to ensure that all its facilities can be used by the disabled, with any constraints caused by historical construction minimized.

Whenever a church event occurs away from the church complex, a process is followed, set out in the leaflet 'Guide to Church Events' to endeavour to ensure that there is a proper health and safety environment in which the event will take place.

The Church recognises that it has a duty to ensure that nothing it does places personal safety at risk and that any item it might sell at an event has the potential to do that. It therefore follows policies set out in the leaflets 'Advice on the constraints of the sale of goods' and 'Food safety briefing' to govern any sales at events.

16. Staff health

The Church recognizes its responsibilities for ensuring that it is not the cause of ill-health in its employees and for enabling those with long-term health issues to continue in their employment.

Work-related accidents are managed in the same manner as all accidents (see the section on Accidents and First Aid). Ill health, whether work-related or not, is managed through the Church's personnel procedures which conform to government regulations and Church of England practices.

During the Disability Audit, the needs of any disabled staff are addressed, in particular any requirements for specialist equipment to enable the person to perform his/her duties.

When a member of staff becomes pregnant, the Church will conduct an assessment of her working conditions and practices, and identify with her any change in working arrangements that may be appropriate. Advice will be given to ensure that she is aware of hazards specific to pregnant employees.

17. Contractors

Anyone entering the church premises for the purposes of carrying out work, other than an employee or a church member undertaking voluntary work, will be regarded as a contractor. The briefing 'Information for contractors' sets out the obligations of the contractors, requires them to operate within the constraints of their 'Work permit' and informs them of the key procedures and critical data that they require in order to be able to work safely.

The Church acknowledges that the Construction (Design & Management) Regulations apply to all construction work in Great Britain, that as a client the Church would have a number of specific duties under the regulations when any such work was undertaken and that the HSE must be notified when the construction phase of the project exceeds the limits set out by legislation. The Church's policy is to appoint a competent person to assist with the discharge of those duties should construction work be undertaken.

18. Smoke-free

A policy has been produced which formalises the previous full ban on smoking within the church complex within the regulatory framework that has applied from 1st July 2007. This policy has been communicated to all staff and responsible people and the regulatory notices are in place. All future users of the facilities within the church complex and all contractors will be informed of the policy and of their obligations in implementing that policy.

It is deliberate policy not to make any provision for smokers externally to the church buildings and to discourage any smoking outside the buildings.

19. Security

The security of the church impacts upon the personal safety of staff, church members and users of the facilities. The church has adopted two security measures:

- An alarm system in the Chapter House with sensors placed in the Entrance Hall, Church Office, Vestry and Upper Room, and a siren situated in the corridor outside the Vestry.
- SmartWater security, as recommended by EIG. The following is a summary of that security:
 - SmartWater warning posters are displayed to discourage theft
 - All metal objects and items of machinery of significant value, including the organ pipes, are treated with SmartWater
 - The lead rooves have been treated with SmartWater.

20. Licences

As a church, St Mary's is exempt from requiring a licence for 'regulated entertainment'. Users of the church premises are also exempt where the hire takes place between 08.00 and 23.00.

However, both St Mary's and users must obtain a temporary licence from Wycombe District Council should alcohol be sold (either as a direct sale or as part of an inclusive sale) during an event. The church will require proof that this licence has been obtained prior to the event starting.

21. Risk assessments/activities

A risk assessment (carried out through visual inspection and consultation with employees, volunteer helpers and any other interested parties) has been produced which seeks to identify the risks associated with the church complex and its activities, and which identifies the controls in place, the additional controls to be put in place and any risks which are acceptable.

The risk assessment information and approved actions arising out of those assessments will be made available to all those people where a risk is pertinent to their roles in the church.

The general risk assessment will be reviewed in December each year by the Health and Safety Manager. In addition, when a significant change happens to the church facilities or activities, any relevant aspects of the risk assessment will be reviewed. The Health & Safety Manager will be responsible for ensuring that the PCC understands the risks and approves of the controls in place, and for ensuring that any action required is implemented.

At the same time as the general risk assessment, the churchyard risk assessment will be reviewed.

A fire risk assessment was completed in November 2017 that found no major problems. This assessment will be reviewed annually or when a significant change happens to the church facilities or activities.

A specific risk assessment will be undertaken when a proposed event exceeds the scope of use of the church facilities that has been envisaged in the general and fire risk assessments.

22. Information and enforcement

Environmental Health Service Information:

Wycombe District Council
Environmental Services Department
Queen Victoria Road
High Wycombe
HP11 1BB

E-mail: environmentalhealth@wycombe.gov.uk
Tel: 01494 412247 (switchboard 461000)

Employment Medical Advisory Service Information:

Health & Safety Executive:

Contact with the HSE is via the website or telephone.

Web: www.hse.gov.uk/contact

Tel: 0300 0031747 (for advice and guidance)
0345 3009923 (to report an incident)
0151 9229235 (out of hours emergency)

23. Health & Safety Law Poster

A copy of the HSE publication 'Health and Safety Law – What you need to know' (2 pages) is displayed in the Church Office.

Appendix A – Information which guides the definition of responsibilities

The Canons of the Church of England include some Canons that define the responsibilities for those involved in the life of the Church:

- C23.3 If at any time the rural dean has reason to believe that there is any serious defect in the fabric, ornaments, and furniture of any church or chapel, or that the buildings of any benefice are in a state of disrepair, he shall report the matter to the archdeacon.
- C24.7: He (*the priest*) and the parochial church council shall consult together on matters of general concern and importance to the parish.
- E1.5: In the churchwardens is vested the property in the plate, ornaments, and other movable goods of the church,
- F13.3: It shall be the duty of the minister and churchwardens, if any alterations, additions, removals, or repairs are proposed to be made in the fabric, ornaments, or furniture of the church, to obtain the faculty or licence of the Ordinary before proceeding to execute the same.
- F14: The things appertaining to churches and chapels, and the obligations thereto, and to the care and repair of churches, chapels, and churchyards referred to in the foregoing Canons (*i.e. Section F*) shall, so far as the law may from time to time require, be provided and performed in the case of parochial churches and chapels by and at the charge of the parochial church council.
- F16.3: No play, concert, or exhibition of films or pictures shall be held in any church or chapel except the minister have first consulted the local or other authorities concerned with the precautions against fire and other dangers required by the law to be taken in the case of performances of plays, concerts, or exhibitions of cinematographic films, and the said authorities have signified that the proposed arrangements are a sufficient compliance with the regulations in force as to precautions against fire or other dangers.
- F17.1: Every bishop within his diocese shall procure so far as he is able that a full note and terrier of all lands, goods, and other possessions of the parochial churches and chapels therein be compiled and kept by the minister and churchwardens in accordance with instructions and forms prescribed from time to time by the General Synod.
- F17.2: Every archdeacon shall at least once in three years, either in person or by the rural dean, satisfy himself that the directions of the preceding paragraph of this Canon have been carried out in all the parishes within his jurisdiction.
- F18: Every archdeacon shall survey the churches, chancels, and churchyards within his jurisdiction at least once in three years, either in person or by the rural dean, and shall give direction for the amendment of all defects in the fabric, ornaments, and furniture of the same. In particular he shall exercise the powers conferred upon him by the Inspection of Churches Measure 1955.

The Mission and Pastoral Measure 2011 Code of Recommended Practice provides further definition of responsibilities:

- Chapter 8.2: Churchwardens are the principal lay officers of a parish and are officers of the bishop. Their duties include: representing the laity and co-operating with the incumbent; encouraging the parishioners in the practice of religion and promoting unity and peace among them; maintaining order and decency in the church and

churchyard and ownership of the plate, ornaments and other moveable goods of the church.

- Chapter 8.6: Specific functions of the council (*the parochial church council*) include:
 - the financial affairs of the church including the collection and administration of all moneys raised for church purposes and the keeping of accounts in relation to such affairs and moneys;
 - the care maintenance preservation and insurance of the fabric of the church and the goods and ornaments thereof; and
 - the care and maintenance of any churchyard (open or closed), unless responsibility for a closed churchyard has been passed to the Local Authority.

The Inspection of Churches Measure 1955 also defines a responsibility:

- Section 1: the diocesan synod of every diocese to which this Measure applies shall establish a scheme to provide for the inspection of every church in the diocese at least once in every five years. Every scheme shall provide for the appointment of a qualified person or persons approved by the advisory committee to inspect the churches in the diocese.
- Section 2: Where the archdeacon of any archdeaconry finds at a survey of the churches of his jurisdiction or at any other time that a church in his archdeaconry has not been inspected to his satisfaction by a qualified person for a period of at least five years, he may serve upon the parochial church council of the parish in which the church is situate a notice in writing requiring the council to cause the church to be inspected in accordance with the scheme made in pursuance of section one of this Measure for the diocese in which the church is situate.

The role of the Churchwardens is set out on the website www.churchwardens.com and their responsibilities include:

- Churchwardens are generally responsible for the day-to-day functioning of the parish. These responsibilities include various aspects of administration, plant operations, and personnel. Their work is not just the maintenance of the church building, but helping the smooth running of the church. In this capacity, churchwardens are considered the leading lay member of the congregation, and, during the incumbency of a priest, may have varying duties and responsibilities according to the customs of the parish, the canons of the diocese to which the parish belongs, the desires of the priest, and the direction of the parish board and/or the congregation as a whole.
- Order and Maintenance: Many of the Churchwarden's responsibilities are connected with building maintenance, such as temperature control, roof repair, seating, lighting, etc. If the parish has a Sexton, the wardens would normally consult and coordinate with him or her on these matters. Churchwardens are also responsible for carrying out (or at least organizing) an annual inspection of the church building. They hold a key to the church and are entitled to access at any time. The grounds of the church also come under the purview of the Churchwardens, and depending on the size and location of the church, the grounds may include a cemetery, gardens, driveway and/or parking lot.

St Mary's has determined that it will appoint two Assistant Churchwardens (the Assistant Churchwarden (ACF), Fabric and the Assistant Churchwarden,). Each has a defined role which impacts upon the Health and Safety responsibilities of the Church. Specifically:

- The ACF is responsible for the Quinquennial Inspection.
- The ACF will support:
 - those who have responsibility for maintenance duties, in particular the Health & Safety Manager during the undertaking of the annual Health & Safety Review
 - those committees responsible for the Chapter House and the Church Hall, in particular providing input to any long-term plans for changes to the fabric or facilities.