

**St Oswald's Parish Church  
Collingham**

**Health and Safety Policy**

**February 2014**

**Review Date: April 2022**

**Adopted by PCC 20<sup>th</sup> May 2014**

## **1. General Statement of Policy**

The aim of this policy is to define how St Oswald's Parish Church will comply with Health and Safety regulations. The objectives of the policy are to clarify processes and responsibilities in relation to:

- Providing and maintaining safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers.
- Providing such information, training and supervision to our employees and voluntary helpers.
- Ensuring as 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 and church yard.
- The allocation of duties for safety matters and the particular arrangements we will make to implement the policy.

The policy will be kept up to date, particularly in light of any changes to our buildings or activities. To ensure this, the policy and the way in which it is operated will be reviewed every 2 years and any appropriate changes made. Employees, voluntary helpers and all interested parties will be consulted on a regular basis in order to seek their views on health and safety matters.

## **2. Responsibilities**

### **Priest in Charge**

Overall responsibility for health and safety is that of the Priest in Charge.

### **Parochial Church Council**

The PCC has general responsibility to ensure that the health and safety policy is implemented.

### **Church Wardens**

The Church Wardens have general responsibility to ensure that the health and safety policy is implemented and that the arrangements outlined in this policy are carried out.

### **Health and Safety Officer**

The Health and Safety Officer has responsibility for the day-to-day implementation of the arrangements outlined in this policy.

### **Employees and Voluntary Helpers**

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 while on church business or premises. They must therefore comply with safety rules, operating instructions and working procedures, report any fault or defect in equipment immediately and report all accidents.

Relevant persons, including voluntary helpers, will be made aware of this health and safety policy and will be given full information to enable them to carry out any specific

health and safety procedures and approved actions arising out of risk assessments that are pertinent to their role.

### **3. Risk Assessments**

A risk assessment is a careful examination of what, in our church, could cause harm to people, so that we can weigh up whether we have taken enough precautions or should do more to prevent harm.

Risk assessments will be carried out in the following manner:

- a) by walking round the building in order to make a visual inspection of each area of the church and any equipment which is used, keeping in mind the activities which take place in the church, and
- b) through consultation with employees, voluntary helpers and any other interested persons.

Risk assessment will be undertaken by:

The Health and Safety Officer, accompanied by such other persons as are considered appropriate.

#### **Actions as a result of risk assessment:**

- a) The findings of the risk assessment will be reported to the Vicar and the Parochial Church Council.
- b) Action to remove/control risks will be approved by the Vicar and the PCC.
- c) The Vicar and the PCC will be responsible for ensuring that the action required is implemented.
- d) The Health and Safety Officer will check that the implemented actions have removed/reduced the risks.
- e) A review date will be set after each risk assessment.

### **4. Accidents and First Aid**

The First Aid box is located in the vestry. It will be checked every six months by the Health and Safety Officer and after each use.

The accident book is located next to the First Aid box. All accidents and work related ill health must be recorded in the accident book. The accident book must be reviewed regularly.

### **5. Electrical Safety**

The lightning conductor and the electrical wiring will be checked every five years by a competent specialist firm.

Every six months the Health and Safety Officer will check plugs, sockets and cables of all electrical equipment to ensure there are no loose connections, worn flexes or trailing cables. Any repairs will need to be reported to the church wardens for action.

All portable electrical equipment will be tested by a competent contractor to ensure that the appliances are safe (Portable Appliance Test – PAT).

All employees and voluntary helpers must observe the following:

- a) Visually check all electrical appliances before use.
- b) Only use equipment if they are competent to do so.
- c) Avoid the overloading of sockets.
- d) Report all faults to one of the church wardens, the Health and Safety Officer the Vicar. Do not attempt to use or repair faulty equipment.
- e) Flexible cables should be positioned so as not to cause a tripping hazard.

## **6. Gas Equipment Safety**

The gas boiler will be maintained and checked annually by a competent contractor who is Gas Safe registered. The relevant Certificate will be retained in the Church Office.

## **7. Preparation of refreshments**

All employees and voluntary helpers must observe the following:

- a) General standards of hygiene should be observed.
- b) Work surfaces should be cleaned before and after the preparation of food/drinks.
- c) All crockery and cutlery should be washed thoroughly after use.
- d) Take extra care when handling boiling/hot water.
- e) Any spills should be cleaned up immediately to avoid slips and falls.
- f) Visually check electrical equipment before use.
- g) Extra care must be taken when providing hot drinks at busy times

## **8. Work at High Levels**

Work at a high level is carried out at Church in the following areas:

- a) changing light bulbs
- b) putting up and taking down decorations for festivals e.g. Christmas.
- c) occasional work outside e.g. cleaning gutters.

When ladders are used for these jobs, or any others, the following standards and procedures must be observed.

- a) All ladders must meet the approved British or European standards.
- b) Before use all ladders should be checked visually for any sign of damage.
- c) Ladders must always be positioned securely.
- d) Ladders should only be used by competent people who are completely confident about their use.
- e) Two people must always be present when ladders are being used.
- f) Ladders will be checked for defects every six months by the Health and Safety Officer.

## **9. Lighting**

Visual checks will be made on an ongoing basis to ensure that all lights in the church and churchyard are working. Any bulbs that require replacing will be reported to the

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

### **10. Manual handling**

Our policy is to eliminate the need for manual handling as far as is reasonably practical. 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 as far as possible

### **11. Personal Safety**

Anyone alone in the church must take reasonable precautions to ensure their personal safety. No working at heights should be undertaken without two people being present.

### **12. Fire Safety**

In order to comply with the fire regulations we will:

- Complete an annual assessment of the fire risks and fire safety in the Church.
- Provide written instructions as what to do in the case of a fire and display them near Fire Extinguishers. Appendix 1.
- Provide all new employees and volunteers with instruction as to what to do in case of fire.
- All equipment will be regularly tested and or maintained under a maintenance agreement.
- Fire Extinguishers will be visually checked six monthly and maintained under a maintenance agreement.
- Fire Escape routes will be constantly checked to ensure there are no physical hazards, which might impede the escape route being used safely

#### **Fire Extinguishers:**

Fire extinguishers will be checked annually by the maintenance company.

Fire extinguishers are kept in the following locations:

By the south door x1

Vestry x 2

Outside vestry door near Saxon crosses x 1

Bell tower x 1

#### **Fire exits**

When the building is in use all designated fire doors must be accessible and easily opened from the inside.

#### **Evacuation Procedures**

If you discover a fire (no matter how small)

- Immediately raise the alarm. Tell people in the immediate vicinity to evacuate the building.
- Telephone the emergency services
- Delegate another person to check every room and evacuate the rest of the building.
- If you can use a fire extinguisher to put the fire out without personal risk to yourself, do so at once. **Do not use water or foam extinguishers on an electrical fire.**
- If not possible to attack the fire or you are unsure which fire extinguisher to use, assist in the evacuation of the building ensuring that all doors are closed behind you.
- Evacuate to the designated assembly point. This is the church car park
- Do not re-enter the building until it is safe to do so.

The above information needs to be advertised prior to performances and major church events. It is the responsibility of all staff and voluntary helpers to ensure that exits from the building are not obstructed.

When the building is in use the doors must be easily opened from the inside.

### **13. Approval Processes**

This Policy will be approved by the Parochial Church Council who will commit to implementing the requirements of the policy.

### **14. Distribution of the Policy**

This policy will be provided to all church employees and voluntary workers. A copy will be held in the church vestry.

Reviewd by S T Wood – Churchwarden, 28/04/2022 – No changes required

## FIRE SAFETY NOTICE

### IF YOU DISCOVER A FIRE

1. Immediately raise the alarm.  
Tell people in the immediate vicinity to evacuate the building.
2. Telephone the emergency services
3. Evacuate the building  
The sides person will unbolt the second inner door and fasten it open. The person leading the service will instruct the choir and the side aisle to leave via the vestry. Those in the main aisle will be instructed to leave via the main door. Check all rooms are empty.
4. Evacuate to the designated assembly point.  
This is the church car park
5. Fire extinguishers  
If you can use a fire extinguisher to put the fire out without personal risk to yourself, do so at once. **Do not use water or foam extinguishers on an electrical fire.** General extinguishers are situated beside the main door and behind the Saxon crosses. Smaller extinguishers for electrical fires are beside the tower seating and behind the vestry door.
6. If not possible to attack the fire or you are unsure which fire extinguisher to use, assist in the evacuation of the building ensuring that all doors are closed behind you.
7. Do not re-enter the building until it is safe to do so.

### Instructions to Sides People

The sides person on duty at 8.30am should undo the bolts on the external vestry door and put the key in the lock. Do not unlock this door.

The churchwarden/sides person present at the end of the 10am service will re-bolt this door and remove the key from the lock.