

All Saints' Church, Kingston-upon-Thames



HEALTH AND SAFETY POLICY

November 2011

Review Date: 15th November 2012

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

- The policy of All Saints' Church is (so far as is reasonably practicable):
 - to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, casual labour and voluntary helpers;
 - to provide such information, training and supervision as they need for this purpose.
 - to ensure the health, safety and welfare of all members of the congregation and others who may visit the church and churchyard.
- The allocation of duties for safety matters and the particular arrangements which will be made to implement the policy are set out in the following pages.
- The policy will be kept up to date, particularly in the light of any changes to the church building or church activities.
- The policy, and the way in which it has operated, will be reviewed annually and any necessary 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 District Church Council, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

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ORGANISATION AND RESPONSIBILITIES

Responsibility of the Rector

- The Rector has overall responsibility for health and safety.
- He will ensure that the necessary arrangements to satisfy Health and Safety Regulations are in place.
- 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.

Responsibility of the Churchwardens

- The Churchwardens are responsible for ensuring that the arrangements outlined in this policy are carried out and updated as necessary.

Responsibility of the District Church Council

- The District Church Council has a general responsibility to ensure that the Health and Safety policy is implemented.

Responsibility of employees and voluntary workers

- All employees and voluntary helpers have a responsibility to co-operate in the implementation of the 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 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.

ARRANGEMENTS

This section sets out 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 the clergy vestry, the choir vestry, the south transept cupboard and the ringing room.
 - A 'burns & scalds' pack is kept in the coffee area
 - An ice pack is kept in the vestry office refrigerator
- The Accident Book is kept in the vestry office.
- All accidents and incidents are entered in the Accident Book or on an Accident Report Form and the church insurers advised if appropriate.
- Accident books and accident records are regularly reviewed by the Churchwardens.
- If the church is let to outside organisations, they are informed in writing that in the event of an accident, details must be entered in the Accident Book.

2. Fire Safety

- In order to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005, the following arrangements are in place:
 - An assessment is made by the Churchwardens of the fire risks in the church and associated buildings.
 - This assessment is carried out a specific exercise prior to the annual health and safety risk assessment.
 - The assessment includes:
 - a check to ensure that a fire can be detected in a reasonable time and that people can be warned of the danger;
 - a check to ensure that people who may be in the building can get out safely, including the provision of emergency lighting;
 - a check to ensure that those in the building know what to do if there is a fire.
 - The building is equipped with fire extinguishers.
 - A regular check is made to ensure that fire extinguishers are in place and are serviceable.
 - An annual maintenance contract for fire extinguishers in place.
- Fire Safety procedures are set out in Appendix 1

Fire Extinguishers

- There are fire extinguishers:
 - at the south entrance
 - in the boiler room

- in the Vestry Office
- in the Choir Vestry
- in the South Transept electrical switch cupboard
- in the electrical intake room
- In the Ringing Room
- A monthly check is carried out by the Churchwardens to ensure that the fire extinguishers are correctly in place and have not been discharged.
- The Churchwardens arrange for the fire extinguishers to be checked annually by a qualified person.

3. Electrical Safety

- Portable electrical appliances
 - A list of portable electrical appliances is maintained by the Churchwardens as part of the Register of Church Property.
 - The Churchwardens will arrange for all electrical plugs, cables and sockets to be inspected once every six months to ensure that there are no loose connections, worn flexes or trailing leads.
 - The Churchwardens will ensure that any repairs needed will be carried out
 - The Churchwardens will arrange for all portable electrical equipment to be tested every five years by a competent contractor who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe.
 - The Churchwardens will arrange for the safe disposal of any unsafe electrical equipment.
- Fixed electrical installations
 - The Churchwardens arrange for:
 - a visual inspection of the fixed electrical installation to be carried out once every six months;
 - fixed electrical installations to be inspected and tested once every five years by a qualified contractor;
 - any necessary remedial work to be carried out at the earliest opportunity.
- Lightning conductor
 - The Churchwardens arrange for the lightning conductor system to be examined and tested by a competent specialist firm of lightning engineers once every 2.5 years.
- Second-hand electrical equipment
 - Second-hand electrical equipment is not be sold unless it has been inspected and tested by a suitably qualified person

4. Gas equipment safety

- The gas boilers are maintained and checked annually by a CORGI registered contractor.
- Any necessary work required to ensure safety is carried out as a matter of the highest priority.
 - In the meantime, any faulty items are quarantined and / or access to the affected area(s) is restricted until essential repairs have been completed.

5. Hazardous Substances

- Hazardous substances are not used unless there is no safer alternative.
- Where it is necessary for hazardous substances to be used, they are used in accordance with manufacturers' instructions and stored securely.
- A locked cupboard in the choir vestry is used for the storage of hazardous cleaning substances

6. Safety of Plant and Machinery

- The Churchwardens maintain a list of items of plant and machinery as part of the Register of Church Property.
- Employees and voluntary workers do not operate plant or machinery that they are not trained and authorised to use.
- Ladders are only used when they can be safely secured.
 - This may necessitate the use of ladder ties or two-person operation.
- All plant and machinery is regularly maintained as necessary.

7. Condition of floors, steps and paths

- The Churchwardens arrange for a monthly inspection of all floors and stairs in the church, and of all paths and steps in the churchyard, in order to reduce as far as is reasonably practicable the risk of slips, trips and falls.
- Particular note is made of moss, algae and leaves on paths.
 - The Churchwardens are responsible for arranging repairs within the church
 - Kingston-upon-Thames Council is responsible for maintenance of the churchyard, and any shortcomings will be reported to them.

8. Lighting

- A check is made at least each month to ensure that all lights in the church and churchyard are working and that the church is adequately lit.
- The Churchwardens arrange for the replacement of light bulbs as necessary, having due regard for safety considerations.

9. Working at high levels

- Only approved volunteers, employees and contractors are permitted to work at high level (i.e. any work requiring the use of a ladder rather than a stepladder).

10. Serving of food

- Every care will be taken to ensure the hygienic serving and storage of foodstuffs, in accordance with the Food Hygiene Regulations 2006.
 - A statement of the action that is taken to ensure that the food and drink that is served in the church is safe to consume is recorded in Appendix 2.
- Sharp kitchen knives are stored in a safe place when not in use.

11. Manual handling (lifting, carrying and moving heavy loads)

- The manual handling of heavy loads is avoided as far as is reasonably practicable.
- Where it is not possible to avoid the need to move heavy loads, a lifting aid (e.g. a trolley) is used.

12. Hazardous buildings and glazing

- The Churchwardens arrange for an annual Fabric Inspection to be carried out and its findings to be reported to the Church Council and the Annual Parish Meeting
- The building is inspected at five-yearly intervals by the appointed architects (the Quinquennial Inspection).
 - The inspection report includes a note of any defects
 - The Churchwardens arrange for any necessary repairs to be carried out.
 - Temporary measures are taken as necessary to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- Glazing:
 - The glazed door in the west porch is made of strengthened glass
 - No other glazing in the building is below waist height.

13. Safeguarding of Children and Vulnerable Adults

- The church Safeguarding Policies are separately recorded and are reviewed annually by the Church Council.
- A permanent record is maintained of any accident involving a child.

14. Contractors

- Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, is considered to be a contractor.
- All contractors, including the self-employed, must:
 - Have their own health and safety policy (if required by law) and be able to provide a copy.
 - Produce evidence that they have appropriate public and

- employer's liability insurance in place.
- 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.
- Show that any plant or machinery brought onto the church premises has been inspected and tested to ensure its safe operation.
- Use sub-contractors or persons other than their own direct employees only with the express permission of the church officials.
 - Responsibility for such persons remains with the main contractor.
- All contractors are given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake.
 - This 'permit to work' will specify any safety precautions they must undertake.

APPENDIX 1

Fire and Evacuation Procedures

In the event of a fire, no matter how small:

- The person discovering the fire, or another person or persons as necessary, should:
 - Immediately raise the alarm.
 - Telephone the emergency services
 - Check the building for occupants
 - Attempt to extinguish the fire if possible, using the fire extinguishers provided, but without taking personal risk.
 - Assist in the evacuation of the building if this becomes necessary, ensuring that all doors are closed once everyone has left.
 - Evacuate to the designated assembly point (i.e. the North Lawn, opposite John Lewis).
 - Ensure clear access for the emergency vehicles.

Evacuation Procedures for major services and concerts where the congregation or audience exceeds one hundred:

- All designated fire doors will be unlocked before the service or event commences.
 - The Clergy Vestry and the Choir Vestry external doors are fitted with quick-release locks.
- A check will be made that all designated fire doors can be opened.
- A trained steward will be allotted to each door and have responsibility for persons in a specific part of the church.
- Responsibility for using each fire extinguisher will be allotted to named stewards.
- Torches will be available for each steward.
- In the event of an emergency (e.g. a fire or a bomb threat), an announcement to leave the building will be made by a member of clergy, a Churchwarden, a verger or a steward as appropriate.
- The emergency services will be contacted immediately using the telephone located in the Clergy Vestry, or if that is not accessible, using either a mobile phone or one of the public phones in Clarence Street.

APPENDIX 2

Food Safety

- Foodstuffs are not prepared from raw ingredients on church premises.
- The only foodstuffs served on church premises are tea, coffee, biscuits and home-made cakes.
- The only perishable foodstuff that is used in church is milk, which is stored in the Vestry Office refrigerator when not in use.
- A dispenser of anti-bacterial hand-wipes is kept in the serving area.
- Table surfaces in the serving area are thoroughly cleaned with anti-bacterial cleaner after use.
- Used crockery and cutlery is washed and dried in an electric dishwasher, which is located in the Choir Vestry lobby