



# HEALTH & SAFETY POLICY & GUIDANCE

**Church of St Mary The Virgin Frampton  
Middlegate Road  
Frampton PE20 1AD**

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# HEALTH & SAFETY POLICY & GUIDANCE

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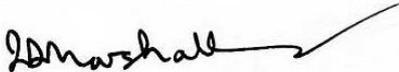
## General Statement of Policy

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. Church members will be consulted on a regular basis in order to seek their views or any issues regarding health and safety matters.

Signed:  *Reader H & S Officer*

Review completed: 11/09/2017

Next Policy Review due date: 01/09/2019

# Organisation and responsibilities

## Responsibility of the Priest in Charge:

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

## Responsibility of the Parochial Church Council:

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

## Responsibility of the Churchwarden:

To ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwarden, as noted below:

## Responsibilities by Activity:

Emergency evacuation	Light bulb changing
Portable electrical appliances	Working at high levels
Fixed electrical system	Food preparation
Gas equipment	Manual handling
Hazardous substances	Building defects/glazing
Plant and machinery	Fêtes and outings
Condition of floors and stairs	Bell ringing
Condition of churchyard	Contractors

## By area:

Main body of church - including building security	Meeting Room
Lady Chapel	Ringling chamber / Bell chamber
Vestry	Kitchen
Boiler	Churchyard
Car Park	Church perimeter, gates and fences

## Responsibility of the Health and Safety Officer:

**John Marshall**

The appointed person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

## 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 is clean and tidy.
5. ensure the churchyard is properly maintained including the safety of monuments, tombstones 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.

### Responsibilities by activity:

Accident / Incident reporting	Personal safety
Fire extinguishers	Health and safety training
Safeguarding	

### Responsibility of employees and voluntary workers.

All Volunteer workers, church officers and church members 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.

Volunteers, church officers and church members 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.

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. Any defects noticed should be reported to the Health & Safety Officer and Churchwarden immediately so that action can be taken to effect repairs. Where necessary, defective equipment should be removed or isolated, to ensure that there is no risk of accident or injury until repairs can be carried out. A clear 'Do Not Use' notice should be displayed where appropriate.

**The First Aid Box** is located in the **Kitchen Cupboard**. It should be regularly inspected to ensure it is equipped as required.

### Accidents or Incidents:

#### 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 quarter by the responsible person of all floors and stairs in the church and all paths and steps in the churchyard.

Particular note will be made of moss, algae and leaves on paths. Any defects found should be reported for repairs or remedial measures to be carried out. All accidents and incidents are entered on an **Accident / Incident Report Form** and our insurers are advised of any serious incident.

**The Accident / Incident forms are located in the Health & Safety folder in the Kitchen Cupboard.**

**Accident / Incident Records are regularly reviewed.**

### **RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.**

These accidents will be reported by the responsible person. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting, as follows: Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508 (can be downloaded and completed online from HSE website) accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within fifteen days on form F2508 reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

### **RIDDOR Accident reporting**

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). Recording Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

### **External Organisations Using Premises**

If the church is let or used by an outside organisation, booking agreement conditions state that in the event of an accident, details must be entered on an Accident/ Incident Report Form - a copy of which will be made available upon

booking. The outside organisation should also provide a copy of any Risk Assessment and their Insurance cover when booking an event.

## 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 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:



## Use of Candles

Good quality slow-burning candles should be used to avoid burn down quickly, and the risk of flame getting dangerously close to foliage or decorations.

### Hand-held candles

Great care needs to be taken where the congregation are given candles to hold, especially where large numbers are involved. Apart from the risk of igniting service sheets etc., molten wax can cause damage to clothing and is very hot. Purpose-made candles should preferably be used with proper slide-on card drip trays.

Where children are involved, even greater care is necessary. Children should be properly supervised and care taken to ensure that they do not stand too close together, or too close behind one another, as there's a risk of both clothing and hair being set alight.

## Placing of candles

Candles must be kept well clear of all combustible materials including flammable decorations, foliage and electrical equipment. Ideally, candles should be placed in metal holders on non-combustible surfaces such as stone or brick.

## Fire extinguishers & equipment are kept in the following locations:

<b>Near main entrance - outside Kitchen</b>	<b>6 Litres Foam Appliance</b>  For Fires involving solids and burning liquids, such as paint and petrol but <b>not suitable for chip or fat pan fires</b> . Safe on fires caused by electricity if tested to 35kV (dielectric test) and a 1m safety distance is adhered to. For fires involving solids, point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out. For fires involving liquids, do not aim the jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid. Allow the foam to build up and flow across the liquid.	
<b>Kitchen</b>	<b>2kg Carbon Dioxide</b>  Live electrical equipment, although it allows re-ignition of hot plastics. Now mainly used on large computer servers, although care has to be taken not to asphyxiate people when using the	

	<p>extinguisher in small server rooms. The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.</p> <p><b>Fire Blanket</b></p> <p>Turn off the source of heat if it is safe to do so, if not do this as soon as possible after the flames have been extinguished. Pull the fire blanket out of its container and stretch it out fully, making sure that it covers the size of the fire.</p>	
<p><b>Chancel (to rear right of Organ)</b></p>	<p><b>2kg Carbon Dioxide</b></p> <p>Live electrical equipment, although it allows re-ignition of hot plastics. Now mainly used on large computer servers, although care has to be taken not to asphyxiate people when using the extinguisher in small server rooms. The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.</p>	

**Instructions to correctly Use a Fire Extinguisher**

**P A S S**

**Pull the Pin** at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

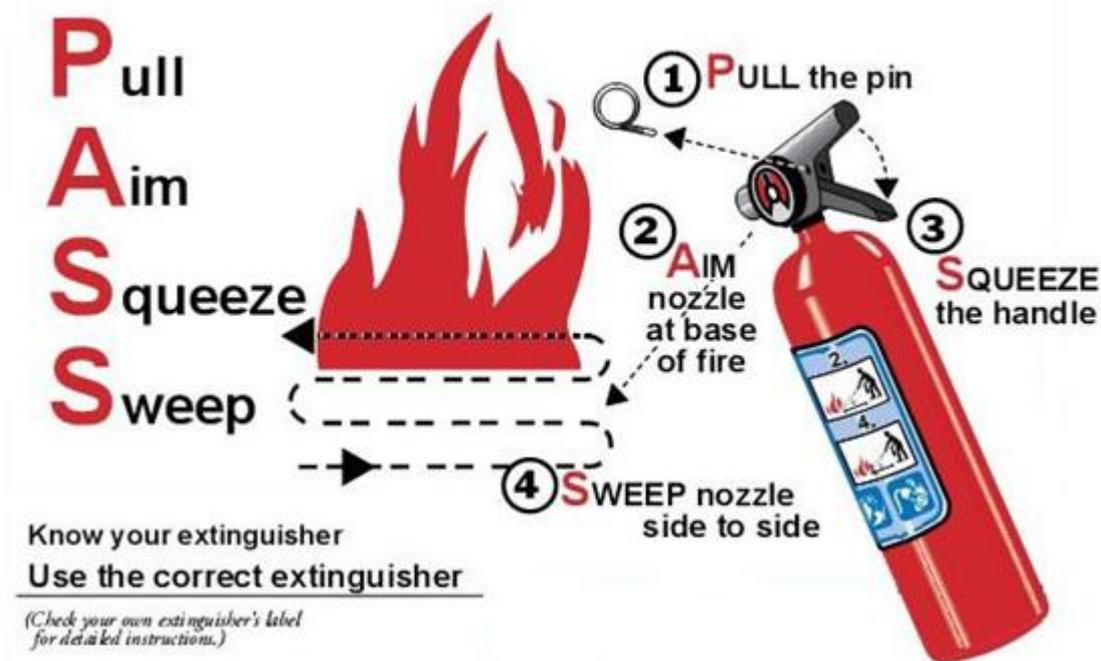
**Aim at the base of the fire**, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

**Squeeze the lever slowly.** This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

**Sweep from side to side.** Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances.

**Remember: Aim at the base of the fire, not at the flames!**

To operate an extinguisher:



### Step by Step: Using a Fire Blanket

- Turn off the source of heat if it is safe to do so, if not do this as soon as possible after the flames have been extinguished.

- Pull the fire blanket out of its container and stretch it out fully, making sure that it covers the size of the fire.
- Keep the blanket at arm's length and approach the fire – looking over the top of the blanket, so you have a clear view of what you are doing.
- Cover the burning pan, completely smothering the flames.
- Leave the blanket in place for at least 30 minutes to an hour before removing to avoid re-ignition.
- After putting the blanket on the flames – leave the room, shutting the door behind you and call the fire brigade. They will need to make sure everything is safe before you can re-enter the building, so this is important even if the fire has been put out.

**In the event of using a Fire Extinguisher or Blanket - ALWAYS complete an Incident Report Form (folder in Kitchen Cupboard) and inform Churchwarden and Health & Safety officer.**

### **Act Promptly if you discover a fire (no matter how small)...**

- Immediately raise the alarm
- Telephone the emergency services
- Check the building for occupants
- Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
- 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
- Evacuate to the designated assembly point
- Ensure clear access for the emergency vehicles

### **Building Evacuation procedure**

All designated fire doors must be unlocked before the service/event commences. They are clearly marked as fire exits with fluorescent signage using the 'Running Man' symbol. A check must be made that all doors can be opened and remain free of obstruction.

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) (eg nave) (eg west doors).

Responsibility for using each fire extinguisher will be allotted to named and trained stewards.

If emergency lighting is not available, torches must be available for each steward.

In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by a responsible person - e.g. Priest, Reader, Churchwarden, Verger or person in charge of event.

Persons will be instructed to assemble in the **CAR PARK**.

The emergency services will be contacted immediately by a responsible church officer. If there is no telephone available in the immediate vicinity, a mobile phone will be held by the church officer in charge.

**Fire evacuation drills** will be carried out annually.

All church members and Office holders should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

## Building Security

The Building Alarm system is activated by code and only authorised persons have access and authority to set or disable the church alarm system.

The Roof Alarm system is set by the Churchwarden or Priest in charge.

Main entrance church door keys are held by designated person - Priest in Charge, Churchwarden, Reader, Vergers and Key holder.

Vestry Keys are held by designated persons - Priest in Charge, Churchwarden, Reader, Verger.

Safe Key held by Priest in Charge, Churchwarden and Duty Verger.

Emergency exit padlock keys held by Churchwarden and Duty Verger.

## Lightning Conductor

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

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:

Visually check all electrical equipment before use

Report all faults immediately to the responsible person

Do not attempt to use or repair faulty equipment

No electrical equipment is to be brought onto the premises and used unless it has been tested by an approved person. Contractors and external event organisations should be asked to indicate when booking that they can comply with requirements before using their equipment.

## Working at high levels (see HSE Guidance document)

### Lighting

In order to ensure that the church is adequately lit, a periodic inspection will be made by the responsible person to ensure that all lights in the church and churchyard are working. Any bulbs that require replacing will be reported to **the churchwarden**, who will ensure that the bulbs are replaced by an electrical contractor - if at high level.

## **Chandelier & Oil Candles**

Care must be taken when cleaning, lighting or extinguishing oil candles by authorised persons. Only the Churchwarden and those trained under his supervision, may use the step ladders. Two people are required to move and use the stepladders, which should be examined to ensure there are no defects prior to use. If found to be faulty, they should immediately be taken out of use.

## **Meeting Room roof**

Only the Churchwarden and anyone under his supervision may access the roof & storage area.

## **Exterior:**

Only approved contractors, or competent volunteers, may access the roof area. Two persons with ladders (used in accordance with directions above) may clear leaves and debris from guttering.

## **Contractors**

- Anyone entering on church premises (including land) 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:
- Have their own health and safety policy (where required by law) and be able to provide a copy of the same and produce evidence that they have appropriate Public and Employers' Liability insurance in place.
- A record of this evidence will be maintained
- 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
- 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  
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
- All contractors will be 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 also specify any safety precautions they must undertake.

## **Plant and Machinery**

Contractors or anyone authorised to use plant or machinery, should ensure that all equipment is properly maintained and used in accordance with the manufacturer's instructions for use and safe operation.

### **The procedures for checking and rules for use are as follows:**

- 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.

- Persons must not operate plant or machinery unless they are trained and authorised to use.
- Persons must not ride on any parts of machinery not intended for that use
- Machinery must be switched off before any adjustments are made
- After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- 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. Plant and machinery could include the following: ladders, lawnmowers, strimmers, chainsaw.
- Appropriate personal protective equipment must be worn when operating any item of plant or machinery. In most cases when using machinery, boots, gloves, eye protection and overalls should be worn.
- 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 a ladder stay or ties.
- Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.  
In certain situations, such as when working in the bell tower, head protection and ear protection may be necessary.

## Gas equipment safety

Our gas boiler 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.

## Portable Appliances

A list of all our portable electrical appliances is maintained by the responsible person. Every quarter 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 for action. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

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.

Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to for action. 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.

Electrical equipment should be switched off and disconnected when not in use for long periods.

## Hazardous substances

The responsible person will maintain a list of all hazardous substances used in the church.

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:

**Example:** Name of substance: Liquid floor cleaner Hazard level: Low  
Storage: Must be kept in store cupboard off Kitchen area. Protective clothing: Wear gloves. Accidents: If splashed in eyes wash immediately with copious amounts of water.

Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident. A hazardous substance record is available upon request.

Examples of other hazardous substances you might have are: petrol, pesticides, insecticides and polishes.

## Hazardous Substances & Asbestos

Some hazardous substances, such as asbestos, which may be found in boiler rooms or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors. (You must consult the local Environmental Health Officer in such circumstances.) 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

**Do not mix chemicals. Do not store chemicals in unmarked containers.**

## Manual handling

Lifting, carrying and moving loads:

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

The necessary training will be given to all those voluntary workers who are required to undertake manual handling

Only persons who have received the appropriate training are authorised to undertake manual handling tasks.

## Preparation of food

We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.

We ensure that all food handlers have received adequate supervision, instruction and training.

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.

Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected

Fresh food stuffs may only be prepared in the Kitchen.

Only persons who have received appropriate training may prepare and serve foodstuffs.

We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

## Safeguarding

Safeguarding Policies and procedures are in place and can be downloaded from the church website.

## Risk assessments

**General 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.

The following example activities will require a **Specific Risk Assessment** by a competent person.

Craft Fair, Framfest - including the use of bouncy castles and erection of temporary staging. Church visits and outings.

## Useful Contacts:

### **Priest in Charge -**

**Churchwarden** - Mr John Cooper      01205 722621      07967 559 818

**Health & Safety -  
& Safeguarding**      Mr John Marshall      01205 723097      07585 356 224

### **Environmental Health Dept.**

Boston Borough Council  
Municipal Buildings  
West Street  
Boston  
PE12 8QR

01205 314300

info@boston.gov.uk

### **HSE Regional office**

Kingsley Dunham Centre  
Nicker Hill  
Keyworth  
Nottingham  
NG12 5GG

Health and Safety Executive Information Line:  
0845 345 0055

### **Insurance Guidance**

<https://www.ecclesiastical.com/church/insurance/church-insurance/>

### **Insurers:**

Ecclesiastical:

For more information on our church policies please call our team on

0345 777 3322

Lines are open 8am – 6pm, Monday to Friday (excluding bank holidays).

**Cover for building works**

Your policy provides automatic cover for contract works and site materials for contracts not exceeding £150,000 (including VAT and fees).

**Our Parish Plus policy includes:**

- Unlimited cover for theft of metal – subject to security conditions
- Public liability cover up to £10million
- A 'loss limit' for property damage claims to act as a buffer against unexpected increases in building costs
- The option to insure your church and church hall on one policy, reducing paperwork and saving you time
- A 10% discount if you enter into a 3-year agreement and rate stability guarantee. This means that we will hold the rates we use to calculate your premium when you agree to insure with us for 3 years, even if you make a claim.
- Trustee indemnity cover up to £250,000
- Pastoral care cover up to £250,000
- Cover against fly tipping
- Fine art cover
- Cover for cancellation of events beyond your control.

**Make a claim**

0345 603 8381

24 hours a day, 7 days a week  
churchclaims@ecclesiastical.com

**Claim online**