

The Parish of St John The Baptist, Hey



Policy Statement Health and Safety Policy

This policy statement is subject to annual review and was agreed by the PCC on ... March 2015

Commonsense summary - In short we aim to ensure that our buildings and our actions are safe and that we do not put anyone at risk by what we do or fail to do. Please read the rest of the policy

Smoking is prohibited in all buildings and within 5 metres of any entrance or exit

1. **Rationale.** The Parochial Church Council ('PCC') of St John the Baptist, Hey aims to promote a policy defining its attitude to Health and Safety that is clearly understood by all members of the church community. The policy covers the areas over which the PCC has responsibility and/or control and details the safety arrangements within the church.
2. **Purpose.** The purpose of this policy is:
 - a. To promote in a positive manner the appreciation of Health and Safety issues in all the buildings under the control of the PCC (Church and Hall).
 - b. To obtain agreement on good practice regarding Health and Safety issues.
 - c. To set out the Church's organisational arrangements for health, safety and welfare.
 - d. To ensure that the Health and Safety policy is applied consistently and followed by all members of the church community.
3. **Broad Guidelines** are as follows
 - a. Once agreed, this Health and Safety Policy should be applied consistently and followed by all members of the church community.
 - b. This Health and Safety Policy should enable the PCC to be confident that all reasonable and practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
 - c. This policy aims to establish and maintain a safe and healthy environment.
 - d. This policy aims to establish and maintain safe working procedures among responsible adults and children.
 - e. The policy aims to provide a clear framework to establish as structure for the on-going review of health and safety issues in church buildings.
4. **Conclusion.** A clear Health and Safety Policy, which is followed by all, is for the mutual benefit of all members of the church community. We aim to promote such a policy, which is available to all who take part in activities at St John the Baptist, adults and children, and is the subject of regular review.

Health and Safety Policy

Promoting Health and Safety

5. In producing this Health and Safety Policy, the PCC of St John the Baptist demonstrates its regard to the Health and Safety Policy of Oldham Metropolitan Borough Council.
6. The Church Wardens are legally responsible for advising the PCC and for the implementation of the Health and Safety Policy within the Church and Hall. They are also responsible for ensuring that other responsible adults perform their duties and co-operate with the policy, which will be reinforced as part of the daily routine, thus promoting good practice. The Church Wardens will ensure that arrangements are made to bring the policy to the notice of all responsible adults and children; and the relevant sections to visitors and contractors.
7. The policy of the PCC is to:
 - a. Provide equipment and systems of work which are safe and without risk to health;
 - b. Make arrangements for ensuring, so far as is reasonably practicable and without risk to health, the safe use, storage and transportation of articles and substances in accordance with COSHH regulations;
 - c. Ensure the provision of sufficient information, instruction, training and supervision to enable all people working on site, and all users to avoid hazards and to contribute to health and safety;
 - d. Promote the development and maintenance of sound safety, health and welfare practices;
 - e. Maintain a safe and healthy place and safe ingress to and egress from the premises;
 - f. Formulate effective procedures for use in case of fire and other emergencies and procedures for evacuating the church premises
 - g. To consult with users on matters affecting their health and safety;
 - h. To ensure that all employees are competent to do their tasks;
 - i. To review and revise this policy as necessary at regular intervals.
8. **Responsibilities.** Overall and final responsibility for Health and Safety rests with the PCC. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Church Wardens and those with responsibility for their own groups. They are all to ensure Health and Safety standards are maintained and improved.

Arrangements

9. **Access to buildings and attendance records.** The PCC is responsible for ensuring access to Church-owned properties to enable Health and Safety inspections.
10. **First Aid and Accident/dangerous occurrence procedure**
 - a. It is the responsibility of each user group to appoint a designated First Aider. The PCC recommends that a trained First Aider is present at all times.

- b. Minor accidents will be dealt with by any responsible adult (with reference to the First Aider where appropriate)
 - c. All users are to be made aware of the location of the First Aid boxes at the back of church and in the hall kitchen.
 - d. All incidents/injuries are to be recorded in the accident book (with regard to all relevant data protection issues). The books are stored collocated with the box.
11. **Fire precautions and emergency procedures**
- a. In the Hall, fire drills are carried out on a regular basis (ideally weekly) by all groups using the premises. A record should be kept.
 - b. In all Church-owned buildings, notices are displayed prominently to indicate evacuation procedures to be taken in the event of fire.
 - c. Fire equipment is to be tested annually by a qualified practitioner.
 - d. The emergency procedures will be explained at the beginning of all additional events in Church-owned premises.
12. **Contractors and safety**
- a. The PCC requires contractors employing more than five people to have available a copy of their own Health and Safety Policy when submitting a tender or pricing for any work to be undertaken on the church buildings.
 - b. All contractors must adhere to the Health and Safety policies of their parent company.
 - c. Contractors' equipment must not be left unattended or carried through areas where other users are present.
 - d. Work should not be carried out while other users are in the area. If essential work must be performed during the sessions of other users, these other users should be relocated to another area or cancel their session.
 - e. Contractors must not smoke within the Church-owned buildings.
 - f. Contractors will be informed of the above points **before** starting work on Church-owned property.
13. **Monitoring of health and safety issues**
- a. All users of property owned by St John's are encouraged to identify and report any problems or potential hazards in the buildings and to suggest schemes by which these problems may be solved or the hazards minimized
 - b. The PCC is to ensure that quarterly inspections of the buildings, fabric and contents, are carried out to monitor and comment on Health and Safety issues. The date of the inspection and observations are to be recorded in the Maintenance log book and reported at the next PCC meeting.
 - c. It is the responsibility of the PCC to identify and plan for appropriate Health and Safety training.
 - d. It is the responsibility of the PCC to monitor the Accident Book and Accident/Incident Forms and thereby ensure that accidents of a similar nature do not recur frequently. Once identified as recurring, the underlying causes will be identified in order to reduce their occurrence.

Safe and healthy environment

14. Storage

- a. All storage areas will be labelled clearly to identify their contents if it contains anything that is or might become a health or safety matter.
- b. When items of equipment are considered to be potentially dangerous, they will be stored beyond the reach of children, and will only be accessible to adults.
- c. Dangerous substances (e.g. cleaning materials) will be kept in specific areas and labeled in accordance with current COSHH regulations; the Hall Cleaner is responsible for ensuring that this is done.
- d. Group leaders are responsible for maintaining safe and healthy conditions within their respective sessions.

15. Group trips. Group leaders must follow the guidelines provided by their National Body.

16. Snow and ice. In the event of heavy snowfall or icy conditions, the Wardens will make every practical effort to ensure that a safe pathway to the buildings is cleared and grit the cleared area. It is the responsibility of group leaders. Parents and adults to ensure that:

- a. Children playing outside are dressed warmly, preferably in waterproof clothing and wearing wellington boots.
- b. Children do not throw ice balls.
- c. Children do not make slides on the paths.

17. Safe plant and equipment

- a. No unauthorised electrical equipment may be used on church premises.
- b. Where appropriate residual current safety devices are to be employed on all electrical equipment.
- c. Electrical equipment will be bought from reputable suppliers to satisfy insurance requirements.
- d. The PCC will carry out annual checks on all plant/equipment and devices requiring safety checks.
- e. The PCC will identify plant / equipment needing maintenance and oversee that maintenance is implemented promptly.
- f. Any problems found with plant / equipment must be reported to the Wardens. The PCC will check that new plant and equipment meets health and safety standards before it is purchased.

18. Consultation with users. All regular users of Church-owned property will be given a copy of this policy and are to be offered the opportunity to offer feedback to the PCC. Users must report any faults to a Church Warden as soon as they are aware of an issue.

19. Health and Safety risks arising from work activities

- a. The PCC will oversee the assessment of potential risks on Church-owned property.
- b. The findings of all risk assessments will be reported in full to the PCC and recorded in the minutes of the meeting.
- c. Action required to remove / control risks will be approved by the PCC or its representatives.

- d. The PCC will check that implemented actions have removed / reduced the risks.
- e. Assessments will be reviewed every two years or when the work activity changes, whichever is soonest.
- f. Group leaders should carry out their own risk assessments on all activities and especially trips.

20. Safe handling and use of substances

- a. The Wardens and hall cleaners are responsible for identifying substances which need a COSHH assessment.
- b. The Wardens are responsible for ensuring that all actions identified in the assessments are implemented.
- c. The Wardens are responsible for ensuring that all relevant users/employees are informed about the COSHH assessments.
- d. The Wardens will ensure that new substances can be used safely before they are purchased.
- e. Assessments will be reviewed every two years or when the work activity changes, whichever is soonest.

Policy History

Written and agreed 21st March 2013

Reviewed 18 March 2015