**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 document is in three sections:

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* **SECTION A - HEALTH AND SAFETY POLICY**
* This policy aims to provide and maintain safe and healthy working conditions, equipment and systems of work, as is reasonably practical, for all employees and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.
* Holy Trinity aims to, as far as is reasonably practical, 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.

* Holy Trinity aims to fulfill our obligation under current fire and environmental regulations.
* The allocation of duties for safety matters and the particular arrangements which we will

make to implement our policy are detailed in our health and safety organization and arrangement, copies of which are available on request.

* The Health and Safety policy document will be kept up to date, particularly in the light of any changes to our buildings, personnel or activities.
* To ensure this, the document will be reviewed annually and the appropriate changes made.
* To ensure that health and safety matters are kept constantly under review, health and safety will be the agenda for all meetings of the Parochial Church Council, and sub committees where they exist and employees and voluntary workers will be consulted on a regular basis to seek their views on health and safety matters.
* Signed: ..............................................
* Vicar: Stephen Walker
* Date: …………………………………………
* **SECTION B ORGANIZATION AND RESPONSIBILITES**
* **Responsibility of the Vicar**

Overall responsibility for health and safety is that of the Vicar, named on page 1, 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 Churchwardens**

Responsibility to ensure that the arrangement outlined in this policy are carried out and updated as necessary is with the churchwardens named on page 10 of this document.

* **Responsibility of the Parochial Church Council**

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

* **Health and Safety Advisor**

The named Health and Safety Advisor, as on page 1 of this document, advises the Primary Officer for the day to day implementation of the arrangements outlined in this policy.

* **The responsibility of the Health and Safety Advisor are to:-**
1. Be familiar with health and safety regulations as far as they concern church premises.
2. Give good advice on health, safety, fire and environmental matters as required.
3. Investigate accidents and near misses and recommend any remedial action.
* **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 :**
1. Comply with safety rules, operating instructions and working procedures.
2. Read the risk assessments for their work tasks and apply the safety measures.
3. Report any fault or defect in equipment immediately to the Primary Officer.
4. Report all injuries in the accident book.
5. Report any accidents, near misses or other potential safety hazards to the Primary Office or other church official.
6. Not to misuse anything provided in the interests of health and safety.
* **SECTION C ARRANGEMENTS**
* This section sets out arrangements to minimize as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.
* **ACCIDENTS AND FIRST AID**
1. First Aid boxes are located in the Hall Kitchen, Church Crèche, and 10 Oldbury Road Kitchen.
2. The accident books are located in the Hall kitchen, Church Crèche and 10 Oldbury Road Kitchen.
3. All accidents and incidents are entered in the accident book and our insurers advised.
4. Accident books and accident records are regularly reviewed.
* **RIDDOR**
* *Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable method (normal by telephone) to the Incident Contact Centre on 0845 300 9923 or e-mail by visiting* [www.hse.gov.uk/riddor](http://WWW.hse.gov.uk/riddor) *under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Following the initial notification. A written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority, it should be reported, the advice of the Health and Safety Executive should be obtained.*

The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact HSE or Environmental Health Officer)

1. Major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting in admission to hospital for more than 24 hours and any accident that causes more than seven consecutive days off work.
2. Injuries to non-employees which require the injured person to be taken to hospital for treatment.
* **CHURCH AND HALL LETS**
* If the church or church hall are let to outside organizations, they are told in writing that

in the event of an accident, details must be entered in the appropriate accident book.

(A suggested wording for incorporation in hiring arrangement is included as Appendix 1, Page19)

* **GENERAL FIRE SAFETY**

Our policy is to fulfill our obligations under current Fire Regulations. To achieve this, we undertake the following;

1. An assessment of the fire risks in the church and associated building
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. A check that people who maybe in the building can get out safely including if necessary the provision of emergency lighting.
4. To provide appropriate firefighting equipment.
5. Post instruction on what to do in the event of a fire.
6. The extinguishers noted above are checked every month by the Responsible Person to ensure that they are still in place and have not been discharged. All fire extinguishers are checked annually by *a qualified competent person and serviced by the required date.*
* **Fire Extinguishers**  **Fire extinguishers are kept in the following locations**

|  |  |  |
| --- | --- | --- |
| **LOCATION**  | **TYPE OF EXTINGUISHER**  | **SIZE** |
| **Church** | Foyer | Water | 9lt |
| Northside  | Water | 9lt |
| Sound desk (south side)  | Carbon Dioxide  | 2kg |
| Outside organ pit  | Carbon Dioxide  | 2kg |
| Balcony first floor  | Water | 9lt |
| **Hall** | Entrance by exit doors  | Water | 9lt |
| Room 1  | Water | 3lt |
| Room 2  | Water | 9lt |
| Outside Boiler room  | Dry Powder  | 2kg |
| Kitchen  | Carbon Dioxide and Blanket  | 2kg |
| Room 4  | 2 x Water  | 9lt |
| **10 Oldbury Road** | Kitchen  | Fire Blanket & Powder  | 1kg |
| Back Office  | CO2  | 2kg |
| Back Office  | Water  | 3lt |
| 1st Floor Landing  | Water  | 3lt |
| 2nd Floor Meeting Room  | Water | 3lt |
| 2nd Floor Meeting Room   | Carbon Dioxide  | 2kg |
| **Old Mission Hall** | Hall(by entrance  | Carbon Dioxide  | 2kg |
| Hall (by entrance) | Water | 6ltr |
| Meeting Room (behind door) | Carbon Dioxide | 2kg |
| Meeting Room (behind door) | Water | 6lt |
| Kitchen (on the left under the worktop) | Carbon Dioxide | 2kg |

* **FIRE ALARM SYSTEMS** Fire Alarms are checked monthly by the Safety advisor. 10 Oldbury Road Firesafe alarm system FPE4 checked as per Firesafe instructions.
* **OTHER FIRE PROTECTION EQUIPMENT**

|  |  |  |
| --- | --- | --- |
| **Church**  | **Hall** | **10 Oldbury Road**  |
| 4 x fire exits | 2 x fire exits | 2 x fire exits |
| Photo luminescent signs | Illuminated signs | Emergency lighting |
| Emergency lighting | Emergency lighting will be checked every month by the named Electrical Advisor | Smoke alarms checked annually at the same time as the extinguishers by a FETA or BAFE registered firm and 3 monthly by the Responsible Person. |
| Fire exits are checked weekly by the Responsible Person. | Smoke alarms | Emergency lighting will be checked every month by a responsible person. |
| Emergency lighting will be checked every month by the named Electrical Advisor | Checked annually at the same time as the extinguishers by a FETA or BAFE registered firm |  |
|  | Checked 3 monthly by a responsible person. |  |

* **EVACUATION PROCEDURES**
1. For large services and concerts, where the congregation / audience exceeds 100 our procedures for stewarding/evacuation are detailed below.
2. A check must be made that all fire exits can be opened.
3. A trained steward will be allotted to each door and have responsibility for persons in a specific part of the church.

|  |  |
| --- | --- |
| **Area of Church** | **Person** |
| Oversee-er of evacuation | Duty Warden |
| General ushering of people | Deputy Wardens |
| Main fire exit door | Door Welcomer |
| Balcony and crèche users | Sides persons |

* In the event of an emergency (fire/bomb threat, etc) an announcement to leave the building will be made by the leader of the service/event.
* Persons will assemble in the Cascades Car Park at the Oldbury Road end.
* The emergency service will be contacted immediately either by mobile phone or the hall office telephone if it is safe to do so.
* Fire evacuation drills will be carried out every six months for full time staff. All employees and voluntary workers should ensure they are familiar with escape routes and ensure there are kept clear and unobstructed.
* **If you discover a fire**
1. Immediately raise the alarm
2. Telephone the emergency services
3. Check the building for occupants, if safe to do so
4. Attack the fire if possible within your capability using the appliances provided, but without taking any personal risks
5. If not possible to attack 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. ‘*People before Property’*
6. Evacuate to the designated assembly point – *Cascades Car Park at the Oldbury Road end*
* **ELECTRICAL SAFETY**
	+ Every year all portable electrical equipment will be tested by a competent contractor
	+ (City and Guilds or above, or any other approved body) to ensure that all appliances are safe.
* Any unsafe equipment will be safely disposed of.
	+ A list of all the portable appliances tested will be kept in the filling cabinet in the church office.
	+ All staff and voluntary workers will report all faulty plugs, loose connections, frayed flexes to a churchwarden.
	+ Every 5 years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC,ECA or other approved body.
	+ Any necessary remedial work will be carried out.
	+ At intervals of not more than 5 years our lighting conductor system will be examined and tested by a competent specialist firm of lighting engineers.
* It is our policy not to sell any secondhand electrical goods unless they have been inspected

and tested by a suitably qualified person and a register of such equipment is maintained.

* 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:-
1. Visually check all electrical equipment before use
2. Report all faults to the electrical advisor
3. Do not attempt to use or repair faulty equipment
4. Secondhand electrical equipment bought for or by the church should not be used before it has been checked and recorded by the electrical advisor named on page 1
5. Electrical equipment should be switched off and disconnected when not in use for long periods
6. Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage
* **GAS EQUIPMENT SAFETY**
1. Our gas boilers and any other gas equipment are maintained and checked annually by a competent contractor who is a registered gas engineer.
2. Any necessary work required for safety is implemented immediately.
3. These arrangements are checked by the churchwardens.
* **HAZARDOUS SUBSTANCES**
* The Responsible Person (churchwarden named on page 10) will maintain a list of all hazardous substance used in the church/hall
* Where at all possible we have eliminated the use of hazardous substances. Where it is not possible, our safety arrangements are as follows:-
	1. A COSHH Risk Assessment will be written and a material data sheet provided for all hazardous substances
	2. The risk assessment and data sheet will be located with the hazardous substance and a copy held in the church office. These will be reviewed if processes or personnel change.
	3. All contractors are to provide their own risk assessments and isolate any hazardous substance from general use.
* **SAFETY OF PLANT AND MACHINERY**

The churchwardens will maintain a list of all plant and machinery and provide a suitable risk assessment to cover its safe use etc.

1. Employees and voluntary workers must comply with the safety instructions listed in the risk assessment.
2. Any defect and damage found to any item of plant or machinery must be reported to a churchwarden.
3. All plant and machinery will be regularly maintained and a schedule of maintenance requirements.

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| **ITEM** | **RULES AND PROCEDURES** |
| Steps/ladders | Two persons or on own but securely tied Always have mobile phone on hand |
| Lawn Mower boots | Trained person over 18 years goggles and  |
| Strimmer boots | Trained person over 18 years goggles and  |
| Scaffold tower | See risk assessment |

* **SLIPS, TRIPS AND FALLS**
* To reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made two months by a churchwarden of all floors and stairs in the church and hall, and all paths and steps in the churchyard. Particular note will be made of moss, algae, leaves, snow and ice on paths and steps. Items should be stored safely and not left on floors, to allow access to shelving, cupboards etc. Any defects will be reported and noted in the defects book
* **LIGHTING**
* To ensure the church is adequately lit, an inspection will be made every 3 months by a churchwarden to ensure that all lights in the church, hall and churchyard are working.

Any electrical lamps which require replacing will be reported to the Electrical Advisor

* **WORKING AT HEIGHT**
* Only individuals with an approved risk assessment at permitted to work at height. Guidance contained in the risk assessment must be followed.
* Only approved contractors, named individuals with an appropriate Risk Assessment may work at high level
* **PREPARATION OF FOOD**
1. Appropriate procedures must be adhered to when preparing, storing or serving food. Guidance can be found in the kitchen hand book.
2. All food handlers should have received adequate instruction and training.
3. An appropriate risk assessment has been carried and must be followed.
4. We ensure that all hirers who wish to provide food stuffs are advised of the facilities and procedures
* **MANUAL HANDLING**
1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out a risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible. Individuals must follow the risk assessment guidance.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
* **DISPLAY SCREEN EQUIPMENT (DSE)**
1. Staff who use DSE for over 4 hours per day will be asked to assess the DSE risks. All reasonable adjustments will be made to eliminated or reduce hazards found on the DSE assessment.
2. Staff are encouraged to vary their work routines to include periods away from the DSE.
3. Eye tests and DSE only spectacles will be paid for by the employer

 **BUILDINGS HAZARDS**

1. Our policy is to ensure that our buildings are safe and without risks to health, safety and welfare of all who work in and use them. To achieve this,

the buildings are inspected every quarter by a churchwarden.

1. Any defects are noted and action taken to address the problem. Where necessary, temporary measures are taken to ensure that there is a reduced risk of accident or injury until permanent repairs can be carried out.
2. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of safety material or is protected against breakage.
3. A faculty application may be necessary. Archdeacons can often sanction temporary repairs pending permanent arrangements being approved
* **CHILD PROTECTION** See separate Policy Document previously approved.

A statement upholding our procedures will be made at each annual meeting and suitably recorded.

A permanent record will be maintained of all accidents involving children.

* **PERSONAL SAFETY** See Appendix 2
* **ACTIVITIES OUTSIDE THE NORM.**

Advice should be sought from the Health and Safety Advisor prior to organizing any extraneous event.

* **RISK ASSESSMENTS**

Risk assessments will be carried out on all activities that carry a significant risk by a competent person to meet our obligations under the Management of Health and Safety at Work Regulations 1999

* **CONTRACTORS**

Anyone entering church premises 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:-

1. Have their own health and Safety Policy (where required by law) and be able to provide a copy of same if requested to do so.
2. Produce a risk assessment and method statement covering the work they have been contracted to undertake.
3. Produce evidence that they have appropriate public and employers liability insurance in place.

A record of this evidence will be maintained.

1. 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.
2. Where plant and machinery is brought onto the church premises by contractors, they must have been inspected and tested to ensure its safe operation.
3. 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.
4. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorized to undertake.
5. The churchwardens will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.
* **INFORMATION AND ENFORCEMENT**

Environmental Health Service Information, Tewkesbury Borough Council, Environmental Health Dept

Employment Medical Advisory Service Information:

Health and Safety Executive Information Line**:** Tel: 0541 5445500/01787 881165

* **APPENDIX ONE**

* **Health and safety guidance notes in connection with the letting of church premises**
1. Hirers are reminded that they are responsible for any accidents or injuries arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.
2. Hirers of the Church/Hall rooms are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case, before the premises are vacated by the hirers after the event.
3. A book is provided for this purpose and this is located in the kitchen inside a cupboard (which is clearly marked with a green cross).
4. Any apparatus or equipment involved must be retained for inspection
5. The Administrator's name and telephone number is listed on page 10 of this document.
* **APPENDIX TWO**
* **Personal safety**
1. There will be frequent occasions when employees and volunteers will be in a situation where they are working alone, sometimes in isolated areas or at night.
2. Church Administrator in the church office particularly when there are no others present in the building should keep the front door and the rear door to the offices locked. The key should be left in the rear door, in case of an emergency and the front door locked by the Yale lock only. Care should be taken when answering the door.
3. Callers at the Vicarage should not be invited in unless the person is well known to them, nor invite persons in if you are on your own.
4. Parishioners should not invite people into their homes unless well known. Key holders addresses should not be published on Notice Boards to avoid unsolicited callers at home.
5. Clergy, staff and church representatives should not visit alone if they have any concerns regarding the person they are visiting. In any case, another person should be aware of where they are going and their expected time to return. Consideration should be given to carrying a mobile phone and a personnel attack alarm. On return home a call to the person listening out should be made. If this is not received within about half an hour of the agreed time the person should be called on their mobile to ascertain their safety.
6. Treasurers and others dealing with the banking of Church collections should vary their times and routes and ensure that someone is aware of their intentions. Consideration should be given to carrying a mobile phone and a personal attack alarm. On completion, a call to the person listening out should be made. If this call is not received within about half an hour of the agreed time the person should be called on their mobile to ascertain their safety
7. Persons working in and around the Church facilities should advise the church office of their arrival and say where on the premises they will be working. They must also advise the office when they leave. Should there be an emergency of any sort the office needs to know where people are so they can be alerted of the danger.
* **APPENDIX THREE Named persons in positions of responsibility within this document**

|  |  |
| --- | --- |
| Vicar | Reverend Stephen Walker |
| Church Wardens | Mrs Sara Simpkins and Mr Steve Burden |
| Health and Safety Advisor  | Mr Kevin Lambert, Dip SM, MIIRSM, AIEMA. |
| Electrical Safety Advisor  | Mr Allen Snow |
| Administrator  | Mrs Helen Hart |