



ST CHRISTOPHER'S CHURCH

HEALTH & SAFETY POLICY

September 2014

1. 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 and volunteers 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 our congregation, contractors and visitors who may visit the church and its grounds. This policy applies exclusively to St Christopher's Church and does not include the Springfield Project or its activities, which are governed by their own policy and procedures.

This document has been prepared in accordance with the provisions of the Health & Safety at Work etc Act 1974 and the regulations made under it.

2. ORGANISATION & RESPONSIBILITIES

The vicar/priest-in-charge carries overall responsibility for health and safety, although specific responsibilities may be delegated to members of the congregation. The churchwardens and the PCC are responsible for ensuring arrangements are carried out and that this policy is reviewed and updated annually.

The PCC will nominate a health and safety officer who will be responsible with the vicar/priest-in-charge and churchwardens for the day-to-day implementation of the health and safety policy. The health and safety officer will be supported through appropriate training.

All employees and volunteers 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 premises or business.

3. ARRANGEMENTS

(i) Fire safety – see our separate Fire Policy

(ii) Accidents and first aid

A first aid box and accident book are located in the coffee/tea counter at the back of church. All accidents or incidents are entered in the accident book or on a separate accident report

form. A list of named first-aiders will be kept in the accident book. If the accident or incident is deemed sufficiently serious by the vicar/priest-in-charge, churchwardens or the health and safety officer then the insurers will be notified.

Accident books and records will be reviewed annually.

(iii) Electrical Safety

A list of all our portable electrical appliances is maintained in the Springfield Centre office. Every quarter, all plugs, cables and sockets will be inspected by the vicar/priest-in-charge, churchwardens or the health and safety officer to ensure they are in good condition. PAT testing will be carried out at least once every two years in partnership with the Springfield Project.

Every five years our fixed electrical system will be inspected and tested by a competent and qualified contractor with the current levels of professional certification. Any necessary remedial work will be carried out.

All employees and volunteers are required to take all reasonable care in the use of electrical equipment on church premises or in church activities. Electrical equipment brought onto church premises by church musicians or others remains the responsibility of the owners of that equipment. This includes PAT testing and other safety measures.

(iv) Gas Safety

Our gas heaters are maintained and checked annually by a competent contractor who has the appropriate levels of qualification and certification.

(v) Hazardous Substances

Where possible, we will eliminate the use of hazardous substances. Where this is not possible hazardous substances will be kept securely above a height of 1.5m. Product information provided by the manufacturers will be easily available to show the correct method of use, protective clothing needed, method of storage and action to be taken in the event of an accident.

(vi) Safety of Plant & Machinery

The vicar/priest-in-charge, churchwardens or the health and safety officer will maintain a list of all items of hazardous plant and machinery.

Employees and volunteers must not operate plant or machinery that they have not been trained and authorised to use.

(vii) Slips, trips and falls

In order to reduce as far as is reasonable practicable the risk of slips, trips and falls, an inspection will be made every quarter by the vicar/priest-in-charge, churchwardens or the health and safety officer who will then arrange for repairs or remedial work to be carried out.

(viii) Working at high levels

We will operate within the current working at height regulations. Only those employees and volunteers trained and authorised to work at high levels in the church will be allowed to do so. Ladders kept in church will be locked securely.

(ix) 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 risk assessment is carried out before all new activities including food preparation are undertaken. Before any preparation commences all surfaces will be washed down and disinfected.

Where food is prepared on the premises, this may only be done in designated areas

(x) Manual handling

Our policy is to eliminate the need for manual handling as far as is reasonably practicable. Where this is not possible, we will carry out risk assessments and make use of lifting aids as much as possible. The necessary training will be given to employees and volunteers who are required to undertake manual handling. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

(xi) Personal Safety

Employees and volunteers are expected to take all reasonable care for their own personal safety. Special care should be taken when working alone in the church, travelling to church or on church business, accepting and handling cash/valuables or accepting people into homes on church business. In some instances, risk assessments should be undertaken if the employee, their line manager, a volunteer or the vicar/priest-in-charge, churchwardens or the health and safety officer deem this necessary. For further details please refer to the Lone Working Policy.

(xii) Child Protection

See separate policy for full details.

(xiii) Risk Assessments

Risk assessments will be carried out annually on all areas of the church, its grounds and on all activities that are deemed to carry a significant risk. These will be done by the vicar/priest-in-charge, churchwardens or the health and safety officer in order to meet our obligations under The Management of Health & Safety at Work Regulations 1999.

(xiv) Contractors

Any person entering church premises for the purpose of carrying out work, other than a volunteer or an employee of the church will be regarded as a contractor. All contractors must have their own health and safety policy (where required by law) and be able to provide a copy of the same. They should be able to produce a copy of their appropriate Public & Employers' Liability insurance and comply with all the requirements of this health and safety policy to provide a safe place of work and a safe system of operation whilst working in, around or on behalf of the church.

(xv) Health & Safety Law poster

A copy of this poster is displayed behind the coffee/tea counter in the church.

This policy will be reviewed by the PCC annually.

Next review date: September 2015