

**SHOREHAM BY SEA METHODIST
CHURCH**

**HEALTH AND SAFETY
POLICY**

October 2017

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 policy is in three sections:

Section A - General statement of commitment

Section B - Organisation and responsibilities;

Section C - Detailed Arrangements (held in the Reference File in the Vestry)

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

GENERAL STATEMENT OF COMMITMENT

Shoreham Methodist Church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the church premises including employees, casual labour and voluntary helpers.

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 or hire the church, church grounds and any associated buildings.

The church will, therefore, take all necessary steps within its power to meet its responsibilities in so far as is reasonably practicable including paying particular attention to the following arrangements:

- the maintenance of the church premises in a condition that is safe and without risks to health
- the provision and maintenance of means of access and egress from it that are safe and without risks
- assessing the risk to the health and safety of all those who use the church premises
- ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use and handling, storage and transport of articles and substances
- the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety of those who use the church premises
- the provision and maintenance of an environment for the church's leaders, helpers, volunteers and anyone else who uses or hires the premises that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare
- consulting, where necessary, with all leaders, helpers, volunteers and others who use or hire the premises on the implementation of any changes in the Policy
- ensuring that adequate funds and resources are made available for carrying out this policy

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 annually by Church Council 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 Church Council, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters

SIGNED:

Name & position:

DATE 18th October 2017

REVIEW DATE October 2018

ORGANISATION AND RESPONSIBILITIES

Responsibility of Church Council

The Church Council has overall responsibility for health and safety. They will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. The Church Council will also ensure that the health and safety policy is implemented.

Responsibility of the Church Stewards, Property Secretary and Property Committee

Those persons appointed to this role and onto this Committee carry the responsibility for the day-to-day implementation of the arrangements outlined in this policy.

The responsibility of the person(s) appointed shall be to:

1. Ensure all necessary Risk assessments of the churches premises and activities are carried out in conjunction with leaders of organisations as appropriate and any identified control measures implemented in a timely fashion.
2. Be familiar with health and safety regulations as far as they concern church premises;
3. Be familiar with the health and safety policy and arrangements and ensure they are observed;
4. Ensure so far as is reasonably practicable, that safe systems of work are in place;
5. Ensure the church and hall, are clean and tidy;
6. Ensure the church grounds are properly maintained including the safety of trees, and that grass is kept cut;
7. Ensure that safety equipment and clothing is provided and used by all personnel where this is required;
8. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
9. Ensure that adequate access and egress is maintained;
10. Ensure that all necessary fire precautions are in place and adequate firefighting equipment is available and maintained;
11. Ensure that food hygiene regulations and procedures are observed.
12. Ensure all accidents are recorded and investigated

Responsibility of employees and voluntary workers including Leaders of all organisations

All employees and voluntary workers 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 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.

Responsibility of all those who hire the church premises

All those who hire the church premises either regularly or on an ad hoc basis are responsible for

1. Taking reasonable care of their health and safety, and of the health and safety of other persons who may be affected by a person's acts or omissions while on the church premises.
2. Making themselves familiar with and conforming to the Health and Safety Policy of the church at all times.
3. Reporting any fault or defect in equipment immediately to the appropriate person.
4. Reporting all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
5. Not misusing anything provided in the interests of health and safety.

All contractors employed by the church will be responsible for:

1. Observing the Health and Safety Policy at all times and conforming to any safety instructions given.
2. Providing written Risk Assessments for the work to be undertaken and evidence of relevant insurance documents
3. Complying with all relevant Health and Safety legislation.
4. Ensuring that all risks are covered by insurance, proof of which must be given before work begins.

DETAILED ARRANGEMENTS

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors, contractors and hirers of the premises.

1. Accidents and First Aid

- 1.1 First Aid Boxes are located in The Annexe and the Kitchen.
- 1.2 Appropriate First aid cover will be available when necessary. A list of trained and qualified first aiders is held as **Appendix 1** to this document, and a copy is displayed in the Annexe.
- 1.3 The accident book is located in the Annexe along with Accident and Witness Report forms. All accidents are entered in the accident book, the record is placed in a sealed envelope in the Vestry for the attention of the Church Council Secretary, and the Property committee is notified immediately who will be responsible for investigating the accident and recording additional information on the Accident and Witness Report Form. The records are retained by the Property Committee.
- 1.4 All accidents will be investigated to an appropriate level and actions taken if necessary to avoid a reoccurrence. Accident books and accident records are reviewed at each meeting of the property committee.
- 1.5 **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) require certain accidents and incidents to be reported to the Health and safety executive. These are detailed in **Appendix 2** to this document, and will be reported by the responsible person.

2. Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) order 2005 and a separate Fire Policy is in place. To summarise we undertake the following:

- To arrange for a specific Fire Risk Assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out as a specific exercise separate to our general health and safety risk assessment. Any actions identified by this Fire Risk assessment will be implemented in a timely fashion
- Ensure that the risk of a fire occurring is minimised;
- To check that people who may be in the building can get out safely including, where necessary, the provision of emergency lighting and suitable fire exit signage
- The provision of reasonable firefighting equipment and making sure to regularly check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract with a reputable company
- To make sure that those in the building know what to do if there is a fire

2.1 Fire extinguishers

A list of Fire Extinguishers on the premises, and their location can be found in the fire policy. The extinguishers will be checked regularly as part of the premises inspection regime. The extinguishers listed are inspected annually by Chubb. In addition a fire blanket is located in the kitchen, this is inspected annually by Chubb when inspecting the fire extinguishers

2.2 Fire alarm system

A fire alarm system is not installed in the premises. Two simple manually operated fire alarm bells are located in the Annexe and in the crush area outside the kitchen and can be used to raise the alarm together with battery operated fire detectors in strategic locations.

2.3 Detailed Procedures, including Evacuation procedures

These can be found in the separate Fire Policy.

3. Electrical Safety

1. A list of all our portable electrical appliances is maintained by the Property Committee.
2. All plugs, cables and sockets will be inspected regularly to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the property committee for action.
3. 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;
4. 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;
5. The possibility of having a lightning conductor for the premises is under review.
6. It is our policy not to sell second hand electrical equipment, as it is not feasible to have the appropriate tests carried out.
7. 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:
 - (i) visually check all electrical equipment before use;
 - (ii) report all faults immediately to the responsible person;
 - (iii) do not attempt to use or repair faulty equipment;
 - (v) electrical equipment should be switched off and disconnected when not in use for long periods
 - (vi) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

4 Gas Equipment Safety

The gas boilers are maintained and checked annually by a competent contractor who is registered with the Gas safe Register, Any necessary work for safety is implemented immediately. There are no other gas appliances on the premises.

5. Hazardous substances.

Where possible the use of hazardous substances will be eliminated.

Any hazardous substances that need to be used are kept in a locked cupboard, in original containers which detail the contents, risks, precautions to be taken and procedures in the event of accidents. Where hazardous chemicals are used they will be subject to the COSHH Regulations (Control of Substances Hazardous to Health Regulations 2002)

To comply with the COSHH Regulations products should not be stored or handled until a Health and Safety Data Sheet from the supplier has been obtained and a COSHH assessment carried out. Any control measures identified by the COSHH assessment must be complied with

The control of Asbestos is covered by a separate policy and report which are reviewed annually by Church Council.

The premises will be assessed for the risk of legionella and appropriate control measures implemented.

6. Safety of plant and machinery

There are no items of plant and machinery other than office and electronic equipment such as photocopiers, computers, projector, sound system, television, DVD recorder etc. They are all covered by our test of portable electrical equipment.

7. Slips, trips and falls - condition of floors and paths

In order to reduce as far as is reasonably practical the risk of slips, trips and falls a formal inspection will be made annually of the following using the Church risk checklist for Slips, trips and falls provided by the Methodist Insurance

1. all floors and steps in the church and hall, and
2. all paths and steps in the grounds, taking note of any moss, algae and leaves on paths.
Any defects will be reported to the property committee.

In addition inspection of slip, trip and fall hazards will be included in the monthly health and safety inspections of the premises

A property book is also available for any user of the premises to report any hazards.

8. Lighting

In order to ensure that the church is adequately lit, all lights in the church, hall and grounds will be inspected as part of the regular Health and Safety Inspections in order to make sure they are working. Any bulbs that require replacing will be reported to a member of the property committee who will ensure that they are replaced following appropriate safety procedures.

9. Working at Height

It is recognised that working at height is potentially dangerous; therefore ladders will only be used where it is not reasonably practicable to use fixed access equipment and for short duration tasks. All ladders will be stored safely and inspected regularly. Ladders will not be used by anyone when alone on the premises.

The following areas are designated as high levels:
The Church and Hall.

In addition access to the basement could also present a risk of falling from a height

All work at height will be subject to specific risk assessment and only carried out by trained competent persons.

Whenever working at height is carried out the Church risk checklist for Working at Height provided by Methodist Insurance will be completed.

10. Preparation of food

The preparation and handling of food will only be carried out by person who have completed at least a Level 2 Food Hygiene Certificate. A list of people who hold this qualification can be found in **Appendix 3**

11. Manual handling - lifting, carrying and moving loads.

1. Our policy is to eliminate the need for manual handling as far as is reasonably practical.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessment and make use of lifting aids, including trolleys, as far as possible.
3. Any person required to carry out hazardous manual handling task will be trained in Safe Handling Techniques

12. Display Screen Equipment

Display screen equipment is used almost exclusively for the projection of hymns, prayers etc. during services. The operator is seated by the computer throughout the service but the actual time spent operating the computer is minimal, and with frequent breaks. Minimal typing is involved. The screen can be adjusted if necessary.

13. Hazardous buildings and Glazing

1. 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 regularly by members of the property committee, and procedures put in hand for repairs.
2. Users of the premises are asked to record any defects in the property book, and report urgent matters to the property secretary.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident

or injury until permanent repairs can be carried out.

4. A check is made to ensure that any glass in windows below waist height or in and beside doors below shoulder height is of a safety material or is protected against breakage.

14. Safeguarding

The church has a policy on the safeguarding of children and vulnerable adults as set out in the current Safeguarding Policy of the Methodist Church, and reviewed annually by Church Council.

15. Personal Safety

The church has a lone worker policy. Working alone on the Church premises should be avoided whenever possible.

16. Risk assessments

As required by the Management of Health and Safety at work regulations 1999 Risk assessments will be carried out on all areas of the church premises and activities in order to identify what control measures need to be in place to ensure risks are kept to the lowest level that is reasonably practicable. These Risks Assessment will be recorded. In addition specific assessments will be recorded by individual organisations. Where appropriate Risk assessments in relation to organisations and individuals who hire the premises will also be maintained.

17. Health and Safety Inspections

Monthly Health and Safety inspections will be carried out of the premises and grounds by the Property Committee or other designated people and a record kept. These inspections will particularly address checking the fire precautions (i.e. emergency lights), general housekeeping and slip, trip and fall hazards. Any immediate problems will be dealt with if possible. Any longer term actions that are required will be presented to the Property Committee for implementing.

18. Information, instruction and training

Relevant health and safety information will be given as required to the various people and groups using the church premises. The church will also ensure that any necessary training is provided to staff and volunteers to enable them to carry out their roles in a safe manner

19. 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 the same;
2. Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained;

3. 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.
4. 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;
5. 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.
6. 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.

20. CDM Regulations

The Construction (Design & Management) Regulations apply to all construction work in Great Britain. The church will be aware of their responsibilities under these regulations if work that falls within the scope of the regulations is planned. As a 'client' - an individual or organisation for whom construction work is being carried out – the church will have a number of specific duties under the CDM Regulations; however, they will appoint a competent person to assist in the discharge of those duties. The Approved Code of Practice to the CDM Regulations summarises the duties of a client as follows:

- check the competence and resource of all appointees;
- ensure that there are suitable management arrangements for the project including welfare facilities;
- allow sufficient time and resources for all stages;
- provide pre-construction information to designers and contractors.

A project is notifiable to the HSE if the construction phase will be longer than 30 Days or 500 personal days of construction work and for such projects clients must:

- appoint a CDM co-ordinator;
- appoint a Principal contractor;
- make sure construction work does not start unless there are suitable welfare facilities, and a construction phase plan is in place;
- provide information relating to the health and safety file to the CDM co-ordinator;
- retain and provide access to the health and safety file

RELATED POLICIES AND PROCEDURES

- Fire Policy and Procedures
- Asbestos Policy
- Lone working Policy
- Safeguarding Policy

APPENDIX 1 List of Qualified First Aiders

Julian Batstone
Hamish Laing
Jackie Gillespie
Monica Hearne
Richard Hocking
Rebecca Hodge
Mercedes Willard

APPENDIX 2 - RIDDOR

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, serious specified 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:

1. Fatal, 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**.
2. 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 **F2508A**.
3. 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 is concerned is involved in 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.

Accident reporting

Go to 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. In addition the Accident

investigation form provided by Methodist Insurance must also be completed.

APPENDIX 3 Personal holding a current Food Hygiene Certificate

Sam Barr

Margaret Bedwell

Janet Colchester

Sam Irwin

Marilyn Marshall