



Health & Safety Policy

Name of Church: Holy Trinity

Address: 234 The Broadway
Wimbledon
London, SW19 1SB

Date: September 13, 2007

Amended: March 22, 2010

INTRODUCTION

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

The Policy is in three sections:

- a. General statement of Policy
- b. Organisation and Responsibilities
- c. Arrangements

NOTE 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.

SECTION A

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, garden and associated buildings on the Holy Trinity site.

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, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:

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VACANT [Vicar]

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Andy Coles [Church warden]

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Anne Deering [Church warden]

Date:.....March 22 2010.....

This policy will be reviewed annually. Next DCC review due in July 2010.

SECTION B

ORGANISATION AND RESPONSIBILITIES

1. The responsibility of the Vicar

Overall responsibility for health and safety is that of the Vicar, [VACANT], 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.

2. The responsibility of the Churchwardens

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

- Andy Coles
- Anne Deering

3. The responsibility of the District Church Council

The District Church Council has general responsibility to ensure that the health and safety policy is implemented and reviewed on an annual basis.

4. The responsibility of the Health and Safety Officer (HSO)

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

- David Marsden

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. With Church Wardens and Sidespeople, ensure that the church and associated rooms are clean and tidy
5. With the garden team, ensure that the garden is properly maintained including the safety of the trees and that the grass is kept cut
6. Ensure that safety equipment and clothing is used by all personnel and contractors where this is required
7. With Church Wardens, ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators are adequately competent
8. With Church Wardens, ensure that adequate access and egress is maintained

9. With Church Wardens, ensure that adequate fire fighting equipment is available and maintained.
10. With catering team, ensure that the relevant food hygiene procedures are observed

5. 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 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 to the Vicar, Church Wardens or HSO, and enter the incident in the accident book
5. Not misuse anything provided in the interests of health and safety

6. Responsible Persons

The following are responsible for safety in particular areas:

By activity:	Name/Position
Accident book/reporting	Church Wardens
Fire Extinguishers	Church Wardens
Emergency Evacuation	Church Wardens/Sidespeople
Portable electrical appliances	Church Wardens
Fixed electrical system	Church Wardens
Gas boiler	Church Wardens
Hazardous substances	Health and Safety Officer (HSO)
Plant and equipment	Church Wardens
Condition of floors and stairs	Church Wardens
Condition of garden	HSO and garden team
Light bulb changing	HSO
Working at high levels	HSO
Food hygiene/handling	Person organizing the event, HSO
Building defects/glazing	Church Wardens
Child protection	Pam Penman
Personal safety	HSO
Fetes and outings	Person organizing the event, HSO
Contractors	Parish Administrator
Organ/Music	Musical Director
Health and safety training	HSO

Church Wardens are responsible for safety in all areas of the premises, with support and advice from Health and Safety Officer.

Primary areas for specific health and safety assessment are as follows:

1. Main body of church
2. Organ loft
3. St Peter's chapel
4. Choir gallery
5. Boiler area
6. Committee room
7. Choir vestry and adjoining kitchen
8. Clergy vestry
9. Hall
10. Main kitchen
11. Toilets
12. Reception
13. Storage cupboards (in main hall and adjoining; storage behind organ)
14. Garden

SECTION C

ARRANGEMENTS **(Implementation of the Policy)**

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 and contractors.

1. Accidents and First Aid

A First Aid box is located in the labelled drawer in the main kitchen, near the back door.

The accident book is located in the labelled drawer in the main kitchen, together with the First Aid box.

In the event of an accident, the incident will be entered in the accident book and our insurers will be advised. The accident report will then be removed from the accident book and filed in the Health and Safety folders in the parish office (in conformance with Data Protection legislation).

When the Church or Church hall is let to other organisations or individuals, they are told in writing that in the event of an accident, details must be entered in the accident book and a representative of Holy Trinity must be informed. This requirement and notification of our overall Health and Safety policy forms part of the letting agreement.

The accident book is reviewed annually by the DCC. To comply with Data Protection Act this information is not kept on a database.

RIDDOR [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995]

The responsible person will report these accidents.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally by telephone) to the relevant enforcing authority (this will most probably be Merton Environmental Health Department) 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/occurrences that must be reported (for further information, refer to the Regulations or contact the Health and Safety Executive or Environmental Health Officer):

- Any fatality

- 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 three consecutive days off work)
- Injuries to non-employees which require the injured person to be taken straight to hospital for treatment

2. General Fire Safety

Our policy is to fulfil our obligations under the Fire Precautions (Workplace) regulations 1997 (as amended 1999) and the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this we undertake the following:

1. An assessment of the fire risks in the church and associated buildings. This is carried out as part of our health and safety risk assessments.
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 may be in the building can get out safely.
4. To provide reasonable fire fighting equipment.
5. A check that Wardens, Deputy Wardens and Sidespeople know what to do in the event of a fire.
6. An annual check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.
7. Training for Clergy, Church Wardens, HSO and church administrator in fire awareness and the use of fire extinguishers, who in turn ensure deputy wardens and senior sidespeople are familiar with the types and use of extinguishers.
8. Periodic fire drill to ensure the congregation are familiar fire evacuation procedures. (Last drill March 30, 2008).

2.1 Fire Extinguishers

Fire Extinguishers are kept in the following locations:

Location	Type of Extinguisher and Capacity
Office	2 kg carbon dioxide
Kitchen	6 litre water
Kitchen	2kg carbon dioxide
Reception	6 litre water
Church (by hall door)	6 litre water
Church (by door to St Peter's Chapel)	6 litre water
Church (by entrance)	6 kg powder
Church (beside organ)	5kg carbon dioxide
Hall (by kitchen hatch)	6 litre water
Hall vestibule	6 litre water
Behind organ	6 litre water
Behind organ	6 litre water
Vestibule to choir vestry	6 litre water

Committee room	6 litre water
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The extinguishers noted above are checked every month by the HSO to ensure that they are still in place, have not been discharged, and are not obstructed.

The extinguishers noted above are checked annually by:

Chubb Fire Limited
Southern Regional Office
Chubb House
Sunbury on Thames
Middlesex
TW16 7AR
0870 240 1666

Last check conducted December 2 2009. Next check due December 2010.

2.2 Fire Alarm System

The Church currently has no fire alarm system in place. A bell is kept behind the altar to ring in the case of a fire.

2.3 Other Fire Protection Equipment

There are 3 fire blankets available, 2 in the main kitchen and 1 in the choir vestry kitchen area.

2.4 Evacuation Procedures

Our evacuation procedures are as follows:

1. All exit doors must be unlocked and unbolted (both sides) before the service/event commences and are clearly marked as fire exits using the 'running man' symbol.
2. A check must be made that all doors can be opened and that fire exit routes are clear of any obstructions (particular check needed in corridor to choir vestry to ensure it is clear).
3. A trained sides person must be allocated to each door and have responsibility for people in a specific part of the church. Where severely disabled or elderly people are attending a large service, a nominated individual will be allocated to each to ensure their safe exit from the building.
4. Torches and a bell are available behind the altar over the credence table.
6. In the event of an emergency (fire/bomb threat etc.) an announcement to leave the building will be made by the Vicar in the first instance, or by a Church Warden and a bell will be rung. A sidesperson will inform the crèche and Junior Church.

7. The Vicar or Churchwarden will be last to vacate the building and will check rooms to ensure no one is left behind (particular checks in St Peter's Chapel, the kitchen, committee room and choir vestry).
8. People will evacuate into the garden at the west side of the church through the hall exit or the Choir Vestry, or onto the Broadway via the front of the Church and then gather in the vicarage forecourt where a Junior Church register will be called.
9. The Churchwarden or Deputy Warden on duty will contact the emergency services immediately either by the phone in the office or by mobile phone.

2.5 Evacuation drill

All involved in the running of the church and church services should ensure that they are familiar with escape routes. The HSO will take responsibility for ensuring that escape routes are kept clear and unobstructed.

2.6 If you discover a fire (no matter how small)

1. Immediately raise the alarm.
2. Telephone the emergency services, giving precise details of where the fire is:

Holy Trinity Church,
234 The Broadway, Wimbledon, London, SW19 1SB

DO NOT REPLACE THE RECEIVER until the operator has repeated this information back to you.

3. Only if the fire is very small, tackle it using the appliances provided, **do not take personal risks.**
4. If it is not possible to attack the fire, assist in the evacuation of the building ensuring that all doors are closed behind you. The general rule to follow is people before property.
5. Evacuate to the designated assembly point (Vicarage forecourt).
6. Ensure clear access for the emergency vehicles.

3. Electrical Safety

1. The Church Wardens maintain an inventory of all our portable electrical appliances.
2. Every month, prior to a DCC meeting, plugs, cables and sockets will be inspected by the HSO and/or Church Wardens to ensure that there are no loose connections, worn flexes, or trailing leads, and that sockets within reach of children are covered. Any repairs needed will be reported to the parish administrator for action.
3. Quarterly, a visual inspection will be carried out of the fixed electrical installation by the Church Wardens. Any defects will be reported to the parish administrator for action.

4. Our fixed electrical system will be annually 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.
5. At intervals of not more than 5 years, our lightning conductor system will be examined and tested by a competent firm of engineers.
6. It is our policy not to sell any second hand electrical goods.
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.
 - iv) No electrical equipment is to be brought onto the premises and used until the approved person has tested it and entered it in the electrical equipment record.
 - v) Electrical equipment should be switched off and disconnected when not in use for long periods.
 - vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.
8. Hirers/users of the premises are responsible for ensuring any electrical equipment they bring on site meets safety standards.

4. Gas Equipment Safety

The gas boiler and gas hob in the kitchen are maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately.

5. Hazardous Substances

The HSO will maintain a list of all hazardous substances used in the church together with data sheets or product information provided by the manufacturers determining the correct method of use and type of action required in the event of an accident.

No chemicals will be mixed and no chemicals will be stored in anything but their own clearly marked containers.

Where possible we have eliminated the use of hazardous substances. Where this is not possible, substances are stored in locked / bolted cupboards.

6. Safety Of Plant And Machinery

The church does not currently have any items of plant or machinery other than a lawn mower and hedge cutter. In the event that any were obtained, the procedures for checking and rules for use would be as follows:

1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
5. 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.
6. The appropriate personal protective equipment will be worn
7. Ladders may only be used when they can be safely secured, this may necessitate the use of ladder ties or two person operation,
8. People under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
9. Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

7. 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 regularly of all the flooring, steps, and stairs in the church and associated buildings, and all paths and steps in the vicinity. Particular note will be made of moss, algae and leaves on paths. The Church Wardens will carry out the inspection and will arrange for any necessary repairs of defects. In cold weather, the Wardens will ensure that paths and entrance areas are salted/gritted.

8. Lighting

In order to ensure that the church is adequately lit, an inspection will be made every month by the HSO to ensure that all the church lights (interior and exterior) and associated buildings lights are working. Any defective light bulbs will be replaced by HSO, ensuring that the safety procedures for the replacement of bulbs are followed.

9. Working At High Levels

The following levels are designated as high levels:-

Ceiling

Galleries

Guttering

Roof

Putting up bunting and fete banners etc.

Only the following people may work at high level:

- For guttering/roof - approved contractors
- Other areas – HSO

Only the replacing of light bulbs is authorised without special agreement.

10. Preparation Of Food

1. We ensure that we follow the appropriate procedures governing the preparation and storage of foodstuffs.
2. We ensure appropriate storage at the correct temperatures.
3. Before any preparation of foodstuffs, all surfaces coming into contact with food will be washed down and disinfected.
4. We ensure that all hirers who wish to provide food are advised of the facilities and procedures.

11. Manual Handling (Lifting, carrying and moving loads)

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 risk assessments and make use of lifting aids, including trolleys.

12. Display Screen Equipment

At present, nobody is required to work at a computer for extended periods. Daily work routines involve periods away from the screen.

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 every quarter by the Church Wardens.
2. Any defects noted are immediately reported to the parish administrator who will implement procedures for repairs.
3. Where necessary, when faculty application is required, 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 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 a safety material or protected against breakage.

14. Safeguarding policy and procedures

1. We have implemented a Safeguarding policy that is reviewed annually by the DCC and overseen by two Parish Safeguarding Officers: Louise Fox and Jo Miller. Our Safeguarding Officers are responsible for ensuring that our policy is implemented and reporting any identified risks to the DCC.
2. A permanent record will be maintained of any accidents involving children.
3. All adults working with children are subject to CRB checks.

15. Personal Safety

Risk assessments have been undertaken assessing the risks to persons working alone in the church and handling cash and other valuables. Procedures have been drawn up, including the appropriate control measures:

1. If alone in the church, external doors will always be locked to prevent intruders entering the building.
2. Counting of money is done by two people and takes place in the clergy vestry away from the public. Standing orders and cheques are promoted as the best and safest way of paying stewardship dues in order to minimise the amount of cash on the premises. It is policy not to publicise who does the banking each week and this person is not either of those who counted the money. All monies are either banked immediately or kept in a locked safe. Wherever possible, banking is done by two people at a variety of branches.
3. Blank cheques are not signed prior to their use.

16. Risk assessments /activities

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 the Church Wardens and / or HSO in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

The following activities are deemed as hazardous. Risk assessments will be carried out and procedures produced which must be followed in advance of these events taking place.

1. Risk assessment for gate at fetes/other money raising events, collection of monies from stalls and counting of monies
2. Provision of bouncy castles and other children's play equipment

17. 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 employer's liability insurance in place. A record of the evidence will be maintained.
3. Comply with all the requirements of this health and safety policy and cooperate with the church officials in providing a safe place of work and a safe system of operation.
4. Where contractors bring plant and machinery onto the church premises, 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 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 safety precautions they must undertake.

18. Information And Enforcement

Environmental Health Service Information:

For information/advice on: food safety, infectious disease control, pollution (air fumes, dust, smoke), noise complaints, pest control, unsatisfactory housing conditions, health and safety, monitoring air and water quality, clinical waste collection.

Environmental Health Service
Merton Council
Civic Centre
London Road
Morden SM4 5DX

(020) 8545 3024
esenquiries@merton.gov.uk

Medical Advisory Service Information:

The Medical Advisory Service is part of the Health and Safety Executive and can be contacted via the HSE London office

London HSE
Rose Court
2 Southwark Bridge
London SE1 9HS

(020) 7556 2100

National helpline 0845 3450055

hse.infoline@natbrit.com