

HEALTH AND SAFETY POLICY

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:

- A. GENERAL STATEMENT OF POLICY.
- B. ORGANISATION AND RESPONSIBILITIES.
- C. ARRANGEMENTS.

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 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 labourers 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, church grounds and any associated buildings.

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 annually 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: *Amanda Beck*

Date: 20.4.2026

Vicar: Rev'd A. Beck

Review Date: 20.4.2027

This policy will be reviewed at annually intervals.

A. ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Vicar

Overall responsibility for health and safety is that of the Vicar: Rev Amanda Beck 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. 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: Ruth Ruocco Brown.

3. Responsibility of the Parochial Church Council

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

4. Responsibility of the Health and Safety Officer

The Health and Safety Officer is Vicky Capanna and she carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy: 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 Ensure the church and hall are clean and tidy
- 5 Ensure the churchyard is properly maintained including the safety of monuments, trees and that grass is kept cut
- 6 Ensure that safety equipment and clothing is provided and is used by all personnel when this is required.
- 7 Ensure that all plant equipment and tools are properly maintained and in good condition and that all operators have received appropriate training
- 8 Ensure that adequate access and egress is maintained
- 9 Ensure adequate firefighting equipment is available and maintained and that a record is kept of this
- 10 Ensure that food hygiene regulations and procedures are observed

5. Responsibility of Employees and Voluntary Workers

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 business or premises.

Employees and volunteers must therefore:

- ❖ Comply with safety rules, operating instructions and working procedures
- ❖ Use protective clothing and equipment when it is required
- ❖ Report any fault or defect in equipment immediately to the Vicar, Churchwarden or Health and Safety Officer.
- ❖ Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible to the Vicar, Churchwarden or Health and Safety Officer.
- ❖ All incidents will be recorded in the Health and Safety log-book and assessed in accordance to the level of risk.
- ❖ Not misuse anything provided in the interests of health and safety.

6. Responsible Persons

The following a responsibility for safety in particular areas. Allocated responsibilities are by the activity and are not exhaustive. See lists by activity below.

By Activity

Examples:	Name:
Accident book/Accident reporting/ Health and Safety Log book	Hall Users/Activity Leaders
Fire extinguishers	Parish Administrator
Emergency evacuation	Hall Users/Activity Leaders
Portable electrical appliances	Parish Administrator
Fixed electrical system	Parish Administrator
Gas equipment	Parish Administrator
Hazardous substances	Property Committee
Plant and machinery	Property Committee
Condition of floors and stairs	Property Committee
Condition of church grounds	Property Committee
Light bulb changing	Property Committee
Working at high levels	Property Committee
Food preparation	Hall Users/Activity Leaders
Manual handling	Property Committee
Display screen equipment	Music Director
Building defects/glazing	Property Committee
Child Protection	Parish Safeguarding Officer/Children's Worker
Events	Parish Administrator/Outreach Committee
Contractors	Parish Administrator/Property Committee
Health and Safety training	PCC

C. ARRANGEMENTS (POLICY IMPLEMENTATION)

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

1. Accidents and First Aid

First aid boxes are located in: Andrew's Wing kitchen drawers and is labelled accordingly/Hall kitchen and is labelled accordingly /Cabin kitchen and is labelled accordingly

Trained/qualified first aiders are: Parish Administrator – Sue Richardson, December 2025, GGA

The accident books are located with each First Aid box and are labelled accordingly.

Our key procedures include:

- 1 All accidents and incidents are entered in the accident book and our insurers advised if appropriate. If appropriate, information will be added to the Health and Safety Log-book.
- 2 When the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book.
- 3 Accident books are reviewed monthly.

We will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), under which there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities:

- 1 Fatal accidents, major injuries and injuries which involve the injured person being absent from work or unable to perform their normal duties for more than seven consecutive days must be reported to the enforcing authorities. As defined by the regulations, so must diseases and certain dangerous occurrences,
- 2 For most types of incident, the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1 of the Regulations). A report must be received within 10 days of the incident.
- 3 Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately.
- 4 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 within fifteen days.
- 5 Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment for that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- 6 Reportable diseases, as defined by the regulations, must be reported to the enforcing authority. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionella's and hepatitis, and other conditions such as certain musculoskeletal disorders.
- 7 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.
- 8 All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5pm). Recording full details of all accidents, disease and dangerous occurrences should be recorded using the nearest Accident Book (located with each First Aid box in the kitchens) to the incident. 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.

2. Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- An annual assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out as an annual specific exercise by two representatives from the PCC and also as part of our general health and safety risk assessments on an ongoing basis.
- A check that people who may be in the building can get out safely including the provision of emergency lighting and/ or fire exit signage alongside ensuring relevant doors are kept unlocked/ unbolted

- A check that the sidespeople/ Activity leaders in the building know what to do if there is a fire and that the procedures have been communicated to them
- An annual check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire Extinguishers & Fire Blankets

1. The extinguishers noted are checked monthly by a competent person to ensure that they are still in place and have not been discharged and that this is recorded
2. The extinguishers noted are checked annually by a competent Maintenance Company.
3. Fire extinguishers & Fire Blankets are kept in the following locations:
 - In Church and Andrew's Wing: Water Extinguisher x 2 with one by font and one by the side door of church, 2 Carbon Dioxide extinguishers with one in the office and one next to the organ, Powder Extinguisher x 1 in church kitchen.
 - In Church Hall: Foam Extinguisher x 3 with one in the entrance hall and two in the main hall, Carbon Dioxide Extinguisher x 2 with one in Burnell Room and one in the kitchen, Fire Blanket in kitchen.
 - On Church Grounds in Cabin: Foam Extinguisher x 1

2.2 Fire alarm system

The fire alarm system is tested monthly and a record is kept of this and can be supplied via the Parish Administrator.

2.3 Evacuation procedure

For large services and concerts, the congregation/audience numbers must not exceed: in the Hall 200, and in the Church 300 and the Evacuation Procedure will be displayed.

2.5 Evacuation drills

All PCC members, employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 If you discover a Fire (no matter how small):

The general rule is people before property.

- 1 Immediately raise the alarm.
- 2 Telephone the emergency services.
- 3 Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk.
- 4 If not possible to attack the 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 once you reasonably believe everyone is out.
- 5 Ensure clear access for the emergency vehicles. The rule is people before property:

Evacuate to the designated assembly points at: The church car park away from the main entrance

3. Electrical safety

- 1 A list of all portable electrical appliances is maintained by the Parish Administrator and is PAT tested every 3 years.
- 2 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.

- 3 Every year, our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers and this is booked in by the Parish Administrator.
- 4 It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
- 5 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:
- 6 (i) Visually check all electrical equipment before use.
(ii) Report all faults immediately to the Parish Administrator.
(iii) Do not attempt to use or repair faulty equipment.
(iv) Electrical equipment should be switched off and disconnected when not in use for long periods.
(v) 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

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. This process is overseen by the Parish Administrator. Any necessary work required for safety is implemented immediately.

5. Hazardous Substances

- 1 A member of the Property Committee will record any hazardous substances that are stored on the premises.
- 2 Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:
- 3 For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', product information provided by the manufacturers is used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.
- 4 Hazardous substances will be labelled accordingly.
- 5 Some hazardous substances, such as asbestos, which may be found in boiler rooms or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors. (We must consult the local Environmental Health Officer in such circumstances.)
- 6 Do not mix chemicals.
- 7 Do not store chemicals in unmarked containers.

6. Safety of Plant and Machinery

The PCC Property Committee will maintain a list of all items of plant and machinery. Procedure to be in place to manage all Plant and Machinery.

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 every month by a member of the PCC Property Committee and any changes are logged for:

- 1 All floors and stairs in the church and hall.
- 2 All paths and steps in the church grounds. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to a PCC Member who will forward details to the PCC Property Committee who will arrange for the defect to be corrected.

8. Lighting

Any bulbs that require replacing will be reported to a PCC Member who will forward details to the PCC Property Committee who will arrange for the defect to be corrected.

9. Working at High Levels

Work that cannot be carried out by a competent individual using leaning ladders (where their feet are not more than 5 meters from ground level) or Step Ladders (where their feet are not more than 2 meters from ground level) should be carried out by a competent contractor who has the correct access equipment (Fixed Scaffold, Mobile Scaffold Tower, Cherry Picker etc.).

Procedures for the use of Leaning/Step Ladders are available.

10. Preparation of Food

Food Hygiene Regulations apply whether food is sold publicly or privately, in a hall or marquee, for profit or for fund-raising. Our procedures must state where, when, how and by whom food may be prepared. Where appropriate, we will consult the local Environmental Health Officer to see if our premises need to be licensed or if any improvements are needed. We will ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs:

- 1 All food handlers receive adequate supervision, instruction and training.
- 2 Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
- 3 Only people who have received the appropriate training may prepare and serve foodstuffs.
- 4 All hirers who wish to provide foodstuffs 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, lifts and hoists as far as possible.
- 3 Appropriate training will be given to all those employees and volunteers who are required to undertake manual handling.

12. Display Screen Equipment

Our policy will be to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible, by carrying out risk assessments as and when the situation arises.

13. Hazardous Buildings/ Glazing

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.

Any defects noted are immediately reported to a PCC member who will forward details to the PCC Property Committee who will arrange for the repairs to be carried out.

- 1 Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- 2 A check is made of any asbestos in the building by a reputable company noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected. The findings are held on record by the Parish Administrator.
- 3 The Quinquennial Inspection shows all glazing in the buildings which is below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

4 14. Safeguarding

- 1 Our procedures include a Safeguarding Policy which is fully compliant with the Diocesan Safer Church policies, procedures and guidelines.
- 2 A statement upholding our procedures will be made at each Annual Church Meeting and be suitably recorded.

15. Personal Safety

- 1 Risk assessments need to be undertaken to assess the risks to persons: working alone in the church; travelling to and from church; accepting persons into their homes; and handling cash and other valuables.
- 2 Procedures must be drawn up the Warden, Vicar and Administrator, including the appropriate control measures.

16. Risk Assessments/ Activities

Risk assessments will be carried out on all activities that carry a significant risk and will be done as required by the organiser or Outreach Committee in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

17. Contractors

Anyone entering church premises for the purposes of carrying out work, other than as an employee or volunteer 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 will also specify any safety precautions they must undertake.

Particular care needs to be taken for 'hot works' and a separate hot work permit will be obtained when necessary.

CDM Regulations: The Construction (Design & Management) Regulations apply to all construction work in Great Britain. As a 'client': an individual or organisation for whom construction work is being carried out, we have a number of specific duties under the CDM Regulations, which the guidance on the legal requirements summarises as:

- 1 Make suitable arrangements for managing a project.
- 2 This includes making sure duty holders are appointed; sufficient time and resources are allocated; relevant information is prepared and provided to other duty holders; the principal designer and principal contractor carry out their duties; and welfare facilities are provided.
- 3 A project is notifiable to the HSE if the construction phase will be longer than 30 days and have more than 20 workers on site simultaneously at any point in the project, or 500 person days of construction work.
- 4 Clients must appoint principal designers and principal contractors as soon as practicable and before the start of the construction phase, so they have enough time to carry out their duties to plan and manage the pre-construction and construction phases respectively.

18. Information and Enforcement

Environmental Health Service Information:

The contact details for the Environmental Health Department of our local council are available on the Kingston Council website.

Employment Medial Advisory Service information is through the Regional HSE office:

Address: Canary Wharf 10 South Colonnade Canary Wharf London E14 4PU

Incident Contact Centre: 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Email: hse.gov.uk

Health and Safety Executive Information Line: 0300 003 1747/ HSE Books: 01787 881165

19. Health and Safety Law poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the parish office and church hall.