

# Ascension church westdene

## Health and Safety Policy



Based on

Church Health & Safety Policy  
with guidance notes

**Ecclesiastical**

Version 4

Approved by the PCC:  
Issue 2 – 18/01/2016

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# Introduction

This document has been drawn up with the help of "Church Health & Safety Policy with guidance notes" produced by Ecclesiastical to help churches draw up a Health & Safety Policy. HM Government's "Fire Safety Risk Assessment – small and medium places of assembly" has also been used.

Churches are not exempt from Health & Safety legislation. Local Authority Environmental Health Officers are specifically charged with enforcing Health & Safety legislation in churches – see **Further help and information** for contact details.

The Health & Safety Executive have advised that it is good practice for volunteers to be provided with the same level of Health & Safety training and protection as if they were employees. This means that churches should follow exactly the same regulations to ensure the health and safety of volunteers and other persons using the church as if they were employees.

Following the enclosed guidance will help to ensure that you will have done all you need in order to satisfy the Environmental Health Officer should one call.

## What does the law require?

At the time of approving of this Policy the law only requires those who employ five or more people to have a written Health & Safety policy. This will not apply to the majority of churches. However, you are required to make adequate arrangements for Health & Safety, and the easiest way to do this is to set these out in writing.

For every hazardous activity you undertake, you should have a written procedure. Remember the Health & Safety Executive says

that measures need only be matched to the levels of risk. It may only be possible to decide on your procedures once you have carried out a risk assessment.

At the time of approving of this Policy the law only requires written risk assessments where five or more people are employed, and then only the significant findings have to be recorded. However, you need to ensure that your church is safe, and the easiest way to do this is to carry out systematic risk assessments of each part of the church and each activity.

## Further help and information

A number of detailed guidance notes are available from Ecclesiastical by calling our church department on: 0845 777 3322 or on our website [www.ecclesiastical.com](http://www.ecclesiastical.com).

Our Local Authority Environmental Health Officer can be contacted at:

Health & Safety Officer  
Brighton & Hove City Council  
Bartholomew House  
Bartholomew Square  
Brighton BN1 1JP  
Tel/Fax: 01273 292425 / 292410

The Regional HSE Office (for medical advisory service)  
The Council Offices  
Station Road East  
Oxted  
Surrey  
RH8 0BT

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## Our Health & Safety Policy

Name of church: **Ascension Church Westdene**

Address: **Mill Rise  
Brighton  
East Sussex**

Postcode: **BN1 5GS**

Date: **18.01.2016 (Issue 2)**

Review date:

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.

The policy is in three sections:

- Section A - General statement of policy
- Section B - Organisation and responsibilities
- Section 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 & Safety.***

## 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, ground 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 regularly and the appropriate changes made.

In order to ensure that Health & Safety matters are kept constantly under review, an item on Health & Safety will be on 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 in order to seek their views on Health & Safety matters.

Signed:  Minister

Date: 18.01.2016 (Issue 2)

Review date:

*This policy should be reviewed at regular intervals and as a minimum every three years.*

# B – Organisation and responsibilities

## 1 – Responsibility of the Minister

Overall responsibility for Health & Safety is that of the Minister overseen by the Vicar who will ensure that arrangements are in place to satisfy Health & 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 Fabric Coordinator and overseen by the Parochial Church Council (PCC) Churchwardens.

## 3 – Responsibility of the Parochial Church Council (PCC)

The PCC has general responsibility to ensure that the Health & Safety Policy is implemented and delegates particular responsibility for this to the Ascension Focus Group.

## 4 – Responsibility of the Health & Safety Officer

The responsibility of the Health & Safety Officer shall be to:

- 1 be familiar with Health & Safety Regulations as far as they concern church premises
- 2 be familiar with the Health & 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 church halls are clean and tidy
- 5 ensure that the grounds are properly maintained including trees and paths, and that grass is kept cut
- 6 ensure that safety equipment and clothing is available and used by all personnel where this is required
- 7 ensure that all plant and equipment are properly maintained and in good condition and that all operators have received the appropriate training
- 8 ensure that adequate access and egress is maintained
- 9 ensure adequate firefighting equipment is available and maintained
- 10 ensure that food hygiene procedures are observed on the premises.

## 5 – Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & 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 church's Health & Safety Officer (*cf section B4*).
- 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.

## 6 – Responsible persons

The following are responsible for safety in particular areas: see appendix (i) for a current list of office holders.

<b>1. By activity</b>	<b>Name/position</b>
Accidents and First Aid (C1)	Health & Safety Officer
Fire extinguishers (C2.1) and blanket	All Saints Health & Safety Officer
Fire alarm system (smoke detectors) (C2.2)	Health & Safety Officer
Other fire protection equipment (C2.3)	Health & Safety Officer
Evacuation procedure (C2.4)	Health & Safety Officer
Electrical Safety (C3)	Health & Safety Officer
Gas equipment (C4)	Health & Safety Officer
Hazardous substances (C5)	Health & Safety Officer (users refer to manufacturers instructions)
Safety of plant and machinery (C6)	Health & Safety Officer
Condition of floors and stairs (C7.1)	Health & Safety Officer
Condition of grounds (C7.2)	Health & Safety Officer
Lighting (C8)	Health & Safety Officer
Working at high levels (C9)	Health & Safety Officer
Preparation of food (C10)	Catering Coordinator
Manual handling (C11)	Health & Safety Officer
Workstation equipment (C12)	Health & Safety Officer/Handyman (T. Careford)
Hazardous buildings/glazing (C13)	Fabric Coordinator
Child protection (C14)	Child Protection Officer
Personal safety (C15)	Health & Safety Officer
Music and singers (C16)	Music Coordinator
Risk assessments/activities (C17.1,2,3)	Health & Safety Officer
Risk assessments/activities (C17.4)	Ascension Minister
Health & Safety training (C18)	Health & Safety Officer
Contractors (C19)	Fabric Coordinator
Health & Safety Law Posters (C21)	Health & Safety Officer
<b>2. By area</b>	<b>Name/position</b>
Church	Fabric Coordinator & Health & Safety Officer.
Grounds	Fabric Coordinator & Health & Safety Officer.
Halls	Fabric Coordinator & Health & Safety Officer.
32 Fairview Rise	Fabric Coordinator

# C Arrangements for 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.

**Note:** Refer to the various guidance notes produced by Ecclesiastical and other guidance produced by the Health & Safety Executive.

## 1 – Accidents and First Aid

First Aid boxes are located in:

**Church:** kitchenette

**Hall:** in the Kitchen

See appendix for trained First Aiders.

The accident books are located in:

**Church:** kitchenette

**Hall:** on the shelf in the kitchen

The accident books are reviewed regularly by the Health & Safety Officer.

All accidents and incidents are entered on an accident report form and our insurers are advised when appropriate.

When the church or hall is let to outside organisations, they are asked that, in the event of an accident, details are passed to the Health & Safety Officer or the Halls Letting Manager for entry as appropriate in an accident book.

### RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

See the current reporting guidance from Ecclesiastical V4 p.11.

Fatal accidents, major injuries and dangerous occurrences must be reported to enforcing authorities.

Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within ten days of the accident or occurrence.

Go to [www.hse.gov.uk/riddor](http://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).

## 2 – Fire safety (Emergency Plan)

(See Fire Safety File for risk assessment)

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 assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out

either as a specific exercise or as part of our general Health & Safety risk assessments.

- A check that a fire can be detected in a reasonable time and that people can be warned
- A check that people who may be in the building can get out safely including if necessary the provision of emergency lighting and fire exit signage
- To provide reasonable firefighting equipment
- A check that those in the building know what to do if there is a fire
- A regular 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 extinguishers are kept in the following locations:

Location	Type and capacity
Church West Alcove -	1 H <sub>2</sub> O (paper fires-5.6Kg) 1 CO <sub>2</sub> (elect. fires-5Kg)
Corridor (middle level) -	1 H <sub>2</sub> O (paper fires-6.2Kg) 1 CO <sub>2</sub> (elect. Fires-5Kg)
Kitchen -	1 CO <sub>2</sub> (elect. Fires-5Kg)
Malcolm Young Room near entrance -	1 H <sub>2</sub> O (paper fires-6Kg)

The extinguishers noted above are regularly checked by the responsible person to ensure that they are still in place and have not been discharged.

**All extinguishers to be checked by the manufacturer annually (Spring).**

## 2.2 – Fire alarm system

The 3 levels of the church buildings are serviced by a system of smoke alarms. This system is checked regularly by the responsible person.

## 2.3 – Other fire protection equipment

A fire blanket is located at:

Hall: - kitchen, above sink

The fire blanket noted above is checked monthly by the responsible person and annually by Chubb Fire Ltd.

## 2.4 – Evacuation procedure

For large services or meetings, where the attendance exceeds an estimated 70 our procedures for stewarding and evacuation are as follows:

- 1 All designated exits must either be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol.
- 2 A check must be made that all doors can be opened

- 3 A trained steward must be allotted to each door and have responsibility for persons in a specific part of the building.  
Church: kitchen and front doors.  
Middle Floor: garden door.  
Malcolm Young Room: street door.
- 4 Responsibility for using each fire extinguisher will be allotted to named and trained stewards
- 5 In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the service leader or event host.
- 6 Persons will assemble at the Muster Point which is the lower pavement level below the steps on Mill Rise.
- 7 The emergency services will be contacted immediately by a responsible person using a mobile phone.

### 2.5 – Evacuation drills

Fire evacuation drills will be carried out every year.

All 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)

- 1 Immediately raise the alarm
- 2 Telephone the emergency services
- 3 Check the building for occupants
- 4 Attack the fire if possible within your capability using the appliances provided, but without taking personal risk
- 5 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. The general rule is people before property
- 6 Evacuate to the designated assembly point
- 7 Ensure clear access for the emergency vehicles

[For further information see the Fire Safety File kept in the office]

### 3 – Electrical safety

- 1 A list of all our portable electrical appliances is maintained by the responsible person
- 2 Every quarter plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the Ascension warden for action.
- 3 Every other year all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all

appliances are safe. Any unsafe equipment will be repaired or safely disposed of.

- 4 Every year a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Ascension warden for action.
- 5 Every five 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
- 6 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.
- 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 for permanent use until it has been tested by the approved person and entered 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

### 4 – Gas equipment safety

Our gas boilers are maintained and checked annually by a competent contractor who is a GAS SAFE registered gas installer - of the Gas Safe Register at [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk). Any necessary work required for safety is implemented immediately. These arrangements are checked by the responsible person.

### 5 – Hazardous substances

The responsible persons will maintain a list of all hazardous substances used in the church and halls.

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances routinely used and stored (in locked cupboards in kitchen and kitchenette) on the premises (including 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 (if any), method of storage, and action to take in the event of an accident.

Different chemicals must not be mixed. Chemicals will not be stored in unmarked containers.

## 6 – Safety of plant and machinery

The responsible person will maintain a list of all items of plant and machinery belonging to the PCC. The procedures for checking and rules for use are as follows:

- 1 Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- 2 Machinery must be switched off before any adjustments are made
- 3 After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- 4 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
- 5 The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- 6 Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery, except where appropriate and under adult supervision
- 7 Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. See also Working at high levels, section C9
- 8 Any defect and damage found to any item of plant or machinery must be reported to the responsible person
- 9 All plant and machinery will be regularly checked, serviced or maintained as indicated in the Schedule A below.
- 10 Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on. But see also Working at high levels, section C9.
- 11 The following items of plant and equipment are tested by a competence person in accordance with an inspection programme. PAT eligible items are excluded where this is the only inspection.

**Schedule A** – (see section C6 item 9 above)

Item	Maintenance required
1 Smoke detectors	monthly check
2 Christmas tree lighting	check prior to use
3 Church water header tank	annual inspection
4 Electric heaters	annual inspection
5 Electrical socket outlets	prior to use
6 Emergency lighting	annual check and monthly
7 Extractor fans	annual visual check
8 Fire blankets	monthly check
9 Fire extinguishers (CO <sub>2</sub> )	annual service, monthly check
10 Fire extinguishers (H <sub>2</sub> O)	annual service, monthly check
11 Food warmers	check prior to use

- |    |         |  |
|----|---------|--|
| 12 | Ladders | check prior to use see C9 for rules      |
| 13 | Ovens   | check prior to use and annual inspection |

## 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, the responsible person will maintain a vigilance in respect of:

- 1 all floors and stairs in the church and halls, and
- 2 all paths and steps in the grounds. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Ascension warden who will arrange for repairs or remedial measures to be carried out.

## 8 – Lighting

In order to ensure that the church is adequately lit, the responsible person will be vigilant to ensure that all lights in the church, halls and grounds are working. Any bulbs that require replacing will be reported to the fabric group who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

## 9 – Working at high levels

The following areas are designated as high levels:

- Church (internal) – access to lofts
- Church (internal) – access to lighting
- Church (external) – gutter clearance
- Hall – servicing of sky-lights (corridor)
- Hall – access to lighting in stairwell

Only the following persons may work at high level

- Approved contractors
- Competent volunteers under age 65

The following procedures must be followed:

- Two people must be present in addition to the person working at height
- At least one functional mobile phone must be in the possession of the two additional workers
- The postcode for Ascension Church is

**BN1 5GS**

Only the following work is authorised without special agreement:

- gutter clearance
- light bulb replacement (but **not** repair of light fittings)

Appropriate training will be given.

The following is a helpful extract from the Diocese of Chichester **Archdeacons' Visitation News**, Spring 2009 (Issue 6) on the safe use of ladders:

*"Whilst, ideally, alternative means of access such as tower scaffolds or mobile elevated work platforms should be used, there are occasions when a ladder appears to be the most suitable option.*

### **When is a ladder suitable?**

The Work at Height Regulations 2005 do allow for the use of ladders, if a **risk assessment** has demonstrated that the use of more suitable work equipment is not justified. This could be because of existing features on site which cannot be altered.

A ladder is a means of access, not a safe working platform. Ladders should only be used for minor jobs of short duration, which only require the use of one hand - so that the other hand can be used to hold on to the ladder.

Ensure the ladder used is suitable for the job for which it is required. Only ladders which meet the appropriate British or European standards should be used. BS 1129:1990 applies to wooden ladders, BS 2037:1994 applies to metal ladders.

### **Planning of work at height**

Work must be properly planned and appropriately supervised. It must not be carried out at a height where it is reasonably practicable to carry out the work in a safer way. For example, light fittings and other items at high level could be taken down for cleaning, restoration and repair rather than being worked on in situ.

Before use, the ladder should be checked to ensure that the general condition is sound and that it is clean and dry, free from wet paint, oil, mud or other slippery substances.

### **Safe positioning**

More than half of accidents involving ladders occur because they were not securely placed and fixed.

Ladders should be placed on a firm, level, dry surface to ensure stability during use. They must be placed on firm surfaces to provide support so that the rungs remain horizontal.

Portable ladders must be prevented from slipping by securing the stiles at, or near, their upper or lower ends by using an effective anti-slip or other effective stability device.

Ecclesiastical recommend that ladders are not used for work at heights in excess of five metres.

Ladders used for access must be long enough to protrude sufficiently above the place of landing to which they provide access - unless other measures have been taken to ensure a firm handhold.

### **Stepladders**

Stepladders are suitable for small jobs of short duration, where it is not possible to rest a ladder against a wall or other support. They should only be used for minor maintenance at a height not exceeding two metres.

The stepladder should have an A-frame with a small working platform at the top which can be used to hold tools and materials. The platform should never be used to stand on.

*There must also be a mechanism to prevent the legs from spreading out and a safety catch to prevent the joint opening. They must be placed on firm level ground and the height of the steps should not exceed three times the width of the base.*

### **Routine maintenance**

A maintenance log should be kept and each ladder should carry a unique identification number.

As well as inspecting prior to use, a full inspection and maintenance schedule should be employed, to ensure every ladder is thoroughly checked on a regular basis.

If any defects are found, the ladder should be withdrawn from use, suitably labelled and segregated for repair or safe disposal.

For further information view Ecclesiastical's Health and Safety Guidance Notes available online at [www.ecclesiastical.com](http://www.ecclesiastical.com) (click on insurance, then church insurance).

### **Safe use**

When using a ladder, remember the following:

- Do not overstretch - climb down the ladder and move it
- Never stand on the top three rungs
- Hold on to the ladder with one hand when working
- If you need to carry tools use a shoulder bag, belt holster or belt hooks
- Use a rung hook for hanging a paint pot
- Ladders should not be painted as this can hide defects
- Wear strong flat shoes or boots with dry soles and a good grip
- Do not wear sandals, slip-ons or have bare feet
- Do not use a ladder in strong winds or if it is raining
- Only use a ladder if you feel completely confident"

### **LADDER SAFETY INSTRUCTIONS (on each ladder)**

1. Do not use this ladder unless you are under 65 years of age.
2. Always have 2, or more, additional people to help.
3. Position the ladder securely and not on anything slippery.
4. Do not overstretch.
5. Check the ladder for faults.
6. Do not stand on the top 2 or 3 rungs.
7. Use suitable footwear.
8. Be sure the ladder is correctly open.
9. Do not use the ladder where it can be knocked by a door or window opening.

10. Do not exceed 75 degrees (approx. 1 horizontal to 4 vertical) from the horizontal when using extension type ladders.
11. Always have 3 points of contact with the ladder, e.g. 2 feet and 1 hand.
12. Only use the ladder for small jobs of short duration.

## 10 – Preparation of food

- 1 When foodstuffs are prepared on the premises we ensure that we follow the appropriate regulations governing the preparation of foodstuffs. Foodstuffs are not to be stored on the premises.
- 2 We ensure that all our food handlers have received adequate supervision, instruction and training.
- 3 We ensure that the appropriate assessment of risks is carried out for the foods prepared on the premises.
- 4 Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
- 5 Foodstuffs prepared on the premises may only be prepared in the following areas:
  - Hall kitchen
- 6 Only persons who have received the appropriate training may prepare and serve foodstuffs.
- 7 We ensure that all hirers who wish to provide foodstuffs are aware of the facilities and procedures they must follow.
- 8 Children under 12 are not allowed in the hall kitchen.
- 9 For foodstuffs served on the premises but prepared elsewhere we ensure that:
  - Purchased foodstuffs are delivered in their original packaging, are within their 'use by dates', and, where appropriate, have been stored off site according to the instructions stipulated on the packaging.
  - Home-produced foodstuffs have been prepared and, when appropriate, stored in an appropriate manner and that the persons preparing the foodstuffs have been briefed on good practice and prepared (and stored) the foodstuffs accordingly.

## 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 trolleys as far as possible
- 3 The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling

- 4 Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.
- 5 Items likely to be frequently moved and that require careful handling are listed below in Schedule B:

### Schedule B – (see C11/5 above)

key: C = church, M = middle corridor, H = hall (Malcolm Young Room and kitchen), No = minimum number of people required to safely move)

Item	Location	No
1 chairs (4 or less or trolley)	C, M, H	1
2 clergy desks (carrying)	C	2
3 clergy desks (sliding)	C	1
4 church digital piano (lifting)	C	4
5 church digital piano (sliding)	C	2

## 12 – Workstation equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- Stability and legibility of the screen
- Contrast and brightness of the screen
- Tilt and swivel of the screen
- Suitability of keyboards, desks and chairs
- The work station environment
- The user friendliness of the software

Daily work routines will involve periods away from the screen. Where necessary risk assessments will be carried out by the responsible person.

## 13 – Hazardous buildings/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 responsible person will maintain vigilance.
- 2 Any defects noted are immediately reported as appropriate, and the procedures put in hand for repairs
- 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 of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by an approved contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected
- 5 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 is protected against breakage

## 14 – Child protection

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded. A permanent record will be maintained of all accidents involving children.

## 15 – Personal safety

*(This section to be determined)*

*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. Procedures must be drawn up, including the appropriate control measures. A guidance note concerning personal safety is available from Ecclesiastical.*

## 16 – Music & Singers

The responsible person will be vigilant to ensure that neither musicians, singers, nor others are at risk from:

- Defective or improperly used equipment
- Leads presenting a trip hazard
- Staging that does not protect against slips or falls
- Seating located such as to not protect from a fall

## 17 – 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 a competent person in order to meet our obligations under The Management of Health & Safety at Work Regulations 1999.

The following activities are required to be risk assessed:

- 1 – Community events including the use of bouncy castles
- 2 – Church organised walks, visits and outings
- 3 – Erection of temporary staging and structures
- 4 – Children and Youth games, activities and outings

## 18 – Health & Safety Training

The Health & Safety Officer will ensure that, where training is appropriate, suitable training is given, and that the date of the training session, its scope and content, and the names of the participants and trainer(s) are duly recorded, together with a note indicating when a refresher of that training might be appropriate.

## 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 & 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 & 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.
- 7 Certain work to the church will be subject to The Construction (Design and Management) Regulations 2007 the Church Architect's advice will be sought.

In summary, this includes new buildings, alterations, repairs, restoration, temporary structures and even re-decoration and conservation work which:

- last for more than 30 days, or
- involve more than 500 person days of work.

The responsible person will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

## 20 – Information and enforcement

Environmental Health Service Information:

Health & Safety Officer  
Brighton & Hove City Council  
Bartholomew House  
Bartholomew Square  
Brighton  
BN1 1JP  
Tel: 01273 292425  
Fax: 01273 292410

Contact name: Mr Roy Pickard

Useful information:

Health & Safety Executive Information: 08453 450055  
HSE Books: 01787 881165  
HSE Website: [www.hse.gov.uk](http://www.hse.gov.uk)

## 21 – Health & Safety Law Poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in:

**Hall:** in the Malcolm Young Room and also in the church cloakroom?

### ***22 – Health & Safety Group***

Please see Appendix 1 for a list of the current members of the Fabric Group which is responsible for Health & Safety delegated by the PCC to draft and implement this Health & Safety Policy.

### ***23 – Revision Record***

The following revisions have been applied to this document – always ensure that you are working to the latest and current edition!

<b>Issue</b>	<b>Date</b>	<b>Status</b>
Draft 1	28.04.10	H&S Group working document
Draft 1.1	28.09.10	H&S Group working document
Issue 1	15.11.11	H&S Policy approved by PCC
Issue 2	18.01.16	H&S Policy approved by PCC

**Appendix 1 – current post holders**

Vicar	Rev Andy Flowerday
Ascension Minister	Rev Andy Bousfield
Ascension Churchwarden	Olive Ridge
All Saints Churchwarden	Sue Ward
Children & Families Worker	
Fabric Coordinator	Olive Ridge
Health & Safety Officer	Derek Eastwood
All Saints H&S Officer	Bernard Copelin
Child Protection Officer	Marian Eastwood
Catering Coordinator	Margaret Harvey / Margy Oldfield
First Aid trainer	
Music Coordinator	Jean Careford
Housekeeper	Jean Careford
Trained First Aiders	Beverley McArdle Sylvia Hunt Sarah Blanden
Fabric Group	Olive Ridge (chair) Terry Careford (handyman) Derek Eastwood (health & safety) Andy Bousfield (minister)

**Appendix 2 – regular contractors**

Gas Contractor	I M Dunkerton (01273 542000)
Electrician	Bob Reading (01273 503378) Clive Knapp BN2 3LJ (no details)
Plumber	Terry Sweetman (07879 490975) Tim (no details)
Builder	Paul Emery, Emery Construction 01273 233944 / 07790 485539
Glazier	
Parish Inspecting Architect	Simon Dyson at HMDW  The Old Church Whyke Road Chichester West Sussex PO19 8HA. t: 01243 530322 fax: 01243 785224 www.hmdw-architects.co.uk
Local Architect	Keith Jones 01903 814614 keith@jonesarchitects.co.uk
Gardener	John Gatford (01273 706898)
Cleaner	Danuta Hajkowicz 07778 571369 daha49@wp.pl
Window Cleaners	Pure H2O. N Bakewell 01323 449610 / 07876 526714
Fire Extinguisher Tests	CHUBB
PAT Test	PAT Central Ltd (0800 612 4879) tyler@patcentral.co.uk www.patcentral.co.uk