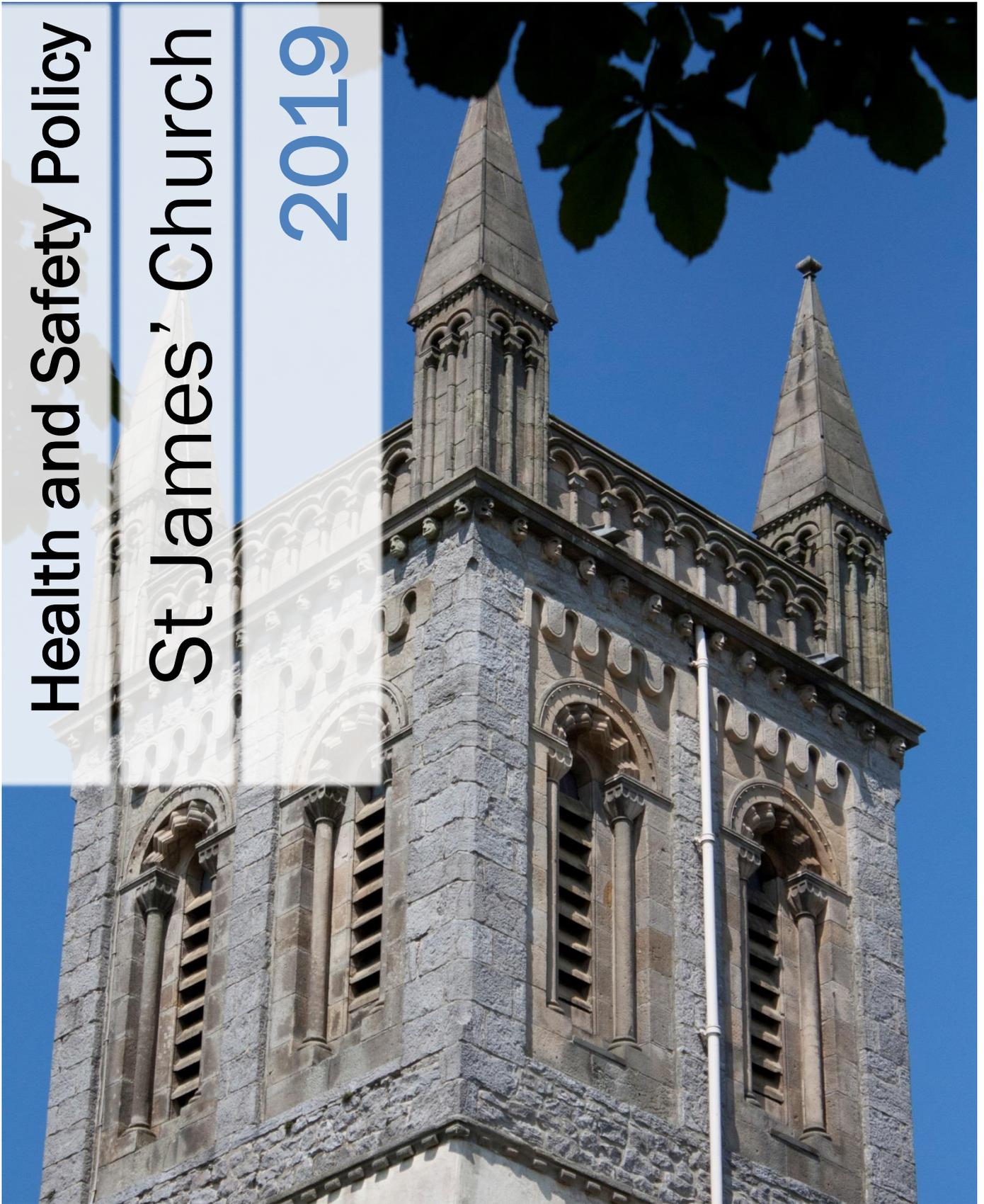


Health and Safety Policy

St James' Church

2019



St James Church
St James' Street
Clitheroe
Lancashire
BB7 1HH

St James Clitheroe Health and Safety Policy

As a church, we understand that we owe a duty of care to ensure the safety of those who visit or use our church, related buildings and churchyard.

We also know that, as we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974

General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the PCC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further details about our organisation and arrangements for managing health and safety are set out in this document. A copy of it will be kept in the church and made available to others on request.

Signed: M. Pickett

On behalf of the Parochial Church Council as agreed at a meeting on

Date: 15th September 2019

Organisation and Responsibilities

1. The member of the PCC with overall responsibility for implementing our policy is the Rector.

They will ensure that:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are rectified immediately
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church
- Set a personal example on matters of health and safety.

2. The Operations Manager has day to day responsibility for implementing our policy. They will ensure that:

- All employees and volunteers are aware of their health and safety responsibilities
- Adequate precautions are taken as set out in this policy and related risk assessments
- Adequate training, equipment and clothing is provided for those that need it
- Any hazards or complaints are investigated and dealt with as soon as possible, including ensuring that the church and hall are kept clean and tidy, and that the churchyard is properly maintained
- Adequate fire fighting equipment is available and maintained
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- All accidents are reported in line with the requirements of this policy
- Advice is sought where clarification is necessary on the implementation of this policy
- Set a personal example on matters of health and safety

3. All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety

Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of checks we make.

Contractors

If we employ contractors, we make sure that they have their own health and safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in the Church Office Filing Cabinet.

Specific Arrangements

First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

First Aid boxes are located:

In the Church Office (on top of the filing cabinet)

In the kitchen (on top of the freezer)

In the Galilee Room (in the cupboard)

Our trained First Aider is Helen Potts (Paediatric First Aid).

The accident book is located in the First Aid box in the Church Office. All accidents and incidents must be entered in the accident book.

Fire Safety

We will undertake, and keep maintained, an assessment of the fire risks in church and associated building.

We will ensure that a fire can be detected in reasonable time and that people can be warned.

We will ensure that people who may be in the building can get out safely, including providing emergency lighting and fire exit signage.

We will provide and maintain fire fighting equipment.

We will hold annual fire drills and provide training for fire marshalls.

If a fire is discovered (no matter how small):

1. Immediately raise the alarm
2. Telephone the emergency services (999)
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 it is 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.
6. Ensure clear access for emergency vehicles

Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made.

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, regular inspection is to be made of floors and stairs in church and associated buildings, and all paths and steps in the church year. Particular note is to be made of moss, algae and leaves on paths. Any defects to be reported and repairs carried out.

Lighting

In order to ensure that the church is adequately lit, regular inspections to be carried out ensuring that all lights in church, hall and churchyard are working and are replaced as necessary. The necessary safety precautions will be followed for replacing bulbs at high levels.

Electrical Safety

1. At regular intervals, plugs, cables and sockets will be inspected to ensure there are no loose connections, worn flexes or trailing leads. Volunteers and employees should report these to the Operations Manager. Any repairs needed to be carried out by a competent electrician.
2. All Portable Appliances will be tested annually.
3. Every five years the fixed electrical system to be inspected and tested by a competent contractor who is a "Full Scope" member of the NICEIC, ECA, NAPIT or other approved body. Any necessary remedial work to be carried out.
4. At intervals of not more than two and a half years the lightning conductor system to be examined and tested by a competent firm of engineers.

Gas Safety

Gas boilers and any other gas equipment will be maintained and checked annually by a competent contractor who is a Corgi registered gas installer. Any necessary work required for safety to be implemented immediately.

Hazardous Substances

Where at all possible, the use of hazardous substances has been eliminated. Where this is not possible, we will ensure that hazardous substances are locked away and only used by persons with the appropriate experience. Personal Protective Equipment will be used where appropriate.
Do not mix chemicals.
Do not store chemicals in unmarked containers.

Safety of Plant and Machinery

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 safe working condition, correctly adjusted and that there are no loose nuts, bolts or other defects.
5. The appropriate personal protective equipment 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.
7. Ladders may only be used when they can be safely secured and for short duration. This may necessitate the use of ladder ties or a two-person operation.
8. Any defect or damage found to any item of plant or machinery must be reported to the responsible person.
9. Any plant or machinery to be regularly maintained and a schedule kept of maintenance requirements.

Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids or other precautions such as team lifting.

Working at Height

Where possible, we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Asbestos

We have an asbestos report which is reviewed annually. We will provide the relevant information to others who may need this (for example, building contractors).

Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing those as necessary.

Events

Where we intend to hold large or unusual events, services or activities, we will identify any additional precautions that are necessary and implement these.

Preparation of Food

When we prepare food, we will use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

Working Alone

Wherever possible, tasks in the church and associated buildings should be done in the company of at least one other. This would especially apply after dark.

Churchyard

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe. We will report any concerns to the local authority who maintain the churchyard.