



All Saints Church

W O K I N G H A M

Registered Charity Number 1127585

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Health and Safety Policy

1 INTRODUCTION

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 with an additional section for the latest Cornerstone Health and Safety Policy:

- General Statement of Policy and approval
- Organisation and Responsibilities
- Arrangements
- The Cornerstone Health and Safety Policy

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.

2 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, as 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, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements which 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 under review, health and safety will be a standing item on the PCC and The Cornerstone agendas, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed: Rector

Date: 6th November 2019

Annual Review and adopted by PCC on 5th November 2019

Next Review Due: October 2020

3 ORGANISATION AND RESPONSIBILITIES

3.1 Responsibility of the Rector

Overall responsibility for Health and Safety is that of the Rector the Reverend Canon David Hodgson 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.

3.2 Responsibility of the Wardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens for the time being.

3.3 Responsibility of the Parochial Church Council

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

3.4 Responsibility of the Health and Safety Officers

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

	Church and Car Park	The Churchwardens
Churchyard	The Churchyard Steward	
The Cornerstone	As in policy below, the Manager	

The responsibility of the Health and Safety Officers shall be to:

- be familiar with Health and Safety Regulations as far as they concern church premises;
- be familiar with the Health and Safety policy and arrangements and ensure they are observed;
- ensure so far as is reasonably practicable, that safe systems of work are in place;
- ensure the church and The Cornerstone and surrounding areas, are clean and tidy;
- ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut appropriately;
- ensure that safety equipment and clothing is provided and used by all personnel where this is required;
- ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
- ensure that adequate access and egress is maintained;
- ensure that food hygiene regulations and procedures are observed.

3.5 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:

- 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 appropriate person;
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible;
- Not misuse anything provided in the interests of health and safety.

3.6 Responsible Persons

The churchwardens are responsible for all aspects of safety listed below except where another officer is noted

Accident book/Accident reporting	
Fire extinguishers	
Emergency evacuation	
Portable electrical appliances	
Fixed electrical system	
Gas equipment	
Hazardous substances	
Plant and machinery in the church	
Condition of floors and stairs	
Condition of churchyard	Churchyard steward
Plant and machinery used in the churchyard	Churchyard steward
Light bulb changing	
Working at high levels	
Manual handling	
Display screen equipment	
Building defects/glazing	
Safeguarding of children and vulnerable adults	Safeguarding officer
Personal safety	
Fêtes and outings	
Tower tours	Tower foreman
Bell ringing	Tower foreman
Contractors	
Choirs/music	Director of Music
Health and Safety training	
Risk assessments for employees	

The churchwardens are responsible for all areas of the buildings listed below except where another officer is noted

Main body of church and Lady Chapel	
Chapels	
Clergy vestry	The Rector
Choir vestry including mezzanine	
Ringling chamber	Tower Foreman
Bell chamber	Tower Foreman
Boiler room	
Churchyard and Tool store	Churchyard steward
The Cornerstone	See The Cornerstone policy

4 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.

4.1 THE CORNERSTONE

The Cornerstone shall have its own arrangements for Health and Safety, and their policy and arrangements can be found at the end of this document.

4.2 ACCIDENTS AND FIRST AID

- A First Aid box is located in the bookcase at the back of the church, in the choir vestry above the cleaners cupboard and in the churchyard toolbox
- The accident records book is located in the bookcase at the back of the church
- All accidents must be entered in an accident record which is passed to the Parish Secretary for reporting and/or filing in the accident book in the Parish Office.
- If the church is let to outside organisations, they are told in writing that, in the event of an accident, details must be entered in an accident record.
- Accident books and accident records are regularly reviewed. Accidents notifiable under RIDDOR are notified by the Parish Secretary straight away.

4.3 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 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 and 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 fire fighting equipment;
- A check that those in the building know what to do if there is a fire;
- A regular check that our fire fighting equipment is in place and is serviceable
- An annual check by maintenance contract in place with a reputable company.

4.3.1 Fire extinguishers

Fire extinguishers are in the following locations:

Location	Type of extinguisher and capacity
Ringling Chamber	Water – 3 litres
Clergy Vestry	Water – 3 litres
Choir Vestry	Water – 3 litres
North Aisle by Choir Vestry Door	Water – 3 litres
North Aisle by Choir Vestry Door	Carbon Dioxide – 2 kg.
Porch	Carbon Dioxide – 2 kg
South Aisle	Water – 3 litres
South Door	Water – 3 litres

The extinguishers are checked regularly by the churchwardens and by the Tower Foreman in the case of the extinguisher in the ringing chamber to ensure that they are still in place and have not been discharged.

4.3.2 Evacuation Procedure

For large services or other activities our procedures for stewarding/evacuation are as follows:

- All designated fire doors are unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
- A check is made that all doors can be opened
- A trained steward is allotted to each area of church
- In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the person presiding at the activity
- Persons who have evacuated will assemble in front of The Cornerstone on Norreys Avenue
- The emergency services will be contacted immediately by a nominated person using a mobile phone (usually the service warden.)

4.3.3 Evacuation Drills

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed. Sidespeople are trained once a year in evacuation procedures.

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

- Immediately raise the alarm
- Telephone the emergency services
- Check the building for occupants
- Attack the fire if possible within your capacity using the appliances provided, but without taking personal risk
- 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. The general rule is "People before Property."
- Ensure clear access for emergency vehicles.

4.4 ELECTRICAL SAFETY

- A list of all our portable electrical appliances is maintained by the churchwardens
- Every year all our portable electrical equipment will be tested by a competent contractor (who is a member of an approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.
- Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of an approved body. Any necessary remedial work will be carried out.
- At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
- 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.

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:

- Visually check all electrical equipment before use
- Report all faults immediately to the responsible person

- Do not attempt to use or repair faulty equipment
- No used electrical equipment is to be brought onto the premises and used until it has been tested.
- Electrical equipment should be switched off and disconnected when not in use for long periods
- Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage

4.5 GAS EQUIPMENT SAFETY

Our gas heater is maintained and checked annually by a competent contractor who is a Gas Safe Registered gas installer. Any necessary work required for safety is implemented immediately.

In the event that portable gas heaters are used precautions shall be taken to ensure that they can only be operated and supervised by suitably trained individuals.

4.6 HAZARDOUS SUBSTANCES

The relevant Health and Safety Officers will maintain a list of all hazardous substances used in the church.

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, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.
- Do not mix chemicals.
- Do not store chemicals in unmarked containers.

4.7 SAFETY OF PLANT and MACHINERY

The Responsible Person (churchwarden or churchyard steward) will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- Machinery must be switched off before any adjustments are made.
- After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- 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.
- The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- Persons under the age of 18 may use hand tools only and are not permitted to use any power driven item of plant or machinery.
- Ladders may only be used when they are safely secured, and always with a second person in attendance. This may necessitate the use of ladder ties.
- Any defect and damage found to any item of plant or machinery must be reported to the Responsible Person.
- All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

- 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.

4.8 SLIPS, TRIPS AND FALLS (Condition of floor, steps and paths)

In order to reduce as far as is reasonable practicable the risk of slips, trips and falls, regular inspections will be made regularly by the responsible persons (churchwardens and churchyard steward) of all floors and stairs in the church, and all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on the paths. Any defects will be noted and repairs or remedial measures carried out.

4.9 LIGHTING

In order to ensure that the church and churchyard is adequately lit, an inspection will be made regularly by the responsible person (churchwardens and churchyard steward) to ensure that all lights in the church and churchyard are working, and replaced as soon as practically possible.

4.10 WORKING AT HIGH LEVELS

The following areas are designated as high level:

- Nave Roof and Tower Roof
- Light Fittings in the church
- Bell Chamber
- Clock Platform

Only the following persons may work at high level:

- approved contractors and competent volunteers

The following procedures must be followed:

- Ladders must be secured and used by a two person team.
- Anyone working on a roof or in the Tower must be accompanied or carry a mobile phone to advise their entry to and exit from the roof.

Only the following work is authorised without special agreement:

- Attending and changing flags.
- Clearing gutters.
- Routine Bell Maintenance
- Routine Clock Maintenance

4.11 MANUAL HANDLING (Lifting, Carrying and moving loads)

- Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
- 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 is possible.
- The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
- Only those persons who have received the appropriate training are authorized to undertake manual handling tasks.

4.12 DISPLAY SCREEN 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

Staff and volunteers will ensure that daily work routines involve periods away from the screen.

Where necessary risk assessments will be carried out by the responsible person.

4.13 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. In order to achieve this, the buildings are inspected every quarter by the responsible person (churchwardens).
- Any defects noted are immediately noted and the procedures put in hand for repairs.
- Where necessary, temporary measure are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- 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 will be given to all contractors and anyone else who may be affected.
- 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.

4.14 SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

This is covered in our safeguarding policy

4.15 PERSONAL SAFETY

Risk assessments are undertaken to assess the risks to persons working alone in the church, travelling to and from church, visiting others in their own homes or accepting visitors into their homes on Church business.

Procedures must be drawn up, including the appropriate control measures. (See 4:18 below.)

4.16 RISK ASSESSMENTS/ACTIVITIES

Risk assessments will be carried out on all areas of the church premises, for the activities of all employees and any activities that carry a significant risk. These will be at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

4.17 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:-

- Have their own Health and Safety policy (where required by law) and be able to provide a copy of the same
- Produce evidence that they have appropriate public and employers' liability insurance in place.
- 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
- 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
- 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
- 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.

4.18 Special considerations for those working on their own in the church

- Clergy, staff and volunteers may need to work on their own at any time in or around the church and churchyard. Clergy and staff should discuss the risks with their line manager/ colleagues. If volunteers are unwilling to undertake a task on their own, this must be respected and another way found of fulfilling the activity. Nobody should work at heights on their own.
- If you are on your own, you should do as many of the following as are practicable:
 - Carry a mobile phone, ideally in a pocket, or in a bag on your person
 - Let someone know that you are there on your own, what you are doing etc.
 - Lock yourself in, or at least consider how you would get out of the building if confronted by an intruder
 - Ensure the building is well lit
 - Take extra care with any physical activity, particularly lifting awkward and heavy items, and when working with any electrical apparatus, but try very hard to avoid doing these on your own
 - Carry a personal safety alarm – the church will acquire one for you if you would like to carry one
 - Know the locations of the first aid kit and fire extinguishers, but if there is any danger to a person, call 999 first

4.19 INFORMATION AND ENFORCEMENT

Wokingham Borough Council

Environmental Health Department <http://www.wokingham.gov.uk/communities/environmentalhealth/>
Civic Offices, Shute End, Wokingham, RG40 1BN

Email: environmental.health@wokingham.gov.uk

Phone 0118 974 6000

Out of hours

◦General emergencies - phone 0800 212 111

◦Social care emergencies - phone 01344 786 543

Employment Medical Advisory Service Information:

Health and Safety Executive

Employment Medical Advisory Service

Priestley House, Priestley Road, Basingstoke, RG24 9NW

0845 300 9923 to report an incident or, for general enquiries <http://www.hse.gov.uk/contact/information-advice.htm>

4.20 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.

5 The Cornerstone Health and Safety Policy

5.1 1. Policy

To provide and maintain a Community building which is safe and without risk to health for all employees and users and to provide such information, training and supervision as is required for this purpose.

Objectives:

- To promote a safe & healthy environment for staff and users
- To ensure that all staff and users accept their responsibility for adhering to the Health and Safety Policy
- To ensure that all legal obligations under health & safety legislation are met
- To provide staff with adequate training and resources to carry out the policy efficiently

5.2 2. Responsibilities

a) Overall responsibility for Health & Safety in the Cornerstone is the responsibility of All Saints Parochial Church Council.

b) Responsibility for implementing the policy has been delegated to the Health & Safety Officer who, for the time being, is the Manager.

c) All users have the responsibility to co-operate to achieve a healthy and safe building and to take reasonable care of themselves and others.

d) If any user becomes aware of a health and safety problem they should notify the Health & Safety Officer.

5.3 First aid and accidents

a) There are five first aid boxes situated in: the kitchen, the parish office, the disabled toilet, the kitchenette and the hall users' cupboard (left-hand cupboard with sink in west hall). The Cornerstone office staff are responsible for ensuring that the boxes are kept fully stocked and maintained.

b) Accident Reports: The accident forms are kept in the kitchenette and all accidents must be recorded. Completed accident forms are then filed in the office. Details of accidents will be reported to the Management team at their meetings. The Manager is responsible for reporting all reportable accidents to Wokingham Borough Council.

5.4 Fire

a) In the event of fire:

- Call the Fire brigade
- Vacate the building by the nearest exit and assemble in the gathering space in the churchyard.
- If possible sound the fire alarm (use one of the red fire call points)
- Be prepared not to use the lift. In the event that a disabled person is on the first floor, Any disabled person who is upstairs needs to advise reception/others in the building with responsibility that they are in the building and that they will need help in the event of fire and so the fire brigade should be informed

b) Fire fighting equipment is available in key places in The Cornerstone:

- Red water extinguishers – for use on fires involving wood, paper and fabrics
- Red carbon dioxide extinguishers – for use on electrical fires and where flammable liquids are involved
- Fire blanket – for use on fires occurring whilst using the kitchen

The Facilities Manager is responsible for arranging the annual maintenance of this equipment.

c) Fire exits and gangways must be kept clear at all times. Fire doors must be kept closed, unless held back by approved catches.

d) Fire alarm call points will be tested regularly by the Facilities Manager in accordance with the Fire Strategy. The whole system will be inspected and tested annually by a qualified electrician.

e) The Management team carry out a fire risk assessment annually. The designated “competent persons” who are responsible for the day to day implementation and monitoring of fire safety matters are the Manager and the Facilities Manager.

f) A fire drills will be held in accordance with the fire strategy.

5.5 The lift

This is serviced by a qualified lift engineer at 3 monthly intervals.

In the event of a power failure, a passenger already inside the lift should press the DOWN button and the lift will descend. But, as the electricity is off, the door will not open. So somebody outside should undo the rubber seal on the MANUAL DOOR RELEASE button and unlock the door with the special triangular key, which is kept in the key cupboard in the Parish Office. Others who hire or lease office suites may also have their own triangular key for use in case of emergency.

5.6 Other features

a) Intruder alarm: This is inspected twice a year by Chubb Electronic Security.

b) Emergency lighting: In the event of a power failure, emergency lighting will come on throughout the building. The emergency lighting is inspected and tested annually by a qualified electrician.

c) Sanitary waste disposal: The two units are serviced once a month.

d) Personal attack alarms: These have been issued to the Administrator, the Parish Secretary and the caretaker/cleaner, all of whom sometimes work alone in the building.

5.7 Advice to 'Lone' Workers in The Cornerstone

This advice has been prepared by the Management Team as part of their duty of care for persons working alone in the building, as required by the common law duty to take reasonable care for the safety of employees and as enforced by the Health and Safety at Work Act 1974.

The advice applies specifically to the persons working in the Parish Office, the Cornerstone Office and to those with caretaking responsibilities. However all those who hire or lease the building are advised to review and adapt these recommendations for their circumstances.

5.7.1 General awareness

The building is generally open until the Administrator leaves (between 1630 and 1800 Mondays to Thursdays) and until 1430 on Fridays. On Saturdays and Sundays the building is only opened for specific events.

The activities taking place in the halls, the de Vitre room and the lounge are listed on the notice board in the entrance hall. Persons should ensure that they are aware of these activities.

The general advice is:

- Assess all your activities for risks to your personal safety.
- Remain alert – be aware of your surroundings.
- Trust your intuition – act on warning signals.
- If you feel in danger, aim to get away rather than confronting the aggressor.
- NEVER put yourself in harm's way, YOU are more important than The Cornerstone.

5.7.2 Personal Safety

Each person should be aware of factors that contribute to their safety and should assess the risks of the way in which they work with the general public.

Some points for considerations are set out below:

- When alone in the building, during 'opening' hours, consider locking the office door.
- Ensure that contact numbers for the Police (999) and other appropriate services are easily accessible.
- Wear your personal alarm at all times.
- If you have to deal with an aggressive person – try to stay calm, speak gently, slowly and clearly; try not to get into an argument, try to diffuse the situation by talking things through, compromise, offer the aggressor a way out of the situation.
- If you are directly confronted by the person - do not invade their space, never put a hand on someone who is angry, try to keep yourself between the aggressor and a potential exit route, when attempting to leave move slowly backwards.
- If you think you are about to be attacked – activate your alarm, get away as fast as possible to a place where there are other people, pretend to vomit.

- When securing the building, arrive before the function ends and lock the building as they leave, using the established locking procedure. For example, lock the front door at the earliest opportunity.
- If a party overruns, locate the organiser and politely remind them that it is time to vacate the premises. Never attempt to physically eject users, call the Police.
- If persons in the vicinity are vandalising the building or fighting, lock yourself in the building and call the Police.
- All incidents must be reported to the Management Team.

5.8 Acknowledgements

This advice is based on information kindly provided by the Suzy Lamplugh Trust and by the Wokingham Borough Council.

5.9 Annex 2 Food hygiene regulations

All users must observe the following regulations in the kitchen

- The area, including all work surfaces, must be kept clean
- Tools and equipment must be cleaned (and disinfected if appropriate)
- Food must be properly washed
- Reasonable steps must be taken to avoid the risk of cross-contamination of food or ingredients
- Rubbish must be disposed of, to avoid the risk of pests and contamination
- Ice must always be made from drinking water
- Everyone in the food handling area must;
 - observe good personal hygiene;
 - wear clean and, where appropriate, protective clothes;
 - routinely wash their hands when handling food;
 - apply waterproof dressings to open cuts and abrasions;
 - not spit;
 - never smoke;
 - immediately report any illness such as infected wounds, skin infections and diarrhoea or vomiting to whoever is in charge