

Church

Health and Safety Policy

Health & Safety



ECCLESIASTICAL
INSURANCE YOU CAN BELIEVE IN

Introduction

This document has been produced by Ecclesiastical Insurance to help you draw up your own Health and Safety Policy.

Churches are not exempt from health and safety legislation. Local Authority Environmental Health Officers are specifically charged with enforcing health and safety legislation in churches.

The Health and Safety Executive now advise that it is good practice for volunteers to be provided the same level of health and 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 employers.

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.

We would suggest that you appoint someone with responsibility for health and safety, and possibly set up a sub-committee under the guidance of the PCC. Then work through the outline Health and Safety Policy. Remember, this document is intended as a guide only. It is **your** policy. You will need to insert the details applicable to your own church, delete parts which are not applicable, amend or add others. To help you with this, we have made the document available on floppy disc or it can be sent as an email attachment.

What does the law require?

The law only requires those who employ five or more people to have a written health and safety policy. This will not apply to the majority of churches. However, you are required to make adequate arrangements for health and 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 and 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.

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.

To help you do this, guidance is given on how to undertake risk assessments and how to record them.

A blank risk assessment form is enclosed. Copy this form as often as you need.

Further Help and Information

A number of detailed Guidance Notes are also available from Ecclesiastical Insurance. These are available from your Insurance Consultant and Surveyor, by calling our church department on: 0845 777 3322 or on our website www.ecclesiastical.co.uk/church.

If you have any queries at all, please contact us or your local Ecclesiastical Insurance Consultant and Surveyor for help and guidance.

OUR HEALTH AND SAFETY POLICY

Name of Church:

Address:.....
.....
.....

Date:

Review Date:

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:

- A. General Statement of Policy
- B. Organisation and Responsibilities
- C. Arrangements

Note: Instructions and guidance are in red type

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Note to All Employees, Voluntary Helpers and Contractors

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

Section A - General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, 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 regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council, and 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 and safety matters.

Signed:
Vicar/Rector/Priest in Charge (delete as appropriate)

Date:

Review Date:

This policy should be reviewed at regular intervals. The interval will depend on the level of your activities and the extent of change. Where there is a high level of activity the policy may need to be reviewed annually. As a minimum it should be reviewed every five years.

Section B - Organisation and Responsibilities

1. Responsibility of the Vicar/Rector/Priest in Charge

Overall responsibility for health and safety is that of the Vicar/Rector/Priest in Charge (delete as appropriate)

the Revd
.....,

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:

Mr/Mrs/Ms
.....

Mr/Mrs/Ms
.....

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

Mr/Mrs/Ms
.....

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, if applicable, are clean and tidy
5. ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. ensure that all plant, equipment and tools 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 fire fighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed.

5. Responsibility of Employees and Voluntary Workers

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.

Section B - Organisation and Responsibilities

6. Responsible Persons

The following are responsible for safety in particular areas:

Allocate responsibilities either by the area of the church or by activity or a combination of both. Alternatively, you may wish to arrange responsibilities in some other way. (The numbers in brackets relate to the appropriate section of the policy).

These lists are not exhaustive.

1. By Activity

Accident Book/Accident Reporting (1)

Fire Extinguishers (2.1)

Emergency Evacuation (2.4)

Portable Electrical Appliances (3.1)

Fixed Electrical System (3.4)

Gas Equipment (4)

Hazardous Substances (5)

Plant and Equipment (6)

Condition of Floors and Stairs (7.1)

Condition of Churchyard (7.2)

Light Bulb Changing (8)

Working at High Levels (9)

Food Preparation (10)

Manual handling (11)

Display Screen Equipment (12)

Building Defects/Glazing (13)

Child Protection (14)

Personal Safety (15)

Fetes and Outings (16.1)

Tower Tours (16.2)

Bell Ringing (16.3)

Contractors (18)

Choirs/Music

Health and Safety Training

Name/Position

2. By Area

Main body of church

Chapels

Clergy Vestries

Choir Vestries

Vergers Vestries

Sacristy

Organ Loft

Ringling Chamber

Bell Chamber

Boiler Room

Kitchens

Churchyard

Church Hall

Name/Position

Section C - Arrangements (Implementation of the Policy)

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

Note: General guidance is given but you will need to detail your own arrangements where appropriate. You should refer to the various guidance notes produced by Ecclesiastical Insurance and other guidance produced by the Health and Safety Executive.

There are a number of places where you need to insert the interval for inspections. This could be weekly, monthly, quarterly or annually. The period you choose will depend on your own situation and experience.

1. ACCIDENTS AND FIRST AID

First Aid boxes are located in:

.....
.....

Trained/qualified First Aiders are:

Mr/Mrs/Ms
.....
.....

The accident book(s) is/are located in:

.....
.....

All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised. (A specimen Accident Report Form is included as Appendix One).

If the church or church hall are let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose. (A suggested wording for incorporation in hiring arrangements is included as Appendix Two).

Accident books and accident records are regularly reviewed.

RIDDOR Report of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These accidents will be reported by the Responsible Person.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive should be obtained.

The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- any fatality to employees or non-employees including volunteers.
- major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work).
- Injuries to non-employees which require the injured person to be taken straight to hospital for treatment.

Section C - Arrangements (Implementation of the Policy)

2. GENERAL FIRE SAFETY

Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997 (as amended 1999). In order to achieve this, we undertake the following:

1. An assessment of the fire risks in the church and associated buildings. This is carried out either as a specific exercise or as part of our general health and safety risk assessments. (A specimen Fire Risk Assessment Form is included as Appendix 5)
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. A check that people who may be in the building can get out safely including if necessary the provision of emergency lighting.
4. To provide reasonable fire fighting equipment.
5. A check that those in the building know what to do if there is a fire.
6. A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire Extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of Extinguisher and Capacity
(e.g. Organ Loft)	(e.g. Carbon Dioxide 2kg)
.....
.....
.....
.....

The extinguishers noted above are checked every(e.g. week, month etc.) by the Responsible Person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by

.....
(insert name of maintenance company)

2.2 Fire Alarm System

(Note – If you have a fire alarm system, note below details of the procedures for checking and maintaining the system and who has responsibility to ensure this is done)

.....
.....

2.3 Other Fire Protection Equipment

(Note – If you have other fire equipment e.g. fire blankets, hose reels, dry risers, etc., note below the procedures for checking and maintaining them and who has responsibility to ensure this is done)

.....
.....
.....
.....

2.4 Evacuation Procedures

For large services and concerts, where the congregation /audience exceeds.....
(insert number – you may need to refer to the fire authority) our procedures for stewarding/evacuation are as follows:

(Note – The following is a suggested evacuation plan. This must be adapted to meet your own requirements or insert your own plan)

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the " Running Man" symbol.

Section C - Arrangements (Implementation of the Policy)

- 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 church.

Area of Church (e.g. Nave)	Exit Door(s) (e.g. West Doors)
.....
.....
.....
.....

- 4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards.
- 5. If emergency lighting is not available, torches must be available for each steward.
- 6. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the

.....
(senior member of clergy/churchwarden/verger etc. Insert as appropriate).

- 7. Persons will assemble in the

- 8. The emergency services will be contacted immediately by a nominated person using the telephone located in the

- 9. If there is no telephone available in the immediate vicinity, a mobile phone will be held by

2.5 Evacuation Drills

Fire evacuation drills will be carried out every(e.g. six months, annually). 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

3. ELECTRICAL SAFETY

1. A list of all our portable electrical appliances is maintained by the Responsible Person.
2. Every (e.g. week, month, 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
 Mr/Mrs/Ms..... for action.
3. Every (e.g. 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 safely disposed of.
4. Every (e.g. quarter) a visual inspection will be carried out of the fixed electrical installation by the Responsible Person. Any defects will be reported to
 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.

Section C - Arrangements (Implementation of the Policy)

- 6. 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.
- 7. 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.
- 8. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
 - i) Visually check all electrical equipment before use.
 - ii) Report all faults immediately to the Responsible Person.
 - iii) Do not attempt to use or repair faulty equipment.
 - iv) No electrical equipment is to be brought onto the premises and used until 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

(Delete this section if not applicable)

- 1. Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately.
- 2. Our arrangements for the use of appliances using LPG (liquefied petroleum gas) are as follows:
 - i) We have LPG heaters
 - ii) These are located in
.....
 - iii) Cylinders are changed outside in the open air
 - iv) Spare cylinders (maximum held)
are kept in a locked compound/
.....
(delete/insert as appropriate).

These arrangements are checked by the Responsible Person.

Section C - Arrangements (Implementation of the Policy)

5. HAZARDOUS SUBSTANCES

The Responsible Person will maintain a list of all hazardous substances used in the church/hall.

Where at all 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 e.g.

Name of Substance: Liquid floor cleaner "Flash"

Hazard Level: Low

Storage: Must be kept in locked store room off vestry

Protective Clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water

Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident.

Examples of other hazardous substances you might have are: petrol, pesticides, insecticides and polishes. 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. (You must consult the local Environmental Health Officer in such circumstances).

Do not mix chemicals.

Do not store chemicals in unmarked containers.

Name	Hazard Type	Storage	Protection	Accident Procedure

Section C - Arrangements (Implementation of the Policy)

6. SAFETY OF PLANT AND MACHINERY

The Responsible Person will maintain a list of all items of plant and machinery. 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. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
5. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
7. 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.
8. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two person operation.
9. Any defect and damage found to any item of plant or machinery must be reported to The Responsible Person.
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

(List all your items of plant and machinery and the rules and procedures for their use, including the appropriate personal protective equipment needed. In most cases when using machinery, boots, gloves, eye protection and overalls should be worn).

In certain situations, such as when working in the Bell Tower, head protection and ear protection may be necessary.

Other items of plant and machinery could include the following: ladders, lawnmowers, strimmers, chainsaws.

Item	Rules and Procedures
.....
.....

The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

You must detail here those items of plant and equipment that require inspection by a competent person such as an engineering insurance company inspector or engineer. Such items will include a font cover with a counter-balanced lifting mechanism, lifts, hoists and other lifting equipment.

Item	Inspection Arrangements
.....
.....
.....

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 (e.g. week, month, quarter etc.) by the Responsible Person of all floors and stairs in the church and hall, and all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to who will arrange for repairs or remedial measures to be carried out.

Section C - Arrangements (Implementation of the Policy)

8. LIGHTING

In order to ensure that the church is adequately lit, an inspection will be made every (e.g. week, month etc.) by the Responsible Person to ensure that all lights in the church, hall and churchyard are working. Any bulbs which require replacing will be reported to 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 designed as high levels:

.....
(Insert as appropriate, e.g.

Interior: triforium, clerestory, canopy over altar

Exterior: Nave parapets, Chancel gable end)

Only the following persons may work at high level

.....
(e.g. approved contractors, competent volunteers, named individuals.

Mr/Mrs/Ms.....)

The following procedures must be followed:

.....
(e.g. the safety harnesses provided must be used in conjunction with the fixed anchor points at triforium level and the fixed latchways at clerestory level).

Only the following work is authorised without special agreement:

.....
(e.g. Replacing light bulbs in the Nave, Clearing leaves and debris from the North and South Aisle gutters)

The appropriate training will be given and a system of recording will detail who is working where at any time.

10. PREPARATION OF FOOD

(Your procedures must state where, when, how and by whom food may be prepared. You should consult the local Environmental Health Officer to see if your premises need to be licensed or if any improvements are needed. Food Hygiene Regulations apply whether you sell publicly or privately, in a hall or marquee, for profit or for fund-raising. The only exception is for food cooked at home for private consumption).

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training.
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Food stuffs may only be prepared in the following areas:
.....
6. Only the following persons who have received the appropriate training may prepare and serve foodstuffs:
.....
7. We ensure that all hirers who wish to provide food stuffs are advised of the facilities and procedures.

Section C - Arrangements (Implementation of the Policy)

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. 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.

(Note below all manual handling tasks, e.g. moving portable nave altar, erecting temporary staging, opening lid of cope chest. Note the number of persons required to complete the task and the method to be followed, including details of any equipment required).

Handling Task	Method, Persons, Equipment
.....
.....
.....

12. DISPLAY SCREEN EQUIPMENT

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

1. Stability and legibility of the screen
2. Contrast and brightness of the screen
3. Tilt and swivel of the screen
4. Suitability of keyboards, desks and chairs
5. The work station environment
6. 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 buildings are inspected every..... **(e.g. quarter)** by the Responsible Person.
2. Any defects noted are immediately reported to 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 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.

Remember that a faculty application may be necessary. Archdeacons can often sanction temporary repairs pending permanent arrangements being approved.

14. CHILD PROTECTION

Your procedures should include a policy on child protection issues as set out in the current Church of England House of Bishop's Policy Document or The Church in Wales document The Cure of Souls. The activities undertaken by youth groups require special attention. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms should be obtained for trips away from the Parish and any particular needs of individual children noted.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

Section C - Arrangements (Implementation of the Policy)

A permanent record will be maintained of all accidents involving children.

15. PERSONAL SAFETY

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 Insurance.

16. RISK ASSESSMENTS/ACTIVITIES

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

For all hazardous activities, you need to carry out risk assessments and produce procedures which must be followed.

These procedures need to be based on your own situation. However, there are guidelines produced by Ecclesiastical Insurance in our Guidance Notes for Churches.

The following activities will require risk assessments. You will then need to write your own procedures and include them in this health and safety policy.

1. Fetes, including the use of bouncy castles
2. Tower tours
3. Change ringing bells
4. Sponsored walks
5. Churchyard maintenance, including grave digging.
6. Erection of temporary staging.

Refer to Ecclesiastical Insurance Guidance Notes to help you draw up your own procedures.

(A specimen Risk Assessment Form is included as Appendix Three.)

17. CONTRACTORS

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the Church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
2. Produce evidence that they have appropriate public and 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 "permit to work" will also specify any safety precautions they must undertake.

(A specimen "Work Permit" is included as Appendix Four).

Particular care needs to be taken for "hot works" and a separate "Hot Work Permit" is available from Ecclesiastical Insurance.

Section C - Arrangements (Implementation of the Policy)

Certain work to the church will be subject to The Construction (Design and Management) Regulations 1994. 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
- involve more than 500 person days of work, or
- involve 5 or more people on site at any one time, or
- any demolition work.

A Planning Supervisor, Designer and Principal Contractor need to be appointed and a Health and Safety plan produced.

You will need to refer to your Church Architect.

Further information on what you need to do is included in Guidance Note 3 – Health and Safety.

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

18. INFORMATION AND ENFORCEMENT

Environmental Health Service Information:

(Enter here the address and phone/fax numbers of the Environmental Health Department of your local council).

Address:

.....

Tel:

Fax:

Contact name if known:

Employment Medical Advisory Service Information:

(The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters. Enter here the address and phone/ fax numbers of your regional HSE office where you can contact the Medical Advisory Service).

Address:

.....

Tel:

Fax:

Contact name if known:

Health and Safety Executive Information Line:
08701 545500
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

.....

If you have any employees then you need to display the HSE poster "Health and Safety Law – What you should know". This is available from HSE Books or HMSO bookshops. ISBN 0 7176 2493 5 Price £7.50 incl. VAT.

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Health & Safety Policy Guidance Notes

HOW TO CARRY OUT RISK ASSESSMENTS

Risk assessment is not difficult, but it does take time. It is sensible, therefore, to spread the load as far as is possible and for people to carry out risk assessments in their own particular area, where they best know about any hazards. For example, the organist should look at the organ loft and choir vestry, the tower captain the ringing chamber and belfry, and so on. The process should be overseen and co-ordinated by the person who has overall responsibility for health and safety.

Systematically look at each area of the church/hall or other building and note all of the hazards and risks, and any existing safety measures. Note also any person who may be specifically at risk. You must then note any additional safety measures or "controls" which will reduce those risks as far as possible. As well as the interior of buildings, you must also look at the churchyard and other external areas.

In order to help you, a checklist is given below of common hazards which you should look for in each area which is being assessed. The checklist is in the same order as the sections of the Health and Safety Policy. If any of these hazards are present then record them and what you need to do about them. Look for any other hazards which may not be included in the checklist, such as specific activities or pieces of equipment which may cause harm.

If you wish, you can calculate a risk rating in order to prioritise the implementation of the additional safety measures required.

An example of a Risk Assessment is shown on page 18

It is not necessary to do this if you don't want to. Just leave the likelihood, severity and risk rating columns blank and note any existing safety measures and any additional ones which you decide to implement.

However, any risk which could result in a fatality must receive priority attention.

To calculate a risk rating, you need to grade both the likelihood and severity from 1 to 3. The grades are then multiplied together to give a risk rating.

The likelihood of something happening can be graded as:

- 1 = Low (Seldom)
- 2 = Medium (Frequently)
- 3 = High (Certain or near certain)

The severity of injury if something does happen can be graded as:

- 1 = Low (Minor cuts and bruises)
- 2 = Medium (Serious injury or incapacitated for 3 days or more)
- 3 = High (Fatality or a number of persons seriously injured)

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood with the severity. This will give a rating from 1 to 9.

Risk Rating Matrix

		3	3	6	9
Likelihood	3	3	6	9	
	2	2	4	6	
	1	1	2	3	
		1	2	3	
					Severity

The implementation of additional controls can then be prioritised as follows:

- Risk Rating:
- 1/2 = Low Priority
 - 3/4 = Medium Priority
 - 6/9 = High Priority

With Low priority no action at all may be required. With High priority it may be necessary to stop the particular activity or restrict access to the area until action has been taken.

RISK ASSESSMENT CHECKLIST

1. **Accidents and First Aid**
 - Provision of First Aid equipment
 - Persons with First Aid training
 - Procedures to deal with accidents
 - Transport arrangements to hospital
 - Examine existing arrangements and assess what is needed

Health & Safety Policy Guidance Notes

2. Fire Safety

Combustible materials, flammable liquids and accumulations of waste
Heaters, smoking and other sources of heat
Provision of fire exits, escape routes and signage
Provision of fire detection equipment and fire fighting equipment
Evacuation plans and training of stewards

3. Electrical Safety

Condition of fixed electrical installation, including switches and sockets
Condition of portable electrical appliances, including leads and plugs
Use of unauthorised electrical appliances and temporary wiring
Mechanical damage to wiring

4. Gas Safety

Condition and maintenance arrangements for fixed gas boilers and heaters
Condition and arrangements for use, including storage and changing of cylinders for portable Liquid Petroleum Gas heaters

5. Control of Hazardous substances

Internal

Cleaning materials
Types, amounts, storage arrangements
Provision of personal protective equipment

External

Pesticides, herbicides, petrol
Types, amounts, storage arrangements
Provision of personal protective equipment

6. Plant and Machinery

Internal

Condition and potential injury arising from font covers, sanctuary lamps, hanging roods and crosses, canopies and other suspended items
Lifts, hoists and other lifting mechanisms
Ladders, scaffolds and staging, including storage and accessibility
Display screen and computer equipment
Bells, clock weights and chiming mechanisms
Any other equipment

External

Churchyard maintenance equipment
Lawnmowers, gangmowers, strimmers, etc.

7. Slips, Trips and Falls

Internal

Loose carpets, rugs, mats and other floor coverings
Loose and uneven tiles, stone paving and floorboards
Trailing leads and other obstructions
Worn, steep and uneven steps and stairs
Inadequate lighting, lack of handrails

External

Uneven and poorly maintained paths and steps, boiler room steps and access
Potholes, tree roots and unprotected drops
Gravestones and other obstructions
Long grass and undergrowth
Areas designated as wildlife habitats – clear designation – fences – signs
Poor drainage of paths and growth of algae
Inadequate lighting and lack of handrails
Unprotected open graves prior to burials

8. Lighting

Internal

Check adequacy of lighting
Pay particular attention to stairs, steps, crypts, basements

External

Paths, steps, drives, car parks, boiler room steps and entrances

9. Falls from a Height

Internal

Arrangements for light bulb changing
Use of unsecured ladders
Unprotected openings and walkways at high level
Rood loft openings

External

Clearing of gutters and valleys
Low parapets and balustrades

Health & Safety Policy Guidance Notes

10. Food Hygiene

- Extent of food preparation
- Nature of foods to be prepared and stored
- Areas used for food preparation
- Facilities for washing and preparation of foodstuffs
- Facilities for storage of foodstuffs
- Experience, training and competence of food handlers

11. Manual Handling

- Moving and lifting of furniture, staging, pianos and other equipment
- Numbers required
- Specialist equipment needed

12. Display Screen Equipment

- List all computer equipment
- Who uses it and for how long
- Check seating, work station, screen, software

13. Hazardous Buildings/Glazing

- Loose stonework, falling masonry, parapets, pinnacles, slates, tiles, gutters, flagpoles
- Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage
- Narrow panes up to 250mm need not be included
- Arrange for a competent person to check for the presence of asbestos
- Dangerous gravestones, tombs, monuments and railings in the Churchyard

14. Child Protection

- Existing child protection procedures
- Implementation of Diocesan Guidelines

15. Personal Safety

- Risk of attack
- Lone working, church sitting
- Handling of cash
- Means of raising an alarm, summoning assistance

16. Activities and Other Hazards

- Services, concerts, events, exhibitions, etc.
- Numbers attending
- Age related hazards (children/elderly)
- Disability access/provision
- Fetes, sponsored walks, fund-raising activities
- Bungee jumping, abseiling, parachute jumps etc. (Note. This type of activity will require separate insurance arrangements by the provider of the facility)
- Look for and note any other hazard which could cause someone harm which are not included in the above checklist.

IMPROVING SAFETY – ADDITIONAL CONTROL MEASURES

In most cases, it will be obvious what additional measures are necessary to reduce risk.

For example, if there is a risk of falling down steps which are badly lit and do not have a handrail, the additional controls needed will be to improve the lighting and fit a handrail.

If you find any hazardous glazing, this will need to be replaced with safety glass, such as toughened or laminated, be covered with a safety film or have a barrier fitted.

If there are risks of falls from a height, you will need to consider the fitting of safety latches, eyebolts and the use of harnesses.

In many cases, however, safety can be improved by changing working methods. It does not always require alterations to the building. For example, there is a considerable risk of accident and injury if bells are left "up" after ringing. This hazard can be removed simply by ringing bells "down" after ringing.

Maintain a record of the work you have done to reduce or remove hazards.

Remember that most changes to the building, even if required for health and safety reasons, will still be subject to the usual faculty procedures.

Your Church Architect will also need to be involved in designing changes and producing the appropriate plans.

Health & Safety Policy Guidance Notes

Two examples of risk assessments are given below:

(N.B. The likelihood and severity rating will depend on what existing controls are already in place)

Area - South Porch					
Hazards/Risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
Falls down steps into the church	None	3 (High)	2 (Medium)	3 x 2 = 6 (High priority action)	Fit handrail

Area - Churchyard					
Hazards/Risks	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls
Cuts, eye injuries and hearing loss from use of strimmer in churchyard	All operators use full face visor, gloves, ear muffs, steel capped boots, must be over 18 and have been trained	1 (Low)	1 (Low)	1 x 1 = 1 (Low priority action)	Strimmer must be regularly serviced and maintained

Appendix 1

Accident Report Form

Name of Church:
.....
.....

Address:
.....
.....
.....

This form must be used for the recording of all accidents, injuries and dangerous occurrences whether or not they need to be reported under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

The form should be completed as soon as possible after the occurrence. Whenever possible, the description of the accident should be completed by the injured person. All details should then be checked by a church official.

If there were any witnesses to the accident they should complete witness statements as soon as possible after the occurrence. Provision for these statements is provided overleaf.

This section to be completed by the injured person or person involved in the incident

Full name of person injured:
.....

Home address:
.....
.....
.....

Date of Birth:
.....

Tick appropriate box
Employee Volunteer Visitor

Date of Occurance:
.....

Time of Occurance:
.....

Place of Occurance:
.....

Full description of the accident circumstances, including a description of any apparatus or equipment involved
.....
.....
.....

Signed by injured person:
.....
Date:
.....

This section to be completed by the church official

If Employee/Volunteer:

1. State nature of employment/position
.....

2. Was she/he on or off duty at the time
.....

3. If on duty did she/he after the occurrence continue to work or go off duty
.....

4. If she/he went off duty at what time and for how long
.....

I/we confirm that as far as I am/we are aware the above details including the description of the accident are true and complete.

Signed:
.....

Print Name:
.....

Position:
.....

Date:
.....

Any apparatus or equipment involved must be retained for inspection.

Appendix 2

HEALTH AND SAFETY GUIDANCE NOTES IN CONNECTION WITH THE LETTING OF CHURCH PREMISES

We would suggest that the PCC draw up a formal letting agreement for the use of the church and hall and any other buildings by third parties.

In addition to the provision for making good any loss or damage to the building and contents, the agreement should include procedures to follow in the event of accidents.

The agreement should draw the attention of hirers to the fact that they are primarily liable for any accident or injury which arises out of their activities whilst using the premises.

An accident book should be located on the premises. One of the letting conditions should be as follows:

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers of the
(insert church/hall, etc.) are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event.

A book is provided for this purpose and this is located in

The following information should be recorded:

1. Name, address and telephone number of person(s) injured
2. Exact time and place of the occurrence
3. Detailed description of accident or incident, including a description of any apparatus or equipment involved
4. Name, address and telephone number of any witness(es) to the accident
5. Signed witness statements should be obtained if possible.

The hirer must notify
(insert name, address and telephone number of person responsible) as soon as possible after the accident, but in any event within 24 hours.

Any apparatus or equipment involved must be retained for inspection.

Appendix 3

RISK ASSESSMENT FORM (GENERAL)

Name of Church:

Address:

Assessment undertaken by:

Date: Review date:

Area assessed (eg. Choir Vestry):

Under Additional Controls you should note the measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Hazards/Risks	Existing Controls	Likelihood L	Severity S	Risk Rating L x S	Additional Controls

Likelihood Rating

1 = Low (Seldom) 2 = Medium (Frequently) 3 = High (Certain or near certain)

Severity Rating

1 = Low (Minor cuts and bruises) 2 = Medium (Serious injury – off 3 days)
3 = High (Fatality or a number of persons seriously injured)

Risk Rating = Likelihood x Severity

1/2 = Low Priority 3/4 = Medium Priority 6/9 = High Priority

COPY THIS FORM AS OFTEN AS REQUIRED

Appendix 4

WORK PERMIT

Name of Church:
Permit No:
Address:
.....

A. Proposal of Work to be undertaken

(This section to be completed by person responsible for carrying out the work)

Exact location of proposed work
.....

Nature of work to be undertaken
.....

Details of any special requirements (water/power supply, etc.)
.....

Signed:
Name (Block Capitals):
Date:
Position:
Company/Contractor etc.:

B. Agreement (To be completed by Church Official)

The above work is authorised to take place at the following times and dates subject to the special conditions/precautions noted

Date	Times From-to	Special Conditions
.....
.....

Signed:
Name (Block Capitals):
Date:
Position:

COPY THIS FORM AS OFTEN AS REQUIRED

Appendix 5

FIRE RISK ASSESSMENT FORM

Name of Church:

Address:

Date:

Review date:

Area assessed: (eg. Ringing Chamber)

HAZARD/RISKS/PERSONS (Note here the existing situation)	ADDITIONAL CONTROLS (Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented)
1. What are the Fire Risks? (Note details of any flammable liquids, combustible materials, ignition sources and persons at risk)	
2. Can a fire be detected in a reasonable time and people be warned? (Note details of any automatic fire detection system or other means by which a fire can be detected)	
3. Can people in the building get out safely? (Note details of fire exit doors, escape routes, emergency lighting and signage)	<p style="text-align: right;"><i>continues on next page</i></p>

COPY THIS FORM AS OFTEN AS REQUIRED

Appendix 5

FIRE RISK ASSESSMENT FORM continued

HAZARD/RISKS/PERSONS (Note here the existing situation)	ADDITIONAL CONTROLS (Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented)
4. Is there adequate fire fighting equipment? (Note details of existing fire extinguishers, hose reels, etc.)	
5. Do people know what to do if there is a fire? (Note details of any written evacuation procedures)	
6. Is a regular check made that fire fighting equipment is in place, are people trained in its use and is it regularly maintained? (Note details of existing procedures for checking and maintaining fire fighting equipment and training.)	

COPY THIS FORM AS OFTEN AS REQUIRED

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