

POLICIES PREPARED FOR:

The Vicar and PCC, St. Martin & St. Mary, Chudleigh.

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Summary

Dedicated to St. Martin and St. Mary, the parish church dates from the 13th century, with some evidence of a church on the site even before that date. The church is sited at one end of Fore Street, the main shopping street being right at the heart of the town. It is immediately opposite one of the town's public houses and a few paces from the post office.

The church building is open most of the time during the day. Various people drop in for a moment of quiet and in the summer Church Watch volunteers provide visitors with a welcome and a brief introduction to the building.

The open feeling to the church building means that most people feel "part" of a service wherever they sit. The church has a fine set of eight bells, some dating from the 18th century, and a skilled team of ringers.

At the back of the church, beneath the gallery, is the Fellowship Room, which is invaluable and very well used for meetings and for the youngest members of the Sunday congregation. Sliding glass doors move out of the way for the most popular services.

The church also has kitchen and toilet facilities with disabled access. There are separate choir and vicar's vestries at the east end of the church and a committee room/parish office on the gallery.

Key aims of the Church include:-

- A church where **GOD** through **JESUS CHRIST** is at the centre of all we seek to be and to do. A church that, through prayer and the scriptures, is open to the guidance and power of the **HOLY SPIRIT** and acknowledges its need of **GOD's** grace.
- A church that comes together to worship, incorporating all ages, experience and knowledge. A church whose worship encourages a sense of belonging to **GOD** and to one another, and affirms the worth and value of each individual.
- A church that provides **CHRISTIAN** education and ministry appropriate to different ages, experience and knowledge. A church that enables each member to develop and use their natural and spiritual gifts.
- A church that lives and shares its faith so that others may come to the knowledge of the love of **CHRIST**. A church that serves and influences the life of the local community. A church that has a vision to support and pray for **CHRISTIAN** mission world-wide. A church that co-operates with others to share practical care and love.

This Health and Safety Policy and Risk Assessment document provides an update of existing documentation with the aim to provide compliance with the requirements of the Health and Safety at Work etc. Act 1974 and regulations made thereunder. The Policy is prepared to meet the requirements outlined in Section 2 (3) of the Health and Safety at Work etc. Act 1974 in providing a general statement of intent, organisational responsibilities and arrangements for health and safety. Risk Assessments are formulated to meet the requirement of The Management of Health and Safety at Work Regulations 1999.

Key information is contained within the Church Health and Safety Notes, which will be brought to the notice of all responsible persons and the PCC will undertake reviews at defined intervals. An extract of the Policy will also be displayed on the main notice board.

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1.0

General Statement of Intent

The Vicar and PCC are committed to achieving high standards of health and safety performance throughout all Church activities. This commitment will be afforded to all employees, volunteers, congregational members and those that may be affected by the Church's activities to include contractors and any other visitors to the premises.

The emphasis will also ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the church congregation, contractors, visitors and others who may visit the church and churchyard.

The PCC recognise and accept their responsibility as an employer under duties prescribed by the Health and Safety at Work etc. Act 1974 and associated regulations. This includes the duty to make and put into effect suitable arrangements for health, safety and welfare together with the funding and other resources necessary to carry them out. The PCC regard compliance with statutory requirements as a minimum standard and aspire to providing arrangements that will exceed the legal minimum in developing a culture where health and safety is always considered as a priority. Standards are based on good management principles.

The PCC will, so far as is reasonably practicable, provide:

- a. *plant, equipment and systems of work that are safe and without risk to health;*
- b. *safe arrangements for the use, handling, storage and transport of articles and substances, to include safe operational procedures for high hazard situations;*
- c. *appropriate levels of information, instruction, training and supervision to ensure that all employees and volunteers are aware of any hazards to which they may be exposed and the measures used to control any risks arising;*
- d. *a safe place of work and healthy environment together with safe access and egress;*
- e. *appropriately devised risk assessments that consider significant hazards and associated controls;*
- f. *effective systems for the monitoring of health and safety performance for Church activities, together with means for reporting and or instigating any corrective measures found necessary;*
- g. *monitoring and inspection to review the effectiveness of measures and compliance with the stated policies and standard operating procedures;*
- h. *means for effective communication and consultation with all employees and volunteers on health and safety matters;*
- i. *arrangements to deal with any emergencies and imminent dangers that might be reasonably foreseen.*

The safety management system is based on the principles described in the Health and Safety Executive document HSG 65, 'Successful Health and Safety Management'.

This policy will be reviewed and revised at regular intervals, to not exceed 12-monthly.

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Rev. Paul Wimsett

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Dated

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2.0

Organisational Responsibilities

2.1 Organisational Structure

This section of Chudleigh Parish Church Health and Safety Policy establishes and allocates a range of duties and responsibilities from the Vicar and PCC, to all employees and volunteers within the organisation. Overall and final responsibility for health and safety for Chudleigh Parish Church lies with the PCC.

The Vicar also has the overall responsibility for ensuring that all aspects of the Policy are put into effect and ensuring that what is stated in the Policy will actually be achieved in practice. Regular inspection is a useful tool to demonstrate ongoing compliance.

Diplock Safety & Hygiene Ltd. provided some external support in the form of guidance on the requirements, assistance with documentary records and interpretation of the requirements for health and safety. In liaison with David Lillington, this included a review of the existing arrangements for health and safety and developing arrangements towards a fully comprehensive system proportionate to the needs of the PCC.

To be successful, the development of a health and safety culture within the organisation will need competency of personnel, control, co-operation and communication of all involved.

In particular, the PCC will ensure that they identify significant risks within the business and ensure the development of appropriate arrangements to control risks to a safe level. The PCC and the HSO also have a duty to ensure that staff and volunteers are aware and are encouraged to follow controls outlined in this document.

All staff and volunteers have responsibilities to ensure not only their own safety, but the safety of those colleagues they work with. They are also responsible to ensure that all procedures and systems of work are followed in accordance with the stated Policies and procedures.

The Organisational Structure is outlined on the following page together with an outline of key responsibilities of staff and volunteers.

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2.2 The Vicar's Responsibilities

Overall responsibility for health and safety is that of the vicar. The vicar delegates his responsibility to the Health and Safety Officer (HSO) for day-to-day matters. The vicar's duties include:

- Ensuring adequate resources are available to support effective health and safety controls are in place.
- Chairing a health and safety sub-committee of the PCC that meets twice yearly.
- Carrying out an inspection of the church and churchyard twice a year, together with the sub-committee, looking at the condition of floors and floor coverings, stairways, paths and steps, tombstones, and monuments and trees.
- Ensuring that this policy is adhered to as he carries out his other duties.
- Ensuring the HSO carries out their duties satisfactorily.
- Ensure liaison with wedding parties and other groups using the facilities as regards fire precautions and safety arrangements relevant to these activities or delegates to others, as necessary.

The Vicar will also be responsible for ensuring that appropriate arrangements are in place for contractors. This will include the following considerations:

- Contractors are selected to ensure that they can provide a competent service that is undertaken in a safe manner. They will also be advised of health and safety rules and procedures relevant to the work that they are undertaking.
- Ensuring cooperation with employees of Chudleigh Parish Church in undertaking work with due consideration for the health and safety and hygiene of those who may be affected by their work activities;
- Ensuring contractors are made aware of relevant provisions of the Chudleigh Parish Church Health and Safety Policy & Risk Assessments, safety rules and systems of work or other arrangements that may be agreed with the organisation;
- Ensuring contractors report any accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill health associated with work at Chudleigh Parish Church;
- Overseeing and ensuring the report of any unsafe arrangements that may be identified during their work;
- Ensuring contractors are made aware of emergency procedures to be taken for situations, such as fire;
- Where appropriate, ensuring contractors are made aware of particular hazards, such as the location of asbestos containing materials (ACMs), etc. that are relevant to their work on site.

2.3 PCC Responsibilities

The churchwardens and PCC have general responsibility to ensure that the health and safety policy is implemented. Health and safety is on the agenda for each PCC meeting, giving an opportunity for health and safety matters to be discussed and ensuring that issues are brought forward for attention. The PCC will review any entries in the accident/incident book monthly. Other duties will include:

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- Ensuring effective liaison and communication with the Vicar.
- Liaising with the HSO, as appropriate, to ensure that the health and safety policy is carried out.
- Ensuring that other staff and, where relevant, volunteers have sufficient understanding of the Health and Safety Policy & Risk Assessments. To also provide positive leadership and a visible commitment to the Policy to reinforce the development of a positive health and safety culture.
- Ensuring that the Vicar is made aware of financial and other resources required to meet safety objectives.
- Ensuring that documentation relating to health and safety is maintained in a retrievable form and available for all and that reviews and revisions to documentation are undertaken, as required.
- Overseeing the formulation of emergency arrangements to deal with evacuation and fire, should the need arise.
- Ensuring that all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill health are recorded, appropriately investigated and acted upon according to legal requirements.
- Ensuring that significant health and safety concerns are reported without delay to the Vicar.
- Using their authority from the Vicar to stop any work activity or operation being undertaken by employees or contractors working for Chudleigh Parish Church if it carries a serious and imminent risk of injury or ill-health.
- Assisting in the identification of health and safety training needs.

2.4 Health & Safety Sub-committee Responsibilities

The health and safety sub-committee will meet twice yearly (or as often as is thought necessary) to carry out the inspection in 2.2 above. The Sub-committee will also:

- Monitor implementation of the policy (in particular the extent to which the HSO has fulfilled their responsibilities).
- Deal with any issues that arise and to review the effectiveness and suggest changes to the policy every year.
- Review any entries in the accident book and what steps can be taken to prevent a recurrence.
- Report back to the PCC at least every year on health and safety matters.

2.5 Health & Safety Officer's (HSO) Responsibilities

The responsibilities of the HSO are to:

- Be familiar with health and safety legislation as it relates to the church, and be familiar with, or aware of appropriate guidance material and sources of advice.
- Be familiar with the health and safety/risk assessment policy documentation and to ensure they are observed as far as possible and subject to an annual review.
- Be available as a source of advice for any member of the church.

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- Investigate and make recommendations to the health and safety sub-committee as regards any accidents, incidents or near misses.
- Provide annual training to sidesmen and other churchwardens/assistant churchwardens on fire procedures and safe manual handling techniques.
- Ensure that fire-fighting equipment is available and maintained.
- Ensure that portable electrical appliances are inspected for defects at appropriate intervals, and that these inspections and tests are recorded.
- Ensure that the fixed electrical installation is inspected and tested every 5 years and a record kept thereof.
- Ensure that the gas boiler receives an annual gas safety check.
- Ensure that chemicals are assessed and appropriate personal protective equipment is provided.
- Ensure that all plant, equipment, ladders and tools are properly maintained and in good condition and that operators have received any appropriate training.
- Ensure that appropriate personal protective equipment (gloves, hearing protection, eye protection etc.) is available.
- Monitor the cleanliness, tidiness and lighting of the church.
- Ensure that the mobile phone is charged and that people know where it is kept.
- Liaise with contractors with regard to health and safety matters, as set out in this policy.
- Monitor the organisation of extra-church activities.
- Ensure that the condition of trees is assessed by a tree surgeon at appropriate intervals.
- Maintain an accident/incident book and ensure effective recording.

2.6 Employees' & Volunteers' Responsibilities

All persons employed at Chudleigh Parish Church or those volunteers with particular responsibilities have a duty to themselves, their colleagues, visitors, contractors and other persons who may be affected by their work, to conduct themselves in a safe and responsible manner. They must, so far as is reasonably practicable:

- Assist the management of Chudleigh Parish Church in achieving health and safety objectives.
- **NOT UNDERTAKE WORK THAT IS NOT SAFE and SUMMON HELP IF IN DOUBT.**
- Take action to prevent work-related accidents and ill health.
- Report unsafe processes, practices and equipment to the HSO or PCC.
- Report all health and safety incidents and concerns however minor to the HSO.
- Follow the appropriate safety rules and procedures for their work.
- Cooperate in participating in the production of risk assessments, safe operating procedures and the selection of appropriate safety clothing/equipment.
- Use protective clothing, safety equipment and devices where provided.
- Ensure that they work in a safe manner that will not jeopardise the health and safety of colleagues or other persons who may be affected by their acts or omissions.

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- Not interfere with equipment or arrangements made to ensure the safety of staff and volunteers and the public at the premises.
- Always set a good example to others and always behave in a responsible manner.
- Be aware of emergency procedures to be taken for situations, such as fire in the premises that they work in.

2.7 Management & Supervision

Key responsibilities have been specified to ensure that key areas are covered, as outlined below.

Key Responsibilities

Issue	Person or Job Role Responsibility
H&S Policy & Risk Assessment Reviews & Updates	HSO
Fire Log & Alarm Testing	HSO
Machinery Service & Repair	PCC
COSHH Assessments	HSO
Gas Equipment Inspections	PCC
Premises & Equipment Inspections	HSO & Sub-committee
First-aid Arrangements & Boxes	HSO
Portable Electrical Appliance Testing	HSO
Fixed Electrical Installation Testing	HSO & PCC
RIDDOR Incident Reports	HSO
Appointment & Management of Contractors	Vicar

ACCIDENTS & FIRST-AID

First aid boxes located: Held in the kitchen.
 Trained first aiders: Emergency First Aid at Work TBC.
 Accident record located: The kitchen.

GENERAL FIRE SAFETY

CHECKING OF:

Escape routes: Vicar & HSO. Sidesmen and churchwardens for services.
 Fire Extinguishers: Contracted fire protection company - annually.
 Fire Evacuation: Vicar & HSO.

SPECIAL TRAINING

Special training required for: Manual handling HSO.
 Working at Height HSO.
 Chemical Use HSO
 Fire Procedures HSO

CHEMICAL HAZARDS

Hazard sheets located: Kitchen & cleaning cupboard.

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HOUSEKEEPING AND PREMISES

Rules for:

Cleanliness: Premises to be kept clean and tidy at all times with no obstacles which may cause an accident. Escape routes and fire extinguishers to be kept clear at all times. All staff & volunteers to check.

Waste disposal: Regular removal of waste & combustibles to trade skips. HSO to oversee.

Safe stacking and storing: Fully utilising racking and shelving provided. Keep walkways clear. HSO to oversee.

ELECTRICAL EQUIPMENT PAT TESTING

Responsibility: HSO.

Routine for inspecting plugs and cables for loose connections and faults. All leads and cables to be inspected in accordance with PAT. Overseen by HSO

Rules for use of extension leads and portable equipment. Leads must be routed carefully minimising accident risk by tripping or damage to cable.

Unit fixed installation wiring checked five yearly, overseen by HSO.

EQUIPMENT

Gas Services Check by Gas Safe contractor, overseen by HSO.
Ladder Checks Register to include routine checks overseen by HSO.

SAFETY INSPECTION & AUDIT

Premises & Equipment Safety: Bi-annual check by the H&S Sub-committee.
Monthly Safety & Fire Inspection Log.

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3.0

Arrangements

3.1 General

This section of the health and safety policy outlines the arrangements that are in place for the effective planning, organisation, control, monitoring and review of preventive and protective measures.

A plan of each of the Church with fire safety equipment is included in **Appendix 1**. Marked on the plans are relevant information relating to fire safety and evacuation that are detailed below.

The Chudleigh Parish Church Health and Safety Policy & Risk Assessments, and other documents will provide a reference to key areas of operation. Staff and volunteers will be made aware of the policy as part of their familiarisation with arrangements. The management and review of documentation will be administered by David Lillington. Paper copies are kept in the office.

An extract of the policy is also provided to new staff and volunteers and an extract is on the main noticeboard.

Key aspects of health and safety arrangements in place include:

Insurance

Chudleigh Parish Church holds public and employer's liability insurances and a copy of the insurance certificate is displayed on the main notice board.

Information & Training for Staff and volunteers

Staff and volunteers are advised of the main arrangements for health and safety as part of their familiarisation with arrangements and a copy of an extract of this policy and the Health and Safety Poster are provided on the notice boards.

Key areas for training apply to fire awareness, use of chemicals, machinery safety, electrical safety, working at height and manual handling. Common accidents in this environment include slips, trips and falls and risk assessments have been prepared to cover these identified priority areas. The control measures that are within the assessments are included within staff and volunteers training for these areas and in some cases will identify future standard operating procedure documentation for safety-critical areas.

Staff and volunteers will receive training as appropriate to their role and this will include specific advice relevant to ensuring that their work is undertaken safely. As a small organisation, the PCC supports good informal communication arrangements to ensure that staff and volunteers are kept up to date and properly supervised.

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Staff and volunteers are encouraged to advise the PCC or the vicar if they have any concerns relating to health and safety at an early stage. Proposed future improvements will include routine training of relevant persons, notably in respect to fire safety arrangements.

Accidents and First-aid

An accident book is provided and the HSO has responsibility for ensuring that all accidents are properly reported. All staff and volunteers are aware of the requirement to report all incidents, to include staff, volunteers and members of the public.

The Policy is to ensure that there will be a minimum of one member of staff and/or volunteers as an 'Appointed Person' to be on site during operational times who can take charge and coordinate activities until trained paramedics arrive. During services, many of the congregation are medically qualified and some are first-aid trained. Further details are included in the Specific Arrangement Section 3.2.

3.2 Specific Arrangements

3.2.1 Risk Assessments

Documented Risk Assessments have been prepared for all activities that pose a significant risk to staff and volunteers and other persons who may be affected by significant hazards. The process of risk assessment should evolve with additional assessments being prepared as any other hazards emerge. **Any staff or volunteers who identify additional areas of significant risk that they believe are not covered, should advise Chudleigh Parish Church PCC or the HSO accordingly.**

Risk Assessments are carried out in consultation with staff and volunteers and prepared to a standard format. Necessary actions and controls will be communicated to those potentially at risk as part of their training. Review and updating of risk assessments is administered by David Lillington. The risk assessment form is included in **Appendix 2**.

The Management of Health & Safety at Work Regulations 1999 requires a suitable and sufficient, documented risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, electrical safety etc.

Risk assessments will automatically be reviewed should a significant incident occur. Paper copies are kept in the main office. It should be noted that the preparation of risk assessment documentation is not a one-off exercise to be completed, filed and forgotten. It is a dynamic process requiring regular review and where necessary revision. Consideration has been given to who might be harmed, which will also include such groups as contractors and visitors to the premises. Such persons will need to also be made aware of control measures in place to ensure their safety.

Particular care is needed to ensure that high risk groups such as young persons (under 18 years) and new\expectant mothers have been adequately considered.

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Hazards

The assessments consider only the hazards which could reasonably be expected to result in significant harm under conditions in the workplace. It includes consideration of who may be affected by the hazard and this is recorded using the form given in **Appendix 2**.

Level of Risk and Risk Assessment

Risk may be considered as the likelihood that a hazard will actually occur. This will depend on the adequacy of controls that are in place and is often described as low, medium or high. It will also vary according to the numbers of people exposed to the hazard.

Control Measures

Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. The principles of control are outlined below and should be applied, if possible, in the following order:-

- * Remove the risk completely
- * Try a less risky option
- * Prevent access to the hazard (e.g. by guarding)
- * Organise work to reduce exposure to the hazard
- * Issue personal protective equipment
- * Provide welfare facilities
- * The provision of adequate levels of training, information and supervision.

Risk Evaluation

The aim of risk assessment will be to assess whether existing control measures are sufficient or whether more needs to be done. Risk reduction measures normally reduce the likelihood of the hazard occurring, but occasionally these are based on reduction of the consequences for the hazard outcome severity. The assessment needs to identify any additional controls that may be needed, who is responsible for applying these and a time-scale for compliance which is included on the form given in **Appendix 2**.

Review

The record needs to include a review date for the assessment. Reassessment will be needed in response to changes or incidents and accidents that occur and the policy is to ensure that assessments are reviewed at least annually. Risk assessments will also be reviewed for significant changes that may lead to changes in risk. In particular, a review will always be made in response to an accident, occupational health effect or 'near miss' that occurs in relation to the assessed process. The approach should be proactive to minimise potential risks, rather than simply responding to past issues.

3.2.2 Accidents, Incidents & Near Misses

All employees and volunteers have a statutory duty to report all accidents, dangerous occurrences, work-related ill-health and incidents, however minor, to the HSO. All accidents resulting in personal injury, or incidents that potential to cause damage or personal injury must be recorded in the accident book (BI 510). The book is located in the main office. Accidents will be regularly reviewed by David Lillington to ascertain the nature of accidents and to ensure there has been adequate investigation.

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David Lillington, or in his absence, the Vicar will identify whether the incident is required to be reported according to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995. (Notifiable incidents will be forwarded to the Incident Contact Centre (if required to be notified by RIDDOR 1995 – see below). Investigation is under the control of the HSO and the effective response to incidents is a vital element of good health and safety controls. For significant accidents, the Chudleigh Parish Church Accident & Near Miss Report Form in **Appendix 3** must be completed.

Definitions

An accident

An accident is defined as an unplanned event which causes, or could have caused injury to persons, damage to property or a combination of both.

A “near-miss” incident

A “near-miss” is an incident which represents a danger although it produces no injury. Nonetheless, it is relevant to draw such incidents to the attention of Chudleigh Parish Church PCC, as lessons can be learnt and additional controls applied to prevent a recurrence and what may be a more serious incident if appropriate measures are not taken.

Dangerous occurrence

A dangerous occurrence is an incident that has a high potential to cause death or serious injury.

The Accident Book

All accidents resulting in personal injury must be recorded in the accident book. The Accident Book provided complies with data protection requirements (BI 510).

If an injury renders an employee or member of the public unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the accident.

Reporting Procedures

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires a report of specified incidents to be made to the enforcing authority. It is now more convenient for these reports to be made to the **Incident Contact Centre** in Caerphilly, who act as a national centre for notifications. This can be online at or by telephone on 0845 345 0055.

Deaths and defined major injuries must be reported immediately and someone at work who is unable to do the full range of their normal duties for more than three days (including weekends) as a result of an injury caused by an accident at work must be reported within ten days.

The Environmental Health Department at Teignbridge District Council is the enforcing authority for the church. Contact details for the Department are as follows:

Environmental Health
Teignbridge District Council
Forde House
Brunel Road
NEWTON ABBOT
TQ12 4XX
Tel 01626 215409

ehealth@teignbridge.gov.uk

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Reportable incidents include:

- a) The death of any person as a result of an accident, whether or not they are an employee.
- b) Someone who is at work suffers a major injury as a result of an accident.
- c) Someone who is not at work (e.g. a member of the public or contractor) suffers an injury as a result of an accident at the Church that arises from the work undertaking and is taken from the scene to a hospital for treatment.
- d) One of a list of specified dangerous occurrences takes place.
- e) Someone at work is unable to do the full range of their normal duties for more than three days (including weekends) as a result of an injury caused by an accident at work.
- f) The death of an employee if this occurs sometime after a reportable injury which led to that employee's death, but not more than one year afterwards.
- g) A person at work suffers one of a number of specified diseases, provided that a doctor diagnoses the disease and the person's job involves a specified work activity. Further details are available at RIDDOR or by entering 'RIDDOR' into a web search engine.

If the accident results in staff absence of over 3 consecutive days of incapacity for work it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) Regulations 1995 and reports should be made as outlined above.

Members of the public who are injured as a result of work activities may require a notification to be made under the Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) Regulations 1995 and reports should be made as outlined above. This will apply where the person leaves the site and is taken to hospital for treatment. These notifications must be made within 10 days of the incident.

3.2.3 Fire Safety & Emergencies

The church will provide adequate fire-fighting equipment, means of escape and emergency escape arrangements. Fire-fighting equipment will be maintained. **Appendix 4** provides an outline of the fire safety procedures, which is also available in the Chudleigh Parish Church 'Health and Safety Notes'.

For normal services, sidesmen and churchwardens have the following roles and responsibilities:

- Sidesman 1** Left of main aisle
- Sidesman 2** Right of main aisle
- Sidesman 3** Left of south aisle
- Sidesman 4** Right of south aisle
- Warden** Balcony, tower, kitchen & toilets

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For larger services, the number of sidesmen and wardens should be doubled and their areas of responsibility halved. A person should be appointed to contact and liaise with the emergency services. There should be a briefing beforehand.

Responsibilities:

Sidesmen: Evacuate their areas to a safe place (church bench/steps area?)
Help anyone who needs to be evacuated
Fight a fire if possible, without taking any risks

Wardens: Evacuate their areas
Contact the emergency services
Liase with the emergency services
Ensure that chairs set out in rows are lined together and that adequate space is maintained so as not to obstruct fire escape routes.

The vicar will need to make sure that ushers etc. for weddings are familiar with the location of fire-fighting equipment and telephone and that they each have areas of responsibility as above.

Fire Prevention, Detection and Risk Assessment

Fire is a significant hazard posed by the Church activities, and sources of ignition include heating boilers, electrical and gas services and cooking equipment. All premises are also unsupervised outside of the main operational times.

Within the Church, there is an alternative means of escape from a number of exit points as indicated on the plans given in **Appendix 1**. Fire equipment for dealing with fires includes serviced fire extinguishers, fire blankets and providing defined escape routes. Equipment is routinely serviced and staff and volunteers will be trained to ensure that they are competent to use equipment and that the correct action is taken in emergencies.

As part of general risk assessments, Chudleigh Parish Church has a simple Fire Risk Assessment that has been prepared in accordance with The Regulatory Reform (Fire Safety) Order 2005. The Fire Risk Assessment is available as part of Chudleigh Parish Church Risk Assessments and plans of all areas to identify fire precautions and escape routes are included in **Appendix 1**.

Notices advising employees of fire safety and in particular fire evacuation procedures are provided in the main work and public areas and the fire assembly point has been designated as the play park.

Chudleigh Parish Church Fire Risk Assessment has been included in the general risk assessment section below. This provides details of ignition sources, fire prevention and associated controls. Additional control measures identified are currently being implemented.

Each staff member and volunteer member should make themselves familiar with the fire and emergency actions that are required in the areas that they work and appropriate awareness training is given to all staff and volunteers as part of their induction training. Fire evacuations are also routinely rehearsed and those running activities in the Church buildings will also be made aware of the fire safety arrangements.

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Fire Prevention

The greatest protection against loss and injury from fire is prevention. Staff and volunteers are to receive fire safety familiarisation general awareness briefing and at appropriate periods as a refresher. Employees should follow the following guidelines to promote fire safety:

- ensure familiarity with fire and emergency arrangements;
- be aware of the fire precautions and escape routes illustrated on plans given in **Appendix 1** and on notice boards in the reception area;
- minimise the storage of combustible materials and ensure that waste is regularly removed;
- store waste materials in suitable containers and ensure that external waste bins are lidded, secure and routinely emptied;
- ensure equipment is in good working order;
- avoid overloading sockets;
- turn off electrical equipment and be aware of the gas isolation point by the boiler;
- keep storage areas clear of rubbish;
- ensure that highly flammable materials are not kept on the premises.

Fire Safety Training

There is a statutory legal requirement to provide employees with fire safety training. Chudleigh Parish Church will provide fire safety briefing for staff and volunteers with specific responsibilities. The Church will also conduct fire drills on a regular basis to ensure that those working in these areas are familiar with procedures.

Fire Alarm & Emergency Procedures

In the event of a fire:

- Verbally raise the alarm – inform the person leading the service or event, who will request that people leave the building quickly and in an orderly manner
- Ensure that the Fire Brigade is called. Use the mobile phone situated on the bottom shelf of the right hand kitchen wall cabinet or one from someone who is present
- Attack the fire with a suitable extinguisher if it is safe to do so and keeping an exit directly behind you. Do not try to fight a fire if you are not sure what is burning or you have any doubts about using the equipment
- Evacuate the church quickly using the nearest exit. Open the doors fully. Assist people out of the building, particularly the physically disabled, the elderly, children or anyone with impaired hearing or vision

Sidesman 1 - clear pews on north aisle

Sidesman 2 – clear pews on south aisle

Churchwarden 1 – clear chapel, chancel, vestries

Churchwarden 2 – clear balcony, tower, office, kitchen

- Ensure that people are gathered in a safe place, well away from the building or location of the fire. Gather people in the assembly point – **the Play Park**
- Check that everyone has been safely evacuated. Do not let anyone re-enter the building until informed by the Fire Officer or other responsible person that it is safe to do so.

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Maintenance of Fire Equipment & Inspection

Fire equipment is subject to servicing and maintenance at prescribed intervals and Chudleigh Parish Church has set a programme in accordance with relevant British Standard requirements.

Inspections and checking of fire requirements is included in the monthly workplace inspections undertaken in all the main work areas.

The Chudleigh Parish Church Monthly Safety & Fire Inspection Log in **Appendix 11** is used to undertake routine checks in respect to maintenance of fire safety arrangements on an ongoing basis.

FIRE EXTINGUISHERS

Location	Type of Extinguisher	USE ON
Notice board side of west door	Carbon dioxide	For flammable liquids or electrical fires Do not use on wood, paper, textiles, fabrics
Inside choir vestry door	Carbon dioxide	
In gallery, on LH side of office door	Carbon dioxide	
In ringing chamber	Carbon dioxide	
In kitchen, under hot water dispenser	Carbon dioxide	
At side of south door	Foam	For fires involving wood, paper, fabric, textiles Do not use on flammable liquids or electrical fires
In lobby just before vicar's vestry	Foam	

DO NOT SPEND TIME USING AN EXTINGUISHER

IT IS MORE IMPORTANT TO CLEAR EVERYONE FROM THE CHURCH AND MAKE SURE THAT THE FIRE BRIGADE HAS BEEN CALLED

3.2.4 Slips, Trips & Falls

One of the most significant hazards in this type of premises is linked to slips, trips and falls. This is also the second most common accident that occurs in UK workplaces.

Floor cleaning is scheduled at times when the numbers of public in the buildings is limited. Staff and volunteers are trained to dry floors after cleaning and to make good use of the slippery floor warning signage.

Staff and volunteers are trained to be vigilant to maintain good standards of housekeeping to minimise the risk of tripping. Carpets and rugs are also checked as part of the monthly inspection to ensure that they do not pose a risk. Walkways are required to be kept clear at all times. During cleaning and maintenance activities, items of equipment and cables are positioned so as not to obstruct the walkways and

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working areas. Steps should be taken to ensure that trailing leads are kept to a minimum.

External areas are provided with adequate levels of lighting to ensure safe access and egress to the premises during periods of darkness.

3.2.5 Visitors, Contractors & Vulnerable Persons

Chudleigh Parish Church PCC recognises its responsibility to visitors and contractors within the buildings as well as the regular staff and volunteers members. The organisation undertakes to provide a safe working area and to highlight any special hazards that may be encountered by contractors and visitors.

Contractors

Anyone entering the church premises for the purposes of carrying out work, other than an employee or voluntary worker 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 provide a copy of this to the HSO.
- 2/ Produce a copy of their employers' liability and public liability insurance certificates to the HSO.
- 3/ Comply with all the requirements of this policy and co-operate with the church officials in providing a safe place of work and a safe system of work.
- 4/ Where contractors bring plant and machinery onto church premises, they must be able to show to the HSO that the equipment has been inspected and/or tested as appropriate.
- 5/ Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the HSO or other church officials. However, responsibility will remain with the contractors.
- 6/ The contractor will provide evidence (to the HSO) that they have considered health and safety in the form of method statements, risk assessments, proof of competence etc. as appropriate to the nature and extent of the works.

In selecting contractors to undertake work, Chudleigh Parish Church will undertake an informal assessment of their suitability and ensure that they will undertake work with regard to the relevant statutory provisions.

Persons with Disabilities

Congregations routinely include elderly and disabled persons and the facilities are adapted to provide access and suitability for these persons. All entrance points are on a single level and toilets are located on the ground floor being appropriate for persons with disabilities.

Children & Young Persons

Young persons (those between the minimum school leaving age and 18 years of age) are not currently employed. Should they be employed in the future or act as volunteers, they may engage in all activities under appropriate supervision.

There are specific considerations for the engagement of staff and volunteers who are children or young persons and for this reason, a specific risk assessment would be needed in this instance.

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New & Expectant Mothers

Any members of staff and volunteers who advise that they are pregnant will lead to a reassessment of the work they do. The risk assessment review included within the interview will consider particular work that may pose additional risk such as extreme manual handling, long periods of standing, specific chemical hazards, excessive working hours and seek an appropriate revision in working practice, as may be indicated. Arrangements for new mothers will also be made to ensure appropriate adaptations in welfare are made, where this is indicated.

3.2.6 First-Aid

The Policy is to ensure that there will be a minimum of one member of staff and volunteers as an 'Appointed Person' to be on site during operational times who can take charge and coordinate activities until trained paramedics arrive. During services, many of the congregation are medically qualified and some are first-aid trained.

First-Aid Kit

There is a fully equipped first-aid box available in the kitchen. The HSO is responsible for ensuring the contents are checked and replenished, as necessary.

There are some basic contents that every first aid kit should have in full supply. The main one includes plasters of various sizes. Butterfly bandages are also excellent for keeping wound edges together and helping it to heal. Blue, waterproof plasters are provided for use in compliance with good food hygiene practice. Other important contents to keep in your first aid kit are:

- Gauze for protecting larger cuts and injuries.
- Latex gloves for hygiene. If you are allergic to latex, then you can find non-latex gloves that will serve the same purpose.
- Scissors for cutting gauze to the desired length.
- Antiseptic wipes.
- Tweezers for removing a splinter.
- Antibacterial soap cleanser for washing cuts and abrasions.
- Adhesive tape to keep a wound dressing or splint secure.

Also important is that you have a list of emergency access numbers nearby if assistance is needed.

3.2.7 Hazardous Substances & Personal Protective Equipment (PPE)

Chudleigh Parish Church PCC will ensure that they have considered the exposure of staff and volunteers to hazardous substances. These are assessed in respect to the Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH). Collation of these details will fall to the HSO.

Chemicals are selected to be as non-hazardous as is possible and the majority are relatively safe to use. Specific COSHH assessments are being developed, with assessment sheets placed within the health and safety COSHH file stored in the

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cleaning cupboard. The form in **Appendix 4** provides the format for this assessment record and is included in the COSHH file together with Material Safety Data Sheets (MSDSs).

All hazardous substances should be retained in their original packaging and labels should be referred to before use. All containers used must be labelled to confirm contents. New substances obtained are required to be assessed prior to use. All chemicals and sprays must be used in accordance with the suppliers' instructions and stored and marked in the designated storage areas.

Chemicals are stored in designated cupboards and staff and volunteers are trained to ensure that materials are always secured and not left out in areas where the public have access.

Personal Protective Equipment (PPE)

As identified by the COSHH and general risk assessments, when handling certain substances or as identified for other reasons of health and safety, it is necessary for staff and volunteers to wear PPE. Gloves are supplied for use in accordance with those identified in the risk assessment.

Staff and volunteers are responsible to ensure that they wear PPE identified by the risk assessments and that PPE is maintained, worn and stored to be in good working order. Staff and volunteers are responsible for requesting replacements for worn equipment and these will be provided, as necessary.

Provision of Information and Training

Staff and volunteers are trained in correct and safe methods of handling of substances, in accordance with instructions and assessments that have been undertaken and the COSHH assessments are available in close proximity to their point of use.

Asbestos Containing Materials

Ashcroft Environmental Ltd. has undertaken a survey of the buildings in order to identify any asbestos-containing materials (ACMs) and a copy is held by the HSO.

Key requirements relate to work undertaken at the Church by staff, volunteers or contractors and ensuring their awareness as to the location, if they are working in this area.

Summary of Findings:

A. Asbestos was detected in four types of materials sampled within this building:

- Asbestos cement roof tiles
- Asbestos containing sealant
- Asbestos Insulation to floor joists in basement
- Asbestos textile strip in basement boiler room
- Asbestos textile blanket in tower clock room.

B. Asbestos is presumed in the following items:

- Asbestos cement spout to rainwater down pipe
- Boiler gaskets
- Safe in vestry
- Pulpit plaster sections
- Storage heater within 1st floor office.

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Sampling was not conducted on these items for one of the following reasons:

- Sampling would have damaged the items integrity
- No safe access was afforded to the surveyor at the time of survey
- The item was visually similar to an ACM that already had been sampled.
- Due to age and type of product, the surveyor in line with the MDHS 100 recommendations presumed or strongly presumed the material to contain asbestos.

These materials are internal and external elements, located uniformly and randomly (material dependant) within the building structure.

3.2.8 Plant and Machinery

The church will ensure that all plant, tools and equipment are inspected and maintained annually and/or in accordance with manufacturers' instructions.

The following rules must be observed:

- 1/ Employees and voluntary workers must not operate plant or machinery that they are not trained or competent 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 machine is used.
- 4/ Before using any item of plant, machinery, or equipment, a check must be made to ensure it is in a safe working condition, correctly adjusted and there are no loose nuts, bolts or other defects.
- 5/ The appropriate personal protective equipment must be worn. If in doubt about what to use, ask the HSO.
- 6/ Persons under 18 are not permitted to use any power-driven item of plant or machinery.
- 7/ Any defect and damage must be reported to the HSO.

Any work undertaken on repairing or servicing equipment should be recorded and the record given in **Appendix 6** is provided for this purpose. The HSO is responsible for maintaining this record.

3.2.9 Gas Services

The Church heating services utilise mains gas and services include the heating boiler for heating. Annual servicing of all gas appliances is required by an appropriately qualified gas safety engineer who is required to be on the Gas Safe Register. Such servicing will be recorded and the responsibility for coordinating this will fall to the HSO.

3.2.10 Manual Handling

Chudleigh Parish Church has a policy to avoid severe manual handling wherever this is possible and use mechanical aids and team lifting where this is appropriate.

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Manual handling is a necessary part of the work for staff and volunteers in all areas, although the general weights that are handled are reasonable.

Staff and volunteers should always plan manual handling carefully and request additional assistance where this appears to be appropriate. General guidelines for safe handling are included in **Appendix 7**.

For handling chairs, there are restrictions to not stack chairs more than seven high and to not carry more than two at a time. There is a requirement to make sure rows have sufficient space between them and not to obstruct exits with chairs. Chairs should not be carried for long distances without taking rests.

For handling of furniture, staging and tables there is a requirement to always use two people to carry heavy items and take rests. Routes must be checked to ensure location is clear of obstructions.

Responsibilities – Employees & Volunteers

Employees and volunteers must ensure that:

1. They report to management (in confidence) any personal conditions, which may be detrimentally affected by the manual handling activity.
2. They comply with instruction and training, which is provided for safe manual handling activities.
3. Their own health and safety is not put at risk when carrying out manual handling activities.
4. They use equipment, which has been provided to minimise manual handling activities.
5. Any problems relating to the activity are reported to supervisory staff and volunteers.

3.2.11 Electrical Safety

Chudleigh Parish Church will ensure that electrical systems are maintained to be safe and free of danger. Any electrical work undertaken will be by a qualified electrician in accordance to BS 7671:2001 and certification to this affect is to be provided on completion.

The church will ensure that portable electrical appliances will be inspected at appropriate intervals in accordance with HSE guidelines. The fixed installation and lightning conductor will be inspected and tested every 5 years.

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:

- 1/ Visually check all electrical equipment before use.
- 2/ Report all faults immediately to the HSO.
- 3/ Do not attempt to use or repair faulty equipment.
- 4/ Electrical equipment should be switched off and disconnected when not in use for long periods.
- 5/ Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

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3.2.12 Working at Height

The church will ensure that ladders are regularly inspected and maintained. Falls account for most deaths and major injuries. Employees and voluntary workers must observe the following rules:

- 1/ Ladders are only to be used for work lasting a few minutes (HSE suggest a maximum working period of 30 minutes in one position), and only where the nature of the work allows for one hand to hold onto the ladder at all times.
- 2/ Ladders must always be either tied or footed and set at an angle of 1 in 4.
- 3/ Ladders must be long enough to allow someone to stand no more than 3 rungs from the top.
- 4/ No one working alone should use a ladder.
- 5/ Users should not try to reach sideways but should move the ladder instead.
- 6/ Any work taking more than a few minutes should be carried out using a proprietary tower scaffold or similar.
- 7/ The most basic rule is that if work at height cannot be done safely, then it should not be done at all.
- 8/ Before using a ladder, check that it is safe to use. Are all the rungs present and in good condition? Are the rubber 'feet' in place? Is the floor especially slippery or polished?

The use of ladders and steps other than those supplied by Chudleigh Parish Church is prohibited. The use of ladders and step ladders is very limited and does not form a significant part of the normal work at the premises.

As a general rule, where work will not exceed a duration of 30 minutes in a fixed location and the work allows a three-point contact with ladders to be maintained, then a ladder or steps may be used. Step and extending ladders supplied for use meet the Class 1 (Industrial) or BSEN 131 (Trade) standard. Domestic steps (Class 3) or equipment brought in by staff and volunteers are not suitable for use.

No high level work on extending ladders should be undertaken without the express permission of the PCC. General storage has been designed to be accessible without the need for access equipment.

Consideration should always be made to providing a second person to support steps, particularly when undertaking work at a higher level. A record of stepladder inspections is maintained as part of the Chudleigh Parish Church Monthly Safety & Fire Inspection Log given in **Appendix 8**.

Other work should only be undertaken if an alternative system of access, such as access towers, scaffolds or mobile elevating work platforms can be supplied. A specific safe working procedure is to be developed by the HSO to cover the replacement of lights in consultation with the contractor who undertakes this work.

3.2.13 Lone Working

No one should be alone in the church unless they have a mobile phone on their person. The church will provide a mobile phone. This is kept on the bottom shelf of the right hand kitchen wall cabinet or persons may use their own mobile phone.

No one should carry out any hazardous activities, such as work at height unless someone else is also present.

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3.2.14 User Groups & Church Outings

Anyone organising trips, activities etc. must observe the following rules:

- 1/ Employees and voluntary workers must ensure that activities are supervised and under the control of a professional instructor or practitioner unless the activity falls within the bounds where parents might reasonably expect to have the knowledge, foresight and experience be able to supervise their own children e.g. sea-side swimming, boating lake, short walks, overnight camps etc.
- 2/ Employees and voluntary workers must ensure a good ratio of children to supervisors and they should have access to a mobile phone and a first aid kit.
- 3/ Time spent away is best spent in professionally run centres.
- 4/ Anyone organising events or trips should speak to the HSO if they have any doubts or questions
- 5/ Specific events and activities sometimes have specific health and safety guidance. The HSO should also be consulted for anything involving bouncy castles, fireworks, bonfires and charity walks. Ecclesiastical Insurance produce guidance on these subjects
- 6/ The Church Child Protection Officer is responsible for ensuring that CRB checks are provided as appropriate.

3.2.15 Workplace Inspection

The HSO has overall responsibility for ensuring that standards are maintained and effectively supervised during work periods. The PCC also have responsibilities for ensuring ongoing compliance in their areas.

The Chudleigh Parish Church Monthly Safety & Fire Inspection Log in **Appendix 8** provides a routine inspection checklist to confirm ongoing compliance. The Vicar and H&S Sub Committee will also undertake a bi-annual review inspection to ensure that standards are maintained.

3.2.16 Food Hygiene

The church will provide and maintain suitable facilities for hygienic food preparation. The following rules must be observed:

- 1/ Surfaces should be washed and disinfected before and after preparing any food.
- 2/ Hands should be washed before preparation of food, and any wounds covered with a plaster or bandage.
- 3/ Sinks should be cleaned and disinfected before washing any food.

The Food Standards Agency pack 'Safer Food Better Business' is provided for any catering that involve significant food preparation activities.

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4.1 Fire Risk Assessments

From October, 2006 risk assessments for fire are required to be documented by virtue of article 5 of The Regulatory Reform (Fire Safety) Order, 2005. The following Fire Safety Risk Assessment includes considerations outlined in the Fire Safety Risk Assessments – Small and Medium Places of Assembly (05 FRSD 03338 (b)).

The following table provides a record of the assessment for different areas within the premises and the associated controls to minimise risk and mitigate any fires that might occur. Additional control measures with suggested time-scales for implementation are included, as appropriate on an attached report.

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Fire Risk Assessment Record

ASSESSMENT No:	4.1	LOCATION or TASK:	Fire Safety	DATE:	April, 2011
ASSESSOR:	David Lillington	REVIEW DATE:	April, 2012		

Area / Use	Sources of Ignition & Fuel	People at Risk	Risk of Fire Occurring	Reduction Measures (Fire Causes)	Reduction Measures (to People)	Risk	Additional Control Measures Identified
Main Church, Including Vestry & Chapel	Candles, heating equipment, cooking, church structure (high proportion of dry wood).	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Fire resulting from poorly maintained equipment. Accidental fires. Cooking and heating equipment. Candles, notably at Christingle service.	Staff and volunteers training and vigilance in reporting defective equipment. Controls for maintenance of cooking and heating equipment. Supervisory arrangements and separate risk assessment for Christingle services.	<p>No automatic system. Warning is verbal by service leader, churchwarden, sidesperson. Signage and manual emergency lighting near south door will illuminate nave.</p> <p>Serviced fire extinguishers are set at appropriate places around the church (JNC Bristol).</p> <p>Designated fire exits and fire resisting construction in accordance with construction building control requirement.</p> <p>Staff, volunteers, Church Wardens and Sidespersons awareness of escape routes with limited travel distances. Availability of mobile phone in the kitchen to alert emergency services.</p> <p>The main exits are the west door and the south door. For those people near the sanctuary and vestries, the door between choir vestry and vicar's vestry is the nearest egress.</p>	Low/Med	<p>Churchwardens / sides people to be particularly aware of the needs of the elderly / less mobile / special needs. There may be problems associated with sight / hearing / mobility / comprehension. Aisles to be kept clear of obstructions. Churchwardens to be made aware of evacuation procedures.</p> <p>Special attention to be paid to evacuation from the gallery. Door to gallery from porch to be kept open during services / events. Fire Officer inspection in 2002 noted the need for a fire extinguisher in the sanctuary to deal specifically with candle / fabric fires at that location. This is still to be done.</p> <p>The south and west entrances are well known. People should be informed of the opportunities for egress offered by the door between the choir vestry and vicar's vestry. This door is to be kept unlocked during services and other public events. Consideration should be given to training sides people in the appropriate use of fire extinguishers. This is still to be done. Introduction and Use of Monthly Safety & Fire Inspection Log.</p>

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	Portable Electrical Appliances and Electrical Installations.	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Poorly serviced or unsafe circuits and electrical equipment. Overloaded sockets.	<p>Electrical installations professionally installed and maintained by competent electrical contractors.</p> <p>Programme for inspection of fixed electrical services in accordance with IEE recommendations.</p> <p>Programme in place for portable appliance testing.</p> <p>Diligence in use of portable appliances which are routinely checked during use.</p> <p>Staff and volunteers reporting of defective equipment.</p>	As above.	Low/Med	None.
	Gas Boiler	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Fire resulting from poorly maintained equipment.	Gas appliance service inspection.	As above.	Low/Med	None
	Arson	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Deliberate fire lighting.	Safe storage of waste and clearance of combustible materials in Churchyard.	As above.	Med	None
	Kitchen	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Fire resulting from poorly maintained equipment.	All equipment switched off when not in use and after kitchen activities.	As above	Low/Med	None.

Area / Use	Sources of Ignition & Fuel	People at Risk	Risk of Fire Occurring	Reduction Measures (Fire Causes)	Reduction Measures (to People)	Risk	Additional Control Measures Identified
Fellowship Room & Balcony	Heating equipment, church structure (high proportion of dry wood).	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Electrical ignition. Fire resulting from poorly maintained equipment. Accidental and deliberate fires.	<p>Safe storage of waste and clearance of combustible materials.</p> <p>Electrical installations professionally installed and maintained by competent electrical contractors.</p> <p>Programme for inspection of fixed electrical services in accordance with IEE recommendations.</p> <p>Programme in place for portable appliance testing.</p> <p>Staff and volunteers reporting of defective equipment.</p>	As above. Egress from balcony is via stairs to porch corridor.	Med/Low	None.
Ringling Chamber	Church structure (high proportion of dry wood).	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Electrical ignition. Fire resulting from poorly maintained equipment. Accidental and deliberate fires.	<p>Safe storage of waste and clearance of combustible materials.</p> <p>Electrical installations professionally installed and maintained by competent electrical contractors.</p> <p>Programme for inspection of fixed electrical services in accordance with IEE recommendations.</p> <p>Programme in place for portable appliance testing.</p> <p>Staff and volunteers reporting of defective equipment.</p>	As above. Egress from Ringling Chamber is via balcony. Alternative egress is via stairs from Chamber (cover on floor to be lifted) direct to west door.	Med/Low	Cover over stairs from Ringling Chamber to be kept free of objects and clear of obstructions.

Assessment Number**Date of Assessment**

4.2 Electrical Safety

May, 2011

Person Undertaking Assessment**Review Date**

David Lillington

May, 2012

Details of Area or Activity Assessed

Electrical safety to include consideration for the safety of electrical installations and portable electrical equipment.

Details of Hazards, Persons Affected

Hazards associated with risk of electrical shock from use of equipment and installations. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

Existing Control Measures

Staff and volunteers trained to advise Chudleigh Parish Church HSO of defective equipment and arrangements are in place to ensure that items are removed from service. Work is undertaken by competent electricians in accordance with IEE requirements.

There is a programme for both portable appliance inspections and fixed installation inspections in accordance with HSE and BS 7671 : 2001 guidelines.

Additional Control Measures Identified

Staff and volunteers awareness training to be provided. Check to be made to ensure records of PAT and fixed installation inspections are available.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
<p>Staff and volunteers awareness training to be provided.</p> <p>Check to be made to ensure records of PAT and fixed installation inspections are available.</p>		

Assessment Number**Date of Assessment**

4.3 Access, Slips, Trips & Falls

May, 2011

Person Undertaking Assessment**Review Date**

David Lillington

May, 2012

Details of Area or Activity Assessed

Flooring and walkways within all locations to take account of staff and volunteers, contractors, visitors and members of the public.

Details of Hazards, Persons Affected

Hazards associated with slippery and uneven surfaces and walkways throughout the premises and the area outside. Hazards associated with poor access and egress to and from buildings and slippery surfaces during cleaning operations. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

Existing Control Measures

Housekeeping standards are maintained to a good standard to ensure walkways are kept clear and means of escape are maintained during operational times. Cleaning is generally undertaken outside of main use times to minimise risks to staff and volunteers from wet floors. Staff and volunteers trained to ensure slippery floor signs are used and to clear spillages promptly. Staff and volunteers encouraged to dry wet floor surfaces after cleaning, wherever possible. Adequate levels of external lighting.

Additional Control Measures Identified

Monthly Safety Inspection form to be introduced to encourage checking and maintenance of good standards. Assessment to be made of external lighting levels to ensure this is to adequate standard.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
<p>Monthly Safety Inspection form to be introduced to encourage checking and maintenance of good standards.</p> <p>Assessment to be made of external lighting levels to ensure this is to adequate standard.</p>		

Assessment Number**Date of Assessment**

4.4 Hazardous Substances

May, 2011

Person Undertaking Assessment**Review Date**

David Lillington

May, 2012

Details of Area or Activity Assessed

Chemicals used on site are limited to those used as part of the cleaning activities and limited maintenance activities. Substances selected for safety reasons as safe for use in favour of hazardous substances, wherever possible.

Details of Hazards, Persons Affected

Hazards associated with exposure to substances that can cause illness or injury, such as corrosive, irritant, toxic or sensitising agents. Hazards associated with ingestion, inhalation, contact from absorption through skin or injection. Asbestos containing materials (ACMs) within the building structure have not been clarified. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

Existing Control Measures

Basic training given to relevant staff and volunteers as part of their induction. Chemicals in use are selected on the basis of selecting the least hazardous products. Common-sense measures in relation to use of chemicals and use of personal protective equipment, such as gloves. Use of previously approved premises, for which data sheets are available within each location. Chemicals to be kept labelled and to be stored in designated cupboards and not left out. A survey has been done to confirm presence, or otherwise, of ACMs and areas are confirmed where the material is.

Additional Control Measures Identified

An inventory of hazardous substances to be prepared. Material Safety Data Sheets to be checked to ensure that they are comprehensive and the assessment form to be applied in order to consider chemical use and application of control measures. Staff and volunteers to be provided with instruction on safe use based on assessment control measures and to have access to COSHH information, which is provided at point of use and the main office.

Provision of PPE to be checked in the light of assessments undertaken to confirm that it is suitable.

Arrangement to be made to ensure contractors are advised of the location of ACMs relevant to their work activity.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
An inventory of hazardous substances to be prepared. Material Safety Data Sheets to be checked to ensure that they are comprehensive and the assessment form to be applied in order to consider chemical use and application of control measures. Staff and volunteers to be provided with instruction on safe use based on assessment control		

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<p>measures and to have access to COSHH information, which is provided at point of use and the main office.</p> <p>Provision of PPE to be checked in the light of assessments undertaken to confirm that it is suitable.</p> <p>Arrangement to be made to ensure contractors are advised of the location of ACMs relevant to their work activity.</p>		
---	--	--

Assessment Number**Date of Assessment**

4.5 Machinery & Equipment Safety

May, 2011

Person Undertaking Assessment**Review Date**

David Lillington

May, 2012

Details of Area or Activity Assessed

Plant and equipment includes such items as ovens, cookers, office equipment and water heaters. Gas boiler for heating.

Details of Hazards, Persons Affected

Hazards associated with electrical safety, access to moving parts of machinery, gas safety risk associated with fire, explosion and carbon monoxide due to incomplete combustion for gas boilers. Persons affected include staff, volunteers, members of the congregation, and contractors.

Existing Control Measures

Gas boiler is serviced annually by a Gas Safe Register engineer. Other equipment is routinely checked and repaired, as required and use is restricted to authorised personnel.

Additional Control Measures Identified

Equipment servicing and maintenance record to be completed, under the control of the HSO **Appendix 6**.

Clear directions to be given to ensure that staff and volunteers do not use equipment unless they have been formally trained and authorised and arrangements for removing and reporting of defective equipment.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
Equipment servicing and maintenance record to be completed, under the control of the HSO Appendix 6 .		
Clear directions to be given to ensure that staff and volunteers do not use equipment unless they have been formally trained and authorised and arrangements for removing and reporting of defective equipment.		

Assessment Number**Date of Assessment**

4.6 Manual Handling

May, 2011

Person Undertaking Assessment**Review Date**

David Lillington

May, 2012

Details of Area or Activity Assessed

Routine work undertaken by all staff and volunteers include a requirement to undertake manual handling on a routine basis. This will include moving furniture, chairs and other equipment.

Details of Hazards, Persons Affected

Hazards associated with risk of injury (back, fingers, feet and trunk) associated with extreme manual handling, or use of unsafe methods. Persons affected include staff, volunteers, and contractors.

Existing Control Measures

For handling chairs, to not stack chairs more than seven high. To not carry more than two at a time. To make sure rows have sufficient space between them. To not obstruct exits with chairs. Do not carry chairs long distances without taking rests.
For furniture, staging and tables to always use two people to carry heavy items and take rests. Ensure route and location is clear of obstructions.

Additional Control Measures Identified

Staff and volunteers to be trained in safe handling techniques and records maintained in accordance with good practice.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
Staff and volunteers to be trained in safe handling techniques and records maintained in accordance with good practice.		

Assessment Number	Date of Assessment
4.7 Visitors, Contractors & Vulnerable Persons	May, 2011

Person Undertaking Assessment	Review Date
David Lillington	May, 2012

Details of Area or Activity Assessed

Visitors and members of the congregation will include vulnerable groups such as children, the elderly and those with disabilities. Chudleigh Parish Church need to ensure that contractors providing services to the organisation work in a safe manner and are aware of and adhere to the Chudleigh Parish Church established policy and procedures. There are currently no young persons who routinely work. Consideration will also be needed for new and expectant mothers, when the church is advised of relevant staff and volunteers status.

Details of Hazards, Persons Affected

Hazards associated with visitors, and contractors are likely to be similar to those associated with staff and volunteers working in the premises. Particular issues relate to possible injury resulting from slips and falls and emergency escape from the buildings. Contractors need to be made aware of and follow procedures to ensure that they do not put staff and volunteers and members of the public at risk and also ensure that they are aware of emergency arrangements. Other than work experience students, it is unlikely that children and young persons will be involved in the Church operation, other than as members of the congregation. New and expectant mothers could potentially be employed. Persons affected include staff, volunteers, members of the congregation and contractors.

Existing Control Measures

Staff and volunteers are aware of the need for safe working practices and arrangements to ensure that visitors and contractors are not put at risk. Any children visiting as members of the public will be closely supervised and restricted from areas where there are potential dangers (i.e. where there is machinery, balcony (only under supervision), cooking and hot surfaces. The PCC ensure that competent contractors are used. The PCC are also responsible for supervising work undertaken by contractors.

Additional Control Measures Identified

For significant contract work, the contractor must be made aware of their responsibilities to follow Chudleigh Parish Church Health and Safety Policy & Risk Assessments. Policy to be developed for documented review and risk assessment for any staff and volunteers who advise pregnancy and on new mother return to work.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
For significant contract work, the contractor must be made aware of their responsibilities to follow Chudleigh Parish Church Health and Safety Policy & Risk Assessments. Policy to be developed for documented review and risk assessment for any staff and volunteers who advise pregnancy and on new mother return to work.		

Assessment Number	Date of Assessment
4.8 Working at Height	May, 2011

Person Undertaking Assessment	Review Date
David Lillington	May, 2012

Details of Area or Activity Assessed

Ladders and stepladders are provided to be used for access to high levels on a very occasional basis. Prolonged working at height or work that requires hazardous activities will be contracted to specialist organisations. There is a need to access upper areas for cleaning and maintenance on an occasional basis.

Details of Hazards, Persons Affected

Falls from height are a common workplace accident and any working on steps and ladders can expose staff and volunteers to potential hazards. Items can also be dropped onto persons circulating in the area below. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

Existing Control Measures

Ladders and stepladders supplied are to a modern standard. Check angle of rest and security of base (1 out for 4 up). Check ladders for damage, wear & tear as part of the monthly inspections undertaken by the HSO. Use ladders for short periods only. Never work alone - always accompanied. Do not over-reach. Only perform activities that can be carried out single handedly. Make sure nobody is below / around working area. Carry all items, e.g. light bulbs, securely.

Additional Control Measures Identified

Staff and volunteers to be provided with information on ladder safety.

Existing ladders to be checked to ensure that they meet the relevant standards as Class 1 (Industrial) or BSEN 131 (Trade). A record of ladder inspections is maintained as part of the Monthly Inspection and Fire Log.

A specific safe working procedure is to be developed by the HSO to cover the replacement of lights in consultation with the contractor who undertakes this work.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
<p>Staff and volunteers to be provided with information on ladder safety.</p> <p>Existing ladders to be checked to ensure that they meet the relevant standards as Class 1 (Industrial) or BSEN 131 (Trade). A record of ladder inspections is maintained as part of the Monthly Inspection and Fire Log.</p> <p>A specific safe working procedure is to be developed by the HSO to cover the replacement of lights in consultation with the contractor who undertakes this work.</p>		

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Assessment Number**Date of Assessment****4.9 High Attendance Services****May, 2011****Person Undertaking Assessment****Review Date****David Lillington****May, 2012****Details of Area or Activity Assessed**

Remembrance, Christmas and Easter services and other times will give rise to high numbers in attendance and potential incidents, notably should there be an emergency where evacuation is required.

Details of Hazards, Persons Affected

Challenges to ensure evacuation for high numbers in the event of emergency. Hazards associated with slips, trips and falls. Care in the balcony area to supervise children and minimise risk of falling from height. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

Existing Control Measures

Ensure exits are open and unblocked. Ensure aisles are not blocked. Do not allow people to stand near and block exits. Ensure sufficient space between rows for easy access. Do not block aisles pew ends with additional seating. Ensure enough sidespeople / stewards are on duty on the balcony for high attendance events. No unsupervised children to be allowed on balcony

Additional Control Measures Identified

Ensure side door adjacent to Vicar's vestry is unlocked and not blocked by stepladders, etc.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
Ensure side door adjacent to Vicar's vestry is unlocked and not blocked by stepladders, etc.		

Assessment Number**Date of Assessment**

4.10 User Groups

May, 2011

Person Undertaking Assessment**Review Date**

David Lillington

May, 2012

Details of Area or Activity Assessed

The Mothers' Union and other groups occasionally hire and use the facilities for purposes that the user group will have responsibility for.

Details of Hazards, Persons Affected

Hazards associated with activities of this type will be similar to general hazards such as fire, slips and falls etc. normally associated with Church use of the facilities. Persons affected include those hiring the facilities and visitors.

Existing Control Measures

Make sure those using the facilities have completed a H & S checklist and are aware of H & S provisions in church. In particular their awareness of actions in the event of fire and emergencies. User groups to ensure that they have appropriate cover for first-aid. Ensure nominated person is in charge of the activity.

Additional Control Measures Identified

Reinforcement of existing control measures. Consideration of any user groups where it would be appropriate to provide copies of Church H&S policies and procedures.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
Reinforcement of existing control measures. Consideration of any user groups where it would be appropriate to provide copies of Church H&S policies and procedures.		

Assessment Number**Date of Assessment**

4.11 Belfry & Ringing Chamber

May, 2011

Person Undertaking Assessment**Review Date**

Ruth Tuckett

May, 2012

Details of Area or Activity Assessed

Access to the Belfry and Ringing Chamber is needed for practices and bell-ringing.

Details of Hazards, Persons Affected

The area is confined and access is difficult. There is potential for falls from height and slips and falls to this area. Those affected include bell-ringers and visitors.

Existing Control Measures

Both entrances to Ringing Chamber to be locked when not in use.
 Only authorised people to hold keys. No access to the Ringing Chamber unless accompanied by an authorised person – church warden, clock maintenance, clergy or a member of the ringing team. No access during ringing is permitted.
 All bell ringers to be aware of rope safety both during ringing and when the bells are 'up' or 'down'.
 All learners bell ringers to be supervised.
 All visiting teams and visitors to be accompanied by a member of the bell ringing team.
 No lone persons in this area.

Additional Control Measures Identified

Code entry door in porch which give access to balcony stairs.
 Appropriate warning signs to be in place.
 Sign warning people not to enter during ringing.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
Code entry door in porch which give access to balcony stairs. Appropriate warning signs to be in place. Sign warning people not to enter during ringing.		

Assessment Number**Date of Assessment**

4.12 Christingle Services

May, 2011

Person Undertaking Assessment**Review Date**

David Lillington

May, 2012

Details of Area or Activity Assessed

During the Christmas period, the Christingle service includes the use of candles during the service. Children are involved with this activity.

Details of Hazards, Persons Affected

Hazard associated with fire, smoke associated with the candles as a source of ignition. Those affected by the hazard include staff, volunteers and members of the congregation, including children.

Existing Control Measures

Provide extra fire fighting equipment, e.g. sand buckets, water buckets, and blankets in case of clothing fire.
 Remember that balcony may be in use
 Provide plenty of sidespeople are evenly spaced around the church and they are aware of fire instructions
 Ensure all children are supervised
 Block seats directly below candelabra along aisles
 Remove kneelers from pews
 Ensure all candles are fully extinguished at end of service.

Additional Control Measures Identified

Ensure that sidespeople are briefed on fire precautions.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
Ensure that sidespeople are briefed on fire precautions.		

Assessment Number**Date of Assessment****4.13 Flower Festival (& Similar Events)****May, 2011****Person Undertaking Assessment****Review Date****David Lillington****May, 2012****Details of Area or Activity Assessed**

Placement of flowers at upper levels and other decorations by volunteers and staff in preparing for services.

Details of Hazards, Persons Affected

Slips and falls, falls from height, manual handling and items dropping onto those below. Staff, volunteers, visitors, contractors & members of the congregation.

Existing Control Measures

Flower arrangers have devised and maintain working methods that enable safe working within the church building.
 Oversight by colleagues is further precaution and there is no lone working.
 Tidy working methods are used. Spills etc. are immediately cleared. Working material is kept in tidy manner, waste material is quickly cleared and any plastic protective material promptly removed.
 Flower arrangers understand the need to work within personal capabilities. Assistance is readily available.
 Custom, experience and practice mean that safe methods are applied.
 Flower arrangers ensure step-ladders are footed, tied or held by colleague.

Additional Control Measures Identified

Ensure arrangers always remove any cushions etc. from pews before stepping onto pew. Colleague to be always nearby to offer assistance.
 Reinforcement of need for tidy working and thorough clean up and safe working methods.
 Some simple, printed advice on manual handling.
 Oversight during preparation of displays.
 Final checking ('sign off') by festival organiser.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
Ensure arrangers always remove any cushions etc. from pews before stepping onto pew. Colleague to be always nearby to offer assistance. Reinforcement of need for tidy working and thorough clean up and safe working methods. Some simple, printed advice on manual handling. Oversight during preparation of displays. Final checking ('sign off') by festival organiser.		

Assessment Number**Date of Assessment**

4.14 Kitchen

May, 2011

Person Undertaking Assessment**Review Date**

David Lillington

May, 2012

Details of Area or Activity Assessed

Activities are limited and modern equipment is provided to the kitchen area to include a cooker and hot water boilers.

Details of Hazards, Persons Affected

Burns, scalds and cuts are the most common hazards with potential for slips and falls. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

Existing Control Measures

Hot water boilers only to be used by authorised users. Cups not to filled directly from dispenser, use a large jug. Switch off dispenser when not in use.
 Avoidance of trailing leads for electrical equipment. Unplug when not in use. Do not allow children in kitchen when in use.
 For cleaning, provision of rubber gloves. Chemical storage on high shelf. Use food safe products. To not decant products. Do not keep bleach or caustics in the kitchen.

Additional Control Measures Identified

COSHH assessment for materials to be prepared and relevant persons to be made aware of associated controls.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
COSHH assessment for materials to be prepared and relevant persons to be made aware of associated controls.		

Assessment Number	Date of Assessment
4.15 Off-site Activities	May, 2011

Person Undertaking Assessment	Review Date
David Lillington	May, 2012

Details of Area or Activity Assessed
Occasional off-site activities and visits that are organised by the Church.

Details of Hazards, Persons Affected
Potential hazards relating to transfer and transport to off-site activities. Specific hazards associated with alternative venues and activities. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

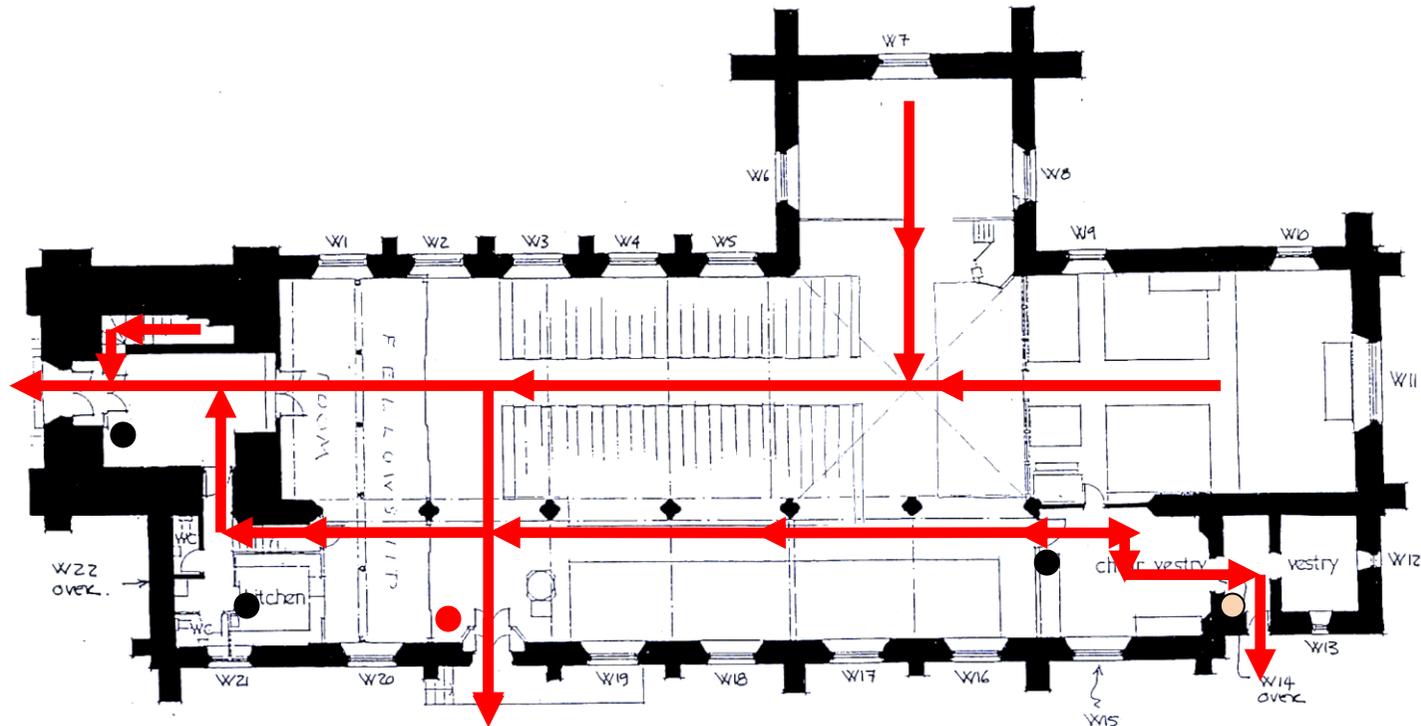
Existing Control Measures
For moving equipment, two people to carry equipment where this is appropriate. Carry only two chairs at a time. Use chair trolleys (from primary school) wherever possible. Take breaks when carrying and make sure routes / sites are clear.
Never use when wet or threat of rain
For electrical equipment, use cable covers and isolate equipment from general public. Only authorised users to use equipment, which should be PAT checked.
When utilising other premises, to check H & S provisions, especially escape routes, fire fighting resources, equipment, emergency procedures, reporting and ensure effective liaison with hosting personnel.
Vehicle use and transfer to ensure adequate supervision to minimise pedestrian safety. For off-site activities to ensure first-aid material provision. Transport and minibuses restricted to responsible adults.
Hired equipment to follow the instructions.

Additional Control Measures Identified
Where off-site activities present particular risk that is not included as above, to undertake a specific risk assessment for these activities.

Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
Where off-site activities present particular risk that is not included as above, to undertake a specific risk assessment for these activities.		

St Martin & St Mary Parish Church Fire Plan



JOHN YETMAN, 1984

- Carbon Dioxide Extinguisher
- Water Extinguisher
- Foam Extinguisher
- ➔ Escape Routes

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Appendix 2 Risk Assessment Form

Assessment Number

Date of Assessment

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Person Undertaking Assessment

Review Date

--	--

Details of Area or Activity Assessed

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Details of Hazards, Persons Affected

--

Existing Control Measures

--

Additional Control Measures Identified

--

Issue	Person Responsible	Timescale for Improvement



Appendix 3 Accident & Near Miss Report Form

Reference No.....		Location			Date of Report	
Last Name of Injured (or ill) Person			First Name		File No.	
Years of Service	Time in Job	Occupation			Hours Worked (Previous 24 Hrs)	
Accident Location (Area)			Date of Accident		Time	
Accident Category (check)	<input type="checkbox"/> Injury or Illness	<input type="checkbox"/> Equipment Malfunction	<input type="checkbox"/> Unsafe Practice	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Other (specify)
Employee <input type="checkbox"/>	or	<input type="checkbox"/> No Injury or First Aid Only	<input type="checkbox"/> Medical Treatment	<input type="checkbox"/> Time Lost	<input type="checkbox"/> Major or Fatal	
Member of the Public <input type="checkbox"/>						
Nature of Injury or Illness						
HSO's Decision – Is a detailed investigation warranted? <div style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></div> <p style="text-align: center;">If No, the form should be signed off and filed and no further investigation is required.</p>						
Description of Accident or Employee's Account of Occupational Disease (e.g. RSI) (use separate sheet if necessary and include plans)						
Name(s) of Witness(s) (Include Phone Numbers)						
The HSO will Decide Whether it is Appropriate for Statements to be Taken						
Were Written Safe Work Procedures Established and Available? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Were they Adequate? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Were these Safe Work Procedures used in Training? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Has the Risk Assessment for This Activity Been Reviewed? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			

Basic Cause (and Contributory Factors) **EXPLAIN FULLY UNSAFE CONDITIONS**

Corrective Measures Taken and/or Recommended

Corrective Action Referred To: _____ Date To Be Completed By: ____ / ____ / ____

Additional Comments or Observations. Where applicable give details of makes & models of machines, equipment, tools, structures, etc., involved in this accident. (Use separate sheet if necessary)

Name(s) & occupations of person (s) who investigated accident:

Print Name & Role

Signed

Date

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Appendix 4 Fire & Emergency Plan

FIRE ALARM PROCEDURES

In the event of a fire:

- Verbally raise the alarm – inform the person leading the service or event, who will request that people leave the building quickly and in an orderly manner
- Ensure that the Fire Brigade is called. Use the mobile phone situated in the kitchen cabinet or one from someone who is present
- Attack the fire with a suitable extinguisher if it is safe to do so and keeping an exit directly behind you. Do not try to fight a fire if you are not sure what is burning or you have any doubts about using the equipment
- Evacuate the church quickly using the nearest exit. Open the doors fully. Assist people out of the building, particularly the physically disabled, the elderly, children or anyone with impaired hearing or vision.

Sidesman 1 - clear pews on north aisle
Sidesman 2 – clear pews on south aisle
Churchwarden 1 – clear chapel, chancel, vestries
Churchwarden 2 – clear balcony, tower, office, kitchen

- Ensure that people are gathered in a safe place, well away from the building or location of the fire. Gather people in the assembly point – **the Play Park**
- Check that everyone has been safely evacuated. Do not let anyone re-enter the building until informed by the Fire Officer or other responsible person that it is safe to do so.

FIRE EXTINGUISHERS

Location	Type of Extinguisher	USE ON
Notice board side of west door	Carbon dioxide	For flammable liquids or electrical fires Do not use on wood, paper, textiles, fabrics
Inside choir vestry door	Carbon dioxide	
In gallery, on LH side of office door	Carbon dioxide	
In ringing chamber	Carbon dioxide	
In kitchen, under hot water dispenser	Carbon dioxide	
At side of south door	Foam	For fires involving wood, paper, fabric, textiles Do not use on flammable liquids or electrical fires
In lobby just before vicar's vestry	Foam	

DO NOT SPEND TIME USING AN EXTINGUISHER

IT IS MORE IMPORTANT TO CLEAR EVERYONE FROM THE CHURCH AND MAKE SURE THAT THE FIRE BRIGADE HAS BEEN CALLED

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Appendix 5 COSHH Risk Assessment Form

Area	Date	Assessment No.	Assessor

Has a Material Safety Data Sheet (MSDS) been obtained? Y / N

Is it necessary to use this substance (consider safer alternatives)? Y / N

Does the substance contain anything with a Workplace Exposure Limits* (WELs)? Y / N

If Yes, please list the substances and limits from the MSDS

.....

How is the product harmful? (Please Circle)

Inhalation Eye Contact Skin Contact Ingestion Injection Sensitising Agent

Describe the required PPE. (Please Circle)

Goggles Gloves Protective Clothing Apron Protective Footwear Respirator/Dust Mask

Description of the activity; who, where and how the substance is used

.....

.....

List out the current control measures that apply to the task

.....

.....

Is monitoring and/or supervision of the controls in place? Describe the measures taken

.....

Have staff and volunteers been trained in the safe use and the control measures to be used? Y / N

Are the controls applied adequate and consistent with those given in the MSDS? Y / N

Is the PPE provided appropriate and suitable and is it being worn by staff and volunteers?
Y / N

Review Date	Changes Made	Assessor	Signed



Appendix 7 Manual Handling Guidelines

General Handling Arrangements

The use of mechanical aids should always be considered as a priority where heavy items will be handled. Handling should be carefully considered and appropriate planning given prior to attempting tasks. The use of team lifting or alternative, safer methods should always be considered in preference to individual handling. Where heavy boxes are to be handled, consideration should be given to splitting heavy boxes into lighter loads.

No member of staff or volunteers are expected to undertake unreasonable handling tasks. Safe handling will also be the responsibility of all staff and volunteers and should situations occur where additional assistance is needed from a second member of staff, the policy is to provide this.

It is important to;

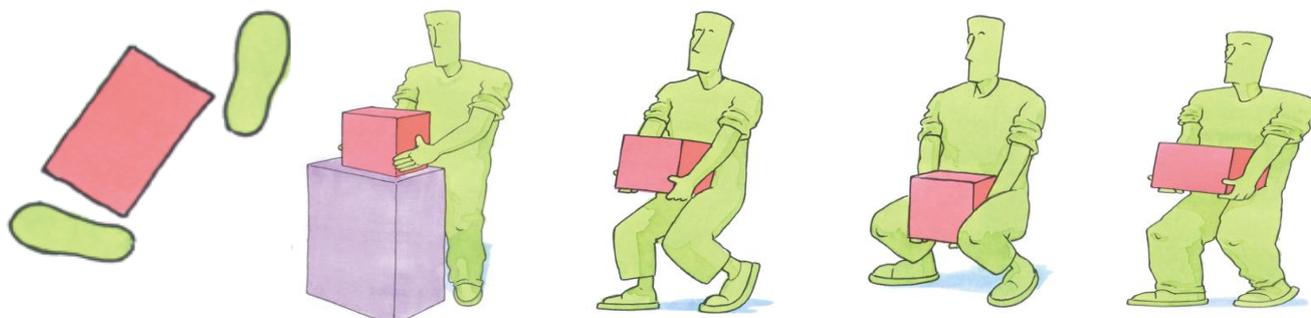
- avoid the need to undertake manual handling wherever possible;
- use mechanical aids or get assistance, where appropriate;
- avoid the need for handling that involves stretching and twisting operations;
- use sensible techniques for manual handling as outlined below;
- where possible, break down loads to smaller amounts;
- contact the PCC where there is a need for additional support to deal with high stock levels or difficult handling operations
- be aware of and use safe manual handling techniques as outlined.

Any member of staff or volunteers who have particular concerns about a handling operation should raise this to the Vicar or HSO and they must not attempt to undertake work that they consider unreasonable.

Safe Techniques for Manual Handling

The following principles should be applied when lifting and lowering is undertaken:-

- think about the task involved. Can it be avoided or are there mechanical aids or assistance from other staff and volunteers available. Consider whether the weight and task is reasonable;
- plan the manual handling before starting. Make sure the area is clear and where you are going to put the item down;
- position feet a shoulder width apart and bend the legs and grip the item;
- straighten your legs, keeping your head looking forward and move smoothly without jerking;
- move to the final position and smoothly place the item down, bending knees as before.



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Appendix 8 Monthly Safety & Fire Inspection Log

Date	
Responsible Person (Completing Inspection)	

Issue	Guidance	Comment (Deficiencies)	Person Responsible to Complete
Policies and Documentation	Have the H&S Policy and Risk Assessments and associated records been reviewed (< 12-months)?		
Accident Investigation	Is the accident book available? Have incidents / near misses been properly investigated and improvements implemented?		
Fire Extinguishers & Alarm	In position, serviced and serviceable?		
Fire Evacuation	Has this been rehearsed in past 6-month period?		
Housekeeping & Fire Exits	Are fire exits clear and good housekeeping standards in place		
Clear Walkways and Carpets	In sound condition, serviceable and kept closed		
Electrical Appliances	Are inspection records for equipment up to date?		
Gas Appliances	Has an engineer undertaken servicing in preceding 12 month period?		
Chemical Storage and Use	Are chemicals correctly stored and COSHH sheets and protective equipment in place? Are flammable materials stored safely?		
New Staff and volunteers	Have new staff and volunteers been advised of H&S Policy and received induction training?		
Plant & Machinery	Is all plant and machinery properly maintained and in serviceable condition?		
Floor Surfaces and General Structure	Are floor surfaces and the main structural condition adequate?		
Ladders & Stepladders	Are ladders and stepladders in sound, serviceable condition?		
Are there staff and volunteers with an identified training need?			
Any other deficiencies that have been identified?			
Other Comments			