

# **Christ Church with St Philip Worcester Park**

## **HEALTH AND SAFETY POLICY**

**February 2018**

<b>CONTENTS</b>	<b>PAGE</b>
Note to all Employees, Voluntary Helpers and Contractors	3
Introduction	3
SECTION A – GENERAL STATEMENT OF POLICY	4
SECTION B – ORGANISATION AND RESPONSIBILITIES	5
1. Responsibility of the Clergy	5
2. Responsibility of the Churchwardens / Stewards	5
3. Responsibility of the Ecumenical Church Council	5
4. Responsibility of the Health and Safety Officer	5
5. Responsibility of Employees and Voluntary Workers	6
6. Persons / Bodies with Specific Responsibilities	6
7. Church and Hall Plan	6
SECTION C – ARRANGEMENTS	7
1. Accidents and First Aid	7
2. General Fire Safety	8
2.1 Fire Extinguishers	8
2.2 Fire Detectors	8
2.3 Other Fire Protection Equipment	9
2.4 Evacuation Procedures	9
2.5 Evacuation Drills	10
2.6 Primary and Secondary Escape Routes	10
2.7 Discovery of a Fire	10
2.8 Fire Alarm	11
2.9 Emergency Lighting	13
3. Electrical Safety	13
4. Gas Equipment Safety	14
5. Hazardous Substances	14
6. Safety of Plant and Machinery	14
7. Slips, Trips and Falls	15
8. Lighting	15
9. Working at High Levels	15
10. Preparation of Food	15
11. Manual Handling	16
12. Hazardous Buildings and Glazing	16
13. Child Protection	16
14. Personal Safety	17
15. Activities and Other Areas requiring Procedures	17
16. Risk Assessments	17
17. Contractors	17
18. Information and Enforcement	18
Appendix A – Appointments and Responsible parties	19
Appendix B – Plan of Church and halls	20
Appendix C – Health and Safety Policy Guidance Notes	21

**NOTE TO ALL EMPLOYEES, VOLUNTARY HELPERS AND CONTRACTORS**

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

**INTRODUCTION**

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The Policy is in three sections:

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

Note: Instructions and Guidance on this policy are provided in 'Health and Safety Policy Guidance Notes' document.

## **SECTION A**

## **GENERAL STATEMENT OF POLICY**

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

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

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly (as a minimum every 2 years) and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Ecumenical Church Council, and sub committees where they exist and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

In all matters associated with work required to be carried out on the premises, the following should always be remembered:

***There is no job that is so important or so urgent  
that we cannot afford the time to do it safely  
and with due regard for the health of  
ourselves and others.***

Signed: ..... Clergy Vicar Minister

Date: \_\_\_\_\_

**Next Review Date:** \_\_\_\_\_

## SECTION B

### ORGANISATION AND RESPONSIBILITIES

#### 1. Responsibility of the Clergy

Overall responsibility for health and safety is that of the Clergy who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice.

Specific responsibilities may be delegated to church personnel or committees.

#### 2. Responsibility of the Churchwardens / Stewards

The responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens / Stewards - Refer to Appendix A for current names.

#### 3. Responsibility of the Ecumenical Church Council

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

#### 4. Responsibility of the Resources Committee / Heath and Safety Officer

The Resources Committee may appoint a Health and Safety Officer who will be responsible for the day to day implementation of the arrangements outlined in this policy. If no individual is appointed the Resources Committee will assume responsibility.

#### **The responsibilities shall include:**

1. be familiar with Health and Safety Regulations as far as they concern church premises
2. be familiar with the health and safety policy and arrangements and ensure they are observed
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure the church and halls are kept clean and tidy
5. ensure that safety equipment and protective clothing is available for use by all personnel where this is required
6. ensure that all plant, equipment and tools belonging to the church are properly maintained and in good condition and that those operating it are competent in its use
7. ensure that adequate access and egress is maintained to all areas
8. ensure adequate firefighting equipment is available and maintained
9. ensure that food hygiene regulations and procedures are observed.

## **5. Responsibility of employees and voluntary workers**

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

### **Employees and voluntary workers must therefore:**

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

## **6. Persons / Bodies with specific responsibilities**

The list of persons / bodies with specific responsibilities is updated annually – refer to Appendix A for current list.

## **7. Plan of Church and Halls**

A plan of the church and halls showing locations of all exits, fire extinguishers, first aid boxes etc. shall be located in the church and hall entrances – refer to Appendix B

## SECTION C

### ARRANGEMENTS (Implementation of the Policy)

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

Further details applicable to some aspects of this policy together with appropriate forms are contained in Appendix C.

#### 1. ACCIDENTS AND FIRST AID

First Aid boxes are located in Church Entrance (outside toilet) and in Halls (in corridor opposite entrance to kitchen).

Trained / qualified First Aiders are listed in Appendix A

The accident books are located adjacent to/within the first aid boxes.

All accidents and incidents shall be entered in the accident book or on an accident report form and our insurers advised when an incident that may result in an insurance claim occurs.

Accident books and accident records shall be regularly reviewed.

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

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

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

If the church or church hall are let to outside organisations, they shall be told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose located adjacent to the first aid box in the halls.

## 2. GENERAL FIRE SAFETY

Our policy is to fulfil our obligations under the Fire Safety in the Workplace <https://www.gov.uk/workplace-fire-safety-your-responsibilities>. In order to achieve this, we undertake the following:

1. An assessment of the fire risks in the church and associated buildings.
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. A check that people who may be in the building can get out safely including if necessary the provision of emergency lighting.
4. To provide appropriate firefighting equipment.
5. A check that those in the building know what to do if there is a fire.
6. A regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

### 2.1 Fire Extinguishers

Fire extinguishers are kept in all locations and are of an appropriate type and capacity for the fire risk in those locations.

Refer to Appendix B for plan of locations and types.

All extinguishers shall be checked every month by the **Fire Officer** and by the Church Fire Officer, also annually to ensure that they are still in place and have not been discharged.

All extinguishers are checked annually by:

**Arun Fire Protection Services** (Telephone: 0403 741698)

### 2.2 Fire Detectors

The following fire detectors are installed on the premises (linked to fire alarm):

Type	Location
Smoke Detector	Stewards Vestry
Smoke Detector	Clergy Vestry
Smoke Detector	Corridor – Office to Vestries
Smoke Detector	Church Office
Smoke Detector	Welcome area
Smoke Detector (x3)	Hall Corridor and Stairs
Smoke Detector	Servery
Smoke Detector (x3)	Wesley Hall and Stage
Smoke Detector	Room 1
Smoke Detector	Room 2
Smoke Detector	Kitchen
Smoke Detector (x2)	St Philip Hall
Smoke Detector	St Philip Hall Lobby

Smoke Detector	St Philip Boiler House
----------------	------------------------

An annual inspection shall be carried out under contract by:

**M P Kavanagh Ltd** (Telephone: 020 8286 7216) and by the Church Fire Officer, also annually

## 2.3 Other Fire Protection Equipment

The following fire protection equipment is located on the premises:

Type	Location
Fire Blanket	Kitchen in halls
Fire Blanket	Servery
Fire Blanket	Kitchen in church

All fire blankets to be checked annually by :

**Arun Fire Protection Services** (Telephone: 0403 741698)

### Fire Shutters

Fire Shutter	Kitchen in halls
Fire Shutter	Servery
Fire Shutter	Church Office

An annual inspection and service to be carried out under contract by :

**Briton Shutters & Grilles** (Telephone: 024 7645 6909) David has details of new company.

## 2.4 Evacuation Procedures

For large services and concerts, where the congregation / audience exceeds 250 our procedures for stewarding / evacuation are detailed below.

1. All designated fire doors must be unlocked before the service / event commences and be clearly marked as fire exits using the "Running Man" symbol.
2. A check must be made that all doors can be opened and are not obstructed.
3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church / halls.
4. If emergency lighting is not available, torches must be available for each steward.
5. In the event of an emergency (fire / bomb threat, etc), an announcement to leave the building will be made by the senior member of clergy / churchwarden / steward etc. as appropriate.
6. Persons will assemble in Ruskin Drive in accordance with instructions given at the time by the senior member of clergy / churchwarden / stewards etc. as appropriate.
7. The emergency services will be contacted immediately by a nominated person using the telephone located in the Office **if safe to do so**, or by mobile phone once everyone has vacated the building.

## 2.5 Evacuation Drills

Fire evacuation drills should be carried annually out by all organisations who regularly meet on the premises.

Instruction on the evacuation procedure shall be given to the general church congregation annually.

The alarm to advise people to evacuate the buildings shall be by shouting ‘**FIRE**’ or by continuous blasts on a whistle if available.

All employees and voluntary workers on the premises should ensure they are familiar with escape routes.

Plans indicating the location of Emergency Exits and the Assembly Area shall be located in the entrance to the church and halls – refer to Appendix B.

All escape route (see 2.6), both internal and external, to the Assembly Area shall be kept clear and unobstructed.

## 2.6 Primary and Secondary Escape Routes

### Primary Escape Routes

- **CHURCH** – The primary escape route is via the doors at the back of the Church, from the vestibule out onto Cheam Common Road. This is based on a risk assessment identifying that the most likely source of a fire would be in the Sanctuary Area.
- **HALLS** – The primary escape routes from the halls are via the Fire Exit beside Rooms 1 & 2, and the Fire Exit to the side of St. Philip Hall, beside the Stage.

### Secondary Escape Routes

- **CHURCH** – The secondary escape route is via the double doors into the Welcome Area. Alternatively, should this route and the primary route be blocked, escape is via the Fire Exit by the Stewards Vestry.
- **HALLS** – The secondary escape route is via the Fire Exit in the back right-hand corner of St. Philip Hall.

## 2.7 If You Discover a Fire (No matter how small)

1. Immediately raise the alarm.
2. Evacuate everyone to the designated Assembly Area.
3. Telephone the emergency services
4. Ensure clear access for the emergency vehicles.
5. Do not re-enter the building until authorised to do so.

**Note:** Portable Fire Extinguishers should only used by trained personnel and only then without taking any personal risk and keeping themselves between the fire and the exit. It is more helpful to assist with the evacuation of the building ensuring that all doors are closed behind you.

The general rule is People before Property.

If in doubt, remember:      **Shout out, Get out, Stay out**

## 2.8 Fire Alarm

**There are Fire Alarm Points by all exit routes from the halls and at other locations in the halls.**

The fire alarm is triggered by either the smoke detectors outlined (see page 8) or the Fire Alarm points situated beside the doors from the Welcome Area to the car park, in the corridor beside the store-rooms behind the office, in Wesley and St. Philip Halls, beside the fire exit to the lawn behind the Church, in the kitchens, and outside The Den. The fire alarm points are triggered by pressing the button on the point, very firmly.

The fire alarm is a loud siren.

The control panel for the alarm is situated in the Welcome Area to the right of the door into the Church office. The panel is an addressable system that covers the following areas:

Zone 1 - Ground Floor

Zone 2 - First Floor (The Den & The Upper Room)

There is a full manual for the system, located in the red cabinet next to the control panel.

### **Upon Fire Alarm Activation**

The fire alarm panel will give an exact location of the activation on the LCD screen, at which point the fire evacuation policy outlined at 2.4 should be carried out.

If an investigation confirms that there is not a fire situation or risk to lives, or if the alarm has been set off by accident, then you can silence and reset the system by the following method:

- 1) If a manual call point has been activated (Red Indicator glows) it should be reset using the special key held in the red box. Insert in bottom of call point lower front of call point and push back up (yellow line at top of push panel no longer shows).
- 2) Push menu button on Control Panel.
- 3) Using 4-way tactile button (top & bottom buttons) toggle until "Enter User Level Access 2 code is displayed.
- 4) Using 4-way tactile button (right button) "accept" selection.
- 5) Enter the user code **2222** into the fire alarm panel by pressing the downward section of the 4-way tactile button, each press of the button will be acknowledged by a star on the screen.
- 6) Press the **Silence** button (**Bottom Right Side button**) on the fire alarm panel
- 7) Press the **Reset** button on (**Lower Left Side Button**)

### **If System Records A Fault**

If a part of the fire alarm system fails due to detector failure, wiring fault, etc:-

- one or more of the panel's fault indicators will flash;
- the panel's internal sounder will pulse;
- the panel's display will show an appropriate fault message (in the case of a faulty

manual call-point, for example, the zone on which the faulty call point is located will be displayed).

In the event of a fault condition, whoever notices the fault should:

- Mute the panel's internal beeper by pressing the **silence internal sounder** button. (Note that any new faults will restart the beeper).
- Note down the nature of the fault(s) in the fire system's log-book (in the red cabinet next to the panel)
- Contact to be made with **Fire Officer**, who will contact M.P. Kavanagh Engineering Systems (020 8286 7216), who installed and service the system.

### **Fire Alarm Testing Procedure**

#### **DAILY**

- 1) Centre Manager/Caretaker/Stewards to check that the panel indicates normal operation. If not record any faults indicated in the log-book situated in the red cabinet next to the alarm control panel, and report the fault to a responsible person.
- 2) Check that any fault recorded for the previous day has received attention.

#### **WEEKLY**

- 1) Caretaker to operate a manual call point or smoke detector to ensure that the system operates properly. Each week a different detector should be checked.
- 2) Check that the alarm has operated, ie. siren sounded, and then reset the system (see above).
- 3) Complete the log-book with details of date, time, trigger device tested and enter **Routine Weekly Test**, any action required, and any reports made and to whom.

#### **QUARTERLY**

- 1) Fire Officer to check entries in the log-book and take any necessary action,
- 2) Operate a manual call point or smoke detector to ensure the system operates properly, checking that alarm is operating.
- 3) Check that all functions of the fire alarm control panel operate by stimulating fault conditions.
- 4) Visually check that structural alterations have not been made that could have an effect on the siting of detectors and other trigger devices.
- 5) Complete the event log with details of date, time, trigger device tested and the **Quarterly Test**
- 6) Any defects or alterations to equipment should also be entered in the event section.

#### **ANNUALLY**

An annual inspection shall be carried out under contract by:

**M P Kavanagh Ltd**  
Telephone: 020 8286 7216

## 2.9 Emergency Lighting

This is provided within the halls to provide illumination in an emergency.

### DAILY

- 1) Check that maintained emergency exit signs are illuminated.
- 2) Check log book.

### MONTHLY

- 1) Using key switches check that all emergency light fittings illuminate for at least 10 minutes.
- 2) Record any failures in log book and action repairs under contract.

### 6 MONTHLY

- 1) Using key switches check that all emergency light fittings illuminate for at least 1 hour.
- 2) Record any failures in log book and action repairs under contract.

### ANNUALLY

An annual inspection shall be carried out under contract by:

**M P Kavanagh Ltd** (Telephone: 020 8286 7216)

There is currently no statutory requirement for churches to provide emergency lighting. It is however, the duty of the trustees to carry out a risk assessment, as required under the Health and Safety Regulations. NB: This is not the case for church halls that are available for public hire.

2.91 If the assessment results in a decision to provide emergency lighting, it should be installed in accordance with BS5266.

2.92 An emergency lighting log book, with the record of regular testing must be kept up to date. Without regular testing and maintenance, emergency lighting will soon become ineffective.

2.93 The emergency light fittings should be non-maintained units (i.e. to activate only on power failure). For aesthetic reasons it would be preferable to incorporate the emergency unit within a general lighting fitting if possible.

2.84 If infrequent provision only, is required, illuminated exit signs and emergency lighting can be provided by portable 'plug in' units, with the provision of a discreet socket and bracket in the appropriate positions. When not in use the emergency lighting units could be kept energised, adjacent to the electricity mains supply position. This would also help to ensure that the lighting units are in working order prior to use.

## 3. ELECTRICAL SAFETY

The **Resources Committee** is responsibility for the safety of all electrical appliances and systems permanently on the premises.

A list of all electrical appliances belonging to the church shall be maintained.

## The Legal Position

All places of worship are covered by the Electricity at Work Regulations 1989. They state that any installation that complies with the IEE Wiring Regulations, BS7671, will be deemed to comply with the Electricity at Work Regulations. These are basic guidelines intended for trustees to make available to specifiers and electrical contractors to help in the preparation of tenders, specifications and proposals for new electrical installations, alterations, routine maintenance or minor works to churches.

## Contractors

Only registered approved members of NICEIC, ECA, or NAPIT should be employed to carry out new installations, alterations, maintenance, and minor works. Only the highest standard of workmanship should be allowed. Operatives should be skilled tradesmen, who are aware of the community, historic and architectural importance of our buildings. They should be particularly made aware of any uses that are outside the 'norm' for a church. Such uses would include, and this is not an exhaustive list, any overnight accommodation, use as schools, especially those that cater for pre-school children, any water based activities and use by the elderly, especially those suffering dementia.

## Existing Electrical Installations

The electrical installation should be fully tested and inspected every five years in accordance with BS7671 (IEE regulations guidance Note No 3) by a registered NICEIC, ECA or NAPIT contractor. The inspection certificate/report should be held in the church log book.

Code 1 defects (definition - 'adversely affects the safety level of the installation') arising from the inspection, **MUST RECEIVE IMMEDIATE ATTENTION**.

Code 2 defects (definition - 'requires improvement') should be attended to as soon as possible.

Installations over five years old should also be subject to annual routine checks.

## New Installation Works

New installations or alterations require a project through the consents website and the relevant approvals. Minor maintenance or replacement work may be permitted under CPD 930. All work must be carried out in accordance with BS7671 (IEE regulations latest edition including amendments). It is advisable for the church architect to be involved at an early stage, so that any installation undertaken involves minimal disturbance of the fabric of the building and is aesthetically appropriate. Any work on a listed building or building in a conservation area will require consent and advice should be taken at an early stage from the Conservation Officer based in Manchester.

## Sockets and Portable appliances.

Sockets should be the metal clad type and should be protected by a 30mA RCD. Sockets in wet situations, such as bell chambers, should be at least IP54 rated. All portable appliances should be tested by a competent person in accordance with the Health and Safety regulations, and a log of regular tests for each appliance be provided.

## Certification

The following certificates appropriate to the works carried out should be provided with originals held in the church log book:

- New electrical installation work - NICEIC Electrical installation certificate (EIC)
- Minor electrical works - NICEIC Minor works certificate (MEW)
- Periodical Inspection - NICEIC Periodic inspection report (PIR)
- Portable appliance testing - HSE log test sheet
- Emergency lighting testing - NICEIC BS5266 log test sheet (ELT)
- Lightning conductor testing - BS6651 log test sheet
  - Lightning conductors need to be maintained properly if they are to be effective. They need to be inspected at least every four years, although the recommend period is every two-and-a-half years
  - You can prevent electrical equipment being damaged by power surges by installing surge protection equipment
  - Any work on a church's lightning protection system should be conducted by a competent contractor such as a member of ATLAS  
(Association of Technical Lightning and Access Specialists)
- A record of the visual checks and inspections should be held in the church log book.

## 4. GAS EQUIPMENT SAFETY

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a SAFE registered gas installer.

The **Resources Committee** shall be responsible for ensuring these checks are carried out and any necessary work required for safety is implemented immediately.

## 5. HAZARDOUS SUBSTANCES

The **Centre Manager** shall maintain a list of all hazardous substances used in the church/hall.

Where at all possible, the use of hazardous substances shall be eliminated. Where this is not possible, our safety arrangements are as follows:-

For all hazardous substances, which include substances marked as "Harmful, Irritant,

Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment", data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident. For further guidance refer to the section in Appendix C.

## 6. SAFETY OF PLANT AND MACHINERY

The **Centre Manager** shall maintain a list of all items of plant and machinery permanently stored in our church / halls. The procedures for checking and rules for use are as follows:-

1. Employees and voluntary workers must not operate plant or machinery that they are not competent to use.
2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
5. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
6. The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
7. Persons under the age of 18 may use hand tools under supervision but are not permitted to operate any power driven item of plant or machinery.
8. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two person operation.
9. Any defect and damage found to any item of plant or machinery must be reported.
1. All plant and machinery shall be regularly maintained and a schedule kept of maintenance requirements.

For further guidance, refer to the appropriate section in Appendix C.

## 7. SLIPS, TRIPS AND FALLS (Condition of floors, steps and paths )

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection shall be made every **month** by the **Caretaker/Centre Manager** of all floors and stairs in the church and halls, and all paths and steps around the buildings. Particular note will be made of moss, algae and leaves on paths. All paths, especially escape routes shall be kept clear and any defects to paths will be remedied where able or reported to the **Resources Committee** who will arrange for repairs to be carried out.

## 8.. LIGHTING

In order to ensure that the church is adequately lit, an inspection shall be made every week by the **Caretaker** to ensure that all lights in and outside the church and halls are working. Any bulbs which require replacing will be reported to a member of the

**Resources Committee** who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs are followed.

## 9. WORKING AT HIGH LEVELS

Working at height is dangerous and precautions should always be taken. Appropriate ladders or scaffolding should be used and there should always be a minimum of two people when this work is undertaken.

When using ladders, ensure they are of an appropriate height such that it is not necessary to stand higher than the third step from the top. Ladders should only be used for tasks which allows one hand always to be in contact with the ladders. Where scaffolding is used, it should be properly constructed and secured.

Only people confident at working at height should carry out work at high level.

## 10. PREPARATION OF FOOD

The following guidelines should be followed to ensure as far as practically possible a good standard of food hygiene:

- All food handlers should be competent.
- Before any preparation commences, all surfaces coming into contact with food must be washed down.
- Food stuffs may only be prepared in the kitchen area.
- All hirers who wish to provide food stuffs are advised of the facilities and guidelines.

**Note:** *Food Hygiene Regulations apply whether food is sold publicly or privately, in a hall or marquee, for profit or for fund-raising. The only exception is food cooked at home for private consumption.*

## 11. MANUAL HANDLING (Lifting, carrying and moving loads)

Our policy is to eliminate the need for manual handling as far as is reasonably practicable. Where it is not possible to avoid the need to move loads, suitable lifting aids or trolleys should be used.

*Do not attempt to move items that are too heavy to be handled with ease.  
Carrying heavy items up and down stairs should be avoided wherever possible.*

## 12. HAZARDOUS BUILDINGS / GLAZING

Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every **quarter** by the **Resources Committee**.

Any defects noted are immediately reported and put in hand for repairs.

Where necessary, temporary measures shall be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

A check shall be made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

### 13. CHILD PROTECTION

A separate document entitled 'Safe from Harm (Child Protection) Policy' has been prepared for our church and should be adhered to for all people who have contact with children on our premises.

The policy statement of the above document states:

**'As the people of Christ Church with St Philip, we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community, of all ages. It is therefore, the responsibility of each one of us to prevent the physical, sexual or emotional abuse of children and young people.'**

*Refer to the above Policy for further guidance or contact our Child Protection Officer – refer to Appendix A.*

## 15. PERSONAL SAFETY

Risk Assessments should be periodically undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables.

*Guidance is provided in Appendix C.*

## 16. PROCEDURES FOR OTHER ACTIVITIES

For all hazardous activities, a risk assessment should be carried out and any procedures or safety precautions which must be followed should be identified. Other activities include:

1. Fêtes, including the use of Bouncy Castles
2. Sponsored Walks
3. Erection of temporary staging / lighting, etc.

*For further guidance refer to Appendix C.*

## 17. RISK ASSESSMENTS

Risk assessments shall be carried out on all areas of the church premises annually and for all activities that carry a significant risk by the Resources Committee in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

*Details on how to carry out a risk assessment are contained in Appendix C.*

## 18. CONTRACTORS

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

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
2. Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
3. Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
4. Where plant and machinery are brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.
6. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also specify any safety precautions they must undertake.

*For further information, refer to Appendix C*

## **19. INFORMATION AND ENFORCEMENT**

### **Environmental Health Service Information:**

Address:

London Borough of Sutton Business Regulation Service  
Civic Offices, St. Nicholas Way , Sutton SM1 1EA

Tel: 0208 770 5594      Fax: 0208 770 5633      E-mail: jenny.winslet@sutton.gov.uk

Contact name if known: Jenny Winslet, Principal Environmental Officer

### **Employment Medical Advisory Service Information:**

*The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters.*

*Address and phone numbers of regional HSE office for Medical Advisory Service.*

Address:      HSE, Rose Court, 2 Southwalk Bridge, London SE1 9HS

Tel:            020 7556 2100

## Appendix A

### Appointments and Responsible parties

**The following are responsible for safety in particular areas:-**

Activity / Area	Responsible Body / Person
Accident Book/Accident Reporting (1)	Leadership Team
Fire Extinguishers (2.1)	Paul Leach – Fire Officer
Fire Detectors and Alarms (2.2)	Paul Leach – Fire Officer
Fire Protection Equipment (2.3)	Paul Leach – Fire Officer
Emergency Evacuation (2.4)	Leadership Team
Portable Electrical Appliances (3.1)	Resources Committee
Fixed Electrical System (3.4)	Resources Committee
Gas Equipment (4)	Resources Committee
Hazardous Substances (5)	Centre Manager
Plant and Equipment (6)	Resources Committee
Condition of Floors and Stairs (7.1)	Resources Committee
Light Bulb Changing (8)	Centre Manager
Working at High Levels (9)	Resources Committee
Food Preparation (10)	Centre Manager
Manual handling (11)	Resources Committee
Building Defects/Glazing (13)	Resources Committee
Child Protection (14)	Tony Leach – Child Protection Officer
Personal Safety (15)	Leadership Team
Contractors (18)	Resources Committee
Organ	Patrick Jacobs
Fêtes and Outings	Event Organiser
Health and Safety Training	Leadership Team
Church including Entrance, balcony etc	Resources Committee
Halls including stage and storage areas	Resources Committee
Kitchens	Resources Committee
Boiler Rooms	Resources Committee
Church Grounds and Car Park	Caretaker

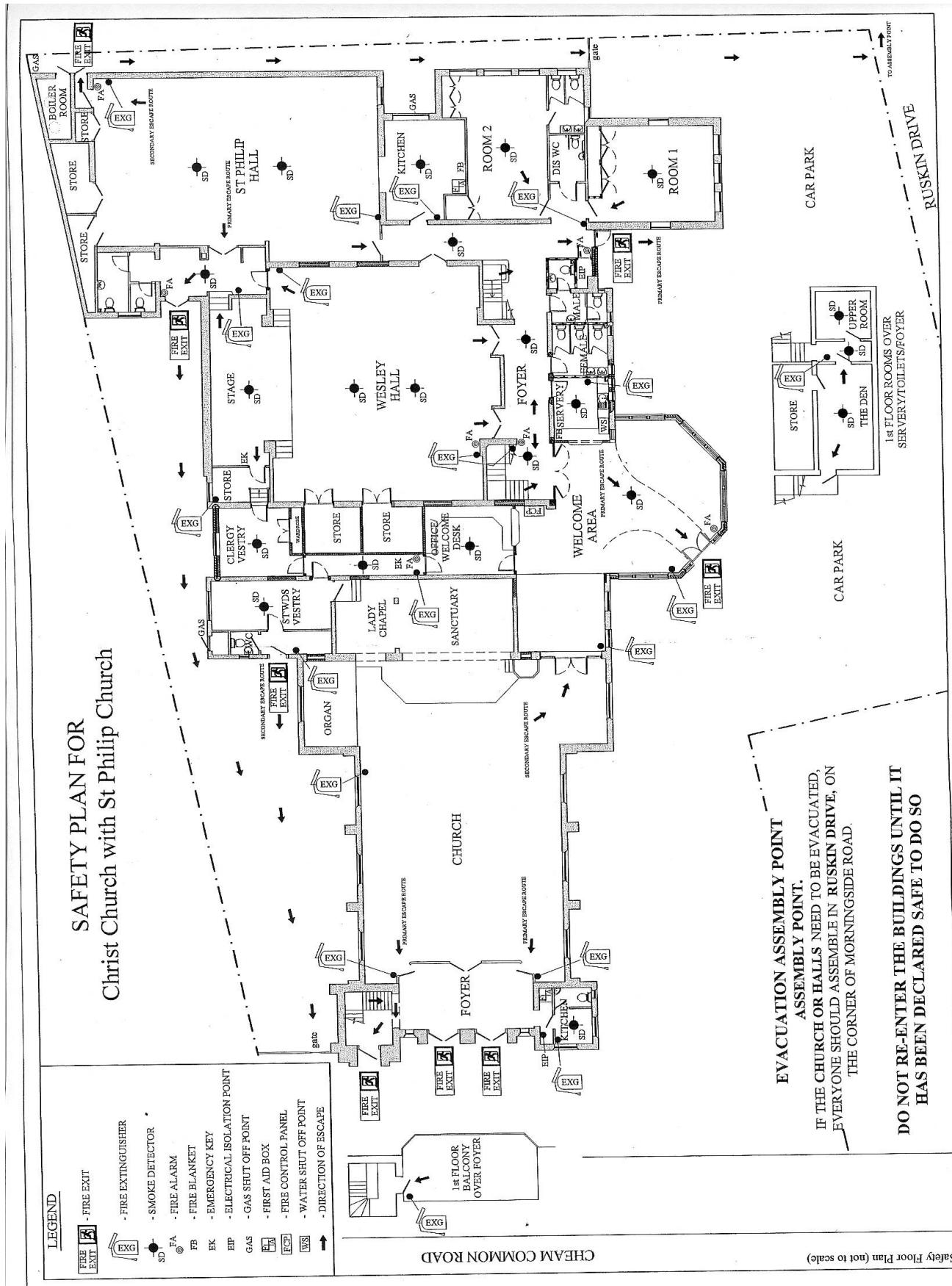
*(The numbers in brackets relate to the appropriate section of this policy).*

**First Aiders** – Member of the congregation who hold current first aid or medical qualifications include:

Christine Wicks

## Appendix B

### Plan of Church and Halls



## Appendix C

### HEALTH AND SAFETY POLICY GUIDANCE NOTES

<b>CONTENTS</b>	<b>PAGE</b>
C1 How to Carry Out Risk Assessments	21
C2 Risk Assessment Checklist	23
1. Accidents and First Aid	
2. Fire Safety	
3. Electrical Safety	
4. Gas Safety	
5. Hazardous Substances	
6. Plant and Machinery	
7. Slips, Trips and Falls	
8. Lighting	
9. Falls from a Height	
10. Food Hygiene	
11. Manual Handling	
12. Display Screen Equipment	
13. Hazardous Buildings/Glazing	
14. Child Protection	
15. Personal Safety	
16. Activities and Other Hazards	
C3 Improving Safety – Additional Control Measures	26
C4 Example Risk Assessments	26
C5 Accident Report Form	27
C6 Letting of Church Premises	30
C7 Risk Assessment Form ( General )	31
C8 Work Permit Form	32
C9 Fire Risk Assessment Form	33
C10 Personal Safety	34
C11 Event Organisation	38
C12 Hazardous Substances	43
C13 Safety of Plant and Machinery	44
C14 Display Screen Equipment	45
C15 Contractors	45

## INTRODUCTION

The following sections are all provided as guidance on the various aspects of our policy and have been taken directly from information provided by our insurers Ecclesiastical Insurance Group and written specifically for church policy documents.

### C1 HOW TO CARRY OUT RISK ASSESSMENTS

Risk assessment is not difficult, but it does take time. It is sensible, therefore, to spread the load as far as is possible and for people to carry out risk assessments in their own particular area, where they best know about any hazards. For example, the organist should look at the organ loft and choir vestry, the tower captain the ringing chamber and belfry, and so on.

The process should be overseen and co-ordinated by the person who has overall responsibility for health and safety.

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

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

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

An example of a Risk Assessment is shown in Section C4

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

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

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

The likelihood of something happening can be graded as:

- |   |   |        |                           |
|---|---|--------|---------------------------|
| 1 | = | Low    | (Seldom)                  |
| 2 | = | Medium | (Frequently)              |
| 3 | = | High   | (Certain or Near Certain) |

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

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

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

### Risk Rating Matrix

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

**Severity**

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

Risk Rating:

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

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

## C2 RISK ASSESSMENT CHECKLIST

### 1. Accidents and First Aid

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

### 2. Fire Safety

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

### 3. Electrical Safety

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

Mechanical damage to wiring

#### **4. Gas Safety**

Condition and maintenance arrangements for fixed gas boilers and heaters

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

#### **5. Control of Hazardous substances**

##### Internal

Cleaning materials

Types, amounts, storage arrangements

Provision of personal protective equipment

##### External

Pesticides, herbicides, petrol

Types, amounts, storage arrangements

Provision of personal protective equipment

#### **6. Plant and Machinery**

##### Internal

Condition and potential injury arising from font covers, sanctuary lamps, hanging roods and crosses, canopies and other suspended items

Lifts, hoists and other lifting mechanism

Ladders, scaffolds and staging, including storage and accessibility

Display screen and computer equipment

Bells, clock weights and chiming mechanisms

Any other equipment

##### External

Lawnmowers, gangmowers, strimmers, etc

#### **7. Slips, Trips and Falls**

##### Internal

Loose carpets, rugs, mats and other floor coverings

Loose and uneven tiles, stone paving and floorboards

Trailing lead and other obstructions

Worn, steep and uneven steps and stairs

Inadequate lighting, lack of handrails

##### External

Uneven and poorly maintained paths and steps

Potholes, tree roots and unprotected drops

Long grass and undergrowth

Fences, signs etc

Poor drainage of paths and growth of algae

Inadequate lighting and lack of handrails

#### **8. Lighting**

##### Internal

Check adequacy of lighting

Pay particular attention to stairs, steps,

##### External

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

**9. Falls from a Height**Internal

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

External

Clearing of gutters and valleys

**10. Food Hygiene**

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

**11. Manual Handling**

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

**12. Display Screen Equipment**

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

**13. Hazardous Buildings/Glazing**

Loose stonework, falling masonry, slates, tiles, gutters  
Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage  
Narrow panes up to 250mm need not be included

**14. Child Protection**

Existing child protection procedures  
Implementation of our church Safe from Harm (Child Protection) Policy

**15. Personal Safety**

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

**16. Activities and Other Hazards**

Services, concerts, events, exhibitions, etc  
Numbers attending  
Age related hazards (children/elderly)  
Disability access/provision  
Fêtes, sponsored walks, fund-raising activities

Look for and note any other hazard which could cause someone harm which are not included in the above checklist.

### C3 IMPROVING SAFETY – ADDITIONAL CONTROL MEASURES

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

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

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

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

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

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

### C4 EXAMPLE RISK ASSESSMENTS

Two fictitious examples of risk assessments are given below:

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

<b>Area – South Porch</b>					
<b>Hazards/Risks</b>	<b>Existing Controls</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Additional Controls</b>
Falls down steps into the church	None	3 (Certain)	2 (Serious)	$3 \times 2 = 6$ (High priority action)	Fit handrail
<b>Area – Churchyard</b>					
<b>Hazards/Risks</b>	<b>Existing Controls</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Additional Controls</b>
Cuts, eye injuries and hearing loss from use of strimmer in churchyard	All operators use full face visor, gloves, ear muffs, steel capped boots, must be over 18 and have been trained	1 (Low)	1 (Slight)	$1 \times 1 = 1$ (Low priority action)	Strimmer must be regularly serviced and maintained



**C5 ACCIDENT REPORT FORM**

*Name of Church:* .....

*Address:* .....

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

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

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

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

Full name of person injured .....

Home address .....

Date of Birth .....

Tick appropriate box      Employee      Volunteer      Visitor

Date of Occurrence ..... Time of Occurrence .....

Place of Occurrence .....

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

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

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

**This section to be completed by the church official**

If Employee/Volunteer:

1. State nature of employment .....
2. Was she/he on or off duty at the time  
.....
3. If on duty did she/he after the occurrence continue to work or go off duty  
.....  
.....
4. If she/he went off duty at what time and for how long .....  
.....

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

Signed ..... Print Name

Position ..... Date .....

**Any apparatus or equipment involved must be retained for inspection.**

## **Statement by Witness 1:**

---

---

---

---

---

---

Signed ..... Date: .....

## **Statement by Witness 2:**

---

---

---

---

---

Signed ..... Date: .....

## C6 GUIDANCE NOTES IN CONNECTION WITH THE LETTING OF CHURCH PREMISES

We would suggest that a formal letting agreement is drawn up for the use of the church and halls by third parties.

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

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

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

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

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

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

**The following information should be recorded:-**

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

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

***Any apparatus or equipment involved must be retained for inspection.***

**C7 RISK ASSESSMENT FORM ( GENERAL )**

Name of Church .....

Address .....

Assessment undertaken by .....

Date .....

Area assessed (e.g. Vestry) .....

HAZARDS/ RISKS/ PERSONS	EXISTING CONTROLS	LIKELIHOOD	SEVERITY	RISK RATING	ADDITIONAL CONTROLS

Likelihood Rating

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

Severity Rating

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

Risk Rating = Likelihood x Severity

1 - 2 = Low Priority

3 - 4 = Medium Priority

6 - 9 = High Priority

COPY THIS FORM AS OFTEN AS REQUIRED

**C8 WORK PERMIT**

**Name of Church:** \_\_\_\_\_ **Permit No.** \_\_\_\_\_

**Address:** \_\_\_\_\_

**A. Proposal of Work to be undertaken**

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

Exact location of proposed work .....

Nature of work to be undertaken .....

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

Signed ..... Name (Block Capitals) .....

Date ..... Position .....

Company/Contractor etc .....

**B. Agreement (To be completed by Church Official)**

The above work is authorised to take place at the following times and dates between  
..... and .....  
on .....

Signed ..... Name (Block Capitals) .....

Date ..... Position .....

COPY THIS FORM AS OFTEN AS REQUIRED

**C9 FIRE RISK ASSESSMENT FORM**

Name of Church.....

Address.....

Assessment undertaken by.....

Date .....

Area assessed (e.g. Wesley hall ).....

<b>HAZARDS/RISKS/ PERSONS</b> <i>(Note here the existing situation)</i>	<b>ADDITIONAL CONTROLS</b> <i>( Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented )</i>
1. What are the Fire Risks ? ( <i>Note details of any flammable liquids, combustible materials, and persons at risk</i> )	
1. Can a fire be detected in a reasonable time and people be warned?	
1. Can people in the building get out safely? ( <i>Look at escape routes, emergency lighting and signage</i> )	
1. Is there adequate fire fighting equipment ?	
1. Do people know what to do if there is a fire ? ( <i>Are there any written evacuation procedures ?</i> )	
1. Is a regular check made that fire fighting equipment is in place, are people trained in its use and is it regularly maintained?	

COPY THIS FORM AS OFTEN AS REQUIRED

## C10 PERSONAL SAFETY GUIDANCE NOTES

### INTRODUCTION

It is a sad fact of modern life that even when in church, we cannot be sure that we are entirely safe. The purpose of this leaflet is not to alarm but to give some simple guidance as to what can be done to minimise the risks to your own safety and that of others in the church environment.

Practices that have been followed for many years without incident may no longer be safe and the fact that nothing has gone wrong in the past is no reason to be complacent. Now is the time to examine the way you do things and make any changes that are necessary.

You can do this by carrying out simple risk assessments.

First of all, you need to identify what are the hazards. These are situations where there is the potential for someone to be harmed. Then you must establish what is the risk. This is the actual likelihood of someone being harmed taking into account the measures you have in place to limit the consequences. These measures are called controls. Examples of control measures are the carrying of a personal attack alarm or ensuring that there are always two people on duty in the church at any one time.

You may find that you have no controls in place at all or that they are insufficient to prevent someone from being at risk. If this is the case, you must decide what additional control measures are necessary to reduce the risk and ensure they are implemented.

The best way of going about this is to record your findings. This means listing the hazards you have identified, noting the risks and any existing controls and then noting what additional controls are necessary to ensure personal safety. Finally, you should record how these new measures are to be implemented.

### WHERE RISKS TO PERSONAL SAFETY MIGHT ARISE

There are hazards not just in the church itself. The easiest way to approach risk assessment is to break things down into smaller areas, each of which can then be considered in turn. We can look at four areas:-

1. PEOPLE IN CHURCH
2. PEOPLE IN THE CHURCH HALL
3. PEOPLE AT HOME
4. PEOPLE WALKING OR TRAVELLING BETWEEN ANY OF THE ABOVE

#### 1. PEOPLE IN CHURCH

The greatest risk arises when people are on their own. This risk is increased when people are carrying cash or there is cash or other valuables on the premises. You will therefore need to look at the following situations:-

- i) Are there any occasions when people are in the church on their own?

For example, you may have a “church sitter” rota but it works on the basis of only one person being there at a time. Additional controls which could be considered are always having two people on duty at any one time or providing some form of communication. This could be a mobile telephone, two-way radio or personal attack alarm connected to an alarm system. You will need to consider, however, who is available to respond to an alarm call.

- ii) When is cash collected? Collections from Sunday services may be held in a safe and then taken to the bank during the week. How many people are present when the safe is opened and what are the arrangements for taking the cash to the bank? If more than one person is involved with cash transits, one person can act as driver so that it is possible to stop directly outside the bank while the other goes inside. One person can act as a “lookout” to ensure the route is safe. It is important that times and routes for the transfer of cash are varied. Assaults on persons carrying cash often occur because a pattern can be established as to when it is going to happen. Your insurers may stipulate the numbers of persons who are required to accompany cash transits above certain amounts.
- iii) Are there any cash collection points where people are vulnerable? You will need to consider areas such as shops, bookstalls, refectories, crypts, treasures, etc where someone is positioned to collect entrance money or takings from safes. How remote are these areas from the rest of the building where there are likely to be other people around? Do they have any form of communication or personal attack alarm? How well lit are these areas? One possible control measure is to sell tickets from a secure central point so that persons at remote locations are not concerned with collecting cash. Areas which are in darkness or are poorly lit provide a much greater opportunity for attacks than those which are well lit and are therefore clearly visible by others.
- iv) Are there any other opportunities for attacks or assaults to take place? You may organise tours to towers or roof spaces. There should always be at least two persons in charge of tours and you should always have some means of communication with the ground. The rule that you only allow pre-booked tours will considerably reduce the risk of persons demanding to be shown around straightaway.
- v) Are there any other areas where it is possible for threats to personal safety to occur? Church porches or other concealed spaces are often used by young people and drug addicts as meeting places. This can be very intimidating for anyone coming to open up the church. You should do all you can to design out the possibility that someone is put at risk. The fitting of locked gates to the front of open porches and ensuring all areas are well lit can reduce the practice of people congregating around the church.

If you are in an area where there is a real possibility of people being threatened by challenging behaviour then obtain specialist help from the local Crime Reduction Officer, who can be contacted via your local Police Station, so that church members have the correct training.

## **2. PEOPLE IN THE CHURCH HALL**

Here again, the greatest risk arises when people are on their own. This is often difficult to avoid, particularly if the hall has to be opened up in the evening for lettings or church events. Avoid the collection of cash at events held in the hall and have some means of communication in the hall such as a separate telephone. Ensure that all entrances to the hall, including paths and car parks, and particularly around the entrance door and final exit door, are well lit. Car parks should be overlooked if possible and be free from excessive vegetation growth where people can be concealed. Consider carefully the sort of activities for which you allow the hall to be used. Private parties and discos can often attract the wrong sort of attention. Ensure that you have adequate supervision and stewarding for all activities.

## **3. PEOPLE AT HOME**

The challenges presented to the clergy arising from callers to the vicarage or manse are already well covered in the publication "Knocking at Heaven's Door". However, there may be occasions when people call at the home of any church member. It has been quite common in many churches to have a "Key Card" near the entrance advising where the key may be obtained if the church is locked. The addresses given are often remote and the keyholders often elderly.

We would suggest that if possible the church should be left open with the valuables locked away. However, if you wish to lock the church and make the key available we would suggest that this is from a local shop, Post Office or garage which may well be protected by closed circuit television. You must not give details of parishioners names and addresses where keys can be obtained. You cannot be certain that everyone asking for the keys is of honest intent and publishing names and addresses could put people at risk. To help those who wish to look at the church show times in the church porch or on the notice board when the church will be open and someone will be present.

People in difficulty or distress rightly look to the church for help. However, this can often be difficult for lay people to deal with adequately if they have not received the correct training. If a set of common guidelines are established to deal with these situations and they are known and followed by all parishioners, this can considerably reduce the possibility of individuals being put at risk.

For example, you may decide to have a policy that you do not give cash to casual callers but have vouchers available which can be used in a local shop or café.

Have information sheets available which can be given to callers detailing local shelters, social services, emergency social workers and other voluntary organisations.

Arrange "another appointment". Decide on fixed times and places where members of the clergy or others with specialist skills will be available to help people in need. Have these details on a card which can be handed to callers. If possible, keep a log of callers with brief details of name and reason for the call.

Parishioners should never allow callers indoors unless they are well known to them, and they should not attempt to become involved in counselling unless they are trained to do so. You have no idea of the background or psychiatric condition of the person at your door. If you have a porch, keep the door to the house locked and conduct any discussions in the porch.

Consideration must also be given to lay workers visiting other people's homes in the Parish. If you do not know them well and have any cause for concern, it may be advisable not to visit alone. Always let someone know where you are going and at what time you expect them to return. Carrying a mobile phone is a sensible precaution.

#### **4. TRAVELLING BETWEEN HOME AND CHURCH**

The same rules apply regarding personal safety as at other times. When walking, keep to busy, well lit routes and avoid alleyways, subways and shortcuts through back lanes or wooded areas. Carry a personal attack alarm. When driving, keep car doors locked and valuables out of sight. However, churches are often located in remote rural areas or inner city areas. In both cases, ensure that church doorways and paths are well lit, and if driving that you park as close to the church as possible.

If you are travelling alone, tell someone where you are going and what time you expect to arrive.

#### **SELF DEFENCE**

Do not play the hero. Do not attempt to hold on to cash if you are threatened. If you are asked to hand over cash then hand it over. Only sound an alarm if you feel it is safe to do so. If you have not been trained in conciliation techniques, do not get involved in an argument. Avoid confrontation. Do not get involved in a physical situation. Do not try to apprehend anyone even if you have had training in self defence techniques. If you have had such training, only use it as a last resort to defend yourself. Your aim should be to defuse a potentially violent situation and reduce the risk of injury to yourself and other people. As soon as possible, contact the Police and leave apprehension to them.

#### **CONCLUSION**

The key to personal safety is to avoid situations where a threat to your safety could occur. Carry out a risk assessment of your church and church hall and identify those at risk. Establish procedures and introduce control methods to reduce the possibility of risks to personal safety as much as possible. The key elements are:-

- ◆ Ensure people are not left on their own, particularly when handling cash.
- ◆ Ensure there is a method of raising the alarm in the event of an emergency.
- ◆ Ensure all areas of the building, both inside and outside, are well lit and that there are no places where people can loiter.
- ◆ Have set procedures and information available for dealing with people looking for help.

Use the following type of table to carry out your own risk assessment.

<b>Activity</b>	<b>Who is at Risk</b>	<b>Existing Procedure</b>	<b>Additional Security Measures Needed</b>
<b>Example:</b> Unlocking church hall for evening functions	Caretaker	Caretaker unlocks hall on her own	Additional lighting outside hall door. Provide caretaker with personal attack alarm

**Note:** This advice and information is given in good faith and is based on our understanding of current law and practice. Neither Ecclesiastical Insurance Group plc nor its subsidiaries accept any liability whatsoever for any errors or omissions which may result in injury, loss or damage, including consequential or financial loss. It is the responsibility of the Insured or any other person to ensure that they comply with their statutory obligations and any interpretation or implementation of the above is at the sole discretion of the Insured or other party who may read these notes.

## C11 EVENT ORGANISATION

### Introduction

The organisation of events has long been a method used by churches for fund-raising, and, in the main, has proved to be very successful. However, without adequate planning and organisation, the running of such activities can lead to accidents and injuries.

The following is designed to give some insight into the areas to be considered when organising such events, but should not be considered exhaustive.

### Legislation

All entertainment events are classed as work activities and therefore are subject to the Health and Safety at Work Act and the various regulations passed under it. In addition licensing legislation may also apply.

An event organiser has a duty to ensure that any premises including churchyards or other open spaces, means of access and egress and any plant, equipment and substances are safe and without risks to the health of any employees, volunteers or visitors.

A common duty of care also arises under the Occupiers Liability Act 1957 to ensure that visitors will be reasonably safe in carrying out the activities for which they were invited or permitted to be at the event.

Remember that the Health and Safety Executive (HSE) now regard persons who make use of volunteers as employers and volunteers as employees. The same level of training, information and protection must be provided to both employees and volunteers.

### Insurance

The cover provided by your policy is only intended for mainstream fund-raising, such as social activities or events, but not those where there is a high risk of serious injury.

If you are planning any event which includes activities of a hazardous nature such as abseiling or bungee jumping then you must notify your insurers and ensure that adequate cover is in place before the event takes place.

If outside contractors are employed to provide major attractions the event organiser should check with the attraction provider that he holds adequate public liability insurance with an indemnity limit not less than that of the organiser's own insurance and that the event organiser is indemnified as a "principal" under the contractor's policy. Where possible a copy of the attraction provider's policy should be obtained.

Persons who are not members of your organisation but who are asked to run side shows, such as rides, stalls, displays and the like, should provide their own public liability insurance to cover both property damage and accident or injury to members of the public.

### **Contractual Agreements**

You should carefully check any contractual agreements in connection with attraction providers or the hiring of premises or equipment. Despite the Unfair Contract Terms Act, some conditions observed recently have endeavoured to place onerous responsibilities upon the event organiser, which should have been catered for by the suppliers own liability insurance.

### **Communications**

There should be clear lines of communication between those involved in organising an event, and individuals who should have clearly defined areas of responsibility.

If the event is spread over a large site or over more than one floor of a building, the establishment of a central control point could prove useful, with a specified person to take overall control and with responsibility to summon the emergency services. The location of the nearest accessible telephones should be known or a fully charged mobile telephone should be provided.

Consideration needs to be given as to how the organiser will communicate with the public attending the event, particularly if the event is in the open air.

### **Planning the venue**

Organisers need to consider the suitability of the proposed venue. Whilst the owners of any buildings and land that are used have a responsibility to ensure that their property is safe, it is the organisers who have a primary responsibility for initially choosing venues that are suitable in terms of size and access.

The following need to be considered:

- Are buildings large enough with sufficient entrances and exits for the numbers anticipated?
- Are the exits clearly marked?
- Are sufficient fire extinguishers provided?
- Do exhibitors or stallholders need to bring in equipment?
- Are checks made to ensure the safety of any equipment?
- Are doorways wide enough to accommodate such equipment?
- Are there awkward steps or corridors to negotiate?
- Are there sufficient people to help unload?
- Will vehicles need to be brought close to the entrance and what are the traffic implications?

The local Fire Prevention Officer should be contacted to ensure that the proposed use is acceptable and that there is no breach of any fire regulations. The owners of the property should confirm that there is no breach of any lease, tenancy or any similar agreement.

## **Manual Handling**

A risk assessment must be carried out of all manual handling tasks. Manual handling must be avoided if at all possible or mechanical handling aids such as trolleys used for moving heavy equipment.

If chairs and tables need moving or setting up, there should be sufficient numbers of able bodied people to assist. The poor handling of loads is one of the major causes of back injuries and permanent disablement. People with a history of back problems should not undertake heavy lifting activities.

The erection of temporary staging and lighting gantries must only be undertaken by trained professionals.

## **Electrical Installations**

All electrical installations must comply with the Electricity at Work Regulations 1989 and must be installed by a recognised authorised and qualified electrical contractor in accordance with BS7671:1992 Requirements for electrical installations ( IEE Wiring Regulations ).

Only electrical contractors enrolled with the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA) should be employed.

Persons bringing portable electrical appliances onto the site must be able to show that the equipment is correctly maintained and has been subject to routine inspection and testing.

## **Crowd Control**

Crowd control is an important factor in accident prevention and attention to detail during the planning stage will assist in a smooth, accident-free event. Consideration should be given to the following:

- parking facilities for both entertainers and visitors.
- vehicle and pedestrian entrances and congestion.
- One way systems, pressure points, queues etc.
- Adequate means of escape including checking fire exits are unlocked.
- cordoning off of hazardous areas.
- provision of adequately trained marshalls.
- emergency evacuation procedures.

## **First Aid**

An risk assessment must be undertaken of the extent of first aid provision required. This will be based on the numbers attending and the nature of the activities. Provision may range from a simple first aid box to a number of trained first aiders or attendance by St Johns Ambulance. All marshalls and others in control must be made clearly aware of the extent and location of first aid facilities. An emergency plan must also be in place in the event of someone having to be taken to hospital or needing to receive emergency treatment.

## **Food and Drink**

The provision of food and drink at an event may not be considered hazardous by many; however, food poisoning is on the increase and food hygiene and the requirements of the Food Safety Act 1990 and the Food Safety (General Food Hygiene ) Regulations 1995 must be considered.

The Chartered Institute of Environmental Health publish a Catering Guide to Good Hygiene Practice. ISBN 0 900 103 00 0 . This include guidance for moveable and/or temporary

premises such as marquees, mobile sales vehicles and premises used occasionally for food preparation such as church and village halls.

Where cooking takes place, a check should be made on the method of heating, i.e. bottled gas, and its associated hazards. Mobile food vans and trailers must not be located where they could be a hazard, or put children at risk from moving traffic. Particular care needs to be taken with deep fat frying and a separate Guidance Note is available.

### **Alcohol**

Alcohol is a major contributor to many serious accidents. If the event features potentially hazardous activities the sale of alcohol should be restricted or banned altogether.

### **Animals**

If animals feature as part of the event (donkey rides, pet shows, obedience trials, for example), there needs to be adequate separation between the public and the animals and provision must be made for the welfare of the animals and their separation and supervision. Consideration should be given as to whether visitors (as opposed to competitors or those displaying) should be allowed to bring dogs and their control.

### **Fairground Rides**

These should be provided with a Safety Test Certificate. The event organiser should liaise with the ride operator to ensure that the requirements laid out in the relevant HSE Guidance Note can be fully met.

### **Bouncy Castles**

Department of Trade and Industry statistics confirm that in 1999 there were 8,450 accidents resulting in injuries to children arising from the use of inflatable bouncy castles within the UK. Careful consideration needs to be given to the hiring and operation of bouncy castles.

### **Cash Handling**

Consideration must be given before the event to the handling of cash and the security of those involved in collecting and banking money. Every stall or attraction should be provided with a cash box of some kind in which to collect entry charges and payments.

A float will be required for each cash collection point at the start of the event and takings must be removed on a regular basis during the course of the event so that large sums of cash do not build up. If admission and other charges are set at a round amount this avoids the need for large amounts of small change.

Selling tickets in advance will reduce the amount of cash you have to handle on the day itself. A secure place must be decided upon in advance in which to collect cash and count it prior to banking. If the event is near the church this could be the church vestry if this is a secure area. The church safe could be used to keep cash in overnight before banking the next day.

Check that your safe is suitable for the amount you wish to keep. If it is considered safe to do so, you could make use of a Bank night safe facility. Ideally a professional security company should be used to collect cash on the same day. Remember the safety of people is always more important than the protection of money.

### **Dangerous Activities**

It is incumbent upon the event organisers to take all reasonable steps to ensure the safety of participants as far as possible.

Many of these activities are operated through Codes of Practice, HSE Guidelines, Trade Association Guidelines, Government Regulations and Health & Safety Executive Guidance Notes.

A check should be made with the operator to establish if such controls exist and if so that they are followed. Where there is any doubt, the activity should be abandoned.

In the event that any dangerous activity is to be organised, your insurer must be advised as public liability cover will not be automatic.

The following is a list of potentially dangerous activities:-

- Rock climbing
- Abseiling
- Canoeing
- Jet-skiing
- Water-skiing
- Swimming
- Pony-trekking
- Sub-aqua diving
- Dry slope skiing
- Clay-pigeon shooting
- Archery
- Horse-riding
- Driving of any vehicle by persons who would not be allowed to drive such a vehicle on the public highway.
- BMX cycling
- Assault course
- Barfly jumping
- Bungee jumping
- Pole climbing
- Caving
- Parachute jumping
- Ballooning
- Gliding
- Flying
- Bonfire and firework displays and the like

This list is not exhaustive and any other activity which you consider may be dangerous must be notified to your insurers.

### **Where to get advice**

Further advice is available from the following organisations:-

- Royal Society for the Prevention of Accidents (RoSPA) - Tel. 0121 248 2000  
RoSPA produce booklets on a wide range of safety issues, some general and some relating to specific activities.
- Health & Safety Executive (HSE) – HSE InfoLine Tel. 08701 545500.

Although associated with industrial safety, HSE can provide literature on a number of areas that can be of interest to organisers.

The HSE publication “The event safety guide – A guide to health, safety and welfare at music and similar events” Ref: HSG195  
ISBN 0 7176 2453 6 gives detailed advice on all aspects of event organisation.

- Sport England - Tel. 020 7273 1500. [www.english.sports.gov.uk](http://www.english.sports.gov.uk)  
Sport England produce a number of publications on organising sporting events.
- The local Environmental Health Officer for Food/Food Hygiene.

Food Hygiene legislation is enforced by each Local Authority in its area through the work of Environmental Health Officers and Trading Standards Officers. These Officers are available to give guidance.

- The Chartered Institute of Environmental Health

The Catering Guide, Markets and Fairs Guide and other guides to good food hygiene practice are available from The Publications Department, Chadwick House Group Ltd., Chadwick Court, 15 Hatfields, London SE1 8DJ. Tel: 020 7827 5882. [www.cieh.org.uk/](http://www.cieh.org.uk/)

- The Local Authority – Licensing Department

You may need to apply for a Public Entertainments Licence. This will probably be the case if you are selling tickets and have amplified music. Check with the licensing department of your Local Authority.

- Please also remember that local Fire and Police Authorities may need to be consulted and are available to provide advice and guidance.

This advice and information is given in good faith and is based on our understanding of current law and practice. Neither Ecclesiastical Insurance Group plc nor its subsidiaries accept any liability whatsoever for any errors or omissions which may result in injury, loss or damage, including consequential or financial loss. It is the responsibility of the Insured or any other person to ensure that they comply with their statutory obligations and any interpretation or implementation of the above is at the sole discretion of the Insured or other party who may read these notes.

## C12 HAZARDOUS SUBSTANCES

For all hazardous substances, which include substances marked as "Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment", data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident e.g.

Name of Substance:	Liquid floor cleaner "Flash)
Hazard Level:	Low
Storage:	Must be kept in locked store room off vestry
Protective Clothing:	Wear overalls and gloves
Accidents:	If splashed in eyes wash immediately with copious amounts of water

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

*Examples of other hazardous substances you might have are: petrol, pesticides, insecticides and polishes. Some hazardous substances, such as asbestos which may be found in boiler rooms or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors. (You must consult the local Environmental Health Officer in such circumstances).*

Do not mix chemicals.

Do not store chemicals in unmarked containers.

Name	Hazard Type	Storage	Protection	Accident Procedure

## C13 SAFETY OF PLANT AND MACHINERY

All items of plant and machinery and the rules and procedures for their use, including the appropriate personal protective equipment needed should be identified and made known to all users. In most cases when using machinery, boots, gloves, eye protection and overalls should be worn.

In certain situations, head protection and ear protection may also be necessary.

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

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

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

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

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

## C14 DISPLAY SCREEN EQUIPMENT

The risks to any habitual users of computer work stations should be reviewed to reduce those risks to the lowest level possible. The following factors should be considered when carrying out risk assessments:-

1. Stability and legibility of the screen
2. Contrast and brightness of the screen
3. Tilt and swivel of the screen
4. Suitability of keyboards, desks and chairs
5. The work station environment
6. The user friendliness of the software.

Work routines should involve periods away from the screen.

## C15 Contractors

*Certain work to the church will be subject to The Construction (Design and Management) Regulations 1994. In summary, this includes new buildings, alterations, repairs, restoration, temporary structures and even re-decoration and conservation work which:*

- *last for more than 30 days*
- *involve more than 500 person days of work, or*
- *involve 5 or more people on site at any one time, or*
- *any demolition work.*

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

The Resources Committee should ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.