

HEALTH & SAFETY POLICY**CONTENTS**

Note to all employees, voluntary helpers & contractors
Please refer to EIG master document for guidance notes

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SECTION A – GENERAL STATEMENT OF POLICY

Our policy, so far as it 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, garden of rest 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 in this document.

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

In order to ensure that health and safety matters are kept constantly under review, an item will be included on the agenda for all meetings of the PCC, and sub committees where they exist and employees and voluntary workers will be consulted on a regular basis (e.g. stewards' meetings) in order to seek their views on health and safety matters.

Signed:
Ludlow Rector

Date:

Date of Review: March 2023; next review March 2024

This policy is reviewed on an annual basis

SECTION B – ORGANISATION & RESPONSIBILITIES

1. Responsibility of the Rector

Overall responsibility for health and safety is that of the Rector:

Rev. Preb. Kelvin Price

who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate codes of practice.

Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2. Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the churchwardens:

- *Mrs Lesley Harling*

- *Mr Richard Franks*

3. Responsibility of the Parochial Church Council

The PCC has general responsibility to ensure that the health and safety policy is implemented.

4. Responsibility of the Health & Safety Officer

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

Dr Ewart Carson

The responsibility of the health and safety officer shall be to:

1. be familiar with health and safety regulations as far as they concern church premises
2. be familiar with the health and safety policy and arrangements and ensure they are observed
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure the church and no 2 are clean and tidy
5. ensure that the garden of rest is properly maintained including the safety of memorial plaques and trees and that grass is kept cut
6. ensure that safety equipment and clothing is provided and used by all personnel where it is required
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received appropriate training

8. ensure that adequate access and egress is maintained
9. ensure adequate fire fighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed
11. ensure that any contractors employed are in possession of the facts above and are suitably covered by their own insurance and operating systems and regulations

5. Responsibility of Employees and Voluntary Workers

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

Employees and voluntary workers must therefore:

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

6. Persons with specific responsibilities

Position	Name
Rector	Rev. Preb. Kelvin Price
Church Wardens	Mrs Lesley Harling Mr Richard Franks
Chair of Fabric Committee	Mr Stuart McLaren
Finance and Strategy Manager	Mr Peter Nield
Office Administrator	Ms Nicky Luck
House Manager	Mr Alistair Barton or Appointee for Event
Health and Safety Officer	Dr Ewart Carson
Safeguarding Officer	Mr Richard Franks
Tower Captain	Mr Richard Bracher
Director of Music	Mr Michael Oakley

Note: The Shop and the Icon Café adopt the PCC's Health and Safety policy.

1. By Activity

Numbers in Brackets refer to paragraphs in Section C

Activity	Name/Position
Accident Book/Accident Reporting (1)	Office Administrator
Fire Extinguishers (2.1)	Chair of Fabric Committee
Emergency Evacuation (2.4)	House Manager or Appointee for Event
Portable Electrical Appliances (3.1)	Chair of Fabric Committee
Fixed Electrical System (3.4)	Chair of Fabric Committee
Gas Equipment (4)	Chair of Fabric Committee
Hazardous Substances (5)	Chair of Fabric Committee
Plant and Equipment (6)	Chair of Fabric Committee
Condition of Floors and Stairs (7)	Chair of Fabric Committee
Condition of Churchyard (7)	Church Wardens/Chair of Fabric Committee
Light Bulb Changing (8)	Chair of Fabric Committee
Working at High Levels (9)	Health & Safety Officer/Chair of Fabric Committee
Food Preparation (10)	Person Responsible for the Event
Manual Handling (11)	Finance and Strategy Manager
Display Screen Equipment (12)	Finance and Strategy Manager
Building Defects/Glazing (13)	Chair of Fabric Committee
Safeguarding Children, Young People and Vulnerable Adults (14)	Safeguarding Officer
Personal Safety (15)	Health and Safety Officer/Chair of Fabric Committee
Fetes and Outings (16)	Church Wardens
Tower Visits (16)	Finance and Strategy Manager
Bell Ringing (16)	Finance and Strategy Manager/Tower Captain
Contractors (17)	Finance and Strategy Manager/Chair of Fabric Committee
Health and Safety Training	Health and Safety Officer

2. By Area

Area	Name/Position
Main Body of Church	Finance and Strategy Manager
Chapels	Finance and Strategy Manager
Clergy Vestries	Finance and Strategy Manager
Choir Vestries	Finance and Strategy Manager
Vergers' Vestries	Finance and Strategy Manager
Sacristy	Finance and Strategy Manager
Organ Loft	Director of Music
Ringing Chamber	Finance and Strategy Manager/Tower Captain
Bell Chamber	Finance and Strategy Manager/Tower Captain
Boiler Room	Finance and Strategy Manager
Kitchen	Finance and Strategy Manager/Person Appointed for the Event
Churchyard	Finance and Strategy Manager/Chair of Fabric Committee
2 College Street	Finance and Strategy Manager

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.

1. Accidents and First Aid

First Aid boxes are located in:
Adjacent to the Stewards' Desk
The Vestry

Trained/qualified First Aiders are:

-

Accident forms are located *Adjacent to the Stewards' Desk*.
 The information is then transferred to the accident book which is located in:
The Parish Office

All accidents and incidents are entered in the accident book from an accident report form and our insurers advised.

If the church or church hall are let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book.

Accident books and accident records are regularly reviewed.

RIDDOR Report of Injuries, Diseases and Dangerous Occurrences Regulations 1995 These accidents will be reported by the Responsible Person.

2. General Fire Safety

Our policy is to fulfil our obligation under the Fire Precautions (Workplace) Regulations 1997 (as amended 2005 RRO). In order to achieve this, we undertake the following:

1. An assessment of the fire risks in the church and associated buildings. This is carried out as a specific exercise (with effect from 2007).
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 with the provision of emergency lighting.
4. To provide reasonable fire fighting equipment.
5. A check that those in the building know what to do if there is a fire.

6. A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire Extinguishers

The Location and Type of Extinguishers and their Capacity are detailed in Appendix 1

The extinguishers as detailed are checked regularly by the Responsible Person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked every six months by Uni-Fire Services.

2.2 Fire Alarm System

Provided by Sentinel. This is checked by Sentinel annually in March

2.3 Other Fire Protection Equipment

Fire Blankets are located in the Kitchen and on the South Wall adjacent to the Stewards' Desk

2.4 Evacuation Procedures

For services and concerts, where the congregation/audience does not exceed 400 our procedures for stewarding/evacuation are as follows:

1. The South porch double door, the West doors and the North door 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.
3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church.

In the case of services and concerts attracting more than 400 people, in addition to the above the Vestry and Ringers doors must be unlocked, with trained stewards additionally allotted to those doors.

See Appendix 2

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

7. Persons will assemble on the **Green to the North side of the church**
8. The emergency services will be contacted immediately by a nominated person using the telephone located on the Stewards' Desk
9. If there is no telephone available in the immediate vicinity, a mobile phone will be held by the House Manager or Appointee for the Event /Church Wardens

2.5 Evacuation Drills

Fire evacuation training will be carried out regularly, typically once a year (including Stewards). All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 If You Discover a Fire (no matter how small)

1. Immediately raise the alarm
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
6. Evacuate to the designated assembly point
7. Ensure clear access for the emergency services.

3. Electrical Safety

1. A list of all our portable electrical appliances is maintained by the Responsible Person.
2. Every**year**..... plugs, cables and sockets will be inspected by the Responsible Person to ensure that there are no loose connection, worn flexes or trailing leads. Any repairs needed will be reported to the **Chair of Fabric Committee**.
3. Every**2 years**..... all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting)) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.
4. Every**year**..... a visual inspection will be carried out of the fixed electrical installation by the Responsible Person. Any defects will be reported to the **Chair of Fabric Committee** for action.
5. Every **five years** , our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC. Any necessary remedial work will be carried out.

6. The lightning conductor system will be examined and tested **annually** by a competent specialist firm of lightning engineers.
7. It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitable qualified person and a register of such equipment is maintained.
8. Misuse and abuse of electricity is a significant cause of fire and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
 - i. Visually check all electrical equipment before use.
 - ii. Report all faults immediately to the Responsible Person.
 - iii. Do not attempt to use or repair faulty equipment.
 - iv. No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.
 - v. Electrical equipment should be switched off and disconnected when not in use for long periods.
 - vi. Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. Gas Equipment Safety

1. Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately.
2. Our arrangement for the use of appliances using LPG (liquefied petroleum gas) are as follows:
 - i. We have**No**..... LPG heaters
 - ii. These are located in
.....
 - iii. Cylinders are changed outside in the open air
 - iv. Spare cylinders (maximum held) are kept in a locked compound/.....

These arrangements are checked by the Responsible Person.

5. Hazardous Substances

All standard cleaning materials used in the Church are stored either in a cupboard under the sink in the Kitchen (locked) or in the area alongside the Organ (not accessible to the public).

6. Safety of Plant and Machinery

The Responsible Person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

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

Item	Rules and Procedures
Strimmer	
Vacuum cleaner	
Pressure washer	See para 3
Kettles	
Hot water boiler	

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

Item	Inspection Arrangements
See para 3	

7. Slips, Trips and falls – Condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made at least every**month**..... by the Responsible Person of all floors and stairs in the church and hall/no.2, and all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the **Clerk of Works** who will arrange for repairs or remedial measures to be carried out.

8. Lighting

In order to ensure that the church is adequately lit, an inspection will be made every **6 months** by the Responsible Person to ensure that all lights in the church, no.2 and churchyard are working. Any bulbs which require replacing will be reported to the **Chair of Fabric Committee** who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

9. Working at High Levels

The HSE defines this as “**Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.**”.

Where work is necessary requiring the use of ladders, scaffolding etc. only persons appropriately trained in the use of such equipment are permitted to do so.

10. Preparation of Food

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training.
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commence, all surfaces coming into contact with food must be washed down and disinfected.
5. Foodstuffs may only be prepared in the following areas:
Church kitchen
6. Only the persons who have received the appropriate training may prepare and serve foodstuffs
7. We advise all hirers that foodstuffs are not permitted.
8. Appropriate allergy advice will be displayed by the responsible person

11. Manual Handling – Lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. Display Screen Equipment

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

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

Daily work routines will involve periods away from the screen.

Where necessary risk assessments will be carried out by the Responsible Person.

13. Hazardous Buildings/Glazing

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every *year* by the Responsible Person.
2. Any defects noted are immediately reported to the *Chair of Fabric Committee* and the procedures put in hand for repairs.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check is made of any asbestos in the building noting its location, type and condition. Where necessary, asbestos will be removed by an approved contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.
5. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

14. Safeguarding Children, Young People & Vulnerable Adults

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded. A Safeguarding policy is in place, with responsibilities delegated to the Safeguarding Officer.

A permanent record will be maintained of all accidents involving children, young people and vulnerable adults.

15. Personal Safety

The Health and Safety Officer will ensure that appropriate information regarding personal safety is made available, e.g. at regular meeting of Volunteers.

16. Risk Assessment/Activities

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

17. Contractors

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

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

This "permit to work" will also specify any safety precautions they must undertake.

7. Contractors will sign in and sign out in the book kept in the Stewards' Desk.
8. All contractors shall comply with the detailed Working Instructions and/or CDM regulations as applicable issued to them by the Clerk of Works and/or by the Architects, as applicable at the time of commencement of works on site. Each member of the contractor's staff shall sign a register to indicate that they have received a copy of the Working Instructions.

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

18. Information and Enforcement

Environmental Health Service Information:

Address: ***Shropshire Council***

Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

Tel: ***0345 678 9000*** Contact name if known: ***Environmental Health Officer***

Fax:

Employment Medical Advisory Service Information:

Address: ***Shropshire Council***

Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

Tel: ***0345 678 9000***

Fax:

Contact name if known:

19. Health and Safety Law Poster

A copy of the HSE poster “Health and Safety Law – What you should know” is displayed in ***No. 2, College Street***

20. HEALTH & SAFETY POLICY GUIDANCE NOTES – CONTENTS

How to Carry Out Risk Assessments

Risk Assessment Checklist

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. Safeguarding
15. Personal Safety
16. Activities and Other Hazards

Improving Safety – Additional Control Measures

Example Risk Assessments

HEALTH & SAFETY POLICY GUIDANCE NOTES

How to Carry out Risk Assessments

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

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

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

be included in the checklist, such as specific activities or pieces of equipment which may cause harm.

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

An example of a risk assessment is shown on page 26

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 or 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

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

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

Risk Rating:

1/2 = Low Priority

3/4 = Medium Priority

6/9 = High Priority

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

Risk Assessment Checklist

1. Accidents and First Aid

Provision of First Aid equipment

Persons with First Aid training

Procedures to deal with accidents

Transport arrangements to hospital

Examine existing arrangements and assess what is needed

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

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

External

Churchyard maintenance equipment
Lawnmowers, gangmowers, strimmers, etc.

7. Slips, Trips and Falls

Internal

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

External

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

8. Lighting

Internal

Check adequacy of lighting

Pay particular attention to stairs, steps, crypts, basements *External*

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

9. Falls from a Height

Internal

Arrangements for light bulb changing

Use of unsecured ladders

Unprotected openings and walkways at high level

Road loft openings

External

Clearing of gutters and valleys

Low parapets and balustrades

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 furniture, staging, pianos and other equipment

Numbers required

Specialist equipment needed

12. Display Screen Equipment

List all computer equipment

Who uses it and for how long

Check seating, work station, screen, software

13. Hazardous Buildings/Glazing

Loose stonework, falling masonry, parapets, pinnacles, slates, tiles, gutters, flagpoles

Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage

Narrow panes up to 250mm need not be included

Arrange for a competent person to check for the presence of asbestos
 Dangerous gravestones, tombs, monuments and railings in the Churchyard

14. Safeguarding

Existing protection procedures for children, young people and vulnerable adults
 Implementation of Diocesan Guidelines

15. Personal Safety

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

16. Activities and Other Hazards

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

Improving Safety – Additional Control Measures

In most cases, it will be obvious what additional measures are necessary to reduce risk. For example, if there is a risk of falling down steps which are badly lit and do not have a handrail, the additional controls needed will be to improve the lighting and fit a handrail. If you find any hazardous glazing, this will need to be replaced and safety glass, such as toughened or laminated, be covered with a safety film or have a barrier fitted. If there are risks of falls from a height, you will need to consider the fitting of safety latches, eyebolts and the use of harnesses.

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

Maintain a record of the work you have done to reduce or remove hazards. Remember that most of the changes to the building, even if required for health and safety reasons, will still be subject to the usual faculty procedures.

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

ACCIDENT REPORT FORM

ST LAURENCE'S CHURCH, LUDLOW

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

This 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 are any witnesses to the accident, they should complete witness statements as soon as possible after the accident (form attached).

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

Name:

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 description of any apparatus or equipment involved

.....

.....

.....

Signed by injured person:

Date:

This section to be completed by the church official

If employee/volunteer:

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

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

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

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

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

Signed:

Print name:

Position:

Date:

Any apparatus or equipment involved must be retained for inspection.

ACCIDENT REPORT FORM (to be copied as often as required)

Statement by Witness 1:

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

Signed:

Date:

Statement by Witness 2:

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

Signed:

Date:

RISK ASSESSMENT FORM (GENERAL) (copy as often as required)**ST LAURENCE'S CHURCH, LUDLOW**

Assessment undertaken by:

Date:

Review date:

Area assessed (*eg vestry*):

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

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

Likelihood Rating:

1 =Low (seldom; 2 = Medium (frequently); 3 = High (certain or near certain)

Severity Rating:

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

Risk Rating = Likelihood x Severity:

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

WORK PERMIT

ST LAURENCE’S CHURCH, LUDLOW

Permit no:

Address:

A. Proposal of Work to be undertaken

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

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

Date	Times From-to	Special Conditions

Signed:

Name (Block Capitals):

Date:

Position:

FIRE RISK ASSESSMENT FORM

ST LAURENCE'S CHURCH, LUDLOW

Date: Review date:

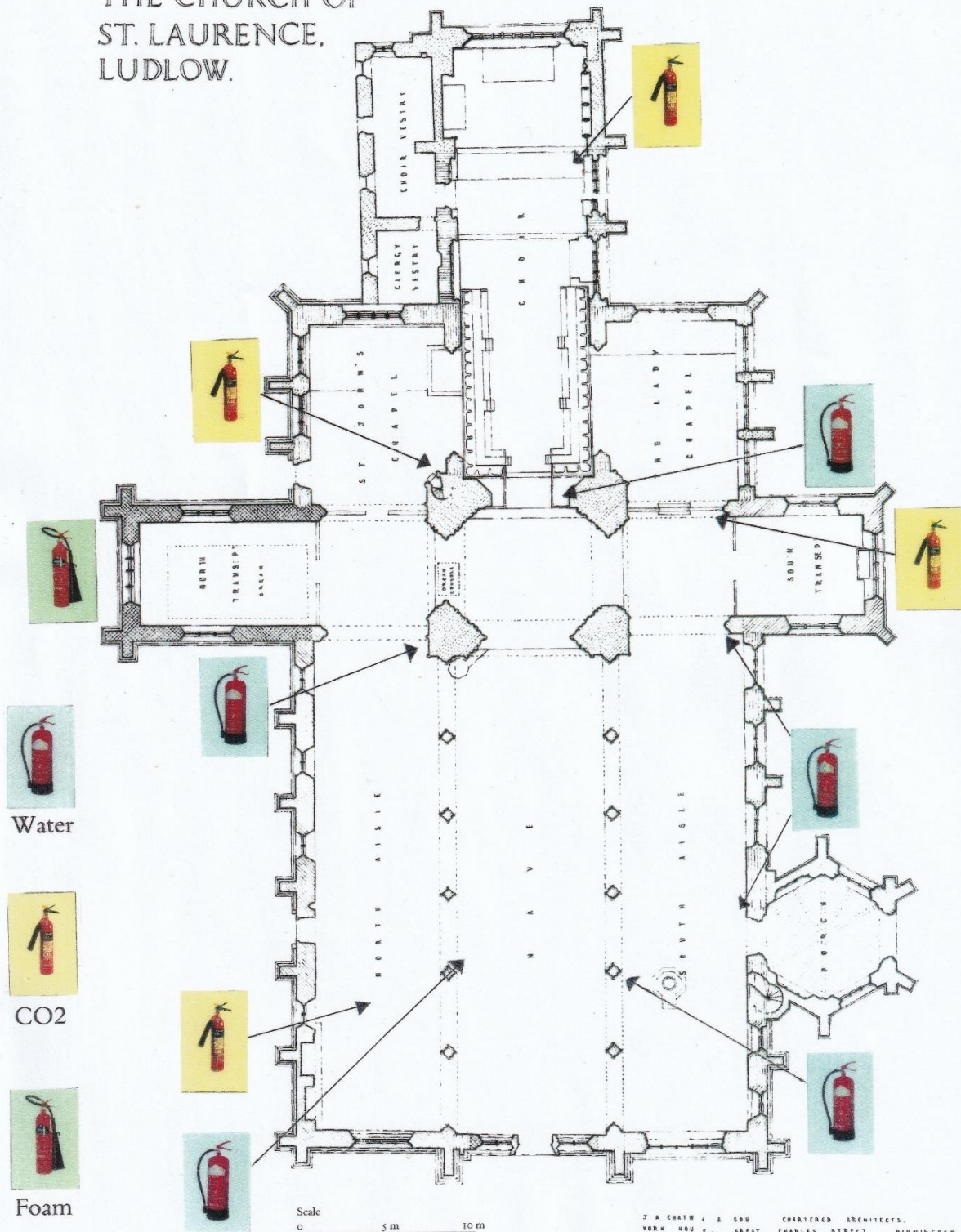
Area assessed: (e.g. Ringing Chamber)

HAZARDS/RISKS/PERSONS (Note here the existing situation)	ADDITIONAL CONTROLS (Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented)
1. What are the Fire Risks?	
2. Can a fire be detected in a reasonable time and people be warned?	
3. Can people in the building get out safely?	
4. Is there adequate fire fighting equipment?	
5. Do people know what to do if there is a fire?	
6. Is a regular check made that fire fighting equipment is in place, are people trained in its use and is it regularly maintained?	

Appendix 1

Position of Fire Extinguishers in the Church

THE CHURCH OF
ST. LAURENCE,
LUDLOW.



Appendix 2

