

**SAINT JAMES THE APOSTLE**  
**with**  
**SAINT MARY MAGDALENE**  
**PARISH CHURCH**  
**QUEDGELEY and KINGSWAY**  
**Health and Safety Policies Including Safeguarding checklist**  
**and Log Book**

***2019/20***

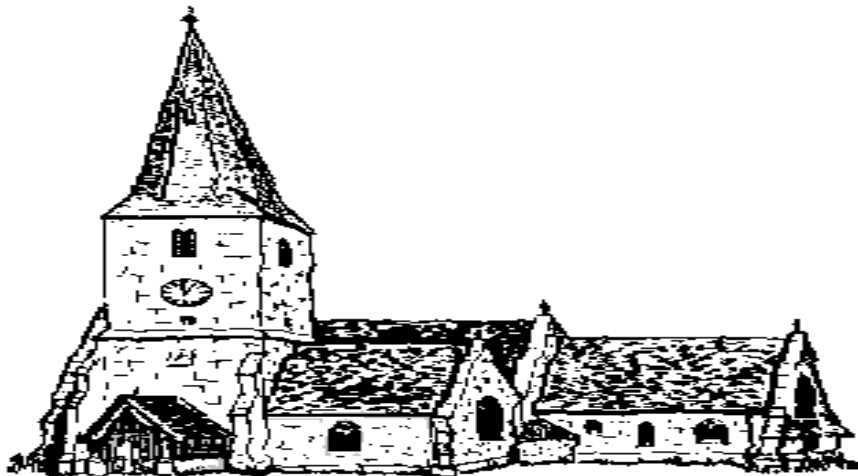
This document has been prepared in accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the regulations made under it, also with Diocesan and Parish Policies.

The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements



## **A. General statement of policy**

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose. We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for matters of safety and the particular arrangements to implement these are set out within this policy. 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 will operate will be reviewed regularly and the appropriate changes made.

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

Rector ..... *Canon John F. Ward*

Rector and Parish Priest Saint James' Quedgeley & Kingsway

Date 21<sup>st</sup> April 2019 (Easter Vestry/APCM)

Review date: April 2020

## **B. Organisation and responsibilities**

### **Responsibility of the Priest in Charge**

Overall responsibility for Health & Safety is that of the Rector and Parish Priest, the Reverend John Ward. Revd Ward will ensure that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel as projects emerge. The names of the responsible persons will be notified and the list amended accordingly.

### **Responsibility of the Parochial Church Council**

The Parochial Church Council has general responsibility to ensure that the Health & Safety Policy is implemented.

### **Responsibility of the Churchwardens**

The responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below:

#### **Mr Ian Pearce & Mr Paul Price (Churchwardens)**

#### **Churchwardens and their assistants are responsible for health and safety relating to church premises**

Their responsibilities will be:

- 1) be familiar with Health & Safety Regulations as far as they concern church premises
- 2) be familiar with the Health & 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, kitchen and vestry are clean and tidy
- 5) ensure the churchyard is properly maintained including the safety of monuments
- 6) ensure that adequate access and egress is maintained

- 7) ensure adequate firefighting equipment is available and maintained
- 8) ensure that no food preparation i.e. cooking from raw ingredients takes place on the premises

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

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & 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 Churchwardens
- 4) Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible in the accident book
- 6) Not misuse anything provided in the interests of health and safety

Church wardens and/or their assistants are responsible for safety in the following areas:

Accident book/reporting, fire extinguishers, emergency evacuation, portable, electrical appliances, fixed electrical system, hazardous substances, condition of floor and stairs, condition of churchyard, light bulb changing, working at high levels, building defects/glazing, personal safety, events, contractors, risk assessments and repairs.

(See Appendix A)

## **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:

- Kitchen

Trained/qualified First Aiders are: Jackie Broad, Pat Hall, Tricia Cook, Jackie Hall, Lu Pearce, David Franklin, Lesley Franklin, and Arron Pearce.

The accident book is located:

- With the First Aid box in the kitchen

All accidents and incidents are entered in the accident book. In the case of a serious accident an accident report form is completed and our insurers advised. Accidents should be reported to the church wardens. This complies with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Accident books and accident records are regularly reviewed by the Churchwardens and or their assistants.

Accidents should be reported to the Churchwarden and logged in the Accident Book.

### **2. Fire Safety**

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005.

In order to achieve this, we undertake the following:

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either

as a specific exercise or as part of our general Health & Safety risk assessments

- A check that a fire can be detected in a reasonable time and that people can be warned
- A check that people who may be in the building can get out safely
- To provide reasonable firefighting equipment
- A check that those in the building know what to do if there is a fire
- A regular check that our fire fighting equipment is in place and is serviceable and that there is an annual; maintenance contract in place with a reputable company

## **2.1 Fire extinguishers**

Fire extinguishers are kept in the following locations:

- Behind the organ at the rear of the church (CO<sub>2</sub>)
- Two to the right in the entrance aisle (Foam)
- In the vestry (CO<sub>2</sub>)

The extinguishers noted above are checked every month by the Churchwardens and/or their assistants to ensure that they are still in place and not been discharged.

The extinguishers noted above are checked annually by Cleeve Fire Protection.

## **2.2 Fire alarm system**

There is no fire alarm system.

## **2.3 Other fire protection equipment**

Fire blanket on wall – entrance to church.

## **2.4 Evacuation procedure**

The small size of the Church building makes it unlikely that special evacuation procedures will be necessary. We will however, take precautions to facilitate evacuation at all events taking place on the premises by adopting the following procedures:

- All designated fire doors shall be unlocked before the service/event commences
- A check shall be made that all doors can be opened

- In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the person leading the event
- Persons will assemble at the War memorial in the church grounds
- The emergency services will be contacted immediately by a nominated person using a mobile telephone

### **2.5 Evacuation drills**

Fire evacuation drills will be carried out every year. All employees and voluntary workers should ensure they are familiar with the 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) Priority should be given to the venerable
- 5) Ensure no oxygen cylinders are left in the church
- 6) Attack the fire if possible within your capability using the appliances provided, but without taking personal risk
- 7) 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 but not locked behind you after evacuation (the general rule is people before property)
- 8) Evacuate to the designated assembly point
- 9) Ensure clear access for the emergency vehicles

### **3. Electrical safety**

A list of all our portable electrical appliances is maintained by the Church wardens and or their assistants.

Every three months plugs, cables and sockets will be inspected by the Churchwarden and/ or their assistants to ensure that there are no loose connections, worn flexes or trailing leads. It is the responsibility of the Churchwarden and/or their assistant to ensure that the appropriate contractor is alerted and repairs take place as soon as possible.

Every year all our portable electrical equipment will be tested by a competent contractor who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.

Every three months a visual inspection will be carried out of the fixed electrical installation by the Churchwardens and/ or their assistants. Any defects will be corrected.

Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.

At intervals of not more than five years the lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

Misuse and abuse of electricity is a significant cause of fires and injury.

Faulty electrical equipment can kill.

All employees and voluntary workers must observe the following:

- 1) Visually check all electrical equipment before use
- 2) Report all faults immediately to the Church wardens or Assistant Church wardens
- 3) Do not attempt to use or repair faulty equipment
- 4) No electrical equipment is to be brought onto the premises without the knowledge of the Churchwardens or their assistants
- 5) Electrical equipment should be switched off and disconnected when not in use for long periods
- 6) Flexible cables should be positioned and protected, as far as possible, to ensure they do not constitute a tripping hazard and are not subject to mechanical damage

#### **4. Gas equipment safety**

The gas boiler will be serviced each year.



## **5. Hazardous substances**

Where possible we have eliminated the use of hazardous substances. Cleaning materials are stored in a safe place and not in reach of members of the general public.

### **We shall not:**

- mix chemicals on the premises
- store chemicals in unmarked containers

## **6. Slips, trips and falls – condition of floors, steps and paths**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every month by the Church wardens and/ or their assistants. In the case of the Belfry the responsibility will be that of the Tower Captain.

- All floors and stairs in the church and belfry
- The path and steps in the churchyard

Particular note will be made of moss, algae, ice and leaves on paths and cleared as necessary. Any defects will be noted and remedial work carried out as soon as it is feasible.

## **7. Lighting**

In order to ensure that the church is adequately lit, an inspection will be made every month by the Churchwarden and/or their assistants to ensure that all the lights in the church and churchyard are working. Any bulbs that require replacing should be reported to a Churchwarden who will ensure that the bulbs are replaced.

## **8. Working at high levels**

The following areas are designated as high levels:

- Interior: light bulbs in church
- Exterior: guttering

Only the following persons using suitable equipment may work at high level:

- Approved contractors

- Competent volunteers

Only the following work is authorised without special agreement:

- Replacing light bulbs in the church
- Clearing gutters

On both these tasks **TWO** people **MUST** be present.

### **9. Display screen equipment**

There is no display screen equipment on the church premises.

### **10. 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, buildings are inspected every three months by the Church wardens and/ or their assistants.
2. Any defects are noted in the log and 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 all glazing in the buildings to ensure that any glass in windows or doors below waist height (vestry) is of safety material or is protected against breakage.

### **11. Child protection and protection of adults who may be at risk.**

1. We will ensure that our policy on child protection and protection of adults who may be at risk are in line with the current Church of England House of Bishop's Policy Document and the Diocese Gloucester's Safeguarding Guidance and Policies resources Working with Children and Young People and Working with Adults at Risk. See separate policy on Safeguarding (this includes 'Safe from harm' policy ref. to Bell Tower).
2. A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.
3. A permanent record will be maintained of all accidents involving children and adults who may be at risk in the church accident book.

## **12. Personal safety**

Saint James' is a welcoming church and is open on a daily basis to the public. The PCC undertakes regular maintenance checks of the building and complies with its own Health & Safety Policy. However, people entering and leaving the church do so at their own risk.

## **13. 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 & 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 their 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 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, where applicable, will be given detailed instructions at least seven days before the commencement of work regarding the areas where they are permitted to work and the extent of the



