

# CHRIST CHURCH EATON

## HEALTH AND SAFETY POLICY

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### 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 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 our premises.

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

We shall seek to keep the policy up to date, particularly in the light of any changes to our building or activities. A copy is to be given to each member of the PCC, and an item on health and safety will be on the agenda, at least annually, of the PCC.

Signed

Date **12 February 2024**

Vicar

Review Date: **12 February 2025**

## **SECTION B- Organisation and responsibilities**

Overall responsibility for health and safety is that of the Vicar, who will endeavour to 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.

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

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

**HEALTH AND SAFETY IS EVERYONE'S BUSINESS** – all members of Christ Church have a responsibility to highlight and as far as practicable, to address health and safety issues, bringing any concerns to the attention of the Vicar/Churchwardens/**Sidespeople or stewards**.

### Specific areas of responsibility:

Accident book/Accident reporting, Fire extinguishers, Emergency evacuation, electrical appliances and fixed electrical system, gas boiler, hazardous substances, machinery, condition of floors, grounds, refreshment arrangements, building defects, manual handling, personal safety, contractors  
- the Churchwardens.

Safeguarding Children and Young People - Ms Caroline Gibbs (from 29th April '19)

Safeguarding Vulnerable Adults - Ms Caroline Gibbs (from 29th April '19)

Choir/Organ/Music - Mr Matthew Wright

## **SECTION C- Arrangements**

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**

The First aid boxes are located on the windowsill of the choir vestry, a second box in the kitchen area and a third in the disabled access toilet on the side of the cupboard.

The accident book is located in the warden's vestry on the top of the Cupboard and drawers on the left.

All accidents and incidents are entered in the accident book or on an Accident report form and our Insurers advised.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – these will be reported by the responsible person. (Briefly, fatal accidents, major injuries, and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities, also reportable diseases and certain dangerous occurrences).

### **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 building and the risk to our neighbours. (Smoking is not permitted in the building, electrical ignition risks are minimised by our commitment to good maintenance, candles – see below, avoidance of storage of flammable liquids wherever possible, minimise combustible “clutter”, and clear waste promptly. Malicious ignition is possible despite our good record in a low crime area. The church is in a residential area, and surrounded by a private road so early detection likely, good physical separation from neighbours reduces spreading fire risk).

A check that a fire can be detected in a reasonable time and people can be warned.

A check that users can get out safely, including provision of signing, and pre-instruction at large (250+) gatherings.

We have emergency exit signs but the emergency lighting system in the nave is not currently working. Checked annually **17/11/23**

Reasonable provision of firefighting equipment.

Ensure that users will include people that know what to do if there is a fire.

Firefighting equipment in place, serviceable and that there is an annual maintenance contract in place with a reputable company.

**Fire extinguishers** are kept in the following locations:

Boiler Room – One CO<sub>2</sub> 2 kg extinguisher

Choir vestry - One CO<sub>2</sub> 2 kg extinguisher and one 6 litre foam extinguisher

Base of pulpit – One CO<sub>2</sub> 2kg extinguisher and one 9 litre water extinguisher

Door by south altar – One 6 litre foam extinguisher

West entrance - One CO<sub>2</sub> 2 kg extinguisher and one 6 litre foam extinguisher

These are maintained under a contract with Morgan Fire Protection Ltd. (Last visit **26.07.23**).

### **Evacuation procedure**

In the event of an emergency, people are to be directed to leave by the nearest door.

The south altar door marked “Fire Exit” is normally bolted as a security measure when the church is locked. The bolts can be manually opened, but during large (250+) services/events this door will be unlocked/unbolted.

The vicar’s vestry exit is normally locked by a key as a security measure. A manual bolt has been fitted so the door can be left unlocked whilst the church is in use but kept secure by the bolt. In the event of an emergency the bolt can be quickly opened. In the event the door is locked with a key, a spare key has been placed on a chain adjacent to the door. Prior to large (250+) services/events a check to be made this door is only secured by the simple manual sliding bolt, and that items are not hanging on this door which might obscure how to exit.

N.B. The emergency lighting in church is not currently working so the use of torches or phone torches in the event of a power failure is necessary. Prior to a large service or concert a steward with a torch is allocated responsibility for each one of the emergency exits, to ensure the safe evacuation of the building by the nearest exit.

**For large (250+) services and concerts**, all designated exits must be checked before the service/event commences, and marked where not obvious. A check must be made that doors can be opened. Escape routes must not be obstructed. The senior member of clergy or other leader will announce the evacuation procedures at the commencement of the service/event. Each steward is to be familiarised with these instructions, the escape doors, the location of the fire extinguishers and the main electrical switch box and to have been allotted to each exit door.

The senior member of clergy/churchwarden/steward or other responsible person may announce the need to evacuate the building. Such person(s) may also immediately contact the emergency services. Evacuees should assemble near the main entrance to assist assessment of whether anyone remains in the building (stewarding should continue outside to ensure clear access for the emergency vehicles is maintained).

After the service/event, all external doors to be relocked when everyone has gone.

Where the church is being used by a third party or for a non-church event e.g. school play or a concert, the organisation concerned must nominate a person to be in charge.

All people charged with having responsibility must be familiar with these instructions, the exits, the location of fire extinguishers and the main electrical switch box.

### **Safety with Candles**

We will be aware of the risk of injury and/or fire from the use of lighted candles, providing good stewarding and will be vigilant that children are not allowed to move around with lighted candles. Also ensuring that all candles are fully extinguished as soon as **the need for them** has passed.

### **3. Electrical and Lighting Safety**

PAT testing is carried out biannually by KP Electrics. (Last PAT testing **28.07.23**).

Lightning conductor is tested **every five years**. (**Replaced Feb 22 so next check Feb 27**).

Review of fixed electrical system every five years by suitably qualified person. (Last testing **15/10/20**).

It is not our policy to sell any second-hand electrical items unless inspected and tested by a suitably qualified person.

We will be watchful for plugs, cables, sockets, loose connections, worn flexes or trailing leads and take appropriate action.

### **4. Gas Safety**

Our only gas appliance is the boiler which is serviced annually. (Last serviced **15/08/23**).

### **5. Hazardous substances**

Consideration be given as to the need to use these, and where they are deemed necessary, they be kept secure from children. Items to be kept so that their identity and properties/hazards are apparent. Protective clothing e.g. gloves be used as appropriate.

Chemicals are not to be mixed or kept in unmarked containers.

Disposal must be in accordance with good environmental practice.

An Asbestos Management Plan has been produced which will be kept up to date and maintained. Asbestos or anything suspected of containing asbestos is not to be touched or removed other than by specialist contractors. Plan updated **11.8.20 (Reviewed November 2023)**

### **6. Safety of plant and machinery**

We have little plant and machinery. We will be mindful of safe use and condition of our ladder, using an extra person to be in attendance as is practicable. Every 5 years the church receives a quinquennial inspection by our architect. The rooves are inspected and gutters cleared every year. Church personnel check, annually, that the flagpole appears to be in good condition.

## **7. Slips, trips and falls**

We will be watchful as to the condition of our floors and steps. We have rock salt for use in melting ice from the approach to the church door.

## **8. Preparation of refreshments**

We do not cook meals. We will be mindful of the need for care in the kitchen area where tea and coffee are prepared. To be aware of scalding, spillages and slippage risk, cleaning up problems immediately. Equipment will be well maintained to minimise the risk of the foregoing, and of electrical and cable risks.

## **9. Manual handling**

Our policy is to eliminate the need for manual handling as far as is reasonably practicable. The movement of front, fixed pews will be facilitated by the use of a trolley operated by three persons or lifted by a minimum of four people and the south aisle pews slide so one person is sufficient.

## **10. Safeguarding of Children and Young People**

It is the responsibility of all church members to do their best to prevent the physical, sexual, emotional or spiritual abuse of children and young people, and to report abuse that is alleged or suspected.

This church will observe Church of England guidelines with regard to Children and Young People. It will support and resource workers who are appointed by the PCC, and provide for them supervision as a way of maintaining good practice.

Workers will be expected to undertake the Child Protection Training that is offered by the Diocese and they may be required to obtain a DBS disclosure and complete a Confidential Declaration before commencing their work.

Responsibility for the appointment of workers and volunteers shall rest with the PCC.

The Named Person appointed by the PCC to oversee the implementation of this policy and to represent the concerns and views of children and young people is **Ms Caroline Gibbs**.

This policy will be displayed prominently, reviewed annually, and amended as necessary.

## **11. Safeguarding Vulnerable Adults**

We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives. It is the responsibility of all church members to do their best to prevent the physical, sexual, emotional or spiritual abuse or neglect of adults who are vulnerable, and to report abuse that is alleged or suspected.

This church will observe Church of England guidelines with regard to Vulnerable Adults. It will support and resource workers and volunteers who are appointed by the PCC, and provide for them supervision as a way of maintaining good practice.

Workers will be expected to undertake the Safeguarding Training that is offered by the Diocese and they may be required to obtain a DBS disclosure and complete a Confidential Declaration before commencing their work.

Responsibility for the appointment of workers shall rest with the PCC.

The Named Person appointed by the PCC to oversee the implementation of this policy and to represent the concerns and views of vulnerable adults is **Ms Caroline Gibbs**.

This policy will be displayed prominently, reviewed annually, and amended as necessary.

## **12. Personal safety**

As part of our mission, the church is unlocked during the day for private prayer and public use, and, although in a low crime area, an awareness of risk to persons working alone is appropriate. Carrying a mobile phone is recommended. Also, some lone persons may wish to consider, when using the children's room/vestries, locking the internal door behind them and/or ensuring they have an alternative means of leaving the building. Any suspicious people or vulnerable situations should be reported to the church wardens.

## **13. Contractors**

We will engage only established and reputable firms. Appropriate discussions will be held to ensure as far we reasonably can that due regard will, and is, being had for health and safety.

## APPENDIX CCE Maintenance and Health and Safety Checks 2024

Note : Checks with no cost effect are carried out by Fabric Officer

£

### Church

Boiler service

(Panks: 01603 621501)                      Annual                      August                      162

Fire Extinguishers Integrity Test

(Morgan Fire Protection Ltd)                      Annual                      July                      158

Lightning Conductor Integrity Test

(PTSG Ltd 01782565797)

David Waller Panks 07766757677                      5 yearly                      Feb 2027

Portable Appliance Testing

(Kevin Payne 07770921399)                      Biennially                      July 2025                      100



Flag Pole Inspection	Every 2 years	June 25
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Electrical Safety Integrity Test

(Elec-Tech Electrical Services

01603 879575)

5 yearly

August 2025

Asbestos Management Plan Update

Annual

August

Gutter and roof inspection

Biannual

August / December 450

Drains

Annual

December

Emergency Lighting - Inspection

Weekly

Currently all nave7 lights are not working as new batteries required and they are no longer available. Future of emergency lighting to be reviewed as not legally required. Emergency exit signs are working.

Emergency Lighting - Testing

Monthly

Emergency Lighting - 3 Hr test

Annual

December

Exterior Fabric Check

Monthly

## **Kinchen Hall**

£

### **Boiler Services**

(Heatlink Services 01603 980950      Annual      December      156

External Decoration to tender      5 Yearly      April 2023

### **Gutters and roof inspection**

Biannual      August/December      300

License Agreement Review      16<sup>th</sup> August 2024

## **Cottage**

### **Boiler Service/ Landlord Certificate**

James Barron Heating (07760291617)      Annual      16<sup>th</sup> September      100

### **Other Contractors currently in use**

S Dunn (Plumber)      07497757978

Dean Baker (Plumber)      07973131906

Dale Bridges (Carpentry services)      07747606491

Tyrrell Builders      01603 441178

07825910255

**Reviewed by Ruth Vaughan RKV 12/2/24**

