

## St Giles Church, Bramhope, LS16 9BA

### Health & Safety Policy.

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

We will appoint a member of the PCC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

Signed 

on behalf of the Parochial Church Council as agreed at a meeting on 18 September 2018.

### Implementation of the H&SP.

The PCC member with overall responsibility for implementation is the Risk Management Officer appointed by the PCC. They will ensure that

- The standards set out in the Policy are implemented and maintained;
- Where necessary, specialist health and safety assistance is obtained;
- Any hazards reported to them are rectified promptly;
- Only competent persons carry out repairs, modifications, inspections and tests (much of this falls under the remit of the Fabric Committee);
- Any accidents are investigated, recorded and if necessary reported (serious accidents, e.g. involving breaking a limb, need to be reported under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013: <http://www.hse.gov.uk/riddor/>);
- Relevant health and safety documents and records are retained in a recognised place;
- They keep up to date on HS matters relevant to the church and set a personal example on HS matters.

**The Churchwardens share** in day-to-day implementation, they are identified in the St Giles Review, on our website <http://stgilesbramhope.org.uk> and on a noticeboard in the Church.

They will ensure that

- All employees, volunteers and third parties are aware of their HS responsibilities;
- Adequate precautions are taken as set out in this policy and related risk assessments;
- Adequate information and training are provided for those who need it;
- Hazards or complaints are investigated promptly and action taken;
- Where defects cannot be corrected immediately interim steps are taken to prevent danger;
- Accidents are reported in line with this policy (and see above);
- Advice is sought where clarification is necessary;
- A personal example is set on HS matters.

**All employees and volunteers** will ensure that they

- Read this policy and understand what is required of them;
- Complete their work taking any necessary precautions to protect themselves and others;
- Comply with any safety rules, operating instructions and other working procedures;
- Report any hazard, defect or damage, so that this may be dealt with;
- Warn any new employees or volunteers of known hazards;
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

## **General arrangements**

### **Competent Assistance**

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details.

### **Risk Assessment**

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

### **Information and Training**

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided.

We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

### **First Aid**

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees, volunteers and third parties.

Our First Aid box is in the passage just outside the kitchen.

The person in charge of First Aid arrangements is appointed by a Churchwarden.

## **Accident Reporting**

We will keep records of accidents relating to adults for 20 years, or if to children, for 20 years from when they become an adult. Where necessary we will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

## **Monitoring**

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

## **Contractors**

When we employ contractors, we endeavour to use known and trusted operators with their own health & safety policies.

## **Record Keeping**

Our Health and Safety Risk Assessments, records and other documents are kept in the Vicar's Vestry filing cabinet or electronically by the Risk Assessment Officer.

## **Specific Arrangements**

### **Asbestos**

We have implemented the safe removal of asbestos from all accessible areas of the Church buildings.

### **Church Buildings**

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made.

This will include glazing.

### **Churchyard**

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

Grounds are maintained by a team of volunteers who follow the instructions on handling mowers, strimmers and petrol set out in the document displayed in the Store Room. Users of the machinery are advised to wear suitable shoes and gloves and to use the eye protection visor and ear muffs provided.

### **Construction Work**

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

### **Electricity**

We will ensure that any electrical systems, fixed machine and portable appliances are maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

### **Events**

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

### **Fire**

We have completed a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We have recorded our findings, implementing any necessary precautions. We review and if necessary, revise these annually.

### **Heating Systems**

We will ensure that our gas heating systems are suitably maintained and checked annually by a competent person. Any defects found will be corrected as soon as possible and we will keep records of the checks made.

### **Hazardous Substances**

We only use proprietary cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

### **Lifting Equipment**

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

### **Manual Handling**

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.

### **Preparation of Food**

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste. There are specific guidance documents available in the kitchen.

### **Slips and Trips**

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

### **Working at Height**

Where possible we will try to avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions.

prepared using documents at

<http://www.ecclesiastical.com/churchmatters/images/health-and-safety-policy-template.pdf>