

HEALTH & SAFETY POLICY



**Saint Gabriel's
Warwick Square
Westminster
London
SW1V 2AD**

INTRODUCTION

This document is prepared in accordance with the provisions of the Health & Safety at Work Act 1974 and other regulations under this Act. The success of this policy will depend on the cooperation of all persons involved with St Gabriel's Church and its undertakings where implementation is required.

It is therefore important that this document is read carefully by all staff, volunteers and others as applicable with individual responsibilities to ensure the overall arrangements for Health & Safety are properly implemented.

The policy is set out in three sections:

Section A - GENERAL POLICY STATEMENT

Section B - ORGANISATION & RESPONSIBILITIES

Section C - ARRANGEMENTS

A - GENERAL STATEMENT OF POLICY

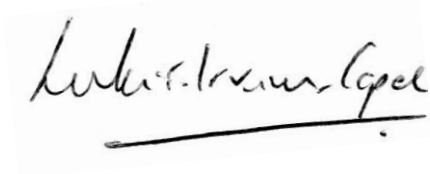
Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose. We will also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

The policy will be kept up to date, reflecting any changes to our buildings or activities to ensure that this policy, and the way in which it has operated, is 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 any employees and/or voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

All employees, members and visitors are required to take reasonable care of their own Health and Safety whilst on the premises. This policy will be reviewed annually with employees and members advised of any changes.

Chair PCC/Vicar Fr Luke Irvine-Capel

Date May 2013

A handwritten signature in black ink, appearing to read 'Luke Irvine-Capel', is written over a horizontal line. The signature is cursive and somewhat stylized.

Signed

Review Date May 2014

B- ORGANISATION & RESPONSIBILITIES

1.0. Responsibility of the Vicar/Priest in Charge

Overall responsibility for Health & Safety is that of the Vicar

The Revd Luke Irvine-Capel (Vicar)

who will ensure that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to other church personnel such as the Churchwardens, Health and Safety Officer, Director of Music, Parochial Church Council or any other as deemed appropriate.

1.2. 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 and Health and Safety Officer, as noted below:

Stephen Sklaroff	Churchwarden
Sylvia Lewis	Churchwarden
Marcus Perry	PCC Health and Safety Officer

1.3. Responsibility of the Parochial Church Council

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

1.4. Responsibility of the Health and Safety Officer

The Health and Safety Officer carries the responsibility for the day- to- day implementation of the arrangements outlined in the policy in close conjunction with the Churchwardens, Vicar plus indirectly with the Parochial Council.

General responsibilities of the Health and Safety Officer for implementation of the policy are as noted:

- Being familiar with Health & Safety Regulations as far as they concern church premises;
- Being familiar with the Health & Safety policy and arrangements and ensure they are observed;
- Ensuring so far as is reasonably practicable, that safe systems of work are in place;
- Ensuring the church and hall, if applicable, are clean and tidy;
- Ensuring the gardens are properly maintained including the safety of pathways and trees;
- Ensuring that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
- Ensuring that adequate access is maintained;
- Ensuring adequate fire fighting equipment is available and maintained;
- Ensuring that food hygiene regulations and procedures are observed.

1.6. 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:

- Comply with safety rules, operating instructions and working procedures;
- Use protective clothing and equipment when it is required;
- Report any fault or defect in equipment immediately to the appropriate person;
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible;
- Not misuse anything provided in the interests of Health and Safety.

Supporting documents & process to aid the Responsible people

Document/Procedure	Person Responsible
Accident book/Accident reporting	Health and Safety Officer/Churchwardens
Fire extinguishers	Health and Safety Officer/Churchwardens
Emergency evacuation	Health and Safety Officer/Churchwardens
Portable electrical appliances	Health and Safety Officer /Churchwardens
Fixed electrical system	Health and Safety Officer /Churchwardens
Hazardous substances COSHH	Health and Safety Officer /Cleaners
Condition of floors and stairs	Health and Safety Officer /Churchwardens
Condition of churchyard	Health and Safety Officer /Churchwardens
Light bulb changing	Health and Safety Officer /Churchwardens
Working at high levels RA	Health and Safety Officer /Churchwardens
Food preparation	Health and Safety Officer /outside event holders
Manual handling	Health and Safety Officer /Churchwardens
Display screen equipment RA	Health and Safety Officer
Building defects/glazing	Health and Safety Officer /Churchwardens
Events	Health and Safety Officer /Churchwardens and Vicar
Bell ringing RA	Bell Ringing Group
Contractors RA	Health and Safety Officer/Churchwardens
Health & Safety training	Health and Safety Officer /Churchwardens

C- ARRANGEMENTS

2.0. Accidents and first aid

First aid boxes are located in:.....*The vestry hall*

First aiders:.....*David King*

The accident book is located in:.....*The Sacristy*

All accidents and incidents are entered in the accident book or on an accident report form. If the church or church hall is let to outside organisations, they are told in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose. Accident books and accident records are regularly reviewed.

3.0. Reportable Injuries, Diseases and Dangerous Occurrences

These accidents will be reported by the responsible person. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authority. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than three days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

4.0. Fire safety

Our policy is to fulfill our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- Assessment of the church and associated buildings and the risks to our neighbours;
- That this assessment is carried out as a specific exercise, reviewed and implemented at required intervals;
- A check that a fire can be detected on the premises in reasonable time that people can be warned;
- A check that people within the church, hall and other areas can get out safely including provision of suitable signage and emergency lighting;
- To provide suitable fire fighting equipment ensuring this is in place, servicable and maintained in accordance with set requirements by a competent contractor;

4.1. Fire extinguishers

Fire extinguishers are kept in the following locations:

Church, Sacristy, Hall & the Crypt

Location Type of extinguisher:

Water & Carbon Dioxide cylinders plus fire blanket inside church hall kitchen

The extinguishers are checked annually by:

Chubb Fire Limited

4.2. Fire alarm system

At present there is no fire alarm system

4.3. Evacuation procedure

For large services and concerts, our procedures for evacuation are as follows:

- All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol;
- A fire marshal must be allotted to each door and have responsibility for persons in a specific part of the church such as the Nave, West Door etc;
- Responsibility for using each fire Extinguisher will be allotted to named fire wardens;
- In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by a churchwarden or other named person that is present;
- The emergency services will be contacted immediately by a nominated person using the telephone located in the church office or mobile where quicker.

4.4. Evacuation drills

Fire evacuation drills will be carried out required intervals. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

5.0. Electrical safety

Our responsibilities regarding electrical safety are covered in the below areas:

5.1. Portable Appliances

All our portable electrical appliances are inspected annually by a competent contractor in accordance with statutory obligation and furthermore checked at regular intervals for loose connections, worn flexes, trailing leads or general damage. Unsafe equipment will be safely disposed of or quarantined. Any repairs needed will to be reported to the Health and Safety Officer.

5.2. Fixed Electrical Installations

Every five years, our fixed electrical system will be inspected and tested by a competent contractor in accordance with statutory obligation. Any necessary remedial work will be carried out at intervals of not more than two and a half Years. Visual inspection will also be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Health and Safety Officer.

5.3. Lightning Conductor

Our lightning conductor system will be examined and tested by a competent specialist contractor.

5.4. Risk Controls and Precautions

- 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:
- Visually check all electrical equipment before use
- Report all faults immediately to the responsible person
- No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person
- Electrical equipment should be switched off and disconnected when not in use for long periods
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard

6.0. Gas equipment safety

Our gas boiler is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately overseen by the Health and Safety Officer in conjunction with members of the Churchwardens.

7.0. Hazardous substances

Under the provisions of The Control of Substances Hazardous to Health Regulations 2002, (COSHH) The responsible person will maintain a list of all hazardous substances used in the church/hall. Where possible, we have eliminated the use of hazardous substances. Where not, our safety arrangements are such that for hazardous substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, that environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use to adequately control and reduce risk of exposure.

8.0. 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 daily, weekly and monthly intervals of: all floors and stairs in the church and hall, and grounds. Particular note will be made slippery surface parts, together with damage such as loose floor tiles, cracked surfacing, exposed gullies etc with potential risk of tripping or slipping to include excess accumulations of leaves. Any defects will be reported to the Health and Safety Officer who will arrange for repairs or remedial measures to be carried out.

9.0. Lighting

In order to ensure that the church is adequately lit, an inspection will be made at regular intervals by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to the Health and Safety Officer who will ensure that the bulbs are replaced following appropriate safety procedures.

10.0 Working at Heights

The following areas are designated as high levels:

- Accessing the church roof from inside the Nave, Lady Chapel or Sanctuary;
- Access to any parts of the church exterior such as roof areas or parapets etc.

Only the following persons may work at high level e.g. approved contractors, competent volunteers, named individuals. Appropriate training on safe and correct use of ladders will be provided to those volunteers or staff undertaking work at heights for low risk tasks. All other working at heights will only be undertaken by suitably competent contractors with the appropriate equipment, skills and training.

11.0 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, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12.0. Display screen equipment

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

- stability and legibility of the screen;
- contrast and brightness of the screen;
- tilt and swivel of the screen;
- suitability of keyboards, desks and chairs;
- the work station environment;
- 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.

13.0. 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 at regular intervals by the responsible person and at set periods by outside professionals. Any defects noted are immediately reported to the Health and Safety Officer or a Churchwarden and the procedures put in hand for repairs.

Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out and a check is made of any asbestos in the building by a competent person noting its location, type and condition.

Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected. 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.

14.0. Lone Working

As possible this is avoided, but is inevitable on certain occasions such as in the case of staff working inside the church office or for the undertaking of voluntary sacristan, or similar duties prior to worship or other events. A separate policy on Lone Working outlining appropriate precautions and protocol is provided to all necessary for this purpose.

15.0. Risk assessments/activities

Risk assessments are carried and reviewed 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 Regulations 1999. Outside users of the church and hall are responsible to ensure the completion separate risk assessment specific to their activities.

16.0. 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 have their own health and safety policy and be able to provide a copy of the same and also produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained. Contractors must 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 particularly where plant and machinery is brought onto the church premises also to show where necessary that the equipment has been inspected and tested to ensure its safe operation.

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 to verify the competence sub contractors they use. 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 by persons such as the Churchwardens or Health and Safety Officer.