



For the Church of England in Lutterworth

HEALTH AND SAFETY POLICY

We are committed to the Health, Safety and Welfare of our members of staff, our volunteers and all who may use our premises or services. Our aim is to ensure that our church building, churchyard and associated buildings are a safe environment for all.

So far as is reasonably practicable we will provide and maintain safe and healthy working conditions, equipment and systems of work, and we will provide such information, consultation, training and supervision as is required for this purpose.

This policy will be regularly updated in the light of any changes to our buildings or activities and a full review of the policy will be conducted every 5 years.

The allocation of duties and arrangements for implementation of the policy are set out in Appendix I of this document.

Health and Safety will be managed as part of all activities. All buildings where activities with children and young people take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the PCC or other appropriate church organisation.

Health and Safety issues observed by those working with children and young people should be reported to the Safeguarding Co-ordinator or the person with responsibility for Health and Safety within the church.

Rector: ...Charlie AM Styles...

Churchwarden: ...Patricia Dean...

Churchwarden: ...Peter Kent...

Date: ...Monday 10th May 2021...

Responsibilities

OVERALL RESPONSIBILITY

- Overall responsibility for health and safety is that of the Lead Minister (Rector) who will ensure that arrangements are in place to satisfy regulations & appropriate codes of practice.
- The Churchwardens are responsible for ensuring that the arrangements in this policy are carried out.
- The Parochial Church Council has general responsibility for ensuring that this policy is implemented.
- Anyone involved in church activities has the responsibility to ensure everyone is safe.

THE HEALTH AND SAFETY OFFICER

The Health and Safety Officer is responsible for day-to-day implementation and shall:

- be familiar with health and safety regulations as far as they concern church premises
- be familiar with the health and safety policy and arrangements and ensure they are observed
- ensure so far as is reasonably practicable, that safe systems of work are in place
- ensure the Church and Church Gate Centre are clean and tidy
- ensure the Churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
- ensure that safety equipment and clothing is provided and used
- ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- ensure that adequate access and egress is maintained
- ensure adequate firefighting equipment is available and maintained
- ensure that food hygiene regulations and procedures are observed.

VOLUNTEERS & EMPLOYEES

All employees and voluntary workers 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:

- co-operate with the implementation of this policy
- comply with safety rules, operating instructions and working procedures

- take reasonable care of themselves and others whilst on church business or premises
- 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.

ELECTRICAL SAFETY

The electrical wiring within the buildings will be inspected every 5 years, or at a duration that has been suggested by the contractor performing the tests. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671.

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or at an interval suggested by the contractor performing the tests. No electrical appliances shall be brought on to the premises and used unless they have been PAT tested.

The Lightning Conductor will be inspected and tested annually by a suitably qualified firm.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads and take care to prevent tripping hazards when laying cables.

GAS SAFETY

All gas boilers are maintained and serviced annually by a competent contractor registered with the Gas Safe Register. Any work required for safety is implemented immediately.

SAFETY OF PLANT AND MACHINERY

The Health and Safety Officer will maintain a list of plant and machinery and be responsible for ensuring that they are maintained in good condition. Such equipment is not to be used by volunteers or employees without appropriate training and authorisation, checking that such equipment is in a safe working condition before use and using any necessary protective equipment. Ladders may only be used for short periods if no other equipment is available. All ladders must be safely secured and no persons may use a ladder if they are on their own in a building.

HAZARDOUS SUBSTANCES

Where possible we have eliminated the use of hazardous substances. Where this is not possible product information will be used to determine the correct method of use, any protective clothing needed, method of storage and action to take in the event of any accident.

FLOOR SAFETY

In order to reduce the risk of slips, trips and falls, an inspection will be made quarterly of all floors, steps, and paths in the churchyard. Any remedial measures will be addressed in consultation with the Churchwardens.

LIGHTING

In order to ensure that the buildings are adequately lit, inspection and maintenance of high-level lighting in the nave and chancel is conducted regularly. Specific responsibilities are laid out in Appendix I.

WORKING AT HIGH LEVELS

Work on all roofs, tower maintenance and internal work requiring the use of a scaffolding tower are designated working at high levels and will only be undertaken by those authorised in Appendix I, or as delegated by them to competent volunteers or contractors.

FOOD PREPARATION

The appropriate Food Hygiene Regulations regarding the preparation of storage of foodstuffs will be followed, and training provided to food handlers and appropriate updated certificates displayed. A risk assessment will be made and the Health and Safety Officer will make an annual inspection and report to the PCC.

MANUAL HANDLING

Wherever possible the need for manual handling of heavy objects will be eliminated. Relevant training will be provided for lifting procedures. Movement of pianos/organs, pews, the eagle lectern, the pulpit or any other item of considerable weight should be undertaken by 2 or more people, depending on the weight of the object.

DISPLAY SCREEN EQUIPMENT

Risks to habitual users of computer workstations will be reduced by consideration of quality of equipment, workstation set-up, and regular breaks from screen usage. Under the Health and Safety (Display Screen Equipment) Regulations, introduced in 1992 and amended by the Health and Safety (Miscellaneous Amendments) Regulations in 2002, any employee who habitually uses DSE as a significant part of their normal day to day work is entitled to the provision of an eye examination.

HAZARDOUS BUILDINGS/GLAZING

Our policy is to ensure that our buildings create minimal risk to the health and safety of all who work in and use them. Regular inspection of and arrangements for repairs are the responsibility of the Churchwardens. Any temporary repairs necessary to avoid accident or injury will be carried out immediately. All glazing below waist height is of a safety material or is protected against breakage. Following inspection, no asbestos has been found in the buildings.

RISK ASSESSMENTS

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 the Health and Safety Officer or the Churchwardens in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. This includes use of both buildings, services/events with over 300 people in attendance, use of the Church Tower, fetes and outings. The assessments will be available to volunteers and staff. Where actions are needed to reduce or eliminate risk, the Health and Safety Officer will decide a time scale by which the corrective actions are to be completed.

Any person discovering a hazard must inform the Health and Safety Officer as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

CONTRACTORS

All contractors must have their own Health and Safety Policy where required by law and must be able to provide a copy of this, together with evidence that they have appropriate Public and Employers' Liability Insurance. They must comply with the regulations in this policy and co-operate with church officials in providing a safe place of work. Where plant and machinery are brought onto the premises they must be able to show that equipment has been inspected and tested to ensure safe operation. Contractors may only use sub-contractors with the permission of church officials but responsibility will remain with the contractors. Contractors may be given detailed instructions regarding the area where they are permitted to work and this "permit to work" may also include any specific safety precautions that they must undertake. The Health & Safety Officer will ensure that responsibilities under the Construction (Design and Management) are fulfilled.

First Aid

IN AN EMERGENCY

If there is an emergency involving injury to a child or young person:

- Stay calm
- Provide immediate first aid when needed
- Alert others to the need for help
- Ensure that somebody is supervising the other children or young people
- Call an ambulance if needed
- Contact the parents/guardians of the child or young person
- Provide an appropriate handover and information about the situation to the parents/guardians
- Complete the accident book
- Consider whether there are implications for the Health & Safety policy and/or practices and report these to the Safeguarding Co-ordinator.

FIRST AID KITS

First Aid Kits will be available on site and will be checked regularly and updated as necessary. An accident book is maintained at all places where activities with children and young people take place.

First Aid Kits are located in:

- the Church kitchen
- the Church Gate Centre kitchen.

The person responsible for the First Aid Kits is set out in Appendix 2.

If the contents of any First Aid Kit are used, the responsible person should be informed. It is their responsibility to ensure any used items are replaced.

First Aid Kits will be checked quarterly by the relevant person to ensure that they are fully stocked, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

First Aid should only be administered by suitably trained and competent persons. The Church will arrange training as required to ensure an appropriate level of cover is provided at all church events.

ACCIDENTS

The Accident Book is located with each first aid box. An accident report form (and witness form if appropriate) must be completed for all incidents and accidents. Blank accident report forms are located in both first aid boxes. Once completed these forms must be submitted to the Parish Office. The Church Manager must notify the Health & Safety Officer immediately on receipt of an accident form.

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 authorities as follows:

- Fatal accidents, serious injuries and dangerous occurrences must be reported immediately on 0845 300 9923 and within 10 days on Form F2508.
- Accidents leading to the injured person losing more than three consecutive days off work must be reported within 10 days on Form F2508.
- Certain reportable diseases such as poisonings, legionellosis must be reported on Form F2508A.

Further information is available at www.riddor.gov.uk

Fire Safety

GENERAL STATEMENT OF FIRE SAFETY POLICY

The prevention of accidents, injury or loss from fire is essential to the effective operation of the church and implied in its mission. It is therefore the responsibility of all staff and volunteers to be aware of the Church's Fire Safety Policy as set out below.

Our policy is:

- To provide a safe environment for staff, worshippers and visitors.
- To evacuate the premises safely in the event of an uncontrolled fire.
- To inform the fire brigade as soon as possible.

PREPARATION:

All persons on the premises should make themselves aware of the whereabouts of the usable emergency exits, fire alarm button and assembly area. A "General use, hazards and precautions" leaflet and a map posted in the South Porch entrance will show the locations of these. An announcement may also be made before an event or service. Fire escape doors to be unlocked as detailed in the document "Evacuation and Stewarding at St Mary's" which is displayed in the vestry.

ACTION IN THE EVENT OF A FIRE:

- On seeing a fire or smoke raise the alarm by shouting FIRE FIRE FIRE
- The alarm button at the west door should be activated ONLY if accessible without personal risk.
- On hearing an alarm immediately leave the building by the nearest usable fire exit and go to the assembly area.
- If applicable inform those within the Bell Tower ringing the bells of a fire.

- A member of staff, the key holder or the responsible person will ensure someone has phoned the fire brigade on 999 or do so themselves if this is not the case.
- Do not return to the building until informed that it is safe to do so.

Get out, stay out, get the brigade out!

FIRE SAFETY DUTIES FOR THE WELCOME TEAM

The Welcome Team, Verger, or anyone on the door of events, should help fulfil aim I of the 'General Statement of Fire Safety Policy' by:

- Familiarising themselves with the policy for action in the event of a fire.
- Being trained to use an extinguisher.
- Ensuring escape routes are kept clear.
- Ensuring the disabled have carers who will assist them in the case of an evacuation.

DAY TO DAY VIGILANCE

All staff on the premises should be vigilant in order to fulfil aim I of the 'General Statement of Fire Safety Policy'. Their duties include:

- To visually inspect equipment before use and report any defects.
- Ensure no hazardous or flammable substances are brought onto the premises without permission.
- Ensure hazardous or flammable substances are stored correctly and not left in common areas or left out overnight.
- Ensure that fire equipment is readily available and not abused (staff are reminded that fire equipment should only be used if you are trained to do so).
- Escape routes are identified and kept clear.
- Flammable rubbish is to be removed from the building daily.
- Store cupboards and rooms are kept tidy and as free of hazards as possible.

Any issues with the above should be rectified or reported to the Churchwardens or Fire Safety Officer.

THE MANAGEMENT OF FIRE SAFETY

Members of the PCC should help fulfil aim I of the 'General Statement of Fire Safety Policy' by:

- Nominating one or more 'Responsible person(s)' to maintain Fire Safety and report to the PCC at least twice each year.
- Ensure that the Responsible person(s) facilitates a Fire Risk Assessment and

keeps it up to date.

- Arrange a fire drill at least once per year.
- Support and enable the responsible people to fulfil their responsibilities.
- Ensuring that any third party occupying any part of the church building appoint their own 'Responsible Person' and ensure they are aware of the fire safety policy and procedures.
- Ensure that, for congregations meeting in a non-church building or complex, the PCC's responsible person co-ordinates with the owner, landlord and other occupants on fire safety matters and keeps the church members informed of what is expected of them.
- In consultation with the churchwardens, ensure that any necessary changes to the buildings resulting from the fire risk assessment which require Minor Works permission or a faculty are properly authorised in advance of any installations.

Evacuation Procedures & Stewarding at Large Services / Events

1. There will be clearly identified stewards present at events. Stewards will be familiar with and will keep clear all exit routes and will be trained in the use of extinguishers.
2. Stewards will take note of the location of any disabled persons present and allocate carers/be ready to assist evacuation if necessary.
3. Stewarding at funerals will be arranged by the service leader, having due regard for the above numbers.
4. Any announcement to evacuate the building will be made by the service/event leader/churchwarden/senior steward. The assembly point is in the Churchyard on the grassed area adjacent to the tower (turn right when exiting via S door, turn left from N door).
5. If safe to do so, the senior steward at events will check that all persons have evacuated the building and will ensure that no-one returns into the building until it has been declared safe to do so by the Fire Brigade or other responsible person. At other times a member of staff or keyholder will carry out this role.

Location	People present	Action Required	Exit
Office	Any	None	West fire escape door by toilets
Creche/small meeting room/toilets	Any	None	

Coffee Area	Any	<u>Keyholder/staff</u> to ensure 1 outer south porch door remains open at all times	West fire escape OR South porch
Chancel/Vestries	Any	Key on keyboard in vestry/in box by door	Outer Vestry Door
Main body of Church (Nave)	Less than 100	2-3 stewards present. At least 1 outer south porch door must remain open at all times	South porch OR West fire escape
Main body of Church (Nave)	10.30am Sunday service OR over 100 people	<u>Service Leader/event organiser</u> to announce escape exits/ensure notice is displayed 4-5 stewards present Both outer south porch doors to remain open at all times Senior Steward will ensure North Door is unlocked during event and locked at end. First Aider to be present.	South porch OR North door (or West fire escape) Note for wheelchairs, prams and buggies – there are steps outside the North door and stewards will need to provide assistance will be required to aid evacuation via the North door
Main body of Church (Nave)	Over 300	<u>Service Leader/event organiser</u> to announce escape exits/ ensure notice is displayed 6 or more stewards present Senior Steward will ensure North Door is unlocked during event and locked at end. First Aider to be present.	

Information & Enforcement

The local Environmental Health Department at Harborough District Council can be contacted at: customer.services@harborough.gov.uk or **01858 82 82 82**

Health and Safety Executive Information Line: **0845 345 0055**

A copy of the HSE poster '[Health and Safety Law – what you should know](#)' is displayed in the Parish Office. **A full list of Review and Inspection dates may be found in Appendix 2.**

Appendix 1: Health and Safety Responsible Persons

Overall Responsibility (Lead Minister)	Revd Charlie AM Styles
Implementation (Churchwardens)	Mrs Tricia Dean Dr Peter Kent
Health and Safety Officer	Mr Paul Knight
Fire Safety	Mr Paul Knight
Gas Safety	Mr Paul Knight
Tower / Bell Ringing / Church Roofs / Floodlights	Mr David Underwood
Churchyard	Mr Paul Knight
Church Lighting	Mr Paul Knight
Emergency Key-Holder	TBA
Church Gate Centre	Mr Paul Knight
Electrical Equipment	Mr Paul Knight
Church Kitchen	Mrs Tricia Dean
Lutterworth and Villages Foodbank	Mrs Lucy Freeman
Under 18s	Mr Ben Horrex
Safeguarding	Mrs Wendy Jones
First Aid	TBA

Appendix 2: Date for Reviews and Inspections

Review & Inspection	Last Review	Next Review Due
Health and Safety Policy	April 2021	April 2022
Health & Safety Annual Inspection	June 2020	June 2021
Fire Equipment Servicing	November 2020	November 2021
Lightning Conductor Annual Inspection	December 2020	December 2021
Fire Alarm & Emergency Lighting Service (annual)	July 2020	July 2021
PAT Testing	October 2020	October 2021
Gas Appliance Service (annual)	May 2021	May 2022
Kitchen Inspection (annual)	May 2021	May 2022
Monthly Grounds Inspection	Monthly	Monthly

Appendix 3: Trained First Aiders

Training conducted September 2019.

- David Collins
- Ben Horrex
- Tricia Dean

- Thomas Brown
- Charlie Styles

APPENDICES LAST UPDATED ON 10TH MAY 2022