

HEALTH & SAFETY POLICY FOR WALCOT PARISH

COMPRISING:

ST SWITHINS, the Paragon, Bath
The GATEWAY, Snow Hill, Bath

Date 1 September 2011

Review Date 1 September 2012

INTRODUCTION

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.

The policy is in three sections:

- A. General Statement of Policy
- B. Organisation and Responsibilities
- C. Arrangements

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NOTE TO ALL EMPLOYEES, VOLUNTARY HELPERS AND CONTRATORS

This document concerns your safety and your responsibility for others. You must read the general requirements in Sections A and B, and those arrangements in Section C that concern your role(s).

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 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 and 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 safety matters and the particular arrangements which we will make to implement the policy are set out below.

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 has operated will be reviewed regularly and the appropriate changes made.

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

Signed: *Simon Holland*

Priest in Charge

Date: 1 September 2011

Review Date: 1 September 2012

SECTION B

ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Priest in Charge

Overall responsibility of health and safety is that of the Priest in Charge, the **Rev'd Simon Holland**, who will 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. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

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, as noted below:

Mr L Cooper

Mrs N Stuffins

3. Responsibility of the Parochial Church Council

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

4. Responsibility of the Health and Safety Officer

The following person carries the responsibility for the day to day implementation of the arrangements outlined in this policy:

Mr H Mathers

The responsibility of the Health and Safety Officer shall be to:

- a. be familiar with Health and Safety Regulations as far as they concern church premises, and be familiar with the health and safety policy and arrangements and ensure that they are observed
- b. provide advice and assurance to the Priest in Charge, Churchwardens and PCC that:
 - i. so far as is reasonably practicable, that safe systems of work are in place
 - ii. the church and associated buildings are clean and tidy
 - iii. the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
 - iv. safety equipment and clothing is provided and used by all personnel where this is required
 - v. all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
 - vi. adequate access and egress is maintained
 - vii. adequate fire fighting equipment is available and maintained
 - viii. food hygiene regulations and procedures are observed

5. Responsibility of employees and voluntary workers

All employees and voluntary helpers are 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:

- a. comply with safety rules, operating instructions and working procedures, and undertaking safety training when required
- b. use protective clothing and equipments when it is required
- c. report any fault or defect in equipment immediately to the appropriate person
- d. report all accidents (however minor), injuries, near misses, or other potential safety hazards as soon as possible
- e. not misuse anything provided in the interests of health and safety

6. Responsible Persons

The policy works largely on the basis of individuals bearing responsibility for specific features of Health and Safety, ensuring that the general policies described here are applied, that instructions are readily available, and that feedback is given to make improvements. Those Responsible Persons are identified below.

The governing principles in the identification of Responsible Persons are:

- a. We manage Health & Safety for the parish responsibilities as a whole, therefore responsibilities have been allocated primarily on the basis of function.
- b. Set against the basis of function, Responsible Persons are also responsible for the safety of particular events or activities. This means that for each service there will be a Responsible Person to ensure that the instructions prepared are appropriate and applied, and similarly for other recurrent events. Any ad hoc activity is to be approved by the Priest in Charge or Churchwarden who is to ensure that appropriate safety arrangements and responsibilities are put in place (ie including use by third parties).

The following are responsible for safety in the following routine functions:

(Numbers in brackets refer to relevant paragraphs in Section C, Arrangements.)

Review/maintenance of the policy	Safety Officer
Risk assessments (2)	Safety Officer
Accident book & accident reporting (1)	Safety Officer
Fire extinguishers (2.a)	Churchwarden
Emergency evacuation (2.d)	Churchwarden
Portable electrical appliances & the electrical systems (3)	Churchwarden
Gas equipment inc heating (4)	Churchwarden
Hazardous substances (5)	Churchwarden
Plant & equipment (6)	Churchwarden
Condition of floors and stairs (7a)	Churchwarden
Light bulb changing (8)	Churchwarden
Working at high levels (9)	Churchwarden
Food preparation (10)	Operations Manager
Manual handling (11)	Churchwarden

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Display screen equipment (12)	Churchwarden
Child protection (14)	Parish Secretary
Buildings, including glazing (13)	Churchwarden
Personal safety (15)	Churchwarden
Contractors (18)	Churchwarden
PA and band systems and ancillaries	Alastair Gibson
Health & safety training	Safety Officer
Cemeteries & gardens	Churchwarden
Fetes, outings and events, general	Churchwarden

The Church Architect is:

Mr George Chedburn
Chedburn Ltd
Limpley Mill
Limpley Stoke
BATH
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SECTION C

ARRANGEMENTS

0.1 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. Where responsibilities are placed on a Responsible Person to arrange for remedial action that requires a commitment of Church resources, this should normally be referred to the Operations and Stewardship MPT to resolve if minor or recommend action to the PCC. If action is required immediately, the Responsible Person should seek the advice of the Priest-in-Charge or a Churchwarden.

1. ACCIDENTS AND FIRST AID

1.1 First Aid boxes are located in:

St Swithins in the Cafe and Churchwardens Vestry
The Gateway in the kitchen

1.2 Trained/qualified First Aiders are Linda Bates, Domenica Oatley.

1.3 Accident books are located with the First Aid boxes as above.

1.4 All accidents and incidents, however minor, are entered in the accident book and our insurers advised. Full instructions are provided with the accident books, including the requirements of RIDDOR. Detailed instructions are provided at Annex A (a copy of which is to be kept with each accident book).

1.5 The Safety Officer will review the accident books quarterly.

1.6 If any of the church premises are let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book kept specifically for this purpose. Detailed instructions are provided at Annex B.

2. GENERAL FIRE SAFETY

2.1 Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997. In order to achieve this, we undertake the following:

- An assessment of the fire risks in the church and associated buildings. This is carried out as part of our general health and safety risk assessments. The Fire Risk Assessment template is placed at Annex C.
- A check that a fire can be detected in a reasonable time and that people can be warned.
- A check that if people who may be in the building can get out safely including if necessary the provision of emergency lighting.
- To provide reasonable fire fighting 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.

2.2 Details of fire prevention and fire fighting equipment at Swithins and the Gateway are given at Annex D.

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2.3 Evacuation Procedures for large gatherings – St Swithins

- a. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the “Running Man” symbol.
- b. A check must be made that all doors can be opened, including the gates to the north garden..
- c. In the event of an emergency (eg fire) the duty Warden/Deputy Warden/chief steward of the event will ensure that clear instructions to leave the building are given in all occupied areas. A trained steward must be allotted to each exit door and have responsibility for persons in a specific part of the church, divided as follows:

Ground floor south section	South door*
Ground floor north section	North door*
South balcony (if used)	South door*
North balcony (if used)	North door*
Crypt kitchen, main crypt area & surrounds	South crypt door**
Cafe area, stairwell & surrounds	North crypt door**

*The chief steward of the event should ensure that the main doors are not used in an emergency, to avoid large numbers spilling out on to the Paragon, and to keep this entrance free for emergency services.

**Stairs to the ground floor should be avoided to minimise congestion.

- d. Emergency lighting is to be checked. If not available, torches must be available for each steward.
- e. The assembly areas are the north and south gardens.
- f. The duty Warden/Deputy Warden/chief steward of the event will ensure that the emergency services are contacted immediately, by mobile phone or one of the fixed telephones.

2.4 Evacuation Procedures for large gatherings – The Gateway

- a. The main entrance door and the basement door are to be unlocked, and a check made that they can be opened.
- b. At least one trained steward/sidesperson is to remain on duty in the main meeting area at all times.
- c. Emergency lighting is to be checked. If not available, torches must be available for each steward.
- d. In the event of an emergency (eg fire) the duty Warden/Deputy Warden/steward will ensure that clear instructions to leave the building are given in all the occupied areas.
- e. The assembly area is in front of the main door of the Gateway, taking care to keep clear of access for emergency services.
- f. The duty Warden/Deputy Warden/Steward will ensure that the emergency services are contacted immediately, by mobile phone or one of the fixed telephones.

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2.5 Evacuation procedures – all other times

Where a single occupant or a small number of people are using a building, the occupant or the a named individual in the group is to be trained as for stewards for large gatherings, and bear responsibility for the safety of everyone in the group.

2.6 Fire and evacuation training and drills

See Section 20 for training requirements for Wardens, Deputy Wardens, Stewards (including Sidespersons) and any other authorised users of the buildings.

Every two years, the Safety Officer will arrange an event for all PCC members, employees, and volunteers to familiarise themselves with the systems of fire detection, extinguishers and evacuation arrangements.

2.7 Building capacity restrictions

Principally on grounds of fire safety, the following capacity restrictions are in place:

St Swithins ground floor	230
St Swithins balcony	112
St Swithins crypt	150
Gateway ground floor	150
Gateway basement meeting room	15

3. ELECTRICAL SAFETY

3.1 The Responsible Person is to:

- a. maintain a register of all portable electrical appliances used in each of our premises;
- b. *generally* check plugs, cables and sockets annually for loose connexions, worn flexes or trailing leads, and ensure remedial action is taken. In areas of *heavy use*, including: the Parish Office, Vestries, kitchens and the Gateway Hall, they are to be inspected quarterly;
- c. ensure that all our portable electrical equipment is annually (PAT) tested for safety by a competent contractor (eg certified member of NICEIC) according to the schedule of appliances (a. above); and dispose of any unsafe equipment;
- d. have any new electrical equipment acquired by the church PAT tested and entered into the schedule with an appropriate test periodicity.
- e. ensure that private portable electrical equipment brought on to church premises has an extant PAT certificate, and is recorded on to the schedule (equipment may be inadvertently left on the premises and used).
- f. make a visual inspection of the fixed electrical installations quarterly. Any defects will be reported to a Churchwarden for action.
- g. arrange inspection and test of our fixed electrical systems every 5 years by a competent contact who is a member of the NICEIC, ECA or other approved body and

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ensure any necessary remedial work is carried out. (Recommended to be run concurrent with architect's quinquennial survey.)

h. arrange examination and test of our lightning conductor systems at intervals of not less than 5 years, by a competent specialist firm of lightning engineers.

3.2 Ensure all PCC members, employees and voluntary workers are reminded annually:

a. not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained;

b. to observe the following:

i. Visually check all equipment before use

ii. Report all faults immediately to the Responsible Person

iii. Do not attempt to use or repair faulty equipment

iv. Electrical equipment should be switched off and disconnected when not in use for long periods

v. Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage

3.3 Specific electrical hazards at St Swithins include:

a. Portable electrical equipment, including kettles, vacuum cleaners, computers and peripherals (including projectors), musical instruments, etc, and to be PAT tested and maintained on the building register.

b. Fixed electrical equipment, including the water heater in the Warden's Vestry, the office photocopier, the audi-system, kitchen equipment and electrical ancillaries to the heating system, and to be inspected with the fixed electrical inspection.

c. The stair lift, when fitted, is to be used and maintained in accordance with manufacturer's instructions. Use instructions and warnings are to be provided at the top and bottom of the lift.

d. Cabling for microphones and musical instruments represents an enduring trip hazard. The Responsible Person is to ensure every possible action is taken to minimise it.

e. Restrictions on access to the tower, roof and roof-space for access to electrical equipment are to be strictly observed. See Section 9.

3.4 Specific electrical hazards at the Gateway include:

a. Portable electrical equipment, including kettles, vacuum cleaners, musical instruments, PA, projectors, etc, and to be PAT tested and maintained on the building register.

b. Fixed electrical equipment including kitchen equipment and electrical ancillaries to the heating system, and to be inspected with the fixed electrical inspection.

4. GAS EQUIPMENT SAFETY

4.1 The Responsible Person is to ensure that our gas boilers and gas equipment (eg cookers) are maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Also to arrange for any necessary work emerging for safety to be implemented immediately.

5. HAZARDOUS SUBSTANCES

5.1 This section concerns all hazardous substance, including those marked as “Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment”. Data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

5.2 In each of our premises the Responsible Person will maintain a register of all hazardous substances used there, together with any data sheets or transcription of data provided on the substance container (the COSHH register – see Annex J). It is to be located close to the first aid kit and accident reporting book. The list is to show:

- The name of the substance
- The hazard level
- The storage and security arrangements
- Requirements for protective clothing and other precautions, and actions in the event of an accident. Where a data sheet is provided, it is preferable to retain this in the register. If warnings are provided on the container, these should be transcribed to the register.
- Where precautionary information is not available for a substance with obvious hazards (eg petrol in a lawn mower), arrangements are to be made to remove the hazard or obtain authoritative advice on its use.

5.3 Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

- Do not mix chemicals.
- Do not store chemicals in unmarked containers.
- Store and handle hazardous materials in accordance with the instructions.

5.4 Illustrative hazardous materials likely to be found at St Swithins or The Gateway include:

- Cleaning materials, including solvents and aerosols
- Floor polish
- Oil, including cooking oil and lubricants
- Paint
- Petrol for lawn mower
- Photocopier toner
- Batteries (in relation to their proper disposal)

6. SAFETY OF PLANT AND MACHINERY

6.1 The Responsible Person will maintain a single register of all items of plant and machinery, showing the rules and precautions required for each, as well as the

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arrangements for maintenance and test – see Annex K. The procedures for checking and rules for use are as follows:

- a. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- b. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- c. Machinery must be switched off before any adjustments are made.
- d. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- e. Before using any items of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- f. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
- g. Persons under the age of 18 may use (unpowered) hand tools, subject to appropriate training/supervision, but are not permitted to operate any power driven items of plant or machinery.
- h. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two person operation. Note that working overhead will also necessitate the use of a helmet and eye protection.
- i. Any defect and damage found to any item of plant or machinery must be reported to the Responsible Person.
- k. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

6.2 Specific items of plant and machinery at St Swithins and the Gateway include:

- The heating systems
- Lawn mowers, strimmers and other powered garden equipment
- The main clock
- Ladders
- Barbeques

7. SLIPS, TRIPS AND FALLS (Condition of floors, steps and paths)

7.1 In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every week by the Responsible Person of all floors and stairs in the church and hall, and all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. The Responsible Person is to arrange action to rectify any defects.

8. LIGHTING

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8.1 In order to ensure that our premises, inside and out are adequately lit, an inspection will be made every quarter by the Responsible Person to ensure that all lights are working and effective in relation to any new activities. Any bulbs that need replacing will be reported to a Churchwarden who will ensure that the bulbs are replaced ensuring that the safety procedures are followed.

9. WORKING AT HIGH LEVELS, INCLUDING ACCESS TO BELL TOWERS AND ROOFS

9.1 The following areas are designated as high levels:

- Any fixtures where it is necessary to use a ladder or fixed or portable staging to gain access.
- The balustrade around the balcony (St Swithins)
- The stairway in the bell tower leading from the clock to the bell and roof access (St Swithins)
- All roofs
- All roof-spaces not fitted with floorboards or panels (ie with non-weight bearing material between the joists).

9.2 Only the following persons may work at high level or have access to the bell tower at St Swithins (above clock movement level), the bell tower at St Andrews, or any roof on any of the church premises:

- Approved Contractors
- Voluntary workers with written approval by a Churchwarden. Approvals must be reviewed after 2 years.

10. PREPARATION OF FOOD

10.1 Food may only be prepared in the kitchen areas of the St Swithin's Crypt and the Gateway. Vestries and other areas with limited facilities are not to be used for this purpose.

10.2 In all cases it is essential that the following procedures are followed:

- a. To ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs. A summary of the most commonly applicable regulations is to be provided in each kitchen.
- b. To ensure that all food handlers have received adequate supervision, instruction, training and protective clothing.
- c. To ensure that the appropriate assessment of risks is carried out for the food to be prepared and stored including storage at the correct temperatures.
- d. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
- e. Food may only be prepared and served under the supervision of the following persons:

Penny Gibson, Linda Bates

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f. To ensure that all hirers who wish to provide food stuffs are advised of the facilities and procedures.

11. MANUAL HANDLING (Lifting, carrying and moving loads)

11.1 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.

11.2 The Safety Officer will arrange 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.

11.3 Specific manual handling tasks likely to be required at St Swithins or the Gateway include:

Load	Handling task	Method, Persons, Equipment
Chairs	Moving individually	No restriction
Chairs	Lifting and stacking	Under the supervision of Responsible Person
Pews	Moving	Under the supervision of Responsible Person
Other furniture larger than a chair	Moving	Under the supervision of Responsible Person
Any equipment < limit 1	Moving/lifting	No restriction
Any > limit 2	Moving/lifting	Under the supervision of Responsible Person
Any load > limit 1 and < limit 2	Moving to/from balcony (St Swithins)	Under the supervision of Responsible Person, no special equipment
Any load > limit 2	Moving to/from balcony (St Swithins)	Requires specialist support (approved contractor)
Garden arisings, earth, waste, etc	Moving/lifting	Appropriate garden equipment (barrows, bags, etc) to be used, and not overloaded. Responsible Person to supervise.

Limit 1 = greater than 10 kg or sufficiently bulky to impede vision

Limit 2 = greater than 25 kg

12. DISPLAY SCREEN EQUIPMENT

12.1 Our policy is to assess the risks to all habitual¹ users of computer work stations and to reduce those risks to the lowest possible. The Safety Officer will consider the following factors 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

12.2 Further guidance is at <http://www.lhc.org.uk/members/pubs/factsht/54fact.htm>

¹ We have chosen to interpret “habitual” as over 10 hours/week

12.3 For all users, daily work routines should involve periods away from the screen.

13. HAZARDOUS BUILDINGS/GLAZING

13.1 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, the buildings are inspected every quarter by the Responsible Person, and every 5 years by the Church Architect.

13.2 The Responsible Person is to arrange for the rectification of any defects and/or the revision of procedures,.

13.3 Where necessary, the Responsible Person is to take temporary measures to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

13.4 The Responsible Person is to check that all glazing in the building in windows below waist height and in doors and beside doors below shoulder either is of a safety material or is protected against breakage.

Refer also to Section 9.

14. CHILD PROTECTION

14.1 Our policy is to follow the policies of the Church of England through the policy and guidance provided by the Diocese of Bath and Wells, which is found at http://www.bathandwells.org.uk/changing_lives/youth_and_children/PolicyandGuidelines.pdf

14.2 Our child protection policy is appended at Annex M

14.3 A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

14.4 A permanent record will be maintained of all accidents involving children.

14.5 The Responsible Person for child protection is the Parish Secretary.

15. PERSONAL SAFETY

15.1 The Safety Officer is to carry out a risk review of miscellaneous activities outside normal use of our premises every 6 months, and the following policies and their supporting instructions packs updated accordingly:

- a. Persons working alone on church premises

Such persons must be sufficiently familiar with the building and emergency arrangements in particular, to the satisfaction of the Responsible Person. See also sections 20 and 21.

- b. "Off-site" activity organised under the auspices of the church

The following policies are to be observed:

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- If the church has obtained the use of other premises for an event, the Responsible Person must obtain the safety policies from the owner of the premises and make arrangements to ensure that they are observed
- If individuals volunteer to host an event at their homes, then they are responsible for the health and safety of their guests. In general the church will not bear responsibility.

c. Travel arrangements

Good practices are to be observed when making arrangements for employees or voluntary workers to travel in the course of their work. Typically, they should not drive when tired, and they should not require to move heavy or bulky materials without a proper plan.

d. Arrangements for managing disorderly visitors

As a general rule no strangers should be admitted to the church premises when there is only one person presents. In particular:

- When open to visitors, at least two responsible church members should be present
- During services when the doors are open, two church members are to be nominated to attend to visitors, in case of disorder

Those assisting visitors are to be aware of the location of telephones in case they have to call for assistance.

e. Security when handling cash and other valuables

Those handling cash and valuables, including when the safe is open, should generally work in pairs. They are to be particularly vigilant for the presence of strangers, and take sensible precautions.

16. ACTIVITIES AND OTHER AREAS REQUIRING PROCEDURES

16.1 For all hazardous activities, a Responsible Person is to be nominated, who will undertake or arrange a prior risk assessment. The following list of illustrative activities is not exhaustive:

- Outings organised under the auspices of a church group, including walks, leisure outings, camps, etc. Note that where children are involved, special arrangements must be made by the Responsible Person, who bears responsibility in loco parental, to obtain parental consent.
- Fetes (which might include hazards such as bouncy castles, barbeques, glass/breakables, use of uneven surfaces, etc
- Work parties
- Access to the church when contractors are in attendance.
- Access to the church when in an unusual state.

17. RISK ASSESSMENTS

17.1 The Responsible Person is responsible for ensuring that risk assessments are carried out on all areas of the church premises and all activities that carry a significant risk at regular

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intervals by a competent person² in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. The actions from the risk assessments are to be enacted in at least one of the following ways:

- Modification or repair of Church/Churchyard fabric
- Revision to this policy statement
- Revision to the enduring instructions for the premises/activity
- Temporary prohibition of use/activity and with referral of remedial action to the appropriate person
- Temporary instruction and referral of remedial action to the appropriate person

18. CONTRACTORS

18.1 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:

- a. Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
- b. Produce evidence that they have appropriate public and employers liability insurance in place. A record of this evidence will be maintained.
- c. 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.
- d. Where plant and machinery is brought on to the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
- e. 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.
- f. 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. This "permit to work" will also specify any safety precautions they must undertake. (Specimen at Annex N.)

18.2 Note that special attention is required in relation to "hot work" (welding and burning, etc), for which advice is to be taken from our Insurer.

18.3 Note that certain work will be subject to The Construction (Design and Management) Regulations 1994. In summary this includes new buildings, alterations, repairs, restoration, temporary structures and even re-decoration and conservation work which:

- Will last for more than 30 days
- Involves more than 500 person days of work, or

² Note that the definition of a Competent Person is not very precise. It is basically a person with sufficient knowledge of the activity and the levels of safety general expected of a good ("benchmark") practitioner, and able to recognise when to take further advice. It is not synonymous with "expert".

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- Involves 5 or more people on site and any one time, or
- Any demolition work

18.4 Note that a Planning Supervisor, Designer and Principal Contractor need to be appointed and a Health & Safety Plan produced.

18.5 On anything of this scale, and in any case of doubt, advice is to be taken from the Church Architect.

18.6 The Responsible Person will ensure that the necessary arrangements are put in hand under the Construction (Design and Management) Regulations.

19. INFORMATION AND ENFORCEMENT

Environmental Health Service Information:

Contact: Environmental Protection
9-10 Bath Street
Bath
BA1 1SN

01225 477563

environmental_protection@bathnes.gov.uk

Also: Luisa Roverato, Senior Environmental Health Officer

01225 396255

luisa_roverato@bathnes.gov.uk

Employment Medical Advisory Service Information:

Address: c/o Health & Safety Executive
4th Floor, The Pithay
All Saints Street
Bristol
BS1 2ND

0845 345 0055

Health and Safety Information Line: 0541 5445500

HSE Books: 01787 881165

The HSE poster "Health & Safety Law – What you should know" is to be displayed in the Parish Office. (Available from HSE Books and HMSO bookshops – ISBN 0 7176 2493 5)

20. TRAINING

20.1 Training in direct support of policy development and implementation will be undertaken as follows:

- a. In Health & Safety, general provisions

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b. The Rector and Churchwardens are to undertake a one day introduction to Health & Safety within 12 months of taking up their office. Eg City of Bristol College's Health & Safety in the Workplace.

c. The Health & Safety Officer is to undertake an IOSH accredited course in Managing Safety (usually 4-5 days). Eg City of Bristol's Managing Safety. The Health & Safety Officer should also be trained in general risk assessment.

20.1 All employees and Responsible Persons are to be given two copies of the policy, and return one within 4 weeks, signed to confirm that they have read it and are willing to comply with it. In addition they are to receive a one-to-one briefing on the aspects particular to their responsibilities forms from the Health & Safety Officer including the use of the detailed guidance, instructions and forms.

20.2 Members of the church are encouraged to consider First Aid training as part of their service, but there are no mandated requirements.

20.3 All Wardens, Deputy Wardens, Stewards (including Sidespersons) and any other Responsible Persons, are to be familiar with the basics of safety, fire prevention and fire fighting, including:

- a. Responsibilities for safety, general.
- b. Arrangements for working at height.
- c. Acquaintance with the building and its associated hazards.
- d. Location of fire equipment, and how it works.
- e. Evacuation arrangements for the building.
- f. What to do in the event of a fire (see also Annex E):
 - i. Immediately raise the alarm.
 - ii. Telephone the emergency services
 - iii. Check the building for occupants
 - iv. Attack the fire if possible within your capability using the appliances provided but without taking personal risk.
 - v. 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 behind you. The general rule is People before Property
 - vi. Evacuate to one of the designated assembly points.
 - vii. Ensure clear access for the emergency vehicles.

20.4 The Responsible Person for all activity in kitchens and for preparing food is required to have appropriate training. At the minimum this should be the equivalent of the City of Bristol College's Food Safety in Catering course, but preferably a higher level programme such as Food Safety Level 4.

20.5 The Responsible Person for manual handling should be acquainted with approved methods of handling (eg kinetic lifting). If possible training such as the City of Bristol College's Manual Handling course.

21. RECORDING THOSE WORKING ON THE PREMISES

[subject to implementation by August 2012]

21.1 To avoid dangerous conflicts (eg someone turns out the lights when someone else is doing something hazardous that requires good lighting), it is important that there is a record of who is in the building and what they are doing. To that end, we maintain records which are to be completed by anyone entering the building on Monday to Saturday:

At Swithins, the record is kept next to the security alarm in the Warden's Vestry.
At the Gateway, the record is kept in the Entrance lobby.

21.2 Completion is not required on Sunday's when other arrangements (see below) will apply. For group activities, it is sufficient that the organiser/Responsible Person completes the record. A sample record is placed at Annex O

21.3 On Sundays, unusual activity is not expected. Exceptionally, if someone needs to do something unusual (like enter the roofspace), they must inform the Responsible Person for the Service, or a Warden.

22. REPORTING

22.1 Accident reporting arrangements are described at Annex A

22.2 Feedback. Good health & safety management depends on the continuous improvement enabled by feedback of observations and lessons learnt by anyone involved in or affected by activity at Walcot. We do not require a specific format for this, but request that anyone feels that can report anything no matter how minor at one extreme or controversial at the other, to the Rector, the Wardens of the Health and Safety Officer.

23. DETAILED GUIDANCE, INSTRUCTIONS AND FORMS

23.1 The implementation of this policy is intended through a series of guidance and instructions checklists, and forms used for reporting and other purposes.

23.2 The checklists exist to help Responsible Persons and anyone whom they empower to act on their behalf to undertake the checks and other measures needed to comply with the policy in their area. To provide assurance that the processes are working effectively, those completing the checklists are required to complete a sign-off schedule. Its location will be shown on the checklist.

23.3 Checklists and forms are provided as follows:

Annex A	Arrangements for Accident Reporting
Annex B	Arrangements for instructing outside organisations using our premises
Annex C	Fire risk assessment template
Annex D	Checks of fire arrangements
Annex E	Instructions on what to do in the event of a fire (poster)
Annex F	Instructions for Wardens, Duty Wardens, Sidesmen & Stewards in attendance at a service or other meeting.
Annex G	Building surveys by Responsible Person including electrical checks and lighting checks
Annex H	Risk assessments
Annex I	Checklist to cover reminders: Fire extinguisher check Fixed electrical check

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	PAT testing
	Lightning conductor
	Boilers, heating system and other gas appliances
Annex J	COSHH register
Annex K	Schedule of plant and machinery
Annex L	Food preparation
Annex M	Child Protection
Annex N	Contractor's "permit to work"
Annex O	Record of persons working on the premises

Annex A Arrangements for Accident Reporting

WALCOT PARISH CHURCH

Instructions for recording and reporting in the event of an accident

All incidents

All incidents, whether they result in actual, or showed the potential for injury or ill-health are to be reported to the Churchwardens.

Incidents resulting in injury or ill-health

Where an incident results in actual injury or ill-health the following procedures are to be completed.

Complete form FS 203, including both the stub and record sheet, found in the Accident Book, held in the Parish Office.

The following guidance is given for completing FS 203:

- Stub - the Accident Record (the tear off sheet) should normally be passed to the Parish Office for safekeeping. Details of the time of the accident to be included.
- Record sheet:
 - 1 Tick who is reporting and complete his/her details
 - 2 Enter details of who had the accident. For guidance, Employees include Parish Clergy, full- and part-time paid staff. Use Contractors/Suppliers for those under contract to the PCC other than staff. Use Other to describe people attending Church events. Use Member of the Public to include people on the premises, but not attending church events (eg people relaxing in St Swithins South Garden).
 - 3 Should be same as stub
 - 4-7 As appropriate. Include all details available – use back of the form if necessary
 - 8 To be completed as appropriate. Signature for the ‘Employer’ should be the Rector or a Churchwarden. ‘Employer’ will need to review RIDDOR requirements below.
- The record is then be torn off and retained in the location entered in the Stub (ie normally the Parish Office)
- The book is then to be returned to the Parish Office.

Incidents reportable under RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) require certain types of incidents to be reported to public authorities³.

Details are provided in the booklet “RIDDOR explained”, which, together with the blank reporting forms F2508, is held with the Accident Book. Also held is a formatted folder (form FS.234) which can be used to hold papers in the event of an incident likely to require RIDDOR actions.

³ The Incident Contact Centre (see RIDDOR booklet) or B&NES Environmental Health 01225 477563

Annex B Arrangements for instructing outside organisations using our premises

General

1. The following principles will apply:
 - a. The organisation is required to detail the activities they intend to undertake. If any activities exceed the normal activities of the church, a special hazard assessment may be required – this includes bringing any unusual equipment (eg bouncy castle, gas barbeque, etc) on to the premises.
 - b. The organisation is required to nominate an individual with appropriate skill and experience⁴ to bear responsibility for the health and safety aspects of activities of the organisation – ie that they remain within the bounds of those intended.
 - c. The organisation is required to leave the premises in a safe state with no latent hazards arising from their activities.

Instruction on the building

2. The responsible person nominated by the organisation will be given a guide to the church, including a brief by a Churchwarden and a check-list for leaving the building.
3. The brief is to include:
 - Fire arrangements, including location of fire exits and fire fighting equipment – see 20.3 of the Policy. (The churchwarden should confirm that the responsible person is familiar with the use of the equipment.)
 - Kitchen equipment if it is to be used.
 - Use of any of the church's electrical appliances if they are to be used.
 - Prohibition of use of own mains powered electrical appliances on the premises.
 - Excluded areas (including the tower and galleries).
 - Disabled access and arrangements, including stair-lift when fitted.
 - Location of first aid equipment.
 - Accident reporting arrangements – see para 5 below.
 - A clear statement that there is to be no smoking at any point on the premises, inside or out.
 - Instruction on capacity limitations.
4. The check-list is an Appendix 1.

Accident Reporting

5. The responsible person is to be made aware that the church operates an accident reporting system, and that in the event of an accident, the church accident book is to be completed in addition to any arrangements that the organisation wishes to make for itself. The accident book and instructions for use should be made available, but if not, the responsible person is to be instructed to keep a record of details of the accident to be provided to a Churchwarden as soon afterwards as possible.

⁴ Includes familiarity with fire safety including use of fire fighting equipment

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Appendix 1 to Annex B

Checklist for outside organisations when leaving the building

Turn off all electrical appliances except where marked to be left on.

Turn off all lights.

Ensure all taps are off, and there is no excess water on floors adjacent to basins and sinks.

Ensure fire exits are left unobstructed.

Shut all windows.

Leave the boiler as instructed by the Churchwarden.

Check for stragglers when locking up !!

Use the space below to record any problems or other observations for the information of the Churchwarden.

Annex C Fire risk assessment template

* The expression “secondary check” below acknowledges that there are separate checks of electrics etc, but that the opportunity should be taken of the fire assessment to observe any problems.

St Swithins

St Swithins – General

- (a) Are the building electrical certificates up to date:
- Main wiring ?
 - Portable appliances (check register for building) ?
- (b) Is the boiler inspection up to date ?
- (c) Are the fire extinguishers in test ?

St Swithins – External

- (a) Are arrangements to keep exit routes clear effective:
- Main entrance to Paragon
 - North side, garden door
 - North side, emergency door
 - South side, garden door
 - South side, emergency door
- (b) Are Gas and Electricity isolators marked and accessible ?
- (c) If any floodlighting, is it certified and in good condition ?

St Swithins – Entrance lobby

- (a) Are arrangements to keep exit routes clear effective?

St Swithins – “Wardens’ Vestry”

- (a) Secondary check of electrics*
- (b) Are arrangements to keep exit routes clear effective
- (c) Check no inflammable materials

St Swithins – Parish Office

- (a) Secondary check of electrics*

St Swithins – Main hall, ground floor

- (a) Secondary check of electrics*
- (b) Are arrangements to keep exit routes clear effective

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- (c) Check no inflammable materials
- (d) Check general access around hall
- (e) Check access to fire exits
- (f) Check emergency lighting over exit

St Swithins – stair lobby, south side to gallery and tower

- (a) Secondary check of electrics*
- (b) Are arrangements to keep exit routes clear effective ?
- (c) Check access to emergency door
- (d) Check operation of emergency door
- (e) Check under-stair store:
 - Are all inflammables needed ?
 - Are all inflammables in correct containers ?

St Swithins – south gallery

- (a) Are arrangements to keep exit routes clear effective ?

St Swithins – tower

- (a) Are arrangements to keep exit routes clear effective ?

St Swithins – roof space

- (a) Secondary check of electrics*

St Swithins – stair lobby, north side to gallery

- (a) Are arrangements to keep exit routes clear effective ?

St Swithins – north and cross gallery

- (a) Are arrangements to keep exit routes clear effective ?
- (b) Secondary check of electrics, particularly around desk

St Swithins – (crypt) stair lobby

- (a) Are arrangements to keep exit routes clear effective ?

St Swithins – (crypt) central hall

- (a) Are arrangements to keep exit routes clear effective ?

St Swithins – (crypt) south entrance lobby and toilets

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- (a) Are arrangements to keep exit routes clear effective ?

St Swithins – (crypt) kitchen

- (a) Are arrangements to keep exit routes clear effective ?
(b) Secondary check of electrics*

St Swithins – (crypt) refectory

- (a) Are arrangements to keep exit routes clear effective ?

St Swithins – (crypt) Rector's office

- (a) Secondary check of electrics*

St Swithins – (crypt) north entrance lobby

- (a) Are arrangements to keep exit routes clear effective ?

St Swithins – crèche

- (a) Are arrangements to keep exit routes clear effective ?

St Swithins – boiler room

- (a) Are arrangements to prevent clutter effective ?

Gateway

Gateway – General

- (a) Are the building electrical certificates up to date:
Main wiring ?
Portable appliances (check register for building) ?
(b) Is the boiler inspection up to date ?
(c) Are the fire extinguishers in test ?

Gateway – External

- (a) Are arrangements to keep exit routes clear effective:
Main entrance
Emergency exit, main hall
Basement entrance
(b) Are Gas and Electricity isolators marked and accessible ?

Gateway – Entrance lobby

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- (a) Are arrangements to keep exit routes clear effective?

Gateway – Ground floor storeroom

- (a) Secondary check of electrics*
(b) Check no inflammable materials

Gateway – Ladies WC

- (a) Secondary check of electrics*

Gateway - Kitchen

- (a) Are arrangements to keep exit routes clear effective ?
(b) Secondary check of electrics*

Gateway – Main hall, ground floor

- (a) Secondary check of electrics*
(b) Are arrangements to keep exit routes clear effective
(c) Check no inflammable materials
(d) Check general access around hall

Gateway – Basement lobby

- (a) Are arrangements to keep exit routes clear effective ?

Gateway – Basement office

- (a) Are arrangements to keep exit routes clear effective ?
(b) Secondary check of electrics*

Gateway – Basement store

- (a) Secondary check of electrics*
(b) Check no inflammable materials
(c) Check access to isolation switches

Gateway – Basement meeting room

- (a) Secondary check of electrics*

Gateway – Mens WC

- (a) Secondary check of electrics

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Annex D Checks of fire arrangements

The following fire prevention and fire fighting equipment is installed.

Fire extinguishers

Fire Extinguishers are kept in the following locations

<u>St Swithins</u>	Type
Parish office	2kg CO ₂
Worship Hall	
SW corner	2kg CO ₂
SW corner	3l AFFF
NW corner	3l AFFF
NW corner	2kg CO ₂
NW stairwell	6l AFFF
Balcony	
South Side	3l AFFF
West End	3l AFFF
	3l AFFF
	2kg CO ₂
North Side	3l AFFF
Crypt	
South entrance lobby	3l AFFF
Boiler room	4kg dry powder
Central hall	3l AFFF
Kitchen	2kg CO ₂
Serving	2kg dry powder
North entrance lobby	3l AFFF
	2kg CO ₂

The Gateway

Main entrance	3l AFFF
Main hall	3l AFFF
Kitchen	2kg dry powder
Basement entrance	3l AFFF

The extinguishers noted above are checked every 3 months by the Responsible Person to ensure that they are still in place and have not been discharged or tampered with..

The extinguishers noted above are checked annually by a qualified contractor.

Other Equipment

Fire blankets are kept in the following locations

St Swithins	Kitchen
The Gateway	Kitchen – secured to wall

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The state and accessibility of fire blankets are checked annually by the Responsible Person.

Smoke alarms are fitted in the following locations

St Swithins

Wardens Vestry
Crypt – stair lobby
Crypt – boiler room
Crypt – south door lobby
Crypt – kitchen
Crypt – main hall – 2 in no
Crypt – canteen room – 2 in no

The Gateway

The smoke alarms are tested every 6 months by ABS fire prevention and at least monthly by the Responsible Person. If at any time a “battery low” warning is sounded, the Responsible Person is to be informed.

Other checks to be made by a Churchwarden or the Health and Safety Officer at least every 3 months include:

- Operation of all doors including fire exits, and clear access to them.
- Check electrical equipment for damage, overheating.
- Operation of telephone.

The following checks are to be made by a Churchwarden or the Health and Safety Officer at least annually:

- Fire assessment
- Check that a fire can be detected in a reasonable time and that people can be warned.
- Check that people can get out of the building safely including if necessary by emergency lighting.
- Check that sufficient people can use fire fighting equipment.
- Check annual maintenance contract is in place for fire fighting equipment.
- Check of emergency lighting system.

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Annex E Instructions on what to do in the event of a fire (poster)

Annex F Instructions for Wardens, Deputy Wardens, Sidesmen & Stewards in attendance at a service or other meeting.

Before the Service ...

- Check the access, main hall and any other rooms (inc WCs) for occasional hazards, eg tripping and slipping hazards.
- If likely that the gardens will be used, check the gardens also for occasional hazards, eg broken bottles.
- Ensure access to all areas of the church and main and fire exits in particular are clear.
- If the crypt is to be in use, ensure that the exits are open.

During the Service ...

- Remain available and alert to any emerging problems or requirements for assistance.

After the Service ...

- Remain available and alert to any emerging problems of requirements for assistance. In particular where children's behaviour is considered inappropriate, ask parents or carers to take control. Otherwise draw it to a Churchwarden's attention.
- Remain available and alert to visitors after a church meeting, welcoming them and offering assistance, but also checking they do not venture to the balconies unaccompanied by an authorised person.
- Ensure all electrical equipment, including lighting is switched off, except where expressly marked to leave on.
- Ensure kitchen is clean and tidy, that appliances have been turned off (except where expressly marked to leave on), and that there is no combustible material in the vicinity of warm surfaces.
- Report any problems or observations to the Health and Safety Officer.

Annex G Building surveys by Responsible Person including electrical checks and lighting checks

Once a year the following checks are to be carried out by a Responsible Person, but this does not extend to engaging a contactor (eg architect, electrical contractor, etc):

- Walls, doors, floors, ceilings, and stairs for signs of structural wear and tear that might lead to a safety risk.
- Domestic equipment (installed) for wear and tear, including signs of malfunction like overheating, that might lead to a safety risk.
- Electrical sockets, light switches and other outlets for physical or heat induced damage.
- Electrical appliances including fixed and portable (whether or not PAT is in date) for physical or heat induced damage.
- Effectiveness of lighting, including emergency lighting.
- Gas appliances for wear and tear, including evidence of malfunction.
- Arrangements for COSHH.
- Other equipment, including ladders and the schedule of plant and machinery for wear and tear that might lead to a safety risk.

Cautions

- Where survey activity requires working at height or access to a bell tower or roof, the precautions at section 9 of the Walcot Parish Church Health & Safety Policy are to be observed.

Annex H Risk assessments

The following general principles are to be applied when carrying out a (formal) risk assessment:

- Step 1 identify the hazard: Review the task and or the work area, talk with the people involved and identify any hazards. Focus on the reasonably foreseeable, not remote possibilities. Tasks/activities that pose trivial safety consequences should not be subject to risk assessment.
- Step 2 Decide who might be harmed and how: for each hazard establish who might be harmed: it will help to identify the best way to manage the risk.
- Step 3 Evaluate the risks (severity and probability) and decide on precautions: the legal requirement for most health and safety regulations is to reduce the risk of harm "so far as is reasonably practicable" (subject to satisfying specific requirements). The criterion "so far as is reasonably practicable" requires the exercise of judgement, but for example, includes not introducing a greater level of risk through the mitigation, not making disproportionate expense. It can be informed by recognised good practice. However, not being able to afford to undertake mitigations is not an acceptable reason for accepting the risk.
- Step 4 Record the findings and pass the record to the Health & Safety Officer and Stewardship OPT.
- Step 5 Review the assessment and update if necessary.

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Annex I Checklist to cover reminders:

Check	Periodicity	Date	Date	Date	Date
Risk assessment, Ann C	2 yearly				
Fire checks, Ann D	3 monthly				
Fire checks, Ann D	Annual				
Building Survey, Ann H	Annual				
Fixed electrics, 3.1g	5 yearly				
Lightning Conductor (3.1h)	5 yearly				
Boilers, heating and other gas appliances, 4	Annual				
Registers:					
Fire Ext'rs 2.1 & Ann	Annual				
PAT 3.1g	Annual				
COSHH, 5.2 & Ann J	Annual				
Plant & Mcy, 6.1 & Ann K	Annual				

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Annex J COSHH register

For the normal purposes of Walcot church the hazards material types in use are as follows:

GENERAL WARNINGS

- 1. All fluids are to be stored in their original containers, and marked safety instructions are not to be obscured or defaced.**
- 2. Any separate hazard leaflets are to be kept with the fluids, typically attached with a rubber band or similar.**

Type	Hazard	Instruction
Domestic cleaning materials	Skin irritant	} Use in accordance with instructions
	Toxic	
	Fire	Ensure container sealed when stored Store in marked cupboard – either in Wardens Vestry or understair cupboard
Solvents – white/methylated spirit	Skin irritant	Wear gloves when using
	Toxic	Use only in well ventilated space
	Fire	Ensure container sealed when stored Store in marked cupboard – either in Wardens Vestry or understair cupboard
Paint (water-based)	Skin irritant	} Use in accordance with instructions
	Toxic	
Paint (oil-based)	Skin irritant	} Use in accordance with instructions
	Toxic	
	Fire	Ensure container sealed when stored Store in marked cupboard – either in Wardens Vestry or understair cupboard

Annex K Schedule of plant and machinery

Annex L Food preparation

Arrangements for food preparation, including storage (room temp and frozen), preparation and cooking, serving, and the maintenance of kitchen equipment, are extensive, and as such not amenable to a simple checklist.

We recognise the good practice guide “Safer food, better business for caterers”, of which two copies are kept in the kitchen. This provides extensive guidance on good kitchen practice, which expect users of the kitchen to adopt.

The recipe folder also holds “Basic Training Notes – Cafe Staff”, which include some additional, specific safety and security instructions, which are to be followed by all users.

Neither of these documents are to be removed from the kitchen, defaced, or modified without the approval of the Operations Manager or a person authorised by the Operations Manager, who have overall responsibility for the running of the kitchen.

The Safety Officer is to check the status of these documents and any additions introduced by the Operations Manager, quarterly.

Annex M Child Protection

Text of the Parish of Walcot Child Protection Responsibilities

“The welfare of children and young people is the primary consideration when working with them. All who so this must as soon as is practical make themselves familiar with the diocesan child protection policy and associated guidelines.

A copy is available from Sandy Gooding [Parish Secretary tel 789168]

You should particularly be aware of the different forms that child abuse can take and the signs to look for, including the abuse of a ‘relationship of trust’ with a young person over the age of consent.

As part of our church’s duty of care, we expect you to take the following action if circumstances arise.

Action required if suspicions arise

If you notice clear signs that a child has been abused, or that the child is considered to be in danger of abuse, we expect you to contact the social services of the police or the NSPCC as a matter of urgency.

We expect you to inform Sandy Gooding that you have felt this necessary.

If there are no clear signs of abuse having taken place but you have genuine concerns that it is a possibility, you must without delay share your concerns with the appointed person in the parish or with the diocesan child protection officer Fiona Gardner. You should not speak of the matter to anyone else.

The person you share your concerns with will take all the appropriate advice and action under the diocesan child protection policy.

- ⇒ The person you share your concerns with will keep in contact with you.
- ⇒ You should not investigate the matter yourself.
- ⇒ You should not question those involved.
- ⇒ You should not jump to conclusions, or alter your treatment of the parties involved, however difficult this may be.”

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Annex N Contractor's "permit to work"

Contractors requiring to undertake unusual activities, particularly those involving special risk either to themselves or to others, are to provide warning of their intentions to the Churchwarden at least 3 days in advance, completing each field in the proforma below.

The Churchwarden will then assess whether there are any conflicting activities planned and consult as considered necessary before providing either full or conditional approval to the Contractor.

Proforma permit

Title of activity -

Start date and time of activity -

Location of activity -

Title of activity -

Detailed description of activity -

Identified hazards/risks -

Does the activity include hotwork ? -

Safeguards and controls -

Submitted by (Contractor representative)

Approved by (Church representative)

Date

Date

