

# St. Andrew's Church, Caversham

## **HEALTH AND SAFETY POLICY**

adopted by the Parochial Church Council on

Date: 11<sup>th</sup> July 2023

Signed on behalf of the PCC: Revd Nigel Jones

- The policy will be reviewed annually.
- 'Health and Safety' will be on the agenda of each meeting of the PCC, including the consideration of whether any forthcoming events or activities may require special thought or a risk assessment.
- Overall responsibility for Health and Safety is that of the Parochial Church Council.
- All employees and voluntary helpers have a responsibility to co-operate fully in the implementation of this policy.
- The PCC will appoint a Health and Safety Officer (H&SO) who will
  - ensure that this policy is implemented, taking all reasonable steps to ensure compliance
  - keep the PCC informed about Health and Safety matters
  - ensure that an annual risk assessment of the premises is carried out
  - ensure that any further risk assessments required for particular church activities or events are carried out
  - ensure that the Conditions of Hire of Hall and Church include all that is necessary pertaining to Health and Safety

(A risk assessment form is appended to this policy.)

## **1. ACCIDENTS AND FIRST AID**

The locations of the relevant First Aid boxes, Accident Books and Property Maintenance Books are notified in the entrance foyers. All accidents must be recorded in the appropriate Accident Book. For church events the emergency procedure should include contacting a churchwarden. (?PCC minute 14oct10)

## **2. FIRE**

We undertake the following:

1. a fire risk assessment in the church and halls
2. to check that people who may be in the buildings can get out safely by the means of clearly marked and designated fire exits
3. to provide appropriate fire-fighting equipment
4. to ensure that the fire plan (below) is displayed
5. to ensure that annual maintenance contracts of fire-fighting equipment are in place with reputable companies

### **FIRE PLAN**

#### **If You Do Discover a Fire (no matter how small)**

1. Immediately raise the alarm.
2. Telephone the emergency services.
3. Evacuate the building, ensuring that all doors are shut on the way out. Persons responsible will then conduct a head-count of occupiers.
4. Any discrepancies will be notified to the Rescue Services.
5. The general rule is 'People before property'.
6. Ensure clear access for the emergency vehicles.

## **3. ELECTRICAL SAFETY**

1. All portable electrical appliances, including plugs, cables and extension leads will be inspected and test regularly by a qualified electrician.

2. There will be annual general inspection, plugs, cables and sockets will be inspected for any loose connections, worn flexes or trailing leads. Any repairs needed, will be carried out by a qualified electrician.
3. Every five years, our fixed electrical systems will be inspected and tested by a qualified contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
4. At intervals of not more than five years the lightning conductor systems will be examined and tested by a qualified firm of engineers.

#### **4. GAS EQUIPMENT SAFETY**

Ensure that the gas boilers and any other gas equipment is maintained and checked annually by a qualified contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately.

#### **5. HAZARDOUS SUBSTANCES**

Wherever possible we will not use hazardous substances. Where this is not possible, hazardous substances are locked away and only used by persons with the appropriate experience. Personal Protective Equipment must be used where appropriate. Do not mix chemicals. Do not store chemicals in unmarked containers.

#### **6. LIGHTING**

Security lighting is installed and maintained to ensure that there is sufficient illumination if the building needs to be evacuated in the hours of darkness and in the event of a power failure.

#### **7. SLIPS, TRIPS AND FALLS**

In order to reduce as far as possible the risk of slips, trips and falls, regular inspections will be made by the H&SO of all floors and stairs in the church and halls, and all paths and steps in the grounds. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported and repairs carried out.

Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two people operation.

## **8. PREPARATION OF FOOD**

1. The appropriate regulations governing the preparation and storage of foodstuffs are followed
2. Where appropriate a hazard analysis will be carried out.
3. All food handlers will receive adequate supervision, instruction and training.

## **9. ASBESTOS**

An asbestos log must be held, starting with an initial survey of any known instances of asbestos, and added to if more is discovered.

Prior to any building work taking place the builder must be made aware of any known asbestos by reviewing the asbestos log. The builder must be made aware that, if in the course of their work they come across any asbestos, they must stop work immediately and contact the H&SO.

*Further considerations related to the safety of children and vulnerable adults are dealt with in separate policies.*

St. Andrew's Caversham

# Risk Assessment

Activity:

Hazard Identified	Who Might Be Harmed	Level Of Risk High/Medium/Low	Control Measures In Place	Further Action Necessary To Reduce Level Of Risk	Action