



ST. JOHN BAPTIST CHURCH, BROUGHTON
with ST MARTIN'S and ST PETER'S CHAPELS
FULWOOD



Health and Safety Policy

Jesus said, "I appointed you to go and bear fruit, fruit that will last." John 15.16
We seek to make Jesus known in our community, through our joyful, loving service and worship

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it. The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and 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, churchyard and any associated buildings. The allocation of duties for safety matters and the particular arrangements that 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) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

This policy was reviewed and adopted by the PCC at its meeting on 14th May 2018.

Signed on behalf of PCC by: *Shaun Baldwin*
 Reverend Shaun Baldwin, Vicar & Chairman of PCC

Review date: The first Meeting of the PCC after the APCM 2019.

B. Organisation and responsibilities

1. Responsibility of the Vicar

Overall responsibility for health and safety is that of the Vicar

The Revd: **Shaun Baldwin**

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:

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(s)

The following person(s) carry the responsibility for the day-to-day implementation of the arrangements outlined in this policy: **Barry Arthur Townsend, Churchwarden and Churchwarden Vacancy**

The responsibility of the health and safety officer(s) shall be to:

- 1) be familiar with health and safety regulations as far as they concern church premises.
- 2) be familiar with the health and safety policy and arrangements and ensure they are observed.
- 3) ensure so far as is reasonably practicable, that safe systems of work are in place.
- 4) ensure the church, chapels and parish hall are clean and tidy.
- 5) ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut. See **APPENDIX E**
- 6) ensure that safety equipment and clothing is provided and used by all personnel where this is required.
- 7) ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
- 8) ensure that adequate access and exit is maintained.
- 9) ensure adequate fire-fighting equipment is available and maintained.
- 10) ensure that food hygiene regulations and procedures are observed.

Responsibility of employees and voluntary workers

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:

- 1) comply with safety rules, operating instructions and working procedures
- 2) use protective clothing and equipment when it is required
- 3) report any fault or defect in equipment immediately to the appropriate person on the Land and Buildings Committee.
- 4) report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible and record them in the accident books provided.
- 5) not misuse anything provided in the interests of health and safety.

5. Responsible persons

The following are responsible for safety:

1. By activity

Accident book/Accident reporting (1)

Fire extinguishers (2.0)

Emergency evacuation (2.3)

Portable electrical appliances (3.0.1)

Fixed electrical system (3.0.4)

Hazardous substances (4)

Plant and machinery (5)

Condition of floors and stairs (6)

Condition of churchyard (6)

Light lamp changing (7)

Working at high levels (8)

Food preparation (9)

Manual handling (10)

Display screen equipment (11)

Building defects / glazing (12)

Safeguarding (13)

Personal safety (14)

Fêtes open gardens and outings (15)

Change ringing bells (15)

Tower access (15)

Contractors (16)

Choirs / music / off-site visits

Health and safety training

2. By area

Main body of church / chapels

Clergy vestries

Choir vestry

Organs

Churchyard

Parish Hall and Servedy

Name / Committee / Position

Churchwardens / Deputy Churchwardens

Chris Couper

Churchwardens / Deputy Churchwardens and Service Leaders

Chris Couper L&B-PHM Committee

Chris Couper L&B-PHM Committee

Churchwardens/ L&B-PHM Committee

Churchwardens / L&B-PHM Committee

Churchwardens / L&B-PHM Committee

Churchwardens / L&B-PHM Committee

Chris Couper / L&B-PHM Committee

Churchwardens / L&B-PHM Committee

Social Committee / Event Organiser

Churchwardens / L&B-PHM Committee

Churchwardens / L&B-PHM Committee

Churchwardens/ L&B-PHM Committee

Marilyn Couper / Vicar

Churchwardens / L&B-PHM Committee

Churchwardens / L&B-PHM Committee / Social Committee

Captain of the Belfry

L&B-PHM Committee

Churchwardens / L&B-PHM Committee

John Catterall St John's, Susan Phillips St

Martin's, Jean Caffrey St Peter's

Churchwardens / L&B-PHM Committee

Name / position

Churchwardens / Deputy Churchwardens

Churchwardens / Deputy Churchwardens

Choirmaster / Choir

Choirmaster / Organist

Churchwardens / L&B-PHM Committee

Vicki Thornley Parish Administrator, Dave Ball and Martin Pool Hall Supervisors

C. Arrangements (implementation of the policy)

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.

1.0 ACCIDENTS AND FIRST AID

Trained First-Aider: **Vicki Thornley**

First aid boxes are located at / in:

St John's / Vicar's Vestry

St Martin's / Cupboard in Servery / Club Bar

St Peter's / Near Reception Classroom external door (see APPENDIX C - St Peter's Fire Map)

The accident books are located at / in:

St John's / Vicar's Vestry

St Martin's / Servery / Club Bar

St Peter's / Vestry

All accidents and incidents are entered on an Accident Report form in the accident book and our insurers advised. (A specimen accident report form is available upon request.) If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered on the Accident Report form in the accident book. Accident books and accident records are regularly reviewed. These accidents will be reported by the responsible person: **Vicki Thornley**.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) see [https:// www.hse.gov.uk/riddor](https://www.hse.gov.uk/riddor) - there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. 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.

There are three requirements for reporting, as follows: see <https://www.hse.gov.uk/forms/>

- *serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **ten days** on official form **F2508***
- *accidents involving the injured person losing **more than three consecutive days'** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within ten days on form **F2508***
- *reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form **F2508A**. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain*

poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

Accident reporting

The quickest and easiest way to do this is to call the Incident Contact Centre and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records. The ICC Consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority and you will be sent a copy of the information recorded which you can file – this meets the RIDDOR requirement to keep records of all reportable incidents. You can also send reports by post or email www.riddor.gov.uk. Tel. 0845 300 9923 Fax. 0845 300 9924

Email: riddor@connaught.plc.uk Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

2.0 FIRE SAFETY

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

- an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
- a check that a fire can be detected in a reasonable time and that people can be warned
- a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- 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

2.0.1 Fire extinguishers St John's (see APPENDIX A – St John's Fire Map)

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
1 Church North Main Door	AFFF Foam Spray 6ltr
2 Tower steps	AFFF Foam Spray 6ltr
3 Choir Vestry (near Accessible toilet	AFFF Foam Spray 6ltr
4 Passageway leading to Vicar's vestry	AFFF Foam Spray 6ltr
5 Organ	CO2 2Kg
6 Boiler Room	CO2 2kg

Fire Blanket

Location	Type
Refectory	Fire Blanket

2.0.2 Fire extinguishers St Martin's Parish Hall (See APPENDIX B – St Martin's Fire Map)

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
1 Main Hall	Water 9ltr
2 Main Hall	Water 9ltr
3 Servery	Powder 4kg
4 Games-room	Water 9ltr
5 Passage to Club	Water 9ltr
6 Boiler Room	Powder 4kg
7 Passage to rear stage	Water 9ltrs
8 Stage	Powder 2kg
9 Bar	CO2 2kg
10 Hoggarth Room	CO2 2kg

Fire Blanket

Location	Type
Servery	Fire Blanket

The Fire Blanket is checked every **Month** by the responsible person to ensure that it is still in place and has not been removed.

2.0.3 Fire extinguishers St Peter's (see APPENDIX C – St Peter's Fire Map)

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
1 Main Hall	Foam 6ltr and CO2 2kg
2 Kitchen	2 x Powder 6kg
3 Main Entrance passage	Water 9ltr
4 Classroom Corridor	Foam 6ltr and CO2 2kg
5 School Office	
6 School Staff Room	CO2 2kg
7 Reception Area	Foam 6ltr

Fire Blanket

Location	Type
Kitchen	Fire Blanket
School Staff Room	Fire Blanket

The extinguishers noted are checked every **Quarter** by the responsible person to ensure that they are still in place and have not been discharged

The extinguishers noted above are checked **annually** by a competent contractor

NB: The Fire Extinguisher Contractor for St John's & St Martin's - Tel: 07856 836360 Steve Morrell of SJM Fire

The maintenance of the Fire Extinguishers at St Peter's is the responsibility of Lancashire County Council

2.1 Evacuation procedures

For large services and concerts, where the congregation / audience **exceeds 200 St John's, all bookings at St Martin's and St Peter's**

Our procedures for stewarding/evacuation are as follows:

- 2.1.1** All designated fire doors must be unlocked before the service/event commences and with exception of main church building be clearly marked as fire exits using the 'Running Man' symbol
- 2.1.2** A check must be made that all doors can be opened
- 2.1.3** A trained steward/churchwarden must be allotted to each door and have responsibility for persons in a specific part of the church

St John's: (See APPENDIX A St John's Fire Map and APPENDIX A1 Fire Emergency Evacuation procedure)

Area of church	Exit doors
Nave	north porch door
Nave	choir vestry door leading to outside door
Nave	south door
Nave	tower doors
Chancel	clergy vestry door via vestry outer door
Assembly point	school / church car park

St Martin's: (see APPENDIX B St Martin's Fire Map and APPENDIX B1 Fire Emergency Evacuation procedure)

Area of church	Exit doors
Main Hall	main doors
Main Hall	exit doors to bowling green area (2)
Club	main door
Games-room	door to bowling green
Assembly point(s)	Broadway entrance and bowling green

St Peter's: (see APPENDIX C St Peter's Fire Map and APPENDIX C1 Fire Emergency Evacuation procedure)

Area of church	exit doors
Main Entrance	main doors
Junior Main Door	main doors

- 2.1.4** Responsibility for using fire extinguishers will only be allotted to named and trained stewards
- 2.1.5** If emergency lighting is not available, torches must be available for each steward
- 2.1.6** In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by:
Senior member of clergy or duty churchwarden or event organiser
- 2.1.7** Persons will assemble in the **designated location on the Fire Maps**

- 2.1.8** The emergency services will be contacted immediately by a nominated person using a mobile phone
Duty Churchwarden (or if not available, phone in the Vicar's Vestry or Parish Office)

2.2 Evacuation procedures - St John's

- 2.2.1** Responsibility for using fire extinguishers will only be allotted to named and trained stewards
- 2.2.2** If emergency lighting is not available, torches must be available for each steward
- 2.2.3** In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by or by activating the fire alarm test button situated in the old choir vestry:
Senior member of clergy or duty churchwarden
- 2.2.4** Persons will assemble in the **designated location on the Fire Maps**
- 2.2.5** The emergency services will be contacted immediately by a nominated person using a mobile phone
Duty Churchwarden

2.2.6 Evacuation procedures - St Martin's

- 2.2.7** Responsibility for using fire extinguishers will only be allotted to named and trained stewards
- 2.2.8** If emergency lighting is not available, torches must be available for each steward
- 2.2.9** In the event of an emergency (fire / bomb threat, etc.), an announcement to leave the building will be made or by activating the fire alarm button:
Senior member of clergy or duty churchwarden
- 2.2.10** Persons will assemble in the **designated location on the Fire Maps**
- 2.2.11** The emergency services will be contacted immediately by a nominated person using a mobile phone
Duty Churchwarden (or if not available 'phone in the corridor next to the Servery)
- 2.2.12** Responsibilities for those hiring the Hall Complex is detailed in the Hall Lettings Policy. See **APPENDIX D**

2.2.12 Evacuation procedures - St Peter's

- 2.2.13** Responsibility for using fire extinguishers will only be allotted to named and trained stewards
- 2.2.14** If emergency lighting is not available, torches must be available for each steward
- 2.2.15** In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by or by activating the fire alarm button:
Senior member of clergy or duty churchwarden
- 2.2.16** Persons will assemble in the **designated location on the Fire Maps**
- 2.2.17** The emergency services will be contacted automatically provided the alarm has been activated

2.3 Evacuation drills (all locations)

Fire evacuation drills will be carried out **Annually**

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

If you discover a fire (no matter how small)

- 2.3.1** Immediately raise the alarm
- 2.3.2** Telephone the emergency services
- 2.3.3** Check the building for occupants
- 2.3.4** Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
- 2.3.5** 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
- 2.3.6** Evacuate to the designated assembly point
- 2.3.7** Ensure clear access for the emergency vehicles

3.0 ELECTRICAL AND GAS SAFETY**ELECTRICAL:**

- 3.0.1** A list of all our portable electrical appliances is maintained by the responsible person
- 3.0.2** Every **Quarter** plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to **A churchwarden or Chris Couper L&B / PHM Committee** for action
- 3.0.3** Every **Year** all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience that has the correct equipment to complete the tests knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of
- 3.0.4** Every **Quarter** a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to **Chris Couper L&B / PHM Committee** for action
- 3.0.5** Every **Five years**, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out
- 3.0.6** The lightning conductor system will be examined and tested **Annually** by a competent specialist firm of lightning engineers
- 3.0.7** It is our policy 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
- 3.0.8** 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:
 - (i) Visually check all electrical equipment before use
 - (ii) Report all faults immediately to the responsible person
 - (iii) Do not attempt to use or repair faulty equipment
 - (iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
 - (v) Electrical equipment should be switched off and disconnected when not in use for long periods
 - (vi) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

GAS & OIL

- (i) All gas and oil-fired central heating boilers and associated systems will be serviced **Annually** by a qualified contractor and reports and a Landlord's Certificate issued where applicable

4.0 HAZARDOUS SUBSTANCES

The responsible person will maintain a list of all hazardous substances used in St John's, St Martin's and St Peter's and sheds. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances 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, for example:

Name of substance: Liquid floor cleaner 'Flash' or similar

Hazard level: Low

Storage: Must be kept in locked cleaning cupboard

Protective clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water. Record the incident in accident book in the Servery / Kitchen.

Name of substance: Petrol for lawnmower

Hazard level: Low

Storage: Only within mower in locked shed(s). The refill Petrol Cans are locked in the stable block at the Vicarage and the Gardeners Shed.

Protective clothing: Wear overalls, eye protection and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water. Record the incident in accident book.

Do not mix chemicals.

Do not store chemicals in unmarked containers.

Some hazardous substances, such as asbestos in vinyl floor tiles or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors. (You must consult the local Environmental Health Officer in such circumstances).

5.0 SAFETY OF PLANT AND MACHINERY

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- 5.0.1** Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- 5.0.2** Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- 5.0.3** Machinery must be switched off / isolated before any adjustments are made
- 5.0.4** After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.

- 5.0.5** Before using any item 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
- 5.0.6** The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- 5.0.7** Persons under the age of 18 may use hand tools only and are not permitted to operate any power-driven item of plant or machinery
- 5.0.8** Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties.
- 5.0.9** Any defect and damage found to any item of plant or machinery must be reported to the responsible person
- 5.0.10** All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

Ladders: Ladders may only be used by volunteers when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties. Operate only by two persons at any one time both over age 18 with one person at the base and only an agile person to ascend the ladder. No use for volunteers at heights in excess of 30 feet (9.14metres). All work at height should be done by contractors and all work over 30 feet (9.14meters) must be undertaken by qualified contractors. (See also Section **8.0 Working at high levels**)

Lawnmowers and other mechanical grass cutting equipment: Only for use by persons over age 18 and boots, gloves, should be worn. Lawnmowers are to be serviced annually.

- 5.0.11** Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on
- 5.0.12** The following items of plant and equipment are tested by a competent person in accordance with an inspection programme
Bells / bell chamber / bell ropes **Captain of the Belfry**

6.0 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 every **quarter** by the responsible person of

- 6.0.1** all floors in the church and hall, and
- 6.0.2** all paths in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to **Churchwarden or L&B / PHM Committee** who will arrange for repairs or remedial measures to be carried out.

7.0 LIGHTING

In order to ensure that the church is adequately lit, an inspection will be made every **quarter** by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any lamps that require replacing will be reported to **Chris Couper L&B / PHM Committee** who will ensure that the lamps are replaced following appropriate safety procedures.

8.0 WORKING AT HIGH LEVELS

Consideration must be given to **ALL** tasks requiring steps or ladders. A suitable Risk Assessment **must** be considered prior to the work being carried out

Only the following persons may work at high level

Approved contractors (See also Section **16.0 Contractors**)

All work at height should be done by contractors and all work over 30 feet (9.14meters) must be undertaken by qualified contractors

The following procedures must be followed:

Safety harnesses must be used in conjunction with temporary anchor points or scaffolding

Only the following work is authorised without special agreement:

Clearing leaves and debris from the lower levels at the Hall Complex, Vicar's vestry and Choir vestry gutters.

The appropriate training will be given and a system of recording will detail who is working where at any time. Preferably work to be undertaken only as part of a specific work party under guidance of a churchwarden or L&B / PHM Committee member

9.0 PREPARATION OF FOOD

9.0.1 We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs according to the Food Hygiene Regulations 2006 which applies whether we sell publicly or privately for profit or for fundraising.

9.0.2 Only the persons who have received the appropriate training may prepare and serve foodstuffs, namely members of Fundraising and Social Committee. All food handlers must have adequate supervision, instruction and training and maintain adequate personal hygiene, including hygienic hand-washing at dedicated hand-washing sink using antibacterial soap and disposable paper towels.

9.0.3 Before any preparation commences, all surfaces coming into contact with food must be washed down using cleaning cloth and disinfected using disposable paper towels.

9.0.4. Kitchen floor to be cleaned by floor bucket and cloth. A separate bucket and cloth to be used to clean toilet floors.

9.0.5. All non-recyclable rubbish to be placed in rubbish bin lined with black bin liner.

9.0.6. An appropriate assessment of risk must be carried out for the foods to be prepared and stored, including storage at the correct temperatures and that fridge is kept in a clean state.

9.0.7. Food stuffs may only be prepared and served in the servery:

9.0.8. Any accidents must be recorded in the Accident Book which is located by the fridge in the servery.

9.0.9. All hirers who wish to provide foodstuffs must be advised of the facilities and procedures

10.0 MANUAL HANDLING – LIFTING, CARRYING AND MOVING LOADS

10.0.1 Our policy is to eliminate the need for manual handling as far as is reasonably practicable

10.0.2 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

10.0.3 The necessary training will be given to all those employees and voluntary workers, namely sidespersons and wardens, who are required to undertake manual handling

11.0 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.

12.0 HAZARDOUS BUILDINGS/GLAZING

12.0.1 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

12.0.2 Any defects noted are immediately reported to and the procedures put in hand for repairs

12.0.3 Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out

12.0.4 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

12.0.5 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.

13.0 SAFEGUARDING

The procedures are available in a folder in the Vestries in the church / chapels. Our Church Safeguarding Officer is **Rachael Ainsworth**.

Our procedures follow those of the Diocese of Blackburn as set out in the current Church of England House of Bishop's Policy Document. All persons holding offices of responsibility and children and youth leaders must have up to date Disclosure and Barring Service (DBS) certification. The DBS Co-ordinator is **Marilyn Couper**.

Risk Assessments must be completed for all children and youth activities with additional assessments being completed if activities are carried out away from the premises. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms should be obtained for trips away from the parish and any particular needs of individual children noted. Planned trips away should be notified in advance to PCC.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded. A permanent record will be maintained of all accidents involving children.

Parish Safeguarding Policies

See Parish Safeguarding Policy 2017, Parish E-Safeguarding Policy 2017, SJB Child Protection in Bell Towers, SJB Permission to Ring Consent Form and SJB Protecting Young Ringers for further information.

14.0 PERSONAL SAFETY

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables. Procedures must be drawn up, including the appropriate control measures.

15.0 RISK ASSESSMENT / ACTIVITIES

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 a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

All hazardous activities need to be risk assessed.

The following activities will require risk assessments and individual procedures written and include in this health and safety policy:

- Fêtes, including the use of bouncy castles
- Sponsored walks, visits and outings
- Churchyard maintenance, including digging
- Erection of temporary staging
- Ascending the church tower
- Change ringing bells
- Choir off-site visits
- Nine Lessons and Carols service
- Christingle Service
- Remembrance Sunday Service and Procession to Broughton War Memorial
- Removal and replacement of car park bollards

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 abide by the following:

- 16.0.1** have their own health and safety policy (where required by law) and must provide a copy of the same
- 16.0.2** produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- 16.0.3** 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
- 16.0.4** where plant and machinery is brought onto 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
- 16.0.5** 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
- 16.0.6** 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.

Particular care needs to be taken for 'hot works' and a separate Hot work permit is available from Ecclesiastical.

CDM Regulations

The Construction (Design & Management) Regulations apply to all construction work in Great Britain. Churchwardens and PCC should be aware of their responsibilities under these regulations. As a 'client' – an individual or organisation for whom construction work is being carried out, you have a number of specific duties under the CDM Regulations; however, you can appoint a competent person to assist you in the discharge of these duties if you wish. The Approved Code of Practice to the CDM Regulations summarises the duties of a client as follows:

- check the competence and resource of all appointees
- ensure there are suitable management arrangements for the project including welfare facilities
- allow sufficient time and resources for all stages
- provide pre-construction information to designers and contractors.

A project is notifiable to the HSE if the construction phase will be longer than 30 days or 500 person days of construction work, and for such projects, clients must:

- Churchwardens and L&B / PHM Committee to appoint a CDM co-ordinator
- appoint a Principal contractor
- make sure construction work does not start unless there are suitable welfare facilities, and a construction phase plan is in place
- provide information relating to the health and safety file to the CDM co-ordinator
- retain and provide access to the health and safety file.

17.0 INFORMATION AND ENFORCEMENT

Environmental Health Service Information:
 Preston City Council, Town Hall, Preston, PR1 2RL
 01772 906 900
 Email: info@preston.gov.uk

Health and Safety Executive
 Information Line: 0845 345 0055
 HSE Books: 01787 881165
 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS Telephone: 0151 951 4000

18.0 HEALTH AND SAFETY LAW POSTER

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed on the notice boards.

If you have any employees then you need to display the HSE poster 'Health and Safety Law – What you should know'. ISBN 9780717663149 (standard version).

<http://www.hse.gov.uk/pubns/books/lawposter.htm>

APPENDICES

APPENDIX A	St John's Fire Map
APPENDIX A1	St John's Fire Emergency Evacuation Procedure
APPENDIX B	St Martin's Fire Map
APPENDIX B1	St Martin's Fire Emergency Evacuation Procedure
APPENDIX C	St Peter's Fire Map
APPENDIX C1	St Peter's Fire Emergency Evacuation Procedure
APPENDIX D	Parish Hall Letting Policy
APPENDIX E	Health and Safety in Churchyards