



Health and Safety Policy

Approved by Church Council: June 2024

Review Date: June 2025

Introduction

This policy 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

To all employees, voluntary helpers and contractors. The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety

Section A. General Statement of Policy

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

We will also endeavour to ensure so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church and walkway.

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 is operated will be reviewed annually 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 the meetings of the Church Council and the (Finance and) Property Committee. Voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.)

Signed:

Chair of Church Council

Church Council Secretary

Date:

Section B. Organisation and responsibilities.

1 Responsibility of Church Council

The Church Council has overall responsibility for health and safety. They will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. The Church Council will also ensure that the health and safety policy is implemented.

2 Responsibility of Property Stewards and Property Committee

Those persons appointed to this role and onto this Committee carry the responsibility for the day-to-day implementation of the arrangements outlined in this policy. The person(s) appointed are required to:

- Be familiar with health and safety regulations as far as they concern church premises;
- Be familiar with the health and safety policy and arrangements and ensure they are observed;
- Ensure so far as is reasonably practicable that safe systems of work are in place;
- Ensure the premises are clean and tidy;
- Ensure the outside paths and walkway are properly maintained;
- Ensure that safety equipment and clothing is provided and used by all personnel where this is required;
- Ensure that all plant equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
- Ensure that adequate access and egress is maintained;
- Ensure that adequate firefighting equipment is available and maintained;
- Ensure that food hygiene regulations and procedures are observed;

3 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:

- Comply with safety rules, operating instructions and working procedures;

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

4 Responsible persons

Accident book/Accident reporting - [Christine Thomas](#)

Fire extinguishers - [Stewards](#)

Portable electrical appliances - [NIAS electricians to carry out PAT testing on portable appliances](#)

Fixed electrical systems -

Plant and Machinery -

Condition of floors and stairs - [Property Committee](#)

Condition of outside areas - [Property Committee](#)

Working at high levels - [None](#)

Food preparation - [Church Council / Circuit](#)

Manual handling - [Property Committee](#)

Building defects and glazing -

Contractors -

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 Accidents and first aid

First aid boxes are located in both kitchens and checked every six months to update content if necessary

There is an accident book in both kitchens

All accidents and incidents are entered in an accident book and our insurers advised where appropriate

Appropriate guidance is given to outside organisations using the premises

The accident books are regularly reviewed

Incidents covered by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) will be reported by the responsible person

2 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 buildings and the risk to our neighbours. This is carried out as a specific exercise;
- 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 those who may need special assistance, also including 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.

2.1 Location of fire appliances:

Fire extinguishers are kept in the following locations: office, balcony, vestibule, worship area, kitchen, coffee room, side entrance and passage, upstairs room

Location	Type of extinguisher and capacity
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Office – Chubb CO2 extinguisher and notice

Balcony - 2 Chubb Hydro spray extinguishers and notices and alarm bell

Vestibule – Chubb CO2 extinguisher and notice, 2 alarm bells and 2 glass breaks

Worship area – Chubb Hydro Spray

Kitchen – Fire Blanket, CO2 extinguisher and notice

Back room (coffee room) – Fire Bell

Side entrance and passage – Chubb Hydro Spray extinguisher and notice, 1 break glass and alarm bell
Upstairs room – Chubb Hydro Spray extinguisher and notice, and alarm bell -
By Boiler room - Chubb CO2 and Hydro Spray and notices

The extinguishers listed are checked every 6 months by the responsible person to ensure they are in place and have not been discharged. They are serviced annually by Chubb.

The Fire Alarm System is checked and maintained annually by Chubb

2.2 Emergency Lighting

Lights which will illuminate during darkness are checked once a month.

The emergency lights are checked every month to ensure they are on place and operating as specified.

2.3 Evacuation procedure

It is the responsibility of the leader of each group using the premises to ensure they have a procedure in place to evacuate their group in an emergency.

All outside user groups will be informed of this in writing.

The person responsible during church services is the duty steward.

3 Electrical Safety

3.1 Portable electrical appliances

A list of all our portable electrical appliances is maintained by the responsible person to whom any identified faults must be reported.

The responsible person will inspect plugs, cables and sockets every quarter to ensure that there are no loose connections, worn flexes or trailing leads and will action any necessary repairs.

When cables are temporarily laid across a floor between a wall socket and an electrical appliance the cable cover matting provided must be used.

All portable appliances will be tested every 18 months by a qualified electrical technician who will provide a report to the responsible person. Any unsafe equipment will be safely disposed of.

It is our policy not to sell or donate any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment will be maintained.

3.2 Fixed electrical installation

A visual inspection will be carried out every quarter by the responsible person who will arrange for any defects to be corrected.

Every five years our fixed electrical system will be inspected and tested by a competent contractor. ([Andover Gas and Water](#)) Any necessary remedial work will be carried out.

3.3 Safety requirements

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill.

All employees and voluntary workers must observe the following:

- Visually check all electrical equipment before use;
- Report all faults immediately to the responsible person;
- Do not attempt to use or repair faulty equipment;
- No electrical equipment is to be brought onto the premises until it has been tested by the approved person and entered in the electrical equipment record;
- Electrical equipment should be switched off and disconnected when it is out of use for long periods;

4 Hazardous substances

The responsible person will maintain a list of all hazardous substances used on church premises.

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

All cleaning fluids are stored in in the cleaners' cupboard. The exceptions are:

- Washing up liquid – kept on the back of the kitchen worktop by the sinks;

- Handwashing liquids – in containers on the handwashing basins
- Dishwasher detergents which syphon directly into the dishwasher – in the cupboard next to the dishwasher, and the stock of dishwasher supplies kept in a locked cupboard next to the kitchen;
- Any hazardous substances are kept in a locked cupboard/box in the cupboard under the stairs

5. Safety of Plant or Machinery

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

- Employees and voluntary workers must not operate plant or machinery that they are not trained or authorised to use;
- Machinery must be switched off before any adjustments are made;
- After carrying out maintenance and adjustments all guards must be replaced before machinery is used;
- Any defect and damage found must be reported to the responsible person;
- All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements;

5.1 The heating boilers are in the boiler room which will be kept locked except when access is necessary.

The responsible person will ensure that the boilers are serviced annually by a qualified engineer and a maintenance log kept. In the event of breakdown the relevant contractor must be called to investigate and repair the boiler.

Only authorised and trained personnel are allowed to enter the boiler room to use the controls which are limited to:

[Trained Stewards, Minister and Stella Bruce-Kerr \(Caretaker\)](#)

Setting the time clocks;

- Adjusting the temperature controls;
- Checking and adjusting the water pressure levels;
- Flushing the condensate pumps with fresh water;

6 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 month by the responsible person of:

- All floors and stairs inside the premises

- All paths and steps outside the building. Particular note will be made of moss and pigeon droppings, algae and leaves on paths which will be removed

Repairs or remedial work will be carried out.

7 Lighting

In order to ensure that the premises are adequately lit and inspection will be made every week by the responsible person to ensure that all lights in the church, halls and outside are working. Any lamps that require replacement will be attended to following appropriate safety procedures.

8 Working at high levels

Any area requiring access by ladder or is deemed to be a high level area.

Only the following persons may work at high levels:

None. Contractors only.

Approved contractors brought in to do work at are allowed to work at a high level

When planning work at high levels regard will be paid to the Working at Height guidelines published by the Health and Safety Executive.

9 Preparation of Food

We ensure that:

- We follow the appropriate regulations governing the preparation and storage of foodstuffs
- Items stored in the freezer are labelled and entered in the freezer record book
- The freezer temperature is set appropriately
- All food handlers are required to have adequate supervision, instruction and training
 - **Revd. Any Fitchet** is the responsible person for food hygiene
- All surfaces coming into contact with food are washed down and disinfected
- With regard to allergens there is a notice which states 'As cakes are donated, we cannot guarantee they are free from allergens.'
- Foodstuffs may only be prepared in the following areas:
 - Kitchen

- All hirers who wish to provide foodstuffs are advised of the facilities and procedures

10 Manual handling

Manual handling primarily relates to the re-arrangement of chairs and tables for services and meetings and is within the ability of healthy adults. Larger tables are only to be moved by two people working together.

Regard will be paid to the Manual Handling and Risk Assessment guidelines published by the Health and Safety Executive. See copy attached of Hampshire County Council Policy.

11 Hazardous buildings/glazing

Our policy is to ensure that our buildings are safe and without risk 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. Any defects are and a procedure put in hand for repairs. Where necessary temporary measures taken to minimise the risk of injury until permanent repairs can be carried out.

Asbestos is identified in the ceilings of the corridor at the back of building, Room 1, the Kitchen and the ceiling of the Upper Room. If undisturbed it poses no threat to health.

12 Child Protection

The Church Council has adopted a Safeguarding Policy as specified by the Methodist Church. It is reviewed annually by the Church Council. Copies are displayed in all meeting rooms together with contact details of safeguarding and complaints officers. [Judith Davey-Cole](#), [Rev'd Rachel Borgars](#) and [Janice Schofield \(Circuit Safeguarding Officer\)](#).

13 Personal Safety – Lone Workers

A person working alone on the church premises must have regard for their personal safety.

- All external doors should be locked and should not be opened to visitors until the visitor has been identified and assessed as 'safe to enter'.
- All lone workers **MUST** keep their front door key on them at all times encase of fire due to front door being key lock only.
- All lone workers must ensure that they know how to exit the building by any available door

- All lone workers should ensure, as far as practicable, that they have access to a mobile telephone
- Key holders entering the building when another person is on site should, as far as is practicable, make their presence known to the other person.

14 Risk Assessments

Risk assessments will be carried out on all areas of the church premises that carry a significant risk no less frequently than annually in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

15 Contractors

Anyone entering church premises for the purpose 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:

- Have their own Health and Safety policy (where required by law) and be able to provide a copy of the same
- Produce evidence that they have appropriate Public and Employers' Liability insurance in place
- Comply with the requirements of this policy and co-operate with church officials in providing a safe place of work and a safe system of operation
- Where plant and machinery is brought onto the premises by contractors they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of church officials. However, responsibility will remain with the contractors
- All contractors will be given instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. Any safety precautions they must take will also be specified.