

# St Mary's Church- Wivenhoe



## Health & Safety Policy

Version: 1.0.1

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## General Statement of Policy


St Mary's Church in Wivenhoe (the "Church") is committed to ensuring, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees (including 'authorised volunteers'), congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the PCC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of this policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further details about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

Signed\*:  Print: M.A. BIGWOOD Date: 8 / 7 / 19

\*on behalf of the Parochial Church Council as agreed at a meeting as dated above.

## Nominated Persons

The member of the PCC with the overall responsibility for implementing this policy is;

DOUGLAS MCCORMICK

The Churchwardens have day-to-day responsibility for implementing this policy. They are;

MARGARET BIGWOOD

DOUGLAS MCCORMICK

The Health & Safety Officer (Competent Person) is;

JAMES PETERS

## Definitions from Ecclesiastical Insurance

For the avoidance of doubt, the following definitions are adopted by Ecclesiastical Insurance in relation to Employer's Liability Insurance;

### Insured / You / Your

Means the body of persons named as insured in the schedule.

### Employed person means

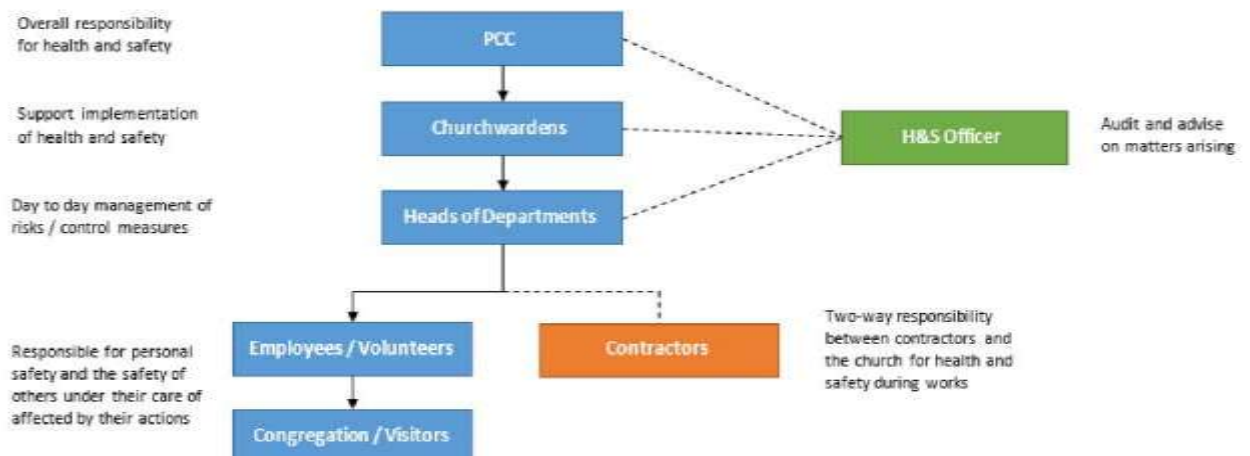
- (a) any **employee**
- (b) (i) any person supplied to or hired or borrowed by **you** or on **your** behalf  
or (ii) any work experience student, or youth training scheme participant, whilst under **your** direct control and supervision.

**Employee** means any person under a contract of service or apprenticeship with you and **authorised volunteers**.

**Authorised Volunteers** means voluntary worker acting under **your** authority whilst engaged in **your** authorised activities.

## Organisation and Responsibilities

### Organisation Chart



### PCC - Responsible Member

The member of the PCC with the overall responsibility for implementing this policy is;

DOUGLAS MCORMICK

They will ensure that;

- The standards set out in this policy are implemented and maintained
- Any accidents are investigated, recorded and reported if necessary
- Where necessary, specialist health and safety assistance is obtained
- Relevant health and safety documents and records are maintained
- Any hazards reported to them are rectified immediately, or logged and escalated in accordance with the procedures herein
- They will keep up to date on health and safety matters relevant to the church
- Only competent persons carry out repairs, modifications, inspections and tests
- Set a personal example on health and safety

### Churchwardens

The Churchwardens have day-to-day responsibility for implementing this policy. They are;

MARGARET BIGWOOD

DOUGLAS MCCORMICK

They will ensure that;

- All employees and volunteers are aware of their health and safety responsibilities
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- Adequate precautions are taken as set out in this policy and related risk assessments
- All accidents / incidents are reported in-line with the requirements of this policy
- Adequate information, instruction and training is provided for those that need it
- Advice is sought where clarification is necessary on the implementation of this policy
- Any hazards or complaints are investigated and dealt with as soon as possible
- Set a personal example on matters of health and safety.

### Health and Safety Officer

The Health and Safety Officer (Competent Person) is;

JAMES PETERS

They will ensure that;

- The health and safety management system is compliant with best practice and statutory requirements
- A formal audit is undertaken / reviewed to ensure all relevant risks / hazards are identified and controlled
- Provide input to the PCC and Churchwardens as requested
- Will undertake regular audits and inspections of the premises in line with the requirements of this policy.
- Set a personal example on matters of health and safety.

### All Employees (includes Authorised Volunteers)

All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they;

- Read this policy and understand what is required of them
- Attend any training required to enable them to carry out their duties safely
- Complete their work taking any necessary precautions to protect themselves and others
- Do not undertake any repair or modification unless they (1) have been authorised to do so (2) are competent to do so
- Report any hazard, defect or damage, so this might be dealt with
- Do not misuse anything provided in the interests of health and safety
- Warn any new employees or volunteers of known hazards.

## Arrangements

### Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. They will have the role of Health and Safety Officer and be suitably qualified / experienced in Occupational Safety and Health.

### General Arrangement

This section sets out the general arrangements for managing health and safety and dealing with specific risks.

### Accidents, Incidents, Emergencies and First Aid

We will provide adequate first aid facilities including - as a minimum - a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

We will keep an accident / incident book and record the details therein. We will report to the relevant enforcing authority all accidents / incidents defined by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and keep adequate records of these along with any investigation undertaken.

### Asbestos

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

### Bell Ringing

We will ensure that adequate precautions are in place to protect bell-ringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the notification of safety procedures to visiting bell-ringers.

### Building and Fabric Maintenance

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

### Churchyard Groundskeeping and Maintenance

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

Headstones, tombs and monuments will be checked regularly to ensure they are properly maintained. Risks relating to Memorials / Headstones will be managed in accordance with the guidance published by the Ministry of Justice: 'Managing the safety of Burial Ground Memorials - Practical Advice for dealing with unstable memorials' - January 2009.

As the churchyard is formally closed, we will report any concern to Wivenhoe Town Council.



### Construction Work

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

### Control of Contractors

If we employ contractors, we will make sure they have their own;

- health and safety policy / management system
- Employer's Liability Insurance
- Public Liability Insurance

and will request to see these prior to their appointment, keeping copies of their insurance certificates on file.

### Disability Discrimination Act and Access

We are committed to providing access to all people, including amenity/welfare facilities for those who are not able bodied, so far as is reasonably practicable.

We recognise that due to the listed status of the building, it has not been possible to provide suitable Document M compliant facilities. This is under review and will be addressed as part of the Transformation Project which is due to commence in 2020.

### Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will make available ergonomic workstation assessments on request. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed

### Driving Policy

Where our employees and volunteers use their own vehicles for transporting other members of the congregation, we will ensure suitable guidance is in place to ensure the correct level of insurance cover is in place.

### Electrical Installation

We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

### Environment

Where we store any chemical / pollutants, we will take adequate precautions to ensure that these cannot leak into the ground or any water course. This may include the provision of a double skinned plastic tank, an adequate bund, regular checks and proper maintenance, etc.

### Events at Church - Regular Services

We will identify any precautions that are necessary for the running of all regular services.

### Events at Church - Larger Services (Christmas / Easter)

Where we intend to hold larger services and fundraising events, we will identify any additional precautions that are necessary and implement these, including limiting attendance to the maximum number of people permitted within the premises (as designated in the Fire Risk Assessment, and agreed with the Local Authority / Fire Authority as necessary).

### Events at Church - Weddings, Funerals, Fundraising

We recognise that during Weddings, Funerals and during Fundraising Events there may be many people present who are not familiar with the building, including members of the public, funeral directors, visiting clergy and other third-party hirers/ organisers. We will share the relevant safety information with the organisers, and work with them to ensure the safety of everyone involved.

### Events Away from the Premises

Where we intend to hold events away from the premises, we will identify any additional precautions required, including transport, emergency actions etc.

### Fire Safety and Emergency Procedures

We will complete a specific Fire Risk Assessment, in-line with the Regulatory Reform (Fire Safety) Order, to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

### Gas Safety

We will ensure that all Gas Appliance and Delivery Pipework is tested / maintained at least annually, and precautions are put in place to prevent damage which may lead to leaks.

### Food Safety

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

Where people are involved in the preparation of food (such as cakes or simple meals) for events, we will provide Food Safety information to them.

### Hazardous Substances

We generally only use domestic cleaning products, or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions.

We will identify any other substances in use, obtain the relevant Data Sheets, and carry out a risk assessment in line with the Control of Substances which are Hazardous to Health Regulations to identify any necessary precautions for the storage or use of these.

### Health Management

We are committed to protecting the health of our employees, congregation members and visitors, and will assess any health risks posed by our activities, including stress and mental health.

We will monitor the advice given by Public Health England to identify any local / national issues regarding Public Health, and on occasions where so advised, implement measures to reduce the risk of spread of disease. This includes, on advice of the Archbishops and Bishops, suspension of the Chalice during Eucharist, and any other such measures as deemed necessary.

### Heating / Cooling Systems

We will ensure the gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

### Information, Instruction, Training and Supervision

We will provide any necessary information, instruction and training for our employees in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely. We will provide supervision for all activities to ensure employees, volunteers and contractors work in accordance with our relevant policies / procedures.

### Legionella

We will ensure the legionella risk is assessed and any necessary controls put in place to manage the risk.

### Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

### Lone Working

We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to reduce any potential risks to their safety. This includes people working at the church premises as well as those engaged in Pastoral Work such as home visits.

### Risk Assessments

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect they are no longer valid.

### Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

### Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary in accordance with statutory requirements to ensure they remain safe. We will keep records of the checks we make.

### Moving Around the Church

We will carry out assessments relating to the different areas of the church premises to identify any areas where normal movement may post additional risks to people.

### Personal Protective Equipment

We will assess the activities undertaken at the church premises and assess whether any personal protective equipment is required to reduce the risk of such activities in line with the hierarchy of controls.

### Premises and Facilities Management

We will regularly inspect the premises, including the building and churchyard (including fixtures and fittings) to ensure defects are identified and will take appropriate action to confirm all such defects are either appropriately rectified or adequate measures put in place (such as restricted access) to reduce the likelihood of any such defect posing safety risk to people visiting the premises.

### Record Keeping

A copy of our health and safety policy and associated documentation is kept in the church. It may also be requested by interested parties from the PCC or Churchwardens.

We will comply with the requirements of the Data Protection Act and GDPR.

### Safeguarding

We will provide safeguarding for Children and Vulnerable Adults in line with the recommendations published by the House of Bishops and in accordance with Section 5 of the Safeguarding and Clergy Discipline Measure 2016.

### Security

We are committed to protecting the assets of the church and the historical features of the building. We will undertake assessments to ensure the security of the premises is adequate to deter intrusion, theft, and the potential arson risk which often accompanies such incidents.

### Slips, Trips and Falls

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate.

We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

### Terrorism

We will provide an assessment of the Terrorism risk at the premises, considering the location of the premises and the profile of attendees (e.g. those who may be a target due to political / corporate involvement). We will work with the Police, Strategic Security Group and any and other such organisations as necessary to reduce the risk at the church.

### Tower Tours

Where we plan to run tower tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower, the control of movement within the tower, the number of stewards available, and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.

### Vehicles and Parking Areas

There is no parking available at the church. No vehicles enter the churchyard apart from the groundskeeping equipment operated by Wivenhoe Town Council, who are responsible for the upkeep of the churchyard.

### Waste Management

Waste is bagged and left at the main gate weekly. Collection is by the Borough Council. All waste is domestic, and a Waste Transfer Note is not required.

Other waste (e.g. building / maintenance) may be removed to the local civic amenity centre by volunteers, or is necessary, its collection arranged by a licenced contractor.

### Work at Height

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

### Workplace Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

## Document Revisions

| <b>Version</b> | <b>Date</b> | <b>Changes</b>   | <b>Made By</b> | <b>Approved By</b> |
|----------------|-------------|--|----------------|--------------------|
| 1.0.0          | 29/05/2019  | First draft  | JP             | Standing Committee |
| 1.0.1          | 27/06/2019  | Minor spelling corrections.<br>Populated "Premises and Facilities Management" section. | JP             |                    |