

# Health and safety policy

<b>This is the statement of general policy and arrangements for:</b>		<b>ST. ANDREW'S CHURCH, ENFIELD</b>
<b>THE PAROCHIAL CHURCH COUNCIL</b>		<b>has overall and final responsibility for health and safety</b>
<b>REV DR STEVE GRIFFITHS AND THE CHURCH WARDENS</b>		<b>have day-to-day responsibility for ensuring this policy is put into practice</b>
<b>Statement of general policy</b>	<b>Responsibility of:</b>	<b>Action/Arrangements</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	REV DR STEVE GRIFFITHS (VICAR) and CHURCH WARDENS	ONGOING MONITORING OF THE WORKPLACE. RESPONDING TO ISSUES RAISED BY USERS AND EMPLOYEES BY EITHER a) ENGAGING THE BUILDINGS ADVISORY GROUP or b) THE VERGER TO ADDRESS THE ISSUE TO THE POINT OF SOLUTION.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	REV DR STEVE GRIFFITHS or THOSE WITH LINE MANAGEMENT RESPONSIBILITIES TO WHOM THE VICAR HAS TRAINED FOR, AND DELEGATED, THE TASK	COMPREHENSIVE INDUCTION TRAINING AT THE POINT OF EMPLOYMENT. PROVISION OF HEALTH & SAFETY INFORMATION TO ALL EMPLOYEES, WHO MUST SIGN TO SAY THAT THEY HAVE READ AND UNDERSTOOD THE INFORMATION AND TAKEN ON BOARD THEIR OWN RESPONSIBILITIES.
Engage and consult with employees on day-to-day health and safety conditions	REV DR STEVE GRIFFITHS or CHURCH WARDENS WHEN THE VICAR IS ABSENT	PROVIDE MOBILE PHONE NUMBER TO EMPLOYEES SO THAT THEY HAVE ACCESS TO IMMEDIATE CONTACT. HOLD REGULAR (WEEKLY OR FORTNIGHTLY) MEETINGS WITH EMPLOYEES SO THAT THEY ARE ABLE TO RAISE ISSUES OF CONCERN.
Implement emergency procedures – evacuation in case of fire or other significant incident.	PAROCHIAL CHURCH COUNCIL AND PARISH ADMINISTRATOR	ENSURE THAT ALL HALL HIRERS ARE ISSUED WITH AN EMERGENCY PROCEDURES DOCUMENT WHEN THEY BOOK THE PARISH CENTRE FOR USE. DECIDE ON A DESIGNATED ASSEMBLY PLACE FOR HALL USERS. DECIDE ON A DESIGNATED ASSEMBLY PLACE FOR CHURCH USERS. ENSURE THAT ALL SIGNPOSTING FOR EVACUATION ROUTES IS CLEARLY VISIBLE IN BOTH PARISH CENTRE AND CHURCH. ENSURE THAT A DOCUMENT FOR EVACUATION PROCEDURES IS CLEARLY VISIBLE IN BOTH PARISH CENTRE AND CHURCH.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	REV DR STEVE GRIFFITHS and CHURCH WARDENS and BUILDINGS ADVISORY GROUP and VERGER and PAROCHIAL CHURCH COUNCIL	ENSURE THAT THIS IS AN AGENDA ITEM ON EACH PCC MEETING. TASK THE BUILDINGS ADVISORY GROUP TO REPORT BACK TO THE PCC ON A REGULAR BASIS. PCC TO TASK THE BUILDINGS ADVISORY GROUP TO WORK TOWARDS SOLUTIONS, ALONGSIDE OTHERS WHO HAVE RESPONSIBILITY IN THIS AREA OF CHURCH LIFE.

Signed:	REV DR STEVE GRIFFITHS (PCC CHAIR and VICAR)	Date:	
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Health and safety law posters are displayed:	IN THE LOBBY OF THE PARISH CENTRE AND BY THE PIGEONHOLES AT THE BACK OF CHURCH
First-aid box is located:	IN THE KITCHEN OF THE PARISH CENTRE AND BY THE PIGEONHOLES AT THE BACK OF CHURCH
Accident book is located:	IN THE KITCHEN OF THE PARISH CENTRE AND BY THE PIGEONHOLES AT THE BACK OF CHURCH

# Risk assessment

Company name: **ST ANDREW'S CHURCH, ENFIELD**

Date of risk assessment: **30 MARCH 2015**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips and falls e.g. uneven surface of car park, cleaning floors, uneven floors in the church, wet paving slabs on entrance into church etc	Users of the Parish Centre, Church, Garden of Rest and Car Park may suffer injuries such as fractures or bruising if they slip or fall or trip over objects etc	<ul style="list-style-type: none"> <li>• General good housekeeping is carried out</li> <li>• All areas are well lit</li> <li>• No trailing leads or cables</li> <li>• Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately</li> <li>• Car Park surface is maintained to be as even as practically possible</li> <li>• Mats are at the entrance to the Parish Centre to prevent rain water coming in</li> <li>• There is no storage in corridors</li> <li>• There are no trailing electrical leads/cables</li> <li>• Weekly maintenance of the Garden of Rest</li> </ul>	<ul style="list-style-type: none"> <li>• Surfaces need to be inspected regularly, with recommendations for repair as necessary</li> <li>• Lighting and bulbs to be checked and new ones fitted as required</li> <li>• Regular inspections of church and Parish Centre to be carried out for hazards</li> <li>• Regular inspection of levels of cleanliness to be carried out</li> <li>• Regular inspection of the Garden of Rest to be carried out for levels of maintenance</li> <li>• Regular inspection of all plant and property on a regular basis</li> <li>• Parking spaces for visitors with disabilities to be made available close to the Parish Centre entrance</li> <li>• Hall users and church users Hire Agreements to be updated so that they know to clear up spillages immediately and know where equipment for this is kept</li> </ul>	Verger and Vicar  Verger  Verger and Vicar  Verger and Vicar  Gardener and Vicar  Buildings Advisory Group  PCC and Buildings Advisory Group  Vicar and Parish Administrator	Monthly  Weekly  Weekly  Weekly  Quarterly  End of 2015  31 July 2015	Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing

Work at height e.g. changing light bulbs, cleaning windows, putting up decorations etc	Anyone working at height could suffer injuries, possibly very serious ones, should they fall	<ul style="list-style-type: none"> <li>• Appropriate, commercial stepladder is securely stored and available for use</li> <li>• Other commercial ladders are securely stored and available for use</li> <li>• The Building Advisory Group members, cleaners and Verger know how to use the ladders safely</li> </ul>	<ul style="list-style-type: none"> <li>• Print copies of HSE guidance on safe use of ladders to be made available to those who may use them</li> <li>• Put in place system for checking the condition of ladders</li> <li>• Hall users and church users Hire Agreements to be updated so that they are aware of their responsibility for using all ladders safely</li> </ul>	Vicar and Parish Administrator  Vicar and Buildings Advisory Group Vicar and Parish Administrator	30 June 2015  30 June 2015 31 July 2015	
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving the Car Park or moving in it	<ul style="list-style-type: none"> <li>• Entrance/Exit to the Car Park is clearly marked</li> <li>• The Car Park is adequately lit</li> </ul>	<ul style="list-style-type: none"> <li>• Hall users and church users Hire Agreements to be updated to consider whether or not they need to provide controlled car parking for their event</li> <li>• PCC to consider whether or not to apply a 5mph speed limit in the Car Park, with appropriate signage</li> </ul>	Vicar and Parish Administrator  PCC	31 July 2015  End of 2015	
Hazardous substances e.g. cleaning products	The Verger, and others cleaning, risk skin problems e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems	<ul style="list-style-type: none"> <li>• Mops, buckets, and strong rubber gloves are provided</li> <li>• Cleaning products are secured properly in a locked cabinet</li> <li>• All cleaning accessories are appropriately stored, neatly and tidily, in a locked cupboard</li> <li>• Verger and cleaners are aware that they must always follow the instructions for all cleaning products</li> </ul>	<ul style="list-style-type: none"> <li>• Hall users and church users Hire Agreements to be updated to alert them to the dangers of hazardous substances and the need for them to follow the instructions for all cleaning products</li> <li>• Regular inspections of Parish Centre and Church to ensure that cleaning accessories are appropriately stored and that hazardous substances are locked away</li> </ul>	Vicar and Parish Administrator  Vicar and Verger	31 July 2015  Weekly	Ongoing

Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> <li>Fixed installation has been installed by qualified electricians, and is inspected regularly</li> <li>All repairs are attended to by a qualified electrician</li> <li>Portable equipment is checked for visual signs of damage before use</li> </ul>	<ul style="list-style-type: none"> <li>Child-friendly socket covers should be placed in all unused sockets</li> <li>Hall users and church users Hire Agreements to be updated to alert them that they are responsible for safe usage of all electrical equipment, most especially any that they bring on site with them</li> <li>All electrical equipment in Parish Centre and church to be PAT tested</li> <li>Hall users and church users Hire Agreements to be updated to alert them of the location of the fuse box and how to switch supply off in an emergency</li> </ul>	<p>Verger and Wardens</p> <p>Vicar and Parish Administrator</p> <p>Vicar, Wardens and Buildings Advisory Group</p> <p>Vicar and Parish Administrator</p>	<p>30 June 2015</p> <p>31 July 2015</p> <p>End of 2015</p> <p>31 July 2015</p>	
Stored equipment	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> <li>Current Parish Centre and church users are aware of the need to stack tables and chairs and other equipment carefully so that stacks do not collapse</li> </ul>	<ul style="list-style-type: none"> <li>Hall users and church users Hire Agreements to be updated to alert them of the need to stack equipment carefully to minimize the risk of collapse</li> </ul>	<p>Vicar and Parish Administrator</p>	<p>31 July 2015</p>	
Asbestos	Staff, and others, carrying out normal activities are at very low risk. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk	<ul style="list-style-type: none"> <li>Asbestos check is carried out by a professional company on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the asbestos checks continue on a regular basis and that any action required is swiftly taken</li> </ul>	<p>Vicar and Buildings Advisory Group</p>	<p>End of 2015</p>	<p>Ongoing</p>
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkwardly shaped	<ul style="list-style-type: none"> <li>Trolleys are available to move heavy equipment and users know where they are kept</li> </ul>	<ul style="list-style-type: none"> <li>Hall users and church users Hire Agreements to be updated to alert them to the availability of trolleys and to encourage their use</li> </ul>	<p>Vicar and Parish Administrator</p>	<p>31 July 2015</p>	

Fire	If trapped, staff and users could suffer fatal injuries from smoke inhalation and/or burns	<ul style="list-style-type: none"> <li>• Fire exits signs are clearly visible</li> <li>• Fire extinguishers are checked annually</li> </ul>	<ul style="list-style-type: none"> <li>• PCC to decide on Assembly Places for church and Parish Centre</li> <li>• Hall users and church users Hire Agreements to be updated to alert them to the location of Assembly Places</li> <li>• Ensure that fire extinguishers continue to be tested annually</li> </ul>	PCC  Vicar and Parish Administrator  Vicar, Wardens and Buildings Advisory Group	30 June 2015  31 July 2015  End of 2015	   Ongoing
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