

Church of St Mary Magdalene

Health and Safety Policy

[Note: during the Interregnum the Church Wardens take on the responsibilities of the Priest-in-Charge]

Places of Worship are not exempt from Health and Safety legislation. Environmental Health Officers enforce Health and Safety legislation in places of worship under the Health & Safety (Enforcing Authority) Regulations 1998.

Section 4 (2) of The Health & Safety at Work Act 1974 imposes a duty on people who have control of premises to ensure that the premises, means of access and any plant or substance in the premises, are safe and without risk to health.

The Health and Safety (Offences) Act 2008 makes provision for offences, including failure to discharge a duty, to which a person *in control of the premises* is subject. On indictment this may result in imprisonment for a term not exceeding 12 months, or a fine not exceeding £20,000, or both.

The requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 1995 must be followed.

The Health & Safety Policy of Madingley Parochial Church Council

This is detailed below. A copy is displayed on the church notice board and has been provided to church wardens and PCC members.

Organisation - Control and Accountabilities

The Priest-in-Charge, through the churchwardens, is accountable under current Health and Safety legislation for the safety of people who visit the Church of St Mary Magdalene, and for ensuring that those who lead activities are aware of their Health and Safety responsibilities and are competent to discharge them.

The Priest-in-Charge, through the churchwardens and lead church officers, where approved by the PCC, is responsible for ensuring that contractors are competent and briefed. Contractors are responsible for safety within their area of work. They discharge this by assisting in the preparation of risk assessments and ensuring that agreed precautions are implemented.

Church officers and volunteers are responsible for ensuring Health and Safety within activities and events they lead. They discharge this by preparing risk assessments and monitoring precautions agreed by the Priest-in Charge and churchwardens.

Competence

The Priest-in-Charge and churchwardens will obtain Health and Safety advice as necessary, either through the guidance given by Ecclesiastical Insurance, or by consulting the DAC within the Ely Diocese. Volunteers will be given such briefing and training as is necessary to ensure competence.

Risk assessment and implementation of precautions

A risk assessment will be undertaken for each major activity. Particular care should be taken when arranging new activities. Control measures must be detailed within risk assessments. The Priest-in-Charge and churchwardens will request that a master register of risk assessments is kept by the PCC Secretary (copies of which are available).

Investigations

Volunteers, contractors and leaders must report accidents, incidents and near misses to the churchwardens. The churchwardens will ensure that a record is entered in the accident book and that investigation is carried out where appropriate. They will also ensure that reportable accidents/incidents are notified to the enforcing authority (Environmental Health Department of South Cambridgeshire District Council.) and also, where appropriate, the PCC's insurers.

Review

The Priest-in-Charge and churchwardens will jointly submit an annual report on Health & Safety to the Annual Parochial Meeting. Health & Safety Policy and risk assessments will be reviewed every 2 years or sooner if appropriate.

Health & Safety Responsibilities

1. Overall and final responsibility for Health and Safety is that of the **Priest-in-Charge**, in consultation with the Parochial Church Council.
2. **Church Wardens** have the day-to-day responsibility for ensuring this policy is put into practice.
3. To ensure Health and Safety standards are maintained / improved, the Priest-in-Charge and Churchwardens are in the lead as follows:

The Priest-in-charge and Elizabeth Seale for works on the church building

The Priest-in-Charge and Elizabeth Seale (assisted by Chris Baldwin) for works in the churchyard.

Health and Safety risks arising from our activities

1. The findings of the risk assessments will be reported to the Church Wardens.
2. Action required to remove or control risks will be approved by the Priest-in-Charge subject to informing the PCC.
3. The church wardens are responsible for ensuring the action required is implemented, and will check that the implemented actions have removed/controlled the risks.

Information, instruction and supervision

Useful guidance notes are produced by Ecclesiastical Insurance. Other guidance is produced by the Health & Safety Executive.

Accidents and First Aid

The First Aid box is located on the right hand wall of the lavatory pod and the accident book in in the top drawer of the servery. If the Church is let to outside organisations, they should be advised that in the event of an accident, details must be entered in the accident book. Accident books and accident records should be reviewed quarterly by the church wardens who should initial and date inspections.

Fire safety

Our policy is to meet 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 the risks to our neighbours. This is carried out as part of our general Health & Safety risk assessments. In case of a fire, the meeting point after evacuation is on the grass adjacent to the Lodge Cottage and Madingley Hall drive. This information is made public.
- Stewards will be briefed and charged with warning people in case of fire, ensuring that they can be safely evacuated using the designated escape routes and emergency lighting provided.
- 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

Fire extinguishers are kept in the following locations:

<u>Location</u>	<u>Type of extinguisher</u>
Tower arch	Water
North door	Water
Chancel altar rail	Water

Vestry – by electrics cupboard CO²

The extinguishers noted above are checked every quarter by the Churchwarden with H&S responsibilities, to ensure that they are still in their correct place and have not been discharged.

Evacuation procedure

For services and concerts, where the congregation/audience exceeds 75 persons, or where the attendees are not familiar with the church building the procedures for stewarding/evacuation are as follows:

1. All designated fire doors must be unlocked before the service/event commences and be clearly identified to those attending the service.
2. A check must be made that all doors can be opened.
3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church.
4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards.
5. The portable Emergency lighting system must be set up and torches be available for each steward.
6. Prior to events commencing those present will be advised where the emergency exits are in the event of an emergency (fire etc.), and that an announcement to leave the building will be made by the (Priest-in-Charge/ officiating minister/ churchwarden/ organiser etc. as appropriate).
7. An attendance count shall be made during a service/event by one of the designated stewards. This will then be communicated by that person to the emergency services as soon as possible, should an evacuation be necessary.
8. Persons shall assemble on the grass adjacent to the Lodge Cottage and Madingley Hall drive.

Action on discovering a fire (*no matter how small*)

1. Immediately alert others in the building.
2. Telephone the emergency services.
3. Check the building for occupants, if at no personal risk.
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
5. If it is 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'.

6. Evacuate to the designated assembly point on the grass adjacent to the Lodge Cottage and Madingley Hall drive.
7. Ensure clear access for the emergency vehicles.

Electrical safety

Every year the church warden responsible for Health and Safety will carry out a visual inspection of the fixed electrical installation. Any defects will be rectified. Every five years, the fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body together with our portable electrical equipment. Any necessary remedial work will be carried out.

Safety of plant and machinery

The Church Warden will maintain a list of all items of plant and machinery and ensure their correct use. 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.

Inspection arrangements

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 church warden responsible for Health and Safety of all floors and stairs in the church, and all paths and steps in the churchyard. He will arrange for any defects to be repaired or remedial measures agreed.

Lighting

The designated member of the PCC will ensure that all lights in the Church are working.

Working at high levels and manual handling

The following areas are designated as high levels:

Interior Areas	Access to the tower.
Exterior Areas	Inspections and work on church roof and clearance of gutters.

The Church Warden will ensure that only competent volunteers will carry out this work subject to appropriate safeguards being in place. Work at high level will be subject to at least one other person providing support at ground level.

Child Protection

Child Protection issues are detailed in the PCC's policy document "Safeguarding Policy and Procedures".

Food Safety, Health and Hygiene

The lavatory, tea preparation unit and servery will be cleaned regularly. With the exception of tea, coffee, sugar and Communion wine and wafers, no food will be kept on the premises of the Church. When refreshments are served they are to be prepared at home and brought into church for serving. No cutlery and crockery may be stored in the church. Every effort must be made to ensure that appropriate levels of hygiene are maintained when serving refreshments, this is to be achieved by the appropriate use of disposable gloves, hand cleansing gels and hand washing with soap and hot water.”

Food allergies and intolerances: refreshments provided by church volunteers may contain allergens. A notice concerning allergens will be displayed on the tea preparation unit, volunteers be made aware of dangers concerning allergens in food or by contamination and attendees with an allergy or intolerance asked to speak to the volunteer on duty about the ingredients in the refreshments which are likely to contain dairy and gluten or have been prepared where there is a possibility of contamination. All home-made food brought into the church for consumption must have ingredients clearly labelled. Gluten-free communion wafers will be made available on request.

Volunteers providing refreshments are encouraged to consult <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

Access to the Gallery and Tower above

Access to the Gallery and Tower above can only be authorised by the PCC and following safety instructions given by a member of the Fabric Committee. The stand alone aluminium ladder that has been provided to gain access from Ground Floor to Mezzanine Floor level must be securely locked away when not in use. When someone is using this ladder and then continuing up into the tower there must be a second person in attendance at Ground Floor who can raise the alarm or provide assistance if required. The mezzanine level is to be used purely in order to reach the second ladder which provides access to the hatch and then upward into the Tower. The access route is clearly marked on the mezzanine floor with hazard tape. A safety harness is available for those using the ladder above the hatch.

Contractors

Anyone entering church premises for the purposes of carrying out work, other than a voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

1. Have their own Health & Safety policy (where required by law) and be able to provide a copy of the same.
2. Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained.
3. Comply with all the requirements of this Health & Safety Policy and co-operate with the church officials in providing a safe place of work and a safe system of work.

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

Construction (Design and Management) Regulations 2015

Certain works will also be subject to these regulations, which will be implemented where appropriate.

Useful contact information

Environmental Health Service Information: South Cambridgeshire District Council, Health & Environmental Services Tel: **03450 450 063**

Health & Safety Executive: Injuries to be reported on-line via <http://www.hse.gov.uk> or by phone 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) or in the case of a serious incident where there have been multiple casualties 0151 922 9235.