

## **Church of St Mary Magdalene, Madingley**

### **Health and Safety Policy**

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 Vicar and churchwardens, are 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 Vicar and churchwardens and lead church officers, where approved by the PCC, are 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 Vicar and churchwardens.

## **Competence**

The Vicar 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 Vicar 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 Vicar 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 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 Vicar and Churchwardens are in the lead as follows:

The Vicar and Tony Conway for works on the church building.

The Vicar and Tony Conway (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 Tony Conway 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 boxes is located on the right hand wall inside the lavatory and the accident book in the servery drawer. 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**

Please see separate Assessment and Policy document.

## **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: 01954 713000 Environmental Health Emergency (for example, work place fatalities and major incidents): 08456 095 437

Health & Safety Executive: Injuries to be reported on-line via <http://www.hse.gov.uk> The quickest way to report an issue is to use the [online form](#) and when you submit it you will get an acknowledgement. Otherwise phone 0300 003 1647 (lines are open Monday to Friday from 8.30am to 5pm, on Wednesdays we are open from 10am to 5pm).