



3771

St Georges Church, Holcombe

Health and Safety Policy

Summary

St. George's is to be found in the heart of the village, below the Castle Inn. It was built in Victorian times as a school and worship center and consecrated to St George the Martyr on April 22nd 1945. The congregation is drawn from the village of Holcombe and from Dawlish and Teignmouth. They value the friendliness and community spirit that a smaller church can provide.

There is a beautiful garden alongside the Church which many value as a place for prayer and quiet reflection

The church building is open most of the time during the day. Various people drop in for a moment of quiet.

This Health and Safety Policy and Risk Assessment document provides an update of existing documentation with the aim to provide compliance with the requirements of the Health and Safety at Work etc. Act 1974 and regulations made thereunder. The Policy is prepared to meet the requirements outlined in Section 2 (3) of the Health and Safety at Work etc. Act 1974 in providing a general statement of intent, organisational responsibilities and arrangements for health and safety. Risk Assessments are formulated to meet the requirement of The Management of Health and Safety at Work Regulations 1999.

Key information is contained within the Church Health and Safety Notes, which will be brought to the notice of all responsible persons and the DCC will undertake reviews at defined intervals. An extract of the Policy will also be displayed on the main notice board.

Table of Contents

1.	General Statement of intent	4
2.	Organisational Responsibilities	5
2.1	Organisational Structure.....	5
2.2	The Priest in Charge's Responsibilities	5
2.3	DCC Responsibilities	6
2.4	Health & Safety Sub-committee Responsibilities	7
2.5	Health & Safety Officer's (HSO) Responsibilities	7
2.6	Employees' & Volunteers' Responsibilities	8
2.7	Management & Supervision	8
3.	Arrangements	11
3.1	General.....	11
3.2	Specific Arrangements	12
4.	Risk Assessment.....	22
4.1	Fire Risk Assessments	22
Appendix 1	Holcombe District Church Fire Plan.....	23
Appendix 2	Risk Assessment Form	24
Appendix 3	Accident & Near Miss Report Form	25
Appendix 4	Fire & Emergency Plan	27
Appendix 5	COSHH Risk Assessment Form.....	28
Appendix 6	Equipment Maintenance Record	29
Appendix 7	Manual Handling Guidelines.....	30
Appendix 8	Monthly Safety & Fire Inspection Log.....	31

1. General Statement of intent

The Priest in Charge and DCC are committed to achieving high standards of health and safety performance throughout all Church activities. This commitment will be afforded to all employees, volunteers, congregational members and those that may be affected by the Churches activities to include contractors and any other visitors to the premises.

The emphasis will also ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the church congregation, contractors, visitors and others who may visit the church and churchyard.

The DCC recognise and accept their responsibility as an employer under duties prescribed by the Health and Safety at Work etc. Act 1974 and associated regulations. This includes the duty to make and put into effect suitable arrangements for health, safety and welfare together with the funding and other resources necessary to carry them out. The DCC regard compliance with statutory requirements as a minimum standard and aspire to providing arrangements that will exceed the legal minimum in developing a culture where health and safety is always considered as a priority. Standards are based on good management principles.

The DCC will, so far as is reasonably practicable, provide:

- a. *plant, equipment and systems of work that are safe and without risk to health;*
- b. *safe arrangements for the use, handling, storage and transport of articles and substances, to include safe operational procedures for high hazard situations;*
- c. *appropriate levels of information, instruction, training and supervision to ensure that all employees and volunteers are aware of any hazards to which they may be exposed and the measures used to control any risks arising;*
- d. *a safe place of work and healthy environment together with safe access and egress;*
- e. *appropriately devised risk assessments that consider significant hazards and associated controls;*
- f. *effective systems for the monitoring of health and safety performance for Church activities, together with means for reporting and or instigating any corrective measures found necessary;*
- g. *monitoring and inspection to review the effectiveness of measures and compliance with the stated policies and standard operating procedures;*
- h. *means for effective communication and consultation with all employees and volunteers on health and safety matters;*
- i. *arrangements to deal with any emergencies and imminent dangers that might be reasonably foreseen.*

The safety management system is based on the principles described in the Health and Safety Executive document HSG 65, „Successful Health and Safety Management’.

This policy will be reviewed and revised at regular intervals, to not exceed 12-monthly. Reviews will be minuted in the records of the DCC meeting.

2. Organisational Responsibilities

2.1 Organisational Structure

This section of Holcombe District Church Health and Safety Policy establishes and allocates a range of duties and responsibilities from the Priest in Charge and DCC, to all employees and volunteers within the organisation. Overall and final responsibility for health and safety for Holcombe District Church lies with the DCC.

The Priest in Charge also has the overall responsibility for ensuring that all aspects of the Policy are put into effect and ensuring that what is stated in the Policy will actually be achieved in practice. Regular inspection is a useful tool to demonstrate ongoing compliance.

To be successful, the development of a health and safety culture within the organisation will need competency of personnel, control, co-operation and communication of all involved.

In particular, the DCC will ensure that they identify significant risks within the organisation and ensure the development of appropriate arrangements to control risks to a safe level. The DCC and the HSO also have a duty to ensure that staff and volunteers are aware and are encouraged to follow controls outlined in this document.

All staff and volunteers have responsibilities to ensure not only their own safety, but the safety of those colleagues they work with. They are also responsible to ensure that all procedures and systems of work are followed in accordance with the stated Policies and procedures.

The Organisational Structure is outlined on the following page together with an outline of key responsibilities of staff and volunteers.

2.2 The Priest in Charge's Responsibilities

Overall responsibility for health and safety is that of the Priest in Charge. The Priest in Charge delegates their responsibility to the Health and Safety Officer (HSO) for day-to-day matters. The Priest in Charge's duties include:

- Ensuring adequate resources are available to support effective health and safety controls are in place.
- Chairing a health and safety sub-committee of the DCC that meets twice yearly.
- Carrying out an inspection of the church and churchyard twice a year, together with the sub-committee, looking at the condition of floors and floor coverings, stairways, paths and steps, tombstones, and monuments and trees.
- Ensuring that this policy is adhered to as he carries out their other duties. Ensuring the HSO carries out their duties satisfactorily.
- Ensure liaison with wedding parties and other groups using the facilities as

regards fire precautions and safety arrangements relevant to these activities or delegates to others, as necessary.

The Priest in Charge will also be responsible for ensuring that appropriate arrangements are in place for contractors. This will include the following considerations:

- Contractors are selected to ensure that they can provide a competent service that is undertaken in a safe manner. They will also be advised of health and safety rules and procedures relevant to the work that they are undertaking.
- Ensuring cooperation with employees of Holcombe District Church in undertaking work with due consideration for the health and safety and hygiene of those who may be affected by their work activities;
- Ensuring contractors are made aware of relevant provisions of the Holcombe District Church Health and Safety Policy & Risk Assessments, safety rules and systems of work or other arrangements that may be agreed with the organisation;
- Ensuring contractors report any accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill health associated with work at Holcombe District Church;
- Overseeing and ensuring the report of any unsafe arrangements that may be identified during their work;
- Ensuring contractors are made aware of emergency procedures to be taken for situations, such as fire;
- Where appropriate, ensuring contractors are made aware of particular hazards, such as the location of asbestos containing materials (ACMs), etc. that are relevant to their work on site.

2.3 DCC Responsibilities

The churchwardens and DCC have general responsibility to ensure that the health and safety policy is implemented. Health and safety is on the agenda for each DCC meeting, giving an opportunity for health and safety matters to be discussed and ensuring that issues are brought forward for attention. The DCC will review any entries in the accident/incident book monthly. Other duties will include:

- Ensuring effective liaison and communication with the Priest in Charge.
- Liaising with the HSO, as appropriate, to ensure that the health and safety policy is carried out.
- Ensuring that other staff and, where relevant, volunteers have sufficient understanding of the Health and Safety Policy & Risk Assessments. To also provide positive leadership and a visible commitment to the Policy to reinforce the development of a positive health and safety culture.
- Ensuring that the Priest in Charge is made aware of financial and other resources required to meet safety objectives.
- Ensuring that documentation relating to health and safety is maintained in a retrievable form and available for all and that reviews and revisions to documentation are undertaken, as required.
- Overseeing the formulation of emergency arrangements to deal with evacuation and fire, should the need arise.
- Ensuring that all accidents, incidents, near misses, dangerous occurrences and

cases of occupational disease or ill health are recorded, appropriately investigated and acted upon according to legal requirements.

- Ensuring that significant health and safety concerns are reported without delay to the Priest in Charge.
- Using their authority from the Priest in Charge to stop any work activity or operation being undertaken by employees or contractors working for Holcombe District Church if it carries a serious and imminent risk of injury or ill-health.
- Assisting in the identification of health and safety training needs.

2.4 Health & Safety Sub-committee Responsibilities

The health and safety sub-committee will meet twice yearly (or as often as is thought necessary) to carry out the inspection in 2.2 above. The Sub-committee will also:

- Monitor implementation of the policy (in particular the extent to which the HSO has fulfilled their responsibilities).
- Deal with any issues that arise and to review the effectiveness and suggest changes to the policy every year.
- Review any entries in the accident book and what steps can be taken to prevent a recurrence.
- Report back to the DCC at least every year on health and safety matters.

2.5 Health & Safety Officer's (HSO) Responsibilities

The responsibilities of the HSO are to:

- Monitor the organisation of extra-church activities.
- Ensure that the condition of trees is assessed by a tree surgeon at appropriate intervals.
- Maintain an accident/incident book and ensure effective recording.
- Be familiar with health and safety legislation as it relates to the church, and be familiar with, or aware of appropriate guidance material and sources of advice.
- Be familiar with the health and safety/risk assessment policy documentation and to ensure they are observed as far as possible and subject to an annual review.
- Be available as a source of advice for any member of the church.
- Investigate and make recommendations to the health and safety sub-committee as regards any accidents, incidents or near misses.
- Provide annual training to sidesmen and other churchwardens/assistant churchwardens on fire procedures and safe manual handling techniques.
- Ensure that fire-fighting equipment is available and maintained.
- Ensure that portable electrical appliances are inspected for defects at appropriate intervals, and that these inspections and tests are recorded.
- Ensure that the fixed electrical installation is inspected and tested every 5 years and a record kept thereof.
- Ensure that chemicals are assessed and appropriate personal protective equipment is provided.
- Ensure that all plant, equipment, ladders and tools are properly maintained and in good condition and that operators have received any appropriate training.

- Ensure that appropriate personal protective equipment (gloves, hearing protection, eye protection etc.) is available.
- Monitor the cleanliness, tidiness and lighting of the church.
- Liaise with contractors with regard to health and safety matters, as set out in this policy.

2.6 Employees' & Volunteers' Responsibilities

All persons employed at Holcombe District Church or those volunteers with particular responsibilities have a duty to themselves, their colleagues, visitors, contractors and other persons who may be affected by their work, to conduct themselves in a safe and responsible manner. They must, so far as is reasonably practicable:

- Assist the management of Holcombe District Church in achieving health and safety objectives.
- **NOT UNDERTAKE WORK THAT IS NOT SAFE and SUMMON HELP IF IN DOUBT.**
- Take action to prevent work-related accidents and ill health.
- Report unsafe processes, practices and equipment to the HSO or DCC. Report all health and safety incidents and concerns however minor to the HSO.
- Follow the appropriate safety rules and procedures for their work.
- Cooperate in participating in the production of risk assessments, safe operating procedures and the selection of appropriate safety clothing/equipment.
- Use protective clothing, safety equipment and devices where provided. Ensure that they work in a safe manner that will not jeopardise the health and safety of colleagues or other persons who may be affected by their acts or omissions.
- Not interfere with equipment or arrangements made to ensure the safety of staff and volunteers and the public at the premises.
- Always set a good example to others and always behave in a responsible manner.
- Be aware of emergency procedures to be taken for situations, such as fire in the premises that they work in.

2.7 Management & Supervision

Key responsibilities have been specified to ensure that key areas are covered, as outlined below.

Key Responsibilities

Issue	Person or Job Role Responsibility
H&S Policy & Risk Assessment Reviews & Updates	HSO
Fire Log & Alarm Testing	HSO
Machinery Service & Repair	DCC
COSHH Assessments	HSO
Gas Equipment Inspections	DCC
Premises & Equipment Inspections	HSO, Church Wardens & Priest in Charge
First-aid Arrangements & Boxes	HSO
Portable Electrical Appliance Testing	HSO
Fixed Electrical Installation Testing	HSO & Church Warden
RIDDOR Incident Reports	HSO

ACCIDENTS & FIRST-AID

First aid boxes located: ?.
 Trained first aiders: ?
 Accident record located: ?

GENERAL FIRE SAFETY**CHECKING OF:**

Escape routes: Priest in Charge & HSO. Sidesmen and churchwardens for services.
 Fire Extinguishers: Contracted fire protection company annually
 Fire Evacuation: Priest in Charge & HSO.

SPECIAL TRAINING

Special training required for: Manual handling HSO.
 Working at Height HSO.
 Chemical Use HSO
 Fire Procedures HSO

CHEMICAL HAZARDS

Hazard sheets located: ?

HOUSEKEEPING AND PREMISES

Rules for:

Cleanliness: Premises to be kept clean and tidy at all times with no obstacles which may cause an accident. Escape routes and fire extinguishers to be kept clear at all times. All staff & volunteers to check.

Waste disposal: Regular removal of waste & combustibles to trade skips. HSO to oversee.

Safe stacking and storing: Fully utilizing racking and shelving provided. Keep walkways clear. HSO to oversee.

ELECTRICAL EQUIPMENT PAT TESTING

Responsibility: HSO.

Routine for inspecting plugs and cables for loose connections and faults. All leads and cables to be inspected in accordance with PAT. Overseen by HSO

Rules for use of extension leads and portable equipment. Leads must be routed carefully minimising accident risk by tripping or damage to cable.

Unit fixed installation wiring checked five yearly, overseen by HSO.

SAFETY INSPECTION & AUDIT

Premises & Equipment Safety: Bi-annual check by the H&S Wardens and Priest in Charge.
Bi Monthly Safety & Fire Inspection Log.

3. Arrangements

3.1 General

This section of the health and safety policy outlines the arrangements that are in place for the effective planning, organisation, control, monitoring and review of preventive and protective measures.

A plan of each of the Church with fire safety equipment is included in **Appendix 1**. Marked on the plans are relevant information relating to fire safety and evacuation that are detailed below.

The Holcombe District Church Health and Safety Policy & Risk Assessments, and other documents will provide a reference to key areas of operation. Staff and volunteers will be made aware of the policy as part of their familiarisation with arrangements. The management and review of documentation will be administered by David Lillington. Paper copies are kept in the office.

An extract of the policy is also provided to new staff and volunteers and an extract is on the main noticeboard.

Key aspects of health and safety arrangements in place include: Insurance

Holcombe District Church holds public and employer's liability insurances and a copy of the insurance certificate is displayed on the main notice board.

Information & Training for Staff and volunteers

Staff and volunteers are advised of the main arrangements for health and safety as part of their familiarisation with arrangements and a copy of an extract of this policy and the Health and Safety Poster are provided on the notice boards.

Key areas for training apply to fire awareness, use of chemicals, machinery safety, electrical safety, working at height and manual handling. Common accidents in this environment include slips, trips and falls and risk assessments have been prepared to cover these identified priority areas. The control measures that are within the assessments are included within staff and volunteers training for these areas and in some cases will identify future standard operating procedure documentation for safety-critical areas.

Staff and volunteers will receive training as appropriate to their role and this will include specific advice relevant to ensuring that their work is undertaken safely. As a small organisation, the DCC supports good informal communication arrangements to ensure that staff and volunteers are kept up to date and properly supervised.

Staff and volunteers are encouraged to advise the DCC or the Priest in Charge if they have any concerns relating to health and safety at an early stage. Proposed future improvements will include routine training of relevant persons, notably in respect to fire safety arrangements.

Accidents and First-aid

An accident book is provided and the HSO has responsibility for ensuring that all accidents are properly reported. All staff and volunteers are aware of the requirement to report all incidents, to include staff, volunteers and members of the public.

The Policy is to ensure that there will be a minimum of one member of staff and/or volunteers as an

“Appointed Person” to be on site during operational times who can take charge and coordinate activities until trained paramedics arrive. During services, many of the congregation are medically qualified and some are first-aid trained. Further details are included in the Specific Arrangement Section 3.2.

3.2 Specific Arrangements

3.2.1 Risk Assessments

Documented Risk Assessments have been prepared for all activities that pose a significant risk to staff and volunteers and other persons who may be affected by significant hazards. The process of risk assessment should evolve with additional assessments being prepared as any other hazards emerge. **Any staff or volunteers who identify additional areas of significant risk that they believe are not covered, should advise Holcombe District Church DCC or the HSO accordingly.**

Risk Assessments are carried out in consultation with staff and volunteers and prepared to a standard format. Necessary actions and controls will be communicated to those potentially at risk as part of their training. Review and updating of risk assessments is administered by David Lillington. The risk assessment form is included in **Appendix 2**.

The Management of Health & Safety at Work Regulations 1999 requires a suitable and sufficient, documented risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, electrical safety etc.

Risk assessments will automatically be reviewed should a significant incident occur. Paper copies are kept in the main office. It should be noted that the preparation of risk assessment documentation is not a one-off exercise to be completed, filed and forgotten. It is a dynamic process requiring regular review and where necessary revision. Consideration has been given to who might be harmed, which will also include such groups as contractors and visitors to the premises. Such persons will need to also be made aware of control measures in place to ensure their safety.

Particular care is needed to ensure that high risk groups such as young persons (under 18 years) and new\expectant mothers have been adequately considered.

Hazards

The assessments consider only the hazards which could reasonably be expected to result in significant harm under conditions in the workplace. It includes consideration of who may be affected by the hazard and this is recorded using the form given in **Appendix 2**.

Level of Risk and Risk Assessment

Risk may be considered as the likelihood that a hazard will actually occur. This will depend on the adequacy of controls that are in place and is often described as low, medium or high. It will also vary according to the numbers of people exposed to the hazard.

Control Measures

Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. The principles of control are outlined below and should be applied, if possible, in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment

- Provide welfare facilities
- The provision of adequate levels of training, information and supervision.

Risk Evaluation

The aim of risk assessment will be to assess whether existing control measures are sufficient or whether more needs to be done. Risk reduction measures normally reduce the likelihood of the hazard occurring, but occasionally these are based on reduction of the consequences for the hazard outcome severity. The assessment needs to identify any additional controls that may be needed, who is responsible for applying these and a time-scale for compliance which is included on the form given in **Appendix 2**.

Review

The record needs to include a review date for the assessment. Reassessment will be needed in response to changes or incidents and accidents that occur and the policy is to ensure that assessments are reviewed at least annually. Risk assessments will also be reviewed for significant changes that may lead to changes in risk. In particular, a review will always be made in response to an accident, occupational health effect or “near miss” that occurs in relation to the assessed process. The approach should be proactive to minimise potential risks, rather than simply responding to past issues.

3.2.2 Accidents, Incidents & Near Misses

All employees and volunteers have a statutory duty to report all accidents, dangerous occurrences, work-related ill-health and incidents, however minor, to the HSO. All accidents resulting in personal injury, or incidents that potential to cause damage or personal injury must be recorded in the accident book (BI 510). The book is located in the main office. Accidents will be regularly reviewed by the HS Committee to ascertain the nature of accidents and to ensure there has been adequate investigation.

The HSO, or in their absence, the Priest in Charge will identify whether the incident is required to be reported according to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995. (Notifiable incidents will be forwarded to the Incident Contact Centre (if required to be notified by RIDDOR 1995 – see below). Investigation is under the control of the HSO and the effective response to incidents is a vital element of good health and safety controls. For significant accidents, the Holcombe District Church Accident & Near Miss Report Form in **Appendix 3** must be completed.

Definitions

An accident

An accident is defined as an unplanned event which causes, or could have caused injury to persons, damage to property or a combination of both.

A “near-miss” incident

A “near-miss” is an incident which represents a danger although it produces no injury. Nonetheless, it is relevant to draw such incidents to the attention of Holcombe District Church DCC, as lessons can be learnt and additional controls applied to prevent a recurrence and what may be a more serious incident if appropriate measures are not taken.

Dangerous occurrence

A dangerous occurrence is an incident that has a high potential to cause death or serious injury.

The Accident Book

All accidents resulting in personal injury must be recorded in the accident book. The Accident Book provided complies with data protection requirements.

If an injury renders an employee or member of the public unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the accident.

Reporting Procedures

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires a report of specified incidents to be made to the enforcing authority. It is now more convenient for these reports to be made to the **Incident Contact Centre** in Caerphilly, who act as a national centre for notifications. This can be online at or by telephone on 0845 345 0055.

Deaths and defined major injuries must be reported immediately and someone at work who is unable to do the full range of their normal duties for more than three days (including weekends) as a result of an injury caused by an accident at work must be reported within ten days.

The Environmental Health Department at Teignbridge District Council is the enforcing authority for the church. Contact details for the Department are as follows:

Environmental Health Teignbridge
District Council Forde House
Brunel Road NEWTON ABBOT
TQ12 4XX
Tel 01626 215409 ehealth@teignbridge.gov.uk

Reportable incidents include:

- a) The death of any person as a result of an accident, whether or not they are an employee.
- b) Someone who is at work suffers a major injury as a result of an accident.
- c) Someone who is not at work (e.g. a member of the public or contractor) suffers an injury as a result of an accident at the Church that arises from the work undertaking and is taken from the scene to a hospital for treatment.
- d) One of a list of specified dangerous occurrences takes place.
- e) Someone at work is unable to do the full range of their normal duties for more than three days (including weekends) as a result of an injury caused by an accident at work.
- f) The death of an employee if this occurs sometime after a reportable injury which led to that employee's death, but not more than one year afterwards.
- g) A person at work suffers one of a number of specified diseases, provided that a doctor diagnoses the disease and the person's job involves a specified work activity. Further details are available at RIDDOR or by entering „RIDDOR' into a web search engine.

If the accident results in staff absence of over 3 consecutive days of incapacity for work it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) Regulations 1995 and reports should be made as outlined above.

Members of the public who are injured as a result of work activities may require a notification to be made under the Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) Regulations 1995 and reports should be made as outlined above. This will apply where the person leaves the site and is taken to hospital for treatment. These notifications must be made within 10 days of the incident.

3.2.3 Fire Safety & Emergencies

The church will provide adequate fire-fighting equipment, means of escape and emergency escape arrangements. Fire-fighting equipment will be maintained. **Appendix 4** provides an outline of the fire safety procedures.

For normal services, sidesperson and duty churchwardens have the following roles and responsibilities:

Sidesperson Main Body of the Church

Duty Warden Vestry's, kitchen & toilets

For larger services, the number of sidesperson and duty wardens may be increased and their areas of responsibility reassigned. A person should be appointed to contact and liaise with the emergency services. There should be a briefing beforehand.

Responsibilities:

Sidesmen: Evacuate their areas to a safe place (Village Hall Car Park) Help anyone who needs to be evacuated
Fight a fire if possible, without taking any risks

Wardens: Evacuate their areas
Contact the emergency services Liase with the emergency services
Ensure that chairs set out in rows are lined together and that adequate space is maintained so as not to obstruct fire escape routes.

The Priest in Charge will need to make sure that ushers etc. for weddings are familiar with the location of fire-fighting equipment and telephone and that they each have areas of responsibility as above.

Fire Prevention, Detection and Risk Assessment

Fire is a significant hazard posed by the Church activities, and sources of ignition include candles, electrical services and cooking equipment. All premises are also unsupervised outside of the main operational times.

Within the Church, there is an alternative means of escape from a number of exit points as indicated on the plans given in **Appendix 1**. Fire equipment for dealing with fires includes serviced fire extinguishers, fire blankets and providing defined escape routes. Equipment is routinely serviced and staff and volunteers will be trained to ensure that they are competent to use equipment and that the correct action is taken in emergencies.

As part of general risk assessments, Holcombe District Church has a simple Fire Risk Assessment that has been prepared in accordance with The Regulatory Reform (Fire Safety) Order 2005. The Fire Risk Assessment is available as part of Holcombe District Church Risk Assessments and plans of all areas to identify fire precautions and escape routes are included in **Appendix 1**.

Notices advising employees of fire safety and in particular fire evacuation procedures are provided in the main work and public areas and the fire assembly point has been designated as the Village Hall Car Park.

Holcombe District Church Fire Risk Assessment is displayed on the Church Notice board.

Each staff member and volunteer member should make themselves familiar with the fire and emergency actions that are required in the areas that they work and appropriate awareness training is given to all staff and volunteers as part of their induction training. Fire evacuations are also routinely rehearsed and those running activities in the Church buildings will also be made aware of

the fire safety arrangements.

Fire Prevention

The greatest protection against loss and injury from fire is prevention. Staff and volunteers are to receive fire safety familiarisation general awareness briefing and at appropriate periods as a refresher. Employees should follow the following guidelines to promote fire safety:

- ensure familiarity with fire and emergency arrangements;
- be aware of the fire precautions and escape routes illustrated on plans given in **Appendix 1** and on notice boards in the reception area;
- minimise the storage of combustible materials and ensure that waste is regularly removed;
- store waste materials in suitable containers and ensure that external waste bins are lidded, secure and routinely emptied;
- ensure equipment is in good working order;
- avoid overloading sockets;
- turn off electrical equipment
- keep storage areas clear of rubbish;
- ensure that highly flammable materials are not kept on the premises.

Fire Safety Training

There is a statutory legal requirement to provide employees with fire safety training. Holcombe District Church will provide fire safety briefing for staff and volunteers with specific responsibilities. The Church will also conduct fire drills on a regular basis to ensure that those working in these areas are familiar with procedures.

Fire Alarm & Emergency Procedures

In the event of a fire:

- Verbally raise the alarm – inform the person leading the service or event, who will request that people leave the building quickly and in an orderly manner
- Ensure that the Fire Brigade is called
- Attack the fire with a suitable extinguisher if it is safe to do so and keeping an exit directly behind you. Do not try to fight a fire if you are not sure what is burning or you have any doubts about using the equipment
- Evacuate the church quickly using the nearest exit. Open the doors fully. Assist people out of the building, particularly the physically disabled, the elderly, children or anyone with impaired hearing or vision
- Ensure that people are gathered in a safe place, well away from the building or location of the fire. Gather people in the assembly point – **Village Hall Car Park**
- Check that everyone has been safely evacuated. Do not let anyone re-enter the building until informed by the Fire Officer or other responsible person that it is safe to do so.

Maintenance of Fire Equipment & Inspection

Fire equipment is subject to servicing and maintenance at prescribed intervals and Holcombe District Church has set a programme in accordance with relevant British Standard requirements.

Inspections and checking of fire requirements is included in the monthly workplace inspections undertaken in all the main work areas.

The Holcombe District Church Monthly Safety & Fire Inspection Log in **Appendix 11** is used to undertake routine checks in respect to maintenance of fire safety arrangements on an ongoing basis.

3.2.4 Slips, Trips & Falls

One of the most significant hazards in this type of premises is linked to slips, trips and falls. This is also the second most common accident that occurs in UK workplaces.

Floor cleaning is scheduled at times when the numbers of public in the buildings is limited. Staff and volunteers are trained to dry floors after cleaning and to make good use of the slippery floor warning signage.

Staff and volunteers are trained to be vigilant to maintain good standards of housekeeping to minimise the risk of tripping. Carpets and rugs are also checked as part of the monthly inspection to ensure that they do not pose a risk. Walkways are required to be kept clear at all times. During cleaning and maintenance activities, items of equipment and cables are positioned so as not to obstruct the walkways and working areas. Steps should be taken to ensure that trailing leads are kept to a minimum.

External areas are provided with adequate levels of lighting to ensure safe access and egress to the premises during periods of darkness.

3.2.5 Visitors, Contractors & Vulnerable Persons

Holcombe District Church DCC recognises its responsibility to visitors and contractors within the buildings as well as the regular staff and volunteers members. The organisation undertakes to provide a safe working area and to highlight any special hazards that may be encountered by contractors and visitors.

Contractors

Anyone entering the church premises for the purposes of carrying out work, other than an employee or voluntary worker 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 provide a copy of this to the HSO.
- Produce a copy of their employers' liability and public liability insurance certificates to the HSO.
- Comply with all the requirements of this policy and co-operate with the church officials in providing a safe place of work and a safe system of work.
- Where contractors bring plant and machinery onto church premises, they must be able to show to the HSO that the equipment has been inspected and/or tested as appropriate.
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the HSO or other church officials. However, responsibility will remain with the contractors.
- The contractor will provide evidence (to the HSO) that they have considered health and safety in the form of method statements, risk assessments, proof of competence etc. as appropriate to the nature and extent of the works.

In selecting contractors to undertake work, Holcombe District Church will undertake an informal assessment of their suitability and ensure that they will undertake work with regard to the relevant statutory provisions.

Persons with Disabilities

Congregations routinely include elderly and disabled persons and the facilities are, where possible, adapted to provide access and suitability for these persons.

Children & Young Persons

Young persons (those between the minimum school leaving age and 18 years of age) are not currently employed. Should they be employed in the future or act as volunteers, they may engage in all activities under appropriate supervision.

There are specific considerations for the engagement of staff and volunteers who are children or young persons and for this reason, a specific risk assessment would be needed in this instance.

New & Expectant Mothers

Any members of staff and volunteers who advise that they are pregnant will lead to a reassessment of the work they do. The risk assessment review included within the interview will consider particular work that may pose additional risk such as extreme manual handling, long periods of standing, specific chemical hazards, excessive working hours and seek an appropriate revision in working practice, as may be indicated. Arrangements for new mothers will also be made to ensure appropriate adaptations in welfare are made, where this is indicated.

3.2.6 First-Aid

The Policy is to ensure that there will be a minimum of one member of staff and volunteers as an "Appointed Person" to be on site during operational times who can take charge and coordinate activities until trained paramedics arrive. During services, many of the congregation are medically qualified and some are first-aid trained.

First-Aid Kit

There is a fully equipped first-aid box available in ?. The HSO is responsible for ensuring the contents are checked and replenished, as necessary.

3.2.7 Hazardous Substances & Personal Protective Equipment (PPE) Holcombe

District Church DCC will ensure that they have considered the exposure of staff and volunteers to hazardous substances. These are assessed in respect to the Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH). Collation of these details will fall to the HSO.

Chemicals are selected to be as non-hazardous as is possible and the majority are relatively safe to use. Specific COSHH assessments are being developed, with assessment sheets placed within the health and safety COSHH file stored in the

Cleaning cupboard. The form in **Appendix 4** provides the format for this assessment record and is included in the COSHH file together with Material Safety Data Sheets (MSDSs).

All hazardous substances should be retained in their original packaging and labels should be referred to before use. All containers used must be labelled to confirm contents. New substances obtained are required to be assessed prior to use. All chemicals and sprays must be used in accordance with the suppliers' instructions and stored and marked in the designated storage areas.

Chemicals are stored in designated cupboards and staff and volunteers are trained to ensure that materials are always secured and not left out in areas where the public have access.

Personal Protective Equipment (PPE)

As identified by the COSHH and general risk assessments, when handling certain substances or as identified for other reasons of health and safety, it is necessary for staff and volunteers to wear PPE. Gloves are supplied for use in accordance with those identified in the risk assessment.

Staff and volunteers are responsible to ensure that they wear PPE identified by the risk assessments and that PPE is maintained, worn and stored to be in good working order. Staff and volunteers are responsible for requesting replacements for worn equipment and these

will be provided, as necessary.

Provision of Information and Training

Staff and volunteers are trained in correct and safe methods of handling of substances, in accordance with instructions and assessments that have been undertaken and the COSHH assessments are available in close proximity to their point of use.

3.2.8 Plant and Machinery

The church will ensure that all plant, tools and equipment are inspected and maintained annually and/or in accordance with manufacturers' instructions.

The following rules must be observed:

- Employees and voluntary workers must not operate plant or machinery that they are not trained or competent to use.
- Machinery must be switched off before any adjustments are made.
- After carrying out maintenance and adjustments, all guards must be replaced before the machine is used.
- Before using any item of plant, machinery, or equipment, a check must be made to ensure it is in a safe working condition, correctly adjusted and there are no loose nuts, bolts or other defects.
- The appropriate personal protective equipment must be worn. If in doubt about what to use, ask the HSO.
- Persons under 18 are not permitted to use any power-driven item of plant or machinery.
- Any defect and damage must be reported to the HSO.

Any work undertaken on repairing or servicing equipment should be recorded and the record given in **Appendix 6** is provided for this purpose. The HSO is responsible for maintaining this record.

3.2.9 Manual Handling

Holcombe District Church has a policy to avoid severe manual handling wherever this is possible and use mechanical aids and team lifting where this is appropriate.

Manual handling is a necessary part of the work for staff and volunteers in all areas, although the general weights that are handled are reasonable.

Staff and volunteers should always plan manual handling carefully and request additional assistance where this appears to be appropriate. General guidelines for safe handling are included in **Appendix 7**.

For handling chairs, there are restrictions to not stack chairs more than seven high and to not carry more than two at a time. There is a requirement to make sure rows have sufficient space between them and not to obstruct exits with chairs. Chairs should not be carried for long distances without taking rests.

For handling of furniture, staging and tables there is a requirement to always use two people to carry heavy items and take rests. Routes must be checked to ensure location is clear of obstructions.

Responsibilities – Employees & Volunteers

Employees and volunteers must ensure that:

- relating to the activity are reported to supervisory staff and volunteers.

3.2.10 Electrical Safety

Holcombe District Church will ensure that electrical systems are maintained to be safe and free of danger. Any electrical work undertaken will be by a qualified electrician in accordance to BS 7671:2001 and certification to this affect is to be provided on completion.

The church will ensure that portable electrical appliances will be inspected at appropriate intervals in accordance with HSE guidelines. The fixed installation and lightning conductor will be inspected and tested every 5 years.

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 HSO.
- Do not attempt to use or repair faulty equipment.
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

3.2.11 Working at Height

The church will ensure that ladders are regularly inspected and maintained. Falls account for most deaths and major injuries. Employees and voluntary workers must observe the following rules:

- Ladders are only to be used for work lasting a few minutes (HSE suggest a maximum working period of 30 minutes in one position), and only where the nature of the work allows for one hand to hold onto the ladder at all times.
- Ladders must always be either tied or footed and set at an angle of 1 in 4.
- Ladders must be long enough to allow someone to stand no more than 3 rungs from the top.
- No one working alone should use a ladder.
- Users should not try to reach sideways but should move the ladder instead.
- Any work taking more than a few minutes should be carried out using a proprietary tower scaffold or similar.
- The most basic rule is that if work at height cannot be done safely, then it should not be done at all.
- Before using a ladder, check that it is safe to use. Are all the rungs present and in good condition? Are the rubber „feet' in place? Is the floor especially slippery or polished?

The use of ladders and steps other than those supplied by Holcombe District Church is prohibited. The use of ladders and step ladders is very limited and does not form a significant part of the normal work at the premises.

As a general rule, where work will not exceed a duration of 30 minutes in a fixed location and the work allows a three-point contact with ladders to be maintained, then a ladder or steps may be used. Step and extending ladders supplied for use meet the Class 1 (Industrial) or BSEN 131 (Trade) standard. Domestic steps (Class 3) or equipment brought in by staff and volunteers are not suitable for use.

No high level work on extending ladders should be undertaken without the express permission of the DCC. General storage has been designed to be accessible without the need for access equipment.

Consideration should always be made to providing a second person to support steps, particularly when undertaking work at a higher level. A record of stepladder inspections is maintained as part of the Holcombe District Church Monthly Safety & Fire Inspection Log given in **Appendix 8**.

Other work should only be undertaken if an alternative system of access, such as access towers, scaffolds or mobile elevating work platforms can be supplied. A specific safe working procedure is to be developed by the HSO to cover the replacement of lights in consultation with the contractor who undertakes this work.

3.2.12 Lone Working

No one should be alone in the church unless they have a mobile phone on their person.

No one should carry out any hazardous activities, such as work at height unless someone else is also present.

3.2.13 User Groups & Church Outings

Anyone organising trips, activities etc. must observe the following rules:

- Employees and voluntary workers must ensure that activities are supervised and under the control of a professional instructor or practitioner unless the activity falls within the bounds where parents might reasonably expect to have the knowledge, foresight and experience be able to supervise their own children e.g. sea-side swimming, boating lake, short walks, overnight camps etc.
- Employees and voluntary workers must ensure a good ratio of children to supervisors and they should have access to a mobile phone and a first aid kit.
- Time spent away is best spent in professionally run centres.
- Anyone organising events or trips should speak to the HSO if they have any doubts or questions
- Specific events and activities sometimes have specific health and safety guidance. The HSO should also be consulted for anything involving bouncy castles, fireworks, bonfires and charity walks. Ecclesiastical Insurance produce guidance on these subjects
- The Church Child Protection Officer is responsible for ensuring that CRB checks are provided as appropriate.

3.2.14 Workplace Inspection

The HSO has overall responsibility for ensuring that standards are maintained and effectively supervised during work periods. The DCC also have responsibilities for ensuring ongoing compliance in their areas.

The Holcombe District Church Monthly Safety & Fire Inspection Log in **Appendix 8** provides a routine inspection checklist to confirm ongoing compliance. The Priest in Charge and H&S Sub Committee will also undertake a bi-annual review inspection to ensure that standards are maintained.

3.2.15 Food Hygiene

The church will provide and maintain suitable facilities for hygienic food preparation. The following rules must be observed:

- Surfaces should be washed and disinfected before and after preparing any food.
- Hands should be washed before preparation of food, and any wounds covered with a plaster or bandage.

- Sinks should be cleaned and disinfected before washing any food.

The Food Standards Agency pack “Safer Food Better Business” will be provided for any catering that involve significant food preparation activities.

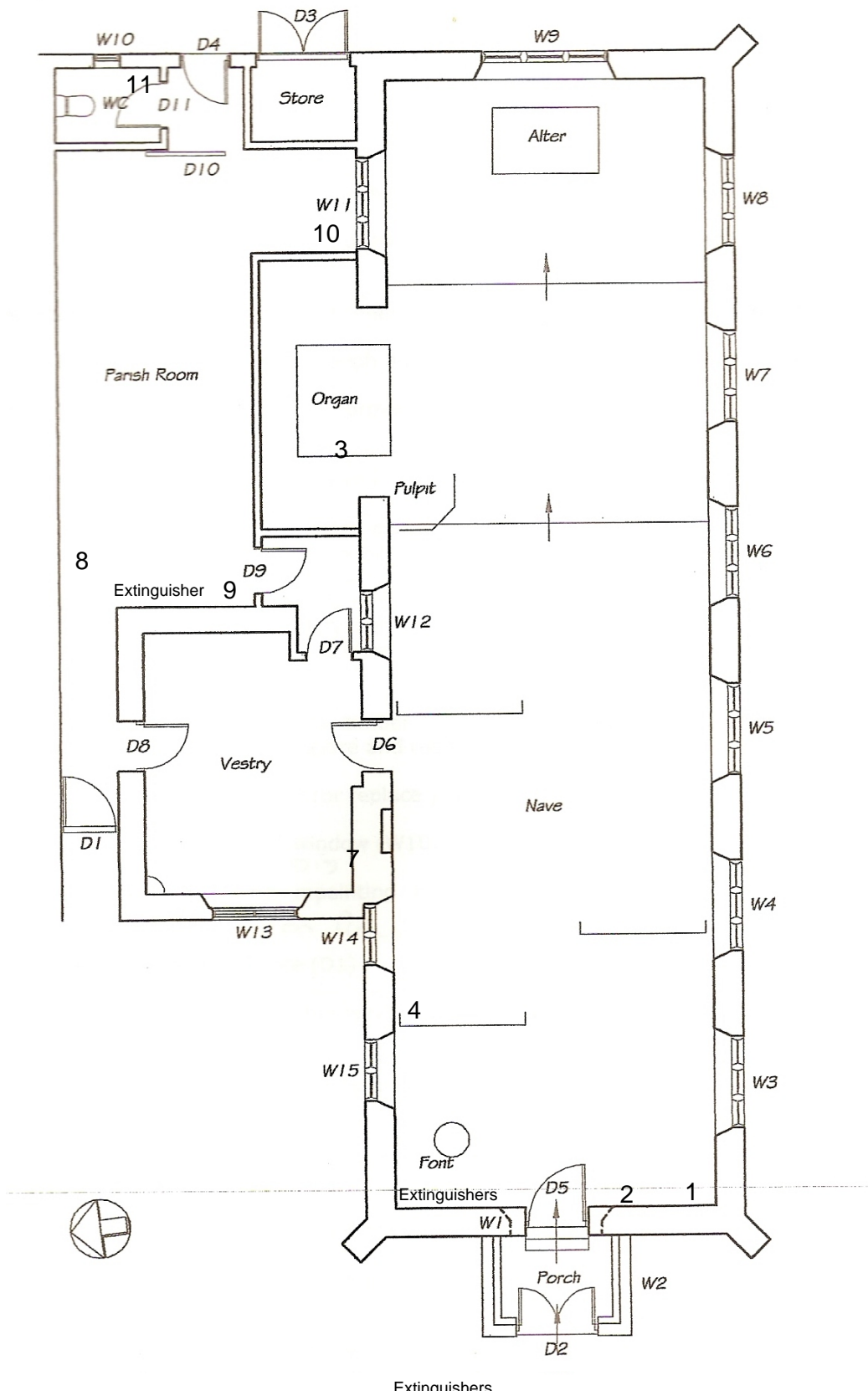
4. Risk Assessment

4.1 Fire Risk Assessments

From October, 2006 risk assessments for fire are required to be documented by virtue of article 5 of The Regulatory Reform (Fire Safety) Order, 2005. The following Fire Safety Risk Assessment includes considerations outlined in the Fire Safety Risk Assessments – Small and Medium Places of Assembly (05 FRSD 03338 (b)).

The Fire risk assessment is published on the Church notice board..

Appendix 1 Holcombe District Church Fire Plan



Appendix 2 Risk Assessment Form

Assessment Number

Date of Assessment

--	--

Person Undertaking Assessment

Review Date

--	--

Details of Area or Activity Assessed

--

Details of Hazards, Persons Affected

--

Existing Control Measures

--

Additional Control Measures Identified

--

Issue	Person Responsible	Timescale for Improvement

Appendix 3 Accident & Near Miss Report Form

Reference No.....		Location		Date of Report		
Last Name of Injured (or ill) Person		First Name		File No.		
Years of Service	Time in Job	Occupation		Hours Worked (Previous 24 Hrs)		
Accident Location (Area)		Date of Accident		Time		
Accident Category (check)	<input type="checkbox"/> Injury or Illness	<input type="checkbox"/> Equipment Malfunction	<input type="checkbox"/> Unsafe Practice	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Other (specify)
Employee <input type="checkbox"/>	or	<input type="checkbox"/> No Injury or First Aid Only	<input type="checkbox"/> Medical Treatment	<input type="checkbox"/> Time Lost	<input type="checkbox"/> Major or Fatal	
Member of the Public <input type="checkbox"/>						
Nature of Injury or Illness						
HSO's Decision – Is a detailed investigation warranted? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, the form should be signed off and filed and no further investigation is required.						
Description of Accident or Employee's Account of Occupational Disease (e.g. RSI) (use separate sheet if necessary and include plans)						
Name(s) of Witness(s) (Include Phone Numbers)						
The HSO will Decide Whether it is Appropriate for Statements to be Taken						
Were Written Safe Work Procedures Established and Available? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Were they Adequate? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Were these Safe Work Procedures used in Training? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Has the Risk Assessment for This Activity Been Reviewed? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			

Basic Cause (and Contributory Factors) **EXPLAIN FULLY UNSAFE CONDITIONS**

Corrective Measures Taken and/or Recommended

Corrective Action Referred To: _____ Date To Be Completed By: ____/____/____

Additional Comments or Observations. Where applicable give details of makes & models of machines, equipment, tools, structures, etc., involved in this accident. (Use separate sheet if necessary)

Name(s) & occupations of person (s) who investigated accident:

Print Name & Role

Signed

Date

Appendix 4 Fire & Emergency Plan

FIRE ALARM PROCEDURES

In the event of a fire:

- Verbally raise the alarm – inform the person leading the service or event, who will request that people leave the building quickly and in an orderly manner
- Ensure that the Fire Brigade is called. The Post code is **EX7 0JT**. Use a mobile from someone who is present
- Do not try to fight a fire if you are not sure what is burning or you have any doubts about using the equipment
- Evacuate the church quickly using the nearest exit. Open the doors fully. Assist people out of the building, particularly the physically disabled, the elderly, children or anyone with impaired hearing or vision.

Sidesperson - Main Body of the Church Churchwarden, vestries and Toilet

- Ensure that people are gathered in a safe place, well away from the building or location of the fire. Gather people in the assembly point – **Village Hall Car Park**
- Check that everyone has been safely evacuated. Do not let anyone re-enter the building until informed by the Fire Officer or other responsible person that it is safe to do so.
- Attack the fire with a suitable extinguisher if it is safe to do so and keeping an exit directly behind you.

MEDICAL EMERGENCY.

- Minor injuries may be treated from supplies contained in first aid kit located in
- For other events immediately dial 999 and ask for an ambulance the post code is **EX7 0JT**.
- Follow the instructions of the emergency services (EMS) .
- An individual shall be designated to wait at the road side to direct responding EMS personnel.
- Provide “first responder” service until EMS personnel arrive -Conducting a primary assessment of the situation and reporting their findings to the responding EMS personnel
- While waiting for professional help, do not move the ill or injured person unless instructed to by the emergency services. When professional help arrives, the responding EMS unit will be allowed to take control of the situation. The responding church members will stand by to assist the EMS personnel as needed. If the emergency involves a child, the parent/guardian should be notified as soon as possible.

Appendix 7 Manual Handling Guidelines

General Handling Arrangements

The use of mechanical aids should always be considered as a priority where heavy items will be handled. Handling should be carefully considered and appropriate planning given prior to attempting tasks. The use of team lifting or alternative, safer methods should always be considered in preference to individual handling. Where heavy boxes are to be handled, consideration should be given to splitting heavy boxes into lighter loads.

No member of staff or volunteers are expected to undertake unreasonable handling tasks. Safe handling will also be the responsibility of all staff and volunteers and should situations occur where additional assistance is needed from a second member of staff, the policy is to provide this.

It is important to;

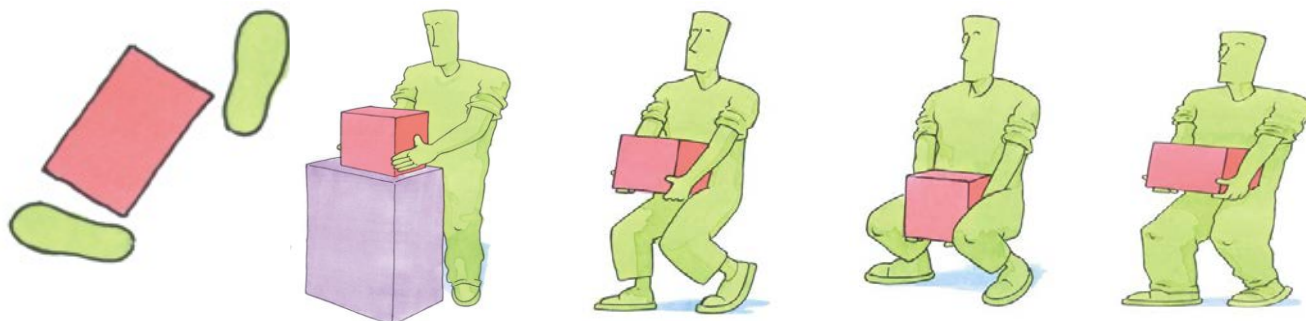
- avoid the need to undertake manual handling wherever possible;
- use mechanical aids or get assistance, where appropriate;
- avoid the need for handling that involves stretching and twisting operations;
- use sensible techniques for manual handling as outlined below;
- where possible, break down loads to smaller amounts;
- contact the DCC where there is a need for additional support to deal with high stock levels or difficult handling operations
- be aware of and use safe manual handling techniques as outlined.

Any member of staff or volunteers who have particular concerns about a handling operation should raise this to the Priest in Charge or HSO and they must not attempt to undertake work that they consider unreasonable.

Safe Techniques for Manual Handling

The following principles should be applied when lifting and lowering is undertaken:-

- think about the task involved. Can it be avoided or are there mechanical aids or assistance from other staff and volunteers available. Consider whether the weight and task is reasonable;
- plan the manual handling before starting. Make sure the area is clear and where you are going to put the item down;
- position feet a shoulder width apart and bend the legs and grip the item;
- straighten your legs, keeping your head looking forward and move smoothly without jerking;
- move to the final position and smoothly place the item down, bending knees as before.



Appendix 8 Monthly Safety & Fire Inspection Log

Date	
Responsible Person (Completing Inspection)	

Issue	Guidance	Comment (Deficiencies)	Person Responsible to Complete
Policies and Documentation	Have the H&S Policy and Risk Assessments and associated records been reviewed (< 12-months)?		
Accident Investigation	Is the accident book available? Have incidents / near misses been properly investigated and improvements implemented?		
Fire Extinguishers & Alarm	In position, serviced and serviceable?		
Fire Evacuation	Has this been rehearsed in past 6-month period?		
Housekeeping & Fire Exits	Are fire exits clear and good housekeeping standards in place		
Clear Walkways and Carpets	In sound condition, serviceable and kept closed		
Electrical Appliances	Are inspection records for equipment up to date?		
Storage and Use	Are chemicals correctly stored and COSHH sheets and protective equipment in place? Are flammable materials stored safely?		
New Staff and volunteers	Have new staff and volunteers been advised of H&S Policy and received induction training?		
Plant & Machinery	Is all plant and machinery properly maintained and in serviceable condition?		
Floor Surfaces and General Structure	Are floor surfaces and the main structural condition adequate?		
Ladders & Stepladders	Are ladders and stepladders in sound, serviceable condition?		
Are there staff and volunteers with an identified training need?			
Any other deficiencies that have been identified?			
Other Comments			