



ST PHILIP & ST JAMES' CHURCH

**Grafton Road,
Cheltenham, GL50 2DD**

HEALTH AND SAFETY POLICY

September 2023

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HEALTH AND SAFETY POLICY

St Philip & St James' Church, Grafton Road, Cheltenham, Gloucestershire GL50 2DD

Introduction

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church or churchyard. We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of Health and Safety law. This drafts policy meets our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and and seek to protect the health of our employees, volunteers, congregation, visitors and others who may use the church, and plaza area. This will be in accordance with good practice and any relevant statutory provisions where they apply.

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

The Churchwardens, working with the Health and Safety Officer will have specific responsibility for the implementation of this policy. The Church Council will keep Health and Safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

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

Further detail about our organisation and arrangements for managing Health and Safety is set out in this document. A copy of it will be kept in the church, on our website and hard copies will be made available on request.

Signed

On behalf of the Church Council as agreed at a meeting on: September 19, 2023

Date: 19, September 2023

Review Date: September 2024

Organisation and Responsibilities

1. The member of the Church Council with overall responsibility for Health and Safety is the Team Vicar. They will ensure that arrangements are in place to satisfy Health and Safety Regulations. Where required they may delegate specific responsibilities to other church personnel.

The Team Vicar , together with Churchwardens and Health and Safety Officer will ensure that:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist Health and Safety assistance is obtained
- Any hazards reported to them are rectified immediately
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant Health and Safety documents and records are retained
- They keep up to date on Health and Safety matters relevant to the church
- Set a personal example on matters of Health and Safety

In the event of a vacancy the Churchwardens take responsibility.

2. The Churchwardens with assistance of the Health and Safety Officer have day-to-day responsibility for implementing our policy. They are:

Churchwardens
Ms Judith Chapman
Mrs Hazel Mace

Health and Safety Officer
Mr Ian Jones

They will ensure that:

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

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

They will ensure that they:

- Read this policy and understand what is required of them
- Carry out their role taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees or volunteers of known hazards

- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent and authorised to do so by the Church Wardens
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

Arrangements

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

General Arrangements

Competent Assistance

Where necessary, we will engage the venue manager to assist us in meeting our Health and Safety obligations.

Risk Assessment

We will complete risk assessments to identify what we need to do to comply with Health and Safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid. Dated and completed risk assessments can be found in the Health and Safety folder in the church office

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely. A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the church office.

First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements Health and Safety (First Aid) Regulations 1981). We will also provide relevant information for employees and volunteers.

Our first aid boxes are located in: **the Church Office, the Servedy and the toilet area**

The Churchwardens are in overall charge of first aid arrangements: **Hazel Mace and Judith Chapman**

The following are qualified First Aiders, qualified until 2025

Diane Tomlinson	Sarah Provan	Stu Cattanach	Nigel West
Paula Froggatt	Ann Mallin Jones	Ann Jones	Judith Chapman
Roger Sumner	Doreen Au Yeung	Lois Wiltshire	Janina Langdon
Hazel Mace	Peter Cottingham	Russell Burton	

The following have completed Defibrillator training

Gillian Steels	Fan Bishop	Katy Bleasdale	Doreen Au Yeung
Ian Jones	Gill Evans	Hannah Doe	Sara Turner
Tim Davies	Angela Joice	Jo Doe	Toyin Odeniyi
Sean Marsh	Hazel Mace	Ann Mallin-Jones	Avril Davies
Bob Keevil	Peter Daniels	Margaret Beardsmore	Janina Langdon
Judith Chapman	Sue Allard	Jim Beardsmore	Steve Au Yeung
Alan Bishop	Sophie Underwood	Paul Froggatt	

The Defibrillator guardian is Toyin Odeniyi who is also responsible for monthly checks which will be documented.

Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Our Accident Book is kept on the Health and Safety noticeboard outside the Church Office.

Monitoring

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

Contractors

If we employ contractors, we will make sure that they have their own Health & Safety Policy and Public and Employers' Liability Insurance by asking to see copies of the relevant documents.

Hiring Out The Building

If we hire out the building to third party organisations, we will make sure that they have their own Public Liability Insurance by asking to see copies of the relevant documents.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in: Church Office.

Specific Arrangements

Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a Faculty may be required. Where

necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Church Events

Where we intend to hold large or unusual Church concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

Outside, Plaza and Car Park

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

Construction Work

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

Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary.

Electricity

We will ensure that any electrical system, fixed machine or portable appliances is maintained so as to prevent danger. PAT testing will be carried out as necessary. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made in the Health and Safety file.

Fire

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take action in the event of a fire. We will provide appropriate fire extinguishers in the building and ensure these are fit for purpose. We will provide training for staff and volunteers where necessary. We will test the fire alarms weekly and record the date of the test.

Heating System

We will ensure that the heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the annual service and any repairs that are made.

Hazardous Substances

We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions.

Hiring out the Premises

When hiring out the church building to third party regular and periodic users, we will ensure that we have a signed formal contract/agreement for other organisations to use our premises. As a condition of use, those who hire the church must have and provide evidence of their own Public Liability Insurance to cover their activities and any damage or injury they may negligently do to the building, other property or persons.

Lifting Equipment

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

Manual Handling

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

Preparation of Food

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

We are registered with Cheltenham Borough Council. We have a Food Hygiene Policy which will be reviewed on an annual basis. Our Food Hygiene contact is Christine Barlow:

Slips and Trips

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

Tower and Columbarium

There is no public access. When any work is required in the tower or Columbarium there must be a minimum of two people in the Tower at any time.

Working at Height

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

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained.

Working Alone

We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety. (See Lone Working Guidelines September 2023).