

# PARISH OF WARGRAVE WITH KNOWL HILL

# HEALTH AND SAFETY POLICY

## Version No 4

### INTRODUCTION

This document has been prepared in accordance with the provisions of the Health and Safety at Work. Act 1974 and the regulations made under it. It covers the churches of St Mary's, Wargrave, and St Peter's, Knowl Hill, together with its mission church, St Paul's, Warren Row, and any other premises belonging to or leased by them.

It is in three sections:

- A. General Statement of Policy
- B. Organisation and Responsibilities
- C. Arrangements to enable implementation

This document is to be reviewed annually and amended at that time as appropriate prior to presentation to the PCC for ratification and formal signature of the Vicar.

Version 1	20 July 2009	Initial ratification by PCC
Version 2	25 Jan 2010	Ratification by PCC
	Jan 2011	Reviewed
Version 2.1	22 July 2013	Amended document ratified by PCC
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## SECTION A - GENERAL STATEMENT OF POLICY

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

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

The allocation of duties for safety matters and the particular arrangements made to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council, and sub committees where they exist and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:            *[Original signed]*

The Revd. John R. M. Cook (Vicar)

Date:              16 May 2016

Version:          Ver 4.0

## **SECTION B - ORGANISATION AND RESPONSIBILITIES**

### **1. Role of the Vicar**

The Vicar has overall responsibility for health and safety in ensuring that arrangements are in place to satisfy Health and Safety (H & S) Regulations and appropriate Codes of Practice.

### **2. Role of the Churchwardens**

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens.

### **3. Role of the Parochial Church Council (PCC)**

The PCC has general responsibility to ensure that the H & S policy is in place and implemented and to confirm appointments.

### **4. Role of the Health and Safety Officer**

The Health & Safety Officer is responsible for maintaining the H&S Policy, its day-to-day implementation and proposals for amendments. This requires:

- a. Familiarity with H & S Regulations as far as they concern church premises.
- b. Familiarity with local H & S policy and arrangements to ensure they are observed.
- c. Inspecting all areas of church activity to ensure compliance with H & S policy.
- d. The nomination and support of Responsible Persons and Area Superintendents involved in the areas and activities as appropriate and defined within this document.
- e. Advising the PCC on any resulting shortcomings in material, manning, procedures or policy and provide proposals for rectifying any such shortcomings.

### **5. Responsibility of employees and voluntary workers**

All personnel have a responsibility to co-operate in the implementation of the policy and to take reasonable care of themselves and others whilst on church business or premises. They are to:

- a. Comply with safety rules, operating instructions and working procedures.
- b. Use protective clothing and equipment when it is required.
- c. Report any fault or defect in equipment immediately to the appropriate person.
- d. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- e. Not to misuse anything provided in the interests of health and safety.

Where individuals are drawn into teams the team leader has the additional responsibility for training his operators and compliance.

### **6. Role of the 'Responsible Person'**

Responsibility for each of the various activities carried out on church premises is vested in a 'Responsible Person' nominated for that task and with qualifications appropriate to the work involved. The Responsible Persons Duties are detailed in Annex A. A list of current nominees is to be held in the H & S file in the Parish Office.

### **7. Role of the 'Area Superintendent'**

Responsibility for each of the defined areas within the church premises is vested in an 'Area Superintendent' nominated for that task. The various duties are detailed at Annex A with current nominees listed in the H & S file. They are responsible for monitoring the range of activities within their area and alerting RPs as required. They are to be briefed on that range of activities by the Safety Officer.

## SECTION C - ARRANGEMENTS

This section sets out arrangements for the implementation of policy to minimise, as far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors. A logbook is to be maintained covering H & S checks. Arrangements for routine maintenance across the range of activities are to be catalogued within the Maintenance Schedule section of the Logbook and coordinated by the Maintenance Office appointed by the PCC.

### 1. ACCIDENTS AND FIRST AID

The inventory of First Aid kits in all premises is set out at Annex B. Routine checks are to be recorded in the H & S Logbook.

Accident report forms are located in the reception areas of all the churches. In St Mary's it covers the body of the church, the vestries and the bell-ringing room; separate report forms are to be sited in the Hannen Room.

All accidents and incidents in those areas and in the churchyard are to be reported to the Responsible Person (via the Church Office where appropriate) and entered in the accident book or on an accident report form and, where appropriate, our insurers advised.

Accident books and accident records are to be regularly reviewed.

Incidents falling within the scope the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be reported to the relevant authorities by the Health & Safety Officer.

Letting agreements for outside organisations using church facilities are to set out the procedures by which details of an accident must be entered in the accident book. Separate books are kept for this purpose.

### 2. GENERAL FIRE SAFETY

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. This requires:

- a. An assessment of fire risks in the churches and associated buildings. This is carried out either as a specific exercise or as part of our general health and safety assessments and kept up-to-date on an annual basis or whenever there has been any material changes to the usage, structure, fixtures and fittings or equipment used within the buildings/property covered by the H & S Policy.
- b. That a fire can be detected in a reasonable time and that people can be warned. This may require the provision of emergency lighting.
- c. Fire drills/checks are to be carried out in accordance with the Fire and Evacuation Procedures Annex C to ensure that people who may be in the building can get out safely. Routine checks are to be recorded in the H & S Logbook.
- d. Each group of regular church facility hirers, such as a playgroup or local societies, is to appoint a "Responsible Person" who will liaise with the church on fire safety measures.
- e. Each group of occasional hirers is to conduct its activities in a safe manner with respect to fire. Such groups are to be made aware/have been informed of the fire precautions to be heeded and what to do if a fire occurs.

- f. Fire risk management clauses are to be incorporated in the “Conditions of Hire” contracts.
- g. Provision of an appropriate scale of smoke alarms, fire extinguishers and other fire protection equipment. The inventory of these items is also set out at Annex B.
- h. The appointment of a Responsible Person to monitor checks on the fire protection equipment. Routine checks are to be recorded in the H & S Logbook.
  - i. Extinguishers are to be checked monthly by the Responsible Person to ensure that they are still in place and have not been discharged and to be checked annually by an authorised contractor.
  - ii. Smoke alarms and fire blankets together with First Aid kits are to be checked monthly by the Responsible Person for those areas provided with such facilities.
- i. The development of procedures for training in fire safety and evacuation as follows:
  - iii. Sidesmen and Vergers are to be trained in fire safety procedures and marshalling for evacuation in the event of fire.
  - iv. Fire evacuation drills are to be carried out every 6 months. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed. Routine drills are to be recorded in the H & S Logbook
  - v. Actions in the case of fire and evacuation are at Annex C. Sidesmen and Vergers’ duties are to identify their responsibilities for fire and evacuation.
  - vi. The Sidemen and Vergers are to ensure that all Emergency Exit doors (both south doors and the north door) are unlocked and have clear access, both inside and out, prior to occupancy.

### **3. ELECTRICAL SAFETY**

Our policy is to minimise electrical risks, which will be done as follows:

- b. The Responsible Person is to maintain a list of all our portable electrical appliances and a record of tests.
  - i. All appliances are to have an annual safety test by a competent contractor who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting) or of the ECA (Electrical Contractors Association) or any other approved body.
  - ii. It is our policy not to sell second hand electrical goods and any unsafe equipment is to be disposed of safely.
- c. The Responsible Person is to ensure that:
  - i. Electrical installation distribution boards, plugs, cables and sockets are visually inspected quarterly to check that there are no loose connections, worn flexes or trailing leads and those necessary repairs are made. Routine checks are to be recorded in the H & S Logbook.
  - ii. The condition of each complete electrical fitting and all flexible leads is to be checked when light bulbs are changed on the fitting in question and repairs completed if necessary.
- d. The following are included in the Maintenance Schedule as recorded in the H & S Logbook:
  - i. Every five years, the fixed electrical system is inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work is carried out.

- ii. The lightning conductor system is to be examined and tested annually by a competent specialist firm of engineers.
- e. All employees and voluntary workers are to ensure that:
  - i. All electrical equipment is visually checked before use. No attempt is made to repair or use faulty equipment. All faults are reported as soon as possible to the Responsible Person.
  - ii. Flexible cables are so positioned and protected that they do not constitute a tripping hazard and are not subject to mechanical damage.
  - iii. Equipment not in use for long periods is switched off and disconnected.
  - iv. The responsibility for electrical equipment brought onto and used on church premises remains that of the owner of such equipment.

#### **4. GAS EQUIPMENT SAFETY**

Gas boilers and other gas appliances are maintained and checked annually by a qualified contractor. The Responsible Person in respective churches is to monitor those arrangements and record them in the Maintenance Schedule. Any necessary work required for safety is to be implemented immediately.

#### **5. HAZARDOUS SUBSTANCES**

Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

The Responsible Person in respective churches is to maintain an appropriate list of all Hazardous Substances used in its premises and in the format identified at Annex D.

Chemicals are not to be mixed and are not to be stored in unmarked containers.

For all hazardous substances, which include substances marked as "Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment", data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

#### **6. SAFETY OF PLANT AND MACHINERY**

The Responsible Person maintains a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- a. Employees and voluntary workers do not operate plant or machinery that they are not trained and authorised to use. Competence lists are to be maintained within the H & S Log Book.
- b. Before using any item of plant or machinery, a check is made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
  - i. Any defect and damage found to any item of plant or machinery is reported to the Responsible Person.
  - ii. The equipment is not used until repaired or replaced

- c. The appropriate personal protective equipment to be worn when operating the item of plant or machinery is listed at Annex E.
- d. Machinery is switched off before any adjustments are made. After carrying out maintenance and adjustments, all guards are replaced before the machinery is restarted.
- e. Employees and voluntary workers do not ride on any parts of machinery not intended for that use.
- f. Persons under the age of 18 may use hand tools but are not permitted to operate any power driven item of plant or machinery.
- g. Ladders are used only when they can be safely secured and only in dry conditions. They are used only when there are 2 people available for carrying out the work in hand. Ladder ties are to be used with the long ladders. Ladder safety guidelines are set out at Annex F
- h. All maintenance of equipment and associated inspections are to be recorded in the H & S Logbook.
  - i. All equipment is to be regularly maintained.
  - ii. All long ladders and the font cover lifting equipment are to be tested annually by a competent person.
  - iii. The font cover lifting equipment is to be tested by a competent person before use.
  - iv. Bells and bell mechanisms are to be inspected annually by a competent person.

## **7. SLIPS, TRIPS AND FALLS**

To reduce as far as is reasonably practicable the risk of slips, trips and falls The Responsible Person is to carry out routine checks of floors and stairs in church premises and all paths and steps in the churchyards. Checks are to be recorded in the H & S Logbook. Particular note is to be made of moss, algae and leaves on paths. Reported defects will be investigated and arrangements made for repair.

## **8. LIGHTING**

The Responsible Person is to measure light levels when requested by those responsible for individual areas within the church if doubt exists that lighting levels are adequate. The Responsible Person will advise as to the adequacy of the light levels and recommend action to be taken.

The Responsible Person is to replace light bulbs when notified by those responsible for specific areas within the church. When doing this he/she will inspect the associated light fittings to ensure satisfactory wiring and mechanical condition. Repairs will be completed as necessary.

## **9. WORKING AT HIGH LEVELS**

The guiding principle for all work carried out above ground standing level is to be a 2-person activity working as a team. No person is left working out of sight at high level (such as on the church roof) unless his/her team mate is at the bottom of the access ladder. Additionally, activities covered by this section are undertaken only by persons willing to carry out the activities and who have received appropriate safety training. If access for a particular activity is not achievable by standing at ground level, three additional height levels are considered:



- a. access for the activity is achievable by the use of stepladders.
- b. access for the activity is achievable from ladders, which may be of multiple sections.
- c. access for the activity is only possible by the use of staging, scaffolding or special equipment.

Examples of the types of activity are;

**Level A:** Gaining access to storage areas in the Parish Office; changing light bulbs in the Parish Office and St Mary's clergy vestry; changing the light bulbs within the St Mary's nave where fittings are suspended from the roof by long chains (i.e. the "low level" light fittings in the church). Suitable stepladders are kept within the church building.

**Level B:** Gaining access to the roofs of the Parish Office area to inspect for leaks; gaining access to the church low level gutters to clear debris; gaining access to the central roof gully between the nave and south side of the church to clear debris. The necessary extending ladders are stored under the boiler room access hatch.

**Level C:** Gaining access to change the high level light fittings in the St Mary's nave or south side; gaining access to the church roof flood lighting fittings. Contractors only are to carry out work at these heights. The Responsible Person will approve the relevant method statements of the contractors to be employed for these activities.

Access to the upper chamber and roof of the Church Tower requires two able persons, wearing hard hats. Only one person will climb the access steps/ladder at any time, with the second person in attendance. Prior to accessing the roof, the person signs a fitness check document kept in the Parish Office; has to wear a hard hat and wear and use the safety harness after being trained in its use; if approaching the perimeter of the roof needs to be tethered to prevent a fall from the roof.

## **10. PREPARATION OF FOOD**

The appropriate regulations governing the preparation and storage of foodstuffs will be followed. This requires that.

- a. Food handlers receive adequate instruction, training and supervision.
- b. Prior to preparation, all surfaces coming into contact with food must be washed down and disinfected.
- c. Food stuffs be prepared only in the following areas:
  - i. Hannen Room kitchen.
  - ii. St Peter's kitchen.
- d. Only those persons who have received the appropriate training are authorised to prepare and serve foodstuffs. The Responsible Person will nominate those individuals.
- e. Hirers who wish to provide foodstuffs be advised of the facilities and procedures.

Storage and cooking of foodstuffs is not allowed. Assembly of food cooked elsewhere is permitted where the assemblers have been appropriately trained in food hygiene

## **11. MANUAL HANDLING**

The range of lifting and handling tasks involved in and around church premises is set out at Annex G together with the guidelines for undertaking these tasks. Our policy is:

- a. To eliminate the need for manual handling as far as is reasonably practicable. Where this is not possible risk assessments are to be carried out and use made of lifting aids, including trolleys, lifts and hoists.
- b. To provide instruction to all those employees and voluntary workers who are required to undertake manual handling duties.
- c. To provide the lifting and handling aids for specific tasks.

## **12. DISPLAY SCREEN EQUIPMENT**

Our policy is to assess the risks to all habitual users of computer workstations. The Responsible Person is to carry out the necessary risk assessments to reduce those risks to the lowest level possible.

Daily work routines should involve periods away from the screen.

## **13. HAZARDOUS BUILDINGS AND GLAZING**

Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. This requires that:

- a. The buildings are to be routinely, visually checked by the Responsible Person and the checks recorded in the H & S Logbook.
- b. Any defects noted are to be reported without delay and work put in hand for repairs.
- c. Where necessary, temporary measures are to be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

All glass in windows below waist height and in doors and beside doors below shoulder height is to be of a safety material or protected against breakage.

## **14. SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS**

We are committed to implementing the guidance given in the Diocese of Oxford Safeguarding Handbook for the protection of children and vulnerable adults. The Parish Safeguarding Policy is reviewed annually by the PCC.

A permanent record is to be maintained of all incidents involving children.

## **15. SECURITY OF PERSONS AND PROPERTY**

Risk Assessments have been undertaken to assess the risks to persons working alone in the churches, travelling to and from church, accepting persons into their homes and handling cash and other valuables.

- a. A security alarm covers the Parish Office and vestry area with a remote-controlled lock installed on the entrance door from the churchyard. At all times when the Parish Office is in use access through this door is to be controlled. The doors leading from this area to the church are to be kept on the lock when one person is alone in the building. The alarm is to be set whenever the rooms are vacated.

- b. A key list is to be kept for each church covering safe keys and door keys to church premises and identifying the key holders. Keys not in personal custody will be held in a discrete location.

Our policy is to restrict the keeping and handling of cash on the premises to a minimum at all times.

Procedures for the handling and transit of cash and valuables are at Annex H.

## **16. MAINTENANCE OF CHURCHYARDS AND MILL GREEN**

- a. Managing the safety of burial ground memorials is to be conducted in accordance with Ministry of Justice guidance dated January 2009. Contractors will carry out all grave-digging. The Responsible Persons for the respective graveyards are to maintain the appropriate records of inspections and actions.
- b. Dedicated teams carry out the grass cutting under team leaders acting as the Responsible Person for their area of activity. Grass-cutting guidance covering safety equipment and mowing equipment is at Annex I. The Responsible Persons are to ensure that safety equipment is available and that mowing equipment is safe for use.
- c. Routine checks on gravestone safety and the condition of trees are to be recorded in the H & S Log Book.

## **17. AD HOC ACTIVITIES**

- a. To meet our obligations under The Management of Health and Safety at Work Regulations 1999, risk assessments will be carried out for any ad hoc activities that may carry significant risk.
- b. Outings and ad hoc social events are to be assessed on a case by case basis and a note made.

## **18. CONTRACTORS**

Anyone entering 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:

- a. Have their own health and safety policy (where required by law) and are able to provide a copy of the same.
- b. Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
- c. Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
- d. Where contractors bring plant and machinery onto the church premises they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
- e. 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.
- f. 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 and will only be granted following approval of their method statement.

The Responsible Person will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations 2007.

## 19. ALARM STRATEGY

The church alarm is intended to deter break-ins and give an alert of unauthorised entry. The alarm is not connected to a remote response service but operates local sounders only.

### **Action in the event the alarm sounds**

- a. **If the alarm sounds on no account should a lone person respond immediately to the alarm.** Intruders may still be present. Intruders should be considered a personal threat and should not be confronted.
- b. If it is suspected intruders may be present, the Police should be called immediately.
- c. Whenever possible, the first responder should be accompanied by at least one other person. If there is only one person available they should summon assistance and/or the Police and await support before approaching the building. The building should be approached with caution to ensure there are no intruders still present particularly where forceful entry may have been made. If the building is believed to be vacant, the building should be searched by more than one responder. If there has been forced entry this must be reported to the Vicar and/or the Churchwarden for further action.
- d. If the event was a false alarm the alarm should be reset and checked. If it cannot be reset it may be that there is a system fault. If this is thought to be the case, the building should be secured and the fault should be reported to the RP/Churchwarden for attention by a specialist alarm company.

## 20. ENFORCEMENT AND INFORMATION

This policy will be reviewed annually and updated in accordance with changes to legal directives on Health and Safety.

Supplementary information concerning the Health and Safety authorities is set out at Annex J.

## **ANNEXES**

### List of Annexes

#### Annexes:

- A: Responsible Person and Area Superintendent Duties
- B: Fire and Safety Equipment Inventory and Locations.
- C: Fire and Evacuation Procedures
- D: Hazardous Substances List
- E: Protective Equipment List
- F: Ladder Safety Guidelines
- G: Lifting and Handling Tasks and Support Requirements
- H: Handling and Transit of Cash and Valuables
- I: Grass-cutting Guidelines
- J: Supplementary Information.

## RESPONSIBLE PERSON AND AREA SUPERINTENDENT DUTIES

The Safety Officer for the Parish is Doug Clark. Current holders of H & S positions are confirmed as follows:

<b>a. St Mary's</b>		
<b>1. By Activity</b>	<b>Reference</b>	<b>Responsible Person</b>
Accidents & Processing of Reports	C 1	Christine Walker
First Aid Equipment		
Fire Safety	C 2	
Equipment		Peter Mayes
Procedures & Training		Christine Walker
Electrical System & Safety	C 3	Christine Walker
Gas Equipment Safety	C 4	Peter Mayes
Hazardous Substances	C 5	Peter Mayes
Plant & Machinery General Safety	C 6	Christine Walker
Bells		John Coombes
Condition of Internal Flooring and Stairs	C 7	Peter Mayes
External Paths and Steps		
Lighting & Bulb Changing	C 8	Christine Walker
Working at High Levels	C 9	Christine Walker
Food Preparation	C 10	Christine Walker
Manual handling	C 11	Christine Walker
Display Screen Equipment	C 12	Kim Moul
Building Defects/Glazing	C 13	Peter Mayes
Safeguarding	C 14	Margaret Snell
Security of Premises	C 15	Christine Walker
Personal Safety		Kim Moul
Outside Maintenance	C 16	
Graveyard Grass Cutting Team		Bob Austen
Graveyard Grass Cutting Equipment		Barry Knox
Safety of Memorials & trees		Peter Mayes
Mill Green including trees		Peter Mayes
Mill Green Grass Cutting Team		John Fryer
Chalk Pit Cemetery		Peter Mayes
Ad Hoc Activities	C 17	Bob Austen
Outings		
Contractors	C 18	Peter Mayes
<b>2. By Area</b>		<b>Area Superintendent</b>
Main body of church		Christine Walker
Clergy & Choir Vestries		Kim Moul
Parish Office		Kim Moul
Organ		Peter Dart
Ringing & Bell Chambers		John Coombes
Boiler Room		Peter Mayes
Building Exterior & Churchyards		Peter Mayes
Hannen Room & Kitchen		Cynthia Coombes
Mill Green & access roads		Peter Mayes

**b. St. Peter's**

<b>1. By Activity</b>	<b>Reference</b>	<b>Responsible Person</b>
Accident Book/Accident Reporting	C 1	David Manning
Fire Safety	C 2	David Manning
Electrical System & Safety	C 3	Sandra Baker
Gas Equipment Safety	C 4	David Manning
Hazardous Substances	C 5	David Manning
Plant and Equipment	C 6	David Manning
Condition of Floors and Stairs	C 7	David Manning
Lighting	C 8	David Manning
Working at High Levels	C 9	David Manning
Food Preparation	C 10	Sandra Baker
Manual Handling	C 11	David Manning
Display Screen Equipment	C 1 2	David Manning
Building Defects/Glazing	C 13	Sandra Baker
Safeguarding	C 14	Sandra Baker
Security of Premises & Personnel	C 15	David Manning
Maintenance of Churchyards	C 16	David Manning
Dustbins		
Ad Hoc Events	C 17	Sandra Baker
Contractors	C 18	Sandra Baker

  

<b>2. By Area</b>	<b>Area Superintendent</b>
Main body of church	David Manning
Vestry	David Manning
Kitchen	Sandra Baker
Balcony	David Manning
Organ	Hilary Buckle
Churchyards	David Manning

**c. St. Paul's**

<b>1. By Activity</b>	<b>Reference</b>	<b>Responsible Person</b>
Accident Book/Accident Reporting	C 1	Sandra Baker
Fire Safety	C 2	Sandra Baker
Electrical Safety	C 3	Sandra Baker
Hazardous Substances	C 5	Sandra Baker
Plant and Equipment	C 6	David Manning
Condition of Floors and Stairs	C 7	Sandra Baker
Lighting	C 8	Sandra Baker
Working at High Levels	C 9	Sandra Baker
Building Defects/Glazing	C 13	Sandra Baker
Safeguarding	C 14	Sandra Baker
Security of Premises & Personnel	C 15	David Manning
Ad Hoc Activities	C 17	Jill Hendry
Contractors	C 18	Sandra Baker

  

<b>2. By Area</b>	<b>Area Superintendent</b>
Main body of church	David Manning
Vestry	David Manning
Organ	Hilary Buckle
Churchyards	David Manning

## FIRE AND SAFETY EQUIPMENT INVENTORY AND LOCATIONS

1. First Aid boxes are located as follows:

- a. St Mary's                      Adjacent to the South Door entrance  
                                        Parish Office  
                                        The Hannen Room kitchen  
                                        The bell-ringing room
- b. St Peter's
- c. St Paul's

2. Fire extinguishers are kept in the following locations:

Church	Location	Type of Extinguisher and Capacity
a. St Mary's:	Church Nave	3 x Chubb Water 6 litre 1 x Chubb CO <sub>2</sub> 2 kg
	Church Vestry	1 x Chubb CO <sub>2</sub> 2 kg 1 x Chubb Water 6 litre
	Church Belfry	1 x Chubb Powder 6 litre
	Hannen Room	1 x Chubb CO <sub>2</sub> 2 kg 1 x Chubb Water 6 litre
	Vicarage	1 x Chubb Powder 3 kg                      1 x Chubb Water 6 litre
b. St Peter's:		2 x Chubb CO <sub>2</sub> 2 kg 3 x Chubb Foam
c. St Paul's Mission Church:		1 x Chubb Foam 1 x Chubb CO <sub>2</sub> 2 kg

3. Fire blankets are located as follows:

- a. St Mary's in the Hannen Room kitchen.
- b. St Peter's kitchen.

4. Smoke Alarms are located as follows:

- a. St Mary's Parish Office and in the Hannen Room.
- b. St Peter's kitchen.
- c. St Paul's Meeting Room.



## **FIRE AND EVACUATION PROCEDURES**

The guiding principle is 'People before Property'.

### **Action in the case of fire**

Immediately raise the alarm (no matter how small the fire may be).

Telephone the emergency services.

Check the building for occupants.

Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.

If 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.

Evacuate to the designated assembly point.

Ensure clear access for the emergency vehicles.

### **Evacuation Procedures**

The procedures for stewarding and evacuation are as follows:

1. All designated fire doors must be clearly marked as fire exits using the "Running Man" symbol.
2. A check must be made that all doors are unlocked and can be opened with clear access before services or concerts commence.
3. A steward must be allotted to each door and be briefed on his/her responsibility for marshalling persons in a specific part of the church.
4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards.
5. Torches must be available for each steward.
6. In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building, if appropriate, will be made by the officiating person..
7. Persons will assemble on Mill Green beyond the Lych gate.
8. For each event a person will be nominated who will carry a mobile phone and contact the emergency services immediately in the case of fire.

### HAZARDOUS SUBSTANCES LIST

<b>Name</b>	<b>Hazard</b>	<b>Storage</b>	<b>Protection</b>	<b>Accident Procedure</b>
Paraffin	Low	Locked metal storage box.		
Petrol	Low	In appropriate containers Locked in off-site shed		
Bleach products	Low	Locked cupboard	Rubber gloves	If splashed in eyes wash immediately with copious amounts of water
Oven cleaner and de-scaler	Low	Locked cupboard	Rubber gloves	As directed on container

### PROTECTIVE EQUIPMENT LIST

<b>Plant Activity</b>	<b>Protective equipment used:</b>	<b>Hazards/Comments</b>
Mower operation	Safety eyewear Substantial shoes. Sandals and open-toe footwear are not acceptable.	Flying stones, shards of stone from tombstones, branches in eyes
Strimmer operation	Ear defenders Safety eyewear	High noise levels Protect legs
Chainsaw operation	Ear defenders Hard hat Industrial gloves	High noise levels Ensure chain guard is always in place. Be wary of falling branches.
Working from ladders	Industrial gloves. Shoes with good tread pattern. One-piece outer garments such as boiler suits are preferred in order to avoid loose clothing getting caught on protrusions.	Guard shins. Avoid slips. No ladder use in wet weather. Guard against loose clothing snagging on ladder rails/ends.
Accessing Bell Chamber	Ear defenders, hard hat. Safety harness	Bells may sound without warning. Beware obstructions about the head.
General	Hazardous Activity Warning signs. Posts and Warning Tape or bollards and warning signs to cordon off areas if necessary for public safety.	To warn and protect public that Hazardous Activities are being carried out in the immediate area.

## LADDER SAFETY GUIDELINES

### Leaning ladders check before use

Do a daily pre-use check (include ladder feet)

- Secure it
- Ground should be firm and level
- Maximum safe ground side slope 16° (level the rungs with a suitable device)
- Maximum safe ground back slope 6°
- Have a strong upper resting point (not plastic guttering)
- Floors should be clean, not slippery

### Leaning ladders in use

- Short duration work (maximum 30 minutes)
- Light work (up to 10 kg)
- Ladder angle 75° - 1 in 4 rule (1 unit out for every 4 units up)
- Always grip the ladder when climbing – maintain 3 points of contact at all time (hands and feet)
- Do not overreach - make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task
- Do not work off the top three rungs – this provides a handhold

### Set up for Stepladders

- Daily pre-use check (feet included)
- Ensure there is space to fully open
- Use any locking devices
- Ground should be firm and level
- Floors should be clean, not slippery

### Stepladders in use

- Short duration work (maximum 30 minutes)
- Light work (up to 10 kg)
- Do not work off the top two steps (top three steps for swing-back/double-sided stepladders) unless you have a safe handhold on the steps
- Avoid side-on working
- Do not overreach – make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task

## LIFTING AND HANDLING TASKS AND SUPPORT REQUIREMENTS

The following lifting and handling tasks have been identified and are performed under the following conditions:

Handling Task	Method, persons, equipment
Move brass "eagle" lectern to/from raised platform from/to nave.	Always at least 2 persons on account of very heavy weight.
Move nave altar to/from raised platform from/to nave.	2 persons minimum in view of bulk and weight.
Re-position piano for evening services/other functions and return afterwards.	2 persons minimum
Carry plastic chairs to and fro the Hannen Room and church.	As many volunteers as possible. 4 chairs max per trip per person.
Bring/return raised staging and fittings from churchyard shed to church nave.	As many volunteers as possible. 2 people per square section of stage.
Remove/return ladders from boiler room hatch and carry to/return from work area.	2 persons minimum. Long ladders to be taken out/replaced in boiler room area by 2 persons per section of ladder at a time.
Erect/dismantle long 2-section ladders up to gutter level	2 persons minimum; one at least to be of tall build and having strong back. Top of ladder should be tied to fixed anchorages at gutter level.

It is PCC policy that every effort should be taken to ensure that no one who does any work for the Parish, either full time, part time, paid or volunteer, or contractor, should come to any harm during the course of that work.

Every person engaged in any work for the Parish should therefore make every effort to ensure that they work in a safe manner, and that by their acts or omissions, do not cause harm to themselves or others.

Manual handling guidelines for employees, contractors and volunteers are set out in the Appendix to this annex.

Appendix: Manual Handling Guidelines for Employees, Contractors and Volunteers

## **MANUAL HANDLING GUIDELINES FOR EMPLOYEES, CONTRACTORS AND VOLUNTEERS**

"Manual handling operation" means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.

People with Medical Restrictions should always err on the side of caution when attempting a manual handling task.

Before becoming validated, the Person will have read this Safe System of Work, and demonstrated the ability to carry out a manual handling operation.

Manual handling techniques are in place to prevent injury, primarily back injury. The human musculoskeletal system is 'designed' for and benefits from loading and activities. Improper or overloading can cause short term or permanent damage, such as Sciatica (a general term for pain caused by pressure on a nerve in the spine, can be linked to a slipped disc). Potential injuries are avoidable if correct manual handling methods are followed:

For a manual handling operation the following procedure should be followed:

### **Job Assessment: T I L E**

Before any manual handling operation the job must be assessed.

There are four areas to assess:

### **T**ask **I**ndividual **L**oad **E**nvironment

#### **Task:**

- a) Where is the item you are lifting going?
- b) Is there a clear route?
- c) Is there space to put the item down?
- d) Is there another way it can be done – push/pull/roll or use a manual handling aid? *If a manual handling aid is provided then this **must** be used*
- e) What could happen and how do you prevent/take it into account?
- f) If you need to stop the operation part way through, how?
- g) Are there any obstacles that you will have to deal with, i.e. steps? Furniture?

#### **Individual:**

- a) Is there anyone involved who has a reason not to complete the lift? For example, a pregnant person should not be lifting any heavy loads
- b) Different people are capable of lifting different loads safely, it is up to the individual to assess whether it is a sensible load for them to lift.

#### **Load:**

- a) How heavy is it?
- b) Where is the centre of gravity and can this move?
- c) Can you make a good grip?
- d) Is it an awkward shape?
- e) Are there any sharp edges?
- f) Is the load hot/cold?
- g) Could the load be slippery?

#### **Environment:**

- a) Is the area well lit?
- b) Slippery floor?

- c) Uneven floor?
- d) Other people in the area

### **Establish and maintain the correct posture**

From a physiological point of view, the gentle 'S' shape of the spine should be maintained at all times.

To maintain this shape you must minimise flexion (bending forward), extension (bending backward) and twisting of the spine. This can be achieved if you:

- a) **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
  - b) **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
  - c) **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
  - d) **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting). Keeping your head up and sticking your bottom out will help maintain the gentle 'S' shape.
  - e) **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
  - f) **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time. If a turn to the left or right is needed immediately after the item has been lifted, point the lead foot in the direction you want to turn before starting the lift. This ensures that you twist your hip not your spine.
  - g) **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
  - h) **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
  - i) **Put down,** then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.
- Establish and maintain the correct posture

### **EXAMPLES OF MANUAL HANDLING ISSUES**

(These are not exhaustive, and are meant as examples only, which can be applied to St Marys, St Peters, St Pauls and other church areas such as the Hannen Room).

Areas may be overcrowded. Storage Areas may be difficult to access. Heavy items stored on high shelves. Floor used for storage.

Areas may be inadequately lit. Church furniture, such as lecterns, candlesticks, tables, altars, pianos, cupboards, may be too heavy for one person, or awkward to lift, or have sharp points or edges that can cause injury.

Churches may have uneven floors, steps or carpeting.

Bending to clean between pews or tidy kneelers

Inadequate lighting or uneven ground around church grounds / outbuildings

## VALIDATION QUESTIONS AND ANSWERS

The Person will be asked all questions and must answer the entire mandatory and at least half the additional questions correctly to satisfy the validator of their understanding of this Safe System of Work.

## MANDATORY QUESTIONS AND ANSWERS

Have you read and understood these Manual Handling Instructions?

YES

What should you do before you commence a manual handling task?

YOU SHOULD ASSESS THE TASK BY APPLYING 'TILE'

Describe how you would use 'TILE' to assess a task

### Task:

- Where is the item you are lifting going?
- Is there a clear route?
- Is there space to put the item down?
- Is there another way it can be done – push/pull/roll or use a manual handling aid? *If a manual handling aid is provided then this **must** be used*
- What could happen and how do you prevent/take it into account?
- If you need to stop the operation part way through, how?
- Are there any obstacles that you will have to deal with, i.e. steps? Furniture?

### Individual:

- Is there anyone involved who has a reason not to complete the lift? For example, a pregnant person should not be lifting any heavy loads
- Different people are capable of lifting different loads safely, it is up to the individual to assess whether it is a sensible load for them to lift.

### Load:

- How heavy is it?
- Where is the centre of gravity and can this move?
- Can you make a good grip?
- Is it an awkward shape?
- Are there any sharp edges?
- Is the load hot/cold?
- Could the load be slippery?

### Environment:

- Is the area well lit?
- Slippery floor?
- Uneven floor?
- Other people in the area

What is the key to a good lift?

CORRECT POSITIONING OF FEET

Describe the correct grip?

USE THE PALMS OF YOUR HANDS AND NOT THE FINGER TIPS

If an object is too heavy to lift, what should you do?

SEEK HELP OR USE LIFTING AIDS

Which incorrect lifting position causes most harm to your back?

TOP HEAVY BENDING

What is "Correct Posture"?

MAINTAINING THE SPINE IN A GENTLE 'S' SHAPED CURVE

In which position is most pressure exerted on the spine?

SITTING

What should you keep up and what should you stick out?

HEAD UP, BOTTOM OUT

## ADDITIONAL QUESTIONS AND ANSWERS



Why is incorrect posture harmful?

**IT CAUSES STRAIN TO THE LIGAMENTS AND TENDONS SUPPORTING THE SPINE**

The twisting movement often used when handling is extremely harmful to your back. How can you minimise this twisting movement?

***MOVE YOUR FEET RATHER THAN TWISTING YOUR BACK***

If you are in an area where it is difficult to apply all manual-handling principles, what should you do?

***APPLY AS MANY MANUAL HANDLING PRICIPLES AS POSSIBLE***

Many people find their heels rise up during a lift, what are the two common causes of this?

***A BASE WHICH IS TOO NARROW AND ATTEMPTING TO BEND DOWN TOO FAR/ TOO LOW***

### **HANDLING AND TRANSIT OF CASH AND VALUABLES**

Cash or valuables held on the premises are to be kept locked in the Church safe.

Where cash on the premises is being counted, collated, or checked in any way, 2 persons should be present.

When cash in excess of £5,000 or valuables are removed from the premises, or are in transit, at least two able bodied persons must be in attendance at all times. This is an insurance requirement with which we must comply.

No sum of cash belonging to the Church shall routinely be kept overnight in a private house in excess of £500.

## GRASS CUTTING GUIDANCE

Grass cutters should use certain items of protective equipment when operating. The Church has made the following equipment available for use by those involved in grass cutting.

**Persons under the age of 18 should not use motor or electrical power tools.**

**Goggles.** On the perimeters of the grassed area, it is very easy for the rotary mowers to kick-up stones and this does happen frequently, although the stones may not often fly high into the air. However, it would take only one of these to land in the wrong place to ruin somebody's eyesight. Most people need to mow areas with a substantial risk of disturbing stones so please wear eye protection.

**Ear Defenders.** The petrol-powered trimmers are very noisy and wearing these as well as goggles is recommended for the operator.

**Clothing.** Some team members prefer to wear shorts for grass cutting on the warmer days. For the same reason that stones kicked-up could be a problem to the eyes, there is a greater likelihood of minor injuries to the legs from stones. It is therefore recommended that long trousers should always be worn for churchyard maintenance.

**'Men at Work' Sign.** There is now a sign in the shed which team leaders should put on the church path close to the Lych Gate.

**First Aid Kit.** There is a first aid kit in the shed, as well as one in the Church adjacent to the main door.

### **Notes on Mowers.**

Report any machine fault to the Responsible Person.

All the mowers use unleaded petrol.

The trimmers and blow vac use 2-stroke mixture.

All the other equipment uses unleaded petrol.

Machines are to be cleaned before being put into storage.

### **Storage of Fuel**

Fuel must only be stored in containers specifically made for fuel. Mixed 2-stroke fuel is stored in the red 5 litre cans. Unleaded petrol is stored in the green 10 litre cans.

Periodically the containers should be checked for leaks and replaced if found to be faulty.

Fuel is only to be stored in the shed at the Vicarage.

## **SUPPLEMENTARY INFORMATION**

St Mary's Church, Wargrave, is in Wokingham Borough with St Peter's, Knowl Hill, and St Paul's, Warren Row in Maidenhead Borough. The following addresses apply:

### **Environmental Health Service Information**

St Mary's comes under the jurisdiction of:

Environmental Health Department  
Wokingham Borough Council  
Shute End  
Wokingham RG40 1WW

Tel: 0118 974 6360 Fax: 0118 974 6401

Contact: The Principal H & S Officer

St Peter's & St Paul's come under the jurisdiction of:

Environmental Health Department  
Windsor & Maidenhead Borough Council  
York House  
Sheet Street  
Windsor  
SL4 1DD

Tel: 01628 683800 Fax: 01628 685757

Contact: No specific name or title available

### **Employment Medical Advisory Service Information**

The Medical Advisory Service is part of the H & S Executive & able to provide guidance on health matters. The Basingstoke HSE Office covers the whole of Berkshire including the Wokingham & Windsor with Maidenhead Borough Councils.

Health & Safety Executive  
Priestley House  
Priestley Road  
Basingstoke  
RG24 9NW

Tel: 01256 404000 Fax: 01256 404100

HSE Books information line: 01787 881165