

The Church Of The Good Shepherd

Crookhorn Lane, Waterlooville, PO7 5QB



Health and Safety Policy

Approved by:

Date:

Vicar

Review Date:

Acknowledgement

This policy is based on the policy available from Ecclesiastical Insurance.

To: all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

Revd Canon Peter Hall

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The Church Of The Good Shepherd
Health and Safety Policy

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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, and its grounds.

The allocation of duties for safety matters and the particular arrangements that we will make 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 and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

This policy should be reviewed at least annually, or more frequently if there are major changes to the building or activities.

B ORGANISATION AND RESPONSIBILITIES

1 Responsibility of the Priest in Charge

Overall responsibility for health and safety is that of the Priest in Charge the who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2 Responsibility of the Churchwardens

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

3 Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

4 Responsibility of the Maintenance Team

The Maintenance Team is responsible for the general upkeep of the building, advising the PCC on Health and Safety matters as required, for the planning and implementation of any major changes necessary to the building to meet health and safety requirements, and for ensuring that any other major changes are made in accordance with this policy.

5 Responsibility of the Health and Safety Officer

The Health and Safety Office carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

The responsibilities of the health and safety officer shall be to:

- 1 be familiar with health and safety regulations as far as they concern church premises
- 2 be familiar with the health and safety policy and arrangements and ensure they are observed
- 3 ensure so far as is reasonably practicable, that safe systems of work are in place
- 4 ensure the church is clean and tidy
- 5 ensure the grounds are properly maintained including the safety of trees and bushes, and that grass is kept cut
- 6 ensure that safety equipment and clothing is provided and used by all personnel where this is required

- 7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 8 ensure that adequate access and egress is maintained
- 9 ensure adequate firefighting equipment is available and maintained
- 10 ensure that food hygiene regulations and procedures are observed.

6 Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- 1 comply with safety rules, operating instructions and working procedures
- 2 use protective clothing and equipment when it is required
- 3 report any fault or defect in equipment immediately to the appropriate person
- 4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- 5 not misuse anything provided in the interests of health and safety.

7 Responsible persons

Section F lists the people responsible for the various areas and activities of the church.

C ARRANGEMENTS

This section sets out our arrangements 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.

1 Accidents and first aid

First aid boxes are located in:

Location	Type
Prayer Room	General use
Church Office	For outside activities
Kitchen	For catering use only

Trained/qualified first aiders are listed in section F2.3.

The accident book is located in the Church Office.

All accidents and incidents are entered in the accident book and our insurers advised.

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed.

1.1 RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work or unable to perform their normal duties for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

For most types of incident the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1 of the Regulations). A report must be received within 10 days of the incident.

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately.
- accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident but including any days which would not have been

working days) but which do not fall into the above category, must be reported within fifteen days.

- accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- reportable diseases, as defined by the regulations, must be reported to the enforcing authority. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculoskeletal disorders.

1.2 Accident reporting

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

All incidents can be reported online but a telephone service exists for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

1.3 Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

2 Fire safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
- a check that a fire can be detected in a reasonable time and that people can be warned
- a check that people who may be in the building can get out safely including the provision of emergency lighting and fire exit signage
- to provide reasonable firefighting equipment
- a check that those in the building know what to do if there is a fire
- a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
Hall (near rear emergency exit)	Water 3 litre Carbon Dioxide 2 Kg
Hall (near front emergency exit)	Water 3 litre
Lounge	Water 3 litre
Kitchen	Carbon Dioxide 2 Kg
Den	Water 3 litre
Kitchen	Carbon Dioxide 2 Kg
Office	Carbon Dioxide 2 Kg

The extinguishers noted are checked every month by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by Chubb Fire and Security Ltd

2.2 Fire alarm system

The building is fitted with a fire alarm system that consists of call points next to the building exits and bells to notify of a fire alarm.

Location	Type
Hall (next to rear emergency exit)	Call point
Hall (next to front emergency exit)	Call point
Hall (north wall)	Bell
Lounge (next to front door)	Call point
Lounge (next to kitchen)	Reset panel
Den (next to rear door)	Call point
Den (north wall)	Bell
Den (electrical distribution board cupboard)	Power supply
Prayer room (next to emergency exit)	Call point

The system is checked as part of the building monthly checks (see section E2).

The alarm system is checked annually by Balance Systems Ltd.

2.3 Other fire protection equipment

There is a fire blanket in the kitchen. This is checked as part of the building monthly checks (see section E2).

The fire blanket is checked annually by Chubb Fire and Security Ltd.

2.4 Evacuation procedure

For large services and concerts, where the congregation/audience exceeds 200 or a large number of people unfamiliar with the building are expected, our procedures for stewarding/evacuation are as follows:

1. All designated fire doors must be unlocked before the service/event commences, including the front door
2. A check must be made that all doors can be opened
3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church:

Door	Area of church	Fire Extinguisher
Hall main / front	Lounge and Prayer Room	By front door
Hall rear fire escape	Hall rear	By hall rear fire escape
Hall front fire escape	Hall front	By hall front fire escape

4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards
5. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the person leading the service.

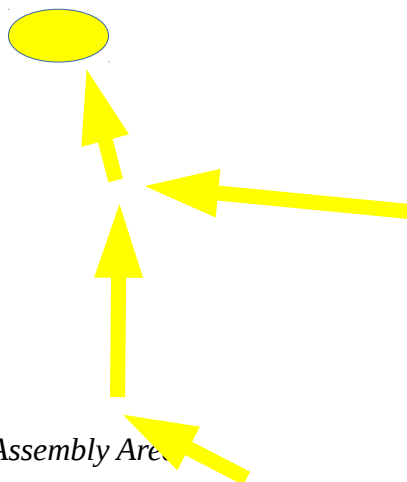


Illustration 1: Assembly Area

6. Persons will assemble at the path junction behind the Phoenix Centre and between Wakefield Court and Elsie Fudge House
7. The emergency services will be contacted immediately by a nominated person using a mobile phone or the telephone located in the office.
8. The person leading the service will designate one or more people to check that the building is evacuated. These persons shall check the entire building.
9. The person leading the service will designate one person to wait outside the building and liaise with the emergency services. This person should normally be a member of the maintenance team, where one is available.

2.5 Evacuation drills

Fire evacuation drills will be carried out every year.

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 If you discover a fire (no matter how small)

1. Immediately raise the alarm
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
5. 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. The general rule is people before property

6. Evacuate to the designated assembly point. Do not stop to collect belongings.
7. Ensure clear access for the emergency vehicles
8. Ensure that someone is available to liaise with the emergency services
9. Do not re-enter the building until given permission. If the Fire service is called, only they can give permission to re-enter the buildings
10. Do not leave the assembly point until given permission

Note: Leaving the assembly point early could mean that someone thinks that you are still in the burning building

3 Electrical safety

1. A list of all our portable electrical appliances is maintained by the responsible person
2. Every quarter plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the responsible person for action
3. Every year all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of
4. Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the responsible person for action
5. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out
6. It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained
7. 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:
 - i. Visually check all electrical equipment before use, including checking that the electrical safety check is within its validity dates
 - ii. Report all faults immediately to the responsible person
 - iii. Do not attempt to use or repair faulty equipment
 - iv. No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
 - v. Electrical equipment should be switched off and disconnected when not in use for long periods
 - vi. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage. Electrical cables crossing a floor should be fastened down or enclosed in a cable protector

Note: a cable protector should be used where a large number of people would be expected to walk on the cable

4 Gas equipment safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately

5 Hazardous substances

The responsible person will maintain a list of all hazardous substances used in the church/hall. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

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 for example:

Name of substance:	Liquid floor cleaner 'Flash'
Hazard level:	Low
Storage:	Must be kept in locked store room off the Den
Protective clothing:	Wear overalls and gloves
Accidents:	If splashed in eyes wash immediately with copious amounts of water.

A full list of hazardous substances is appended to this policy.

Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident.

Examples of other hazardous substances are: petrol, pesticides, insecticides and polishes. Some hazardous substances, such as asbestos, which may be found in boiler rooms or pigeon droppings require specialist treatment and must only be touched or removed by specialist contractors. (Consult the local Environmental Health Officer in such circumstances.)

Do not mix chemicals.

Do not store chemicals in unmarked containers.

Hazardous substances will be stored out of the reach of children and behind a locked door when not in use. Highly toxic chemicals will be stored in a locked cupboard; the key to the cupboard will be restricted to only those people with a need.

6 Safety of plant and machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use

2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use
3. Machinery must be switched off before any adjustments are made
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
5. Before using any item of plant or machinery, 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
6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
7. Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery
8. Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties
9. Any defect and damage found to any item of plant or machinery must be reported to the responsible person
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

(List all your items of plant and machinery and the rules and procedures for their use, including the appropriate personal protective equipment needed. In most cases when using machinery, boots, gloves, eye protection and overalls should be worn.)

In certain situations, such as when working in the bell tower, head protection and ear protection may be necessary. Other items of plant and machinery could include the following: ladders, lawnmowers, strimmers, chainsaws. A form to list your plant and machinery is available upon request.

11. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on
12. The following items of plant and equipment are tested by a competent person in accordance with an inspection programme:

None.

Item	Rules for use
Step ladder – tall	
Step ladder – medium	
Lawn mower – petrol	
Lawn mower – electric	
Strimmer	

7 Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every month by the responsible person of:

1. all floors and stairs in the church and hall, and
2. all paths and steps in the grounds.

Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the responsible person who will arrange for repairs or remedial measures to be carried out.

8 Lighting

In order to ensure that the church is adequately lit, an inspection will be made every month by the responsible person to ensure that all lights in the church, hall and grounds are working. Any bulbs that require replacing will be reported to who will ensure that the bulbs are replaced following appropriate safety procedures.

9 Working at high levels

The following areas are designated as high levels:

Interior: Any area requiring a ladder of over one metre in height to access.

Exterior: Roof and any area requiring a ladder of over one metre in height to access.

Only the following persons may work at high level:

- Approved contractors and competent volunteers under the supervision of the maintenance team (see F2.1).

The following procedures must be followed:

- The preferred access method is by scaffolding tower, followed by step ladders, with ordinary ladders only used where another method is unsuitable.
- Ladders should be secured against slippage if possible. Eyes are provided above the boiler room door for securing a ladder being used to access the flat roof.
- When working with someone else who is higher than shoulder level, hard hats must be worn.
- When working in a situation with limited headroom hard hats should be worn.
- Tools should be tethered, if possible. Lanyards are provided in the Safety Equipment box.
- If working in a situation where overbalancing is possible, a fall restraint harness should be worn and tethered to a suitable anchor.
- People not involved in the work should be kept clear of the area. A barrier is available.

Only the following work is authorised without special agreement:

- Replacing light bulbs.
- Refocusing, re-aiming and cleaning filters in video projectors.

The appropriate training will be given and a system of recording will detail who is working where at any time.

10 Preparation of food

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
2. We ensure that all food handlers have received adequate supervision, instruction and training
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
5. Food stuffs may only be prepared in the kitchen.
6. Only the persons who have received the appropriate training may prepare and serve foodstuffs as listed in F2.2.
7. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

11 Manual handling – lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks as listed in F2.4.

12 Display screen equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible.

The following factors will be considered when carrying out risk assessments:

- stability and legibility of the screen
- contrast and brightness of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the work station environment
- the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

13 Hazardous buildings/glazing

1. 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. In order to achieve this, the buildings are inspected every quarter by the responsible person
2. Any defects noted are immediately reported to the maintenance team and the procedures put in hand for repairs
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
4. A check is made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected
5. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage

Remember that a Faculty application may be necessary. Archdeacons can often sanction temporary repairs pending permanent arrangements being approved.

14 Child protection

We have a policy on child protection issues as set out in the current Church of England House of Bishop's Policy Document or The Church in Wales document Children and Young People: A code of good practice for use by parishes in the Church in Wales. The activities undertaken by youth groups require special attention. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms should be obtained for trips away from the parish and any particular needs of individual children noted.

Similar considerations for vulnerable adults apply.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded. A permanent record will be maintained of all accidents involving children.

15 Personal safety

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables.

Procedures must be drawn up, including the appropriate control measures. A guidance note concerning personal safety is available from Ecclesiastical.

16 Risk assessments/activities

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

For all hazardous activities, you need to carry out risk assessments and introduce procedures that must be followed. These procedures need to be based on your own situation. However, there are guidelines produced by Ecclesiastical in our Guidance Notes for Churches.

The following activities will require risk assessments. You will then need to write your own procedures and include them in this health and safety policy:

- *fêtes, including the use of bouncy castles*
- *sponsored walks, visits and outings*
- *churtyard maintenance*
- *erection of temporary staging.*

Refer to Ecclesiastical guidance notes to help you draw up your own procedures. (A specimen Risk assessment form is attached.)

17 Contractors

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

1. have their own health and safety policy (where required by law) and be able to provide a copy of the same
2. produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
3. comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation
4. where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
5. contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
6. all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake.

This 'permit to work' will also specify any safety precautions they must undertake.

(A specimen Work permit is available upon request.)

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

17.1 CDM Regulations

The Construction (Design & Management) Regulations apply to all construction work in Great Britain. You should be aware of your responsibilities under these regulations.

As a 'client' – an individual or organisation for whom construction work is being carried out, you have a number of specific duties under the CDM Regulations, which the guidance on the legal requirements summarises as:

1. Make suitable arrangements for managing a project. This includes making sure:
 - other dutyholders are appointed;
 - sufficient time and resources are allocated;

2. Making sure
 - relevant information is prepared and provided to other dutyholders;
 - the principal designer and principal contractor carry out their duties;
 - welfare facilities are provided.
3. A project is notifiable to the HSE if the construction phase will be longer than 30 days and have more than 20 workers on site simultaneously at any point in the project, or 500 person days of construction work.
4. Clients must appoint principal designers and principal contractors as soon as practicable and before the start of the construction phase, so they have enough time to carry out their duties to plan and manage the pre-construction and construction phases respectively.

18 Information and enforcement

18.1 Environmental Health Service Information:

Address:

Environmental Health
Havant Borough Council
Public Service Plaza
Civic Centre Road
Havant
PO9 2AX

Telephone: 023 9244 6017

18.2 Employment Medical Advisory Service Information:

(The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters).

Address:

Priestley House
Priestley Road
Basingstoke
RG24 9NW

Health and Safety Executive Information Line: 0300 003 1747

HSE Books: 01787 881165

18.3 Health and Safety Law poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the corridor,

D PROCEDURES

1 Use of Candles

Candles require care during their use due to their capability of setting fire to things, with the possibility for serious injury or even death and serious property damage. The principles for avoiding this are:

- Do not light them until necessary.
- Extinguish them when they are no longer necessary.
- Ensure that they are positioned away from flammable materials.
- Ensure that they can not be toppled easily.
- Do not leave them unsupervised.
- Have a method of extinguishing a fire at hand.

1.1 Liturgical Candles

Liturgical candles are those used as part of an ordinary service, for example the candles on the communion table, Paschal candles, Advent wreath. These are distinguished by being located on the stage, away from the body of the church. As such they are out of the way of members of the congregation.

- Delay lighting them until shortly before the service starts.
- Extinguish them shortly after the service ends.
- Ensure that they are positioned such that the service leader, or other people taking part, will not accidentally knock them or put clothing etc. into the flame.
- As their location means they are visible to the congregation it is not necessary to arrange explicit supervision.
- The ordinary fire extinguishers can be used in the case of a fire starting.

Note: The communion table candles are actually oil lamps. If they are knocked over it will be necessary to use a CO₂ fire extinguisher or a fire blanket to extinguish the burning oil. It will also be necessary to ensure that the fire does not spread under the stage.

1.2 Votive Candles

Votive candles are those used for the purposes of prayer. They are typically lit by members of the congregation.

- They must be placed on a sturdy, non-flammable base.
- They must be positioned out of the normal flow of traffic, so that they will not be knocked by passing persons and will not light clothing on passing persons.

- Ensure that they are held firmly upright.
- Extinguish them immediately the service/event ends.
- Have a container of water nearby in case something is accidentally set on fire.
Note: A bucket of water is probably too big to be easily handled.
- There must be someone supervising the candle's use. This person should know where the water is and where the fire extinguishers are. They may perform another function as long as they are still able to supervise the candle's use.

1.3 Candle-lit Services

Candle-lit services are challenging due to the large number of candles and people involved. As such there must be an appropriate number of suitably trained stewards on duty. The stewards should have access to a torch and have a suitable container of water nearby.

For general illumination candles:

- They must be placed on a sturdy, non-flammable base.
- They must be positioned out of the normal flow of traffic, so that they will not be knocked by passing persons and will not light clothing on passing persons.
- Ensure that they are held firmly upright.
- Extinguish them immediately the service/event ends.

For candles held by members of the congregation:

- The candles must be suitable for being hand held.
- The candles must be equipped with a guard ring to catch dripping wax.
- Parents should decide whether their children are old enough to hold a candle, and should supervise closely.
- The time that the candles are lit should be limited.

2 Bouncy Castles

Bouncy Castles cause a large number of accidents resulting in injuries to children every year. As such it is important that they are used and supervised correctly.

- Bouncy Castles should only be hired from reputable hire companies.
- The hire company should provide evidence of a Public Liability insurance policy with a limit of indemnity of at least £2 million.

Note: This will only cover the hire company's liability for equipment faults. Faults due to our operation or supervision will be covered by our insurance.

- They should confirm to BS EN 14960.
- They should be set up by the hire company's staff.
- Written instructions for safe setting up, operation and supervision should be provided.
- The equipment should be marked with the name and address of the manufacturer or supplier.
- The equipment should not be operated in high winds or wet weather.
- The castle must be adequately secured to the ground and sited away from obstacles.
- Soft matting must be placed adjacent to the front and open sides.

- The blower must be situated at least 1-2 metres away from the inflatable.
- The number of children using the unit at the same time must be limited in accordance with the hire company's safety instructions.
- The age limit in the hire company's safety instructions must be observed.
- The age range of children using the castle at the same time should be restricted, with a rota for different age groups established, if necessary.
- All children must be made to remove footwear and all hard or sharp objects.
- No eating or drinking is allowed on the inflatable or in its immediate vicinity.

3 Travelling

3.1 Communications

Where people are travelling to or from an event there is potential for accidents and delays. It is therefore necessary to arrange for communication in these cases to people who may be waiting for their return, or who may hear of an event on the news and are worried. This is especially important when children or youths are involved. It is difficult for the leader of a group to make a large number of phone calls while supervising the group, especially when travelling.

This procedure applies for long journeys, for example over an hour, or where the group will be away over night.

Note: This procedure only applies when the church is arranging transport; it does not apply when people are making their own way to an event. Nevertheless it may be appropriate to implement some of the following in this case.

- There should be an agreed contact, who is not travelling, with information on the itinerary and expected times.
- The contact should have contact details for the leader(s) of the travelling group and contact numbers for anyone who may need to be informed of changes of plan, delays or other events.

Note: It is not necessary that the contact has the details of the group on them, only that they can get hold of them. For example, the details could be left in the church office. Where children or youths are involved this could take the form of a copy of the consent forms.

- The group leader(s) should have contact's phone number.
- Where the group is travelling in multiple vehicles, a person in each vehicle should have the contact's details. Ideally this should be available to a person other than the driver.

Note: Their first point of call should be the group leader(s) but the contact may be used in the event of inability to talk to the group leader.

- The group leader should inform the contact at least of the following: arrival at destination, departure for journey back, for any significant changes of plan or about safety where an event that could worry relatives takes place in the vicinity.

Note: Routine events (arrival, departure) can be notified by text message, but changes of plan should involve a conversation to ensure that the information is passed correctly.

- It is the contact's responsibility to pass on details of any changes of plan to the traveller's relatives etc. This includes changes in the time that the travellers will be needed to be picked up.

- Where the travellers are children or youths, their parents/guardians should be given an information sheet informing them of the itinerary, times and also giving them the contact's details in case of any problems.

3.2 Transport

When planning transport to and from an event it is important to consider contingencies, for example what to do if the transport breaks down or the intended route is blocked.

This procedure applies for long journeys, for example over an hour.

Note: This procedure only applies when the church is arranging transport; it does not apply when people are making their own way to an event. Nevertheless it may be appropriate to implement some of the following in this case.

- Where multiple cars are being used, there should be a plan for the event that one of the cars breaks down. This may involve either ensuring there are enough spare spaces to hold the passengers from the broken-down car, or an alternative route via public transport.
- If travelling by public transport ensure that you have an alternative route available. For example Havant railway station can be reached from London by trains from both Waterloo and Victoria.
- An alternative route via public transport will probably involve trains for long distance travel. Ensure that you know where the nearest station is to the destination, what time the last train is and where it is necessary to change.
- When travelling by hired coach, the coach company will usually arrange an alternative coach if one breaks down.
- A person in each vehicle should carry a mobile phone for emergencies, and have the number of the group leader(s). Ideally this should not be the driver.
- Each vehicle should have a written list of the people travelling in the vehicle. This list should also have the phone number for the group leader and the contact person at the church.
- Each vehicle used should have a suitable first aid kit. For long distance public transport this is required by law.
- When travelling long distances the drivers should take regular breaks. For example, for a journey over three hours the driver should take a break every two hours. This break should involve getting out of the vehicle.
- Drivers may not use mobile phones while driving, even with a hands free kit. If they need to make a phone call they must stop the vehicle and turn the engine off.

4 Barbecues

Barbecues are responsible for a rise in cases of food poisoning over the summer months and so it is important that they are correctly managed. They also present significant health and safety issues due to the hot items involved.

Before a barbecue is held the organiser must produce a plan covering the following points and get it approved by the catering manager and the health and safety officer:

- There persons cooking the food should have the appropriate food safety training.
- Frozen food should be thoroughly defrosted before it is cooked.
- Food should be kept at the correct temperature before cooking.

- Uncooked meat should be kept clear of cooked meat and other ingredients.
- Consider whether some foods need to be pre-cooked in the kitchen before being finished on the barbecue. Chicken drumsticks are an example of food that benefits from this approach.
- Cooked food must be kept at a temperature of over 68°C before serving.
- Cold food must be kept at 4°C before serving.
- Once removed from the fridge or cooked, food should be eaten within 2 hours. Any surplus food should be frozen or thrown away before this time is up.
- The barbecue must be located in a place away from flammable objects and where people will not accidentally come into contact with a hot surface.
- The barbecue must be supervised when hot.
- Ensure that the barbecue cannot be lit prematurely or re-lit once it has been put out.
- Establish a route for people to pick up food that keeps people clear of any hot surfaces. This route should allow people to pick up food in the correct order by means of an orderly flow. It should avoid people getting in each other's way.

E SCHEDULE OF INSPECTIONS AND CHECKS

1 Every Use

Item or area	Check
Electrical equipment	<ul style="list-style-type: none"> No visual defects. Lead and plug in good condition. Electrical test pass label present and within validity dates.
Ladders	<ul style="list-style-type: none"> In good condition
Lawn Mower	<ul style="list-style-type: none"> In good condition with no loose parts or missing guards.
Safety equipment	<ul style="list-style-type: none"> In good condition with no visible defects or flaws. Not past end of use date (where appropriate).

2 Monthly

The following inspections and checks are carried out monthly. Their completion and the results of the test should be entered into the maintenance log, along with any faults detected.

Item or area	Check
Emergency lighting	<ul style="list-style-type: none"> Turn off the electricity to the lighting circuits and check that the emergency lights all come on. Turn the electricity back on and check that the emergency lights switch off (the exit lights stay on) and that their charging lights are on. <i>Note: There are 18 emergency lights</i> Check that the torch in the office comes on when power to the socket is switched off. Leave the torch unlit with the power on Check that the emergency lights are unobstructed.

Item or area	Check
Fire alarms	<ul style="list-style-type: none"> Check that the power light on the fire alarm supply is on. <p>Use the appropriate key in one of the fire alarm call points and check that both fire alarm bells sound.</p> <p><i>Note: A different call point should be used every month to ensure that all call points are checked in rotation.</i></p> <p><i>Note: There is one bell in the Hall and another in the Den.</i></p> <p>Check that the call points are unobstructed and easily accessible, including by people with disabilities.</p>
Smoke detectors	<ul style="list-style-type: none"> Press the test button on the each smoke detector in turn and check that detector sounds.
Fire extinguishers	<ul style="list-style-type: none"> Perform a visual check that the fire extinguishers are present, in good condition and have not been discharged. <p>Check that the extinguishers are unobstructed and easily accessible, including by people with disabilities.</p>
Fire blanket	<ul style="list-style-type: none"> Perform a visual check that the fire blanket is present and in good condition.
Lighting	<ul style="list-style-type: none"> Check that all the lights in the building can be switched on and that there are no faulty bulbs.
General condition	<ul style="list-style-type: none"> Check that there are no trip hazards in the building or in the front and rear paths. Check that the doors can all be opened, especially doors used as emergency exits. Perform a visual check that lights, noticeboards, loudspeakers and other equipment attached to the walls and ceiling are secure.
First Aid kits	<ul style="list-style-type: none"> Present in correct location. No obvious deficiencies in contents.

3 Quarterly

Item or area	Check
Portable electrical equipment	<ul style="list-style-type: none"> No visual defects. <p>Lead and plug in good condition.</p> <ul style="list-style-type: none"> Electrical test pass label present and within validity dates.
Fixed electrical equipment	<ul style="list-style-type: none"> No visual defects. <p>Connections in good condition.</p>
Mains sockets	<ul style="list-style-type: none"> Use an electrical test plug on all electrical sockets and check that it does not show any errors.

Item or area	Check
First Aid kits	<ul style="list-style-type: none">• Present in correct locations.• Contents are in date.

4 Annually

Item or area	Check
Portable electrical equipment	<ul style="list-style-type: none">• Check that the correct fuse is fitted.• Perform a PAT test and affix a label to the equipment.
Gas boilers	<ul style="list-style-type: none">• The boilers are serviced annually by a competent contractor.
Fire extinguishers	<ul style="list-style-type: none">• The fire extinguishers and fire blanket are serviced annually by a competent contractor.
Fire alarm	<ul style="list-style-type: none">• The fire alarm is serviced annually by a competent contractor.

5 Longer Term

Item or area	Check
Electrical installation	<ul style="list-style-type: none">• A competent contractor performs a check of the entire fixed electrical installation and produce a certificate every five years

F RESPONSIBLE AND APPROVED PERSONS

1 Responsible Persons

Item or area	Person(s)
Kitchen	Catering Manager
Office	Parish Administrator
Electrical equipment	
Other	

2 Approved Persons

2.1 Working at Height

The following people are allowed to work at height:

2.2 Catering

The following people are allowed to prepare food in the church premises:

2.3 First Aiders

The following members of the congregation are first aiders:

2.4 Manual Handling

The following people are trained to carry out manual handling.

Change log

Issue	Date	Change summary