



# Health & Safety Policy

## All Saints' Church, Walsoken

### General Statement and Health and Safety Policy

The success of this Health & Safety (H&S) policy depends on the cooperation of all people visiting, working, volunteering or worshipping at All Saints' Church in Walsoken or involved in church related activities.

This policy will be updated in light of experience and will be ratified regularly by the PCC as having the general responsibility to ensure that this H&S policy is implemented. H&S will be an agenda item on all PCC meetings. Regular H&S communications will be made demonstrating the PCC's commitment to H&S.

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our volunteers, congregation, visitors and others who may use the church or churchyard. This will be in accordance with good practice and any relevant statutory provisions where they apply.

This policy is secular and does not include any theological, church service or religious requirements.

### H&S Organisation and Responsibilities

Overall responsibility for health, safety & welfare of people due to church activities is that of the priest in charge who will ensure that arrangements are in place to meet H&S regulations or codes of practice. It is the Churchwarden's responsibility to ensure that the H&S arrangements outlined in this policy are carried out. The PCC has a general responsibility to ensure that this H&S policy is implemented.

A Health & safety officer will be appointed by the PCC. The responsibility of the H&S officer will be to advise the PCC on all the health, safety & welfare issues thereby ensuring safe conditions, systems, equipment, and substances.

All people involved in church related activities have a duty to take reasonable care of themselves and others at All Saints' Church. H&S issues must be promptly brought before the PCC for consideration.

### General H&S Arrangements

A management system will be made available to all PCC members. The management system will be available such that all documents can be controlled, viewed, used & maintained for the benefit of Church H&S.

Other specific health, safety & welfare policies subordinate to this H&S policy will be determined or adopted according to need. These specific policies will be controlled in the same manner as this H&S policy. The need for additional H&S policies will be determined according to regulatory requirement or a need specific to All Saint's church.

Risk assessments are the cornerstone of modern H&S management.

- Area Risk Assessments will be made annually ensuring the church & grounds are maintained as safe. This task will be rotated & carried out by all members of the PCC using a H&S checklist.
- Activity Risk Assessments will be made when special church related events are held. This task is the responsibility of the event organiser using an appropriate form.
- Specific Risk Assessments will be made according to H&S legislation. These assessments will be reviewed every 3 years or when regulations change and are the responsibility of the H&S officer using best practice and consistent methodology.
- Risk Assessments will be required before contractors (or any others) start work. This is the responsibility of the contractor. Responsibility to review & accept contractor risk assessments resides with those placing orders. This risk assessment must include a competency statement.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Priest in charge: Reverend P. Kite

Churchwarden: J. Spooner

Health & Safety: B. Cox

# Health & Safety Policy

## All Saints' Church – Walsoken

### Specific H&S Arrangements

Activity at Height (H&S\_Doc\_012)  
XXXXXXXXXXXX

Accidents, Incidents and First Aid (H&S\_Doc\_006)  
XXXXXXXXXXXX

Area Risk Assessments (H&S\_Doc\_003)  
All internal areas of the church will be assessed by area annually, or on change, to identify hazards.

Asbestos (H&S\_Doc\_017)  
We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

Ringling Platform Safety (H&S\_Doc\_024)  
We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the notification of safety procedures to visiting bellringers.

Church Buildings (H&S\_Doc\_008)  
We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Churchyard (H&S\_Doc\_013)  
We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe. Headstones, tombs and monuments will be checked regularly to ensure they are properly maintained. Where our churchyard is formally closed, we will report any concern to the Local Authority or Parish Council.

Construction Work (H&S\_Doc\_029)  
Where maintenance, refurbishment and restoration work are planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

Contractor Safety (H&S\_Doc\_004)  
Contractors are engaged to do works where the congregation is not competent to carry out the works, do not want to carry out the works or where a specific legal competency exists to carry out the work.

Dangerous Objects (H&S\_Doc\_015)  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Display Screen Equipment (H&S\_Doc\_030)  
Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

Electricity (Portable Equipment) (H&S\_Doc\_010)  
We will ensure that any electrical system, fixed machine and portable appliance is maintained to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

Electricity (Mains Wiring) (H&S\_Doc\_010)  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Environment (Green) Safety (H&S\_Doc\_031)  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

# Health & Safety Policy

## All Saints' Church – Walsoken

### Events Risk Assessments (H&S\_Doc\_002)

Where the church intends to hold concerts, fundraising events, or other non-service events we will identify any additional precautions that are necessary to reduce hazards.

### Fire Precautions (H&S\_Doc\_011)

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

### Hazardous Substances (COSHH) (H&S\_Doc\_005)

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified.

### Heating Systems (H&S\_Doc\_032)

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

### Infection Control (H&S\_Doc\_018)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

### Lead (H&S\_Doc\_021)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

### Legionella (H&S\_Doc\_016)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

### Lifting Equipment (H&S\_Doc\_022)

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

### Lighting (H&S\_Doc\_020)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (Candles)

### Manual Handling (H&S\_Doc\_033)

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

### Oil Storage (H&S\_Doc\_034)

Where we store large quantities of oil, we will take adequate precautions to ensure that oil cannot leak into the ground or any water course. This may include the provision of a double-skinned plastic tank, an adequate bund, regular checks and proper maintenance, etc.

### Food Hygiene (H&S\_Doc\_007)

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste (alcohol).

### Sale of Goods (H&S\_Doc\_019)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

### Security (H&S\_Doc\_023)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

### Slips and Trips (H&S\_Doc\_035)

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

# Health & Safety Policy

## All Saints' Church – Walsoken

**Tower Tours** (H&S\_Doc\_025)  
Where we plan to run tower tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower, the control of movement within the tower, the number of stewards available, and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.

**Visiting Ringers** (H&S\_Doc\_036)  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

**Vulnerable People** (H&S\_Doc\_026)  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

**Welfare and Hygiene** (H&S\_Doc\_027)  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

**Work Equipment** (H&S\_Doc\_028)  
Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

**Lone Person (Personal Safety)** (H&S\_Doc\_014)  
We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety.