



# 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, Walsoken or involved in church related activities.

This policy will be updated considering experience and will be ratified regularly by our 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.

**For Safeguarding and Social Policies see document S&S\_Doc\_001**

This policy is secular and does not include any theological, church service or any 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 PCC members. The management system will be available such that all documents can be controlled, viewed, used & maintained for the benefit of our Church H&S.

Other specific health, safety & welfare policies subordinate to this H&S policy will be written according to need. These specific policies will be controlled in the same manner at 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, Walsoken.

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

- 1) 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 H&S checklists.
- 2) 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.
- 3) 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.
- 4) 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 reside with those placing orders. This risk assessment must include a competency statement.

A log will be kept concerning all Health and Safety reported. Issues will be removed from the log when suitable and sufficient control measure have been put in place. See church document H&S\_Doc\_0001F-H&S policy issues log.

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### Specific H&S Arrangements

#### Events Risk Assessments

[\(H&S Doc 002\)](#)

Risk management for events requires that the event organiser at our Church (apart from worship) should anticipate the risks involved in any proposed event and the potential for harm and then try to prevent them or minimise them using a structured approach as a risk assessment. This safety policy meets that requirement.

#### Area Risk Assessments

[\(H&S Doc 003\)](#)

The area risk assessment is a process where areas of the church are assessed for hazards and/or dangerous objects. This ensures the church is generally safe for the congregation and visitors

#### 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.

#### Chemical Safety (COSHH)

[\(H&S Doc 005\)](#)

All Saints' Church will Control Substances that are Hazardous to Health (COSHH) by carrying out assessments to comply with legal requirements. The only chemicals that are to be freely available in the main church building are those purchased as "Domestic products" in supermarkets and are used only for church cleaning. The use of all other chemicals must be justified or removed and disposed of responsibly. Those chemical justified must be locked away.

#### Infection Control

[\(H&S Doc 006\)](#)

The purpose of this policy is to promote safety in church for our congregation and visitors in terms of reducing disease infection risk. Some measures are intended be implemented during 'flu season', some will be common practice throughout the year. This policy requires all measures to be in place all year. This policy is secular and does not include any theological, church service or religious requirements such as 'The peace' or 'Communion' etc

#### Food Hygiene

[\(H&S Doc 007\)](#)

It is a legal requirement that those involved in preparing or handling food which is then supplied to others (for profit or not for profit or free) are competent in food hygiene to a level appropriate for the task. This includes church and voluntary groups.

#### Oil Storage

[\(H&S Doc 008\)](#)

Our routine storage of 3,000 litres does not require us to follow industrial level regulations. As our church's heating oil is inside the boiler house we do need to comply with the regulations. Nonetheless there is sufficient bunding surrounding the oil tank even though not strictly needed.

#### Accidents, Incidents and First Aid

[\(H&S Doc 009\)](#)

Our church will provide basic first aid provisions and treatment may be given within the personal capabilities of those providing the first aid. Where the situation warrants, either the emergency services will be called, or friends & family will be asked to attend.

#### Electricity Safety

[\(H&S Doc 010\)](#)

Our Church has a duty of care to ensure the electrical safety of all portable appliances and fixed wiring in church.

#### Fire Precautions

[\(H&S Doc 011\)](#)

Our Church H&S Officer will carry out Fire Risk Assessments to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Fire Risk Assessments will be carried in all areas in Church. New Fire Risk Assessments will be made every 3 years or if the Church layout significantly changes.

#### Activity at Height

[\(H&S Doc 012\)](#)

Volunteers and contractors and the person arranging the activity at must ensure that the work is adequately planned, supervised and undertaken so that, so far as is reasonably practicable, it is safe. Planning must address emergencies and rescue. Activities at height outside must only be permitted when weather conditions do not jeopardise the health or safety of those involved in the activity.

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### Churchyard Safety

[\(H&S Doc 013\)](#)

Pedestrians and drivers should be considerate of other road users when visiting the Church. The closed churchyard's safety is a balance between doing what is sensible and practical in such a way that it is managed delicately as the ownership of memorials remains with the family of the deceased, yet a positive duty of maintenance is imposed on the local authority and breach of that duty could make that authority liable were any person injured.

### Lone Person

[\(H&S Doc 014\)](#)

The purpose of this policy is to ensure that lone person activity in church can be carried out safely and in a manner that is sensible and generally understood. Lone person activity in church is a routine activity that would not normally be carried out in a domestic environment, unless the activity is being undertaken by a professional or expert.

### Dangerous Objects

[\(H&S Doc 015\)](#)

A 'Dangerous Object' means an article, object or instrument which is intended or may be used to cause bodily harm to a person, or to render a person temporarily paralyzed or unconscious, or to cause damage to property, as well as anything dangerous to the wellbeing of the congregation or visitors. Dangerous objects are not allowed in church and must be removed.

### Legionella

[\(H&S Doc 016\)](#)

Legionella (Legionnaires' disease) is an opportunistic infection caused primarily by the inhalation of Legionella bacteria in the form of a water mist, as produced by "splashing water". Legionella bacteria can live in most natural water systems, and they subsequently colonise, the water systems of buildings.

### Asbestos

[\(H&S Doc 017\)](#)

Asbestos is a naturally occurring, fibrous material which if inhaled can cause serious diseases. These include cancers of the lungs and chest linings, which can take many years to develop following exposure.

### Disability Discrimination

[\(H&S Doc 018\)](#)

In this topic we encourage people to ask how they can reflect common sense for everyone and make All Saints' Church, Walsoken inclusive of disabled people, rather than only what it needs to do in law. The Disability Discrimination Act 2005 (DDA) only requires 'reasonable' adjustments, and most standards and regulations acknowledge that historic buildings should be treated with flexibility, with damaging physical interventions avoided.

### Sale of Goods

[\(H&S Doc 019\)](#)

Most of the goods sold due to our Church related activities will be second hand. The scope of possible 'for-sale' items is very wide-ranging. Included in this policy what can and can't be sold. The Church will not sell or raffle etc. any item it believes not to be inherently safe.

### Lighting

[\(H&S Doc 020\)](#)

This policy is intended to give a broad overview of what a lighting scheme could achieve, and some basic principles to consider regarding the impact of lighting on our church building. Lighting in All Saints' Church, Walsoken can have a positive or negative impact on people's experience of the building. At the same time, the energy used to run the lighting scheme will add to the church's costs and carbon footprint, so lighting should be effective and energy efficient.

### Control of Lead

[\(H&S Doc 021\)](#)

There are no activities in Church where the congregation or visitors are involved with any lead. The font is lead lined & people will be encouraged not to touch that lead. Water from the font must not be drunk. All lead pipes have been removed from church.

### Lifting Equipment

[\(H&S Doc 022\)](#)

While strictly the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) does not apply to the equipment at All Saints' Church, Walsoken, there are a few items that need to be managed and it's appropriate to do that within this policy.

### Security

[\(H&S Doc 023\)](#)

Our church security policy is a formal set of processes we put in place to protect the congregation, property, and assets from potential threats. These threats include natural disasters, violence, theft, emergencies, or accidents.

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### Visiting Ringers

[\(H&S Doc 024\)](#)

Visiting bell ringers need to be safe at church. Visiting bellringers may know other bell towers but not our bell tower. This policy exists to ensure visiting ringers have a safe visit. These are additional safety rules for visiting bell ringers concerning issues beyond their learned skills as bellringers.

### Tower Tours

[\(H&S Doc 025\)](#)

The organiser of a tower tour must ensure that the rules are adhered to for tower tours. This safety policy details rules for bell tower tours to the bell ringing platform where 'chiming' of one bell is planned. These rules are the result of experience of previous tour activity and are consistent with best practice.

### Welfare and Hygiene

[\(H&S Doc 026\)](#)

This Health & Safety (H&S) sub-policy controls physical welfare and hygiene at church. It is the policy of All Saints' Church, Walsoken to provide a church that has welfare facilities, is a healthy physical environment and is a safe environment.

### Work Equipment

[\(H&S Doc 027\)](#)

This Health & Safety (H&S) sub-policy controls work equipment at church other than DSE equipment and excludes equipment considered as no different from domestic use.

### Construction Work

[\(H&S Doc 028\)](#)

The definition of 'construction work' is very comprehensive and includes the alteration, renovation, repair, upkeep, redecoration or other maintenance of a structure. For these projects a decision must be made if the CDM regulations need to be followed.

### Display Screen Equipment

[\(H&S Doc 029\)](#)

This is electronic equipment that has an alphanumeric or graphic display screen, according to the Health and Safety Executive. This means any electronic device with a screen displaying letters and numbers, such as in text or calculations are DSE equipment. There are no DSE users at All Saints', Walsoken however advice is given in this policy.

### Environment (Green) Safety

[\(H&S Doc 030\)](#)

All Saints' church, Walsoken is committed to reducing its impact on the natural environment. Management of the church will involve consideration of the natural environment in its decisions and activities. We will take environmental concerns into account in all aspects of our church life.

### Maintenance

[\(H&S Doc 031\)](#)

This policy is for routine maintenance works that do not require a faculty nor do they require works to be completed under CDM regulations. The PCC of All Saints' Church, Walsoken will arrange routine maintenance works at the church to meet its legal obligations, ensure Health and safety, ensure prudence in using church funds and choosing works based on ensuring the longevity of church assets.

### Manual Handling

[\(H&S Doc 032\)](#)

There are no specific routine activities which require the congregation or visitors to consider manual handling in church. Contractors engaged to do works will follow their own manual handling requirements from their own employer. If our congregation needs to move something heavier than two people can manage, then that will be classed as an event, and the church event risk assessment process will be used.

### Slips, Trips & Falls

[\(H&S Doc 033\)](#)

Specific duties relating to the prevention of slips and trips are detailed in the Workplace (Health, Safety and Welfare) Regulations. In this context the term 'workplace' is very broad and would include a church.

### Pest Control

[\(H&S Doc 034\)](#)

There are generic types of pests that may enter church, as rodents, insects, birds and termites. Pests are controlled to protect buildings and property, prevent contamination (food surfaces), comply with regulations and to protect our reputation.

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### Waste Management

[\(H&S Doc 035\)](#)

Waste from places of religious worship is regarded as domestic waste and is collected by local authorities. There is little waste in All Saints' Church, Walsoken for routine activities. As church waste is considered domestic waste it can be discarded for collection in any domestic waste containers where local authorities collect.

### Ringling Platform Safety

[\(H&S Doc 036\)](#)

Bell ringing is a relatively hazardous activity at All Saints' Church, Walsoken. This policy sets out the safety expectations of those ringers that are routinely on the ringing platform to ring.

### PPE

[\(H&S Doc 037\)](#)

There is no routine use of PPE for the congregation or visitors at All Saints' Church, Walsoken. There are instances where some of the congregation may choose to wear PPE for some cleaning tasks, but the domestic cleaning products used do not require it. Some safety gloves may be worn for food preparation but in strict terms this is not PPE. Some work in the belfry will require PPE.

### Disaster Planning

[\(H&S Doc 038\)](#)

The existence of a disaster plan is an important feature to support recovery from a major event such as fire, flood or terrorism attack. The plan will hopefully never be used, but, if the worst happens your disaster plan should help minimise the impact and ensure your response is quicker and more effective.

### Forms

None

### Diagrams

None

### Appendices

None

For internal use only. While every effort has been made to ensure accuracy, this policy does not account for future judicial or church interpretation, decisions or any English legal changes that may alter its basis between revisions. All Saints' Church, Walsoken does not accept any liability resulting from the use of these policies by others. All decisions made based on these policies by others are at their own risk, and All Saints' Church, Walsoken disclaims any liability for losses incurred.