

St John the Divine

Selsdon

Health & Safety Policy

Issue 6 – May 2022

St John the Divine

Upper Selsdon Road

Selsdon

Surrey CR2 8DD

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Introduction

This document has been prepared in accordance with the provisions of the Health & Safety at Work Act 1974 and follows the guidelines issued by Ecclesiastical Insurance. Approval to produce this policy was agreed at the June 2010 PCC meeting

The policy covers the following: -

St John the Divine Church, St John's Church Hall and associated land including the rear car park and gardens. It excludes the Rectory, Scout and Guide huts.

The policy sets out how Health and Safety issues are managed at St John's; it should enhance and not detract from our mission of sharing the love of God with all.

The success of the policy depends on the goodwill of employees, volunteers, contractors, and the congregation.

Statement of Policy

Our policy is, as far as is reasonably practicable, to provide a safe and healthy environment for employees, volunteers, congregation, visitors, and contractors alike. Responsibilities and the arrangements to implement the policy are set out in the following sections.

Health and Safety is an agenda item at every PCC meeting. The policy will be reviewed annually at the first PCC meeting after the APCM.

Signed

Date

The Rev'd Canon Younis Francis

Organisation and Responsibilities

1. Overall responsibility for Health and Safety is with the Rector.
2. Responsibility to ensure that the policy is implemented rests with the Churchwardens. The PCC has responsibility to approve changes and to carry out an annual review.
3. All employees and volunteers have a responsibility to co-operate in the implementation of the policy and take reasonable care of themselves and others whilst on church premises

Procedures

1. Accidents and First Aid
2. Fire Safety
3. Workplace safety
 - a. Gas
 - b. Electrical
 - c. Hazardous Substances
 - d. Asbestos
 - e. Working at Height
 - f. Food Hygiene
4. Contractors
5. Hirers
6. Safeguarding
7. Risk Assessments

1. Accidents and First Aid

- a. First Aid boxes are located at
 - i. Church Hall Kitchen
 - ii. Back of the Church
- b. Accident Books are kept with the First Aid boxes.
 - i. All accidents are recorded in the accident book.
 - ii. The hall hiring agreement stipulates that the hirer are required to record any accidents in the accident book.
 - iii. The Churchwardens are responsible for following up and reporting serious accidents to insurers.
 - iv. The Churchwardens are responsible for ensuring that 1st Aid boxes are checked every three months.

2. Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005 by: -

An assessment of fire risks in the church and church hall

1. Provision of suitable firefighting equipment
2. Provision of a suitable fire alarm system in the church hall
3. Provision of suitable fire exits, emergency lighting and signage
4. Procedure for emergency evacuation

2.1 Fire extinguishers

Fire extinguishers are located around the church and church hall. The extinguishers are checked annually by an approved contractor

2.2 Fire alarm system

The church hall and garden room have a fire alarm system. Training is provided to the Rector, wardens and hall management committee in the operation of the system.

2.3 Evacuation Procedure

Church

- Fire safety procedures for the church are detailed in the Fire Safety and Risk Assessment Folder. The duty warden is responsible for ensuring that the fire exit is unlocked when the church is in use.

Church Hall

- The evacuation procedure is displayed in a prominent position
- The duty warden or lead hirer is responsible for ensuring that in the event of an emergency the procedure is followed. This is a condition of hire.

Evacuation procedure is reviewed annually

3. Workplace Safety

3.1 Electrical Safety

- All work on the electrical installation will be carried out by a competent person who is a member of an approved organisation such as NICEIC
- Portable appliances will be PAT tested annually
- The entire electrical installation will be tested every five years
- The lighting conductor will be tested every two and half years
- Inspection results will be filed in the Church Logbook

3.2 Gas safety

- All work on the gas installation will be carried out by a competent person who is a member of the Gas Safe Register
- The church boiler and hall boiler are serviced annually along with a gas safe check on other gas equipment

3.3 Hazardous Substances

- No hazardous substances are kept on site. Cleaning material is kept in the locked caretakers room. Painting material is kept in the garage.

3.4 Asbestos

- A Type 2 Asbestos survey was carried out in 2005.
- This survey is used as a reference document prior to the start of any construction work

3.5 Working at Height

- The use of ladders is kept to a minimum and then only for short duration work or where a ladder is the only practicable means of completing the task
- Alternative means of accessing high levels such as a lightweight tower should be considered in preference to ladders
- All ladders are checked annually. The results are filed in the office
- Risk assessments have been carried out covering the use of ladders in the church and hall

3.6 Slips and Trips

- The grounds are inspected quarterly to check for uneven surfaces
- The appropriate use of salt is made in the event of snow and ice
- Temporary wiring and cables should be laid to avoid the risk of trips and where appropriate secured by duct tape or other means

4. Contractors

- Where relevant all contractors working on site will adhere to the requirements of this policy
- All contractors will have their own H&S policy. They will provide evidence of appropriate public and employers liability insurance

5. Hirers

- A condition of hire is agreement to the appropriate sections of this policy

6. Safeguarding

- St John's has implemented the Safe Church Policy issued by the Diocese of Southwark.
- All relevant officers and volunteers carry out safeguarding training in accordance with the policy.
- All relevant officers and volunteers are required to have DBS checks
- Two Safeguarding Officers and a Safeguarding Administrator manage all safeguarding issues.

7. Risk Assessments

- Risk Assessments are carried out as appropriate and filed in the office.

Appendix 1

- Attached Maintenance Schedule