



# TEDDINGTON MISSION HUB (TMH)

## Health and Safety Policy

Name of Organization:

**TEDDINGTON MISSION HUB (TMH)**

Address:

**PETER & PAUL CENTRE (PPC), BYCHURCH END TEDDINGTON TW11 8PS**

1. As a Trust, we understand that we owe a duty of care to ensure the safety of those who visit or use our Centre.
2. We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.
3. In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.
4. This Health & Safety policy template was provided by Ecclesiastical Insurance Office plc and TMH gratefully acknowledges to the company its use of it<sup>1</sup>. Ecclesiastical has provided further information at [www.ecclesiastical.com/healthandsafety](http://www.ecclesiastical.com/healthandsafety). Reference can also be made to the guidance prepared by the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk).
5. On the whole, most churches are small, comparatively low-risk environments with few, if any, employees. This template reflects the typical arrangements required and hazards encountered here, and is used to record the arrangements for managing health and safety in these situations.
6. For churches that are much larger, with significant numbers of employees, volunteers, and visitors, or where there are many diverse activities, the policy will need more detail. This template would help start to develop this, but there would need to be checks on what more needs to be done.

---

<sup>1</sup> Ecclesiastical Insurance Office plc states that the guidance in this template is provided for information purposes and is general and educational in nature. It should not be used as a substitute for taking professional advice on specific issues and should not be taken as providing legal advice on any of the topics addressed.

## General statement of policy

7. 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 employees, volunteers, visitors, trustees, and others who may use the Peter & Paul Centre or any other building for which TMH is responsible. This will be in accordance with good practice and any relevant statutory provisions where they apply. The scope of the policy is shown in **Attachment A**.
8. TMH accepts its overall responsibility for this policy. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.
9. We have appointed a member of the TMH Trustees to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.
10. It is the duty of each trustee, employee, and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the PPC plays their part in its implementation.
11. Further detail about our organisation and arrangements for managing health and safety are set out in this document. A copy of the document will be maintained electronically on Microsoft Teams, made available as a version-controlled hard copy in the PPC within the folders for maintenance and policies, added as a link on the PPC website <https://ppcteddington.org.uk/>, added as a QR link to the PPC noticeboard, and made available to others as a document on request.

Signed\*:

Chair of the Board of Trustees

\*On behalf of the TMH Trustees, as agreed at a meeting on:

Date: 18<sup>th</sup> November 2024



## Organisation and responsibilities

12. The TMH Trustees have overall responsibility for implementing this Health & Safety policy.

13. Working with the TMH Manager the TMH Trustees will ensure that:

- a. The standards set out in this policy are implemented and maintained
- b. Where necessary, specialist health and safety assistance is obtained
- c. Any hazards reported to them receive the right level of focus, resources and action
- d. Only competent persons carry out repairs, modifications, inspections and tests
- e. Any accidents are investigated, recorded and reported if necessary
- f. Relevant health and safety documents and records are retained
- g. They keep up to date on health and safety matters relevant to TMH and the PPC
- h. Set a personal example on matters of health and safety.

14. The TMH Manager, **Emma Castellani**, has day-to-day responsibility for implementing our policy. The TMH Manager will ensure that:

- a. All employees, volunteers and hirers are aware of their health and safety responsibilities - a link to this health and safety policy will be made available on the PPC website, and will be referenced in the room hiring process and agreements
- b. Adequate precautions are taken as set out in this policy and related risk assessments
- c. Adequate information and training are provided for those that need it
- d. Any hazards or complaints are investigated and dealt with as soon as possible
- e. Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- f. All accidents are reported in-line with the requirements of this policy

- g. Advice is sought where clarification is necessary on the implementation of this policy
  - h. They as TMH Manager set a personal example on matters of health and safety.
15. All employees, volunteers and hirers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on PPC premises. The requirement is that they:
- a. Read this policy and understand what is required of them
  - b. Complete their work taking any necessary precautions to protect themselves and others
  - c. Comply with any safety rules, operating instructions and other working procedures
  - d. Report any hazard, defect, or damage, so that this might be dealt with
  - e. Warn any new employees or volunteers of known hazards
  - f. Attend any training required to enable them to carry out their duties safely
  - g. Do not undertake any repair or modification unless they are competent to do so
  - h. Report any accident
  - i. Do not misuse anything provided in the interests of health and safety.

## **Arrangements**

16. This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities (for example the sections covering bell ringing, the churchyard and tower tours).

### **General Arrangements**

#### **Competent Assistance**

17. Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

#### **Risk Assessment**

18. We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

#### **Information and Training**

19. We will provide any necessary information and training for our trustees, employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

## **First Aid**

20. We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.
21. The first aid boxes are located in the PPC kitchen and in the Hall itself.
22. Our person in charge of first aid arrangements is **Emma Castellani**.

## **Accident Reporting**

23. We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Our Accident Book is kept in the PPC kitchen, with blank reporting forms also available in the additional first aid box in the main Hall.

## **Monitoring**

24. We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting work, or electrical equipment and PPC utilities, are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

## **Contractors**

25. If we employ contractors, we make sure that they have their own Health & Safety Policy and Public and Employers Liability insurance by asking to see copies of the relevant documents.

## **Record Keeping**

26. Our Health and Safety Risk Assessments, records and other documents will be kept in the PPC within the folders for maintenance and policies.

## **Specific Arrangements**

### **Asbestos**

27. 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.

### **PPC Building**

28. 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.

### **External Areas**

29. This Health & Safety Policy will apply to the Vicarage Garden whilst under permissive use. The garden is an exit route out of the main building in the event of a fire.
30. The external areas which are the responsibility of TMH are the war memorial garden and area

within the fences on Church Road and Broad Street (see **Attachment A**).

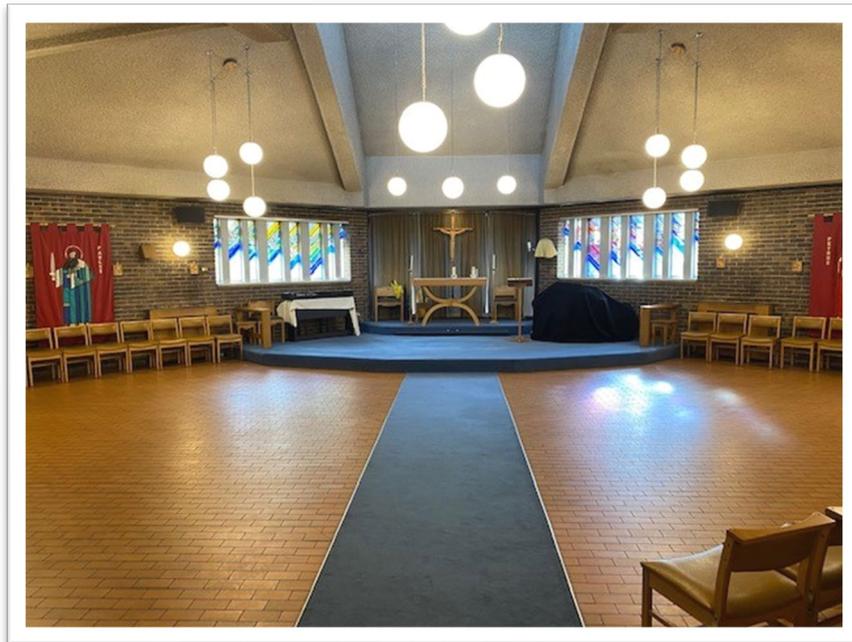
31. For the areas within the responsibility of TMH, we will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe. Monuments will be checked regularly to ensure they are properly maintained. Where necessary, we will report any concern to the Local Authority or Parish Council.

### **Construction Work**

32. Where maintenance, refurbishment and restoration work is planned for the PPC, 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.

### **Electricity**

33. We will ensure that any electrical system, fixed machine and portable appliance is maintained so as 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.



### **Events**

34. Where we intend to hold large or unusual concerts, services, and fundraising events, we will identify any additional precautions that are necessary and implement these.

### **Fire**

35. We will complete a specific risk assessment to identify the steps necessary to prevent, detect and enact 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. The most recent Fire Risk Assessment was undertaken on 9th September 2023.

### **Hazardous Substances**

36. 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**

37. 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.

### **Lifting Equipment**

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

### **Manual Handling**

39. 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.

### **Preparation of Food**

40. 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.

### **Slips and Trips**

41. 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.

### **Work Equipment**

42. 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 it is safe. We will keep records of any checks we make.

### **Working Alone**

43. We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety.

### **Working at Height**

44. Where possible, we will try to avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these plans and precautions are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

## **Next Steps**

45. If we need to complete any risks assessments, we will do so. These may help us develop this policy further as needed. We will keep copies of health and safety related documents together at an accessible location.

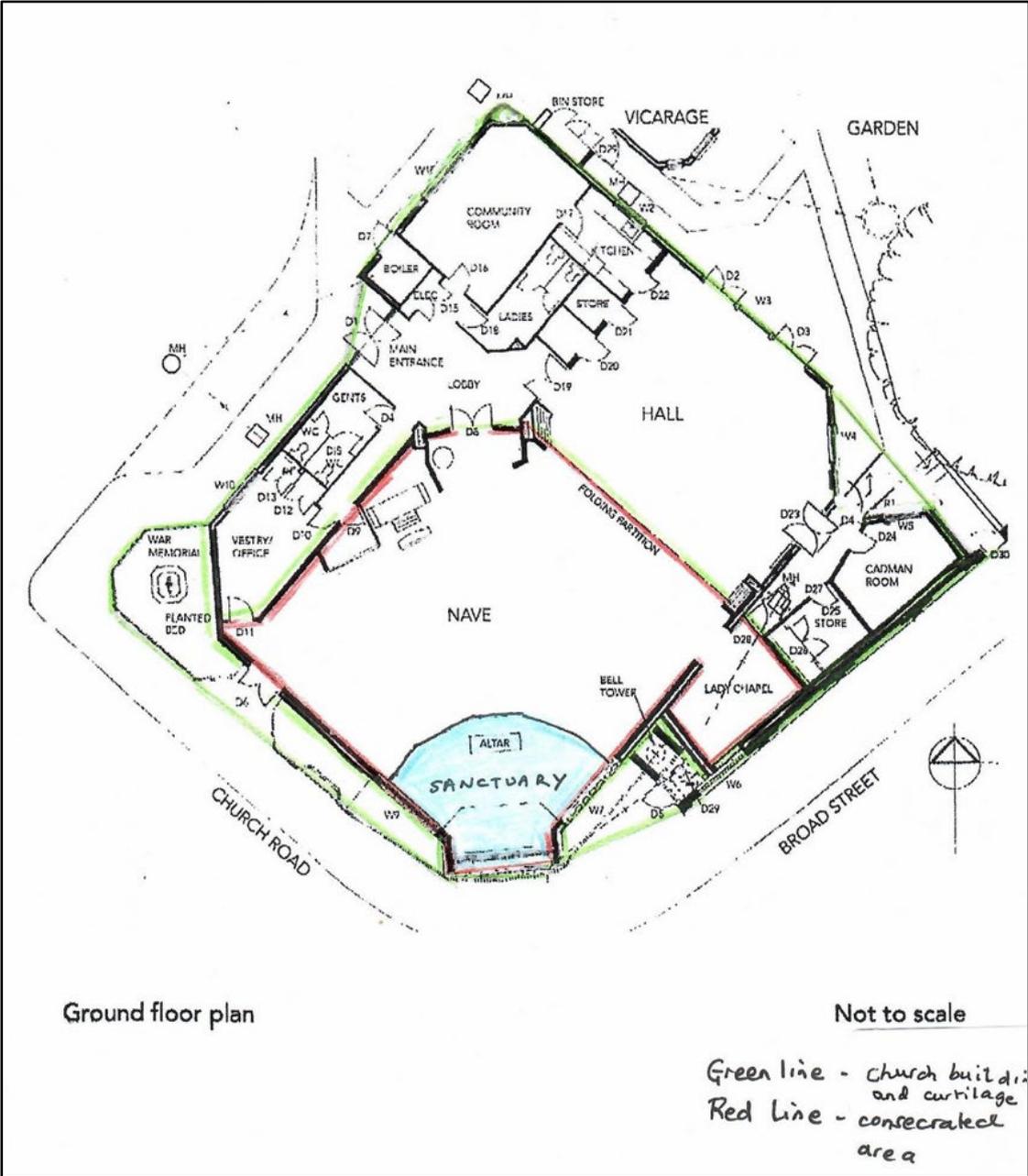
Ecclesiastical Insurance Office plc (EIO) Reg. No. 24869. Registered in England at Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom. EIO is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number 113848.

©Ecclesiastical Insurance Office plc 2022

PD266 1 04/22

### **Attachment A: Scope of Policy**

46. The scope of the TMH health and safety policy is the Church Building, and areas shown within the green line (see attached plan).
47. The vicarage garden is not the responsibility of TMH. The garden may only be used:
  - a. with the explicit permission of the responsible party (currently as at Nov-2024 under discussion with the Diocese).
  - b. under adult supervision, and organized activities are not allowed.
48. If access to the garden is agreed, all the requirements of this health and safety policy apply equally in this space. Groups or individuals are not allowed to book a room solely for access to the garden.
49. The external areas which are the responsibility of TMH are the war memorial garden and area within the fences on Church Road and Broad Street.



Ground floor plan

Not to scale

Green line - church building and curtilage  
 Red line - consecrated area