



Rotherham
Minster

Rotherham Minster

Including the All Saints Centre and The Chapel of Our Lady
on Rotherham Bridge

Charity Commission Registered No. 1129752

Health and Safety Policy

(Including Arrangements)

January 2020

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.

This document has been prepared in accordance with the
provisions of the Health and Safety at Work Act 1974 and
the regulations made under it.



Contents

General Statement of Policy	6
Organisation and Responsibilities	7
Responsibilities	7
Responsibilities of the Vicar	7
Responsibilities of the Churchwardens	7
Responsibility of the Parochial Church Council	7
Responsibility of the Health and Safety Officer	7
Responsibility of Employees and Voluntary Workers	8
Organisation: Responsible Persons	8
Arrangements (Implementation of the policy)	9
1. Accidents and First Aid	9
2. RIDDOR	9
Supporting Information.....	10
3. Fire Safety	11
Fire Extinguishers	12
Fire Alarm System	12
Evacuation Procedure.....	13
Minster Large Event Evacuation Procedure	14
Evacuation drill	14
Use of Candles	14
4. Electrical Safety	14
5. Gas Equipment Safety	15
6. Hazardous Substances	15
7. Safety of Plant and Equipment	16
8. Slips Trips and Falls – Conditions of Floors, Steps and Path	16
9. Lighting	16
10. Working at High Levels	17
Working at Height Checklist	17
11. Manual Handling – Lifting, Carrying and Moving Loads	18
12. Display Screen Equipment (DSE)	18
13. Hazardous Buildings/Glazing	19
14. Safeguarding Children and Safe Church Representative	19
15. Lone Working & Personal Safety	19
General Guidance.....	19
Lone Working in the Church Building	20
Lone Working in the Church Offices.....	20
Banking.....	20

Pastoral Care/Visits	20
Pastoral visits with dementia and Alzheimer’s sufferers in their own home	20
Day to Day Long Term Pastoral Relationships	20
16. Risk Assessment/Activities	20
Risk Assessments for Voluntary One Off Jobs.....	21
17. The Bell Tower and Bell Ringing	21
18. Tower and Roof.....	21
19. Contractors	21
20. Construction Design Management (CDM) Regulations.....	22
21. Information and Enforcement	22
Appendix A – Fire Risk Assessments and Practices Record	24
Appendix B – A standard risk assessment for using candles.....	25
Appendix C – Items of plant and machinery by location and any rules and procedures for their use.....	27
Appendix D – List of PCC Activities.....	28
Appendix E – A standard risk assessment for maintenance work.....	29
Appendix F – General Principles for Health and Safety in the Bell Tower.....	31

This Documents relates to;

The Minster Church of All Saints Rotherham

Rotherham Minster
Church Street
Rotherham
S60 1PD

The All Saints Centre

All Saints Centre
Vicarage Lane
Rotherham
S65 1AA

The Chapel of Our Lady on the Bridge

The Chapel of Our Lady on the Bridge
Bridge Street
Rotherham
S60 1QJ

This Document will be reviewed quarterly. Next review date: January 2020

Review /Section Amended	What	Date

Rotherham All Saints (Minster) Health & Safety Policy

Including All Saints Centre and Chapel on the Bridge

General Statement of Policy

Our policy, so far as 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, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out in this document.

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 is 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 all 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.

Signed

Vicar of Rotherham

Date:

Date of next review:

Organisation and Responsibilities

Responsibilities

Responsibilities of the Vicar

Overall responsibility for health and safety is that the vicar the Rev. Phil Batchford, who (with the support of the Operations Manager) will ensure that arrangements are in place to satisfy health and safety regulations and appropriate codes of practice. Specific responsibilities will be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified, and the list amended accordingly.

Responsibilities of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary lies with the Churchwardens, in accordance with health and safety regulations.

Responsibility of the Parochial Church Council

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

In particular, the Bell Tower is the responsibility of the Tower Captain.

Responsibility of the Health and Safety Officer

The following persons carry responsibility for the day to day implementation of the arrangements outlined in this policy.

H&S Officer – Stephanie Osman, Operations Manager.

H&S Deputy Officer – Malcolm Turner, Rotherham Minster Fabric Officer and Tower Captain.

The responsibility of the health and safety officer(s) shall be to:

- Be familiar with the health and safety regulations as far as they concern the church, and associated premises.
- Be familiar with the health and safety policy and arrangements and ensure they are observed
- Ensure so far as is reasonably practicable, that safe systems of work are in place and that equipment and tools are maintained and appropriate training is given.
- Ensure the churchyard is properly maintained including the safety of stones, trees, seats, paths, steps and that the grass is kept cut (RMBC is responsible for the grass cutting)
- Ensure the safety equipment and clothing is provided and used by all personnel where this is required.
- Ensure that all plant, equipment and tools are properly maintained and that all operators have received appropriate training.
- Ensure that adequate access and egress is maintained.
- Ensure adequate firefighting equipment is available and maintained.
- Ensure that food hygiene regulations and procedures are observed.

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 care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- Comply with safety rules, operating instructions and working procedures.
- Use protective clothing and equipment when required.
- Report any fault or defect in equipment immediately to the appropriate person and ensure it is recorded in the Repair Log Book located in the Minster vestry.
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- Not misuse anything provided in the interest of health and safety.

Organisation: Responsible Persons

The following are responsible for the reporting of risks to safety in particular areas:

Area	Name / Position
Accident Book and reporting	Verger
Fire Extinguishers	Verger
Emergency evacuation	Clergy. Churchwarden/Verger
Portable electrical appliances	Church Administrator
Fixed electrical systems	Operations Manager/Verger
Gas equipment	Operations Manager/Verger
Hazardous substances	Operations Manager/Verger
Plant	Operations Manager/Verger
Conditions of floor and steps	Fabric Officer
Churchyard	Fabric Officer
Light bulb changing	Verger
Working at heights	Rev.
Food preparation	Churchwarden/Church Administrator
Manual handling	Operations Manager
Display screen equipment	Operations Manager
Building defects/glazing	Fabric Officer
Child protection	Safeguarding Officer
Personal safety	Operations Manager
Fetes	Church Administrator
Bell ringing	Tower Captain
Contactors	Churchwarden/Operations Manager
Choir/Music	Senior Musical Director
Health and safety training	Operations Manager
Main body of church	Rev.
Chapel on the Bridge	Verger
Vestry	Verger
Choir vestry	Senior Musical Director
Tower	Fabric Officer
Boiler room	Verger/Fabric Officer
Kitchen area	Churchwardens
Churchyard	Fabric Officer

Arrangements (Implementation of the policy)

1. Accidents and First Aid

First Aid boxes are located in:

- Rotherham Minster – the vestry
- All Saints Centre – Kitchen area
- CoB – Cupboard

Trained first aiders are:

- Rotherham Minster
 - Martyn Taylor (Verger)
 - Richard Crow

Sunday School Trained first aiders are:

- Martin Taylor – Verger
- Jakob Redmond – Sunday school volunteer

The accident book is located in:

- Rotherham Minster (Chapel on the Bridge accidents are also recorded in this book) - the vestry.
- All Saints Centre – Kitchen area

All accidents and incidents are entered in the accident book. All individuals and organisations using the Minster, or associated buildings, must report all accidents and detail must be entered in the accident book.

The accident books are to be reviewed when the Health and Safety Policy is reviewed.

If the Minster or associated church buildings are let out to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book(s). The tear off sheet must be returned to the All Saints Centre, via the letterbox.

2. RIDDOR

Certain accidents, injuries and diseases are notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The following information is a guide only. Further and more comprehensive information relating to reporting criteria is to be found on the HSE RIDDOR website.

In the event of a reportable incident our insurer must be informed.

There are three requirements for such reporting as follows:

- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be undertaken online via www.hse.gov.uk/riddor/report
- Accidents involving the injured person losing for than 7 consecutive days work (excluding the day of the accident but including any days which would not have been worked) but which do not fall into the above category, must be reported within 10 days online via www.hse.gov.uk/riddor/report
- Reportable diseases, as defined by the regulations, must be reported online www.hes.gov.uk/riddor/report (reportable diseases include certain poisonings).

A telephone service is provided for reporting fatal incidents Tel 0345 300 9923

Please note though that all accidents, whether involving employees, volunteers or members of the public, should be recorded in the accident books (located with each First Aid box).

The completed forms should be returned to the ASC office and filed in the accident folder. If the accident requires recording or reporting under RIDDOR a copy should be made and filed in the RIDDOR file.

Supporting Information

Injuries (to volunteers or members of the public)

Accidents to volunteers and members of the public must be reported if:

- The accident was caused by our working practices or premises (for instance someone tripping on a flat surface does not need reporting but someone tripping on a loose step or raised flag stone may do) **AND**
- The person was taken directly to hospital with an identified injury for treatment. This does not include people taken for tests or monitoring as a precaution.

Injuries to Our Employees and Clergy

RIDDOR requires a report only when there has been:-

- An accident which causes the injury
- The accident was work related (i.e. caused by the way the work was carried out, work machinery or equipment or the condition of the workplace)
- The injury is of a type which is reportable (see below)

Reportable Injuries (if occurring to employees or clergy):

Death, with the exception of suicide, must be reported if it arises from a work- related accident, including an act of physical violence to a worker.

Injury which requires resuscitation or admittance to hospital for more than 24 hours

Injury which leads to the employee being off work or unable to perform their normal work duties for more than 7 days (not including the day of the accident but including days off)

The following specific injuries:

- Fractures, other than fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight, or reduction in sight
- Any crush injury to head or torso causing damage to brain or internal organs
- Serious burns (including scalding) covering more than 10% of the body
- Burns causing significant damage to eyes, respiratory system or other vital organs
- Scalping requiring hospital treatment
- Loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness

Diseases to Our Employees and Clergy

Certain diagnosed reportable diseases and conditions which are caused by or made significantly worse by exposure to specific hazards in the work place. These should be reported when we are informed in writing by the employee with a supporting statement from their doctor. These conditions include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Reporting should be done online within 15 days of incident in compliance with HSE regulations.

Records should be kept in the RIDDOR file of any reportable injury, any injury that requires the employee to be off work for more than 3 days (even though not reportable), disease or dangerous occurrence

3. Fire Safety

In order to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005 the following shall apply

- A fire risk assessment of the church, associated buildings and the risks to our neighbours shall be carried out annually and the results recorded in the appendices of the Health and Safety Policy
- Check that a fire can be detected in a reasonable time and that people can be warned
- Check that people who may be in the building can get out safely. Emergency exit signs are located at all exits.
- Provision of appropriate fire fighting equipment.
- A notice informing what to do in case of a fire to be located in a visible area.
- Fire fighting equipment to be covered by an annual service contract
- A fire practice will be conducted annually and the results located in the appendices of this document.

Fire Extinguishers

Fire extinguishers are located at the following locations.

Location	Type of extinguisher
Minster	
Main South Door	Water x 3
Organ Chamber	Co2
Vestry	Co2
Vestry Door	Water
Kitchen	Water and Co2
Choir Vestry	Water and Co2
Tower	Water

Chapel on the Bridge	
Chapel on the Bridge	Foam and Co2

All Saints Centre	
By main entrance door	Co2
By main entrance door	Foam
Kitchen	Fire Blanket

The extinguishers in the Minster and the Chapel on the Bridge are checked monthly by the Verger. Those in the All Saints Centre are checked monthly by the Operations Manager.

All extinguishers are checked annually by South Anston Fire Extinguishers (SAFE)

Fire Alarm System

Minster

Currently, the only fire alarm system is a detector located in the choir vestry and relates to the floodlight equipment.

This system is connected to a 'sounder' in the above ringing room that informs any occupants of a fire in the minster below. The system is serviced annually.

We are receiving quotes for a professional fire risk assessment and a fully managed fire safety system in the Minster.

The All Saints Centre

The All Saints Centre is part of Rise House. Rise House is managed by Burgess Commercial Management company who maintain the fire alarm system on behalf of the owners.

Fire risk assessments, fire evacuations procedures and the maintenance of the fire alarm system for the All Saints Centre are the responsibility of the property owners.

The Operations Manager receives a copy of the risk assessment and fire evacuation plan when it is reviewed annually.

Evacuation Procedure

Fire evacuation drills will be carried out annually once the fire alarm system has been installed. All employees, voluntary workers and members of the congregation should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

Minster – 670 capacity venue, as confirmed in our November 2019 Fire Risk Assessment

- In the event of an emergency an announcement to leave the building will be made by the Clergy, churchwarden or verger.
- The welcome team, under the direction of the warden, will open the external doors and guide people out of the building.
- Persons will assemble on the grass on the south side of the Minster.
- The emergency services will be contacted immediately by a nominated person. A telephone is located in the vestry, if inaccessible mobile phones are available.
- The post code for the minster is S60 1PD

All Saints Centre

- In the event of an emergency an announcement to leave the building will be made by staff.
- Persons will assemble on the grass opposite the All Saints Centre.
- The emergency services will be contacted immediately by a nominated person.
- The post code for the All Saints centre S65 1AA

Chapel on the Bridge

- In the event of an emergency an announcement to leave the building will be made by staff.
- Persons will assemble on the bridge, on the opposite side of the road to the chapel. Care must be taken when crossing the main road.
- The emergency services will be contacted immediately by a nominated person.
- The post code for the Chapel on the Bridge is S60 1QJ.

If you discover a fire of any size

- Immediately raise the alarm.
- Telephone the emergency services
- Attack the fire if possible and within your capacity, using the appliances provided, **but without taking personal risk.**
- 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.
- Evacuate to the designated assembly point
- Ensure clear access for the emergency vehicles

Minster Large Event Evacuation Procedure

For large services and events where the congregation exceed 300 the following procedures apply.

- All designated fire exit doors must be unlocked before the service begins.
- A check must be made that all the doors can be opened.
- A steward must be allocated to each door.
- Responsibility for using each fire extinguisher will be allotted to stewards.
- For evening services each door steward will be allocated a torch.
- In the event of an emergency an announcement to leave the building will be made by the Clergy, churchwarden or verger.
- Persons will assemble on the grass on the south side of the church
- The emergency services will be contacted immediately by a nominated person. A telephone located in the vestry, if inaccessible mobile phones are available.
- The post code for the minster is S60 1PD

Evacuation drill

Fire evacuation drills will be carried out annually, though not during church services. All employees, voluntary workers and members of the congregation should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

Use of Candles

Whenever using candles, the controls set out in the risk assessment in Appendix B must be put in place.

4. Electrical Safety

- A list of all portable electrical appliances is maintained in each individual premises.
 - Minster – the safe
 - ASC -the administration office
 - CoB – n/a
- All users of electrical equipment should take responsibility for checking that the equipment they are using is in a safe condition – a quick but thorough visual check is all that is needed to identify most hazards. Any faulty items should no longer be used and should either be removed or labelled, 'do not use' to avoid others using them. Any faults must be reported to Stephanie Osman or Malcolm Turner.
- 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 verger and recorded in the repair log book for action
- Every 2 years all 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 ait and can correctly interpret the results. Any und-safe equipment will be safely disposed of.

- 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 verger for recording in the repair log book.
- Every 5 years the electrical system will be inspected by a competent engineer who is a “full Scope” member of NICEIC, ECA or NAPIT, any necessary remedial work will be carried out.
 - Completed at installation of new system in 2016. Due in 2021.
- At intervals of not more than two and half years the lightning conductor will be examined and tested by a competent specialist firm of lightning engineers.
 - Due in February 2021
- It is our policy not to sell, or allow the sale of, second hand electrical goods.

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:

- Visually check all electrical equipment before use
- Report all faults immediately to the responsible person
- Do not attempt to use or repair faulty equipment
- 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
- Electrical equipment should be switched off and disconnected when not in use for long periods
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

5. Gas Equipment Safety

Our gas boilers will be checked annually (April) by a competent contractor who is registered with the Gas Safety Register. Any necessary work required for safety will be implemented immediately

6. Hazardous Substances

The responsible person will maintain a list of all hazardous substances used/stored on the premises.

All hazardous substances when not in use will be stored in a locked cupboard. Toilet cleaners currently in use will be stored at a high level.

All stored substances will have a record card containing relevant safety information.

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

Do not mix chemicals unless the manufacturer’s instructions state this is permissible/required. Do not store chemicals in unmarked containers.

7. Safety of Plant and Equipment

- Employees and voluntary workers must not operate equipment that they are not trained and authorised to use.
- All equipment must be switched off before any adjustments are made.
- After carrying out maintenance and adjustments, all guards must be replaced before the equipment is used
- Before using any item of equipment, 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
- The appropriate personal protective clothing must be worn when operating any item of plant equipment.
- Persons under the age of 18 may use hand tool only and are not permitted to operate any power-driven item of plant equipment.
- Ladders may only be used to a height of 20 ft.
- Ladders may 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.
- Any defect and damage found to any item of plant or equipment must be reported to the Verger for recording in the repair log book
- All plant will be regularly maintained
- Persons must not work on their own unless they have a means communication and have notified a colleague of the details of the work being undertaken and agreed procedure to ensure their safety is checked on.

Items of plant and equipment which are required to be tested by a competent person in accordance with an inspection programme are listed and noted as such in Appendix C.

8. Slips Trips and Falls – Conditions of Floors, Steps and Path

In order to reduce as far as reasonable practical, the risk of slips, trips and falls, an inspection will be made every quarter by the responsible person of:

- All floors and stairs in the church
- All paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Verger who will enter the details in the repair log book.

9. 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 and churchyard are working. Any bulbs that require replacing will be reported to the Verger who will enter the details in the repair log book and will ensure that the bulbs are replaced following appropriate safety procedures.

10. Working at High Levels

All heights above 20ft are considered high levels.

Only approved contractors and competent volunteers may work at high level.

The following procedures must be followed:

- You should avoid working at height where possible
- Only competent people are allowed to work at height - those who have been trained in the use of ladders or other equipment required in order to work at high levels
- You may only work at height with the permission of the Operations Manager or Church Wardens
- You must follow the Avoid, Prevent, Minimise flowchart below to minimise the risks as far as possible
- You must risk-assess the activity and review risk assessment each time the procedure is carried out – including the legal requirements list
- You must not work alone if above a single height, step-ladder
- Ladders must be checked for defects or unsuitable placement when moved or every seven days, whichever is sooner.
- Ladders must be inspected for safety every quarter.
- Hazards must be reported to the Church Wardens or Operations Manager. Equipment must be used in line with the manufacturer's instructions.

Working at Height Checklist

Avoid - Can you AVOID working at height in the first place? If NO, go to PREVENT

- Do as much work as possible from the ground. Some practical examples include:
 - using extendable tools from ground level to remove the need to climb a ladder
 - installing cables at ground level lowering a lighting mast to ground level
 - ground level assembly of edge protection

Prevent - Can you PREVENT a fall from occurring? If NO, go to MINIMISE

- You can do this by: using an existing place of work that is already safe, e.g. a non-fragile roof with a permanent perimeter guard rail or, if not using work equipment to prevent people from falling
- Some practical examples of collective protection when using an existing place of work:
 - a concrete flat roof with existing edge protection, or guarded mezzanine and floor, or plant or machinery with fixed guard rails around it
- Some practical examples of collective protection using work equipment to prevent a fall:
 - mobile elevating work platforms (MEWPs) such as scissor lifts, tower scaffolds, scaffolds
- An example of personal protection using work equipment to prevent a fall:

- using a work restraint (travel restriction) system that prevents a worker getting into a fall position.

Minimise - Can you MINIMISE the Distance and/or consequences of a fall?

- If the risk of a person falling remains, you must take sufficient measures to minimise the distance and/or consequences of a fall.
- Practical examples of collective protection using work equipment to minimise the distance and consequences of a fall:
 - safety nets and soft-landing systems, e.g. air bags, installed close to the level of the work
- An example of personal protection used to minimise the distance and consequences of a fall:
 - industrial rope access, e.g. working on a building façade fall-arrest system using a high anchor point. Using ladders and stepladders

For tasks of low risk and short duration, ladders and stepladders can be a sensible and practical option

If your risk assessment determines it is correct to use a ladder, you should further MINIMISE the risk by making sure workers:

- use the right type of ladder for the job
- are competent (you can provide adequate training and /or supervision to help)
- use the equipment provided safely and follow a safe system of work are fully aware of the risks and measures to help control them

Follow HSE guidance on safe use of ladders and stepladders at <http://www.hse.gov.uk/work-at-height/index.htm>

11. Manual Handling – Lifting, Carrying and Moving Loads

- Our policy is to remove the need for manual handling as far as is reasonably practicable.
- 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, as far as possible.
- The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
- Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

Staff and wardens will stop people and issue advice when they see someone doing something unsafe.

12. Display Screen Equipment (DSE)

Our policy is to assess the risk 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 on the screen
- Tilt and swivel of the screen
- Suitability of keyboards, desk 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.

We recommend consulting the booklet: Working with display screen equipment (DSE) - A brief guide which is available from the HSE website: <http://www.hse.gov.uk/pubns/indg36.pdf>

13. Hazardous Buildings/Glazing

- Our policy is to ensure that our buildings are safe and without risk to health, safety and welfare if all who work in and use them. In order to achieve this, the buildings are inspected quarterly by the responsible person.
- Any defects noted are immediately reported to the Verger for recording in the repair log book.

Where necessary, temporary measures will be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

14. Safeguarding Children and Safe Church Representative

A copy of the churches policy for safeguarding children and adults will be kept with the Health and Safety File. These Policies will be reviewed annually and reported to the Annual Church Meetings.

A permanent record will be maintained of all accidents involving children.

15. Lone Working & Personal Safety

Quite a lot of tasks in the life of the church involve lone working, from setting up a communion service, through cleaning the church building to pastoral visiting, and many others besides.

General Guidance

Many of the tasks we perform in our duties are quite safe, but any risks are multiplied by working alone. It is therefore necessary to plan quite carefully. High amongst your priorities when assessing the risks must be how you would evacuate the area you're working in if an incident occurred (ensuring a safe level of lighting on your escape route is vital, for instance), and what you would do if rendered immobile by an accident. Having a working mobile phone, with a charged battery (and checking that it has a strong signal where you're working) is a big help.

If working alone, always inform a responsible person that you are doing so, what you are doing, and how long you expect to be. Inform them when you have finished and left the area.

Some tasks, like working at heights, may be considered too hazardous to be carried out alone.

Careful thought also needs to be given to the age, health and competence of those working alone... A task like, for instance, setting the communion table before a service (which involves carrying chalices, pattens, bread, jugs of wine up and down steps in and out of the vicar's vestry) might be low risk when carried out by someone young and reasonably fit and well, but might be quite hazardous when carried out by someone with mobility issues, or whose sight isn't very good. Such a person might be able to carry out the task, but would probably require closer, more regular, supervision.

Lone Working in the Church Building

If you are in the church building when nobody else is on site, and it is not open to the public, you should ensure that the doors are locked.

Lone Working in the Church Offices

If you are alone in the office, ensure the main office door is locked. If you are uncomfortable permitting someone to enter the building or have any doubts then do not let them in and inform them that the office is currently closed.

Banking

Ensure money is in a bag or pocket and not obvious. If possible travel via busy route that is covered by CCTV and vary the time and/or route you use, so as not to establish a pattern that is obvious to onlookers. Don't take unnecessary detours

Pastoral Care/Visits

One to one contact with individuals in the context of pastoral care should be properly planned, its risks considered and recorded effectively. It is essential in pastoral care to acknowledge appropriate physical, sexual, emotional and psychological boundaries – inappropriate touching or gestures of affection must be avoided.

Pastoral visits with dementia and Alzheimer's sufferers in their own home

It is important that family members know that members of the church are visiting their relative and are happy for that to occur.

A separate diary recording when visits from church members have occurred should be kept.

Day to Day Long Term Pastoral Relationships

It's recognised that many of the pastoral relationships in the parish are with people who have been known for many years within the context of the church fellowship.

Continuing to visit such people on a one to one basis is unlikely to pose any risks. However, should there be any cause for concern, particularly if the person's mental health deteriorates then appropriate safety measures should be put in place.

16. Risk Assessment/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.

The PCC List of activities and groups is in Appendix D

Risk Assessments for Voluntary One Off Jobs.

We require a risk assessment to be carried out for any one-off job or task not already covered by risk assessments for regular groups and activities. The risk assessment needs to be approved by the Operations Manager or one of the Churchwardens before any work is carried out.

A standard risk assessment for low risk maintenance work is included at Appendix E.

The Bell Tower and Bell Ringing

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.

- Emergency Evacuation Procedure – A sounder is fitted in the ringing room. Should a fire start in the church below, the sounder will inform the ringers.
- Safe Means of Heating – Heaters are provided and regularly checked and maintained.
- Provision of Fire Extinguishers – A water fire extinguisher is in the ringing room and is maintained annually.
- Provision of Emergency Lighting – Emergency lighting is fitted in the ringing room.

It is the responsibility of the Tower Captain to notify visitors of the health and safety procedures for the bell tower and ringing room.

General principles for health and safety in the bell tower can be found at Appendix F.

17. Tower and Roof

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 perform a risk assessment then implement any measures deemed appropriate.

18. Contractors

All persons entering church premises for the purpose of carrying out work are regarded as contractors. All contractors, including self-employed, must abide by the following:

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
- Produce evidence that they have appropriate Public and Employers Liability insurance in place. A record of this evidence will be maintained in the project/work record file.
- 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.

- 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.
- 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.
- All contractors will be given detailed instructions regarding the areas where 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. For “hot works” a separate permit will be issued.

19. Construction Design Management (CDM) Regulations

For construction and demolition project for which CDM regulations apply then the following apply:

- Check the competence and resources of all appointees.
- Ensure there are suitable management arrangements for the project including welfare facilities.
- Allow enough time and resources for all stages.
- Provide pre-construction information to designers and contractors.

For construction projects over 30 days or 500 person days then the HSE must be notified and the following actions:

- CDM co-ordinator appointed.
- Principal contractor appointed.
- Ensure construction work does not start unless there are suitable welfare facilities and a construction phase plan in place.
- Provide information relating to the health and safety file to the CDM co-ordinator.
- Retain and provide access to the health and safety file.

20. Information and Enforcement

Environmental Health Services Rotherham Metropolitan Borough Council Riverside House Main St Rotherham S60 1AE 01709 382121	Employment Medical Advisory Services HSE Executive Foundry House 3 Millsands Riverside Exchange Sheffield S3 8NH 0300 003 1647
---	--

<http://www.hse.gov.uk/contact/contact.htm>

Health and Safety Executive Information Line: 0845 345 0055

HSE Books: 01787 881165

Health & Safety Law Poster

A copy of the HSE poster “Health and Safety Law – What you should know” is located in:

- Rotherham Minster – Clergy vestry
- All Saints Centre – Kitchen area
- CoB – The cupboard

Appendix A – Fire Risk Assessments and Practices Record

Date	Fire Risk Assessment	Performed by	Outcome
28/11/2019	Completed	CHUBB	Extensive report provided, points being actioned.

Date	Fire Drill	Performed by	Outcome

Appendix B – A standard risk assessment for using candles

Candles are often used as part of prayer or worship activities and we do not wish to discourage this, but appropriate precautions must be used as without these they can pose a significant safety risk to people and property. N.B: This is a general risk assessment and it may be necessary to add to it depending on the circumstances of your activity, but the controls laid out here must be adhered to.

Event/Area Assessed: Candle Use	Assessed by: Stephanie Osman (Operations Manager)
Date Assessed: 21/10/19	Review Date: October 2020

Hazard/Risk & the people who are at risk	Existing controls in place that will reduce the likelihood or severity of an incident.	Likelihood of an incident occurring; 1 - Low (seldom) 2 – Medium (frequently) 3 – High (certain or near certain)	Severity if an incident does occur. 1 – Low (e.g. Minor cuts or bruises) 2 – Medium (e.g. serious injury or incapacitated for 3 days or more) 3 – High (e.g. fatality or a number of persons seriously injured)	Risk Rating = Likelihood x severity 1-2 = Low priority 3-4 = medium priority 6-9 = high priority	Additional controls needed to reduce risk to an acceptable level
Risk of injury or death to all and damage or destruction of property due to the speed at which fire can spread if an incident goes unnoticed		2	3	6	Candles must never be left unattended. When they are being used in a setting where other leader's attention may be focused elsewhere, such as prayer stations or part of a service or prayer meeting, a named individual or individuals must be given responsibility for ensuring the safety of the candles and they must not be given other tasks that will distract them from this. The appointed person or persons should have access to an appropriate means of extinguishing a fire. All candles must be extinguished after use and never left unattended.

<p>Risk of fire starting due to carelessness by people using the candles</p>				<p>When members of the congregation or general public are using candles, they must be supervised. This can be done subtly without leaning over their shoulder, but someone must be vigilant and on hand to step in, in order to prevent accidents, such as distracted people draping clothes or hair over candle flames.</p>
<p>Risk of fire starting due to inappropriate placement of candles.</p>				<p>Candles must be placed on a stable, fire/heat proof surface or candle holder. NB the foil around tea lights is not fire/heat proof. It is simply there to contain the wax. Tea lights must not be placed directly onto a flammable surface when lit. Flammable materials must not be placed close to the naked flame of a candle where they could catch fire due to the heat or direct contact.</p>

Appendix C – Items of plant and machinery by location and any rules and procedures for their use.

Minster

- Boiler - Cupboard door to be kept locked and boiler to be operated by authorised persons only. Care must be taken as this boiler obviously gets hot
- Water Boiler – Located in tea and coffee area. Care must be taken to avoid scalding. Only to be operated by authorised persons.
- Font Cover – This is a large, heavy, cumbersome piece of decorative Minster history. It is not to be moved by any persons without prior conversation, planning and risk assessment.
- Lift – Annually maintained. Only to be operated by trained persons or those who have received instruction from trained persons.

ASC

- Boiler – To be operated by authorised persons only
- Security shutters – These are operated by simple buttons and can be raised and lowered by anyone, visitor or staff, but their maintenance must only be completed by professionals.

Appendix D – List of PCC Activities

- Mothers Union meetings
- Messy Church
- Sunday School

Appendix E – A standard risk assessment for maintenance work

N.B: This risk assessment is intended to cover routine, low risk maintenance work only.

Event/Area Assessed: General Maintenance Work	Assessed by: Stephanie Osman (Operations Manager)
Date Assessed: 21/10/19	Review Date: October 2020

Hazard/Risk & the people who are at risk	Existing controls in place that will reduce the likelihood or severity of an incident.	Likelihood of an incident occurring; 2 – Low (e.g. Minor cuts or bruises) 3 - Low (seldom) 4 – Medium (frequently) 3 – High (certain or near certain)	Severity if an incident does occur. 2 – Low (e.g. Minor cuts or bruises) 2 – Medium (e.g. serious injury or incapacitated for 3 days or more) 3 – High (e.g. fatality or a number of persons seriously injured)	Risk Rating = Likelihood x severity 1-2 = Low priority 3-4 = medium priority 6-9 = high priority	Additional controls needed to reduce risk to an acceptable level
Injury to self from tools or materials	Maintenance work on site does not routinely require especially dangerous tools. If it does then a separate risk assessment should be drawn up.	2	3	6	Only use tools and materials you are competent to use and that are appropriate for the task. If in doubt take advice from an appropriate source. Only well-maintained tools to be used in an appropriate manner and for their intended purpose. Any manufacturer's instructions are to be followed. If asbestos is encountered, then the operations manager must be informed before further work is carried out. Good manual handling practice should be followed.

Injury/death to self from falling	Working from height rules are in place and can be found in our health and safety policy. These must be adhered to.				
Injury/death to self from electrocution					The fixed electrical installation should not be altered or interfered with. This must be left to a qualified person. The only exception is that switches may be replaced by a competent person. Care must be taken when drilling in walls as electrical cables may be present. Switch off the electrical supply if possible. .
Injury to the public	Large scale and more dangerous work is not covered in the scope of this risk assessment. This is contracted out to qualified contractors.				Work should be carried out during 'quiet' periods when fewer people are in the vicinity, unless an emergency repair is required. If necessary barriers should be erected to keep public out of the area. It is especially important to safeguard any drops. Rubbish must be disposed of promptly and safely.

Appendix F – General Principles for Health and Safety in the Bell Tower

The following general principles should be used when considering risk assessment in the bell tower. This is not an exhaustive list; further items may be added following a risk assessment.

A. Initial Procedures

A1. The bellringer appointed to be in charge of activities related to bellringing in the tower (normally the tower captain or ringing master) should, on appointment, review each activity (e.g., bell handling for learners, bellringing, use of boxes, length of bell ropes, putting on muffles, bell maintenance) from a Health and Safety point of view (i.e. make Risk Assessments), or should review risk assessments already in place.

A2. Any new activity should be similarly assessed.

A3. A written record should be made of precautions (including any training) to be taken to minimise risks associated with bellringing activities and the bellringer-in-charge, on appointment, should confirm that these precautions will be followed.

B. General Precautions

B1. There should always be an indication at ground level (e.g., at the entrance to the tower stairs) and in the ringing room to show when any persons are in the tower at higher levels. Consider installing an illuminated indicator (i.e. a red light) to indicate this.

B2. The entrance to the ringing room, bellchamber, and any intermediate chambers should normally be kept locked against unauthorised entry.

B3. Smoking should not be permitted within the tower nor on roofs, stairs, or walkways leading to or from the tower.

B4. Adequate lighting should be available for any tasks performed in the tower, including provision for emergency lighting in the case of mains failure. Any alteration or addition to the electrical installation, with appropriate authority, should be carried out as recommended in the Churchcare guidance notes and only by a qualified electrician, and with permission of the church authorities.

B5. Electrical equipment should be used in the tower only if it is in good order and can be operated safely.

B6. Heating in a tower should not be by equipment using naked flames. Hot element radiant heating (e.g. infra-red or quartz-ray) should be used only if the equipment is permanently fixed in agreed safe places. Portable heaters (e.g. convectors) shall be used only if kept at safe distances from flammable materials and should not be left switched on when the tower is unattended.

B7. Non-ringers in a tower must always be accompanied by a competent ringer during ringing and when bells are left mouth upwards (see also C2).

B8. There should be a Fire Plan for the church, including the tower, and the person-in-charge of the ringers must ensure that all persons in the tower in connection with bellringing activities are aware of it. Fire extinguishers in the tower should be in agreed fixed locations and be checked annually.

B9. Visiting ringers: the person in charge of ringers must be satisfied that all visiting ringers are of adequate competence to be able to ring safely.

B10. Exposed ground floor rings should have a mechanism to ensure the ropes are pulled up out of normal reach, even when the bells are down. The control for letting down the ropes should be locked.

C. In the Bellchamber

C1. Bells should always be kept mouth downwards when the tower is vacated unless they can be safely left inverted, or 'up'. Bells may only be safely left up if:

- all bells and ropes are inaccessible and access to them is kept locked, keyholders being ringers or persons trained in awareness of the hazards of bellringing. This includes intermediate chambers between the ringing room and the bellchamber.
- warning notices are displayed at each point of access to the bells and bellropes.
- the locked spaces are not 'through routes' to other parts of the church.

C2. Entry to the bells and bellframe should not be permitted when the bells are ringing or are set mouth upwards unless there are safe means of locking the bells in the up position, or if it is necessary and safe to observe a bell in motion. Two people should be present in such circumstances of whom at least one should be a competent ringer. If the bell is in motion without its clapper being tied, ear defenders should be freely available and worn.

C3. Safe access should be available to every part of the bell equipment that needs to be maintained, including for the application of muffles.

C4. Whenever any maintenance or other activity has taken place in the bellchamber, or intermediate chambers, this should be recorded in a log book. Before any subsequent bellringing takes place, the bellringer-in-charge of ringers should ensure that conditions are safe for bellringing and that there are no obstructions that would endanger persons, bells, or the fabric of the tower.

C5. The resident ringing master (or other person responsible for tower safety) must take reasonable steps to ensure that they are satisfied that all ringers (including visiting ringers) are competent, in good health and are of suitable height and build. Competent means that ringers have sufficient experience, in the opinion of the ringing master, or are in the process of being trained in bell ringing. The ringing master must warn visiting ringers of the particular circumstances attached to the tower.

TOWER SAFETY GUIDELINE SUMMARY

- Identify the hazards and assess the risks
- Ensure that ropes are not accessible to unauthorised people
- Ensure that the bell chamber is not accessible to unauthorised people
- Display clear warning signs and fire exit notices on appropriate doors
- Ensure that anyone entering the ringing room can tell immediately if there is someone in the bell chamber
- Ensure that someone knows if you are working on the bells or, even better, have someone with you
- Never work on bells which are up, including fitting or removing muffles
- Ensure that non-ringers are always accompanied and supervised
- Only allow appointed, experienced ringers to be responsible for teaching

- Only allow inexperienced ringers to ring if they are adequately supervised
- Check bells are down before making coils