



ST PETER'S CHURCH AND CENTRE, ARDINGLY

A HEALTH AND SAFETY POLICY: GENERAL STATEMENT

We are committed to ensuring, as far as is reasonably practicable, the Health, Safety and Welfare of our church family, visitors and the members of the public who use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all by controlling the hazards in and around our premises and the hazards caused by what we do.

We have completed Risk Assessments and will review them and this policy on a regular basis. We will consult with church volunteers and employees about Health and Safety and provide the information, instruction, supervision and training that we consider is necessary.

We will endeavour to ensure that all users are kept safe by carrying out regular inspections. We will maintain equipment and the premises and provide any protective equipment that we consider necessary for the health and safety of volunteers and employees.

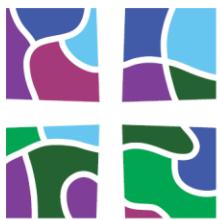
This policy will be reviewed regularly and revised as necessary.

Signed:

(Rector)

Date:

Review date:



B RESPONSIBILITIES:

Overall responsibility for health and safety is that of the Rector, the Revd John Crutchley.

Health and Safety Group:

Responsibility for Health and Safety matters, including the day-to-day implementation, dealing with any concerns and when necessary,

updating of arrangements in this policy, rests with the Health and Safety Group named below, who act as Health and Safety Officers:

John Witherington Churchwarden

Nigel Cheater Churchwarden

Jill Veasey Centre Administrator (**Responsible person for Centre**)

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

Responsible person for bell tower safety is Lynn Wilson, tower captain.

All volunteers and employees:

Have a responsibility to:

- help us maintain a health and safe work and worship environment by reporting hazards, accidents, and dangerous occurrences.
- follow safety procedures, instructions, and signs and to look after any safety equipment provided.
- take reasonable care for their own safety and the safety of others who use these premises.



C Procedures and Safety Arrangements:

1 Accidents and First Aid

A first aid kit is available in the kitchen (of both church and centre) and clearly marked. First aid kits will be checked regularly and replenished as necessary.

All accidents are to be entered in the accident book kept by the first aid kit. Hirers of the Centre are informed that they should record details of accidents in the book.

2 Fire Safety

In order to fulfil our obligations with regard to fire safety, we undertake:

- A fire risk assessment, regularly reviewed, of both church and centre
- In the centre, a full fire alarm system and emergency lighting
- Provision of safe exit routes from the building, information and where appropriate training on evacuation
- Provision of firefighting equipment

The **Fire alarm system** and extinguishers within the premises will be examined and tested annually by the maintenance company.

Fire extinguishers are provided in church and centre; they must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance. They are checked regularly by the Health and Safety officers and annually by the fire company.

Evacuation procedures:

Centre: A plan of escape routes and fire action instructions are displayed by both entrances. There is a marked assembly point against the NE boundary fence.

Copies of these instructions are supplied to all hirers, who are also instructed to leave all fire doors unlocked.

Church:

- At least two exit routes are always unlocked when the church is in use; for larger events such as weddings the west door is also open.
- A plan of escape routes is displayed near the main (south) doors.
- A designated team is trained in evacuation procedures. Torches are available by all doors for emergency use.
- Assembly point from the church in case of fire is on the rectory front lawn.

Major events: Special procedures are in place for larger events where the congregation/audience is expected to exceed 120, or especially hazardous events.



3 Electrical Safety

The electrical wiring within the building(s) will be inspected every five years. A suitably qualified contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations).

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually by an appropriately qualified person.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.

Users of the church and centre are responsible for ensuring that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads whenever possible and take care to prevent tripping hazards when laying cables.

4 Hazardous substances

We minimise the use of hazardous substances. Where their use is unavoidable, they are stored securely. Users are responsible for taking appropriate precautions when working with them and using protection provided. Cleaning materials are kept in a securely lidded box.

5 Slips, trips and falls

In order to reduce the risk of slips, trips and falls as far as possible, regular inspections of floors, steps and pathways are undertaken, leading to any necessary remedial work.

6 Lighting

In order to ensure that the church and centre are adequately lit, regular inspections are made. Bulbs in need of replacement are reported to the H&S Officers, who arrange for replacement in accordance with the appropriate safety regulations.

7 Working at height

This is kept to an absolute minimum. When working at height is necessary (replacing light bulbs or decorating), this is carried out only by competent persons who have been instructed about procedures for working at height. Ladders are only used in accordance with the working at height regulations for the shortest periods of time.



8 Food preparation

We follow the regulations applying to food storage and preparation.

Food handlers have received appropriate training.

Only those involved in food preparation and serving should enter the kitchen area.

Hirers should follow the food safety guidelines.

9 Manual handling

Where possible, trolleys are provided to avoid the need to lift heavy loads.

Where necessary, training will be given to those involved in manual handling tasks.

10 Hazardous buildings

We aim to ensure that our buildings are safe and to minimise risks to health, safety and welfare of users. They will be inspected regularly by the Health and Safety officers and appropriate measures taken for repairs. Any defects noted should be reported to the Health and Safety officers.

A check is made of any asbestos in the buildings, with measures taken where necessary to control or remove it.

A check is made to ensure that all glass below waist height is of safety material or protected against breakage.

11 Child protection

We take child protection very seriously; our child protection policy statement, as set out on the Diocese of Chichester website, is displayed in both church and centre.

12 Risk assessments

The churchwardens will identify hazards and carry out Risk Assessments for the buildings and for any activities which involve significant risk, as well as for personal safety. The outcome of these assessments will be recorded and kept in the Health and Safety Folder. The significant findings of these assessments will be made available to Staff and Volunteers through information, instruction and training. Copies will be made available to hirers of the Centre.

Any person discovering a hazard must inform a Health and Safety officer as soon as possible.



13 Contractors

Any contractor other than church employees or voluntary workers must have their own health and safety policy (where appropriate) and insurance. CDM regulations apply, and for major works contractors must provide a safe method statement.

They must comply with the requirements of this policy and co-operate with church officials in order to ensure work is carried out safely.

Reviewed by the PCC dated