



Holy Trinity
Combe Down

HEALTH & SAFETY POLICY: HOLY TRINITY CHURCH



February 2022

HOLY TRINITY CHURCH
COMBE DOWN, BATH, BA2 5JJ

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Supporting Policies referred to in this document

Fire Safety Risk Assessment
Safeguarding Policy
Lone Working
Food Safety Guidance
Driving at Work

HEALTH AND SAFETY POLICY

HOLY TRINITY CHURCH

Church Road, Combe Down, Bath BA2 5JJ

Date of Policy: 7 February 2022

Review Date: December 2024

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

The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Implementation

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.

A. GENERAL STATEMENT OF POLICY

Our policy, so far as is 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 churches, churchyards 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 below.

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 has 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 sub committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

This policy will be reviewed at regular intervals. The interval will depend on the level of our activities and the extent of change. Where there is a high level of activity the policy may need to be reviewed annually. As a minimum it will be reviewed every five years.

B. ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Vicar

Overall responsibility for health and safety rests with the Vicar

The Revd Shawn Swinney

Who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified, and the list amended accordingly.

2. Responsibility of the Parochial Church Council

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

3. Responsibility for Oversight

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary has been delegated to the Chair of the Building Committee and Chair of the Staffing Committee.

4. Responsibility of the Health and Safety Officer

The following person(s) carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Daytime

Operations Manager and Caretaker

Sundays

Wardens or service duty holder

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

- a. Be familiar with health and safety regulations as far as they concern church premises
- b. Be familiar with the health and safety policy and arrangements and ensure they are observed
- c. Ensure so far as is reasonably practicable, that safe systems of work are in place
- d. Ensure the church and hall, if applicable, are clean and tidy
- e. Ensure the church grounds are properly maintained include the safety of monuments and trees, and that the grass is kept cut
- f. Ensure that safety equipment and clothing is provided and used by all personnel where this is required.
- g. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- h. Ensure that adequate access and egress is maintained
- i. Ensure that food hygiene regulations and procedures are observed.

5. Responsibility of employees, voluntary workers and contractors

All employees and voluntary workers have a responsibility to co-operate in the implantation of this health and safety policy and to take reasonable care of themselves and others, who may be affected by their acts or omissions, whilst on church business or premises.

Employees, Voluntary workers and contractors must therefore:

- a. Comply with safety rules, operating instructions and working procedures
- b. Use protective clothing and equipment when it is required
- c. Report any fault or defect in equipment when it is required
- d. Report any fault or defect in equipment immediately to the appropriate person
- e. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- f. Not misuse anything provided in the interests of health and safety.

6. Responsible persons

The following are responsible for safety in particular areas:
 (The numbers in brackets relate to the appropriate section of the policy.)

Operations Manager	Liz Hume
Caretaker	Chris Stone
Safeguarding Representative	Viv Quick

1. By activity

Name/position

Accident book/Accident Reporting (1)	Operations Manager
Portable electrical appliances (3.1)	Caretaker
Portable PA equipment	Caretaker
Fixed electrical system (3.4)	Caretaker
Gas equipment (4)	Caretaker
Hazardous substances (5)	Caretaker
Plant and machinery (6)	Caretaker
Condition of floors and stairs (7.1)	Caretaker
Condition of churchyard (7.2)	Caretaker
Light bulb changing (8)	Caretaker
Working at high levels	Caretaker
Food preparation (9)	Operations Manager
Manual handling (10)	Caretaker
Display screen equipment (12)	Operations Manager
Building defects/glazing (13)	Caretaker
Safeguarding (14)	Safeguarding Rep
Personal safety (15)	Team leader of event
Fetes and outings (15)	Team leader of event
Bell ringing and Clock Winding (16.3)	Competent Volunteer
Contractors (17)	Caretaker
Choirs/music	Worship leader / Organist
Health and Safety training	Operations Manager

2. By area

Name/position

Main body of church	Caretaker
Wordsworth Chapel	Caretaker
Bell chamber	Caretaker
Clergy vestry	Caretaker
Crèche/Prayer Room	Caretaker
Boiler Room	Caretaker
Church Grounds	Caretaker

C. IMPLEMENTATION

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1. Accidents and first aid

First aid boxes are located in:

Kitchen, Wordsworth Chapel, Crèche and Boiler Room

Trained/qualified first aiders are:

Liz Hume

Jane Bradby

Tim Lewis

Claire Morrish

The accident book is located in:

Drawers at the main glass doors

All accidents and incidents are entered on an Accident report form and our insurers advised. If the church is let to outside organisations, they are told in writing that in an event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident records are regularly reviewed.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

RIDDOR imposes statutory duties as follows:-

- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported *immediately* through RIDDORs online system at www.hse.gov.uk/riddor. The completed appropriate online report form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. All incidents can be reported online but the telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
- Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.
- Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.
- Reportable diseases i.e. Carpal Tunnel Syndrome, Cramp of the hand or forearm, Occupational dermatitis, Hand Arm Vibration Syndrome, Occupational asthma and Tendonitis or tenosynovitis, must be reported in writing to the enforcing authority if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

Accident Reporting

Use RIDDORs online system at www.hse.gov.uk/riddor. Your report will be passed on to the relevant enforcing authority and you will be sent a copy of the information recorded which you can file this meets the RIDDOR requirement to keep records of all reportable incidents.

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

2. Electrical safety

1. A list of all our portable electrical appliances is maintained by the Caretaker
2. 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 Caretaker or Operations Manager for action
3. All our 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 it and can correctly interpret the results. Any unsafe equipment will be safely disposed of

4. 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

Caretaker or Operations Manager

5. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out by

Contractor

6. At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers
7. It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained

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:

1. Visually check all electrical equipment before use
2. Report all faults immediately to the responsible person
3. Do not attempt to use or repair faulty equipment
4. 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
5. Electrical equipment should be switched off and disconnected when not in use for long periods
6. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

3. Gas equipment safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

4. COSHH: Hazardous substances

The responsible person will maintain a list of all hazardous substances used in the church. 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, for example

Name of substance: Liquid floor cleaner
 'Flash'

Hazard level:	Low
Storage:	Must be kept in locked storeroom off vestry
Protective clothing:	Wear overalls and gloves
Accidents:	If splashed in eyes wash immediately with copious amounts of water.

Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident. A hazardous substance record is available upon request and is kept in the church office with the First Aid records. There are First Aid kits in three locations in Holy Trinity Church.

Frequent users of hazardous substances are advised to read the information relating to the product before use.

Examples of other hazardous substances you might have are: petrol, pesticides, insecticides and polishes. Some hazardous substances, such as asbestos, or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors. (You must consult the local Environmental Health Officer in such circumstances.)

Do not mix chemicals.

Do not store chemicals in unmarked containers.

5. Safety of plant and machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
2. Machinery must be switched off before any adjustments are made
3. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
4. Before using any item of plant or machinery, 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
5. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
6. Persons under the age of 18 may use hand tools only and are not permitted to operate any power-driven item of plant or machinery
7. Ladders may only 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. Information relating to the selection of suitable access equipment can be found on the HSE website (www.hse.gov.uk) and searching for WAIT. This is an interactive tool used to ensure the most suitable access equipment is selected and can be used as the risk assessment.
8. Any defect and damage found to any item of plant or machinery must be reported to the responsible person
9. All plant and machinery will be regularly maintained, and a schedule kept of maintenance requirements.

Garden Machinery – Owned by church

Brush cutter: Mitox 330L – instructions saved to server
Mower: John Deere R52S – instructions saved to server.

The owner and operator of the equipment will ensure that appropriate personal protective equipment is worn, this should include, suitable boots, gloves, eye protection and overalls. In certain situations, such as when working in the bell tower, head protection and ear protection may be necessary and will be worn.

10. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on (See Lone Working Policy for guidance)

10.

6. Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every

Month, but weekly during autumn and daily during periods of snow and ice

by the responsible person of

1. All floors and stairs in the church and hall, and
2. 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

Caretaker,

who will arrange for repairs or remedial measures to be carried out.

7. 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, hall and churchyard are working. Any bulbs that require replacing will be reported to

Caretaker

who will ensure that the bulbs are replaced following appropriate safety procedures.

8. Working at high levels

The following areas are designated as high levels:

Bell tower, roofs, balcony over entrance

Only the following persons may work at high level

Approved contractors, caretaker and competent volunteers

The following procedures must be followed:

Contractors must make their own risk assessments for the work envisaged.
Winding the clock – the competent volunteer must follow the agreed method statement

Only the following work is authorised without special agreement:

Winding the clock.

The appropriate training will be given, and a system of recording will detail who is working where at any time.

9. Preparation of food

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
5. Food stuffs may only be prepared in the following areas:

No food may be prepared in HTCD

Only people who have received the appropriate training (Level 2 Food Hygiene Certificate) may serve foodstuffs.

6. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

10. Manual handling – lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable
2. 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, lifts and hoists as far as possible.
3. Persons who regularly move, lift, pull or push loads using bodily force are provided with a leaflet outlining good practice and back awareness

11. Display screen equipment

Our policy is to assess the risks 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 of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the workstation 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.

12. Hazardous buildings/glazing

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every

Year or following changes

by the responsible person

2. Any defects noted are immediately reported to

Caretaker

Building Committee

and the procedures put in hand for repairs

4. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
5. A check is made of any asbestos containing materials in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos containing materials remaining in the building is given to all contractors and anyone else who may be affected
6. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage

Remember that a Faculty application may be necessary. Archdeacons can often sanction temporary repairs pending permanent arrangements being approved.

13. Safeguarding

Holy Trinity Church have a policy for Safeguarding which is line with the current Church of England House of Bishop's Policy Document. The activities undertaken by youth groups require special attention. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms should be obtained for trips away from the parish and any particular needs of individual children noted.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

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

14. Personal safety

Risk assessments need to be undertaken, in addition to those already mentioned in this policy, to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables.

Guidance is available in HTCD's Lone Worker Policy and Driving at Work Procedures.

15. Risk assessments/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.

For all hazardous activities, risk assessments will be carried out and procedures introduced that must be followed.

It is recognised that there are guidelines for producing risk assessments etc prepared by our insurers, Ecclesiastical.

The following activities will require risk assessments.

- fêtes, including the use of bouncy castles
- change ringing bells
- sponsored walks, visits and outings
- church garden maintenance
- erection of temporary staging

It should be noted that every activity leader is provided with a risk assessment form to fill out and return to the Church Office before the event. This refers to on Church premises and off-site.

16. Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same
2. Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
3. 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
4. Where plant and machinery are 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, and that the persons operating the machinery are competent to use the equipment
5. 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
6. All contractors will be given detailed instructions regarding the areas where they 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. (A specimen Work permit is available upon request.)

Particular care needs to be taken for 'hot works' and a separate Hot work permit is available from Ecclesiastical.

CDM Regulations

The Construction (Design & Management) Regulations apply to all construction work in Great Britain. You should be aware of your responsibilities under these regulations.

As a 'client' – an individual or organisation for whom construction work is being carried out, you have a number of specific duties under the CDM Regulations; however, you can appoint a competent person to assist you in the discharge of these duties if you wish. The Approved Code of Practice to the CDM Regulations summarises the duties of a client as follows:

- check the competence and resource of all appointees
- ensure there are suitable management arrangements for the project including welfare facilities
- allow sufficient time and resources for all stages
- provide pre-construction information to designers and contractors.

A project is notifiable to the HSE if the construction phase will be longer than 30 days or 500 person days of construction work, and for such projects, clients must:

- appoint a CDM co-ordinator
- appoint a Principal contractor
- make sure construction work does not start unless there are suitable welfare facilities, and a construction phase plan is 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.

17. Information and enforcement

Environmental Health Service Information:

t. 01225 477563
e. environmental_protection@bathnes.gov.uk
w. <https://www.bathnes.gov.uk/services/environment>

Employment Medical Advisory Service Information:

<https://www.hseni.gov.uk/topic/employment-medical-advisory-service-emas>

The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters.

Health and Safety Executive

t. 0845 345 0055
w. <https://www.hse.gov.uk/>

18. Health and Safety Law poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in

The Church Office

If you have any employees, then you need to display the HSE poster 'Health and Safety Law – What you should know'.