



KNAPHILL METHODIST CHURCH



HEALTH & SAFETY POLICY

Address: Knaphill Methodist Church, Broadway, Knaphill, Woking, Surrey. GU21 2DR

Date: November 2019

Review Date: June 2020

Preamble

It is part of the culture of the Methodist Church and in line with our core doctrine to be concerned about the health safety and wellbeing of all those who come onto our premises. Churches are not exempt from Health & Safety legislation. Local Authority Environmental Health Officers are specifically charged with enforcing Health & Safety legislation in Churches.

The Health & Safety Executive has advised that it is good practice for volunteers to be provided with the same level of Health & Safety training and protection as if they were employees. This means that churches should follow exactly the same regulations to ensure the Health & Safety of volunteers and other persons using the church as if they were employees.

This document has been prepared in accordance with the provisions of the Health & Safety at Work Act 1974 and the regulations made under it, the text of which includes all subsequent updates and is available for free download at www.legislation.gov.uk.

The policy is in three sections:

Section A: General statement of policy;

Section B: Organisation and responsibilities;

Section C: Arrangements.

To all employees, voluntary helpers and contractors: the success of this Policy will depend on your co-operation. It is, therefore, important that you confirm you have carefully read and understood this document and understand your role and the overall arrangements for Health & Safety.

SECTION 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 employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they may 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, Church grounds 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 guarantee that Health & Safety matters are kept constantly under review, Health & Safety will be a Standing Item on the agenda for at least one meeting **annually** of the Church Council, and regularly on the agenda of the Leadership Team. Employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

SECTION B: ORGANISATION AND RESPONSIBILITIES Responsibility of the Church Council:

The Church Council has overall responsibility for Health & Safety. They will ensure that arrangements are in place to satisfy Health & Safety regulations and appropriate Codes of Practice. The Church Council will also ensure that the Health & Safety Policy is implemented.

Responsibility of Property Steward/Leadership Team:

Those persons appointed to the role of Property Steward and/or onto the Leadership Team carry the responsibility for the day-to-day implementation of the arrangements outlined in this policy.

The responsibility of the person(s) appointed shall be to:

1. be familiar with Health & Safety regulations as far as they concern Church premises;
2. be familiar with the Health & Safety policy and arrangements and ensure they are observed;
3. ensure so far as is reasonably practicable, that safe systems of work are in place;
4. ensure the Church and ancillary premises are clean and tidy;
5. ensure the Church grounds are properly maintained
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required;
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
8. ensure that adequate access and egress is maintained;
9. ensure adequate fire-fighting equipment is available and maintained;
10. ensure that food hygiene regulations and procedures are observed whenever food is prepared on the premises.

Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety policy and to take reasonable care of themselves and others whilst on Church business or premises.

Employees and voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures;
2. use protective clothing and equipment when it is required;
3. report any fault or defect in equipment immediately to the appropriate person(s) and record in the premises book in the kitchen.
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible;
5. not misuse anything provided in the interests of Health & Safety.

RESPONSIBLE PERSONS	
POLICY AREA	NAME/POSITION
Accident Report Book & Accident Reporting	Leadership Team
Fire extinguishers (2), Fire Alarm System, Fire protection equipment etc.	Richard Thorpe Fire Safety Services
Portable electrical appliances (3)	Andrew Humphries
Fixed electrical system (3)	Alan Bayliss
Working at high levels (9)	Leadership Team
Food preparation	Leadership Team
Manual handling (11)	Leadership Team
Condition of Buildings and Grounds	Church Council
Contractors	Leadership Team
Protection of Children & Vulnerable Adults	Appropriate Safeguarding Officers

SECTION C: ARRANGEMENTS (IMPLEMENTATION OF THE POLICY)

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

1. ACCIDENTS AND FIRST AID

The First Aid box is located in: the Kitchen

We do not have a nominated first aider at present as our policy is to contact the emergency services as necessary.

The post code of the front of Church entrance is situated by **the Fire Exits in the Welcome Area, the Worship Area, the Church Hall and all the Meeting Rooms.**

The following people have attended a first aid awareness course:

Mr Stephen Gurd

Ms Catherine Neo Spita

Mrs Jane Ing

Mrs Linda Todd (St. John Ambulance)

The Accident Report Book is located in the kitchen. All accidents and incidents involving personal injury must be entered into the Accident Report Book and our insurers advised if thought necessary. Accident Report Books and accident records are regularly reviewed. These accidents will be reported by the responsible person(s).

2. FIRE SAFETY

A professional Fire Safety Assessment has been carried out and is available on request.

(See Separate Risk Assessment and Report in the Vestry)

3. ELECTRICAL SAFETY

All our portable electrical equipment is tested by a competent person as required. There is a book for recording matters requiring maintenance located in the kitchen.

Every five years our fixed electrical installations will be inspected and tested.

All voluntary workers and leaders must observe the following:

- I visually check all electrical equipment before use;
- II report all faults immediately to the Property Steward and/or the Leadership Team
- III do not attempt to use or repair faulty equipment;
- IV electrical equipment should be switched off and disconnected when not in use for long periods;
- V flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.
- VI Any electrical equipment brought onto the premises is the responsibility of the owner.

4. GAS EQUIPMENT SAFETY:

Our gas boilers and all other gas equipment are 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;

5. HAZARDOUS SUBSTANCES:

Where possible, we have eliminated the use of hazardous substances by substituting them for non-harmful alternatives. 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', product information provided by the manufacturers is used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

Chemicals should not be mixed.

Chemicals should not be stored in unmarked containers. All such substances should be kept in the locked cleaners' cupboard and only used by those who need to e.g. cleaning team and property team members and put back after use.

6. SAFETY ISSUES PLANT AND MACHINERY e.g. ladders, hedge cutters, strimmers etc.

- I No persons should operate plant or machinery that they are not trained and authorised to use;
- II Machinery must be switched off before any adjustments are made;
- III After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used;
- IV 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;
- V The appropriate personal protective equipment as directed by equipment guidelines must be worn when operating any item of plant or machinery;
- VI 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;
- VII Any defect and damage found to any item of plant or machinery must be reported to the responsible person(s);
- VIII All plant and machinery will be regularly maintained and discarded if found to worn or faulty. Items of plant and equipment kept and used by the Church will be subject to checks in accordance with the PAT testing procedure.

7. 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, regular inspections will be made by the Property Stewards and/or Leadership Team of:

- I All floors in the Church and hall.
- II All paths and steps in the Church grounds. Particular note will be made of moss, algae and leaves on paths.

Any defects will be noted by them and they will arrange for repairs or remedial measures to be carried out if under the Leadership Team financial authority or reported to the Church Council. Temporary warning notices will be used whenever necessary.

8. LIGHTING In order to ensure that the Church is adequately lit, regular inspections will be made by the Property Steward and/or Leadership Team to ensure that all lights in the Church, hall and Church grounds are working. Where possible, any bulbs that require replacing will be noted and the bulbs replaced, where it is safe to do so. Otherwise, alternative lighting will be provided, following appropriate safety procedures.

9. WORKING AT HIGH LEVELS

Work at high levels will generally be carried out by suitably qualified contractors using the appropriate access equipment such as scaffolding or access towers. Some low risk activities may be carried out from ladders providing they are properly secured and a second person is on hand to assist.

10. PREPARATION OF FOOD

Preparation and storage of food is carried out in accordance with the regulations required by the Food Standards Agency.

11. MANUAL HANDLING – LIFTING, CARRYING AND MOVING LOADS

- I Our policy is to eliminate the need for manual handling as far as is reasonably practicable;
- II 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.

12. BUILDING HAZARDS (INCLUDING GLAZING)

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 periodically by the responsible person(s);

- I Any defects noted are immediately reported to and the procedures put in hand for repairs;
- II Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out;
- III In 2013 a check for asbestos in the building was made by a competent person and a report obtained certifying that there is no asbestos on the site.
- IV 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.

13. PROTECTION OF CHILDREN AND VULNERABLE ADULTS

The Church has a current Safeguarding Policy, please see separate document for details.

14. PERSONAL SAFETY

A safe system of work is in place for persons working alone in the Church.

Persons must not work on their own unless they have a means of communication, e.g. mobile 'phone, and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

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 & Safety at Work Regulations 1999.

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:

- I have their own Health & Safety policy (where required by law) and be able to provide a copy of the same;
- II comply with all the requirements of this Health & Safety policy and co-operate with the Church officials in providing a safe place of work and a safe system of operation;
- III where plant or 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;
- IV 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;
- V 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.
- VI all contractors must have appropriate insurance.