



The Parish of Yate

The Diocese of Bristol

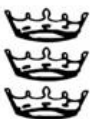
St. Mary's Church, Church Road, Yate
St. Nicholas' Church, Abbotswood, Yate
St. James' Church, Westerleigh,
St. Peter's Church, Wapley

HEALTH & SAFETY POLICY

Version 1.2

Version	Author	Date	Detail
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Approved by the PCC at their meeting on.....2015



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1. Introduction

This statement is issued in conformity with Section 2(3) of the Health and Safety at Work Act 1974 as a statement of the general policy of the Parish of Yate with respect to the health and safety at work of all our employees, casual labour and voluntary helpers.

It is our desire that all persons working on our premises, regardless of status, should be kept free from potential harm and as such we will 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 as well as those in direct employment.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the PCC will commission an annual Health & Safety compliance report to be discussed at its July meeting, and will review the policy and the way in which it has operated every three years and make appropriate changes.

In order to ensure that Health & Safety matters are kept constantly under review, an item on Health & Safety will be on the agenda at alternate meetings of the Parochial Church Council, and any sub committee established to oversee any building or refurbishment work, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

2. Definitions

- i. **The Parish** – refers to the Parish of Yate, which incorporates St. Mary's Church, Yate, St. Nicolas' Church, Abbotswood, St. Peter's Church, Wapley and St James' Church, Westerleigh.
- ii. **PCC** – refers to the Parochial Church Council of the Parish of Yate, which acts as the Trustee body for the parish and therefore carries the legal responsibility for its activities
- iii. **Employees** – refers to all persons present on the properties managed by the Parish and working for the benefit of the Parish and as such will include all employees and volunteers whether paid or not.
- iv. **Lone Workers** – refers to those who work by themselves without close or direct supervision such as:
 - Where only one member of staff remains/works on the premises.
 - Staff working separately from others e.g. in separate offices away from the Parish Office or when they are visiting parishioners etc
 - Staff working outside normal hours

3. Our Policy

3.1 It is our policy as an employer of both paid and volunteer staff, to promote the health and safety at work of the staff and of all visitors to the Parish Premises and to that intent we will:

3.1.1 Take all reasonably practicable steps to safeguard the health, safety and welfare of the staff and of visitors to Parish Premises.

3.1.2 Provide adequate working conditions for employees with proper facilities to safeguard their health and safety and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.

3.1.3 Encourage employees to co-operate with the PCC and its representatives, and in particular the Parish Health & Safety Officer, in all safety matters and the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.

3.1. 4 Encourage each employee to accept his or her own responsibility not to endanger himself or herself or others and actively to assist in fulfilling the requirements and spirit of the legislation.

3.2 We recognise our duty, as an employer of both paid and volunteer staff, to ensure as far as is reasonably practical, the health, safety and welfare at work of all our employees, and in particular:

3. 2.1 Provide and maintain equipment and systems of work that are safe and without risks to health;

3.2. 2 Ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

3. 2. 3 Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of the employee;

3. 2.4 Maintain any place of work under the control of the PCC in a condition that is safe and without risk to health and provide and maintain means of access to and egress from it that are safe and without risk;

3. 2. 5 Provide and maintain a working environment for the employees that is safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.

3.3 It is our policy that all employees must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and any specific rules relating to the task in hand that the Parish may publish from time to time.

3. 3.1 In particular, every employee has the duty, while at work, to:

- Take reasonable care for the health and safety of himself or herself and of other persons who may be affected by his or her acts or omissions at work;
- Co-operate with the PCC so far as is necessary to enable any duty or requirement imposed on the Parish as employer or upon any other person by or under any relevant statutory provision to be performed or complied with.

3.4 With regard to the specific safety requirements of each church site within the Parish the PCC expects the appointed Church Wardens with the DCC to develop and publish additional Health & Safety guidelines dealing with any specific risks or hazards concerned and to act to minimise those risks by making paid and volunteer employees aware of the risks and the mitigation procedures.

3.5 We will ensure, so far as is reasonably practical, that all employees are made aware of their duty and will take appropriate disciplinary action where that duty is flouted.

3.6 The PCC will ensure that an information poster detailing Health & Safety Information for Employees is prominently displayed in each of the Parish premises (usually in the entrance porch)

4. Procedures to support implementation of the Policy

4.1 In order to ensure the safety of both paid and volunteer staff the following procedures will apply across the Parish:

4.1 Accident Record Forms

Any injury suffered by an employee in the course of his or her employment, however slight, must be recorded together with such other particulars as are a requirement by statutory

regulations on an accident record form provided by the Employer. Once completed the form must be sent to the Health & Safety Officer for the premises on which the accident occurred. In addition any injury suffered by a member of the congregation or other visitor to Parish premises must be recorded.

4.2 Fire Procedures

All employees must familiarise themselves with fire escape routes and procedures and follow the directions of the Employer in relation to fire.

All duty wardens, sides people and leaders of services and activities must familiarise themselves with fire escape routes and establish appropriate procedures for their service or activity.

4.3 Equipment and Appliances

No equipment or appliance may be used other than as authorised by or on behalf of the Employer and any directions for the use of such must be followed precisely.

4.4 Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit, and include appropriate signage

4.5 Working at Heights

No employee of the Church may undertake any work, such that his/her feet are above ground level or the level of a sound floor, without having been fully trained in the use of any suitable equipment needed to reach the working area required. If the use of a ladder is required, and the work necessitates being at a height where the level of the ladder step being used is more than six feet above ground level, this work should only be carried out with aid and assistance from a colleague. As a general rule, any work required to the outside of the buildings should be undertaken by properly qualified and equipped outside contractors who will have the full range of equipment needed.

4.6 Safe Manual Handling

Employees should be aware of over-stressing any part of the body when handling awkward or heavy equipment. Special regard should be had to the avoidance of stressing the back, leaning sideways and applying the principles of adopting a stable position, moving slowly and lifting from waist height. If an Employee believes an object is too heavy for him/her to lift they should seek assistance.

4.7 Maintenance

Defective equipment, furniture and structures must be reported as such to the duty warden or Health & Safety Officer without delay.

4.8 Food and Hygiene

Any food sold to the public from the Premises of the Employer is to be prepared by trained personnel in the kitchen. The kitchen has its own specific Food Hygiene regulations. Any

Contractors should comply with this policy, the Food Hygiene Regulations and any other applicable Statutory Regulations. In respect of the occasions when food consumed on the Premises of the Employer is prepared off-site by members of the church or others, those managing the individual events should be responsible for taking all reasonable steps to ensure that the providers have an awareness of the Food and Hygiene Regulations and that those regulations are complied with.

4.9 Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

4.10 Drink and Drugs

The use of intoxicants by employees during working hours (with the exception of communion wine) is forbidden. Where wine or other alcoholic drink is being served at functions any employee who is on duty should refrain from drinking until their duties are complete. No employee may undertake his or her duties if under the influence of drink or drugs, except in the case of drugs or medicines prescribed by a qualified medical practitioner.

4.11 Lone Working

Because of the risks involved in working alone the Parish Health & Safety Officer and all line managers should ensure that risk assessments are carried out and reviewed regularly and put procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone. This will include:

- ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updates and refresher training as necessary;
- ensuring that appropriate support is given to staff involved in any incident; and managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents
- ensuring that any incident is properly recorded, reviewed and (where appropriate) reported to the police. This should include any incident where a staff member has been made to feel unsafe as a result of threatening behaviour or verbal abuse regardless of whether any physical harm has occurred

Staff should be able to recognise how their own actions could influence or even trigger an aggressive response. Managers will therefore ensure that all lone workers training needs are assessed and that they receive appropriate training.

4.12 Reporting

Where there is a reporting requirement placed on any employee reports should be made, in the absence of alternative instructions, to the Parish Health & Safety Officer

4.13 Risk Assessments

Any events held in the Premises of the Employer or off-site but arranged by the Employer or people under its control should be assessed for significant risk exposure and, if present, a risk assessment should be made and recorded by person(s) in charge of the event. A

copy of the risk assessment must be submitted to the Health & Safety Officer for that church at least one week before the event takes place.

5. Policy Review

We will review this policy every three years from the date of approval.

Appendices

Appendix 1: Supporting Documents

The following documents held in the Parish office contain further detail of specific policies, practices and inspection reports:

1. Accident report pro-formas (RIDDOR)
2. Fire/smoke alarm maintenance and testing contract
3. Fire Extinguisher maintenance contract
4. Fire Risk Assessment
5. Fire Safety Plan
6. General and Portable Electrical Testing Certificates (PAT)
7. Gravestone Stability Records and Churchyards & Gardens Risk Assessment
8. Bell Tower Regulations
9. Guide for Sidespeople
10. Risk Assessment Folders & Guidance Notes
11. Room hiring practices
12. Safeguarding Policy
13. Wardens Checklist
14. Health and Safety Regulation – a short guide
15. The Work at Height Regulations 2005
16. The Health and Safety Information for Employees Poster

Appendix 2: List of Responsibilities

1 Responsibility of the Rector and PCC

Overall responsibility for Health & Safety is that of the **Rector and PCC**, who will ensure that arrangements are in place to satisfy Health & 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 & Safety Policy is implemented.

3 Responsibilities of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out in each of the four churches and updated as necessary is with the Churchwardens,

4 Responsibilities of the Parish Health & Safety Officer

The Parish Health & Safety Officer acts on behalf of the PCC to ensure that this policy is understood and implemented and is kept up-to-date with any changes in Health & Safety legislation or regulations. He/ she will be accountable to the PCC and will present a written report on Health & Safety compliance at least once in every year.

Specific responsibilities shall include:

- 1 Briefing church Health & Safety Officers on any changes in legislation/ regulations which have an impact on practice within the Parish
- 2 Undertaking periodic Health & Safety audits to verify compliance with this policy
- 3 Reviewing any incidents within the Parish resulting in harm to employees to see how practice can be improved in the light of lessons learnt
- 4 Reviewing church accident books every six months to ensure that they are being used correctly
- 5 Analysing information obtained from Accident books to see if there are lessons to be learnt which might inform improved practice
- 6 Obtaining and circulating any new guidance issued by the Health & Safety Executive
- 7 Briefing the PCC with regard to any updating of this policy that may be needed to ensure compliance with new legislation

5 Responsibilities of the Church Health & Safety Officer

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

The responsibility of the Health & Safety Officer 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 hall, if applicable, are clean and tidy
- 5 ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
- 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.

6 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
- 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 and safety.

7 Responsible Persons

Each of the four churches will maintain a list of responsible persons in the format set out below, that will be filed with the Parish Health & Safety Officer:-

Area or activity	Role	Name
Accident book/reporting	Health & Safety Officer	
Condition of interior, fabric and fittings of church building	Churchwarden	
Fire precautions	Churchwarden	
Electrical safety	Churchwarden	
Bell Tower	Tower Captain	
Safeguarding/ Child Protection	Safeguarding Officer	
Condition of exterior of church including churchyard	Churchwarden	
First Aid Box	Health & Safety Officer	

Appendix 3: Lone Workers Checklist - Working Alone in Buildings

Staff:

Site:

Checklist completed by:

Date completed:

Review Date:

Main Issues of Concern	Yes	No
Do staff work alone?		
Do staff work outside normal office hours?		
Do staff meet with parishioners in isolated locations?		
Is there enough security provision?		
Is there poor access to the building?		
Do staff activities involve working in confined spaces?		
Do staff activities involve handling dangerous substances?		
Control Measures for Consideration	Yes	No
Do you provide joint working for high-risk activities (i.e. in confined spaces and with dangerous substances)?		
Do you carry out regular supervisor or colleague checks during activities?		
Do you use entrance security systems (i.e. digital locks or swipe cards)?		
Is there security lighting around access points and parking areas?		
Have you installed panic buttons linked to manned locations?		
Do you use reporting checking-in systems?		
Do staff have information and training on basic personal safety?		
Are staff trained in strategies for preventing and managing violence?		
Do staff have access to forms for reporting incidents or near misses and appreciate the need for this procedure?		

Are the existing control mechanisms adequate?	Yes	No
If No what modifications or additional actions are necessary?		
1.		
2.		
3.		
4.		

Note: Please complete the Risk Assessment Form for staff whose working practice makes them vulnerable.

This checklist is to be retained by the Parish Office

Factors to Consider

- Does the activity need to be carried out alone?
- Does the activity need to be specially authorised before lone working can commence?
- Does the workplace present a special risk to the lone worker?
- Is the area being visited/ worked in a known high-risk area (e.g. previous incidents)?
- Is there a safe way in/out for one person?
- Can the building be secured to prevent entry but still maintain sufficient emergency exits?
- Can one person adequately control the risks of the job?
- Can one person safely handle the equipment, substances and goods involved in the work?
- Is the person medically fit and suitable to work alone?
- Have staff received the training which is necessary to allow them to work alone?

- How will the person be supervised?
- Are people of a particular gender especially at risk?
- Are new or inexperienced staff especially at risk?
- Are pregnant women especially at risk?
- Are younger workers especially at risk if they work alone?
- What happens if a person becomes ill, has an accident, or if there is an emergency?
- Are there systems in place for contacting and tracing those who work alone?
- Will the visit/meeting/ work be taking place out of hours?

Appendix 4: Lone Workers Checklist – Parishioners Visits

Description of work activity or danger:

Staff exposed to the risk:

Site:

Checklist completed by:

Date completed:

Review Date:

Main Issues of Concern	Yes	No
Do staff carry out visits in high-risk locations (i.e. areas with high crime rates)		
Do staff carry out visits in isolated rural areas?		
Do staff visit unfamiliar parishioners or relatives?		
Do staff visit a high-risk or unstable or unpredictable parishioner group?		
Do staff carry out visits during unsocial hours?		
Do staff carry valuables?		
Control Measures for Consideration	Yes	No
Do you provide accompanied visits when there are concerns about safety?		
Do you include potential or known risk factors?		
Do you share risk information with other professional and agencies?		
Are there systems for monitoring staff whereabouts and movements for regularly reporting to base?		
Have you issued mobile phones?		
Have you issued personal attack alarms?		
Do staff have information and training on basic personal safety?		
Are staff trained in strategies for preventing and managing violence?		
Do staff carry forms for reporting incidents or near misses and appreciate the need for this procedure?		
Are your existing control measures adequate?		

Are the existing control mechanisms adequate?	Yes	No
If No what modifications or additional actions are necessary?		
1.		
2.		
3.		
4.		

**Note: If you have identified a risk associated with this work activity please complete the Risk Assessment Form
This checklist is to retained by the Church Office.**

Factors To Consider

- Visiting in or travelling to an area of high crime
- Making visits outside of normal working hours
- Working alone in a building where there have been reported incidents likely to threaten personal safety;
- Treating someone who has history of becoming violent/abusive;
- Assessment of particular work activities, which might present a risk such as refusing an appointment, undergoing an intimate examination, administering medication and delivering unwelcome information;
- Assessment of the possibility of increased risk of violence due to alcohol or drug misuse, a mental or personality disorder;

- Evaluation of factors affecting physical capability to carry out lone working, such as being pregnant, disabled or inexperienced;
- Assessment of equipment needed such as a torch, map of local area, telephone numbers for emergencies and issuing of mobile phones to staff; and
- Assessment of channels of communication in an emergency, trace ability of staff, reporting and recording procedures;

Appendix 5: Forms & Templates

The following can be downloaded thus:

Risk Assessment Form

<http://www.hse.gov.uk/risk/template.pdf>

Incident Reporting Form

<https://www.hse.gov.uk/forms/incident/f2508.pdf>

For further information please refer to the **Health & Safety At Work Executive** at <http://www.hse.gov.uk/>