

# TOLL GAVEL UNITED CHURCH, BEVERLEY.

## HEALTH AND SAFETY POLICY

### NAME AND ADDRESS OF CHURCH

Toll Gavel United Church, Toll Gavel, Beverley, East Yorkshire HU17 9AA

**DATE: 25 February 2019**

**REVIEW DATE: March 2020**

This document has been prepared in accordance with the provisions 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 – Arrangements.**

### SECTION A – GENERAL STATEMENT OF POLICY

The church 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 church, church grounds and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that will be made 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 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 Church Trustees, 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.

Signed: \_\_\_\_\_ Rev. P Cross, Chair of Trustees

Date: \_\_\_\_\_

## **SECTION B – ORGANISATION AND RESPONSIBILITIES**

### **1. RESPONSIBILITY OF TRUSTEES**

The Trustees have overall responsibility for the Health and Safety of the church and its outbuildings. They will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice. Trustees will also ensure that the Health and Safety policy is implemented.

### **2. RESPONSIBILITY OF PROPERTY COMMITTEE AND PROPERTY STEWARDS**

Those persons appointed to this role and onto this Committee carry the responsibility for the day-to-day arrangements outlined in this policy.

The responsibility of the persons appointed shall be to:

- a. Ensure that the health and safety policy and arrangements given in this document, describe the measures needed to comply with the requirements of health and safety regulations as far as they concern Toll Gavel United 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 is kept clean and tidy;
- e. Ensure the external areas and gardens are properly maintained including the safety of walls and any monuments;
- 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 adequate firefighting equipment is available and maintained;
- j. Ensure that food hygiene regulations and procedures are observed.

### **3. 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 reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers 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 immediately to the appropriate person;
- d. Report **all** accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- e. Not misuse anything provided in the interests of health and safety.

#### 4. RESPONSIBLE PERSONS

Responsibility is allocated for safety in particular areas, including:

<b>Area of Responsibility</b>	<b>Name/Position</b>
Accident book/accident reporting	Ann Bratley – Church member
First aid boxes	Ann Bratley – Church member
Fire extinguishers	Paul Myers – Church member
Portable electric appliances	Terence Bratley -Trustee
Fixed electrical system	Terence Bratley – Trustee
Plant and machinery	Colin Hogg -Trustee
Condition of floors and stairs	Colin Hogg -Trustee
Condition of external areas, gardens	Colin Hogg -Trustee
Working at high levels	Contractors are responsible for their own safety and insurance.
Food preparation	Lunch Club Leader
Manual handling	John Turner – Property Committee
Building defects/glazing	Colin Hogg -Trustee
Contractors:	
Building/mechanical	Colin Hogg -Trustee
Electrical	Terence Bratley – Property Committee/Trustee
Hazardous Chemicals (RIDDOR)	John Turner – Trustee
Testing fire alarm system	Paul Myers – Church member
Testing emergency lighting points	Paul Myers – Church member

This list is not exhaustive. The same officer may take responsibility for safety in several areas. The need for a responsible person in particular areas will be determined by the range and scale of activities at this church.

## **SECTION C – ARRANGEMENTS (IMPLEMENTATION OF THE POLICY)**

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, this section shall be adhered to.

### **1. Accidents and First Aid.**

First aid boxes are located in:

- a) Hall Kitchen
- b) Church Kitchen

Trained/qualified first aiders are:

- It is not deemed necessary to have a qualified first aider on the premises.
- Mrs AP Bratley is responsible for the accident book and the maintenance of the first aid boxes.

The accident book(s) are located in: **Church Hall**

All accident and incidents are entered in the accident book or on an Accident Report Form and our insurers advised. (A specimen accident report form is available upon request)

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed.

RIDDOR - Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995  
These accidents will be reported by the responsible person.

### **2. FIRE SAFETY**

The church policy is to fulfil the obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, the following shall be undertaken:

- a. an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments.
- b. a check that a fire can be detected in a reasonable time and that people can be warned;
- c. a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage;
- d. to provide appropriate firefighting equipment;
- e. a check that those in the building are familiar with the evacuation procedures, and know what to do in the event of a fire;
- f. a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

## 2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
Boiler Room	Powder
Stairway at rear of Church	CO <sub>2</sub>
Church Centre	H <sub>2</sub> O and CO <sub>2</sub>
Church – 1 <sup>st</sup> Floor Top of Stairs	H <sub>2</sub> O (x2)
Back of organ	CO <sub>2</sub>
Welcome Room	H <sub>2</sub> O
Church Hall Ground Floor	H <sub>2</sub> O (x2)
Hall Kitchen	Foam
Gallery CSV Office	CO <sub>2</sub> (x 2) Foam x 1
Hall – Spencer/Wesley	H <sub>2</sub> O

The responsible person is to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by: **JG Fire Protection & Training Limited (under review)**

## 2.2 Fire Alarm System

Paul Myers is in charge of the fire alarm system, checking the system is working at regular intervals, and that the system is re-set after activation. An annual maintenance check is also carried out.

## 2.3 Other Fire Protection Equipment

Other fire protection equipment is listed below (e.g. fire blankets, hose reels, dry risers etc.) together with the persons responsible for ensuring they are checked and maintained.

Location	Person responsible	Type of firefighting equipment
Church Centre Kitchen	Mrs AP Bratley	Fire blanket
Hall Kitchen	Mrs AP Bratley	Fire blanket

## 2.4 Evacuation Procedure

All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exists using the "Running Man" symbol. A check must be made that all doors can be opened.

For services and concerts, our procedures for stewarding/evacuation are as follows:

1. *If the fire alarm is not sounding, a Steward should break the glass to activate. (Break glass located in Centre).*
2. *In the event of a fire, or the sounding of the fire alarm, the person leading the worship/event requests the congregation to leave the building quietly. The downstairs congregation/audience should evacuate via the main entrance door, with the gallery congregation/audience leaving via the two emergency exits at either side of the main door, or as directed by the Stewards. (If main fire exit is blocked, downstairs congregation/audience exits via doors either side of pulpit, upstairs congregation/audience exits via doors either side of organ and follows signs down the stairs). All persons are asked to assist the disabled or hard-of hearing who may be sitting nearby. Stress WALK not run.*
3. *Stewards proceed to the designated exits and open both internal doors to Centre OR to rear exits via pulpit and external fire doors, ensuring there is clear access.*
4. *A Steward should **always** dial 999 for Fire Emergency Services. The Church telephone is situated on the window ledge behind the door to the Centre kitchen. Emergency services will require this telephone number which is **01482 865459**. Emergency services will also require the post-code of the Church which is **HU17 9AA**. A personal mobile telephone may be used if this is more readily available provided the post-code information is to hand.*
5. *Stewards assist people out of the building, instructing them to gather at the end of the drive and turning left into Toll Gavel, ensuring that the drive is kept free for Fire Vehicle access. (For evacuation via pulpit area, gather point is Old Walkergate). It is important to ensure that disabled people are evacuated as carefully as possible. Evacuation should continue even if the fire alarm stops.*
6. *Stewards check ancillary rooms such as toilets and kitchen to ensure complete evacuation.*
7. *Stewards who are familiar with fire extinguishers should only tackle the fire if it is a minor incident and if they are confident that it can be handled in this way. A fire blanket is located in the Centre kitchen.*
8. *If Schoolroom is in use, a second steward to ensure occupants are informed of fire and to evacuate to Old Walkergate entrance if necessary.*
9. *Stewards to check if first aid needed for anyone evacuated and seek help if required.*
10. *The Senior Steward to liaise with Fire Service on arrival.*
11. *No persons to be allowed to re-enter the building until clearance is given by the Fire Service.*

## 2.5 Evacuation Drills

Fire evacuation drills will be carried out periodically with the church stewards. It has been decided that having a full church evacuation drill may introduce unnecessary risk(s) to the congregation.

All employees and voluntary workers should ensure they are familiar with escape routes, assembly points and ensure these are kept clear and unobstructed.

## 2.6 Upon discovery of a fire (irrespective of size)

1. Immediately raise the alarm
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
5. 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.
6. Evacuate to the designated assembly point.
7. Ensure clear access for the emergency vehicles.

## 3. ELECTRICAL SAFETY

1. A list of all our portable electrical appliances is maintained by the responsible person;
2. Every year, plugs, and cables will be inspected by the responsible person to ensure that there are no loose connections, worn flexes, or trailing leads. Any repairs needed should be reported (**for action to be taken**) to - **Terry Bratley** or any other member of the Trustees.
3. Every year all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience and 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. A visual inspection will be carried out yearly of the fixed electrical installation by the responsible person. Any defects will be reported (**for action to be taken**) to the Trustees
5. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is an approved contractor registered with the NICEIC. Any necessary remedial work will be identified and reported to the person ordering the work.
6. It is church policy not to sell any second-hand electrical goods.
7. 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: -
  - i. Visually check all electrical equipment before use;
  - ii. Report all faults immediately to the responsible person;
  - iii. Do not attempt to use or repair faulty equipment;
  - iv. No electrical equipment is to be brought onto the premises without having undergone an In-Service Inspection and Test of Electrical Equipment by a competent person;
  - v. Electrical equipment should be switched off and disconnected when not in use for long periods
  - vi. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

## 4. Gas Equipment Safety

Installed 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 maintaining safety is implemented immediately.

## 5. Hazardous Substances

The responsible person will maintain a list of all hazardous substances used in the Church and Hall.

Where possible, the use of hazardous substances has been reduced or eliminated. Where this is not possible, the safety arrangements are as follows: -

For all hazardous substances, which include substances marked as; harmful, irritant, corrosive, 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, what protective clothing is needed, the method of storage, and action to take in the event of an accident.

For example,

Name of substances	Liquid floor cleaner 'Flash'
Hazard level	Low
Storage	Must be kept in locked store room
Protective clothing	Assess the risk and use as appropriate
Accidents	If splashed in eyes wash immediately with copious amounts of water

Do not mix chemicals, and do not store chemicals in unmarked containers.

A list of hazardous substances is attached.

## 6. 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. Employees and voluntary workers must not ride on any part of machinery not intended for that use;
3. Machinery must be switched off before any adjustments are made;
4. After carrying out maintenance and adjustments, all guards must be replaced before machinery is used;
5. 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;
6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery;
7. 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;
8. 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;
9. Any defect and damage found to any item of plant or machinery must be reported to the responsible person;
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.



11. 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 upon;
12. Any items of plant and/or equipment is to be tested by a competent person in accordance with an inspection programme (e.g. hoists or lifting equipment).

## **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, an inspection will be made every three months by the responsible person of:

- All floors and stairs in the church and hall, and
- All paths and steps in the church grounds. Particular note will be made of moss, algae, and leaves on paths. Any defects will be reported to; **Andrew Bennett** who will arrange for repairs or remedial measures to be carried out.

## **8 Lighting**

In order to ensure that the church is adequately lit, an inspection will be made every six months by the responsible person to ensure that all lights in the church, hall and church grounds are working. Any lamps that require replacing will be reported to; **Church Caretaker, Andy Bennett** who will ensure that any lamps requiring changing are replaced following appropriate safety procedures.

## **9 Working at high levels**

The following areas are designated as high levels: **Interior, gallery**

Only the following persons may work at high level: **Approved contractors, competent volunteers.**

The following procedures must be followed: **Safety harnesses, with fixed anchor points etc.**

Only the following work is authorised without special agreement: **Replacing lamps in the church, clearing leaves from gutters etc.**

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

## **10 Preparation of food**

1. Appropriate regulations governing the preparation and storage of foodstuffs are to be adhered to.
2. Appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the right temperatures.
3. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
4. Food stuffs may only be prepared in the following areas; **Church and Hall Kitchens.**
5. Only persons who have received appropriate training may prepare and serve foodstuffs.
6. Hirers of church premises who wish to provide foodstuffs are advised of the facilities and procedures.

## 11 Manual Handling – lifting, carrying, and moving loads

The church policy is to eliminate the need for manual handling as far as is reasonably practicable. Where this is not possible for event or work related circumstances, the following shall be implemented.

1. Prior to moving heavy loads, a risk assessment shall be carried out and use shall be made of lifting aids, including trolleys and hoists as far as is possible.
2. The necessary training will be given to those employees and voluntary workers who are required to undertake manual handling.
3. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

## 12 Display Screen equipment

The church 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 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.

## 13 Hazardous buildings/glazing

1. The church policy is to ensure that buildings are safe and without risks to the health, safety and welfare for all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the responsible person;
2. Any defects noted are immediately reported to the **Trustees** and the procedures put in place for repairs.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check is made of any asbestos 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 remaining in the building is given to all contractors and anyone else who may be affected.
5. 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.

## 14 Child protection

A statement upholding the church procedures will be made at least annually at Trustees Meetings and be suitably recorded.

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

## **15 Personal safety**

Risk assessments have been undertaken to ensure personal safety of employees, together with procedures and control measures.

## **16 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.

## **17. 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:

1. Must have their own health and safety policy (where required by law) and be able to provide a copy of the same;
2. Must produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
3. Must comply with all the requirements of Toll Gavel's 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 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;
5. Must 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. 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.

## **18. Food Hygiene Information and Enforcement**

Environmental Health Service Information:

Beverley Food Services Team

County Hall

Beverley

HU17 9BA

## **19 Health and Safety Law poster**

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

- Church Hall Kitchen
- Administration Office

## **Hazardous substances stored at Toll Gavel United Church**

### **Definition of hazardous substances:**

'All hazardous substances include items marked with as harmful, irritant, corrosive toxic, flammable, explosive, oxidising, or dangerous to the environment'.

Any substances deemed to be hazardous must only be used according to the label and instructions on the container. They must only be used by responsible adults and when not in use be placed in a locked safe place.

Cleaners cupboard and boiler room are to be kept locked and under the control of key holders only.

**J Turner, 1<sup>st</sup> Edition October 2012**

**TJ Bratley, 6<sup>th</sup> Amendment February 2019**