

Health and Safety Policy

1. AIMS

It is the aim of this Parochial Church Council (PCC) to provide and maintain a healthy and safe environment throughout its premises and operations for its volunteers, congregation, casual labour and other members of the public with whom it comes into contact.

The co-operation of volunteers at all levels is essential to the achievement of this aim. While actively seeking that co-operation, this parish underlines the responsibility of its volunteers and others to take all reasonable precautions while attending a service, meeting or other event, or coming into contact with the church, to avoid accidents and injury to themselves or others or damage to equipment or premises.

Signed (Incumbent) Date

DEFINITIONS

For the purposes of this Policy, the term “volunteers” refers to those members of St. John the Baptist church holding positions of responsibility, e.g. Churchwardens, PCC members, Ministers, etc.

2. ORGANISATION

- 2.1 Overall responsibility for health and safety is that of the Incumbent.
- .2 In the absence of the Incumbent, the appointed deputy to whom responsibility passes is Joanna Fyson (Churchwarden).
- .3 The following people have responsibility for particular areas:

Eddie Scarlin (deputy: Joanna Fyson)	Fire (check weekly that fire escape routes are clear and annually that fire extinguishers are in full working order)
“Holy Dusters” team Serving team	Waste (empty internal bins and dispose of other waste on a weekly basis)
Eddie Scarlin (deputy: Joanna Fyson)	Portable electrical appliances (should be routinely checked by a competent person)
Joanna Fyson	Risk Assessments – to be undertaken regularly as per the separate Checklists
- .4 All volunteers have the responsibility to co-operate with the Incumbent, members of the PCC and each other to achieve a healthy and safe environment, and to take reasonable care of themselves.
- .5 Whenever a health and safety problem is noticed, it should be reported to the appropriate person named above, and/or recorded in the H&S book kept with the Accident Reporting book in the Serving.

3. GENERAL ARRANGEMENTS

First Aid

- .1 The first aid box can be found in the servery area, to the left of the entry door.
- .2 **All** incidents requiring the rendering of first aid should be recorded in the Accident Record book kept with the first aid box in the server area.
- .3 Qualified first aiders are:

Joanna Fyson	Eddie Scarlin
Debbie Bond	Suzanne Rowlinson
Alice English	

Fire

- .4 In the event of discovering a fire, church volunteers should:
 - Act quickly and calmly
 - Alert anyone else in the building
 - Usher church occupants to the nearest fire exit and proceed to the assembly point near the War Memorial in the front churchyard
 - Attack the fire if safe to do so, using the extinguishers provided.
 - Call the fire brigade (999)
 - Refrain from re-entering the premises until being advised by the fire service that it is safe to do so.After calling the fire brigade, alert the Incumbent, if he is not already present.
- .5 Volunteers should ensure that they are acquainted with the location of the fire extinguishers and the assembly point.

Hazards

- .6 The church should be kept in a clean and tidy condition with waste properly disposed of and gangways and exits distinctly marked and kept clear.
- .7 Equipment that develops loose connections or faults should be reported immediately and not used until it has been repaired.
- .8 Extension leads and cables should not trail over the floor, and should be neatly coiled when not in use.
- .9 If moving heavy equipment, lift carefully or ask another person for assistance. Likewise, ask for assistance of supervision if it is necessary to use the stepladder in the course of any activity.
- .10 Risk assessments, as per the several Checklists, should be conducted on a regular basis

COSHH (Control of Substances Hazardous to Health)

- .11 Bleach, matches, chemical cleaners and any other dangerous substances are kept in the locked cupboard, located in the west porch under the bell tower stairs.
 - .12 After use, it is vital to ensure that this cupboard is locked again.
 - .13 Kitchen cleaning solutions are kept in a cupboard in the kitchen, fitted with a childlock
- ... ENDS.

APPENDIX 1

Responsibilities

This Appendix to the Health & Safety Policy details the responsibilities for safety of The Parochial Church Council and its Officers. In all cases where the responsibility is felt to be unclear, the advice of the Incumbent should be obtained.

Churchwardens (with responsibility for health and safety) will:-

1. Initiate administer and interpret the effective implementation of the Health and Safety Policy
2. Have an understanding of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and other legislation relevant to our activities, the Offices Shops and Railway Premises Act 1963 and any relevant special Regulations and Codes of Practice.
3. Be aware of changes in legislation which affect our activities
4. Promote the safe conduct of activities, and review the safety performance and arrangements in conjunction with the members of the PCC.
5. Ensure the users of articles and substances supplied or hired to The Church are made aware of any necessary instructions or information provided by the manufacturers or supplier which assists with the taking of necessary measures for their own or other's health and safety.
6. Determine prior to any activity taking place:-
 - a. The most appropriate method to be adopted in carrying out the activity.
 - b. Hazards which might arise, and complete risk assessment if deemed necessary.
 - c. Allocation of responsibilities for health and safety during the activity.
 - d. Necessary fire precautions.
 - e. Adequate first-aid facilities.
7. Co-ordinate health and safety information and disseminate such information in his/her position as appointed competent person under the Management of Health and Safety at Work Regulations 1992.
8. If necessary attend any pre-activity meeting where health and safety issues are raised and assist in organising the activity so that it is carried out to the required standard of health and safety with minimum risk to persons, equipment and materials.
9. Be responsible for making direct telephone notification of serious injuries and notifiable diseases to the enforcing authority, and to take charge of the health and safety documentation.
10. Review the health and safety training needs of the PCC at regular intervals.
11. Take all reasonable steps to ensure the competence in health and safety of any persons or contractors to whom any works with the church or its environs is contracted, as required by the Construction (Design and Management) Regulations 1994.

All Members of the PCC will:-

1. Develop a personal concern for safety themselves and for others, particularly newcomers in the activities within the church and its environs
2. Warn newcomers of known hazards
3. Report incidents which have led to or may lead to injury.
4. Suggest ways of eliminating hazards.
5. Co-operate in the investigations of any accident or incident.
6. Set a personal example.

APPENDIX 2

Church Safety Rules

This appendix to the Health & Safety Policy sets out the rules which must be observed by all persons working in the church, vestry, bell tower and other parts of the church and its environs. These have been derived from our Risk Assessments.

1. Furniture and equipment must be set out and arranged so as to avoid injury from sharp corners.
2. All storage cupboards must be located on a stable and level floor and the shelves inside the cupboards must not be overloaded.
3. Upper drawers of filing cabinets must not be overloaded causing the cabinet to become top heavy; and only one drawer of the filing cabinet must be open at a time so as to avoid a tipping hazard.
4. Wall storage racks and shelves must be securely anchored to prevent their movement or tipping, and must not be overloaded.
5. Any person handling cleaning or other chemicals must be made aware of the health and safety hazards associated with the handling, storage and use of such chemicals, together with the precautions observed and the first-aid measures to be adopted.
6. All corrosive or volatile liquid chemicals must be stored in their original containers.
7. Access to high lighting or heating equipment must be gained by using steps or safe access provided.
8. Cables and leads from electrical equipment, sound and amplification equipment are not to be laid across a floor area so as to cause a tripping hazard.
9. All floor coverings must be held down securely and kept flat and free from wear in places where people can trip.
10. All stair and step treads are to be provided with high visibility strips or non-slip nosing to reduce the risk of trips and falls.
11. At the end of each activity all non-essential electrical appliances are to be switched off and their plugs removed from the sockets.
12. Any electrical fault in the church building is to be reported to the PCC.
13. Only properly trained and authorised personnel are permitted to operate any specialised equipment.
14. Good housekeeping must be maintained in the main part of the church, servery and toilet area and all floors are to be kept clean and tidy, ensuring that fire exits and passageways are not blocked or restricted and taking care when using extension cables so as not to cause any obstruction to the fire exits.
15. Fire exits must be kept clear at all times.
16. Fire extinguishers are to be kept readily accessible and where possible are to be positioned on wall brackets. All members of the PCC must be aware of these locations, the methods of operation of the fire extinguishers, and of all fire drill procedures for evacuation. The Churchwardens are responsible for ensuring all fire fighting equipment is regularly serviced by qualified personnel.

APPENDIX 3

Preparation and Sale of Food

SOURCE OF THIS INFORMATION: 'Guidance Notes for Churches' Section 3: Health & Safety. Ecclesiastical Insurance.

Providing certain basic precautions are followed there is no reason whatsoever why Churches should not be involved with the preparation and sale of food. This may range from a one-off annual event such as the church fete, a weekly coffee morning or lunch or a full scale catering operation providing a large number of meals on a daily basis. Different considerations apply depending on the scale of the operation, as outlined below.

What the Law Says

The law relating to food safety is covered by the Food Safety Act 1990 and General Food Regulations 2004. The Food Safety Act makes it an offence for anyone to sell or process for sale food which is:

- harmful to health;
- contaminated to such an extent that it would be unreasonable to expect it to be eaten;
- falsely described, advertised or presented;
- not what the customer can reasonably expect.

The things you must do to comply with the Food Safety Act are contained in the regulations below:

Food Safety (General Food Hygiene) Regulations 1995

These cover the basic requirements for safe premises, general food hygiene, personal hygiene and training of food handlers. Everyone involved in food handling must have received training in basic food hygiene. More detailed information is given below:

The Food Safety (Temperature Control) Regulations 1995

These regulations apply to the requirement for temperature control to all types of food which without it might support the growth of harmful bacteria or the formulation of toxins.

Product Specific Regulations

There are a large number of specific regulations relating to various foodstuffs such as dairy products, eggs, poultry and shellfish.

Premises Which Are Only Used Occasionally For Food Preparation

The Food Hygiene Regulations 2006 require that premises which are used occasionally for food preparation such as Church halls follow the guidance for temporary premises. As such, they are not required to be registered, or approved, by the local authority. The Food Standards Agency Guidance 'Food Hygiene – A Guide for Business' advises that:

- temporary premises must be positioned, designed, constructed, kept clean, and maintained in good repair and condition to avoid, as far as reasonably practicable, the risk of contamination, particularly from animals and pests
- appropriate facilities must be provided to maintain adequate personal hygiene, including hygienic hand washing, toilet, and, where necessary, changing facilities
- food preparation surfaces must be well maintained and easy to clean and disinfect
- adequate facilities must be provided for cleaning and disinfection of work utensils and equipment
- there must be an adequate supply of hot and/or cold water, including drinking water
- there must be adequate arrangements for the storage and disposal of waste
- there must be adequate arrangements for the storage of food at suitable temperatures and the monitoring of those temperatures
- food must be placed in a way that avoids contamination, so far as is reasonably practicable
- if you wash or clean food there must be adequate facilities to do this hygienically.

Personal hygiene

Every person working in a food handling area must maintain a high level of personal cleanliness. Suitable clothing must be worn, hair should be covered using a hat or hairnet whilst preparing food, and jewellery (except wedding rings) should not be worn. People suffering from, or suspected of carrying a disease transmittable by food, or with open wounds, skin infections, sores, or with diarrhoea must not handle food or

enter a food handling area.

Further Advice

The following Q&A have been copied from the FSA website:

<http://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>

Q: I'm making food for lots of people at a fundraiser event. What general advice can you give me?

A: When you're making food for large numbers of people, it's important to keep food safe. Here are some general practical tips:

- plan ahead - if you can prepare food in advance, this should make things easier later
- wash your hands and any equipment you are using in hot soapy water
- keep food out of the fridge for the shortest time possible
- even if people are waiting to eat, don't reduce cooking times
- always make sure food is properly cooked before you serve it
- keep raw and ready-to-eat foods apart
- do not use food past its 'use by' date
- know what is in the ingredients so information about allergens can be provided (e.g. provide a 'contains nuts' label for cakes)

Q: Is it okay to sell homemade cakes at the school fair?

A: There is no rule banning the sale of homemade cakes at school fetes or other community events. Homemade cakes should be safe to eat, as long as the people who make them follow good food hygiene advice and the cakes are stored and transported safely.

At home, people making cakes should follow these tips:

- always wash your hands before preparing food
- make sure that surfaces, bowls, utensils, and any other equipment is clean
- don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse
- keep cheesecakes and any cakes or desserts containing cream or butter icing in the fridge
- store cakes in a clean, sealable container, away from raw foods, especially raw meat

On the day, people bringing in cakes from home or running the stall should follow these tips:

- transport cakes in a clean, sealable container
- wash their hands as frequently as possible
- make sure that cheesecake and any cakes or desserts containing cream or butter icing are left out of the fridge for the shortest time possible
- when handling cakes use tongs or a cake slice instead

Q: How long can I leave food out on a buffet?

A: In general, food that needs to be chilled, such as sandwich fillings, should be left out of the fridge for the shortest time possible. If it is left at room temperature for a long time, bacteria can grow or toxins can form, and both of these could cause food poisoning.

If you are preparing a buffet, you should try to keep food out for a short time and not more than four hours. After this time, any remaining food should be thrown away or put back in the fridge but if you do put the food back in the fridge, don't let it stand around at room temperature if you serve it again.

Q: I'm a volunteer that sells food at charity events. Do I need a food hygiene certificate?

No. Food hygiene certificates are not a legal requirement. If you are selling or handling food at a charity event, you need to do so safely but a qualification is not essential.

EMERGENCY EVACUATION

In the event of an Emergency Evacuation of the church, the relevant persons on duty should act as below:

Churchwarden

Overall responsibility for the evacuation
Ensure body of the church is clear
Receive confirmations as below
Last to exit the church

Sidesperson 1

Clear the vestry using exit to the rear churchyard
Report to Churchwarden when done

Sidesperson 2

Check kitchen, choir robing room and toilet
Report to Churchwarden when done

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Organist

Check balcony and ringing floor
Report to Churchwarden when done

EMERGENCY EVACUATION

In the event of an Emergency Evacuation of the church, the relevant persons on duty should act as below:

Nov 2014 – amendments made

All: please review and respond to queries in red.

Minister. Then in App1. Parish Priest - changed to 'Incumbent'

Point 7. His. Suggest his/her - done

Thoughts

Add H & S. To any events instruction sheets - still to be created. Action: Sheena/Joanna

Bell tower steps to have black and yellow tape or would this become a trip hazard? - to be considered at next risk assessment check. Action: Barry/Joanna

Have faults/causes for concern /near miss. book for items to be notified? - added at section 2.5. Book will be in situ next week.

Fire extinguisher/ safe lifting training to be given to PCC - already included in Appendix 2 item 18.

Do we have blue plasters in first aid box for caterers to use - I will get some. Action: Joanna

Should we supply full aprons for catering staff to wear. Matching - what does everyone think?

Brass candle poles in tower a hazard? Put on floor in organ loft.? - will be considered at next risk assessment check. Action: Barry/Joanna

Publish on church web so accessible to majority. what does everyone think?

Formalise instructions to be notified at start of all events - will be addressed as part of our event documentation. Action: Sheena/Joanna

Appoint sweepers for different parts of church so named individuals know what to check in event of emergency evacuation
- draft evacuation procedure appended to Policy doc - for review and approval

Should we have a couple of high vis jackets with torches - will see about acquiring some. Action: joanna

Other outstanding actions;

I suggest the Policy should be reviewed annually just after APCM to confirm any individuals mentioned

Arrange fire extinguisher familiarisation session for all PCC members and leaders of other groups using the church regularly

Arrange regular evacuation drills by all regular using groups

Organise an "Emergency Box" containing hi-viz jackets, cards specifying responsibilities (as per Emergency Evacuation procedure above, but without specifying the person) to be given out at any non-service event