



Health and Safety Policy
for the Church of Christ the King
Deeble Road, Kettering NN15 7AA

This Policy and Procedure was adopted at a Parochial Church Council meeting held on:

Date:

Signed: Warden on behalf of PCC

Signed: Vicar and Mission Leader

*Reviewed annually in May by the policy owner, and brought to PCC for review and approval every 3 years.
Next review by PCC due May 2025.*

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NOTE TO ALL EMPLOYEES, VOLUNTARY HELPERS AND CONTRACTORS

The success of this policy will depend on your cooperation. It is therefore important that you read this document carefully and understand your role in the overall arrangements for health and safety.

INTRODUCTION

The structure and contents of this policy have been based on the template provided by Ecclesiastical and edited to be appropriate for the Church of Christ the King.

<https://www.ecclesiastical.com/risk-management/church-health-and-safety>

SECTION A: General Statement of Policy

As a church we understand that we should ensure the safety of those who visit or use our church and church grounds. We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church and surrounding land we are responsible for.

The Parochial Church Council (PCC) accepts its overall responsibility for this

- We will ensure that adequate resources are made available to achieve this objective
- We will appoint a member of the PCC or delegate to have specific responsibility for this policy and its implementation
- We will keep health and safety matters under review at appropriate intervals
- We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid
- We will carry out inspections and perform health surveillance as required
- We will maintain equipment and the premises and provide any Personal Protective Equipment (PPE) that we consider necessary for your health and safety
- We will consult with relevant people about health and safety and provide relevant parties with the information, instruction, supervision and training that we consider is necessary

It is also the duty of each employee, volunteer and contractor to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention and we will try to ensure that everyone involved with the church plays his or her part in its implementation.

All are asked to help us maintain a healthy and safe work and worship environment by reporting hazards, accidents, and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signage.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

For more information, please contact the appointed person responsible for health and safety - Andy Hotchin (Facilities Coordinator).

Signed:

Dated:

SECTION B: ORGANISATION AND RESPONSIBILITIES

1 General Responsibilities: The Churchwardens and PCC have general responsibility to ensure that the health and safety policy is implemented. The lead contact and Health and Safety Officer is Andy Hotchin, Facilities Coordinator (or any deputy or successor appointed by PCC from time to time).

They will ensure that:

- The standards set out in this policy are implemented and maintained
- Any accidents are investigated, recorded and reported if necessary
- Where necessary, specialist health and safety assistance are obtained
- Relevant health and safety documents and records are retained
- Any hazards reported to them are rectified as soon as practical (but immediately in the case of anything that is urgent or high risk)
- They keep up to date on health and safety matters relevant to the church
- Only competent persons carry out repairs, modifications, inspections and tests

2 Responsibility of the Health and Safety Officer shall be to:

- Be familiar with Health and Safety Regulations as far as they concern church premises
- Be familiar with the Health and Safety Policy and arrangements and ensure they are observed
- Ensure so far as is reasonably practicable, that safe systems of work are in place
- Ensure the worship area and surrounding rooms are clean and tidy
- Ensure the church land is properly maintained including the safety of trees
- Ensure that safety equipment and clothing is provided and used by all personnel where this is required
- Ensure that all plant, equipment and tools are properly maintained and in good condition and that operators have received the appropriate training
- Ensure that adequate access and egress is maintained at all times
- Ensure adequate firefighting equipment is available and maintained

3 Responsibilities of the Church Wardens are to ensure that:

- All employees and volunteers are aware of their health and safety responsibilities
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- Adequate precautions are taken as set out in this policy and related risk assessments
- All accidents are reported in-line with the requirements of this policy
- Adequate information and training are provided for those that need it
- Advice is sought where clarification is necessary on the implementation of this policy
- Any hazards or complaints are investigated and dealt with as soon as possible

4 Responsibilities of Employees and Voluntary workers

All employees and voluntary helpers 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:

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with. This should be reported to the relevant Head of Ministry (HOM) or for fabric matters to the Facilities Coordinator
- Warn new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Not misuse anything provided in the interests of health and safety. Where an individual is not clear on usage, they must contact the Facilities Coordinator for instruction
- Not undertake any repair or modification unless they are competent to do so
- Report any accident however minor. Accidents must be recorded in the Church accident book held within the First Aid box by the entrance to Room 6

SECTION C: GENERAL ARRANGEMENTS (Implementation of the Policy)

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

1. COMPETENT ASSISTANCE

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations.

Our person appointed to assist us is the Facilities Coordinator named in Section A. A successor or Deputy can be appointed at any time by the Wardens/PCC as deemed necessary and this policy will then apply to them.

2. RISK ASSESSMENT

When needed we will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

3. INFORMATION AND TRAINING

We will provide any necessary information and training in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

4. FIRST AID

We will provide First Aid facilities in line with our First Aid Policy. We will provide training and relevant information for employees and volunteers.

The main First Aid box is located by the entrance to Room 6.

Our appointed person in charge of First Aid is Carole Smith (or such successor or deputy appointed by the Wardens/PCC at any time).

5. ACCIDENT REPORTING

We will keep an accident book and record details in it. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

The accident book is kept within the main First Aid box and is readily available for recording purposes.

6. MONITORING

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

7. CONTRACTORS

Anyone entering church premises for the purpose 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:

- Have their own Health and Safety Policy (where required by law) and be able to provide a copy of their Policy and risk assessment for the work to be done
- Provide a copy of public and employers liability insurance
- Comply with all requirements of this Health and Safety Policy and cooperate with the church officials in providing a safe place of work and a safe system of operation
- Where plant and machinery are brought onto 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

8. RECORD KEEPING

A Risk Assessment (RA) is required if it is considered that work or an activity might realistically cause injury or ill health. This should be carried out before the work or activity takes place and reviewed by PCC. Based on the RA, appropriate and sensible control measures will be put into place to minimise the risk. It is the responsibility of the HOM/worker/organiser to ensure that an RA is made.

Our Health and Safety Risk Assessments, records and other documents are kept in the church office.

9. SAFEGUARDING

The PCC takes the safeguarding of children and vulnerable adults very seriously and is committed to comply with the Diocese of Peterborough and national guidelines and codes of practice. Separate documents address all aspects of our safeguarding policy.

10. ACCESS AND ESCAPE ROUTES

Our policy is to ensure that

- access and escape routes should be properly signed, maintained and monitored for obstructions
- an Emergency Evacuation Plan shall be maintained
- individual activity RAs take due account of the need for access and evacuation particularly where children and people with restricted mobility could be involved.

SECTION D: SPECIFIC ARRANGEMENTS (Alphabetical List)

This is an alphabetical list of additional specific arrangements

ASBESTOS

We will take steps to identify the presence of asbestos in our building and, if so, assess any risk from it. We will then implement an appropriate plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

CHURCH BUILDING

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This inspection will include glazing.

CONSTRUCTION WORK

Where maintenance, refurbishment and restoration work are planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

DISPLAY SCREEN EQUIPMENT (DSE)

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (upon reasonable request) and special spectacles if needed.

ELECTRICITY

We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate, specifically...

- Portable electrical equipment is to be checked by a competent person annually
- Every five years the fixed electrical system to be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work to be carried out in a timely manner
- At intervals of not more than five years the lightning conductor system to be examined and tested by a competent firm of engineers
- Users of portable electrical equipment, including portable appliances, should carry out visual checks and remove faulty items from use for disposal or repair.

EVENTS

Where we intend to hold large or unusually complex concerts, services or fundraising events, we will identify any additional precautions that are necessary and implement these.

Our policy is to properly manage parking and vehicle access to minimise the risk of injury from vehicle movements (particularly for large events).

FIRE

We will complete a specific RA to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997 (as amended 1999). In order to achieve this, we undertake the following:

- assessing the fire risks in the building
- ensuring that a fire can be detected in a reasonable time and that people can be warned
- ensuring that people who may be in the building can get out safely
- providing appropriate fire-fighting equipment
- ensuring that those in the building know what to do in the event of a fire
- ensuring that fire safety equipment is regularly checked and maintained.

GROUNDS

Grounds and paths are to be regularly maintained. Rights of way are to be kept clear to allow access. Entrances and exits are not to be blocked. Shrubs or overhanging trees to be cut back as necessary and grass kept cut to a reasonable length as required. Trees will be inspected by a competent person and work carried out when necessary.

HAZARDOUS SUBSTANCES

Where at all possible, the use of hazardous substances has been eliminated. Where this is not possible, hazardous substances are locked away and only used by persons with the appropriate experience. PPE is used where appropriate. Control of Substances Hazardous to Health (COSHH) sheets to be kept in a folder and readily accessible. In particular...

- Do not mix chemicals
- Do not store chemicals in unmarked containers
- Follow instructions for usage supplied with the chemical

Chemicals should be stored in the cleaning cupboard and labelled clearly.

HEATING SYSTEM & GAS EQUIPMENT SAFETY

We will ensure that our gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

Where equipment is deemed dangerous the item should be isolated immediately and/or removed until the necessary repairs are carried out.

LIFTING EQUIPMENT

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

LIGHTING

In order to ensure that the church is adequately lit, regular inspections to be carried out ensuring that lights in the Church building or grounds are adequate. The necessary safety precautions will be followed for replacing bulbs at high levels.

MANUAL HANDLING (Lifting, carrying and moving loads)

Our policy is to ensure that manual handling is undertaken safely and minimise the need for manual handling of heavy, large and awkward items as far as possible. Where it is not possible to avoid the need to move loads, we will carry out RAs and make use of lifting aids (including trolleys, lifts, hoists, and team lifting) as far as possible.

PREPARATION OF FOOD

We will ensure that on the occasions when we prepare food, we will use clean and disinfected worksurfaces, utensils, and equipment. We will store food in such a way to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

Refer to CtK Food Hygiene Code of Practice for further details.

SLIPS AND TRIPS (condition of floors, steps and paths)

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Any defects to be reported to the Facilities Coordinator and repairs carried out in a timely manner.

WORK EQUIPMENT

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

WORKING ALONE

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety. Refer to CtK Lone Working Policy for further details.

WORKING AT HEIGHT

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Only approved contractors or approved volunteers may work at high levels, subject to the necessary safety provisions and PPE being in place. Working at height should have a minimum of two people present to carry out the work.

Final approved