

All Saints Church Malvern Wells and Wyche

Health and Safety Policy

It is the intention of the All Saints Church Parochial Church Council to comply with all Health & Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

So far as is reasonably practicable, we will:

- a. Provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and provide such information, training and supervision as they need for this purpose.
- b. Ensure the health, safety and welfare of all members of the congregation, contractors, visitors and others who may use or enter the church and its associated rooms and grounds.

The primary responsibility for all health and safety matters resides with the Rector and Church Wardens. They will take all reasonable steps to ensure full compliance with the policy.

Users, employees, hirers, contractors and visitors are all expected to recognise that there is a duty on them to comply with this policy, with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

For most people, access to and use of the Church represents a low risk environment, with the almost unavoidable slips, trips and falls representing the biggest risk to individuals. To maintain this, the Church has put in place the following rigorous set of Health & Safety arrangements which apply to all users of the premises and the grounds. If you are not familiar with these or are doing anything beyond regular use and activities, please take a few minutes to familiarise yourself with this document.

The following simple practices are to be followed in order to minimise risks to all users:

- If you are likely to be alone on the premises, you are to ensure that someone knows you are there and is informed when you have left safely.
- All emergency exits are to be kept clear and easily opened.
- Ensure that you know where fire extinguishers and first aid kits are kept.
- Smoking is not allowed anywhere in the buildings or on the church premises.
- All spillages and breakages are to be cleared up immediately and other people are not to go into the area until it is safe to do so.
- Sharp objects such as broken glass or china are to be disposed of in an appropriate manner that does not make them a risk to others.
- Lit candles are to be supervised by a responsible adult at all times.
- Electrical equipment is not to be touched or used where there are signs of damage, exposed components or water penetration.
- Steps and ladders are to be properly secured before they are used and another person is present.
- All appliances are to be switched off before leaving the premises.
- All portable electrical appliances are to have a current inspection label.
- Heavy or bulky items are only to be moved using appropriate equipment (e.g. trolley for piles of chairs) or with sufficient people helping.
- Boiling or very hot water is only to be carried round the premises using the closed thermos jugs provided.
- When present, parents and carers are responsible for their children's safety. During church-led activities, all children must be supervised on the premises or grounds at all times.
- Every accident, incident or 'near miss' is to be recorded in the accident log book in the vestry.
- If in doubt, consult the Rector or Church Wardens.

Responsibilities

All users, employees, voluntary workers and contractors are to:

- Comply with safety rules, operating instructions and working procedures.
- Use protective clothing and equipment when it is required.
- Report any fault or defect in equipment immediately to the appropriate person.
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible

All contractors are to:

- Co-operate in the implementation of this Health & Safety policy.
- Take reasonable care of themselves and others whilst on the church premises or grounds.
- Make a responsible church person aware that they are on site, the work they intend to carry out and its implications before starting work. In this context the responsible church people are the Rector, Church Wardens, or their specifically appointed representatives.

The Parochial Church Council is to:

- Take overall responsibility for Health & Safety arrangements. Specific responsibilities may be delegated to church personnel.
- Ensure that appropriate policies and practices for the safety of children and vulnerable adults are in place.

The Churchwardens are to:

- Conduct an annual risk assessment.
- Review the Accident Log and keep records of regular checks.
- Arrange for appropriate electrical, portable appliance, gas, and similar reviews at relevant intervals.
- Ensure that appropriate fire extinguishers and first aid kits are available and suitably maintained.

Arrangements

Accidents & Incidents

All accidents requiring medical attention and incidents requiring further investigation are to be reported to the Rector or Church Wardens for follow up.

First Aid Kits

In case of an injury, appropriate first aid should be administered as soon as possible and professional medical advice sought as necessary. Do not attempt to administer first aid beyond your training – get help!

Fire Safety

As part of their annual assessments, the Church Warden's consider Fire Safety. This includes (but is not limited to):

- Provision of fire extinguishers, blankets and relevant signage
- All entries in the fire alarm log.

If you detect a fire:

1. Help other people to evacuate the building using the nearest available fire exit.
2. Call the emergency services – location All Saints Church, Wells Road, Malvern (Dialling 112 on your mobile will give the emergency services your position automatically and gets the same response as 999).
3. Only if safe to do so (e.g. only a small, localised fire due to a clear cause) should you consider attempting to fight the fire with the extinguishers and equipment provided until help arrives. Never put yourself at any additional risk in attempting to fight a fire – the building is replaceable, but you are not!

Electrical Safety

Any defects in electrical equipment should be reported to the Rector or Church Wardens as soon as possible. Any known faults are to be rectified using competent people as soon as practical.

All the electrics in the Church are maintained in a good state and protected by fuses, residual current circuit breakers and individual circuit miniature circuit breakers in order to minimise the potential for life threatening injuries to occur. The main electrical controls are located by the downstairs door.

Any lighting defects should be reported to the Rector or Church Wardens as soon as possible. Any known faults are to be rectified using competent people as soon as practical. The church normally replaces failed light bulbs itself, using competent people under the direction of the Vicar or Church Wardens, but may employ contractors where this is not practical.

Gas Safety

The Church Wardens make sure that appropriate gas testing and servicing in the buildings is carried out at regular intervals. Any defects should be reported to the Rector or Church Wardens as soon as possible. Any known faults are to be rectified using competent people as soon as practical.

The main gas meter and switch off valve are located in the outside toilet. In case of problems this should be switched off and the Rector, Church Wardens or Caretaker informed immediately.

Preparation of Food

When food and drinks are served at the Church they are normally prepared elsewhere and are relatively simple. Nevertheless the Church will fully comply with all food hygiene standards:

1. Ensure that you follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. Ensure that the appropriate risk assessment is carried out for the foods to be prepared and stored including storage at the correct temperatures.
3. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
4. Deep fat frying is not permitted within the buildings or grounds.

This policy will be kept up to date, reviewed annually by the PCC and amended as necessary.

Last reviewed at the PCC meeting held on 4th July 2019

Name:.....Sarah Yeadon.....

Role:.....PCC Secretary.....

Date:.....23rd July 2019.....