



St Andrew's Malvern

Partnering with God in the flourishing of our communities

St Andrew's Church & Church Centre Malvern

Health and Safety Responsibilities & Rules

March 2024

Introduction

Our Health and Safety policy, so far as is reasonably practicable, is to:

- a. 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.
- b. Ensure the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, hall, associated rooms and grounds.

For most people, access to and use of the Church and Church Centre 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 a rigorous set of Health & Safety responsibilities which apply to all users of the premises and the grounds. If you are not familiar with these or are doing anything out of the ordinary, please take a few minutes to familiarise yourself with these arrangements.

The Warden's have carried out risk assessments. The following simple practices must be followed in order to minimise risks to all users:

- Smoking or vaping is not allowed anywhere in the buildings or on the church premises.
- Make sure that all emergency exits are kept clear.
- If you spill anything, immediately clear it up and make sure other people do not go into the area until it is safe to do so.
- If you break anything (especially china and glass) immediately clear it up and make sure other people do not go into the area until it is safe to do so.
- Do not dispose of sharp objects like broken glass or china in the rubbish bins or sacks; make appropriate other arrangements.
- Lit candles and similar must always be supervised by a responsible adult.
- Do not operate or touch any electrical equipment where there are signs of damage, exposed components or water penetration.
- Do not work at any height on steps, ladders, etc. until they are properly secured and another person is present.
- Do not leave portable appliances operating while unattended and ensure they are all switched off before locking any room.
- If you have to work or be alone in the building, make sure that you follow our lone working policy and have a mobile phone with you.
- Do not bring onto the premises any portable electrical appliances which have not been recently inspected by a competent person.
- Do not attempt to move heavy or bulky items, e.g. stacked tables or chairs. Use the trolleys provided.
- Do not attempt to carry or tip a boiling water urn when it contains hot water. Leave it to cool.

- Children must always be supervised whenever they are in the premises or grounds and must never be allowed unsupervised in the kitchen or outside.
- Report every accident or incident in the accident log.
- Check all toilets are vacant before leaving and locking the Centre
- If in doubt, consult the Rector, Church Wardens or Operations Manager.

Responsibilities

Responsibility of all users, 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:

- 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
- Not misuse anything provided in the interests of health and safety.
- Take all reasonable care and precautions and do not attempt to lift heavy, large or awkward objects for which you have not been trained.

Responsibility of all contractors

All contractors and their employers 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 the church premises or grounds.

Before commencing work, all contractors must make a responsible church person aware that they are on site, the work they intend to carry out and its implications. Only once they have received the go ahead for this work from the responsible church person can the work commence. In this context the responsible church people are the Rector, Church Wardens, Operations Manager, Buildings Officer or their specifically appointed representatives.

Contractors must therefore:

- Comply with the Church Centre's safety rules, operating instructions and working procedures
- Use protective clothing and equipment as and 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.
- Not misuse anything provided in the interests of health and safety.
- Take all reasonable care and precautions and do not attempt to lift heavy, large or awkward objects for which you have not been trained.
- Take especial care when working off the ground, on roofs, with electricity or gas (see below).

Responsibility of the Parochial Church Council

Overall responsibility for Health & Safety is that of the Parochial Church Council (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.

In particular, the Parochial Church Council will ensure that St Andrew's has appropriate Child Protection arrangements in place, e.g. through an appropriate St Andrew's person responsible for Child Protection.

Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens. In particular the Church Wardens will:

- a. Conduct an annual Health and Safety risk assessment
- b. Review the Accident Log and records of regular checks, e.g. fire alarms and emergency lighting.
- c. Arrange for appropriate electrical, portable appliance, gas, asbestos, lightning conductor and similar reviews at relevant intervals.
- d. Ensure that appropriate fire extinguishers are available and suitably maintained.
- e. Ensure that Church Centre grounds are maintained in a safe and reasonably tidy state.

Responsibility of the Operations Manager

The Operations Manager and Bookings Secretary carry the primary responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Their responsibilities include to:

- a. Be familiar with Health & Safety Regulations as far as they concern the Church Centre (church, hall, rooms and premises).
- b. Be familiar with the Health & 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 Centre (specifically the church, hall, kitchen, toilets and rooms) is clean and tidy and that all floors are in a safe condition.
- e. Ensure that access to and from the Church Centre is properly maintained and kept free.
- f. Ensure that safety equipment and clothing is used by all personnel where this is required.
- g. Make all hirers aware of their responsibilities for health and safety and ensure that appropriate oversight arrangements are in place.
- h. Ensure that all organisations (not private individuals) using the Church Centre have in place child protection arrangements.
- i. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
- j. Ensure that food hygiene procedures are observed.
- k. Make sure that the use of all hazardous substances is minimised. Those that are needed (e.g. cleaning materials) must be correctly labelled and locked away or well out of reach of children.

Responsibility of the Cleaner(s)

The Cleaner(s) have the responsibility to ensure that the whole of the Church Centre is kept in a reasonable condition and regularly cleaned.

Their responsibilities include to:

- a. Be familiar with Health & Safety Regulations as far as they concern the Church Centre (church, hall, rooms and premises).
- b. Be familiar with the Health & 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 Centre (specifically the church, hall, kitchen, toilets and rooms) is clean and tidy and that all floors are in a safe condition.
- e. Ensure that all equipment and tools are properly maintained and in good condition.
- f. Make sure that rubbish (landfill and recycling) is regularly put in the outside bins and that these are appropriately put out for the refuse collectors.
- g. Ensure that the food hygiene procedures can be observed and the kitchen regularly cleaned.
- h. Make sure that the use of all hazardous substances is minimised. Those that are needed (e.g. cleaning materials) must be correctly labelled and locked away or well out of reach of children. They must not be stored in the kitchen.

Responsibility of Leaders looking after Young People

The Church Centre is extensively used by Young People's Groups ranging from young Toddlers through to those approaching their 18th birthday. Across this wide age range, their Leaders and Leaders of all groups that involve young people, need to be appropriately vigilant at all times and be familiar with the Health & Safety Regulations as far as they concern the Church Centre (church, hall, rooms and premises).

The following are some examples of the steps that need to be taken:

- a. Attendance records should be kept for all Young People's Groups and retained for a period in case there is any subsequent queries or issues.
- b. Children are required to be supervised at all times when in the church buildings or grounds.
- c. There should always be two leaders in each children's group so if a child leaves the room (e.g. to go to the toilet or to be returned to their parents) they can be supervised by one of the leaders and escorted by the other leader.
- d. Hot drinks should be minimised especially in groups for the younger ones or arrangements made for adults with them to only have hot drinks that don't spill, e.g. screw top lid on all hot drinks.
- e. Separate risk assessments are required for events (other than normal meetings) and when any young people's group goes off site.
- f. The Trip approval Form and process must be followed whenever a trip away from St Andrew's or All Saints is contemplated by a group that comes within the jurisdiction of the churches and includes young people (under 18 and not all accompanied by their parents / guardians) or a number of vulnerable adults,

Responsibility of the Church Technicians and Musicians

The Church Centre has extensive music, audio, visual and lighting equipments which are used to support its activities. Some of these are permanent installations, e.g. the sound desk and projector in church, whilst others are temporary, e.g. laptops and associated cabling. In all cases the technicians & musicians setting these up, operating the equipment and removing / tidying the equipment after use are to:

- a. Be familiar with all the Church Centre's health & safety arrangements, including electrical safety, use of ladders and looking after young people.
- b. Ensure that there are no trailing cables, trip hazards or other risks imposed through the equipments.
- c. That all equipments are switched off and safely and tidily stored after use.

Arrangements

Accidents & Incidents

All accidents and incidents must be entered in the Accident Log which is kept in the Foyer Cupboard. All First Aid Kits and core notice boards contain instructions to do this.

Except for very minor accidents and in order to provide protection, accidents should be fully recorded in the Accident Book (kept in the Foyer servery cupboard).

All accidents requiring medical attention and incidents requiring further investigation are to be reported (normally via the Church Office) to the Rector, Church Wardens, Operations Manager or Bookings Secretary 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.

For initial first aid, the Church Centre provides First Aid kits. These are located:

- In the Foyer Cupboard
- Two in the Kitchen
- Several smaller, portable ones for outside events, in the Vestry.

The Operations Manager and Bookings Secretary keep a small supply of materials with which to replenish these kits as necessary.

Fire Safety

If the fire alarms sound:

- Everyone is to immediately evacuate the whole building and proceed to the marshalling point (see diagram at the end of this document) where the appropriate responsible people (see conditions of hire) should ensure that all are present and liaise with the emergency services. For church activities the responsible people are the activity leaders, Rector, Church Wardens or Operations Manager.
- Except in the case of clear false alarms, the fire service should always be called and the Rector, Church Wardens, Operations Manager or Bookings Secretary immediately informed.
- The alarm sound (whether or not a false alarm) must be recorded in the Fire Alarm log which is kept in the Foyer Cupboard.

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

- Provision of fire extinguishers, blankets and relevant signage
- Adequate testing of fire alarms.
- Evacuation arrangements and drills as appropriate.
- All entries in the fire alarm log.

The fire alarm is an essential piece of equipment and must never be tampered with or disabled.

Fire Extinguishers and Fires

There are a series of different fire extinguishers available throughout the Centre. Their location can be found on the attached plans.

If you detect a fire:

1. Immediately set off the fire alarms by breaking the cover in the nearest fire alarm point (adjacent to fire exits).
2. Help other people to evacuate the building using the nearest available fire exits and proceed to the marshalling point indicated on the attached diagram (on the grass, outside the church premises to the north west of the Church and car park).
3. Call the emergency services – location St Andrew's Church, Churchdown Road, Poolbrook, Malvern WR14 3JX.
4. 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 (make sure you use the right type) 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

The Church Wardens make sure that appropriate electrical testing of the buildings are carried out at regular intervals. Any defects should be reported to the Rector, Church Wardens, Operations Manager, Bookings Secretary or Buildings Officer as soon as possible. Any known faults are to be rectified using competent people as soon as practical.

Portable appliances normally residing in the buildings are checked at regular intervals by competent people. Do not bring onto the property any portable electrical appliances which have not been recently inspected by a competent person. In order to minimise the risk, the conditions of hire and use specifically prohibit the bringing in or use of high current portable devices, e.g. cooking appliances. Do not leave portable appliances operating while unattended.

All the electrics in the Church Centre are maintained in a good state and protected by 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 in a locked cupboard in the foyer as directed by the builders. This can be accessed by the Rector, Church Wardens, Operations Manager, Bookings Secretary and any appointed Buildings Officer(s) who should be immediately contacted in case of problems. This is supported by smaller consumer units in the cupboard to the south west of the hall (for the hall and kitchen) and in the counting house.

Gas Safety

The Church Wardens make sure that appropriate gas testing and servicing in the buildings (particularly the boilers) are carried out at regular intervals. Any defects should be reported to the Rector, Church Wardens, Operations Manager, Bookings Secretary or Buildings Officer 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 an external green box on the outside of the vestry, adjacent to the kitchen door. In case of problems this should be switched off and the Rector, Church Wardens, Operations Manager, Bookings Secretary or Buildings Officer informed immediately.

In the vicinity of all gas appliances (i.e. Kitchen and Crèche) the church has installed carbon monoxide detectors. These are regularly tested by the Operations Manager or Bookings Secretary. However, if such an alarm sounds, the whole premises is to be immediately evacuated and not re-entered until its deemed safe to do so by a competent person.

Lighting

The Church Centre has a Fire Alarm and Emergency Lighting Work Instruction which details the regular testing of the fire alarm and emergency lights by the Bookings Secretary or Operations Manager. A log of this testing is maintained in the electrical cupboard in the Foyer.

Any lighting defects should be reported to the Rector, Church Wardens, Operations Manager, Bookings Secretary or Buildings Officer 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 Rector, Church Wardens, Operations Manager, Bookings Secretary or Buildings Officer but may employ contractors where this is not practical.

Working at Heights

Whenever working at height, appropriate equipment and working practices must be observed and the individual(s) must be content with arrangements. The same basic arrangements for authorising such activities as applies to Contractors (see above) must be used.

Except for building or major maintenance works at St Andrew's, working at height normally falls into one of these categories:

Ladders (including step ladders and lean-to ladders). Whenever anyone does anything off the ground, at least one other person must be present in case of any problems. They may

be part of the operation, but should remain on the ground, e.g. to foot ladders or steady steps. Anyone working at height should feel comfortable and safe and, ideally, should have carried out a risk assessment first.

Access to the storage space above the Vestry. Access to the hatch to the storage space must only be gained once an extendable ladder for this purpose (stored in the counting house) is securely in place and must remain in place all the time anyone is in the storage area.

Working on flat roofs. Great care must be exercised before anyone considers going on to a flat roof (kitchen or new build). At least one other person must be present in case of any problems and again, they should remain on the ground. For the new build roof, two safety harnesses that clip onto a stainless-steel cable on the roof are available and must be used as appropriate. To access this roof, ladders must not be placed directly on the grey cladding as this will deform, damaging the building and not properly securing any ladders. For this roof, great care must be exercised not to go near the south side of the roof or onto any glass panels.

Access to the church clock. The access to the church clock / bell tower platform is via a series of narrow ladders. Access is rarely required. However, should it be needed, it should only be attempted by experienced people with suitable safety harnesses after a risk assessment and with at least one other person present.

Preparation of Food

When food and drinks are served at the Church Centre they are normally prepared elsewhere, relatively simple (tea, coffee, squash and biscuits) or used as part of the programme for young people. Nevertheless, the Church Centre must fully comply with all food hygiene standards.

To this end:

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. Food stuffs may only be prepared in the Kitchen.
5. At no time should food be left unattended whilst cooking on the hob.
6. Deep fat frying is not permitted within the buildings or grounds.
7. Ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

Buildings

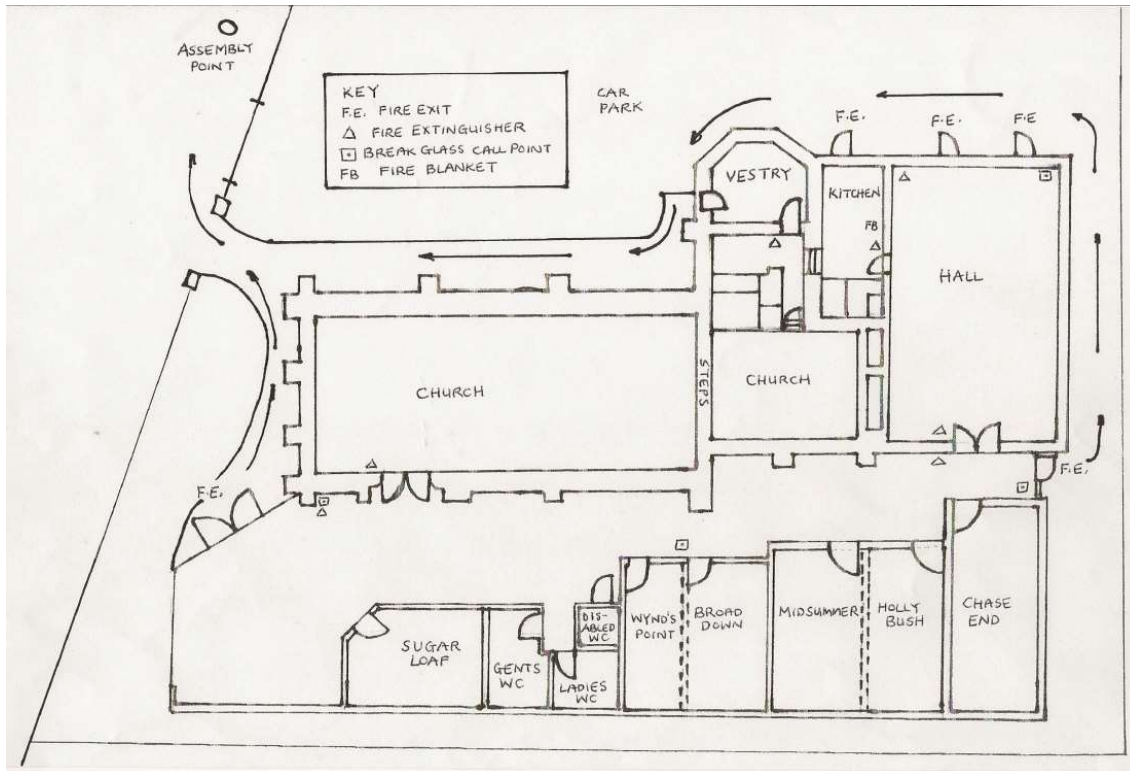
The Church Centre buildings range from new to 150 years old. Parts vary in their standard of construction and multiple modifications. Great care should therefore be exercised by anyone attempting to access any unusual parts of the building or to do any modifications.

Particular risks include:

- The acute slope of the main church roof and state of the fixings of some of the tiles on it.
- The construction of the main church walls (Malvern stone with rubble infill).
- The glazing on the roof of the new extension.
- The proximity of sharp fences to the east and south sides of the buildings.

- The new build (entrance, central corridor and all rooms off it to the south) is heated throughout with under floor heating pipes. On no account must any ingress into the floors occur without a thorough investigation first and the agreement of the Rector, Operations Manager, any appointed Buildings Officer(s) or the Wardens.

Fire Exits



St Andrew's Church Centre - fire exit routes, fire alarm call points and fire fighting equipment locations.