



St. John the Baptist, Chapeltown

HEALTH AND SAFETY POLICY

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| Name of church | St. John the Baptist, Chapeltown | |
| Address | St. John's Parish Centre, 21, Housley Park, Chapeltown, Sheffield S35 2UE | Newton Hall, Cowley Lane, Chapeltown, Sheffield S35 1SX <i>(Sunday 10.30am only)</i> |
| Date | July 2011 | |
| Review Date | July 2014 | |

This document has been prepared in accordance with the provisions of the Health & 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

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for Health & Safety.

A. General statement of policy

Our 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 churchyard, the Parish Centre and the Newton Hall during the hours we hire it.

The allocation of duties for safety matters and the particular arrangements that we will make 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 has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that Health & Safety matters are kept constantly under review, employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

Signed 

Vicar

Date July 2011

Review date November 2014

B. Organisation and responsibilities

Responsibility of the Vicar

Overall responsibility for Health & Safety is that of the Vicar the Revd Rick Stordy 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. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

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.

Responsibility of the Parochial Church Council

Parochial Church Council has general responsibility to ensure that the Health & Policy is implemented.

Responsibility of the Health & Safety Officer

The Parish Centre Management Committee Chairman (who is the Health & Safety Officer) carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

The responsibility of the Health & Safety Officer shall be to:

1. be familiar with Health & Safety Regulations as far as they concern church premises
2. be familiar with the Health & Safety policy and arrangements and ensure they are observed
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure the Parish Centre is clean and tidy
5. ensure the churchyard, garden of remembrance and Parish Centre garden are properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
6. ensure that adequate access and egress is maintained to the Parish Centre
7. ensure adequate fire fighting equipment is available and maintained
8. ensure that food hygiene regulations and procedures are observed
9. ensure that the Newton Hall Committee has taken reasonable steps to ensure the safety of our congregation whilst hiring that building.

Responsibility of 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:

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.

Responsible persons

All hirers of the Parish Centre are responsible for compliance with applicable health and safety regulations for their own group. This includes risk assessments, fire evacuation drill and food hygiene training.

C. Arrangements (implementation of the policy)

1. ACCIDENTS AND FIRST AID

First Aid boxes are located in

1.1. The Parish Centre in:

- The servery kitchen cupboard downstairs and
- the upstairs kitchen

1.2. The Newton Hall in the kitchen, on the shelf above the fridge.

Trained/qualified First Aiders are the responsibility of all each individual hirer of the Parish Centre.

The accident book is located in the Parish Centre in: the servery kitchen first aid kit, and at the Newton Hall in the kitchen, with the first aid kit on the shelf above the fridge.

All accidents and incidents are entered in the accident book and our insurers advised. When the Parish Centre 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. The accident books will be reviewed by the Health & Safety Officer once a month.

2. FIRE SAFETY

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- An assessment of the fire risks in the Parish Centre and the Newton Hall. The most recent assessment is appended to this Policy.
- A check that a fire can be detected in a reasonable time and that people can be warned
- 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
- To provide reasonable fire fighting equipment
- A check that those in the building know what to do if there is a fire
- A regular check that our fire fighting 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 in the Parish Centre:

| | |
|-------------------------------------|----------------------------------|
| 1st Floor landing | 2kg CO ₂ and 9l water |
| 1st floor kitchen | 1 fire blanket |
| Ground floor | 1 9l Foam, |
| Kitchen | 4 kg powder, 2 fire blankets |
| Entrance | 1 6l foam |

| | |
|----------------|-----------------------|
| Servery | 1 blanket, 4kg powder |
|----------------|-----------------------|

The extinguishers noted above are checked every week by Mr. Brian Salt to ensure that they are still in place and have not been discharged and are professionally checked annually by Dabar.

Fire extinguishers at the Newton Hall are kept in the following locations:

| | |
|---|-----------------------|
| Kitchen (by fire exit) | 1 blanket, 4kg powder |
| Bar | 2 kg CO ₂ |
| Main Hall (by fire exit) | 9l water |
| Main Hall (corner on left as you enter from entrance hall) | 9l water |
| Stage rear | 2 x 9l water |
| Entrance hall | 2 x 9l water |

Checking and maintenance of these extinguishers is the responsibility of the Newton Hall Committee, who have these checked annually.

2.2 Fire alarm system

At the Parish Centre, this is checked weekly by Brian Salt. At the Newton Hall, this is the responsibility of the Newton Hall Committee, who check this twice a year.

2.3 Other fire protection equipment

At the Parish Centre, this is checked weekly by Brian Salt. At the Newton Hall, this is the responsibility of the Newton Hall Committee who have it checked annually.

2.4 Evacuation procedure

Our procedures for stewarding/evacuation are as follows:

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
2. A check must be made that all doors can be opened
3. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Group Leader
4. Persons will assemble outside the Vicarage (at the Parish Centre) or the front car park (at the Newton Hall).
5. The emergency services will be contacted immediately

2.5 Evacuation drills

Fire evacuation drills will be carried out at least once a year by each group that uses the Parish Centre and by the 10.30am congregation at the Newton Hall. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 If you discover a fire (no matter how small)

1. Immediately raise the alarm, and ensure other group leaders are aware of the fire.
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible 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. Every year all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.
2. Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Parish Centre Management Committee for action.
3. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out. At the Newton Hall this is the responsibility of the Newton Hall Committee, who arrange a similar check every five years.
4. It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
5. 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 and report any repairs to Mr Brian Salt
 - (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 and used until it has been tested by the approved person and entered in the electrical equipment record
 - (v) Electrical equipment should be switched off and disconnected when not in use for long periods
 - (vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage

Provisions 2-6 above apply only to church premises. The safety of electrical systems at the Newton Hall is the responsibility of the Newton Hall Committee.

4. GAS EQUIPMENT SAFETY

Gas boilers and any other gas equipment on church premises or at the Newton Hall are maintained and checked annually by a competent contractor who is a member of the Gas Safe Register. Any necessary work required for safety is implemented immediately.

5. 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 quarter by the Health & Safety Officer of

1. all floors and stairs in the Parish centre, and
2. all paths and steps in the churchyard.

Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Parish Centre Management Committee or PCC who will arrange for repairs or remedial measures to be carried out.

6. LIGHTING

In order to ensure that the Parish Centre is adequately lit, an inspection will be made every week by Mr. Brian Salt to ensure that all lights in the Parish Centre are working. Any bulbs that require replacing at any time will be reported to Mr Brian Salt who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

7. PREPARATION OF FOOD

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
2. Each group (including hirers of the Parish Centre) will ensure that all food handlers have received adequate supervision, instruction and training
3. Each group (including hirers of the Parish Centre) will ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
5. Food stuffs may only be prepared in the following areas: Kitchen
6. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures

8. DISPLAY SCREEN EQUIPMENT

Our 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 Church Wardens.

9. HAZARDOUS BUILDINGS/GLAZING

Our policy is to ensure that the Parish Centre is safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the Centre is inspected at least every quarter by Mr Brian Salt

1. Any defects noted are immediately reported to and the procedures put in hand for repairs
2. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

10. 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 & Safety at Work Regulations 1999.

11. CONTRACTORS

Anyone entering the Parish Centre 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, must abide by the following:

1. Have their own Health & Safety policy (where required by law) and be able to provide a copy of the same
2. Produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence will be maintained
3. Comply with all the requirements of this Health & 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. Contractors may 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. All contractors 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

12. INFORMATION AND ENFORCEMENT

Environmental Health Service Information:

Sheffield City Council Environmental Health Department, 2-10 Carbrook Hall Road,
Sheffield, S9 2DB; tel: 0114 203 7410;
www.sheffield.gov.uk/environment/environmental-health

Employment Medical Advisory Service Information:

Medical Advisory Service, Sovereign House, Queens Street, Sheffield; tel: 0114 291 2300

Health & Safety Executive:

Information Line: 0845 345 0055; HSE Books: 01787 881165; www.hse.gov.uk

ST. JOHN'S PARISH CENTRE – FIRE SAFETY RISK ASSESSMENT

| FIRE HAZARDS | PEOPLE AT RISK | EVALUATE AND ACT | RECORD, PLAN AND TRAIN |
|--|--|--|---|
| <p>How could a fire start?</p> <ul style="list-style-type: none"> • Central heating boilers • Water heaters (Servery, kitchen, upstairs kitchen) • Gas Cooker • Electric heaters • Candles and matches • Photocopier, computers and all electrical equipment. <p>What could burn?</p> <ul style="list-style-type: none"> • Paper • Furniture • Curtains • Stairs, doors • Walls and ceiling are ok (Plaster) • Aerosol (graffiti remover) kept in metal filing cabinet • Cleaning materials (Kept in metal cupboard?) | <ol style="list-style-type: none"> 1. Children – Pitstop, Appletree after school club(primary age), St John's children on Sundays, Element 2. Retired people – Alan Smith's card club (Monday's) 3. Various ages – St John's 8am service, Bonsai Club, Slimming World, Pampered Chef, Music group, Church meetings, Mothers Union. | <ul style="list-style-type: none"> • There is a low risk of a fire starting. • There is a high chance that a fire will be detected early (lots of smoker detectors). • Sources of fuel and fuel/sparks are kept apart. • Generally no fuel for an arsonist (except furniture) • Difficult to fully protect premises against arson as door is often open in evenings. However various rooms are kept locked, such as the kitchen and offices. Also fire should be detected quickly by smoke detectors. <p>How will anyone escape?</p> <ol style="list-style-type: none"> 1. Two doors downstairs BUT one is usually locked. This needs to be resolved. 2. Two staircases, emergency lighting, fire extinguishers, safety equipment is regularly tested. 3. Will people know what to do? 4. Ensure that signs and instructions are clear. 5. Ensure that group leaders know what to do. | <ul style="list-style-type: none"> • Ensure that equipment that could start a fire is regularly checked and maintained. • Ensure that fire detection and fighting equipment is checked and maintained. • Make sure that both lower doors can be opened from the inside as escape routes. • Check that signs and instructions are clear and communicated to all user groups. • Practice fire drills and record results. |

Ron Linton & John Summerfield, Churchwardens (September 2008)

NEWTON HALL – FIRE SAFETY RISK ASSESSMENT

| FIRE HAZARDS | PEOPLE AT RISK | EVALUATE AND ACT | RECORD, PLAN AND TRAIN |
|---|--|--|--|
| <p>How could a fire start?</p> <ul style="list-style-type: none"> • Central heating boilers • Water heaters (kitchen) • Gas Cooker • Candles and matches • Sound desk <p>What could burn?</p> <ul style="list-style-type: none"> • Paper • Furniture • Curtains • Doors • Stage | <ol style="list-style-type: none"> 1. Children – Sunday clubs 2. Adults in congregation 3. Vulnerable adults in congregation – esp. elderly and disabled | <ul style="list-style-type: none"> • There is a low risk of a fire starting. • Sources of fuel and fuel/sparks are kept apart. <p>How will anyone escape?</p> <ol style="list-style-type: none"> 1. Main doors at front 2. Fire door near stage 3. Fire door in bar area 4. Fire door in kitchen 5. Fire door to the rear left of stage <p>Procedure</p> <ol style="list-style-type: none"> 1. Assembly point is front car park 2. Every person arriving signs Health and Safety attendance sheet 3. The first person to be aware of fire to break the glass on the call point 4. On hearing the fire alarm sound, leaders of childrens' groups to ensure all children in their group leave by the nearest exit and to the assembly point. 5. Congregation is to leave the Hall by the nearest exit and go directly to the assembly point. 6. Churchwardens and welcome team to assist the elderly and disabled where necessary 7. Either one of the church wardens or service leader to telephone the fire brigade 8. Service leader to take a roll call, using the sign-in sheets, church wardens ensure building is clear. | <ul style="list-style-type: none"> • Check with Newton Hall Committee that equipment that could start a fire is regularly checked and maintained and that fire detection and fighting equipment is checked and maintained. • Make sure all fire doors can be opened from the inside as escape routes. • Check that signs and instructions are clear and communicated to all user groups. • Practice annual fire drill and record results |

Ron Linton & Helen Ruddlesdin, Churchwardens (June 2011)