



**HEALTH & SAFETY POLICY**  
of the Parochial Church Council  
of St Mary Magdalene, Wandsworth Common

**Date: 25<sup>th</sup> February 2020**  
**Review date: 25<sup>th</sup> February 2021**

# Contents

Our Health and Safety Policy	1
<b>Section A</b> – General statement of policy	1
<b>Section B</b> – Organisation and responsibilities	2
<b>Section C</b> – Arrangements (implementation of the policy)	4
– Accidents and first aid	4
– Fire safety	5
– Electrical safety	6
– Gas equipment safety	8
– Hazardous substances	8
– Slips, trips and falls	8
– Lighting	8
– Working at high levels	8
– Preparation of food	9
– Manual handling – lifting, carrying and moving loads	9
– Display screen equipment	10
– Hazardous buildings/glazing	10
– Safeguarding	11
– Personal safety	11
– Risk assessments/activities	11
– Contractors	12
– Information and enforcement	12
– Health and Safety law poster	13

## OUR HEALTH AND SAFETY POLICY

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in three sections:<sup>[SEP]</sup>

- Section A – General statement of policy
- Section B – Organisation and responsibilities
- Section C – Arrangements

To all employees, voluntary helpers and contractors:<sup>[SEP]</sup> *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 and safety.*

### SECTION 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 church staff, employees, consultants, casual labour and voluntary helpers, and to provide such information, access to any reasonably necessary training and supervision as they need for this purpose.

We will also endeavour to ensure, so far<sup>[SEP]</sup> as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors and others who may visit the church and any associated buildings.

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 and safety matters are kept constantly under review,<sup>[SEP]</sup> an item on health and safety will be on the agenda for all meetings of the Parochial Church Council, and church staff, employees, consultants and volunteers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed.....

Revd. Philippa Boardman (Vicar)

Date 25<sup>th</sup> February 2020

Review date: 25<sup>th</sup> February 2021

## **SECTION B - ORGANISATION AND RESPONSIBILITIES**

### **1. Responsibility of the Vicar**

Overall responsibility for health and safety is that of the Vicar, the Revd. Philippa Boardman, who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate codes of practice. Specific responsibilities may be delegated to other church members. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

### **2. 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 from time to time.

### **3. Responsibility of the Parochial Church Council**

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

### **4. Responsibility of the Health and Safety Officer**

David Coleman carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy.

The responsibility of the health and safety officer shall be to:

- access and apply, where necessary, health and safety regulations as far as they concern church premises
- be familiar with this 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 arrangements are in place to keep the church, Parish and Vestry Halls clean and tidy
- ensure arrangements are in place to keep the exterior parts of the church property properly maintained and in a clean and tidy condition
- ensure arrangements are in place for the provision of any reasonably necessary safety equipment and clothing and its use by everyone, where this is required
- ensure arrangements are in place to maintain properly any plant, equipment and tools<sup>[SEP]</sup> in good condition and to provide all operators with the appropriate training, where reasonably necessary
- ensure that adequate access and egress is maintained<sup>[SEP]</sup>
- ensure adequate firefighting equipment is available and maintained<sup>[SEP]</sup>

- ensure arrangements are in place for the observance of food hygiene regulations and procedures. [L] [SEP]

## 5. Responsibility of employees and voluntary workers

All employees and voluntary workers 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:

- comply with safety rules, operating instructions and working procedures [L] [SEP]
- use protective clothing and equipment when it is required [L] [SEP]
- 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 [L] [SEP]
- not misuse anything provided in the interests of health and safety. [L] [SEP]

## 6. Responsible persons [L] [SEP]

The following are responsible for safety in particular areas (the numbers in brackets relate to [L] [SEP] the appropriate section of the policy):

Activity	Name/Position
Accident books/Accident reporting (1)	Richenda Tonge
Fire extinguishers (2.1)	Buildings Maintenance Group
Emergency evacuation (2.4) [L] [SEP]	H&S Officer
Portable electrical appliances (3.1)	Buildings Maintenance Group
Fixed electrical system (3.4)	Buildings Maintenance Group
Gas heating and hot water equipment (4)	Buildings Maintenance Group
Hazardous substances (5) [L] [SEP]	Buildings Maintenance Group
Condition of floors, steps and paths (6)	Buildings Maintenance Group
Lighting (7)	Buildings Maintenance Group
Working at high levels (8) [L] [SEP]	Buildings Maintenance Group

Food preparation (9)	The person primarily responsible for the team/event for which food is provided
Manual handling (10) <sup>[L1]</sup> <sub>[SEP]</sub>	Buildings Maintenance Group
Display screen equipment (11)	Parish Administrator
Building defects/glazing (12)	Buildings Maintenance Group
Safeguarding (13)	Safeguarding Officers
Personal safety (14) <sup>[L1]</sup> <sub>[SEP]</sub>	Vicar
Risk assessments/activities (15)	Churchwardens
Contractors (16)	Buildings Maintenance Group
Health and safety training	H&S Officer

## SECTION C - ARRANGEMENTS (IMPLEMENTATION OF THE POLICY)<sup>[L1]</sup><sub>[SEP]</sub>

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of church staff, employees, consultants, volunteers, members of the congregation, visitors and contractors.

### 1. Accidents and first aid

1.1. First aid boxes are located in the Church in:

- the Vicar's vestry
- on the window sill just inside the main Trinity Road entrance

1.2. A first aid box is located in the Parish Hall in the kitchen

1.3. A first aid box is located in the Vestry Hall in the kitchenette

1.4. Trained/qualified first aiders are: Barbara Littlechild. Others should be trained so as to ensure we have sufficient cover for services and events.

1.5. The accident book(s) is/are located with the first aid boxes (except in the main church where there is a single accident book located in the Vicar's vestry).

1.6. All accidents and incidents must be entered in the accident book and (where appropriate) our insurers advised.

1.7. When the Parish Hall or Vestry Hall is let to outside people or organisations, their rental agreement specifies in writing that, in the event of an accident, details must be entered in the relevant accident book.

1.8. Accident books and accident records are regularly reviewed (at least monthly) by the person responsible for them set out above.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

Under RIDDOR there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities.

- For most types of incident the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1 of the Regulations). A report must be received within **10 days** of the incident.
- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported **immediately**.
- Accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported within **fifteen days**.
- Accidents to members of the public or <sup>[SEP]</sup>others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

**Accident reporting:** <sup>[SEP]</sup>Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. We will receive a copy for our records. <sup>[SEP]</sup>All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). <sup>[SEP]</sup>

**Recording:** <sup>[SEP]</sup>Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 <sup>[SEP]</sup>and Social Security Administration Act 1992. <sup>[SEP]</sup>

## **2. Fire safety**

2.1. **Policy** Our policy is to fulfill 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 church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments.
- 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 firefighting equipment.
- A check that those in the building know what to do if there is a fire.
- A regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

**2.2. Fire extinguishers and other fire protection equipment** Fire extinguishers and fire blankets are kept in the locations indicated on the plan of the church buildings situated by the light switches on the left hand wall as you enter the church by the main entrance from Trinity Road.

The extinguishers and blankets are checked every quarter by the person responsible set out above to ensure that they are still in place and have not been discharged or used.

The extinguishers and blankets are checked annually under contract by Chubb Fire & Security.

### 2.3. Evacuation procedure

Details of our evacuation procedure are set out in the SMM Fire and Emergency Evacuation Plan, copies of which are prominently displayed inside the church main entrance, by the fire exit to Wiseton Road and in the Vicar's Vestry, as well as in the Parish and Vestry Halls.

This Plan sets out the procedure in the event of a fire, the location of the emergency exits, the designated emergency evacuation officers and their emergency evacuation duties. It also sets out the requirements for annual risk assessment, for staff training, evacuation drills and testing of the safety equipment.

## 3. Electrical safety

- 3.1. A list of all our portable electrical appliances is maintained by the responsible person listed above.
- 3.2. Every quarter plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads and that no sockets are overloaded. Any repairs needed will be reported to the Buildings Maintenance Group for action.
- 3.3. Every 12 - 18 months all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how

to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.

- 3.4. Every<sup>[L]</sup><sub>[SEP]</sub>six months a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to Buildings Maintenance Group for action by a competent electrician. <sup>[L]</sup><sub>[SEP]</sub>
- 3.5. Every five years, our fixed electrical system<sup>[L]</sup><sub>[SEP]</sub>will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.
- 3.6. At intervals of between two and a half and four years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers. <sup>[L]</sup><sub>[SEP]</sub>
- 3.7. It is our policy that the church does not sell any second-hand electrical goods unless they have been inspected and deemed safe by a suitably qualified person and a register of such equipment is maintained.
- 3.8. 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:
  - Visually check all electrical equipment before use. <sup>[L]</sup><sub>[SEP]</sub>
  - Report all faults immediately to the responsible person. <sup>[L]</sup><sub>[SEP]</sub>
  - Do not attempt to use or repair faulty equipment. <sup>[L]</sup><sub>[SEP]</sub>
  - No electrical equipment is to be brought onto the premises for regular use until it has been tested by the approved person and entered in the electrical equipment record. <sup>[L]</sup><sub>[SEP]</sub>
  - Low risk electrical items brought into our buildings infrequently do not need a formal test, but a competent person must still perform a simple visual check before use of such equipment to check for damaged plugs, frayed cables and loose connections.
  - Electrical equipment should be switched off and disconnected when not in use for long periods. <sup>[L]</sup><sub>[SEP]</sub>
  - Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.
  - Care should be taken to ensure that sockets or circuits are not overloaded.

#### 4. Gas equipment safety

Our gas warm air heaters and hot water boilers are maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

## 5. Hazardous substances

5.1. The responsible person listed above must be aware of all hazardous substances used in the Church, Parish and Vestry Halls.

5.2. Where possible, we avoid the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

5.2.1. All hazardous substances must be kept in a locked cupboard.

5.2.2. Appropriate protective clothing must be made available - the responsible person will ensure that replacement or new clothing is acquired when necessary.

5.2.3. Those using hazardous substances must wear appropriate protective clothing, ensure they understand the correct method of use and action to take in the event of an accident.

## 6. Slips, trips and falls – <sup>[L]</sup><sub>[SEP]</sub> 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 person responsible listed above of floors, steps and stairs in the Church, Parish and Vestry Halls, and the exterior paths and steps. Particular note will be made of the edges of steps and outside moss, algae and leaves on paths. Any defects will be reported to the Buildings Maintenance Group, who will arrange for repairs or remedial measures to be carried out.

## 7. Lighting <sup>[L]</sup><sub>[SEP]</sub>

In order to ensure that the church is adequately lit, an inspection will be made every month by the person responsible listed above to ensure that all lights in the Church, Parish and Vestry Halls are working. Any bulbs that require replacing will be reported to the Buildings Maintenance Group who will ensure that the bulbs are replaced following appropriate safety procedures.

## 8. Working at high levels <sup>[L]</sup><sub>[SEP]</sub>

8.1. Save as set out below, only approved contractors may work at high level.

8.2. The following work may be authorised with special agreement of the responsible person listed above:

- 8.2.1. replacing light bulbs
- 8.2.2. clearing leaves and debris from the north and south aisle and Lady Chapel gutters
- 8.2.3. putting up the flag.

8.3. Ladders and step ladders may only be for work of short duration and provided they can be safely secured. Otherwise tower scaffolds or elevated work platforms must be hired in. On no account may any employee or volunteer use a ladder without some other person to "foot" it. The responsible person shall ensure that ladders and step ladders are in good working order, properly maintained and appropriately stored.

## 9. Preparation of food

9.1. Our food preparation policy is as follows:

- We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs. <sup>[[ ]]</sup><sub>SEP</sub>
- We require that all food handlers (i.e. those who either prepare or serve food) have received adequate supervision, instruction and, where appropriate, training.
- We require that the appropriate assessment of risks is carried out for the foods to be prepared and stored, including storage at the correct temperatures.
- Before any preparation commences, <sup>[[ ]]</sup><sub>SEP</sub> all surfaces coming into contact with food must be washed down and disinfected. <sup>[[ ]]</sup><sub>SEP</sub>
- Food stuffs may only be prepared in the Parish Hall or Vestry Hall kitchens or in other areas on tables which have been newly washed down and disinfected.
- We ensure that all hirers who wish to provide foodstuffs are advised of these procedures. <sup>[[ ]]</sup><sub>SEP</sub>

9.2. If alcohol is to be provided at any event, the licensing position must first be checked with the churchwardens.

## 10. Manual handling <sup>[[ ]]</sup><sub>SEP</sub> lifting, carrying and moving loads

10.1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

10.2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible. <sup>[[ ]]</sup><sub>SEP</sub>

10.3. Where necessary, training will be given <sup>[[ ]]</sup><sub>SEP</sub> to all those employees and volunteers who are required to undertake manual handling. <sup>[[ ]]</sup><sub>SEP</sub>

## 11. Display screen equipment

Church staff, employees, consultants and volunteers, who are habitual users of a computer workstation for church purposes, must ensure that they have considered the following risk factors and taken steps to reduce those risks to the lowest level possible:

- 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 including periods away from the screen.

## 12. Hazardous buildings/glazing

12.1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the person responsible listed above.

12.2. Any defects noted are immediately reported to the Buildings Maintenance Group and the procedures put in hand for repairs.

12.3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

12.4. An Asbestos Manager (Type 2) survey was made of any asbestos in the building by Contego Services Ltd on 2nd January 2015 noting its location, type and condition. Three relevant areas were identified for action: (i) panels outside basement door (ii) panel in vestry hall office and (iii) Bakelite cistern to vicar's toilet in vestry hall office, and all relevant action has been taken. Information regarding this asbestos remaining in the building must be given to all contractors and anyone else who may be affected.

12.5. A check has been made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

## 13. Safeguarding

Our procedures include a policy on Safeguarding as set out in "A Safe Church" (the safeguarding guidelines of the Diocese of Southwark and a statement upholding

our procedures must be made annually at a PCC meeting and its continuing suitably recorded.

#### 14. Personal safety

- 14.1. Risk assessments need to be undertaken to assess the risks to persons working alone in the church, handling cash and other valuables and visiting unknown third parties on church related business.
- 14.2. A lone working policy has been drawn up, which includes the appropriate control measures.
- 14.3. Anyone who is in the church buildings alone or visiting people in the community alone must ensure that they comply with the lone working policies.
- 14.4. Church staff, employees, consultants and volunteers must be reminded of the importance of considering and taking responsibility for their personal safety in conducting any activity in relation to the church.

#### 15. Risk assessments/activities

- 15.1. Written risk assessments will be carried out by the responsible person listed above on behalf of the PCC as employer and by any self employed person in order to meet<sup>[L]</sup><sub>[SEP]</sub>our obligations under The Management of Health and Safety at Work Regulations 1999.
- 15.2. A written risk assessment must be carried out by the relevant lead/organiser for all new and existing parish activities (especially those including children and adults who may be vulnerable) — both one-off and regular — before it starts or happens, and then be reviewed at regular intervals (at least annually) or when there is a significant change.
- 15.3. These activities or events might include, for example:
  - major services (including at Christmas, Easter, for funerals or weddings);
  - all outreach projects;
  - the annual Christmas Tree Festival;
  - the regular jumble sales;
  - any other festival or event to which members of the public outside the normal congregation are invited;
  - concerts and other talks or performances;<sup>[L]</sup><sub>[SEP]</sub>
  - sponsored walks, visits and outings involving more than three members of the congregation.<sup>[L]</sup><sub>[SEP]</sub>

#### 16. Contractors<sup>[L]</sup><sub>[SEP]</sub>

Anyone entering church premises 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:

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
- Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence should be maintained.
- Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
- 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.
- 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.
- 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.

## 17. Information and enforcement

### 17.1. Environmental Health Service Information:

Environmental Health Department  
Wandsworth Council  
The Town Hall  
Wandsworth High Street  
London  
SW18 2PU      Tel: 020 8871 6000

### 17.2. Employment Medical Advisory Service Information:

*(The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters)*

Health & Safety Executive  
Rose Court  
2 Southwark Bridge  
London  
SE1 9HS

### 17.3. Health and Safety Executive Information Line: 0300 003 1747 HSE Books: 01787 881165

## **18. Health and Safety Law poster**

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the entrance lobbies to the main church, Parish Hall and Vestry Hall.

This is available from HSE Books or  HMSO bookshops. ISBN 9780717663149 (standard version).