



## **ALL SAINTS HARTFORD** **HEALTH AND SAFETY POLICY**

### **HEALTH & SAFETY POLICY**

**Version 3: Amended March 2018**

#### **1. STATEMENT OF POLICY**

Our policy, as far as it is reasonably practical, is to provide and maintain a healthy and safe environment throughout the church building and grounds for all who use them. Regular reviews of the policy and the way in which it has operated will ensure it is kept up to date. The policy should also be reviewed at times of major building alteration or change of use.

#### **2. RESPONSIBILITIES**

Responsibility to ensure the arrangements outlined in this policy are carried out lies with the Churchwardens & PCC Members.

Responsibility for ensuring this document is reviewed and updated lies with the Churchwardens & PCC Members.

Church leaders and the leaders of groups who use the church should read this policy and note the points pertinent to their group's activities.

The co-operation of all users is essential in order to implement this policy. Users will be encouraged to take all reasonable precautions to avoid accidents and injury to themselves or others and damage to equipment or premises. Any hazard that a user is not able to deal with should be reported immediately to a Churchwarden or PCC Member.

#### **3. ARRANGEMENTS**

##### **3.1 INSPECTION AND MAINTENANCE**

Semi-annual inspections will be carried out by the H&S Officer and findings will be reported to the Churchwardens. All Members of the PCC should also be alert for any potential hazards and report to the Churchwardens. This will include, in the church:

- a) All floor surfaces should be checked for broken or loose tiles or damaged heating gratings.
- b) Electrical Items should be checked for defective cables.
- c) Faulty light bulbs should be replaced.

...and in the churchyard:

- a) All pathways should be free from slip and trip hazards.
- b) The boundary wall and retaining wall round the pathways should be sound.
- c) Trees should be checked for disease or other problems.
- d) Gutters and gulleys should be kept clear to ensure good drainage.
- e) The external walls and roof should be inspected for any problems, e.g. missing tiles etc
- f) Any unsound gravestones should be noted (and highlighted??)

### **3.2 FIRST AID**

The first aid box is kept in the kitchen on the shelf on the left hand side on entry. It will be checked regularly and re-stocked as required.

If anyone is seriously injured call 999 immediately and state address as **All Saints Church, The Hollow, Hartford, Huntingdon. PE29 1XP**

All accidents (even minor ones) should be reported to a Churchwarden and the details entered into the accident book which is kept by the first aid box on the right as you enter the door. The accident book should be regularly reviewed.

### **3.3 FIRE**

There are certain areas of the church building that have a higher risk of fire than others. These are the kitchen, the boiler room (which is inside the building and accessed from the Function Room), and electrical supply points when in use.

There are only three exits that can be used in the event of a fire:

- a) The normal entry point into church at the south door.
- b) The door at the north side of the church giving access to the entrance lobby and cloakroom and exit through the north door.
- c) The door in the south west corner of the function room.  
The exit door by the Vicars Vestry is normally locked and is not considered to be an emergency exit.

The only area of the church covered by an automatic fire alarm is the new extension at the north side of the Church. Should the alarm be sounded this is the only place a fire

would be easily located. For all other occasions reliance is made on a member of the congregation telling the clergy, wardens or sides people of the fire or suspected fire.

The fire alarm in the new extension will be tested and serviced at regular intervals.

It will be the duty of the Churchwardens, PCC, Sidespeople and Welcomers to acquaint themselves with:

- (a) The location of the exit doors and how they are opened.
- (b) The positions and use of all fire fighting equipment in the church, including the kitchen.
- (c) Ways to assist/direct people out of church

Evacuation training for all new service leaders, children's group leaders, duty wardens and sides people should be arranged as required.

The Churchwardens & PCC Members are to:

- a) Carry a mobile phone for use in emergencies.
- b) Unlock external doors designated as emergency exits during major services. The emergency lighting in the new extension should be tested at regular intervals. Fire extinguishers should be serviced at regular intervals.

### **3.4 EVACUATION PROCEDURE**

In the event of discovering a fire during a service:

- a) Immediately raise the alarm and ensure the service leader is informed
- b) The service leader will stop the service and give instructions to evacuate the building with directions as to which exits should be used as determined by the location of the fire.
- c) When requested to do so, occupants should leave the church in an orderly manner as directed by the service leader, Churchwardens or a PCC Member and proceed to the assembly area in the car park due east of the Church in an area by the river on the outside of the boundary wall. Occupants should not stop to collect personal possessions and do not run. Due care and assistance should be given to children, the elderly and the infirm. Children should be collected by their parents. All other children will be escorted from the building by their group leaders.
- d) The Sidesperson, Churchwarden or any member of the PCC should ensure the fire brigade is called, giving the address as **All Saints Church, The Hollow, Hartford, Huntingdon. PE29 1XP.**
- e) The Sidesperson, Churchwarden or any member of the PCC should ensure that the all people are directed to leave the church and then ensure the whole building has been vacated (including vestries, kitchen & toilet) without putting himself/herself at risk.
- f) The children's groups will remain under the direction of their leaders until they are collected by their parents/guardians at the assembly area.
- g) The Sidesperson, Churchwarden or any member of the PCC should attack the fire if possible using the extinguishers provided but without taking personal risk.
- h) The premises are not to be reentered until advised by the fire service that it is safe to do so.

### **3.5 SECURITY**

- a) The safe should never be left open and unattended.
- b) All external doors should be locked and the alarm set when the building is vacated.
- c) A Churchwarden or H&S Officer should be notified as soon as possible in the event of any problems encountered with the alarm system.
- d) Keys should not have labels which associate them with the church e.g. do not label 'All Saints Hartford'.
- e) Key-holders should not lend their keys to anyone other than approved key users.
- f) A list of all key-holders is kept by the Churchwardens.
- g) The intruder alarms should be checked regularly.
- h) Before leaving the Church, ensure that no-one is left in the building and that electrical appliances and all lights are turned off. Particular attention should be taken to ensure that any candles are extinguished. Lock all doors and windows and push to check they are secure.

### **3.6 SAFEGUARDING**

**This section is copied directly from the Diocesan Safeguarding Policy Document**

We are committed to the safeguarding, care and nurture of all our members, particularly the children and young people.

- a) We recognise that our work with children and young people is the responsibility of the whole church community.
- b) We are committed to implementing the House of Bishops' Child Protection Policy 'Protecting All God's Children', and the diocesan procedures, which are based on the Children Act 1989; Home Office Guidance, "Safe from Harm" and the Government Publication "Every Child Matters".
- c) We will carefully select and train ordained and lay ministers, volunteers and paid workers with children and young people, using the Disclosure Barring Service, amongst other tools, to check the background of each person.
- d) We will respond, without delay, to every complaint made that a child or young person, for whom we are responsible, may have been harmed.
- e) We will co-operate fully with statutory agencies during any investigation concerning a member of the church community.
- f) We will seek to offer informed pastoral care to any child or children, young person or adult who has suffered abuse.
- g) We will care for and supervise any member of our church community known to have offended against a child.

### **3.7 USE OF THE CHURCH**

All Saints Church, Hartford is an ancient Church and carries certain hazards that are not practicably possible to eliminate. However, it is the Church's intention to reduce these hazards as far as is reasonably possible. Users of the Church and especially those with limited mobility and those wearing dress footwear face particular risks. Churchwardens, PCC Members, Sidespeople and Welcomers especially, should note the following:

- a) The stone steps located in doorways are worn in an uneven manner making them difficult to predict for anyone not familiar with the Church. Churchwardens, PCC Members, Sidespeople and Welcomers should be aware of the hazard and offer advice and assistance as necessary.
- b) Steps to the Altar are uneven and higher than modern recommendations. During a Communion Service the Sidesperson will direct the congregation to the Altar whilst the Welcomer positions themselves at the bottom of the steps to offer assistance as appropriate.
- c) Entrance to the Vicars Vestry is by steps which are not easily visible when approaching the doorway. A sign indicating the presence of these steps is in place.
- d) The Main Aisle and access/exit to/from the South & North doors has a metal grating which could trap dress shoes. Churchwardens, PCC Members, Sidespeople and Welcomers should be aware of the hazard and offer advice and assistance as necessary.
- e) As the toilet is shared with the congregation and visitors, children and vulnerable adults should be accompanied to the toilet door and the same precautions taken as if this were a public toilet.
- f) Children should be collected by their parents (or responsible adult) at the end of the session and should not be released unsupervised into the church.

### **3.8 ELECTRICITY**

- a) Faulty light bulbs should be replaced as soon as practical and should not be left out of lamp holders leaving exposed live terminals.
- b) Any equipment that develops a fault should be reported immediately to a Churchwarden or PCC Member and not used until it has been repaired.
- c) Exposed sockets in rooms used for children's activities should be protected by safety covers.
- d) Extension leads and other cables should not trail over the floor leaving a trip hazard.
- e) Temporary trailing leads should be covered with a safety mat.
- f) Electrical circuits can be turned off by using the circuit breakers located in the Boiler Room.

- g) The Boiler Room is normally locked but the key can be obtained from the first drawer on the left when entering the kitchen.
- h) Portable electrical appliances will be tested regularly by a competent person to ensure that all appliances are safe.

### **3.9 GAS**

The gas isolator valve to the cooker is located behind the cooker. The gas isolator valve to the boiler is located in the Boiler Room. The Boiler Room is normally locked but the key can be obtained from the first drawer on the left when entering the kitchen. The master gas isolating valve to the building is located in the Gas meter cupboard which is positioned on the exterior wall to the side of the patio near at the south-west corner of the Function Room. The key to the Gas meter cupboard is located in the first kitchen drawer on the left upon entry to the kitchen.

### **3.10 WATER**

The water supply to the kitchen and toilet sinks can be isolated using the Stopcock situated under the sink in the kitchen. The master water isolating valve is situated in the path by the double gate entrance from the car park.

### **3.11 HAZARDOUS SUBSTANCES**

Substances marked as hazardous (e.g. irritant, flammable, harmful, toxic) are kept in closed cupboards in the kitchen out of the reach of small children. Children are excluded from the kitchen at all times. Instructions regarding the use of all hazardous substances are to be followed.

### **3.12 USE OF LADDERS**

Ladders, even stepladders, are a common cause of injury, even death. Consideration should be given to whether the ladder may be used safely before use. If in doubt the ladder should not be used.

- a) A person should be accompanied when using any ladder (other than a small step ladder).
- b) Ladders should not be used when the user is tired or unfit, or in distracting circumstances.
- c) The ladder should be suitable for the work to be undertaken, e.g. the correct size.
- d) Before use check the ladder should be sound, and free from hazards such as cracks, damaged rungs, sharp edges, splinters and missing footpads.
- e) Carrying a ladder can be hazardous. Attention should be paid to the full length of the ladder in avoiding collisions. Care should be taken not to drop the ladder causing damage or injury.
- f) The ladder should be placed on, and against, firm level surfaces where it will be stable and at an angle of about 75° (1 in 4).

- g) If the ladder cannot be secured an adult should stand attentively with one foot on the bottom rung holding the upright stiles.
- h) Strong footwear with good grip should be worn, over-stretching should be avoided, and the ladder held with at least one hand always keeping at least 3 points of the body in contact with the ladder.
- i) Special care should be taken when on the ladder to avoid hazards such as electric shock or other injury.

### **3.13 ACCESS TO THE TOWER**

- a) Only people authorised by a Churchwarden should enter the tower.
- b) The door to the tower should be kept locked to prevent un-authorised access, especially to children.
- c) If alone, people entering the tower should carry a mobile phone.
- d) The trap door in the Tower should only be opened in exceptional circumstances. When this occurs all people in the Tower are to be wearing safety harness and take extreme care.
- e) No-one should proceed above the ringing chamber into the belfry alone.

### **3.14 FOOD SAFETY**

For most of the time the kitchen is used to prepare Tea/Coffee and serve Biscuits & Cake. Occasionally food will be served that has been prepared at another location (usually someone's home). This limited and "ad hoc" use excludes All Saints Hartford from being classed as a Food Business. However, any food preparation should be carried out in accordance with the food hygiene notices displayed in the kitchen.

### **3.15 USE OF THE BUILDING BY LONE WORKERS & SMALL GROUPS**

In general lone working is discouraged; however, many activities (cleaning, flower arranging, maintenance, Church open, etc.) are carried out by individual volunteers and simply would not be possible if multiple volunteers had to be in attendance. Notwithstanding the previous statement, any potential or actual, hazard is taken very seriously and should be minimised or eliminated where possible.

#### **For lone workers and small groups:**

- a) Whenever possible a minimum of 2 people should be in attendance.
- b) At least one person in the group who is a designated key-holder should be familiar with this Safety Policy.
- c) Personal Alarms are located in the Church by the main entrance door and should be carried at all times when anyone is alone in the Church.

- d) At least one person should have a mobile phone switched on and kept on their person.
- e) Any Church member or official who intends to work alone in the Church should tell someone when they will be in the church and when they intend to leave, and let them know when they have left the building.
- f) All Church members and officials should be vigilant for theft of items from the church and personal possessions.
- g) Before leaving the Church, the last person leaving should ensure that no-one is left in the building and that electrical appliances and all lights are turned off. Particular attention should be taken to ensure that any candles are extinguished. All doors and windows should be checked and locked where necessary.

## 4. SCHEDULES

### Schedule of Events

Activity	Responsible	Renewal
Review Health & Safety Policy	Churchwardens & PCC	Annually
New Leaders to Read & Note H&S Policy	Churchwardens & PCC	As Required
Evacuation Training	Churchwardens/H&S Officer	As Required
Inspection & Maintenance	H&S Officer	Bi-annually
Review Accident Book	Churchwardens	6 Monthly
Check & Re-Stock first Aid Box	Churchwardens	6 Monthly
Test Fire Alarm & Emergency Lighting	Churchwardens/Fire Officer	Monthly
Service Fire Alarm & Emergency Lighting	Churchwardens/Cromwell Fire	As Schedule
Service Fire Fighting Equipment Church	Wardens/Cromwell Fire	As Schedule
Service Gas Boiler	Churchwardens/British Gas	As Schedule
Intruder Alarms	Churchwardens	Monthly

## 5. KEY PEOPLE

### Rector

Revd Geoff Boucher 01480461846

### Church Wardens

Pam Clark 40 Sapley Road, Hartford 01480 350671  
 Sue Craven 2 Nelson Road 01480 385205

### Safeguarding

Alastair Hill Parish Safeguarding Coordinator 01480 437776  
 Childline 0800 1111  
 Parentline 0808 800 222

### Deanery Synod Representatives

Elaine Levitt 23 Oberon Close, Hartford 01480 455225  
 Mary Hill 15 Snowy Way 01480 437776

### Elected Members of the PCC

Richard Barrett 10 Lark Crescent Hartford 01480 394228



Elizabeth Cooper	1 Sycamore Drive Huntingdon	07518036816
Linda Davies	12 Spring Close, Huntingdon	01480 459713
Helen Dowzall	31 Veasey Road, Hartford	01480 455115
Nicholas Esders	12 Devoke Close, Stukeley Meadows	07795 567210
Mrs Carol King	131 Sparrowhawk Way Hartford	01480 432056
Mr Peter King	131 Sparrowhawk Way Hartford	01480 432056
Mrs Janet Boston	5 Coldhams South Huntingdon	01480 458849

**Hon Treasurer**

Paul Fearon	Iona, New Road Woodwalton	01487 773028
-------------	---------------------------	--------------

**Health & Safety Officer**

<b>Vaughan Clark</b>	<b>40 Sapley Road Hartford</b>	<b>01480 350671</b>
----------------------	--------------------------------	---------------------