

Safety in the Lord's House

Keith Coote (CMIOSH)



**Then you will go on your
way in safety,
and your foot will not
stumble**

(Proverbs 3:23 N.I.V.)



Health and Safety Policy

- ▶ What is a health and safety policy?
- ▶ This is a document that describes how you will manage health and safety in your organisation.
- ▶ Why do we need a health and safety policy?
- ▶ It will let your staff and others know about your commitment to health and safety. It must clearly say who does what, when and how.

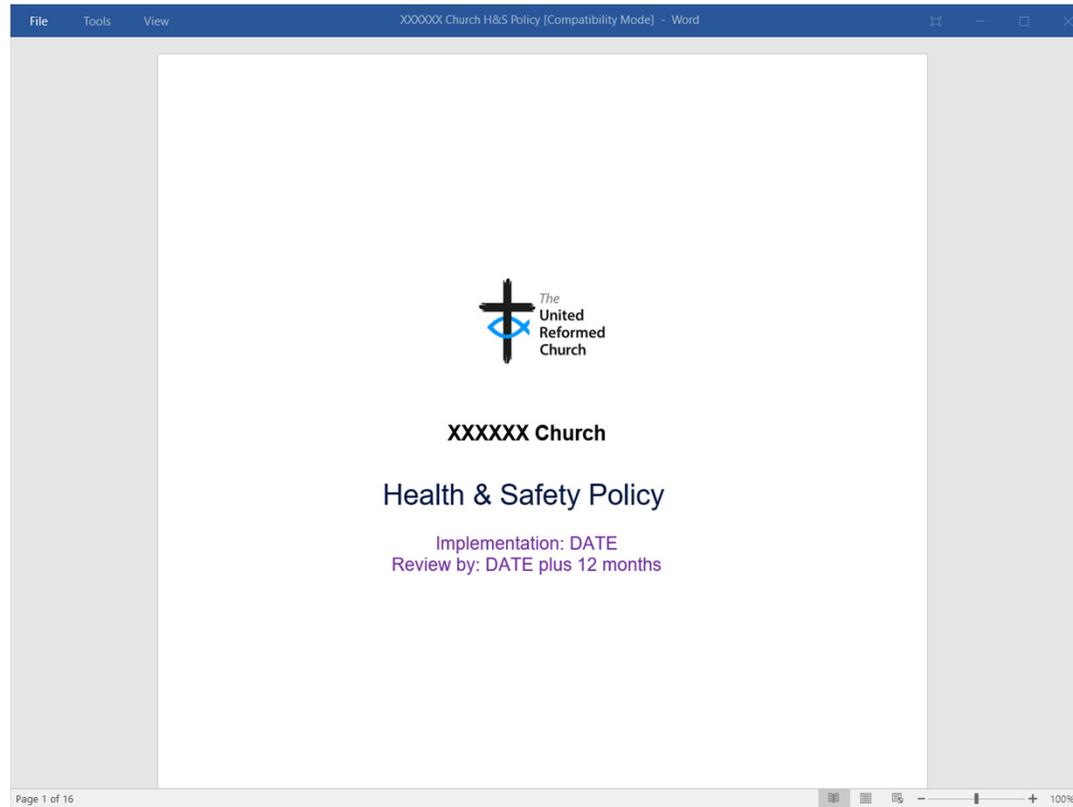


Where can I get an example of a health and safety policy?

- ▶ Thames North Synod Website
- ▶ <http://urcthamesnorth.org.uk/resources/>
- ▶ Can I just print it off and use it?
- ▶ No. You will have to populate it with your church's information



Cover Page Health and Safety Policy



What is in a Health and Safety Policy?

1. Statement of Intent
2. Responsibilities
3. Arrangements



Statement of Intent

XXXXXX Church Health and Safety Policy

XXXXXX Church Statement of Intent

XXXXXX Church, as the employer of the staff who work in the church, recognises and accepts its responsibility for providing a safe and healthy environment for the staff, and for volunteers, visitors and contractors who come on to their premises.

XXXXXX Church will take reasonable steps to fulfil these responsibilities within the framework of *the Health and Safety at Work etc. Act 1974* and *the Management of Health and Safety at Work Regulations 1999*, as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation. XXXXXX Church will ensure that appropriate policies are in place and kept up-to-date.

To this end, XXXXXX Church, when required, will procure the services of appropriate health and safety consultants to advise the XXXXXX Church on all related matters and to provide the XXXXXX Church with up-to-date information in relation to its health and safety responsibilities. The responsibility for the implementation of this policy rests with the XXXXXX Church Meeting.

Each member of staff at XXXXXX Church must recognise that, under the Act, they have a personal responsibility for their own safety as well as for

the safety of anyone who may be affected by their acts or omissions at work. They also must co-operate, as far as is necessary, with their employer in fulfilling its duties under the Act and supporting legislation as well as under XXXXXX Church's Health and Safety Policy.

The organisation and arrangements through which XXXXXX Church aims to fulfil the requirements are set out in the following policy and its appendices.

XXXXXX Church will provide sufficient resources to ensure as far as is reasonably practicable that staff, members, visitors and contractors are kept healthy and safe.

It is a requirement that all members of staff read the Health and Safety Policy and its appendices and sign that they have done so.

Signed: _____ Date: _____

On behalf of the XXXXXX Church Meeting

Signed: _____ Date: _____

Secretary to XXXXXX Church

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Responsibilities

File Tools View XXXXXX Church H&S Policy [Compatibility Mode] - Word

Responsibilities

This policy is largely dependent upon the total co-operation of every person who works in the church. XXXXXX Church expects all staff and volunteers to co-operate in ensuring the health and safety of all staff, volunteers and visitors.

The Church Elders have the overall responsibility for:

- ensuring the implementation of and implementing the church's Health and Safety Policy;
- establishing, maintaining, monitoring and reviewing the church's Health and Safety Policy to meet the health and safety requirements in the policy;
- agreeing and maintaining any necessary health, safety and security contracts with contractors;
- appointing an Elder to be responsible for liaison on health and safety issues with the staff;
- ensuring that there is a system for appropriate risk assessments to be carried out, recorded and regularly reviewed;
- ensuring that standards of welfare are established and maintained for staff, volunteers and visitors;
- ensuring that staff are trained in health and safety as appropriate;
- ensuring adequate resources to enable the Health and Safety Policy to be carried out;
- ensuring that health and safety issues are put on the agenda of all church meetings.

The Church Elders will:

- considering the XXXXXX Church's Statement of Intent and policies, make and review regularly specific health, safety, welfare and security arrangements for implementing this policy;
- consider accident, incident, near-miss and ill-health records and statistics;
- consider reports of any internal and external inspections;
- consider risk assessment and the management of risks;
- make recommendations on health and safety training throughout the church;
- consider the effectiveness of emergency procedures in the church;
- consider any changes that affect health and safety;
- carry out an annual Status Review and determine any necessary response;
- consider any other items raised by management or the staff representatives;
- report as required to the Church Meeting,

and the Church Elders will thereby:

- ensure the health, safety and welfare of staff, visitors, volunteers and any other person using the premises;
- ensure safe working conditions for staff, volunteers and contractors;
- ensure the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- ensure safe working practices and procedures including those relating to the provision and use of machinery and other apparatus;
- ensure that liaison with contractors is maintained and that regular reports are obtained;

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Additional entries if you employ staff

XXXXXX Church H&S Policy [Compatibility Mode] - Word

- consult with staff and volunteers on health and safety issues;
- carry out periodic safety reviews and audits;
- identify the training needs of staff and volunteers and to ensure that within the financial resources available adequate and appropriate training is provided;
- encourage staff and volunteers to promote health and safety and to suggest ways of reducing risks;
- ensure that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out in a timely manner;
- engage external health and safety experts as appropriate, receive their reports and take any necessary action;
- ensure that contractors and persons hiring any part of the premises are aware of **XXXXXX Church's** Health and Safety Policy;
- ensure that all necessary safety signs and notices are displayed;
- ensure that instructions relating to specific areas are displayed and known and understood by all users;
- ensure that fire risk assessments are carried out, and that appropriate equipment is in place and properly maintained
- ensure that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff.

The Caretaker/Site Manager – NAME

The Caretaker/Site Manager is responsible to the Church Elders for:

- implementing the appropriate church policies and procedures;
- maintaining an appropriate cleaning schedule;

- ensuring that other site staff are competent to carry out their responsibilities;
- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect warning signage on wet floors or around open manhole covers;
- ensuring that other site and cleaning staff are adequately supervised;
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment;
- ensuring that all site and cleaning staff work in accordance with safe working practices issued by the Church Elders.

All members of staff and volunteers have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, visitors, volunteers or contractors in their care;
- take reasonable precautions in safeguarding themselves and others;
- read and understand the **XXXXXX Church's** Health and Safety Policy;
- observe all health and safety rules and procedures set out by **XXXXXX Church** and use all health and safety equipment provided;
- alert the Church Elders to any potential hazard noticed;
- report all accidents, incidents or near-misses that have led or may lead to illness, harm or damage;
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are

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Risk Assessments

being supervised by someone with a thorough working knowledge of the machine;

- ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff and volunteers should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- participate in any relevant training.

Consultation

All staff and volunteers have a right to raise and be consulted on health and safety issues of concern at any time.

Organisation

- **XXXXXX Church Meeting** has overall responsibility for the policies and procedures in the church;
- The Church Elders have overall responsibility for the implementation of the policy and reporting to the Church Meeting;
- **The Caretaker/Site Manager** has responsibility for the day-to-day management of the premises, liaising with contractors, and for reporting to the Church Elders.

Risk Assessment

The church's risk assessment pro forma must be used by all staff and volunteers.

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been, and remain, effective.

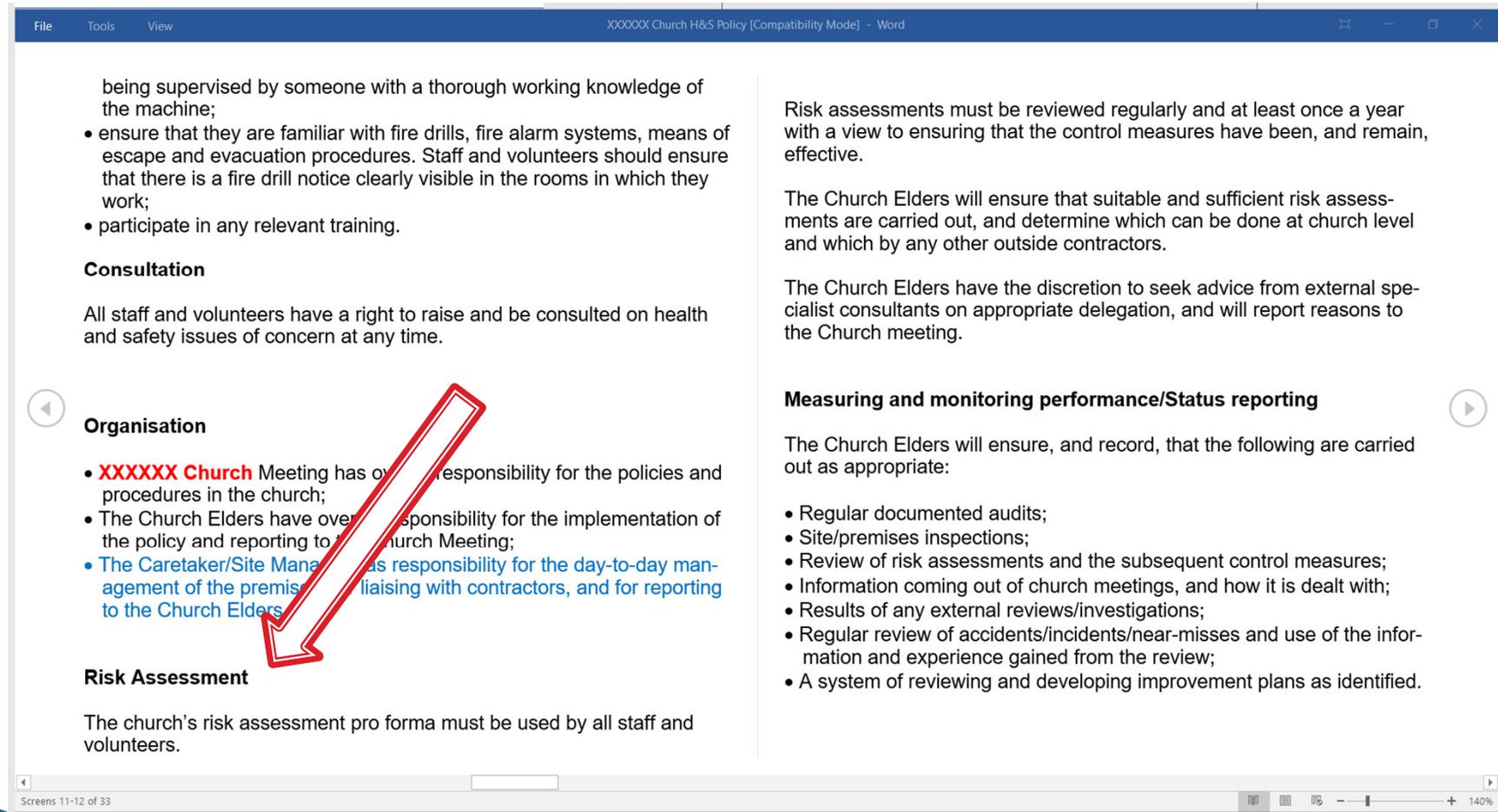
The Church Elders will ensure that suitable and sufficient risk assessments are carried out, and determine which can be done at church level and which by any other outside contractors.

The Church Elders have the discretion to seek advice from external specialist consultants on appropriate delegation, and will report reasons to the Church meeting.

Measuring and monitoring performance/Status reporting

The Church Elders will ensure, and record, that the following are carried out as appropriate:

- Regular documented audits;
- Site/premises inspections;
- Review of risk assessments and the subsequent control measures;
- Information coming out of church meetings, and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near-misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified.



Signatures

The Church Elders will, at the end of each year or appropriate period, draw up a Status Report. The review will use information recorded above and the contents will be reported back to the Church Meeting.

Equal Opportunities

In making, reviewing and implementing this policy, the church's equal opportunities policy must be considered. **XXXXXX Church** will ensure that the appropriate provisions of the Equality Act 2010 and any regulations flowing from it will be incorporated in the Health and Safety Policy and will be conveyed to staff, visitors, volunteers and contractors.

The church must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, visitors and volunteers to make use of the church's facilities as far as is reasonably practicable. The Disability Accessibility Plan must be kept under review and implemented as appropriate. The church will also consider the provision of the Equality Act 2010 which obliges an employer, where an employee has given notice in writing that she is pregnant, has given birth within the last six months, or is breastfeeding, to consider the risks in relation to that individual and take action to avoid them.

Date of the next review:

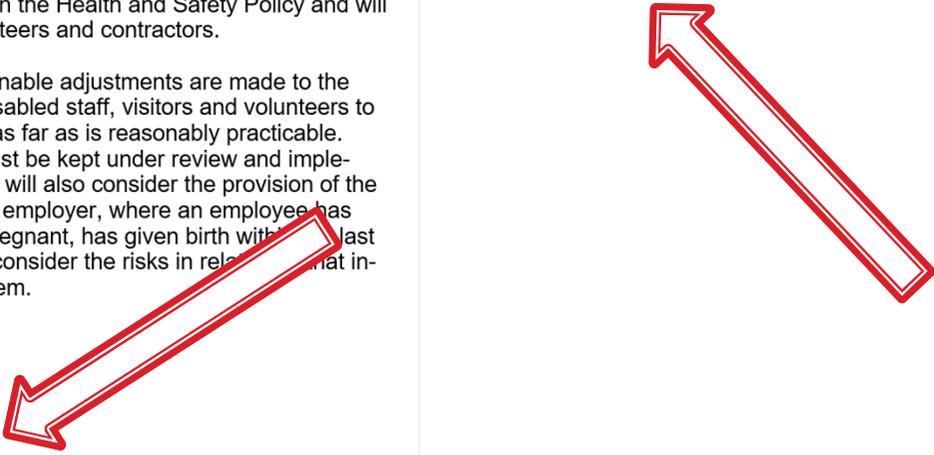
Date plus 12 months

Signed: _____ Date: _____

On behalf of the **XXXXXX Church** Meeting

Signed: _____ Date: _____

Secretary to **XXXXXX Church**



Appendices

XXXXXX Church H&S Policy [Compatibility Mode] - Word

Safety Security and Training

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APPENDICES

Accident / Incident Management

All accidents/incidents/near-misses must be reported.

- Accidents – where an accident has occurred and harm / injury is sustained;
- Incidents – where an accident has occurred and harm / injury is not sustained;
- Near-miss – where an incident occurred which could have (under similar circumstances) become an accident.

The Church Elders will carry out investigations into all accidents under the guidance of any appointed competent person with the assistance and co-operation of the relevant persons involved.

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

The Church Elders have the responsibility for reporting accidents under RIDDOR Regulations with the guidance of any appointed Competent Person.

The Church Elders will review the incidents recorded in the Accident Book at regular intervals to identify any trends. The Church Elder with responsibility for health and safety, **NAME**, will sign the Accident Book and record that this has been done. The results will be reported to the Church Meeting.

Asbestos Policy

The Church Elders are responsible for making appropriate arrangements for: -

- ensuring that an asbestos survey has been carried out by a specialist company and that annual reviews are made in line with the company's recommendations;
- taking appropriate control measures to prevent Asbestos Containing Materials (ACMs) from being released by ensuring that: -
 - ACMs have been removed, where possible;
 - ACMs have been encapsulated;
 - ACMs have been sealed to prevent contact;
 - access is denied to ACMs;
 - ACMs are properly identified;

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Appendices – list

- Accident/Incident Management
- Asbestos Policy
- Caretaking and Cleaning
- Control of Substances Hazardous to Health
- Display Screen Equipment
- Drugs Smoking and Alcohol
- Electrical Equipment
- Fire Safety
- Fire Wardens
- Fire Risk Assessments
- Induction
- Legionella Bacteria
- Lettings and Extended Church Activities
- Lone Working
- Management of Contractors
- Safe Moving and Handling
- Personal Protective Equipment
- Pregnant Staff and New Mothers
- Staff Welfare
- Visitors and Volunteers
- Waste Management
- Work Equipment
- Working at Height



Signatures – Appendices

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- Ladders that are less than 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step-ladder on a firm level base and not on loose material.
- Clean all wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.
- Stepladders must be long enough to reach the work and provide a secure handhold. Do not stand on the top step or platform on a stepladder unless it is constructed with a secure handhold.
- Always spread stepladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to work, i.e. with the front or back of the steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

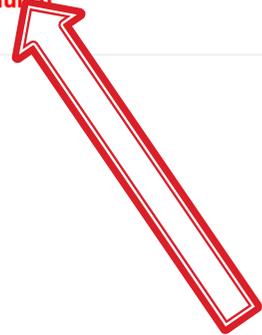
Date of Policy

Signed: _____ Date: _____
On behalf of the **XXXXXX Church** Meeting

Signed: _____ Date: _____
Secretary to **XXXXXX Church**

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Risk Assessments

Asbestos 1.12.16 - Word

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The United Reformed Church

RISK ASSESSMENT

Assessor		<i>(Enter Name)</i>			Date		<i>(Enter Date)</i>	
Description		Working with Asbestos			Review period		12 months	
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date completed
Removal of thermal lagging / decoration of structural walls / partitions which may be cut or broken, or are allowed to deteriorate and break down.	Inhalation of asbestos fibres where the asbestos-containing materials (ACMs) are disturbed.	Death Lung disease	Staff, Volunteers Visitors, Consultants Contractors	5 x 5 = 25	<ul style="list-style-type: none"> Ensure that an Asbestos Survey has been carried out by a specialist company, and that appropriate control measures to prevent asbestos fibres from being released have been taken; Ensure that no building maintenance work or redecoration is carried out without reference to the Asbestos Register and survey report; Ensure that all staff are aware of the location of ACMs and awareness training is given to all staff who are likely to come into contact with ACMs. 	2 x 5 = 10	Church Elders	At the start of every new contract
Drilling holes, minor repairs	Inhalation of asbestos fibres where the asbestos-	Death Lung disease	Staff Volunteers Visitors Contractors	5 x 5 = 25	<ul style="list-style-type: none"> ACMs to be identified by signage Any person undertaking maintenance work to 			

Risk Level Assessed Using 5X5 matrix

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Sign and dating by assessor

Asbestos 1.12.16 - Word

Table Tools

Safety Security and Training

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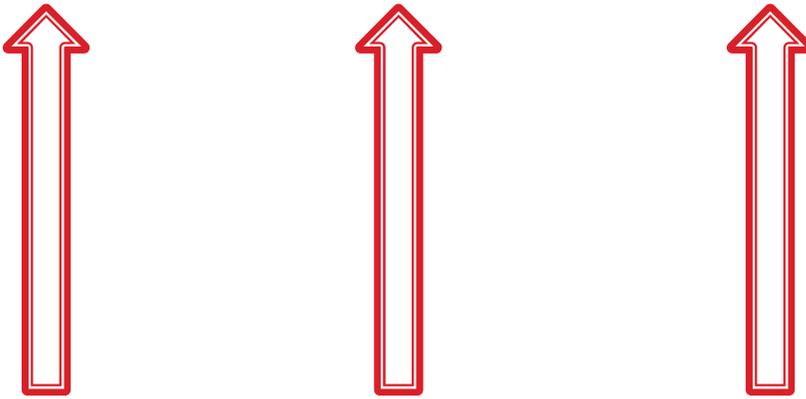
 **RISK ASSESSMENT**

Any intrusion into the fabric of the building	containing materials (ACMs) are disturbed.				have completed Asbestos Awareness Training			
Name and position		Signature			Date completed			

Risk Level Assessed Using 5X5 matrix

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Risk assessment – lifting and moving


RISK ASSESSMENT

Assessor		(Insert Name)			Date		(Insert Date)		
Description		Lifting and moving			Review period		12 months		
Task	Hazard	Risk	Persons at risk	Risk Level (L x C)	Control measures	Residual Risk Level (L x C)	Action by	Date to be completed	
Lifting/ carrying chairs, tables, pews, church equipment	Repetitive movement; carrying loads incorrectly (holding loads away from the trunk, twisting, stooping); reaching upwards; large vertical movement; long carrying distances; strenuous pushing or pulling.	Skeletal, spinal or muscular injury.	Staff, members, visitors	5 x 3 = 15	Team lifting, manual handling training; lifting aids or trolleys; professional movers	2 X 2 = 4	Trustees to set policy	Immediately	
Lifting/ carrying	Heavy, bulky load, difficult to grasp; unstable / unpredictable load; intrinsically harmful load.	Strain, injury.	Staff, members, visitors	3 x 3 = 9	Consider dividing the loads, or using trolleys to transport the load.	2 X 3 = 6	Trustees to set policy	Immediately	

Risk Level Assessed Using 5X5 matrix

Page 1 of 2



Signature boxes

Microsoft Word interface showing a document titled "Lifting and moving 1.12.16 - Word". The document content includes the logo for "The United Reformed Church" and a "RISK ASSESSMENT" table.

RISK ASSESSMENT								
Lifting/ carrying	Insufficient space, poor flooring; variation of levels; hot/cold/humid conditions; strong air movements; poor lighting conditions.	Slips, trips and falls	Staff, members, visitors	4 x 3 = 12	Risk assess all routes before lifting and if the obstacle / condition cannot be improved, choose the path of least resistance.	2 x 3 = 8	Trustees to set policy and procedure	Immediate
Lifting/ carrying	Individual is under 18 or pregnant	Skeletal, spinal or muscular injury; Pregnancy disorders	Staff, visitors who are under 18 or pregnant.	4 x 4 = 16	Individual must not be allowed to lift at all, specific instruction in pregnant staff / under 18 year olds risk assessment.	2 x 4 = 8	Trustees to set policy	Immediate
Name and position			Signature		Date completed			

Below the table, three red arrows point upwards to the signature boxes in the table's footer row.

Risk Level Assessed Using 5X5

Page

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Essential Risk Assessments

- Asbestos
- Lifting and moving
- Office administration
- Lone working
- Use of electrical equipment
- Use of audio visual equipment
- Use of ladders and step ladders
- Use of candles and naked flames
- Slips, trips and falls
- Safe use of chemicals and cleaning products
- Catering and kitchen hygiene



Assessing Risks



Risk Assessments – choice

- Download the templates
- Are they relevant to you?
- Use them as a guide – check they fit the situations in your church.
- Assess the risk using the 5 x 5 matrix.
- Make sure that the control measures are achievable and suitable.
- Share the information with the relevant people – don't just let them sit in a folder.
- Review regularly, at least every 12 months.



Any questions?





