

# **HEALTH & SAFETY POLICY STATEMENT**

## **This is the Health & Safety Policy Statement of All Saints' Church, St Andrews**

### **INTRODUCTION**

The Health & Safety Risk Assessments apply principally to Church employees and Hall users but with the interests of Church users and congregation in mind. However, as the Church is open daily to the general public for viewing and quiet contemplation the public are expected to act in a sensible way for their own safety when on Church grounds.

Contractors employed to work on the Church properties/grounds will be issued with a copy of the Health & Safety Risk Assessment but will be responsible for drawing up their own risk assessment for the work they have been contracted for and passing a copy of their risk assessment to the Church's Property Convener.

Similarly, users of the Church properties/grounds, for their various activities, will be issued with a copy of the Health & Safety Risk Assessment but will be responsible for the Health & Safety aspects of the activities they and their groups enter into.

### **The general policy of the Vestry is:**

- To maintain safe and healthy working conditions throughout the premises and property of All Saints' Church, St Andrews
- To provide adequate control of the health and safety risks arising from all of the Church's activities
- To provide adequate guidance to employees, visitors and other persons entering and/or using the Church's premises and property
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To ensure all employees are competent to do their tasks, and to give them adequate instruction and training, if necessary
- To prevent accidents, so far as is reasonably possible.

### **RESPONSIBILITIES AND RISK ASSESSMENT**

Responsibility for Health & Safety matters rests with the Vestry which will carry out regular risk assessments (including fire safety assessments) for the Church building and all associated properties. The Rector's Warden and People's Warden shall be responsible for dealing with Health & Safety matters arising on a day to day basis. Employees, volunteers and all those using the Halls will be issued with Health & Safety Risk Assessments and Fire Safety Procedures and should take appropriate steps to protect their own health & safety. All potential risks or concerns should be reported as soon as possible to either the Rector's Warden or People's Warden as follows:-

- Rector's Warden, Mrs Fiona Seenan: 01334 479941
- People's Warden, Mr James Easton: 07891 389203

## **ACCIDENTS AND FIRST AID**

First Aid boxes are kept in the Main Hall, the North Hall Kitchen, the Sacristy area and the Choir Vestry.

All accidents and cases of work-related ill health are to be recorded in an Accident Book. The book is kept on the Noticeboard on entrance to the Main Church Hall.

The Property Convener is responsible for reporting accidents to the Local Authority where there is an obligation to do so.

## **FIRE AND EVACUATION**

The Property Convener is responsible for ensuring that fire safety assessments are undertaken and implemented and that appropriate fire safety measures and evacuation procedures are in place. This will include an annual inspection of all gas installations, gas boilers and fire extinguishers. The timely inspection of all fixed and portable electrical equipment will also be carried out.

## **USE OF HALLS**

All users of Halls, particularly external groups, and the leaders thereof are reminded that they are required to take all reasonable steps to ensure that their activities are safe and the persons that they are responsible for are not subject to risk. In particular, all users and leaders should be aware of the fire safety procedures. The attached Health & Safety and Fire Safety Procedures will apply to use of the Halls. Group leaders and members of groups are required to comply with the actions required in these Assessments and Procedures as a condition of using the Halls.

## **CONTRACTORS**

All contractors working on Church property will be required to produce the following:-

- i. A method statement regarding their work
- ii. A risk assessment
- iii. A statement of adequate self-insurance

## **RISK ASSESSMENTS AND FIRE SAFETY PROCEDURES**

Risk Assessments and Fire Safety Procedures are attached for the following Church premises:-

- i. All Saints' Church and Church surrounds
- ii. Church Main Hall
- iii. Church North Hall and Kitchen

## **BY ORDER OF THE WARDENS AND VESTRY**

**Date 26<sup>th</sup> February, 2018**

## **FIRE SAFETY PROCEDURES FOR ALL SAINTS' CHURCH AND CHURCH HALLS (THE "PREMISES")**

### **INTRODUCTION**

The intention of these Procedures is to reduce the risk of harm or injury caused by fire. No procedure can guarantee the elimination of risk but the application of common sense and good judgement will greatly assist in reducing risk.

### **PROCEDURES**

1. There are no automatic fire alarms on the premises therefore vigilance at all times is necessary.
2. On entering the premises familiarise yourself with the layout and any tables/chairs/equipment/objects, etc.
3. Locate fire extinguishers and ensure you know how to operate them.
4. Familiarise yourself with exits and escape routes in case of fire. Having done this, throughout your use of the premises, ensure exits and escape routes are kept clear of obstructions.
5. Any portable electrical appliances you bring to the premises for your use must carry a valid test certificate (PAT tested).
6. Do not overload electrical sockets by use of adaptors or extension leads.
7. If any naked flame is used, eg, candles, ensure it is contained/secured in an appropriate holder and kept on a flat surface away from material that could ignite. Keep all naked flames, matches, lighters out of reach of children. Ensure all naked flames are not left unattended and are extinguished after use.
8. Pay particular attention to the supervision of any children present.
9. As the premises do not have telephone landlines installed ensure you carry a serviceable mobile telephone to call emergency services if required.

### **NORTH HALL KITCHEN**

10. Extra care should be taken if using the North Hall Kitchen including the cooker and appliances.
11. Locate fire extinguishers including fire blanket and ensure you know how to operate them.
12. Never leave young children alone in the kitchen.
13. Keep electrical leads/tea towels/clothing, etc away from the oven and hob.
14. Never leave pans, etc on a live hob unattended. If you have to leave the kitchen turn the hob off and ensure pans are placed safely.
15. Always angle pan handles so they do not protrude from the cooker and are not placed over heated elements.
16. After using the kitchen ensure all appliances are clean and free of fat/debris and all heat elements and electrical sockets are switched off.

## IN EVENT OF A FIRE

17. Raise the alarm to others in the premises and evacuate to a pre-determined rendezvous point (RVP). A suggested RVP is the North end of North Castle Street (by the Castle ruins). Carry out a roll call/head count.
18. Tackle the fire only if safe to do so.
19. Call the emergency services. **The premises Post Code is KY16 9BG.**
20. Position/nominate a person to meet the emergency services.
21. On arrival of emergency services:
  - i. Direct them to the fire
  - ii. Explain circumstances of the fire
  - iii. Notify them of any missing persons

## **Lone Worker Policy**

This policy outlines the responsibilities of All Saints' Church in relation to our staff, volunteers and any other people who may have reason to work alone on church activities, together with the precautions we expect such workers to take in order to minimise risks.

This policy was authorised by Vestry on 30<sup>th</sup> January 2017 and will be reviewed at least annually by them. It forms part of our Health and Safety policy.

This policy applies to the following:

- Clergy
- Organist
- Administrator
- Cleaners
- All volunteers

### **The Responsibilities of the Vestry of All Saints' Church**

1. To ensure that 'reasonably foreseeable risks' have been identified and updated regularly with appropriate action to minimise them (see Health & Safety Risk Assessment for details).
2. To ensure staff in vulnerable positions can summon help when needed.
3. To ensure each member of staff feels that the church has taken all reasonable steps as far as is practicable to ensure their safety.
4. To ensure staff/volunteers understand their responsibility to follow the guidelines laid down on safe solo working.

### **Responsibilities of staff and volunteers:**

1. To avoid placing themselves in unnecessarily dangerous situations [see guidelines below].
2. To be alert to possible dangers and to minimise risk by their own behaviour.
3. To inform the Rector/Vestry of any suspicious behaviour noted or any threats made to them.

### **Guidelines for those working alone:**

- Whenever practicable, make someone aware of the intention to work alone in the Church.
- Be aware of the Health and Safety Policy and Risk Assessments and Fire Safety Procedures.
- Know what action to take in case of fire.
- Know where First Aid boxes are located.
- Do not engage in any hazardous activity eg climbing a ladder.
- Use electrical equipment correctly.
- If taking cash to the bank, vary the route.
- Always carry a mobile phone when visiting and be sure emergency numbers are programmed in.

**Reviewed by Vestry on 26 February 2018**