

St. Laurence Church

Pittington

Durham

**HEALTH AND SAFETY  
POLICY DOCUMENT  
2014**

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# Health and Safety Policy

St. Laurence Church

Hallgarth Lane

Pittington

Durham DH6 1AB

Date: August 2014

Review Date: August 2015

## INTRODUCTION

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:

- A. General statement of policy
- B. Organisation and Responsibilities
- C. Arrangements

**ADVISORY NOTE TO ALL EMPLOYEES, VOLUNTARY HELPERS AND CONTRACTORS**

The success of this Policy depends on your co-operation and it is therefore important that you read it carefully in order to understand your role in it as well as the overall arrangements for health and safety.

**SECTION A**

**GENERAL STATEMENT OF POLICY**

Our Policy 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, as far as is reasonably practicable, the health, safety and welfare of all its members of the congregation, contractors, visitors and others who may visit the church and the churchyard.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out in Section B.

The policy will be kept up to date, particularly in the light of future changes in building provision and activities. To ensure compliance, the policy and the way in which it operates will be reviewed regularly and changes made, as appropriate.

In addition, any changes to and updating of the Policy Document will be recorded in Addenda, the details of which shall be attached to the Document.

In order to ensure that health and safety matters are kept under constant review, an item will, if necessary be placed on the agenda for the Parochial Church Council meetings and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:- .....

The Reverend Dr. Miranda Threlfall-Holmes

Vicar

Date:- .....

Review Date:- August 2015

## SECTION B

### ORGANISATION AND RESPONSIBILITIES

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

The overall responsibility for health and safety is that of the Vicar, the Reverend Dr. Miranda Threlfall-Holmes, who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice.

Specific responsibilities are delegated to church personnel and as changes take place, the names of the 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 the with the Churchwardens, namely:-

David Arnott and Dr. Robert Dominy

#### **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**

The following person carries the responsibility for the day to day implementation of the arrangements outlined in this policy:-

David Arnott

#### **The responsibility of the Health and Safety Officer shall be to:-**

- (a) Be familiar with the Health and Safety Regulations as far as they concern church premises
- (b) Be familiar with the health and safety policy and arrangements and ensure that they are observed
- (c) Ensure, as far as is reasonably practicable, that safe systems of work are in place
- (d) Ensure that the church is clean and tidy
- (e) Ensure that the churchyard is properly maintained (by Durham County Council) including the safety of monuments, tombstones, and trees and that the grass is kept cut
- (f) Ensure that any necessary safety equipment and clothing is provided for the use of personnel where required

- (g) Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- (h) Ensure that adequate access and egress is maintained
- (i) Ensure that adequate fire fighting equipment is available and maintained
- (j) Ensure that food hygiene regulations and procedures are observed.

## **5. Responsibility of employees and voluntary workers**

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others while on church business or premises.

Employees and voluntary workers are therefore to:

- (a) Comply with safety rules, operating instructions and working procedures
- (b) Use protective clothing and equipment when it is required
- (c) Report any fault or defect in equipment, at the earliest opportunity, to the appropriate person
- (d) Report all accidents, injuries, or other potential safety hazards as soon as possible
- (e) Not misuse anything that has been provided in the interests of health and safety

## **6. Responsible Persons**

For the list of Responsible Persons who should be contacted in connection with the various relevant activities, please refer to Appendix 1.

SECTION C  
ARRANGEMENTS

**1. ACCIDENTS AND FIRST AID**

The First Aid Box and Accident Book are held in the Vestry.

The trained first aiders in “Emergency First Aid at Work” are:

**2. GENERAL FIRE SAFETY**

Our policy is to comply with the Fire Precautions (Workplace) Regulations 1997 (As amended) and we undertake the following:

- (a) An assessment of fire risks in the church
- (b) A check that fire can be detected in a reasonable time and that people can be warned
- (c) A check that people in the building can get out safely
- (d) To provide reasonable fire fighting equipment
- (e) To check that those in the building know what to do if there is a fire
- (f) A regular check that our fire fighting equipment is in place and is maintained regularly.

**2.1 Evacuation Procedures**

- (a) During services both doors remain unlocked
- (b) Ensure that both doors can be opened
- (c) Stewards shall be provided and be responsible for the use of fire extinguishers
- (d) In the event of an emergency, an announcement to leave the church will be made by the Vicar (or President of the service), the Wardens or any other Responsible Person
- (e) The Assembly Point is outside the main gate, away from the gate
- (f) The emergency services will be contacted by any responsible person.

**2.2 Evacuation Drills**

Fire Evacuation Drills (Fire Practices) will be carried out annually.

**2.3 On discovery of a fire**

- 1. Immediately raise the alarm
- 2. Telephone the emergency services
- 3. Check the building for occupants, as far as safely possible
- 4. If possible, attack the fire within your capability using the appliances provided, but without taking personal risk.

5. If it is 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 overriding rule is People before property.
6. Evacuate to the designated Assembly Point.
7. Ensure clear access for the emergency vehicles.

### **3. ELECTRICAL SAFETY**

- (a) Plugs, Fuses, cables and sockets will be inspected quarterly by the Responsible Person so as to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed should be reported for attention.
- (b) The portable electrical equipment will be P.A.T. tested by a competent contractor to ensure that all appliances are safe. Any equipment deemed unsafe will be safely disposed of.
- (c) The fixed electrical system will be inspected every quarter, by the Responsible Person and any defects reported for attention. In addition the system will be inspected and tested every five years by a competent contractor who is a member of NICEIC, ECA, or other approved body.
- (d) The lightning conductor system will be examined and tested by a competent firm of engineers at intervals of not more than five years.
- (e) Under no circumstances will electrical goods be made available for sale.
- (f) Due to the possible misuse or abuse of electrical equipment, all employees and voluntary workers must observe the following:-
  - (i) Visually check all equipment before use.
  - (ii) Report all faults to the Responsible Person at the earliest opportunity.
  - (iii) Do not attempt to use or repair any faulty equipment.
  - (iv) No electrical equipment is to be used on the premises until it has been tested by the Responsible Person.
  - (v) Electrical equipment should be switched off and disconnected when not in use for long periods.
  - (vi) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### **4. GAS EQUIPMENT SAFETY**

Our gas equipment was installed and will be maintained and checked by a competent contractor who is a "GAS SAFE" registered gas installer. The gas meter has been renewed by British Gas and this arrangement is checked by the Responsible Person.

#### **5. HAZARDOUS SUBSTANCES**

The Responsible Person will maintain a list of hazardous substances used in the church. We have eliminated the use of Hazardous Substances. Any cleaning substances will be kept out of the reach of children and skin and eye contact avoided. These will be kept in a locked cupboard in the vestry. Chemicals must not be mixed and not put in unmarked containers.

#### **6. SAFETY OF PLANT AND EQUIPMENT**

The Responsible Person will maintain a list of all items of plant and equipment.

- (a) Employees and voluntary workers must not operate plant and equipment that they are not trained and authorised to use.
- (b) Ladders must only be used for light work and when they can be safely secured. Two people must be present.
- (c) Any defect or damage found in any item of plant or equipment must be reported to the Responsible Person.
- (d) All plant and equipment will be regularly maintained and a schedule kept of maintenance requirements.

#### **7. SLIPS, TRIPS AND FALLS**

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 Responsible Person, but this item should be treated as an ongoing matter. Any defects noted will be reported to the Responsible Person. Grass in the churchyard must be kept short to ensure gravestones are visible to those visiting the churchyard. Gravestones must be checked to ensure they are stable. Paths must be kept free of moss and algae to prevent slipping.

#### **8. LIGHTING**

In order to ensure that the church is adequately lit and that lights are working, an inspection will be made every month by the Responsible Person. Any defects noted should also be reported to the Responsible Person, who will ensure that bulbs are replaced using the appropriate safety procedures.

## **9. WORKING AT HIGH LEVELS**

Where extension ladders are to be used at least two people should be involved to ensure the security of the ladders and that safety precautions are applied. All other working at height is to be carried out using scaffolding or other suitable equipment.

## **10. PREPARATION OF FOOD**

In general food is not to be prepared in the church with the exception of the making of tea and coffee and other beverages as well as the supply of ready-made cakes and biscuits and the like. Note that food cooked at home for private consumption is permitted. For any other refreshments required for special circumstances or occasions, each event is to be considered on its merits and the appropriate risk assessment undertaken, through the Church Wardens.

## **11. MANUAL HANDLING (Lifting, carrying and moving loads)**

Our policy is to eliminate the need for manual handling as far as is reasonably possible. For all those tasks where this is not feasible and which cannot be avoided, two persons must lift tables, heavy boxes and so on.

## **12. HAZARDOUS BUILDINGS AND GLAZING**

Our policy is to provide, as far as is reasonably practicable, a church which is a safe environment for all who work in it and those who visit and attend. The buildings are inspected annually by the Responsible Person. Who will report any defects and take such measures as are appropriate for remedial work to be carried out. Any defects noted should also be reported to the Responsible Person.

## **13. CHILD AND VULNERABLE ADULT PROTECTION**

We safeguard children and vulnerable adults via a child protection policy. This includes DBS clearance of persons working with children and vulnerable adults in church. Please refer to the Child Protection Policy in Appendix 2.

## **14. PERSONAL SAFETY**

Cognisance is taken of the need to be aware of personal safety in connection with the environment of the church and its working life. Particular areas of concern include the necessity for people to avoid being in a situation where they may be alone and not to be responsible for the carrying of cash without ensuring adequate care and protection so as to obviate, as far as reasonably possible, the risk of attack. All concerns about personal safety should be reported to the Responsible Person and people should not work alone in church.

## **15. OTHER ACTIVITIES**

For all other activities which may be classed as potentially hazardous, risk assessments will be carried out and each function decided on its own merits. These activities may include one-off situations such as fetes and fayres and any other similar occasions.

## **16. RISK ASSESSMENTS**

In order to meet the obligations of The Management of Health and Safety at Work Regulations 1999, risk assessments will be carried out on activities which may carry a significant risk. These will include assessing the likelihood, severity and therefore risk score, together with additional controls to be put in place to minimise that risk.

## **17. CONTRACTORS**

Anyone on the church premises for the purposes of carrying out work, other than employees or voluntary workers, shall be regarded as a Contractor. All contractors must comply with the following:-

- (a) Have their own Health and Safety policy (where required by law) and be able to provide a copy of that policy
- (b) Produce evidence that they have the appropriate public and employers liability insurance in place. A record of this evidence will be maintained.
- (c) Comply with the requirements of this health and safety policy and co-operate with the church officials in providing a safe system of operation.
- (d) Where plant and equipment has been 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.
- (e) Contractors must only use sub-contractors with the express permission of the church officials. However, responsibility for these and any other of their indirect employees will remain with the contractors.
- (f) Contractors will be provided with detailed instructions regarding the areas where they are permitted to work and the extent of the work that they are authorised to undertake. The Work Permit should also specify any special safety precautions that they must undertake, outside the remit of their existing responsibilities.

Note that certain works may be subject to the Construction (Design and Management) Regulations 1994 and this should be checked before the letting of contracts.

## **18. ARRANGEMENTS FOR THE DISABLED**

A portable ramp is provided so that anyone in a wheelchair may gain access to the church via the main door. In the event of an emergency, the disabled will be given priority. The ramp is kept inside the main door.

## **19. INFORMATION AND ENFORCEMENT**

### **ENVIRONMENTAL HEALTH**

Durham County Council  
Environmental Health and Consumer Services  
Durham County Council  
P.O. Box 617  
Durham DH1 9HZ  
Telephone No.       03000 261 016  
                              01388 824 133

### **EMPLOYMENT MEDICAL ADVISORY SERVICE**

Arden House  
Regent Centre  
Gosforth  
Newcastle upon Tyne NE3 3JN  
Telephone No.       0191 202 6200

### **HEALTH AND SAFETY EXECUTIVE**

Alnwick House  
Benton Park View  
Newcastle upon Tyne NE98 1YX  
Telephone No.       0191 202 6300

### **POLICE:**

Durham Constabulary  
Police Headquarters  
Aykley Heads  
Durham DH1 5TT  
Telephone No.       101, 0345 6060 365  
Emergency           999

### **DURHAM COUNTY ADULT SOCIAL CARE SERVICES**

#### **(Vulnerable Adults)**

Hopper House  
Atherton Street  
Durham DH1 4DL  
Telephone No.       0845 850 5010

## **APPENDIX 1**

### **RESPONSIBLE PERSONS**

The following is a list of the Responsible Persons who should be contacted in connection with the relevant named activities.

In the event of an emergency you should contact the Responsible Person

<b>Activity</b>	<b>Responsible Person</b>	<b>Section</b>
Accident book/accident reporting	David Arnott : Rob Dominy	1
Fire Extinguishers	David Arnott	2
Emergency evacuation	Miranda Threlfall-Holmes : David Arnott : Rob Dominy	2
Portable electrical appliances, fixed electrical system and lightning conductor	Rob Dominy	3
Gas Equipment	Church Wardens	4
Hazardous substances	Church Wardens	5
Plant and equipment	Church Wardens	6
Condition of floors, stairs and steps	Church Wardens	7
Lighting and light bulb changing	Rob Dominy	8
Working at high levels	David Arnott	9
Food preparation	Church Wardens	10
Manual handling	Church Wardens	11
Hazardous buildings and glazing	Church Wardens	12
Child and vulnerable adult protection	Miranda Threlfall-Holmes : David Arnott : Rob Dominy	13
Personal safety	David Arnott	14
Condition of churchyard	Church wardens, Durham County Council, re, walls, trees, headstones and grounds	15
Fetes, fayres and outings	David Arnott : Rob Dominy	15
Risk assessments	David Arnott : Rob Dominy	16
Contractors	David Arnott : Rob Dominy	17
Arrangements for the disabled	David Arnott : Rob Dominy	18

Note that:- The numbers shown relate to the Section Numbers in Section 'C' of the Health and Safety Policy Document.

## **APPENDIX 2**

### **CHILD PROTECTION POLICY**

#### **Policy Statement on Children, Young People and the Church**

This statement embodies the Child Protection Policy agreed by the Parochial Church Council.

- As members of this church, we commit ourselves to nurturing, protection and safekeeping of all, especially children and young people.
- It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and young people and to report any abuse discovered or suspected.
- We recognise that our work with children and young people is the responsibility of the whole church.
- The church is committed to supporting, resourcing and training those who work with children and young people and to providing supervision.
- The church is committed to following the guidelines and procedures published by the Diocese of Durham in the document 'Safe and Secure'. We will take all reasonable care for health and safety of children and their carers.
- Each worker with children and young people will be given a copy of the Parish's agreed 'Procedures and Good Practice Guidelines' and must undertake to observe them.
- As part of our commitment to children and young people, the Parish has appointed Gail Ross to be the Benefice Co-ordinator for Child Protection.

Children and young people are part of our church today. They have as much to give as well as to receive. We will listen to them. As we nurture them in worship, learning and community life we will respect the wishes and feelings of young people.

## Child Protection

### Procedures for Junior Church Leaders and Creche Helpers

St Laurence church is committed to the safety and welfare of all children for whom we care. The PCC has overall responsibility for our work with children and has agreed a policy relating to child protection. A summary of our policy is displayed on the church notice board (Form 1). Our policy requires those who directly work with children to follow these procedures.

#### 1. Health and Safety

Leaders should take all responsible steps to ensure the health and safety of our children. In particular to take care that:

- Small children are protected as far as is reasonably possible from the hazard posed by stacked chairs
- The coffee area in the Servedy is guarded
- You know where the first aid kit is
- Children are safely handed back to their parents once Creche or Junior Church has finished
- Any accidents are recorded in the Accident Book and reported to parents

#### 2. Appointment of Leaders

All appropriate persons involved with children are vetted by the Disclosure and Barring Service (DBS) of Central Government and hold a DBS certificate. In the case of any doubt about the suitability of a leader or helper, the Junior Church Co-ordinator may discuss the matter with the Diocese Safeguarding Advisor (including Child Protection) – Beth Miller.

#### 3. Training

The PCC encourages Junior Church leaders to take advantage of any training opportunities available locally or within the Diocese.

#### 4. Disclosure and Barring Service vetting

In order to ensure maximum safety for all the children entrusted to us at Church functions, appropriate persons involved with the children including staff, helpers and volunteers will have been subject to the DBS checks and hold a DBS certificate. Should parents have any concerns about any person involved with the children the matter should be taken up , in the

first instance, with The Benefice Co-ordinator for Child Protection, Gail Ross or with the Junior Church Co-ordinator. DBS records are held by the PCC Secretary, Sylvia Hope.

#### 5. Supervision

Our work is under the overall supervision of Gail Ross. We do not generally have the resources to allocate more than one leader per group. However, where a group contains girls there must be a woman present. Should a situation arise where there is only one leader available, the activities of the group must take place in the open area of the church adjacent to the main door area.

#### 6. External Child Protection Officer

Our independent Child Protection Officer is the Durham Diocese Safeguarding Advisor, Beth Miller. Should you have any concerns about child protection that you wish to discuss with someone from outside the parish, you should contact her by telephone on 07968 034075 or by e-mail at [beth@bethmillerisw.co.uk](mailto:beth@bethmillerisw.co.uk).

#### 7. Informal Child Protection Contacts

Should anyone wish to have an informal discussion about any child protection matter, Val Beken and Kevin Reynolds have been approved as Designated Persons and should be contacted in the first instance.

Contact numbers are:

Val Beken                    0191 386 8375

Kevin Reynolds            0191 373 4914

## Form 1

*For display on the Church Notice Board*

### St Laurence – Pittington Parish Church

#### Child Protection Policy Statement

The following policy was agreed by the PCC:

- As a church we are committed to supporting our parents and families. We recognise that child protection is everyone's responsibility.
- The PCC is committed to the nurturing, protection and safeguarding of all, especially the young and vulnerable. We are committed to following House of Bishops and Durham Diocesan guidelines in respect of our work with children and young people.
- We review this policy annually.

If you have any concerns for a child in relation to any child protection matter then speak to Gail Ross who has been appointed as Parish Co-ordinator for Child Protection. The name of the Durham Diocese Safeguarding Advisor (including child protection) is Beth Miller (Telephone Number 07968 034075; e-mail [beth@bethmillerisw.co.uk](mailto:beth@bethmillerisw.co.uk)) and she should be contacted if you wish to speak to someone outside St. Laurence Church.

A copy of the full policy is available from the Vicar or the PCC secretary.

Signed:.....

Date:.....

The Reverend Dr. Miranda Threlfall-Holmes

Vicar

**St. Laurence Church, Pittington**

**Protection of Vulnerable Adults**

A vulnerable adult may be defined as a person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation in any care setting. This includes individuals in receipt of social care services, those in receipt of other services such as health care, and those who may not be in receipt of services.

Vulnerable people can be older people who are dependent on others to provide care and support, people with mental health problems or people with physical disabilities. (This is not an exhaustive list).

Abuse can be a violation of an individual’s human and civil rights by any other person or persons. Abuse may be perpetrated because of deliberate intent, ignorance or negligence. Many situations may involve a combination of different kinds of abuse. Abuse may range from one-off isolated incidents through to the Pervasive ill treatment, or to a person who deliberately targets vulnerable people for purposes of exploitation. Abuse can occur in any relationship and can result in significant harm to, or exploitation of, the person subjected to it.

The Church will adopt and follow the guidelines laid down by Durham County Council – ‘Safeguarding adults from abuse’.

Signed:- .....

The Reverend Dr. Miranda Threlfall-Holmes

Vicar

Date:- .....