

ALL SAINTS HIGHERTOWN CHURCH

HEALTH AND SAFETY POLICY

General statement

We are committed to the Health, Safety and Welfare of our members of staff, our volunteers and the members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. We will consult with you about Health and Safety and provide you with the information, instruction, supervision and training that we consider is necessary.

We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a healthy and safe work and worship environment by reporting hazards, accidents and dangerous occurrences in the book provided. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises

This policy will be reviewed regularly and revised as necessary.

Organisation and Responsibility

The overall responsibility for Health and Safety lies with the Vicar. During an inter-regnum the responsibility lies with the Churchwardens.

The following people are responsible for Health and Safety:

- Incumbant or lay chair of the PCC
- Churchwardens
- Health & Safety Representative

If you need any more information or have any concerns about Health and Safety, please contact one of the people above.

Members of staff and volunteers are reminded that they are responsible for their own Health and Safety and the safety of the others in the premises.

People using the premises should be aware of the assembly points in case of a fire. These are:

For the church hall: the grass area immediately outside the fire doors in the church hall

For the church: the church (Tresawls Road) car park.

The first aid boxes are kept in the kitchen and in the church Vestry. Hirers should be aware of their location.

The Parochial Church Council will be responsible for discussing matters surrounding Health and Safety. This committee meets every two months. Health and Safety issues are standing items on the agenda. Any member of the committee should be contacted to discuss and raise safety issues with this committee.

Procedures and Safety Arrangements

Fire Safety

Fire safety is just one of many safety issues the PCC must address to minimise the risk of injury or death to staff, volunteers or the general public. Unlike most of the other safety concerns, fire has the potential to injure or kill large numbers of people very quickly.

The All Saints Highertown and Baldhu Parochial Church Council recognises and accepts it's obligation to take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone on the premises is able to escape to a place of safety easily and quickly.

This document identifies good practice and details the measures to be taken to implement an effective fire prevention programme designed to:

- i. minimise the probability of a fire starting
- ii. avoid, so far as is possible, the likelihood of a fire causing death or injury to employees, volunteers, visitors or members of the public
- iii. minimise the likely damage to the building and equipment.

Chemicals

Hazardous chemicals, identified by an orange warning symbol, will be assessed for safety using a COSHH (Control of Substances Hazardous to Health) assessment. This will be completed by the Health & Safety Officer and will be reviewed annually. COSHH assessments are kept in the Health and Safety Folder and near to the Chemical Stores.

Hazardous chemicals (ie those marked on the container with a hazard symbol e.g. 'toxic', 'flammable', 'corrosive', irritant' etc) must be kept in a locked shed or a locked cupboard. If a container has no such markings and there are doubts concerning its safety then a H&S Data Sheet must be obtained from the supplier

No hazardous substance is to be used or stored on the premises that does not have a COSHH assessment.

Please ensure that you follow all of the manufacturer's guidance and follow any additional information in the COSHH assessment. Ensure that you are familiar with the precautions that you might need to take in the event of an emergency involving the substance.

Electrical equipment and wiring

The electrical wiring within the building(s) will be inspected at a duration that is suggested by the contractor performing the tests. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations). The surveyor who carries out the quinquennial inspection recommends electrical appliances are tested every five years. All mains operated electrical equipment intended for connection to any church buildings electrical circuit shall be subject to a current Portable Appliance Test (PAT) certificate. Portable electrical appliances will be maintained, inspected and tested routinely. This will be done at a duration that has been suggested by the contractor performing the tests.

No person is to make any alterations to the electrical installation.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads whenever possible, and take care to prevent tripping hazards when laying cables.

Candles

For many people of all ages, candles are at the centre of birthdays, family events and religious festivals and their use is an important part of such occasions. However, it should be recognised that candles, as with any naked flame, can be the cause of major fires and serious injury if not used correctly. In particular, accident and fire brigade data indicates that the main causes of fires started by candles are due to them being left unattended. The potential risk presented by candles is considered to outweigh any benefit (real or imaginary) to be derived from their use. The use of candles should, therefore, be limited to those occasions when Church Hall is used for worship. The following measures are intended to ensure candles can be used safely:

- a. **General** - Candles should:-
 - a. always be placed well away from curtains and drapes and always out of draughts.
 - b. be kept out of reach of children.
 - c. never be left burning unattended.
 - d. be kept away from hair and clothing.
 - e. always be placed upright in suitable holders which cannot fall over easily.
100mm should be left between burning candles.
 - f. always be properly extinguished before vacating the building.

- b. **Choice of candles** - Good quality slow-burning candles should always be used. Cheaper, catering-quality candles will burn down quickly and the flame may get dangerously close to foliage, decorations or other flammable materials. In addition,

many decorated candles are intended to be decorative rather than to be burned. Painted candles, for example, can be dangerous if burned.

- c. **Supervision of candles** - Great care needs to be taken when children are involved and the use of candles during by children or young persons should be subject to adult supervision at all times.

No candles should be issued to unsupervised children.

- d. **Votive and Scented Candles** - These are designed to liquefy when burning and must, therefore, always be used in a glass or metal holder. This container will become hot and must be stood on a non-inflammable surface.
- e. **Placing of candles** - Candles must be kept clear of all combustible materials including flammable decorations, foliage and electrical equipment. Wherever possible, candles should be placed in purpose-made candle holders designed to reduce the risk of accidental contact with or toppling of the candle.
- f. **Fire blanket** - A fire blanket is the most appropriate method for dealing with certain fire situations and is particularly suitable for dealing with burning clothing.

Never use water to extinguish a candle.

Gas

The gas heaters and gas stove are inspected and serviced annually and a Certificate obtained and displayed until the next inspection and test, after which it will be kept on file.

Means of Escape

To ensure that in the event of a fire the building can be evacuated quickly and safely, all escape routes shall be kept clear and free from obstruction at all times, especially when large numbers of people are present. This requirement can be achieved by ensuring:

- a. Final exit doors ~ All final exit doors must be unlocked and be capable of being opened quickly in the event of an emergency.
- b. Exit routes ~ All designated exit routes (as indicated on the marked-up plan of Church facilities) should be kept clear and free of obstruction at all times, both internally and externally. Potential obstructions include pushchairs, prams, walking or mobility aids etc., and in particular **no additional chairs should be placed in the areas designated as exit routes irrespective of the number of persons present.**

Fire Extinguishers

The Fire Extinguishers within the premises will be examined annually and tested as recommended by the Service Company. The Service Company will also advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be displayed until the next inspection and test, after which it will be kept on file.

Fire extinguishers will be examined for damage and use every three months by the Health & Safety Officer.

Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.

Fire extinguishers should only be used by persons competent and trained in their safe use.

Fire Safety Training

The actions of staff/volunteers if there is a fire are likely to be crucial to their safety and that of other people in the premises. All staff/volunteers should receive basic fire safety induction training and attend refresher sessions at pre-determined intervals. All staff/volunteers and contractors should be informed of the emergency plan and shown the escape routes. The training provided in support of the fire safety strategy should be verifiable as the enforcing authority may wish to examine records as evidence that adequate training has been given.

Third-Party Use of Church Hall

Third-party hirers/users of the premises are legally responsible for conducting their activities in a way that is safe from fire. There is a need to ensure such persons are aware of the fire precautions to be heeded and what to do if a fire occurs. All hirers/users must comply with the Letting Policy and pay close heed to the matters surrounding safety.

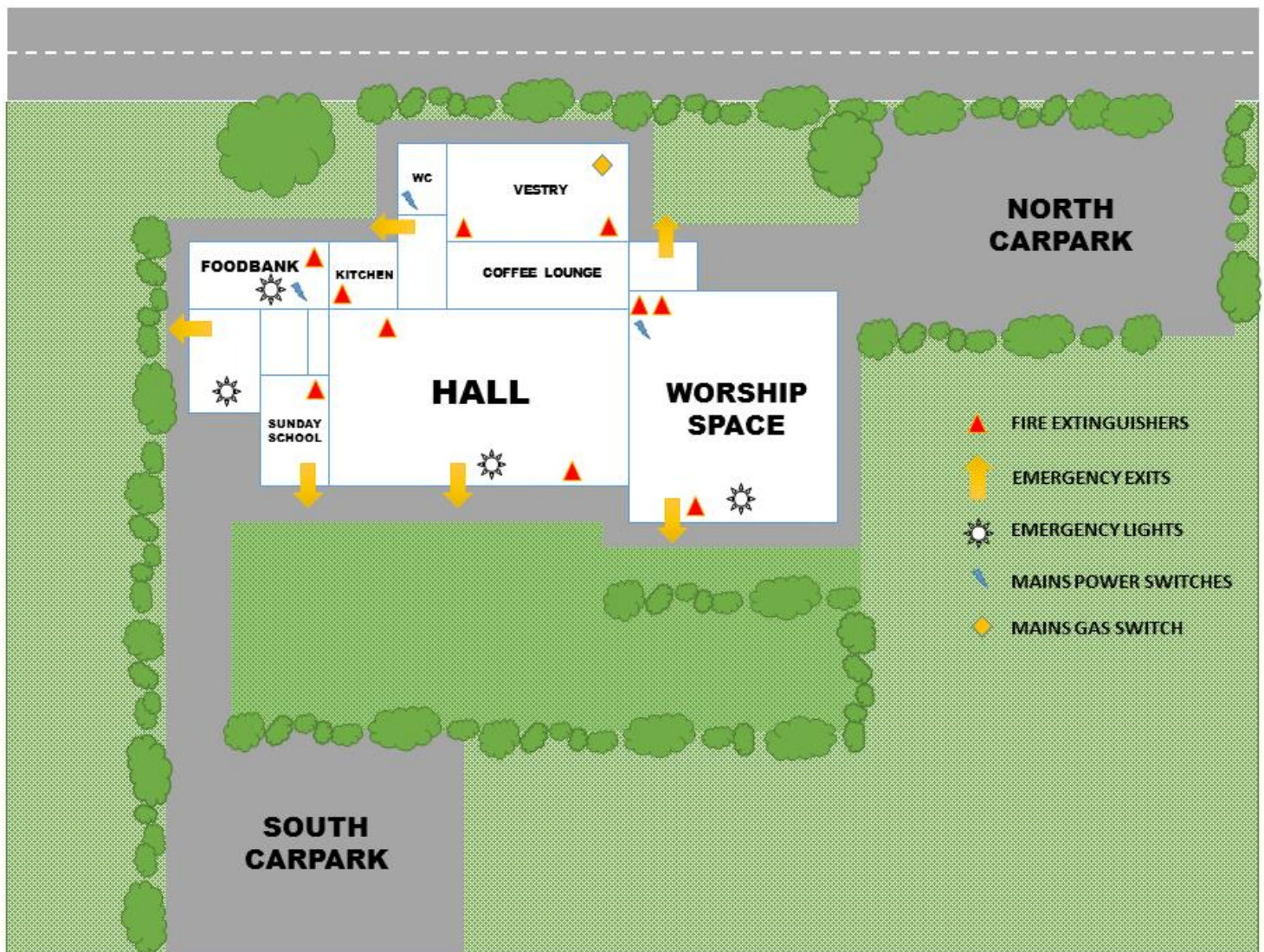
All third-party hirers/users of the premises will be required to appoint a Temporary Responsible Person for each individual unique, occasional or separate event. It is crucial that the Temporary Responsible Person understands their duties for the duration of the event or function.

For all third-party hire/use of the premises, a formal booking agreement – that sets out the conditions of the hire/use – should be prepared and signed. The fire safety responsibilities of those organising the separate function should be established as part of the formal booking agreement.

The responsible person for each individual unique, occasional or separate event will need to be clearly established and documented, and their legal duties made clear to them. In particular, and where necessary, the responsible person will need to take account of their own lack of familiarity with the layout of the premises and the associated fire safety provisions.

The training should include the following:

- i. what to do on discovering a fire
- ii. how to raise the alarm and what happens then
- iii. what to do upon hearing the fire alarm
- iv. the procedure for alerting members of the public and visitors including, where appropriate, directing them to exits
- v. the arrangements for calling the fire & rescue service
- vi. the location and, where appropriate, the use of fire fighting equipment
- vii. the location of escape routes, especially those not in regular use
- viii. how to open all emergency exit doors
- ix. where appropriate, how to stop equipment and isolate power supplies in the event of fire
- x. the importance of general fire safety, including good housekeeping practices





Fire alarm



Fire action

If you discover or suspect a fire



1 RAISE THE ALARM



2 Phone **999** to call the fire brigade quoting post code **TR1 3LD**



3 On hearing the alarm leave the building by the nearest exit



4 Proceed to assembly point at **south car park**



5 Do not take risks Do not stop to collect personal belongings Do not re-enter building until authorised to do so

Fire Safety Management

Guidance for Third-Party Users of Church Facilities

1. Introduction

In accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Parochial Church Council has undertaken a Fire Safety Risk Assessment for the Church Facilities and for the activities for which they are responsible. However, these risk assessments do not take into consideration the specific fire safety implications arising from third-party hire/use of the premises.

Third-party hirers/users of the premises are legally responsible for conducting their activities in a way safe from fire. There is a need to ensure such persons are aware of the fire precautions to be heeded and what to do if a fire occurs. This guidance has been prepared to assist third-party hirers/users in fulfilling their legal obligations.

2. Requirements

The hirer/user is required to undertake a Risk Assessment reflecting the specific nature of the event to ensure compliance with all relevant Health & Safety legislation. In particular the hirer/user is reminded of their legal responsibility for conducting their activities in a way safe from fire.

The hirer/user has legal duties with regard to the safety of those persons assisting or attending the event and in accordance with the Regulatory Reform (Fire Safety) Order 2005 is required to appoint a Temporary Responsible Person and prepare an Emergency Plan for each individual unique, occasional or separate event. The Emergency Plan should include, but is not limited to, the following information:

- who is supervising and how to identify them
- location of exits and escape routes
- the location of assembly points
- the emergency warning signal
- the arrangements for fighting fire
- the arrangements for means of escape for disabled persons
- the duties & identity of individuals who have specific responsibilities if there is a fire
- the arrangements for the safe evacuation of persons identified as being especially at risk, including those with disabilities, children and members of the public
- who will be responsible for calling the fire and rescue service
- who will meet the fire and rescue service on their arrival
- plans to deal with people once they have left the premises, especially children
- arrangements for ensuring escape routes and exits do not become blocked
- arrangements for limiting or controlling the number of persons in the premises, where necessary

Risk Assessment

The Health & Safety Representative of the PCC will identify hazards and perform a Risk Assessment. The outcome of this assessment will be recorded and kept in the Health and Safety Folder. The significant findings of this assessment will be made available to Staff and Volunteers through information, instruction and training.

Where actions are needed to reduce or eliminate risk, the Vicar and/or Churchwardens will decide a time scale by which the corrective actions are to be completed. This will be based on the standard principle of "As Low As Reasonably Practicable".

Any person discovering a hazard must inform the Churchwardens as soon as possible.

First Aid

A number of first aid kits are available throughout the building and are clearly marked. If the contents of any first aid kit are used, the Churchwardens must be informed.

If present, suitable trained and competent persons will administer first aid.

First aid kits will be checked every three months by the Health & Safety Officer to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

Review

This policy will be reviewed annually by the PCC.

Approved and adopted by the Parochial Church Council at its meeting on 13/03/2019

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Revd Jeremy Putnam (date)

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Churchwarden (date)

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Churchwarden (date)