

**ST. ELIZABETH'S CHURCH HORWICH**  
**Revd Paul Dever**  
**Tel. No. 01204 417033**

**HEALTH & SAFETY POLICY**

**Issue 1 – 15<sup>th</sup> July 2011**



**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, hall 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.

**Signed .....**Vicar      **Date .....**

15<sup>th</sup> July 2011

## **2. RESPONSIBILITIES**

Overall responsibility for health and safety at St. Elizabeth's Church rests with the Team Vicar, Health & Safety Person, Church Wardens and the Parochial Church Council (PCC).

Responsibility to ensure the arrangements outlined in this policy are carried out lies with the Fabric Working Group.

Responsibility for review and updating lies with the Health & Safety Person.

Church leaders and leaders of all groups who use the church, adult and youth, from within and from outside 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. Leaders of groups and users of the Hall are responsible for the health and safety of themselves and those in their care and should take all reasonable precautions to avoid accidents, injuries and damage to equipment or premises. Any hazard that a user is not able to deal with should be reported immediately to a Church Warden.

## **3. ARRANGEMENTS**

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

Regular inspection and maintenance will be carried out and a report sent to the PCC. This will include:

- A monthly safety checklist of the Church & Church Hall
- A monthly safety checklist of the Church Grounds & Paths

### **3.2 FIRST AID**

The first aid boxes are kept:

- One inside the kitchen and one on the wall outside the kitchen in the Church
- One inside the kitchen in the Church Hall

These will be checked regularly and re-stocked as required. (See the schedule in section 4)

If anyone is seriously injured call **999** immediately and state address as St. Elizabeth's Church, Cedar Avenue, Horwich, BL6 6HT.

All accidents (even minor ones) should be reported to a Church Warden and the details entered into the accident books (by the person reporting), which are kept with the first aid kits. The accident books will be regularly reviewed. (See the schedule in section 4)

### 3.3 FIRE

There are certain areas of the church building that have a higher risk of fire than others. These are the mains intake area (fusebox), the kitchen (also one in the hall), the boiler room (adjoining the rear of the office/vestry), the sound system area, and electrical supply points when in use.

There are two exits in the Church that can be used in the event of a fire:

1. The main entry point into the church which is front facing.
2. The side entry point which is in between the kitchen and the meeting room.

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

1. The main entry point into the passageway of the Hall.
2. The exit door from the kitchen.
3. The fire exit door at the back of the hall.

Smoke alarms are situated in:

1. The main area in the Hall
2. The meeting room in Church

We rely on a member of the congregation telling the vicar, church wardens or sides people of the fire or suspected fire.

It will be the duty of the service leaders, church wardens, assistant wardens, group leaders and hall users to acquaint themselves of:

1. The location of the exit doors and how they are opened.
2. The positions and use of all fire fighting equipment in the church, kitchens and hall.
3. Ways to assist/direct people out of church/hall under the direction of the service group leader.
4. Ensure the congregation or their group, know the evacuation procedures.

Evacuation training for all new service leaders, children's group leaders, church wardens and sides people will be organised as required.

The church wardens and group leaders will carry a mobile phone for use in emergencies.

The emergency lighting will be tested at regular intervals and fire extinguishers will be serviced regularly.  
(See the schedule in section 4)

### 3.4 EVACUATION PROCEDURE

In the event of discovering a fire during a service:

- Immediately raise the alarm and ensure the service leader is informed.
- The church warden will ensure the fire brigade is called, giving the address as St. Elizabeth's Church, Cedar Avenue, Horwich, BL6 6HT.
- The service leader will abort 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.
- If there are any groups in the Hall, then the Service leader will nominate someone to go and evacuate the building.
- When requested to do so, leave the church in an orderly manner as directed by the service leader and proceed to the assembly area on Brazely Community Car Park. Do not stop to collect personal possessions and do not run. Due care should be given to children, the less abled and the infirm.
- Children in the crèche area at the back of church should be collected by their parents. All other children will be escorted from the building by either their group leaders if sat together, or their parents if sat with them.
- The church warden will ensure that the leaders of all the children's groups are directed to leave the church and then ensure the whole building has been vacated (including office, meeting room, kitchen & toilet) without putting himself/herself at risk.
- The children's groups will remain under the direction of their leaders until they are collected by their parents/guardians at the assembly area.
- Competent/trained people will attack the fire if possible using the extinguishers provided, but only if it is safe to do so and without taking personal risk.
- **DO NOT RE-ENTER** the premises until advised by the fire service that it is safe to do so.

Fire drills will be held at regular intervals. (See the schedule in section 4)

### 3.5 SECURITY

- The safe should never be left open and unattended.
- The Church and Hall doors should be locked and the alarm set when the building is vacated.
- A church warden should be notified as soon as possible in the event of any problems encountered with the alarm system.
- Keys should not have labels which associate them with the church, e.g. do not label 'St. Elizabeth's'.
- Key-holders should not lend their keys to anyone other than approved key users.

- A list of all key-holders can be found in Section 4.
- The intruder alarm will be serviced regularly. (See the schedule in section 4)

### **3.6 CHILD PROTECTION**

- We are committed to the safeguarding, care and nurture of all our members, particularly the children and young people.
- We recognise that our work with children and young people is the responsibility of the whole church community.
- 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".
- We will carefully select and train leaders and volunteers with children and young people, using the Criminal Records Bureau, amongst other tools, to check the background of each person.
- We will respond, without delay, to every complaint made that a child or young person, for whom we are responsible, may have been harmed.
- We will co-operate fully with statutory agencies during any investigation concerning a member of the church community.
- We will seek to offer informed pastoral care to any child or children, young person or adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended against a child.
- We will review this policy annually and as part of this process will ensure that all our procedures, particularly in relation to the Criminal Records Bureau, are up to date.
- We also have a responsibility to adults, particularly vulnerable adults and Lay Pastoral Assistants etc. all of whom need a CRB check.
- All the above are carried out by the Child Protection Co-ordinator as recommended by the Diocese

### **3.7 CHILDREN'S GROUPS AND THE USE OF THE CHURCH HALL**

Users of the Church Hall, especially group leaders, should note the following:

- Children's groups using the Church Hall should lock the main door to contain children in the Hall. People who need to gain entry into the Hall should ring the bell when the doors are locked.
- Children are not allowed in the kitchen area unless supervised by an adult.

### **3.8 ELECTRICITY**

- Faulty light bulbs will be replaced as soon as practical and should not be left out of lamp holders leaving exposed live terminals.
- Any equipment that develops a fault should be reported immediately to a warden and not used until it has been repaired.
- Exposed sockets in rooms used for children's activities must be protected by safety covers.
- Extension leads and other cables should not trail over the floor leaving a trip hazard. Temporary trailing leads should be covered with a safety mat.
- Electrical circuits can be turned off by using the circuit breakers located:
  - In the common room opposite the kitchen in the Church Hall
  - In the kitchen in the Church
- Portable electrical appliances will be tested regularly by a competent person to ensure that all appliances are safe. (See the schedule in section 4)
- In the event of a power cut during the evening, there is emergency lighting in the church and hall. Torches are allocated:
  - One in the Sound System Area in Church
  - One in the Kitchen in the Hall.

### **3.9 GAS**

The gas boiler must be serviced regularly by a Corgi registered gas installer. (See the schedule in section 4)

### **3.10 WATER**

The water supply to the kitchen and toilet sinks in the Church, can be isolated using the stopcock which can be found in the Toilets.

The water supply to the kitchen and toilet sinks in the Church Hall, can be isolated using the stopcock which can be found in the Kitchen Area.

Water temperature checks are incorporated within the Monthly Safety Checklist. (See the schedule in section 4)

### **3.11 HAZARDOUS SUBSTANCES**

Substances marked as hazardous (e.g. irritant, flammable, harmful, toxic), mainly cleaning materials, should be kept in cupboards out of the reach of small children, preferably wall cupboards which are locked.

Instructions regarding the use of all hazardous substances must be followed.

### **3.12 CLEANING IMPLEMENTS**

To stop contamination, separate colour coded Mops and Buckets should be used in:

- Toilets – Red
- Kitchens – Green
- Hall – Blue

### **3.13 FOOD SAFETY**

For most of the time the kitchen in the Church is mainly used for preparing drinks, however, on the odd occasion, food preparation should be carried out in accordance with the food hygiene notices. Food preparation mainly takes place in the kitchen in the Church Hall, which also should be carried out in accordance with the food hygiene notices displayed in the kitchen.

Fridge & Freezer Temperature Checks are incorporated within the Monthly Safety Checklist. (See the schedule in section 4)

### **3.14 USE OF LADDERS**

Ladders, even stepladders, are a common cause of injury, even death. Do not use any ladders unless you have thought carefully about whether you are doing so safely. If in doubt, don't use one.

- A person should be accompanied when using any ladder (other than a small step ladder)
- Do not use a ladder when you are tired or unfit, or in distracting circumstances.
- Ensure the ladder is suitable for the work to be undertaken, e.g. the correct size, wooden for electrical work.
- Before use, check the ladder is sound, and free from hazards such as; cracks, damaged rungs, sharp edges, splinters and missing footpads.
- Carrying a ladder can be hazardous. Pay attention to the full length of the ladder avoiding collisions. Take care not to drop the ladder causing damage or injury.
- 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).

- If the ladder cannot be secured, an adult should stand attentively with one foot on the bottom rung holding the upright stiles.
- Wear strong footwear with good grip, don't overstretch, and hold onto the ladder with at least one hand (3 points of contact should be maintained).
- Take special care when up the ladder to avoid hazards such as electric shock or other minor injury.

### **3.14 USE OF THE CHURCH & CHURCH HALL BY LONE WORKERS & SMALL GROUPS**

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

- At least one person on duty will need to be a key-holder who is trained in the use of the security alarm.
- Before leaving the building, ensure that no-one is left in the building, electrical appliances and all lights are turned off, and then set the alarm. Lock the door on exit and push the door to check it is secure.

#### **In addition:**

##### **Lone working**

- Anyone in the building on their own should keep the entrance doors locked.
- It is recommended you have a mobile phone switched on and kept on your person.
- It is advisable to tell someone when you will be in the church, and let them know when you have left the building.

##### **Opening to the public**

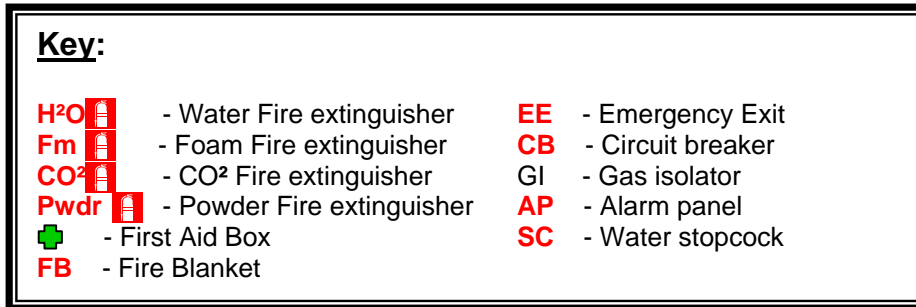
- If the church is open to the public, a minimum of 2 people should be on duty (3 allows one person to take a break).
- At least one person should be close to the main doors at all times to welcome visitors and monitor them entering and leaving the building.
- At least one person should have a mobile phone switched on and kept on their person.
- Be vigilant for theft of items from the church and personal possessions.
- Doors to the office/vestry should be kept closed, and preferably locked.

## 4. SCHEDULES

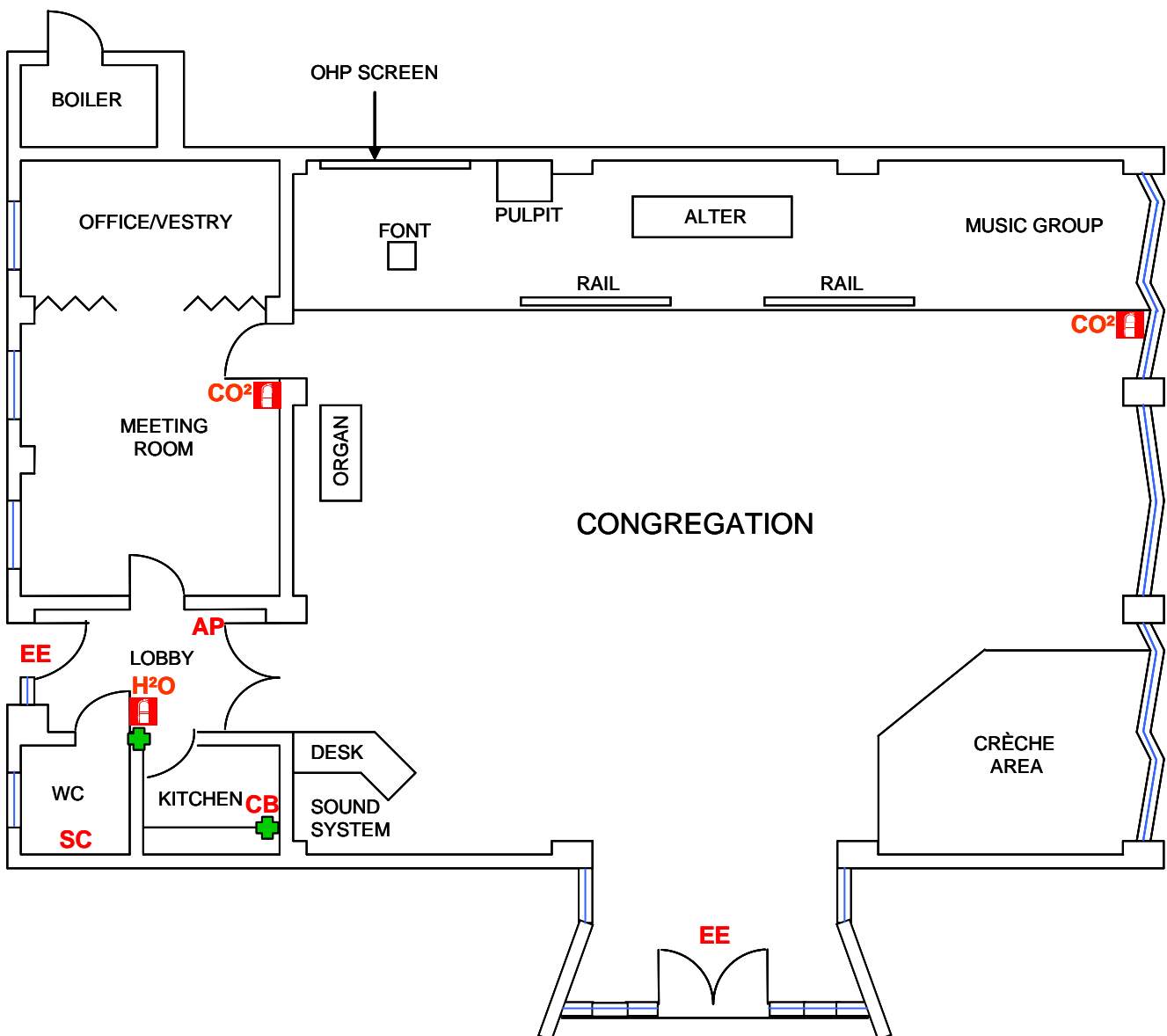
### 4.1 Schedule of Events

Activity	Responsible	Renewal
Review Health and Safety Policy	PCC	Annually
New leaders to read and note H&S Policy	Kath Ferrier	As and When
Inspection and maintenance	Fabric Working Group	Monthly
Review accident book	Kath Ferrier	Monthly
Check and re-stock first aid box	Gill Smart	Monthly
Test smoke detectors and Emergency lighting	Fabric Working Group	6 monthly
Service fire extinguishers	Fabric Working Group	Annually
Fire drill	Fabric Working Group	Annually
Service security alarm	Fabric Working Group	Annually
Portable appliance testing	Fabric Working Group	Annually
Service gas boilers	Fabric Working Group	Annually
Safety Checklists	Kath Ferrier	Monthly
Water Temperature Checks	Kath Ferrier	Monthly
Fridge & Freezer Temperature	Kath Ferrier	Monthly

## 5. MAP OF KEY SAFETY ITEMS IN ST. ELIZABETH'S CHURCH & CHURCH HALL

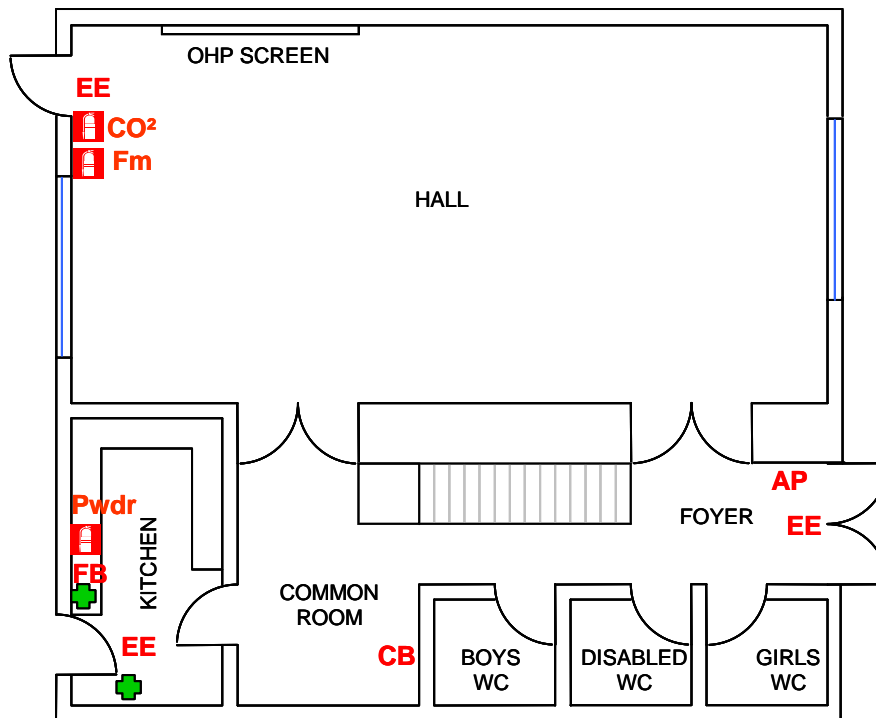


### CHURCH

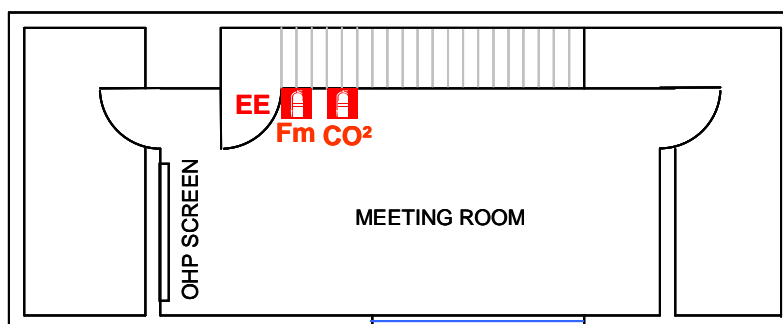


# CHURCH HALL

## Ground Floor



## First Floor



Copies of the Health & Safety Policy can be found:

- on display in Church
- on display within the Church Hall
- on St. Elizabeth's Website <http://www.stelizabethshorwich.co.uk>