



The Parish of Havant St Faith with St Nicholas Langstone

Health and Safety Policy

(ALL STAFF TO READ AND SIGN OFF)

**The Health & Safety Officer Role is currently shared by the
TWO CHURCH WARDENS**

This Policy was adopted by the Parochial Church Council (PCC) on the 14th August 2017, after revisions to the previous policy.

It follows and is consistent with the Ecclesiastical Insurance Group plc Church fire guidance notes.

Keeping a church safe is no easy matter. We need to be sure we have done everything we can to minimise the risks to our church, workers, voluntary helpers, visitors and contractors and that everyone is aware of what to do if anything goes wrong.

This policy is to be reviewed annually, accepted and written in the minutes of the PCC

Contents Page

| | |
|--|----------|
| Note to all Employees, Voluntary Helpers and Contractors | 4 |
| SECTION A - GENERAL STATEMENT OF POLICY | 5 |
| SECTION B - ORGANISATION AND RESPONSIBILITIES | 6 |
| 1. Responsibility of the Rector & PCC | |
| 2. Responsibility of the Churchwardens | |
| 3. Responsibility of the Parochial Church Council | |
| 4. Responsibility of the Health and Safety Officer | |
| 5. Responsibility of Employees and Voluntary Workers | |
| 5.1 Responsible Persons | |
| SECTION C - ARRANGEMENTS (Implementation of the Policy) | |
| 1. Accidents and First Aid | 7 |
| 2. General Fire Safety | |
| 2.1 Fire Extinguishers | 8 |
| 2.2 Smoke Alarms | |
| 2.3 Other Fire Protection Equipment - Smoke Alarms | |
| 2.4 Evacuation Procedure | |
| 2.4.1 St Faith's Church | 8-9 |
| 2.4.2 St Nicholas Chapel | 9 |
| 2.4.3 Pallant Centre | |
| 2.5 Evacuation Drills | 10 |
| 2.6 Discovery of a Fire | |
| 3. Electrical Safety | |
| 4. Gas Safety Equipment | 11 |
| 5. Hazardous Substances | |
| 5.1 Record of Hazardous Substances | |
| 6. Safety of Plant and Machinery | |

Health and Safety Policy August 2017

| | | |
|----------------|--|---------|
| 7. | Slips, Trips and Falls | 12 |
| 8. | Lighting | |
| 9. | Working at High Levels | 13 |
| 9.1 | Use of Ladders | |
| 10. | Preparation of Food | |
| 11. | Manual Handling | 13 - 14 |
| 12. | Display Screen Equipment | 14 |
| 13. | Hazardous Buildings and Glazing | 14 |
| | 13.1 Asbestos | |
| | 13.2 Glazing | |
| 14. | Safeguarding of Children and Vulnerable Adults | |
| 15. | Personal Safety | |
| 16. | Risk Assessments/Activities | 15 |
| 17. | Contractors | |
| 18. | Information and Enforcement | |
| | 18.1. Environmental Health Service Information | |
| | 18.2 Employment Medical Advisory Service Information | |
| | 18.3 Health & Safety Executive | |
| | 18.4 Health & Safety Law Poster | |
| ANNEXES | | |
| A | Responsible Persons | 16 |
| B. | Plan of St Faith's Church showing the Emergency Evacuation Routes | 17 |
| C. | Plan of St Nicholas Chapel showing the Emergency Evacuation Routes | 18 |
| D. | Plan of Pallant Centre showing the Emergency Evacuation Routes | 19 |
| E. | Record book – Implementation | 20 – 24 |
| F. | “People before Property” Poster Templates | 25 – 26 |
| G. | Asbestos Register | 27-28 |
| H. | Monitoring and Evaluation Arrangements | 29. |

The Parish of Havant, St Faith with St Nicholas Langstone

NOTE TO ALL EMPLOYEES, VOLUNTARY HELPERS AND CONTRACTORS

Health & Safety Policy

This document has been prepared in accordance with the provisions of the Health & Safety at Work Act 1974 and the regulations made under it.

To all Employees, Voluntary Helpers and Contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand the overall arrangements for Health & Safety.

The policy is in three sections:

Section A - General Statement of Policy

Section B - Organisation and Responsibilities

Section C - Arrangements (Implementation of the Policy)

SECTION A

General Statement of Policy

Our policy, so far as is reasonably practicable, 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, so far as is reasonably practicable, to ensure the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, church hall and any associated buildings.

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

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. The policy and the way in which it is operated will be reviewed regularly and the appropriate changes made.

In order to ensure that Health & Safety matters are kept constantly under review, an item on Health & Safety will be on the agenda for all meetings of the Parochial Church Council. Relevant sub committees, employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

Signed



Canon Tom Kennar
Rector, Parish of Havant St Faith with St Nicholas Langstone
14th August 2017

This policy will be reviewed annually, accepted and written in the minutes of the PCC

SECTION B

Responsibilities

1. Responsibility of the Rector & Parochial Church Council

The Rector and Parochial Church Council (PCC) have joint and shared responsibility for setting and evaluating the Health and Safety policy. They will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel, including the appointment of a Health & Safety Officer.

2. Responsibility of the Churchwardens

The Churchwardens are responsible for ensuring that the arrangements outlined in this policy are carried out and updated as necessary.

3. Responsibility of the Parochial Church Council

(See above – para.1)

4. Responsibility of the Health and Safety Officer

The Health and Safety Officer is responsible for monitoring the day-to-day implementation of the arrangements outlined in this policy.

In fulfilment of this duty to monitor, the Health and Safety Officer shall:-

- a. Be familiar with Health and Safety regulations as far as they concern church premises.
- b. Be familiar with the Health and Safety Policy and arrangements and sure they are observed.
- c. Ensure as far as is reasonably practicable, that safe systems of work are in place.
- d. Ensure that the church and hall, if applicable, are clean and tidy.
- e. Ensure the car park and church grounds are properly maintained.
- f. Ensure that safety equipment and clothing is provided and used by all personal where this required.
- g. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operatives have received the appropriate training.
- h. Ensure that adequate access and egress is maintained.
- i. Ensure that food hygiene regulations and procedures and observed.
- j. Carry out the checks listed in Annex H of this policy, and report to the PCC any findings.

5. Responsibility of Employees and Voluntary Workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health and Safety Policy and take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- 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 immediately to the appropriate person.
- d. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- e. Not misuse anything provided in the interests of health and safety.

5.1 Responsible Persons

Persons responsible for particular areas of activity with St Faith's, St Nicholas, The Pallant Centre and the Parish Office are detailed at ANNEX A.

SECTION C

Arrangements (implementation of the Policy)

Introduction

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors, contractors and outside organisations using the Church or Church Buildings.

1. Accidents and First Aid

First Aid Boxes are kept:

St Faith's Church

St Nicholas's Chapel

Pallant Centre

Parish Office

Location:

Vestry

In the Church

Hall Kitchen

Bookcase

First Aid boxes are checked annually, but there is a general duty on all parish personnel to notify the Health & Safety Officer when the box is used and if it requires re-stocking.

Trained/qualified first aiders are:

(None currently recorded)

Accident Books are kept:

St Faith's Church

St Nicholas's Chapel

Pallant Centre

Location:

Vestry

In the Church, on the rear bench.

Hall Kitchen and Corridor of Church House

All accidents and incidents are entered in the Accident Book/Accident Report Form, by a responsible person and the Church Administrator informed and, if appropriate, our insurers advised.

When the Church, Pallant Centre or the Chapel is hired to outside organisations, the hirers are to be informed that, in the event of an accident, details must be entered in the accident book/Accident Report Form and the Parish Administrator informed.

The Accident Book(s) and accident records will be reviewed quarterly by the Health & Safety Officer.

2. General Fire Safety

We will fulfil all the obligations under the Regulatory Reform (Fire Safety) Order 2005. To achieve this, we will undertake the following:

- a. An annual general assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is will carried out either as a specific exercise or as part of our general Health & Safety risk assessments.
- b. Check that a fire can be detected in a reasonable time and that people can be warned.
- c. Check that people who may be in the building can get out safely including if necessary the provision of emergency lighting and fire exit signage.
- d. Provide reasonable fire fighting equipment.
- e. Check that those in the building know what to do if there is a fire.
- f. Undertake a regular check that all fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire Extinguishers

Fire extinguishers are as follows:

| Building: | Location: | Type & Capacity: |
|-----------------------|------------------------|-----------------------------|
| St Faith's Church | Vestry | CO2 (1) Water Spray (1) |
| St Nicholas's Chapel | Behind the door | CO2, Water Spray |
| Pallant Centre | | |
| Hall | Behind the small door | CO2, Water, Powder |
| | Kitchen | Blanket |
| Ground floor Suite | Café | CO2, Water, Powder |
| | Café Kitchen | Blanket |
| First Floor Suite | Main meeting room | CO2, Water spray |
| Parish Office | Wall mounted near door | CO2 and Water spray |

The extinguishers noted above are to be checked every two months by the Health & Safety Officer to ensure that they are still in place, have not been discharged and are not defective.

The extinguishers noted above are checked annually by Uniguard Fire Protection Services.

2.2 Smoke Alarms

Smoke alarms are fitted as follows:

| Building: | Location: |
|----------------------|--|
| St Faith's Church | None – the building is essentially a large open space. However, plans are in hand for an alarm to alert bell-ringers |
| St Nicholas's Chapel | None – the building is not large enough. |
| Pallant Centre | Fire Alarm system installed throughout. |
| Parish Office | None – the building is not large enough. |

The responsible person (Caretaker) will test the smoke alarms weekly, and enter the test in a log-book kept for the purpose.

2.3 Other Fire Protection Equipment.

No other Fire Protection equipment is held in any of our buildings

2.4 Evacuation Procedures

For all buildings, our procedures for stewarding and evacuation are as follows:

2.4.1 St Faith's Church

The West and North doors of the church would generally be used for exiting the Church in the event of an emergency. Routinely, the North doors would be unlocked and used to enter and exit the Church for services and events. For all services and events at which more than 50 people are expected to attend:

- The Churchwardens are responsible for unlocking the West doors, checking that they will open and shut and ensuring that the doors are locked again when safe to do so.
- In the event of an emergency, clear instructions about evacuation will be given by the "on-duty" steward(s) to enable an orderly and calm evacuation through the most appropriate doors.

- c. Emergency lights (battery-powered) are installed to facilitate evacuation in the event of power-loss.
- d. A 'Running Man' sign is permanently illuminated above the North Door entrance.
- e. All persons will assemble across the road from the Church in front of the Meridian Shopping Centre until everyone has been accounted for.
- f. If there is good reason to believe that persons may be present in the Tower (e.g. bell-ringers) at the time of the evacuation, the "on-duty" steward(s) (if safe to do so) will direct an appropriate person to enter the tower to alert the people there. This may be achieved by the repeated pressing of a 'door-bell' push, which is mounted over the door from the small lobby to the Tower.
 - i. Additionally, in the event of there being a fire close to the tower exit, the bell-ringers would be advised by phone or by shouting through the floor of the ringing chamber that they should make their way to the tower roof to await rescue.
 - ii. Signs directing bell-ringers upwards in the event of smoke filling the tower are fixed outside the ringing chamber.
- g. In the event of discovering a fire, see 2.6.

A plan showing the Evacuation Routes in the event of a Fire or Emergency are at ANNEX B.

2.4.2 St Nicholas Chapel

For all services and events:

- a. The main entrance door to the Chapel is designated as a fire door and must be unlocked, checked that it will open and remain open throughout the service or event.
- b. In the event of an emergency, clear instructions about evacuation will be given by the "on-duty" server(s)/Wardens.
- c. In the event of a fire see 2.6.
- e. *Persons will assemble opposite the Church, on the north side of the street.*

A plan showing the Evacuation Routes in the event of a Fire or Emergency are at ANNEX C.

2.4.3 Pallant Centre - use by other groups

When particular sections of the Pallant Centre are hired to outside organisations, the Church Administrator will make all hirers aware of the designated fire doors and the evacuation routes in the event of a fire, at the time of the commencement of their first session. Additionally:

- a. Doors designated as fire doors must be unlocked before the event commences and be clearly marked as fire exits using the 'Running Man' symbol.
- b. A check must be made that all doors can be opened.
- c. Responsible persons should be aware of the location of each fire extinguisher and know how to use them.
- d. Arrangements are in hand to make torches available for use in the event of a fire.
- e. In the event of an emergency (fire or bomb threat, etc.), an announcement to leave the building will be made by the group/organisation leader.
- f. Persons will assemble in the in the adjacent municipal car park.

A plan showing the Evacuation Routes in the event of a Fire or Emergency are at ANNEX D.

2.5 Evacuation Drills

Fire evacuation drills will be carried out where necessary (particularly if the Health & Safety Officer considers that a particular group, using a facility, do so on a regular-enough basis to merit a drill).

All employees and voluntary workers should ensure they are familiar with escape routes and ensure they are familiar with escape routes and ensure these are kept clear and unobstructed at all times.

2.6 Discovery of a Fire

The person discovering a fire (no matter how small shall):

- a. Immediately raise the alarm.
- b. Telephone the emergency services.
- c. Check the building for occupants.
- d. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
- e. 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 general rule is **'people before property'**.
- f. Evacuate to the designated assembly point.
- g. Ensure clear access for the emergency vehicles.

3. Electrical Safety

Faulty electrical equipment can kill; therefore, we will undertake the following:

- a. A list of all our portable electrical appliances is maintained by the H&S Officer and kept by the Parish Administrator.
- b. Plugs, cables, extension leads and sockets to be inspected by those employees and voluntary workers (i.e. stewards) to ensure that there are no loose connections, worn flexes or trailing leads. Any defects will be reported to the H&S Officer for action.
- c. Annually all portable electrical equipment operated by the Parish will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body - to ensure that all appliances are safe. Any damaged/defective equipment will be safely disposed of, or professionally repaired.
- d. Every quarter a visual inspection will be carried out of the fixed electrical installation by the H&S Officer and if any defects are found, the appropriate action will be taken.
- e. Every five years, our fixed electrical systems will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out. This inspection will be logged in the parish office.
- f. At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers. The inspection will be logged in the parish office.
- g. None of our electrical appliances will be sold as second hand electrical goods.
- h. All employees and voluntary workers must observe the following:
 - i. Visually check all electrical equipment before use.
 - ii. Report all faults immediately to the H&S representative for action.
 - iii. The appliance should not be used and no attempt should be made to repair faulty equipment.

- iv. No electrical appliance is to be brought onto the premises (unless it is newly purchased) and used until it has been tested by the approved person and entered in the electrical equipment record.
- v. Electrical appliances should be switched off and disconnected when not in use.
- vi. Electrical cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. Gas Equipment Safety

Our gas boiler(s) and any other gas equipment:

- a. Will be maintained and checked annually by a competent contractor who is a Gas Safe registered gas installer.
- b. Report all faults immediately to the H&S Officer for action.
- c. Any necessary work required for safety is implemented immediately.
- d. The boiler(s) should be shut down and no attempt should be made to repair the defect, except by a competent contractor.

5. Hazardous Substances

We will follow safe practice when using hazardous substances by undertaking the following:

- a. A list of all hazardous substances used in the Church, Pallant Centre, Parish Office and Chapel shall be maintained by the H&S Officer.
- b. Where ever practicable hazardous substances will not be used. Where this is not possible, appropriate safety arrangements will be implemented as follows:
 - i) For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers will be used to determine:
 - (1) the correct method of use.
 - (2) the protective clothing needed
 - (3) the method of storage, and
 - (4) the action to take in the event of an accident.
 - ii). Personal Protective Equipment is to be used where appropriate.

5.1 Record of hazardous substances

A record of all routinely stored hazardous substances is maintained by the Health & Safety Officer (in the role of COSHH Officer), and kept in the Parish Office.

6. Safety of Plant and Machinery

A list of all items of plant and machinery will be used and maintained only by trained persons and the procedures for checking and regulations for their use are as follows:

- a. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- b. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- c. Machinery must be switched off before any adjustments are made.
- d. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is brought back into use.

- e. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- f. Any defect and damage found to any item of plant or machinery must be reported to the H&S Officer.
- g. The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- h. Persons under the age of 18 will not be allowed to operate any power driven item of plant or machinery.
- i. Ladders may only be used for short durations when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used - provided they can be safely secured, and the user is not alone at the time of use.
- j. All plant and machinery will be regularly maintained and a schedule kept of the maintenance requirements to be carried out.
- j. Persons **must not work on their own** unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is not jeopardised.
- k. The following items of plant and equipment are to be maintained and tested by a competent person in accordance with the manufacturers inspection programme.

Building:

St Faith's Church

Equipment:

Vacuum Cleaner

Coffee Machine

Kettle

Portable Keyboard

Organ Blower

Church Clock

St Nicholas's Chapel

Organ

Pallant Centre

Kettles, Water Heater, Electric heater

Parish Office

Heaters, Kettle, Computer x2 , Photocopier, Laminator, Speakers, Router, Telephone

7. Slips, Trips and Falls - condition of floors, steps and paths

As far as is reasonably practicable to reduce the risk of slips, trips and falls, an inspection of the following will be carried out quarterly and more frequently during the months of winter by the Health & Safety Officer:

- a. All floors and stairs in the Church and parish buildings
- b. All paths and steps in the grounds of the Church, Pallant Centre and Chapel grounds.
- c. Particular note will be made of moss, algae and leaves or ice on paths.
- d. Any defects noted between inspections will be reported to the H&S Officer who will arrange for repairs or remedial measures to be carried out.

8. Lighting

In order to ensure that the Church and parish buildings is adequately lit:

- a. An inspection will be made every month by the Health & Safety Officer to ensure that all lights are working, including a test of the emergency lighting where installed.
- b. Any light bulbs that require replacing will be reported to H&S Officer who will ensure that they are replaced, ensuring that the appropriate safety procedures are followed.

9. Working at high levels

Only approved contractors or competent volunteers (as asset by Churchwardens) may work at high levels, subject to the necessary safety provisions being in place.

| Building: | Designated high level: |
|----------------------|---|
| St Faith's Church | Lighting Decoration and maintenance Erection of banners Work on building up to ladder level Work on building suspended from tower Work on building using scaffolding |
| St Nicholas's Chapel | Lighting Decoration and maintenance Erection of banners Work on building up to ladder level Work on building using scaffolding |
| Pallant Centre | Lighting Decoration and maintenance Erection of banners Work on building up to ladder level Work on building using scaffolding |
| Parish Office | Lighting Decoration and maintenance |

9.1 Use of Ladders

Ladders will only be used for work at height if a risk assessment shows that more suitable equipment, such as a tower scaffold or mobile elevated work platform, is not justified because of the short duration of the work or location would preclude the use of such equipment. Ladders may only be used for short durations when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used - provided they can be safely secured, and the user is not alone at the time of use.

10. Preparation of Food

The appropriate regulations governing the preparation and storage of foodstuffs will be followed:

- All food handlers will have received adequate supervision, instruction and training.
- The appropriate assessment of risks will be carried out for the foods to be prepared and stored including storage at the correct temperatures.
- Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
- All hirers who wish to provide foodstuffs in the Church, Chapel or Pallant Centre will be advised of the facilities and procedures to be followed.

11. Manual Handling - lifting, carrying and moving loads

To eliminate the need for manual handling as far as is reasonably practicable the following will be undertaken:

- Where it is not possible to avoid the need to move loads, risk assessments will be carried out and the use of lifting aids, including trolleys, lifts and hoists will be used where necessary.

- b. Necessary training will be given to all those employees and voluntary workers required to undertake manual handling.
- c. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. Display Screen Equipment

The following factors will be considered when assessing the risks to all habitual users of computers:

- a. Stability and legibility of the screen.
- b. Contrast and brightness of the screen.
- c. Tilt and swivel of the screen.
- d. Suitability of keyboards, desks and chairs.
- e. The workstation environment.
- f. The user friendliness of the software.
- g. Daily work routines will involve periods away from the screen and where necessary risk assessments will be carried out by the H&S Officer.

13. Hazardous Buildings/Glazing

To ensure that our Church and Church buildings are safe and without risks to the health, safety and welfare of all who work in and use them all staff and volunteers shall:

- a. Record any defects and report them to the H&S Officer who will take the necessary action to have them repaired.
- b. Where necessary, introduce temporary measures to make sure that there is no risk of accident or injury until permanent repairs can be undertaken.

13.1 Asbestos

- a. Following previous inspections and removal where appropriate, we currently believe that there is no asbestos present in any church building. There are two known instances in the Pallant Centre. However, a complete survey will be undertaken in 2018 to make sure that this assumption is accurate.
- b. When deemed necessary, asbestos will only be removed by an approved contractor.
- c. Information regarding any asbestos remaining in the building (including the two cases known in the Pallant Centre) will be provided to all contractors and other persons who may be affected.

13.2 Glazing

Regular checks will be made by the Health & Safety Officer of all glazing in the buildings to make sure that any glass in windows below waist height and in doors and beside doors below shoulder height is toughened glass or is protected against breakage.

14. Safeguarding of Children and Vulnerable Adults

The policy and procedures for the safeguarding of children and vulnerable adults is detailed in a separate Policy document.

15. Personal Safety

Where appropriate, risk assessments will be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables following which necessary control measures will be introduced.

16. Risk Assessments/Activities

Regular risk assessments will be carried out on all areas of the Church, Church buildings and all activities that carry a significant risk to meet our obligations under The Management of Health & Safety at Work Regulations 1999, amended 2003 and 2006. These assessments will be carried out on a bi-monthly basis by the Health & Safety Officer, and on a routine basis before major events.

17. Contractors

Anyone entering the Church and parish buildings for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor and must abide by the following:

- a. Have their own Health & Safety policy (where required by law) and be able to provide a copy of the same.
- b. Produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence will be maintained.
- c. Comply with all the requirements of this Health & Safety policy and co-operate with Church officials in providing a safe place of work and a safe system of operation.
- d. Where plant and machinery is brought onto the Church and Church Buildings 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 may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials; however, responsibility will remain with the contractors.
- f. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'Permit to Work' will also specify any safety precautions they must undertake.

18. Information and Enforcement

18.1 Environmental Health Service Information:

Havant Borough Council
Public Service Plaza
Civic Centre Road
Havant
PO9 2AX
Tel: 023 9244 6017

18.2 Employment Medical Advisory Service Information:

Employment Medical Advisory Service
Health and Safety Executive (East & South East)
Priestley House Priestley Road Basingstoke RG24 9NW Fax: 01256 404100

18.3 Health & Safety Executive:

Information Line: 0845 345 0055

18.4 Health & Safety Law Poster

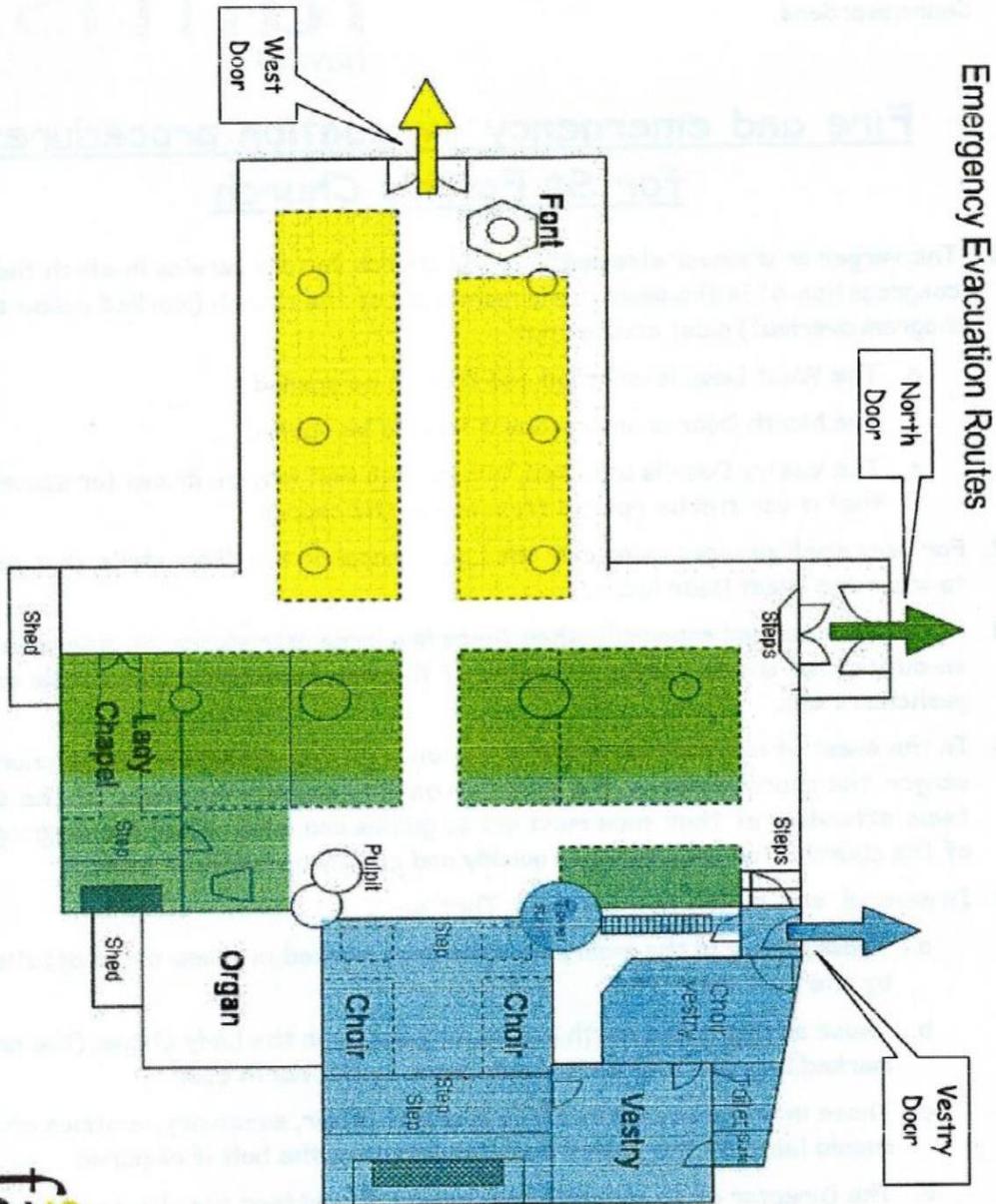
A copy of the HSE poster 'Health and Safety Law - what you should know' is displayed in the Parish Office and Pallant Centre.

Responsible Persons

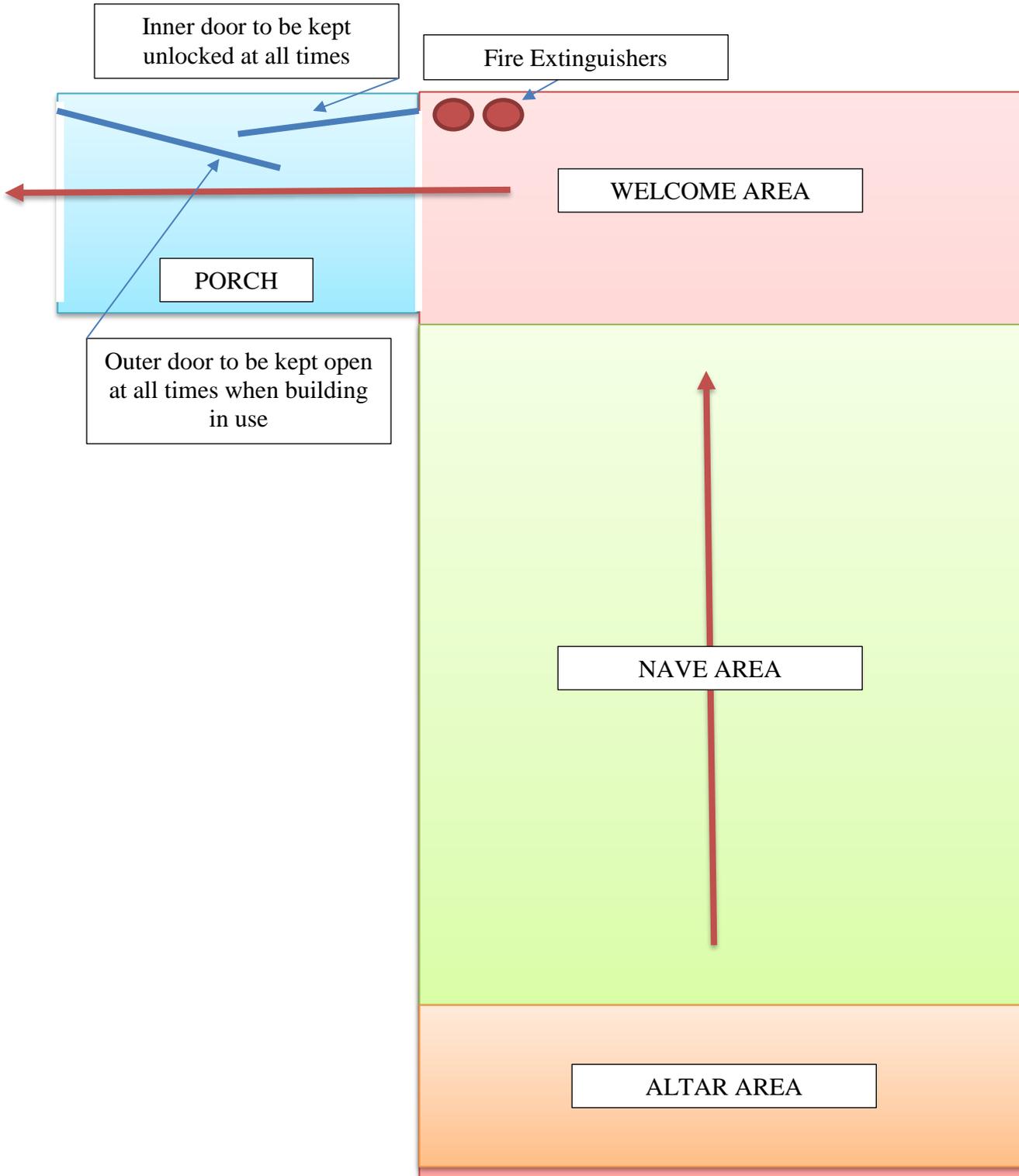
Health & Safety is a shared responsibility. All staff and volunteers are responsible for ensuring a healthy and safe working environment for everyone. However, the following people are responsible for particular areas of activity (or the Health & Safety Officer where no specific person is identified):

| By Activity | Responsible Person |
|--|---|
| Accident book/Accident reporting | Church Wardens & Clare Kennar (PCC Secretary) |
| Fire extinguishers | Church Wardens |
| Emergency evacuation | See Section 2.4 |
| Portable electrical appliances | Church Wardens |
| Fixed electrical system | Church Wardens |
| Gas equipment | Church Wardens |
| Hazardous substances | Church Wardens |
| Plant and machinery | Church Wardens |
| Condition of floors and stairs | Church Wardens |
| Condition of car park and pathways | Church Wardens |
| Working at high levels inc light bulb changing | Church Wardens |
| Food preparation | Activity Leaders |
| Manual handling | Church Wardens |
| Display screen equipment | Clare Kennar |
| Building defects/glazing | Church Wardens |
| Child protection | Church Wardens |
| Personal safety | Church Wardens |
| Outings | Clare Kennar |
| Special services | Tom Kennar |
| Contractors | Church Wardens |
| Music | Tom Kennar |
| Health & Safety training | Church Wardens |

Plan of St Faith's Church showing the Evacuation Routes in the event of a Fire or Emergency and location of fire extinguishers



Plan of St Nicholas Chapel showing the Evacuation and location of fire extinguishers



**Plans of the Pallant Centre showing the Evacuation Routes in the event of a Fire or
Emergency, location of fire extinguishers and alarm systems**

To be added
when current
renovations
are complete



The Parish of Havant St Faith with St Nicholas Langstone

Health and Safety Policy

(RECORD BOOK – POLICY IMPLEMENTATION)

Contents

One off checks

1. Staff reading
2. Position of extinguishers
3. Position of first aid boxes
4. Issue “people before property” signs.
5. Check all officers and staff are aware of their responsibilities
6. Create postcode signs for each building
7. Check all fire doors are marked
8. Create list of hazardous substances
9. Check the list of plant & equipment does not need updating
10. Attach plans of St Nicholas and Pallant Centre

2. Position of extinguishers – checked with policy

| Venue | Checked by | Date |
|----------------|------------|------|
| St Faiths | | |
| St Nicholas | | |
| Pallant centre | | |
| Parish Office | | |

3. Position of First Aid Boxes – checked with policy

| Venue | Checked by | Date |
|----------------|------------|------|
| St Faiths | | |
| St Nicholas | | |
| Pallant centre | | |
| Parish Office | | |

4. Issue “people before property” signs. See annex F

Fix next to each extinguisher/ fixed byDate

5. Check all officers and staff are aware of their responsibilities

..... Date

6. Create postcode signs for each building

Issued by Date

7. Check all fire doors and escape routes are marked

checked by Date

8. Create list of hazardous substances

Created by and attached to policy on date:

9. Check the list of plant & equipment does not need updating

Created by and attached to policy on date:

10. Prepare and attach plan for St Nicholas and Pallant - Annex C & D

Created by and attached to policy on date:

Regular Bi-monthly checks

a. Record bi monthly implementation check

Checked by Date:

Checked by Date:

Checked by Date:

b. Check all new staff are inducted into this policy

Checked by Date:

Checked by Date:

Checked by Date:

c. Record regular reviews by PCC & Implementation tests,

Reviewed by PCC date Signed by Chair

Reviewed by PCC date Signed by Chair

Reviewed by PCC date Signed by Chair

d. Record all first aid box checks

Checked by Date:

Checked by Date:

Checked by Date:

e. Check all fire doors are marked

Checked by Date:

Checked by Date:

Checked by Date:

f. Record regular checks of electric and gas systems record regular checks

Checked by Date:

Checked by Date:

Checked by Date:

Tasks to be actioned by PCC – at 18th July 2017

1. Appoint Health & Safety Officer

F1 People before property signs with post codes – St Faith’s Church



Remember in case of fire our health & safety policy is

People before Property

If you discover a fire:

- ✓ Sound the alarm – get everyone out
- ✓ Ring 999
- ✓ Get out and stay out

This is St Faith’s Postcode:

PO9 1EH

F1 **People before property signs with post codes – Pallant Centre**



Remember in case of fire our health & safety policy is

People before Property

If you discover a fire:

- ✓ sound the alarm – get everyone out
- ✓ ring 999
- ✓ Get out and stay out

This is The Pallant Centre Postcode:

PO9 1BE

Asbestos Register

For

St Faith's Church, Havant

St Nicholas Chapel, Langstone

The Pallant Centre, Havant

Introduction

This document has been prepared to assist in checking the condition of any identified asbestos in the above three buildings. Surveys have been conducted in the past, and remedial action taken to removed asbestos. It is currently believed that there is no asbestos in our buildings, **except the two instances noted in the Pallant Centre.** However, this belief will be tested by a full survey during 2018. In the meantime, the following actions are strongly advised by all contractors and workers.

St Faiths

Much of the original building and subsequent Victorian renovations date from the period before asbestos became popular. There is no obvious indication of any asbestos in the building. **A watching brief is recommended when renovating.**

St Nicholas

Much of the building dates from the period before asbestos became popular. There is no obvious indication of any asbestos in the building. **A watching brief is recommended when renovating.**

The Pallant Centre

With the last major renovation being in 1956 it is likely that asbestos is present in various forms. In December 2016 large amounts were professionally removed from the walls of ground floor rooms 1 & 2. The following has also been identified –

- 1 Sheet asbestos on roof of garden store
- 2 Asbestos in corridor wall on first floor of Church House, next to the SSAFA Office near to shop store. This wall has been gloss painted

The attitude taken to these is “observe and show caution when renovating remove when funds available” and the form the only entries in this register.

Items for Register.

- 1 *Sheet asbestos on roof of garden store*
- 2 *Asbestos in corridor wall on first floor of Church House, next to SSAFA Office near to shop store.*

Action:

Checked on 1st July 2017 by Dave Pearson – No breaking up / cracking or damage visible

ANNEX H

Monitoring & Evaluation Arrangements

Having reviewed and adopted this Health & Safety Policy, the PCC is mindful of its responsibilities to ensure that the Policy is:

- a) monitored effectively at each PCC meeting.
- b) evaluated annually and updated as necessary.

The Practical Steps required by the PCC to achieve these aims are as follow:

MONITORING:

1) Before each PCC meeting, the Health & Safety Officer will collect and analyse evidence of the following:

- a) fire alarm testing records,
- b) fire safety equipment testing (including emergency lighting where fitted)
- c) PAT testing record,
- d) the staff induction log (compared to all current staff),
- e) any accident sheets which have been handed to the Parish Administrator,
- f) evidence of Contractors' own Health & Safety and public liability insurances
- g) first aid boxes contents
- h) new entries to the Risk Register (kept on the Parish Website – PCC Archive)

2) Before each PCC meeting, the Health & Safety Officer will walk around the buildings of the parish, checking the following:

- a) any obvious health & safety risks (e.g. inappropriately stored materials, unsafe storage of items, blocked fire escapes, failed lighting systems, slippery surfaces etc).
- b) fire safety signage & COSHH arrangements.

3) Any new health & safety risks identified (at any time) are to be entered into the Risk Register (which is stored on the PCC Archive of the Parish Website), and appropriate action discussed the the Churchwardens, Rector and/or PCC as required.

(These specific tasks, carried out approximately every two months before PCC meetings, are in addition to the Health & Safety Officer's general duty to be alert to such issues on behalf of the PCC at all times.)

3) Upon completing and analysis of the records above, the Health & Safety Officer will update the PCC (at each meeting) about any matters of concern, or any matter on which action is required.

EVALUATION:

Each year, in preparation for the July PCC Meeting, the whole PCC will be asked to read and suggest amendments to this policy in the light of experience gained in the preceding 12 months. Their task is to *evaluate the policy* to determine whether it remains *fit for purpose*. The Health & Safety Officer will attend PCC meetings to discuss and agree any changes to be made.