Health and Safety at Work, etc. Act 1974

HEALTH AND SAFETY POLICY STATEMENT FOR

St John the Baptist Church Stanbridge

<u>Duty of Care</u>: Much of the H&S legislation in force today is based on the 'Duty of Care' principle; in order for someone to make a claim of negligence, they would need to show that a duty of care was owed, and that there was a breach of that duty.

Lord Justice Akin (in 1932) produced what came to be recognised as a landmark statement of principle based on **Christ's commandment "To love your neighbour as yourself":**

> "The rule that you are to love your neighbour becomes in law, you must not injure your neighbour [ ] You must take reasonable care to avoid acts or omissions which you can reasonably foresee would be likely to injure your neighbour. Who, then, in law is my neighbour? The answer seems to be - persons who are so closely and directly affected by my act that I ought reasonably to have them in contemplation as being so affected when I am directing my mind to the acts or omissions which are called in question."

Our statement of general policy is:

- To embrace Christ's commandment, and the legal Duty of Care principle
- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees, PCC and volunteers on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide appropriate information, instruction and supervision for all employees and volunteers.
- To ensure all employees/volunteers are competent to do their tasks, and to give them adequate training and instruction.
- To limit accidents and cases of work-related ill health as far as is reasonably practicable.
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed: Revd Kaushal David Priest in charge	
Kaushal David Date: November 2017	Review date: March 2019

If you wish to read the whole policy, please ask a member of the PCC, or visit www.tst.co.uk

RESPONSIBILITIES

Overall and final responsibility for health and safety is that of:

- ✞ The Incumbent Minister, or in their absence, the Rural Dean or Archdeacon

Day-to-day responsibility for ensuring this responsibility is put into practice is delegated to:

- ✞ The Parochial Church Council (PCC)

To ensure health and safety standards are maintained or improved, the following people have responsibility in the following areas:

Name	Responsibility
Eric Richardson CMIOSH, MIFireE	Guidance, Advice, Instruction and Training
Peter Walker Croft & Kaushal David	Buildings & Grounds Safety
Samantha Reeder	Safeguarding
Eric Richardson	Consultation
Elaine Jones	Finances
Laurence Cooper	Bell Tower and Bell Ringing
Kaushal David	Grounds Maintenance

Employees
Paid personnel will be few; organist, cleaner etc, however both the Ecclesiastical Insurance Group and the Health & Safety Executive urge churches to treat volunteers as employees in health and safety terms. In this context, volunteers who care for our buildings and grounds will be afforded the same health, safety and welfare arrangements as those who provide paid for services.

All ‘employees' must:

Co-operate with the Incumbent, the PCC and those named above on health and safety matters.
Not interfere with anything provided to safeguard their health and safety.
Take reasonable care of their own health and safety; and
Report all health and safety concerns to an appropriate person.

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Responsibility for ensuring risk assessments are undertaken:

- ✞ Eric Richardson & Gill Hayward

The findings of the risk assessments will be reported to:

- ✞ The PCC

Action required to remove/control risks will be approved by:

- ✞ The PCC

The person responsible for ensuring the action required is implemented and risks are mitigated is:

- ✞ Revd Kaushal David

Assessments will be reviewed annually in harmony with the election of Churchwardens. Or when the work activity changes, whichever is the soonest.

CONSULTATION

Employee representatives are: the Standing Committee, namely:

PCC Chairman
PCC Secretary
PCC Treasurer
Lay Reader(s)
Incumbent Minister (if different from any of the above)

Consultation is provided by raising matters through the PCC

The Church insurers, Ecclesiastical Insurance Group, will be consulted on specific issues/projects.

SAFE PLANT AND EQUIPMENT

Churchwardens will be responsible for identifying all equipment/plant needing maintenance. They will also be responsible for ensuring effective maintenance procedures are drawn up.

The Revd Kaushal David will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to:
- ✞ The Churchwardens

Contractors' competence to undertake the task for which they are being engaged will be verified prior to appointing the contract.

The PCC will check that new plant and equipment meets health and safety standards before it is purchased.

SAFE HANDLING AND USE OF SUBSTANCES

Eric Richardson will be responsible for undertaking COSHH assessments

The PCC will be responsible for ensuring that all actions identified in the assessments are implemented.

The PCC will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Churchwardens will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every 3 Years in harmony with the election of Churchwardens or when the substances and/or work activity changes, whichever is the soonest

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety law poster is displayed in the Church and Hall.

Health and Safety advice is available from:
- ✞ Eric Richardson (01525 221572)

Supervision of young workers/trainees will be arranged/undertaken/monitored by:
- ✞ Churchwardens/Deputy Church Wardens

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:
- ✞ Eric Richardson

Job specific H&S training will be provided by:
- ✞ Churchwardens using competent persons identified to meet the need

Specific jobs requiring special training are:

Bell Ringing
Catering
Grounds Maintenance (e.g. tree work, gravestone maintenance)
Working at Heights
Moving & Handling large or heavy loads

Training records are kept at/by:
- ✞ PCC Secretary

Training will be identified, arranged and monitored by:
- ✞ The PCC

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

The first-aid boxes are kept in:
- ✞ Church & Church Hall

First-aid boxes will be checked by:
- ✞ Appointed Persons

The appointed persons (for church activities) are:
- ✞ Kerry Smith
- ✞ Eric Richardson

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in:
- ✞ Hall kitchen

Churchwardens are responsible for reporting accidents, diseases and dangerous occurrences (RIDDOR) to the enforcing authority.

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will annually review our Health & Safety arrangements and environment, and will comply with actions arising out of the Archdeacon's and Quinquennial Inspections.

The PCC is responsible for investigating accidents.

The Revd Kaushal David is responsible for investigating work-related causes of sickness absences.

The PCC is responsible for acting on investigation findings with the aim of preventing a recurrence.

EMERGENCY PROCEDURES

Eric Richardson is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every:
- ✞ Eric Richardson/Quarterly

Fire extinguishers are maintained and checked by/every:
- ✞ Competent Contractor/Annually

Alarms are tested by/every:
- ✞ Not Applicable

Emergency Lighting is checked by/every:
- ✞ Eric Richardson/periodically

Emergency evacuation will be tested every:
- ✞ 12 months

Fire Wardens will be appointed for:
- ✞ Services and events involving significant fire risk, e.g. extensive use of lighted candles

Appendix 1

Risk Management
Regulation 3 of the Management of H&S at Work Regulations 1999

Activity	Frequency	Risk	Controls	Risk Tolerability[1]	Review
Services and Hall Use (inc cooking)	Minimum Weekly	Fire	Fire Risk Assessment in place.	Tolerable	Annual
Climbing ladders (changing light bulbs, clearing guttering etc)	5-6 times a year	Fall from a height	ALWAYS a two-person job with someone footing the ladder. Apply principles of safe ladder work. Information issued/displayed (Appendix 1).	Tolerable	On each occasion
Hoisting the flag	5-6 times a year	Fall from a height	New, substantial, access ramp and fall-protection implemented.	Tolerable	On each occasion
Bell Ringing/Bells in Position for Ringing	Minimum Weekly	Struck by moving bell	Bell ringers have H&S documents and administrative controls in place. Bell Tower and Bell chamber under lock and key when not in use.	Tolerable	On reviewing this policy
Catering	Infrequent (e.g. monthly or less)	Food poisoning	Members of congregation trained in food safety; private users of the Hall sign a contract with conditions relating to kitchen use. Premises classified as 'Generally Satisfactory' under the Food Hygiene Rating (2012).	Tolerable	On reviewing this policy
Moving & Handling large or heavy objects	Infrequent (e.g. monthly or less)	Musculo skeletal injuries	Lifting and moving aids available (e.g. stacked-chair trolley, flat-bed trolley); request assistance from able-bodied people; two-person lifting and carrying (e.g. for the long metal ladders).	Tolerable	On reviewing this policy
Roof maintenance (e.g. clearing leaves, checking slates and lead flashing)	5-6 times a year	Fall from a height	Clearing leaves from single-storey hall roof is within DIY skills and is a two-person task. Roof maintenance is outsourced to competent roofing contractors.	Tolerable	On reviewing this policy

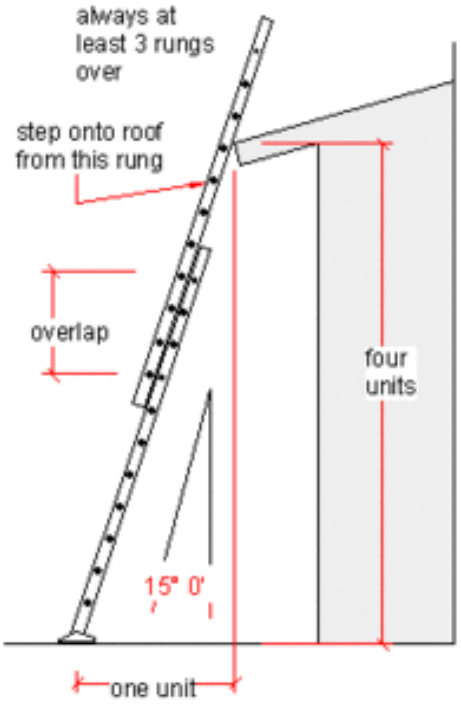
[1] Risk can be either: 'Acceptable' - no more than everyday living; 'Tolerable' - risk controlled as far as is reasonably practicable; 'Action Required' - further controls needed; 'Prohibitive' - task/activity to cease until action taken to reduce risk

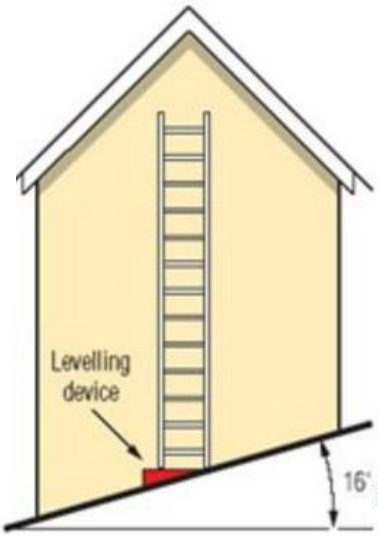
Building maintenance	On demand with 5 year quinquennial inspection	Injuries and ill-health arising out of poor building maintenance	Skilled surveyor inspects every 5 years; Churchwardens responsible for ongoing inspections/upkeep. Work required is outsourced to competent contractors unless within DIY skills.	Tolerable	On reviewing this policy
Grounds Maintenance (e.g. grass cutting, tree-work, gravestone maintenance, maintaining footpaths)	Weekly during grass-growing season, otherwise infrequent	Falls, trips, slips, hit by falling object	Grass-cutting requires no more than DIY skills and two nominated persons have experience; Tree-work/hedge-trimming is outsourced to competent contractors; Gravestone maintenance outsourced to competent contractors; Snow and ice clearing is risk-based, i.e. fresh-fallen snow will be left but patches of ice will be treated - where risk is severe services will be cancelled; Footpath maintenance - when required paving slabs will be lifted and re-bed to reduce trip hazards (carried out during 2012) and leaves will be swept off paths	Tolerable	On reviewing this policy
Gas and Electricity safety	5 yearly	Fire, explosion, shock	Electrics inspected by competent engineer 5 yearly. Competent electrical engineer used for electrical work. PAT tested annually by competent person. Gas Safe Registered gas engineer used for gas work	Tolerable	On reviewing this policy
Use/storage of valuables	Minimum weekly	Theft	Premises secured under lock and key. Floodlights illuminate Church at night. Valuables (e.g. Church Plate) under lock and key in safes within locked vestry and digital records maintained. Plate and lead 'Smart' treated.	Tolerable	On reviewing this policy

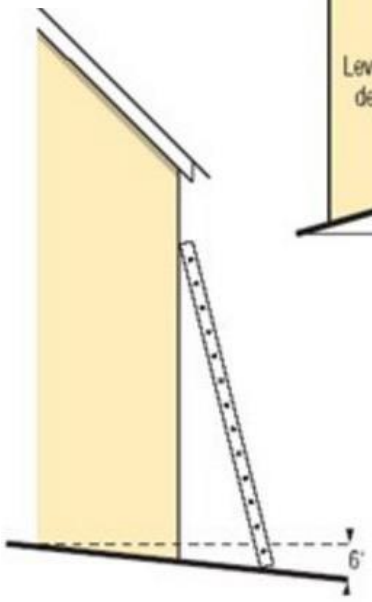
Personal Safety/Lone Working	Weekly	Injury, post-trauma stress, death	Activities with intrinsic risk to lone workers have been identified above and require two-person working. Opening up/closing down and some maintenance duties such as cleaning, flower-arranging, gardening, hall preparation may be conducted by lone workers. The attraction to potential aggressors is minimal and considered no more than everyday living therefore is acceptable. However lone workers are encouraged to have a mobile phone with them as the church/hall do not have a landline.	Tolerable Acceptable	On reviewing this policy
Doors, windows and gates	On use	Personal injury through impact with or by doors, gates, windows	Doors in everyday use are in good condition and easy to open. Self-closing devices have been adjusted to be soft-closing with low-resistance to opening. Large doors (e.g. North side of Church) opened rarely and if required assistance should be sought. Glass below waist height is toughened glass. Fragile Church glass (e.g. stained windows) is all above shoulder height). Churchyard gate is maintained and easy to open.	Tolerable	On reviewing this policy
Accommodating disabilities	On use	Exclusion/Discrimination	Access to grounds, Church and hall available to all mobility forms. Church sound system provides a 'loop' arrangement for those with hearing impairment. Large-print service materials made available to those with sight impairment. Open-welcome and caring Church members accommodate those with physical and or cognitive impairments.	Tolerable	On reviewing this policy

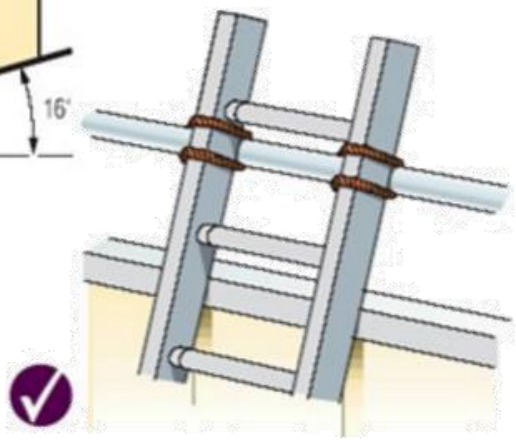
Appendix 1

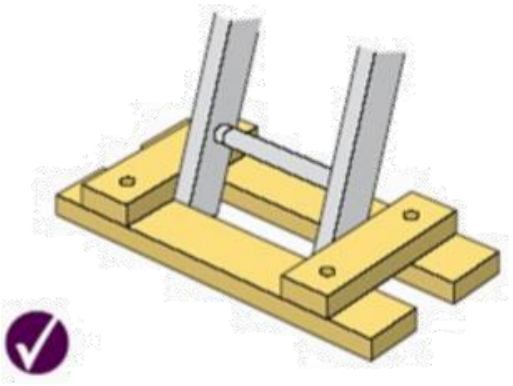
A guide on leaning ladder and stepladder safety











For more information contact Eric Richardson BSc OSH; CMIOSH; MFireE on 07970661363

Leaning and Step Ladder Safety

Step 1. Before you start

Not every job can be done with just a ladder - or by you on your own. So always check:

Are YOU up to the job?

Don't kid yourself by overestimating your abilities. If you're not completely certain that you can manage everything involved in doing the job properly, get professional help. This is particularly important if you are elderly or not fully fit, or not much good with heights - think about getting someone else to do it for you.

Is a LADDER up to the job?

Think ahead to what you'll have to do at every stage. If you will need to move around while you're up there, or carry lots of materials, or use heavy equipment, a ladder may not be sufficient. You might be better off using a mobile tower or scaffolding.

Remember - if you don't know - ask - Eric Richardson: 07970661363

Step 2. Choosing ladders

BUYING, HIRING or BORROWING - WHAT TO LOOK FOR.

Ladders should meet the British or European standards - check this whenever you buy, hire or borrow one. Note that a British Standard does not exist for some types of ladder (e.g. Roof Ladders), in these cases take other measures to be certain that you are using quality equipment.

Is it strong enough?

The UK has three categories of ladder strength -

Industrial Duty (Class 1) ladders are designed for a Maximum Static Vertical Load 175kg (27.5 stones). This will sometimes be referred to as "safe working load".

Trade Duty (previously Class 2, but now EN131) ladders are designed for a Maximum Static Vertical Load 150kg (23.5 stones)

Domestic Duty (Class 3) ladders are designed for a Maximum Static Vertical Load 125kg (19.5 stones)

Confusion frequently arises from the use of the term "Duty Rating" on some ladders, where Class 1 ladders are designated a Duty Rating 130kg and Class 3 ladders are designated a Duty Rating 95kg. These figures were arrived at by British Standards from a consideration of the frequency and general conditions of use. They are not an accurate guide to the Safe Working Load. The "Maximum Static Vertical Load" is a more useful measure and gives a more accurate guide to relative strengths.

The British Standards for UK ladders are -

BS 2037 - applies to metal ladders (Class 1 and Class 3)
BS EN131 - applies to metal and timber ladders
BS 1129 - applies to timber ladders

BS EN131 has been recently adopted as a European-wide standard (ladders manufactured in most of Europe will be known simply as EN131). In the UK it has replaced the old Trade Duty (Class 2) of BS 2037.

Is it long enough?

The overall length of a ladder is not the same as its usable length: allow one metre of ladder length above the highest rung you use. **Never stand on the top three rungs**.

Remember also that the "Extended Height" of a ladder is measured along the stiles. This will be reduced when the ladder is placed at the correct working angle against a wall (see below). However, do not over-compensate for this - a ladder with an Extended Height of 9.0m / 30ft will only lose about 30cm / 1ft when positioned at the correct working angle.

Step 3. Checking ladders

IS IT SAFE ENOUGH?

Run this quick check on any ladder you're thinking of buying, hiring or using.

General condition sound? (clean & dry, free from wet paint, oil, mud etc).
No cracks?
No rungs missing or loose?
Not painted? *
No stiles damaged or bent? #
No warping or splitting? (timber)
No corrosion? (metal)
No sharp edges or dents? (metal)
No rungs bent? (metal)
Footpads OK?
Caps/rubber fittings OK?

All metal ladders should have slip-resistant rubber or plastic feet. Damaged ladders need professional repairing - or more likely, replacing. A timber ladder can be protected with clear varnish or transparent rot-proofer.

** Ladders should never be painted as this could hide dangerous defects from view.*
 # Stiles are the outside uprights on a ladder.

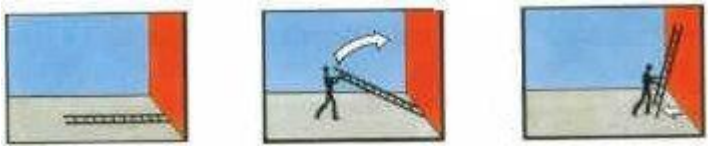
Step 4. Putting up ladders

GET SET.

Whenever you are carrying a ladder, keep the front end above head height. Turn carefully - it's not just in slapstick comedies that people get hit by swinging ladder ends!

A. Short Ladders

(Can be raised by 1 person)



Place the base against a solid surface.
Lift the top of the ladder and "walk down" it, rung by rung and hand by hand, moving in towards the base until the ladder is upright. Rest the top of the ladder against the wall or other firm surface, then lift or slide the base out to its final position. Ladders are designed so that their safest angle of use comes when every 1 measure out from the wall is matched by 4 measures up it.

B. Long Ladders

(need 2 or more people)

Lay the ladder on the ground with the base at the spot where it is to stand.
Heaviest person: stand at the base and put a foot on the bottom rung.
Remaining person/s: start to raise the ladder while heavy partner reaches forward from the base and grasps the stiles (take care not to pull or strain while a back is arched, as this can cause serious injury).
Once the ladder is upright, ease the top to rest against the wall or other firm surface.
Remember the rule - ONE OUT FOR FOUR UP.

C. Extension Ladders - push up type

(Need two or more people for longer lengths).

A short extension (under 2 metres, or 6ft) can be done after the ladder has been raised as for short ladders, described above.

For a long extension of over 2 metres:

Lay the ladder on the ground on the position to be used, then extend it to the required length.

Raise the ladder as for a long ladder described above.

If an extension ladder is to be extended, always do so before climbing it, unless it is a Rope-Operated ladder.

Step 5. Using ladders safely

DO's

DO place the base of the ladder on a firm, level, dry surface. If there's a time when this isn't possible - working on grass, for instance - tie the feet of the ladder to stakes in the ground to stop it slipping, and place a large flat wooden board underneath to help prevent it sinking.

DO position the ladder so that the base won't slip outwards. Leaning ladders are designed so that their safest angle of use comes when every 1 measure out from the wall is matched by 4 measures up it (rungs are usually about a third of a metre apart, so it's easy enough to get the distances roughly right). Most new extension ladders now have a mark on the stiles to show the safest angle of leaning. Remember the rule: 'ONE OUT FOR FOUR UP' The more the base is moved out from this position, the greater the risk that it will slip outwards suddenly and fall down without warning!

DO secure the bottom and the upper part of the ladder, by tying them (from stiles, not rungs) with rope or straps onto a stable , fixed object. You can tie the base to stakes in the ground, or use fixed blocks or sandbags to help guard against the ladder slipping, or buy special stabilisers. A rope or strap tied from a stile onto a fixed object at about the height of the fifth rung from bottom will help to stop any further movement.

If it's impossible for some reason to secure the ladder, get another adult to 'foot' it (by standing with one foot on the bottom rung and holding a stile in each hand).

DO rest the top of the ladder against a solid surface, never against guttering, or other narrow or plastic features. Where a surface is too brittle or weak to support the top of the ladder, use a stay or a stand-off resting on a firm surface nearby. Bolt or clip this to the top of the ladder before putting up the ladder.

DO have at feast three rungs extending beyond a roofs edge if you're using a ladder to get yourself up onto the roof.

DO make sure that longer extension ladders (over 18 rungs) have an overlap of at least three rungs. Shorter ones (up to 18 rungs) need a minimum overlap of two.

DO keep your body facing the ladder at all times, centred between the stiles.

DO move the ladder to avoid overstretching, and re-secure it whenever necessary, however frustrating that might be!

DO try to keep both hands free to hold the ladder as much as possible while you're climbing or descending - if you need to carry any tools, use a shoulder bag, belt holster or belt hooks.

DON'Ts

DON'T put a ladder on top of boxes, bricks, barrels or any other unstable surface just to gain extra height.

DON'T reach too far forwards or sideways, or stand with one foot on the ladder and the other on something else.

DON'T carry heavy items or long lengths of material up a ladder.

DO hold on to the ladder with one hand while you work. You can get special trays which fit between the stiles to take paint pots, tools etc.

DO wear strong, flat shoes or boots, with dry soles and a good grip.

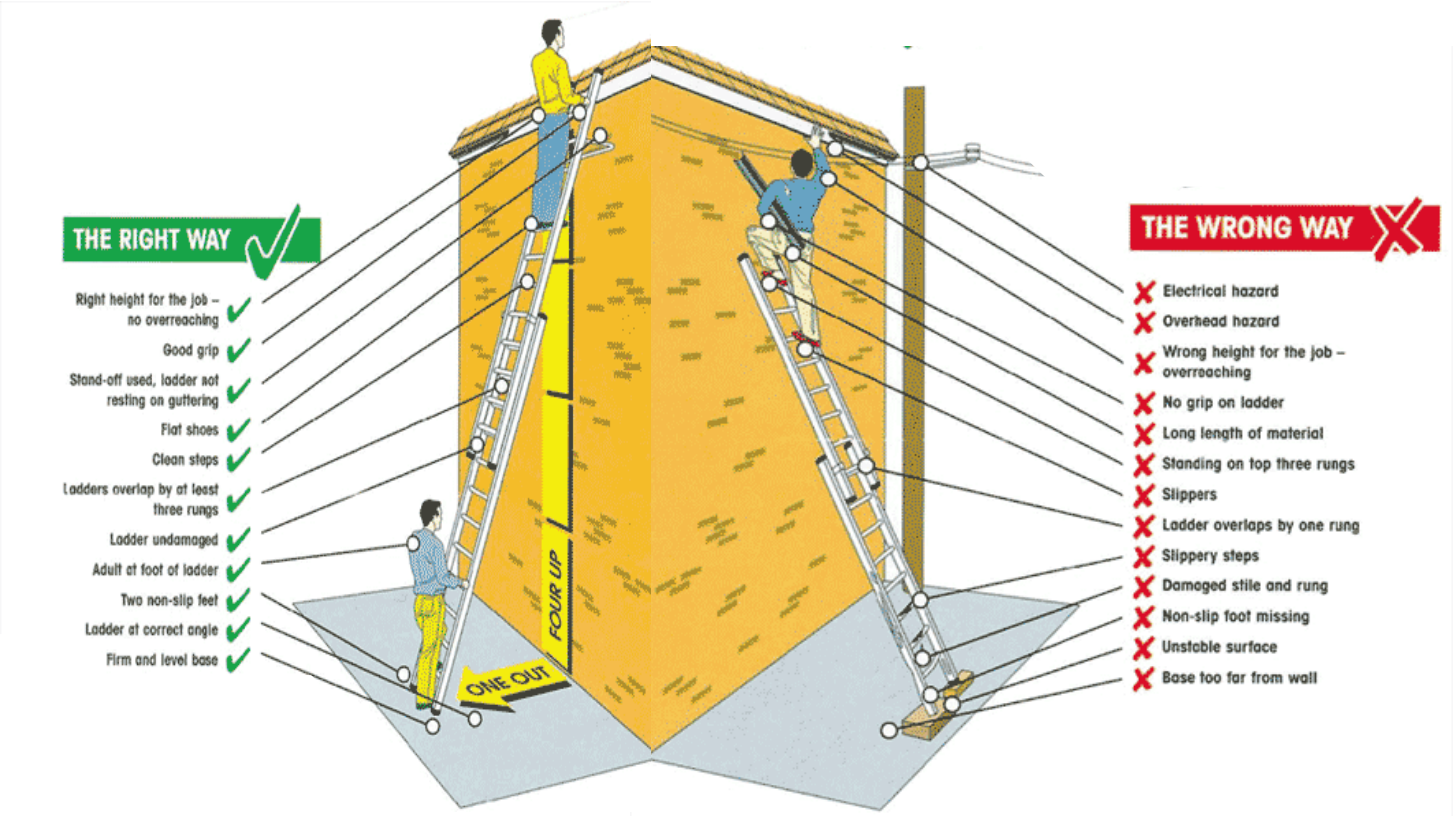
DO make sure a door is locked, blocked or guarded by someone if you're up a ladder in front of it.

DON'T wear sandals, slip-ons or have bare feet on a ladder.

DON'T use a ladder in a strong wind.

DON'T use a ladder near power lines.

DON'T be tempted to use a ladder if you're not fit enough, or suffer from giddiness or aren't confident with heights.



Step 6. Storing Ladders

SAFE KEEPING

Always store ladders in a covered, ventilated area, protected from the weather and away from too much dampness or heat. Ladders can fall if stored vertically, so take particular care. If possible, secure the top (with a bracket, for instance).

Never hang a ladder from a rung. And don't store a ladder in any place where a child might be tempted to climb it.

For storing horizontally, a rack or wall brackets are ideal.

Keep timber ladders clear of the ground to avoid contact with damp.

Hang aluminium ladders horizontally from a stile or on a stile - but beware - long and heavy ladders can sag in the middle if not supported sufficiently. This sagging cannot be repaired and renders the ladder unusable!

Timber ladders must be raised off the ground for storage.

BE SECURE
For security reasons as well as good maintenance, don't store a ladder on view outdoors where it could be stolen or used in a break-in.

Stepladder Safety

The most important ways to avoid stepladder accidents are -
Choose the correct step for the job - too many Domestic Duty steps are used in Trade and Industrial situations and are simply not robust enough.

Never over-reach.

Position a stepladder front-on to the work. Never work to the side of a stepladder. Working sideways-on accounts for a large number of accidents, where the step topples over sideways because of over-reaching.

On a step with a platform never stand higher than the platform. On a Swingback Step or Builders Step (with no platform, just a series of treads) never stand higher than where you can still hold onto the step with one hand to aid balance and safety.

Always stand the stepladder on a firm, level surface.