

# Christ Church at Whetstone

## Health and Safety Policy.



### **1. Statement.**

Christ Church at Whetstone is committed to the promotion and maintenance of Health and Safety in all of its activities and at each of its premises:

Christ Church at Whetstone, Oakleigh Park North, London N20 9AR.

Friary Hall, Oakleigh Park North, London N20 9AR.

The Manse, 9, The Hook, New Barnet, EN5 1LG.

This policy is made in accordance with the Health and Safety at Work Act 1974 and takes account of the Regulatory Reform (Fire Safety) Order 2005 and the Construction, Design and Management Regulations 2015. In the case that the Manse is let, the URC Thames North Trust Guidance note 6 for Churches will be followed.

So far as is reasonably practicable, Christ Church at Whetstone will provide and maintain a safe and healthy environment and safe equipment and systems for the health and safety of all members of the congregation, employees, voluntary helpers, contractors, users of, and visitors to the premises. The policy is agreed by the Elders' Meeting of the Church and the Church Meeting, indicating the commitment of Christ Church at Whetstone to Health and Safety. The policy will be reviewed annually.

### **2. Organisation and Responsibilities.**

#### **2.1. Overall responsibility.**

Overall responsibility for health and safety lies with the Elders.

- a). As part of the management of the premises the Elders will arrange for annual reviews and risk assessments on the premises, their use and equipment and will implement such measures to mitigate identified risks as seem appropriate.
- b). All Elders are responsible for identifying, recording and reporting new defects and hazards which require attention through the Church Secretary (who for the purposes of this policy will assume the role of Health & Safety Officer for the church).

#### **2.2. The Role of the Health and Safety Officer.**

The Health and Safety Officer should be suitably qualified or have access to competent persons to provide advice. The role of the Health and Safety Officer is to ensure so far as is reasonably practicable, that:

- a). This Health and Safety policy is observed;
- b). The premises and all plant, machinery, equipment and tools are maintained in good and safe condition;
- c). adequate and unobstructed access and egress is maintained;
- d). portable fire-fighting equipment to be visibly checked weekly and serviced every 12 months by a competent person.

Fire alarm to be tested weekly and serviced every 12 months by a competent person.

Emergency lighting to be tested every month (flick test) and serviced every 12 months by a competent person.

- e). risk assessments to be undertaken and reviewed at least every 12 months.

These should include identification of the hazards, decisions as to who might be harmed and how, an evaluation of the risks and decisions on precautions, a recording of the significant findings and a subsequent review of the assessment and update if necessary.

- f). appropriate action is taken to deal with defects and hazards identified as requiring attention.

### **2.3. General responsibilities.**

All members of the congregation, voluntary helpers, employees, and users of the premises have a responsibility to co-operate with the implementation of this Health and Safety Policy, to take reasonable care of themselves and others whilst on the premises and to notify the Health and Safety Officer of any risks and hazards of which they have become aware.

## **3. Practical arrangements.**

### **3.1. General.**

All users of the premises must:

- a). be aware of and comply with safety procedures, operating instructions and working methods relevant to the use of the premises and equipment.
- b). ensure that the kitchens are NOT left unattended when any of the appliances are in use, particularly the electric cooker. No deep fat frying is allowed in the kitchens.
- c). inform people attending functions of relevant health and safety matters eg. fire exits and procedure, and the location of first aid facilities; keeping exits, corridors and car parking spaces clear of obstruction and

d). report to the Health and Safety Officer any fault or defect, actual or potential hazard coming to the notice of the user, any accident, injury or near miss materially associated with the condition of the premises or any plant, equipment or tool provided by the Church at any of its premises.

## **Specific Areas.**

### **3.2. Equipment, plant, machinery.**

- a). All equipment, plant and machinery to be maintained in good, safe working order through annual check, inspection or servicing as indicated in individual manuals.
- b). Any fault or defect or actual or potential hazard to be reported to the Health and Safety Officer or in his absence to another Elder. A book for this purpose, to record faults and hazards, and any remedial action taken, to be kept at the church. Faults, hazards or defects at The Manse to be reported to the Health and Safety Officer if not already reported by the tenants to the managing agents. Electrical equipment to be visually checked annually to spot early signs of damage or deterioration. Any repairs or necessary replacements to be dealt with without delay and by a competent person. (See also 3.6.b).
- c). Any equipment brought on to the premises in connection with an event to be suitable, safe for use on the premises and to be used in a safe manner and not cause damage to the building.
- d). Users to make any arrangements additional to those made by the Church for first aid and accident reporting as may be appropriate to the circumstances.
- e). Stacking chairs are not to be stored more than four high. A trolley is available to assist in moving tables and chairs from and to storage locations.

### **3.3. Working at Height. Use of ladders.**

Working at Height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury eg working on a ladder. This policy is made in accordance with the Work at Height Regulations 2005 (WAHR).

- a). Any work at height on the premises must be properly planned, supervised and carried out by competent people on the right type of equipment.
- b). A risk assessment must be undertaken.
- c). In the case of low risk, short duration tasks involving ladders, competence requirements may be no more than making sure employees receive instruction on how to use the equipment safely and having appropriate training.

d). If a risk assessment indicates that it is correct to use a ladder, it must be ensured that the right type of ladder is used, it is used safely and with an awareness of the risks and of measures to help control them. At Christ Church at Whetstone a long ladder is stored in the back room off the Upper Hall and step ladders are stored in the space behind the organ. Visual checking to be made before use and an annual inspection by the Health and Safety Officer.

e). employees have general legal duties to take responsible care of themselves and others who may be affected by their actions and to cooperate with their employer to enable their health and safety duties and requirements to be complied with.

f). employees should report any safety hazard they identify to the Health and Safety Officer.

### **3.4.Accidents and First Aid.**

a). First Aid boxes are located in:

The kitchens of the church and Friary Hall.

b). The First Aid boxes to be regularly checked by the Health & Safety Officer.

c). An accident book to be kept by each first aid box.

A report form must be completed on each occasion that the first aid box is used.

d). All accidents occurring on the premises must be recorded in the Accident Book at the earliest opportunity, preferably by somebody with personal knowledge of the incident.

e). Completed forms should be detached from the book and delivered as soon as practicable for review by the Health and Safety Officer and safe keeping.

f).Contact details of the nearest Accident and Emergency department (at Barnet Hospital), Finchley Memorial Hospital Walk in Centre and NHS Direct to be posted on notice boards.

g). As there is no public telephone in either premises, users must ensure that they have at least one mobile telephone readily available for use in emergencies when using the premises.

### **3.5.Fire Safety.**

a). Annual assessments of the fire risks at the premises to be undertaken and adequate and appropriate fire safety measures to be put in place to minimise the risk of injury or loss of life in the event of a fire at the premises.

b). Evacuation plans to be displayed at the premises together with notices about the procedures in the event of a fire.

c). In the event of a fire:

Meeting point is the garden at the front of the church at the apex of the site.

No attempt should be made by car owners to move their cars from the car park.

The responsible official of the Church or user of the premises who is on duty or in attendance to call the Fire Brigade.

Fire extinguishers to be used only by those with appropriate knowledge and only if they can be used without risk to the individual.

Everyone to leave the premises as quickly and calmly as possible without attempting to collect possessions or other people.

Children to be led safely by responsible adults.

The able bodied to be prepared to offer assistance if required to those who need it.

The last adult out of a room which has a door which can be closed to do so.

d). For the protection of users, the following measures to be implemented:

Sources of ignition and flammable substances to be kept apart;

Accidental fires to be avoided;

Good housekeeping to be maintained eg. the avoidance of the build-up of rubbish that could burn;

Prompt detection of fires and warning to those using the building eg smoke alarms/fire alarms.

Installation and maintenance of the right fire-fighting equipment for putting out a fire quickly;

Fire exits and escape routes to be clearly marked and unobstructed at all times

Appropriate training on procedures including annual fire drills.

Records of training and fire drills to be kept.

e). Contracts to be in place for regular inspection and maintenance of the fire-fighting equipment, fire alarm system and emergency lighting. For fire alarms the recommended period between successive inspection and servicing visits should not exceed six months. The fire alarm system to be serviced and tested in accordance with BS5839-1 2013 and any recommendations made in the fire risk assessment.

f). Regular testing of the fire alarm system to be undertaken while the premises are in use.

g). Annual inspection of the lightning conductors to be undertaken.

### **3.6. Electrical, gas and water safety.**

a). Inspections to be carried out annually on all cables for loose connections or worn cables.

b). PAT testing to be undertaken annually on all portable electrical equipment (with a plug).

c). All repairs to electrical equipment to be undertaken by the appropriate competent person.

d). Inspections of the fixed electrical system to be undertaken by a competent electrical contractor every five years.

e). Electrical cables to be positioned so that they do not constitute a tripping hazard and are not at risk of damage.

f). Any defects in plugs, sockets and cables to be reported to the Health and Safety Officer, the defective equipment withdrawn from use and/or a warning notice be put with the equipment and no attempt be made except by competent, qualified people to use or repair faulty equipment or cables.

Gas fired equipment:

a). Maintenance contracts for the boilers to be in place.

b). Any work on the heating and hot water boilers to be undertaken as the need arises by appropriately qualified people.

c). On all gas equipment mandatory servicing and inspection to be carried out every 12 months.

Water:

a). The hot water from boilers to be maintained at a sufficiently high temperature to minimise the risk of hazardous bacterial contamination.

### **3.7.Substances potentially hazardous to health.**

a). Hazardous materials, including cleaning and decorating products to be locked away with suitable warning signage.

b). Data sheets advising on the handling of these products to be kept with the substances.

### **3.8.Food hygiene.**

a). Having regard to the use made of the kitchens, the Church is not required to register under the Food Safety Act 1990.

b). The necessary standard of general cleanliness of the kitchens to be maintained.

c). All users of the kitchens are expected to observe food hygiene good practice in the preparation and storage of food, and for the appropriate cleaning of the cooker, worktops and any Church-owned cooking utensils, tableware, cutlery etc. and for the clearance of kitchen waste and packaging.

### **3.9.Management of contractors and hirers.**

a). Following the Management of Health and Safety at Work Regulations 1999, and the CDM regulations 2015, the Church, as employer, will carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.

All large scale construction projects are undertaken in conjunction with and under the guidance of URC Thames North Synod staff.

When outside contractors are required for smaller building repairs and maintenance, redecoration etc the work will be carried out by suitably qualified professionals/tradespeople. Where possible information and recommendations will be obtained as to their qualifications, standard of work and their health and safety record.

Documentation/evidence of competence, experience and conformity with legal requirements will be requested directly from the professional/tradespeople. Work will be monitored.

In addition the Church will:

- b). provide appropriate protective clothing and equipment when required.
  
- c). ensure any equipment provided for work is safe.
  
- d). provide necessary equipment for work entailing manual handling eg trolley for moving stacks of chairs.
  
- e).ensure that electrical systems are safe to use and maintained in a safe condition.
  
- h).assess risks from hazardous substances and take appropriate precautions.
  
- i).ensure safe installation, maintenance and use of gas systems and appliances.
  
- j). ensure that any Church's employees or contractors are aware of health and safety issues and receive supervision and, where required, training.
  
- k). take out insurance for employees against accidents and ill health.

### **3.10.Safe Working.**

The purpose of this policy is to encourage all those using the church premises to be aware of safety issues when working alone or in groups.

It is not the intention of the policy to increase fear of crime but to increase awareness of how to ensure the work of the Church can be undertaken in safety and with peace of mind.

#### **a). Lone Working.**

When members need to enter the premises to attend to tasks or collect items, it is not always possible to ask someone to accompany them.

Ensure all entrances to the building are locked while in the building alone.

Any person working alone in either building must take a mobile phone for use in emergencies.

Where possible members should inform someone when visiting the premises alone.

On leaving the building ensure that all lights are off and the building is secure.

## **4. Implementation of the Health and Safety Policy.**

This policy was approved at the Elders' Meeting, held on.....

and by the Church Meeting held on.....

The policy will be reviewed in.....

and will be reviewed annually thereafter.

Signed:.....

Date.....