



All Saints' Church
Preston on Tees

Health and Safety Policy

2020

All Saints' Church

22 Dunottar Avenue, Preston-on-Tees
Stockton-on-Tees, TS16 0AB

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Document History

This Policy will be kept up to date, particularly as the organisation changes in nature and size, or with the introduction of new legislation and/or guidance.

Issue Number	Date	Comments
1.0	June – July 2017	New Health and Safety Policy was developed with Health and Safety Consultant.
1.1	July 2017	Reviewed, initially by Warden – Martin Howard.
1.2	September 2017	Second review by Karen Killick
1.3	March 2017	Third review by Karen Killick and Jonathan Backhouse
1.4	July 2018	Final review and accepted by PCC
1.5	November 2019	Revised KK
1.6	December 2019	Reviewed JB
1.7	January 2020	Updates made by KK & JB
1.8	March 2020	Updates made by MH & JB This policy is currently under review. And will be updated shortly.

Document control

Authorised:	Martin.Howard and Karen Killick (Church Wardens)	Date	
Approved:	Parochial Church Council (PCC)	Date	
Reviewed:	J.Backhouse & M.Howard	Date	1/4/20
Author:	Jonathan Backhouse, Chartered Safety and Health Practitioner	Date	June 2017

Terms of Reference

Employer – All Saints' Church, Preston-on-Tees

Worker – Employees (f/t and p/t), and to members of All Saints' who volunteer their services to All Saints'

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Statement of Intent

All Saint's Church, Preston On Tees (*the Employer*) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all their employees, volunteers (aka **workers**) and others who may be affected by their activities.

The Employer will, so far as reasonably practicable

- provide effective control of the health and safety risks arising from all work activities;
- implement adequate prevention and precautions for fire safety;
- consult with employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure suitable and sufficient risk assessments and safe systems of work, are completed and followed;
- ensure the safe use, handling and storage of hazardous substances;
- ensure that all employees are provided with appropriate information, instruction training and supervision;
- maintain a workplace that is safe and without risks to health; and
- provide a safe and healthy working environment with adequate facilities and arrangements for welfare at work.

Workers responsibilities are

- to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work;
- to co-operate with management, with regards to, health and safety;
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- to use all machinery and equipment following the instruction and training provided; and
- to inform management of any situation or matter that may affect the health and safety of themselves or others.

This policy has been prepared in accordance with Section 2(3) of the Health and Safety at Work etc. Act 1974 (c. 37) 1974.

Name	Martin Howard	Position:	Church Warden
Signature	M.H.Howard	Date:	1/4/2020

Organisation

Overall Responsibility

The Church Wardens, have overall responsibility for health and safety.

Priest in Charge

Rev John Lambert

Specific Responsibilities

Martin Howard /and Karen Killick have delegated responsibility, to ensure this Policy and associated procedures are fully understood, applied and resourced. And will be referred to as the **Health and Safety Officer**, in this Health and Safety Policy.

Health and Safety Consultant (Competent Person)

The following appointment has been made in accordance with **Management of Health and Safety at Work Regulations 1999**, regulation 7, which requires the employer to have access to competent help in applying the provisions of health and safety law, including these Regulations.

Jonathan Backhouse, Chartered Safety and Health Practitioner
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And will be referred to as the **Health and Safety Consultant**, in this Health and Safety Policy.

Roles and Responsibilities

The following roles and responsibilities have been delegated by the PCC.

Name	Specific Roles
Martin Howard	Warden
Karen Killick	Warden
John Lambert	Priest In Charge
Nichola Wrightson	Child Protection Officer
Kathryn Belmont	Youth Pastor
Nina Rye	Food Safety Manager
Sandra Griffiths	Administration
Jan Peters	Children and Families Worker
Peter Lankford	Caretaker
Rob Govier	Prayer Co-ordinator

Wardens

- To accept responsibility for health and safety management.
- Recognise that they retain ultimate responsibility for health and safety including where decisions are delegated to others.
- Satisfy themselves that an appropriate health and safety policy and arrangements are prepared and implemented.
- Undertake periodic review of the ongoing effectiveness of health and safety policy and arrangements.
- Ensure sufficient resources and facilities are made available to meet the requirements of the health and safety.
- Demonstrate individual and collective commitment to effective health and safety.
- By their personal actions demonstrate the commitment to the development of a positive health and safety culture.
- Appoint competent person(s) to manage health and safety matters and liaise with the competent person(s) when necessary to seek advice or additional resources.
- Appoint competent contractors, as required.

All staff (including paid employees and volunteers)

- Familiarise themselves with this health and safety policy and risk assessments relevant to their work activities.
- Take reasonable care of themselves and other relevant persons, who may be affected by what they do or do not do.
- Co-operate with the Employer, with regards to health and safety.
- Do not interfere or misuse anything with regards to safety provisions.
- Correctly use Personal Protective Equipment (PPE), work equipment, etc. in accordance with their training and/or instructions.
- Do not undertake any activity they believe to be unsafe.
- Inform the **Health and Safety Officer**, if they think there is a risk to anyone's health, safety or welfare.
- Record all accidents and near misses.

Contractors

Contractors are persons or organisations (other than workers) who carry out any work on behalf of the Employer. Contractors must:

- Comply with relevant health and safety legislation.
- Be competent to carry out the work for which they have been appointed.
 - Provide copies of their insurance certificates, relevant qualifications, and details of professional/trade memberships, etc.
 - Provide copies of their method statements/risk assessments for all works to be undertaken.
 - Provide copies of their own health and safety policies and any other documentation appertaining to the work they are to carry out.
- To follow their professional/trade Code of Conduct, where applicable.
- Ensure that the objectives outlined within this health and safety policy are fully understood and observed by themselves and other persons under their control.

Arrangements

Introduction

This section sets out the health and safety arrangements to minimise, as far as is reasonably practicable, the risks to the health and safety of who may be affected by their actions.

This policy will be delivered by:

- Continually improving safety performance.
- Developing health and safety procedures, that meet the requirements with regards to the Health and Safety at Work etc. Act 1974 1974 and pertaining regulations, including the Regulatory Reform Fire Safety Order 2005.
- Ensuring suitable and sufficient risk assessments are undertaken.
- Implementing an Occupational Health and Safety Management (HSG 65).
- Undertaking proactive monitoring; where applicable
- Undertaking Occupational Health and Safety Management audits
- Undertaking reactive monitoring; including accident investigations.
- Reviewing risk assessment as the need arises or annually
- Providing appropriate health and safety training such as Health and Safety Awareness, Manual Handling, Display Screen Equipment Assessment etc.

The following arrangements have been set out in alphabetical order.

1. Accident Management

General

The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** (RIDDOR) require that certain incidents, injuries, diseases and dangerous occurrences involving employees, self-employed workers and members of the public are to be recorded and reported to the Health and Safety Executive (HSE).

The Employer must keep records of all accidents, incidents and near misses.

Workers must report, and record all accidents and near misses, regardless of their severity.

All accidents regardless of their severity and near misses should be reported and investigated, to prevent reoccurrence.

Procedure

All accidents are to be recorded in the accident form (1A).

All near misses are to be recorded in the near miss form (1B).

The Health and Safety Officer it to be made aware of all accidents and near misses. All accidents and near misses (regardless of consequence) that could have resulted in a serious injury will be investigated by the Health and Safety Officer and Health and Safety Consultant as soon as practicable.

An investigation by the Health and Safety Officer/Health and Safety Consultant will consider whether the incident was avoidable and identify what action should now be taken to prevent a recurrence.

2. Asbestos

General

The **Control of Asbestos Regulations 2012 (SI 2012/632)** came into force on 6 April 2012, updating previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC). The regulations apply to All non-domestic buildings, whatever the type of business; and common areas of domestic buildings, e.g. halls, stairwells, roof spaces.

Asbestos was widely used in buildings and whilst its use as a new material has been prohibited since 1999, it is still present in buildings and in products used in buildings. Common locations in which asbestos may be found include gaskets and seals on heaters and boilers, in gaskets and fuses in electrical switchgear, as roof sheets gutters and tiles, in Artex (textured coating), in vinyl floor tiles, in pipe lagging and as fire prevention boarding. The advice from the Health and Safety Executive is that if it is sealed and in good condition then normally it can be left in situ as long as it is not disturbed.

The Duty Holder, and therefore the person responsible for managing asbestos, is:

- The person responsible for maintenance or repair of premises or equipment; and
- Where there is no tenancy agreement or contract and no responsibility for repair or maintenance is clear, or where premises are unoccupied, the duty falls on whoever has control of the premises.

The Duty Holder is required to:

- Take reasonable steps to find materials containing asbestos in non-domestic premises, its amount, where it is and what condition it is in;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make, and keep up-to-date, a record of the location and condition of the asbestos containing materials;
- Assess the risk of exposure;
- Prepare a risk management plan;
- Put the plan into action;
- Periodically review and monitor the plan; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Procedure

Health and Safety Officer is to confirm details from the Asbestos Survey and/or Asbestos Register. If this has not been undertaken or is not available a future Asbestos Survey will be required.

An Asbestos survey was carried out in May 2019. This is kept by The Church Wardens and is available in the church office.

3. Building/grounds maintenance – church

General

The Employer, who is in control of non-domestic premises, has a duty under section 4 of the **Health and Safety at Work Act 1974** to ensure, so far as is reasonably practicable, that people who are not their employees, but use their premises that they are in charge of, are provided with safe environments. The **Workplace (Health, Safety and Welfare) Regulations 1992** expand on these duties and are intended to protect the health and safety of everyone in the workplace, and ensure that adequate welfare facilities are provided for people at work.

Procedure

The Caretaker will ensure that all work undertaken following this Policy and the Safe System of Work (form 1G)

Need a list of task/duties, etc.

- General maintenance
- General maintenance, whilst working at height
- Use of circular saw
- Setup/set down
- Mowing lawn / Gardening
- Cleaning

4. Car park

General

The Employer has a legal duty to provide workplaces which are safe and without risks to health and/or safety which includes the carpark.

Procedure

- Best practice recommends parking space should be at least 4.8m by 2.4m.
- Use of the car park by those not visiting the Church is to be discouraged.
- Signage stating that it is a “private car park” is displayed on both the church centre exterior wall and the houses/garage opposite.
- When the car park is used as a yard for Youth then three cones are to be placed to prevent cars accessing/egressing.

Reverse Parking, is strongly recommended, where practicable.¹

¹ <https://www.aviva.co.uk/risk/solutions/news/2008/07/29/reverse-parking-safer-and-more-economical/>

5. Child safety

General

The scope of this health and safety policy does not address safeguarding issues; this does address the health and safety of children.

Any child safe guarding is to be addressed by Nichola Wrightson.

Procedure

Hot drinks: care should be taken when moving around the hall with hot drinks. At children's events when large numbers of children are present (e.g. Messy Church), hot drinks are served in cups with lids.

During the first part of the service, children are the responsibility of their parents. The leaders take responsibility for the children when the children leave to join the children's groups. Leaders return children to parents at the end of the service when they then resume their parental responsibility for their children.

6. Contractors

General

The Employer has a legal duty, under the **Health and Safety at Work etc. Act 1974 section 3** to manage all contractors they engage for services; for example, the external serving of equipment.

Procedure

Contractors and self-employed persons who are working for the Employer will be required to confirm they are:

- they are conversant with their requirements of the **Health and Safety at Work etc. Act 1974**, and other relevant statutory regulations and requirements;
- they will provide evidence of training and certificates of competence, as required; and
- they will submit all relevant documentation, if applicable, their health and safety policy, suitable and sufficient risk assessments, safe systems of work, method statements, etc. prior to the commencement of their work.

List of contractors is kept in the Log Book by the Church Wardens

7. Communication and consultation

General

The Employer has a legal duty to consult with employees on matters of health and safety (see **Management of Health and Safety at Work Regulations 1999** and **Health and Safety (Consultation with Employees) Regulations 1996**. Currently, there are no elected representatives of employee safety.

Procedure

Monthly Warden meetings are undertaken, Health and Safety is addressed at each meeting. Health and Safety is a permeant agenda item and concerns are forwarded to the Health and Safety Consultant when issues arise.

8. Disabled Workers / visitors / church members

General

The **Equality Act 2010** replaces previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with.

Procedure

The church will ensure that relevant procedures are put in place to ensure the working environment for all staff is safe.

A suitable risk assessment will be undertaken as required.

Car park has two disabled bays, access ramps are at the church and hall entrances to the building

A ramp is used for wheelchair access for communion

9. Display Screen Equipment

General

The **Health and Safety (Display Screen Equipment) Regulations 1992**, require that all staff who are habitual users of computer equipment have an annual Display Screen Equipment (DSE) assessment. Eyesight tests will be provided free of charge to all staff, who used computers as part of their work and who require a DSE assessment.

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, **for an hour or more at a time**.

Workers are given information and training to enable them to use DSE equipment in a way that minimises risks and are provided with eyesight tests/glasses if required.

Procedure

DSE assessments are kept in the church office.

10. Driving

General

All employees who drive, on behalf of the Employer must comply with the **Road Traffic Act 1988**, the **Highway Code**.

Procedure

Any workers driving on behalf of Employer must

- not be under the influence of drugs and/or alcohol (no consumption of alcohol within 12 hours prior to driving for/on behalf of the church);
- use of mobile phones are strictly forbidden for use during driving;
- any journey more than two hours will include a short break;
- provide details (including copies) of driving license;
- inform the Health and Safety Manager of any Points on their license;
- provide a copy of insurance which must state that the driver/vehicle is covered for business use; and
- provide copy MOT certificate (if applicable).

Drivers log book is kept, for church organized events– speak to the Safeguarding Officer.

Any private vehicle used for the purposes of work must be and good working order and, if applicable, have a current MOT certificate.

11. Enforcing Authority

General

The **Health and Safety (Enforcing Authority) Regulations 1989** provide the authority for local authorities to inspect churches on health and safety matters. Generally, the enforcing authority will be the Environmental Health Department (or equivalent) of the local District, Borough or Unitary Council. It is normal for such visits to be by appointment.

Details

Stockton Borough Council 01642 526571
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12. Electrical Equipment

General

The **Electricity at Work Regulations 1989** imposes health and safety requirements with respect to the electricity used at work. General duties are imposed to ensure that all electrical systems have been properly constructed, maintained and are used in such a way so as not to give rise to danger. As may be necessary to prevent danger, all systems shall be maintained, to prevent, so far as is reasonably practicable, such danger.

Procedure

The Employer will

- Ensure the mains electric is tested, on a five (5) yearly basis;
- Ensure all electrical equipment is tested in accordance with the **IET** (Institution of Engineering and Technology) **Code of Practice for in-service inspection and testing of electrical equipment 4th Edition**, and their insurance policy (if required); and
- Keep records in the Health and Safety File of all electrical inspection and testing.

Workers will ensure

- Extension cables are unwound prior to use.
- Electrical equipment with a heating element (for example, coffee machine) should be plugged directly into the mains or be used with a short extension, with no other equipment attached.

Workers may only use any personal electrical appliances, for example, mobile phone and tablet chargers, with original chargers. These will be inspected, and PAT tested every 12

months and all electrical equipment bought in and used on a regular basis must be PAT tested. A register will be kept of all inspections.

Solar panels

Any maintenance of the solar panels will be carried out by appropriate contractors.

The only maintenance is cleaning them every six months which is done by a contractor window cleaner

13. Emergency Procedures (fire, flooding, etc.)

General

The Employer has a legal duty under **Management of Health and Safety at Work Regulations 1999** to provide the emergency plan and procedures to cover situations presenting a serious and imminent danger.

Procedures

- Water
- Electrical
- Gas

14. Events and activities (on-site and off-site)

General

The Employer (or in some cases the event/activity organiser) is legally responsible for all those who may be affected by their activities, under the **Health and Safety at Work etc. Act 1974 (c. 37) 1974 section 2 and 3**. There are additional requirements in respect of Safeguarding which falls outside the scope of this policy.

Generic Risk Assessment

Identified Hazards	Who might be harmed and how? ²	Current controls in place
1. Emergency conditions	In the event of an emergency; for example, fire or first aid persons may not know what to do or have a delay in assistance.	<ul style="list-style-type: none"> • Fire marshal/appointed person to take charge will be at the event/activity. • First aid trained/appoint a person to take charge will be at the event/activity.
2. Manual handling of equipment; for example, chairs.	<p>Person lifting/moving equipment may suffer a back injury (strained muscle, etc.) or injury of trapping/injuring fingers.</p> <p>This accounts for the largest non-fatal injuries to workers.</p>	<ul style="list-style-type: none"> • Follow correct lifting technique – see INDG143 Getting to Grips with Manual Handling³ “<i>At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).</i>” Do not keep back straight. • No more than two chairs are to be carried by one person. • Chairs should not be stacked more than six high (in the main hall).
3. Slips and trips, at the same level	<p>Anyone may suffer serious injury or permanent disablement, due to a slip or trip.</p> <p>This accounts for the second largest non-fatal injuries to workers.</p>	<ul style="list-style-type: none"> • All slip and trip risks are considered where the event/activity is to be held (for example, outside in winter – ice, inside wet floor, trailing cables). • Suitable action must be taken, for example salting the ground outside to prevent slipping on ice; and/or cleaning spills as soon as they happen)
4. Working at height	<p>Falls from a height.</p> <p>This accounts for the largest fatal injuries to workers and the 6th largest cause of non-fatal injuries.</p>	<p>Working at height includes working above floor height.</p> <ul style="list-style-type: none"> • No one will stand on chairs, tables, etc. • Only those who have been trained and authorised will work at height – using the ladders and step ladders provided. • Ladders and stepladders are subject to formal inspection.
5. Electrical equipment	<p>The risk to a user – electrical shock/electrocution from faulty/misused equipment.</p> <p>This accounts for 6 deaths per year from workers.</p>	<ul style="list-style-type: none"> • Only electrical equipment that has undergone a Combined Inspection and Testing (i.e. PAT tested) will be used for events/activities • Prior to using electrical equipment will be visually checked for signs of damage, if damaged they will not be used.
6. Food safety	<p>Those working in the kitchen and those who eat</p> <ul style="list-style-type: none"> • Slips, burns, cuts, etc. in kitchen • Foodborne illness through foodborne diseases / food poisoning • Choking on food, etc. • Allergic/indolent reaction to food 	<ul style="list-style-type: none"> • No unauthorised persons shall enter the kitchen area • Only those with a current food hygiene certificate shall prepare high-risk foods • First aid trained person is available to provide assistance for someone choking/having an allergic reaction to food. • <i>Details to be provided by allergy ingredients in food.</i>

² <http://www.hse.gov.uk/statistics/causinj/kinds-of-accident.pdf>

³ <http://www.hse.gov.uk/pubns/indg143.pdf>

Procedures

Each event/activity leader will be or will appoint a nominated appointed person and fire marshal, to take charge in an emergency

Each event/activity leader will undertake a suitable and sufficient risk assessment. In many cases, a formal written risk assessment will not be required.

15. Fire Safety

General

The **Regulatory Reform Fire Safety Order 2005** requires that the Responsible Person (must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions.

General Procedures

- Fire alarm system is **checked** weekly.
- Fire alarm system is 6 monthly serviced.
- Emergency lighting is **checked** monthly.
- Emergency lighting is annually serviced.
- Fire extinguishers are **checked** weekly.
- Fire extinguishers are annually serviced.

- Fire Action Notices are displayed
- Annual Fire Warden Training is undertaken
- Fire drills are undertaken
- Fire detection, currently covers the hall only – to be updated during the REACH project.
- Normally only two candles are lit on the alter in candle holders

Emergency Procedures

In the event of a fire, those in the church are to:

- Rise the fire alarm (if not already done) – by activating one of the call points;
- Only tackle the fire if it is safe to do so;
- Evacuate the building, through the nearest exit;
- Go to the Assembly Point – i.e. The lawn adjacent to Yarm Road

Fire Risk Assessment

Fire Risk Assessment is to be completed post COVID-19 restrictions, and completion on REACH phase 3. This will be held by the Church Wardens

16. First aid

General

The **Health and Safety (First Aid) Regulations 1981** requires the employer to provide adequate numbers of first aiders, facilities and equipment to enable first aid to be given to employees who are injured or who fall ill at work. Under the provisions of the **Health and Safety at Work etc. Act 1974 Section 3**, employers have a duty to ensure, so far as is reasonably practicable, the health and safety of non-employees.

The purpose of first aid is to:

- **Preserve** life;
- **Promote** recovery; and
- **Prevent** the condition worsening/minimise consequences until medical help arrives;

Procedures – Automatic External Defibrillators (AEDs)

Supplied by the British Heart Foundation.

This is maintained and checked by the British Heart Foundation.

Procedures – First aid equipment

The first aid kits are located Narthex and Hall Reception.

Youth First Aid Kit – is kept by Katheryn Belmont

Procedures – First Aid Room

In the event of requiring a room, the pastoral office / chapel will be used.

First aiders

There are nine emergency first aiders, and one first aid at work trained workers/members.

17. Food Safety and Hygiene

Legal status / General

Food Safety Act 1990

The Act, amended by Food Safety Act (Amendment) Regulations 2004, is the main piece of legislation regarding food safety. It establishes general principles of food safety and encompasses circumstances in which food and drink are not only sold but also where it is provided at functions whether or not payment is given in exchange, which includes church events, meetings, etc.

The Food Safety Act 1990 gives local Environmental Health Officers powers of enforcement and breaches of it carry a fine of up to £20,000 per offence. The local EHO can call at your premises to ensure you are providing food which is fit for human consumption and that the premises are fit for the purpose.

Food Hygiene Regulations 2006

Temperature Control Requirements requires that in England, Wales and Northern Ireland, foods which are likely to support the growth of pathogenic micro-organisms or the formation of toxins, be held at or below 8°C, or, at or above 63°C. Fines for non-compliance on temperatures alone are up to £5,000.

European Regulation 852/2004 is implemented through Food Safety Regulations 2006.

These regulations require procedures to have a documented food safety management system (Safer Food, Better Business (SFBB) is an innovative and practical approach to food safety management. It has been developed to help small businesses put in place food safety management procedures and comply with food hygiene regulations). The extent of the documentation will depend on the volume and nature of the operation. Sporadic preparation of food by individuals or groups for gatherings or for sale at charitable events does not qualify. A standard food safety management procedure requires that:

- Hazards to food safety which might be present are identified;
- Controls are in place to deal with these hazards;
- Controls are carried out and if something does go wrong it is clear what should be done to rectify the problem;
- Procedures are kept up to date;
- Documents are kept demonstrating what the procedures are; and

Hygiene rating

All Saints' have had their five-star food hygiene rating re approved (14th May 2019).

Procedure

The Safer Food, Better Business, methodology is followed.

18. Gas Safety

General

The Employer must comply with the **Gas Safety (Installation and Use) Regulations 1998** ensure that any gas appliance, flue and/or installation pipework installed at a place of work they control is maintained in a safe condition.

Procedure – Church

An annual maintenance contract is in place.

Any work on gas appliances including maintenance must only be carried out by gas engineers registered on the Gas Safe Register. www.gassaferegister.co.uk

19. Height, Work at

General

The purpose of the **Work at Height Regulations 2005** is to prevent death and injury caused by a fall from height.

The Regulations require that:

- Work is not carried out at height when it is reasonably practicable to carry the work out safely other than at height (e.g. the assembly of components should be done at ground level);
- When work is carried out at height, the employer shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause injury (e.g. the use of guard rails); and
- The employer shall take suitable and sufficient measures to minimise the distance and consequences of a fall (collective measures e.g. airbags or safety nets, must take precedence over individual measures, e.g. safety harnesses).

The **Provision and Use of Work Equipment Regulations 1998** (PUWER) requires an annual examination of ladders and step ladders.

Procedure

Where practicable the working of height should be avoided; for example, when placing banners in main church the use of an extended pole is used to take down and to put up the next banner.

Due to the workplace and activities undertaken working at height will be confined to use of a step ladder for short duration work (e.g. changing a light bulb, stacking boxes etc.).

When ladders and step ladders are used they will be

- Checked prior to use
- Be suitable for purpose
- Used on safe, level ground
- Used for short duration and light work
- Properly 'set up' (1:4 ratio) and used the correct way up.
- The top 2 steps shall not be used to stand on
- Used in accordance with manufactures instructions

Only authorised persons shall use the ladders and step ladders

Training will follow the lifting of Covid-19 restrictions.

20. Hire of hall/church (see Events and activities)

General

The Employer is legally responsible for all those who may be affected by their activities, under the **Health and Safety at Work etc. Act 1974 1974 section 2 and 3**. There are additional requirements in respect of Safeguarding which falls outside the scope of this policy.

Procedures

A Hire Contact will be read and signed with those hiring the premises.

21. Housekeeping

General

The Employer has a legal duty to provide workplaces which are safe and without risks to health and/or safety and to provide adequate welfare facilities, in accordance with the **Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004)**.

Procedures

Cleaning is currently undertaken via a contract with Grants Cleaning.

22. Hours of Work

The **Working Time Regulations 1998** implemented the European Working Time Directive which requires Workers not to work more than 48 hours a week on average unless they choose to.

23. Insurance

General

The **Employers' Liability (Compulsory Insurance) Act 1969** ensures that an employer has, at least, a minimum level of insurance cover against any such claims. An employer must be insured for at least £5 million; in practice, most insurers offer cover of at least £10 million. An employer must display a copy of their certificate of insurance where employees can easily read it. There is a maximum penalty of up to £2500 for every day without appropriate cover for employers who do not have such insurance.

Procedures

Current certificate is displayed outside the Pastoral Office where there is a notice board.

24. Information, Instruction, Training and Supervision

The **Health and Safety at Work etc. Act 1974, section 2(2)c** requires that the Employer provides workers with appropriate information, instruction training and supervision, to their workers.

All Workers will be provided with a pdf copy of this Health and Safety Policy.

Specific training has been undertaken for the following; details are held by the Church Wardens.

- DSE Awareness
- First Aid
- Fire Wardens
- Food Hygiene

Additional training will be identified by the Church Wardens.

25. Law Poster

The **Health and Safety Information for Employees Regulations 1989** requires provision of the Law Poster or Leaflet to be made available to all employees

Current certificate is displayed outside the Pastoral Office where there is a notice board.

26. Legionella

General

Duties under the **Health and Safety at Work etc. Act 1974** extend to risks from legionella bacteria, which may arise from work activities. Legionella is the collective name given to the pneumonia-like illness caused by Legionella bacteria and employers need to take a range of measures to avoid the health risks associated with legionella. Man-made water systems e.g. hot and cold water systems may be a potential source of growth of Legionella (see Approved Code of Practice and Guidance: www.hse.gov.uk/pubns/books/l8.htm for details).

Procedure

The church/hall does not have stored hot and/or cold-water systems, therefore not applicable.

27. Lifting Equipment

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) requires a six month/annual examination of lifting equipment including, forklift trucks.

The **Provision and Use of Work Equipment Regulations 1998 (PUWER)** requires an annual examination of pallet trucks.

Currently the Church do not have lifting equipment.

28. Lone working and personal safety

General

The Employer is legally responsible for all those who may be affected by their activities, under the **Health and Safety at Work etc. Act 1974 section 2 and 3**, which includes all workers who are lone working (i.e. on their own), or where there is a risk to the personal safety of workers/members/visitors to the **church/hall**.

Procedures

Currently under review, by Church Wardens.

29. Manual Handling

General

Manual handling is one of the most common causes of injury at work and can occur almost anywhere in any workplace. Employers have a duty to manage risk arising from manual handling. Manual handling is defined as: "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force."

The **Manual Handling Operations Regulations, 1992**, specify a hierarchy of measures for dealing with risks from manual handling:

- avoid hazardous manual handling operations so far as is reasonably practicable,
- assess any hazardous manual handling operations that cannot be avoided, and
- reduce the risk of injury so far as is reasonably practicable.

Workers must be trained in the **good handling technique**, stated in the HSE's **Manual Handling Operations Regulations 1992 Guidance on Regulations L23**, advises the following technique to be used when lifting.

- Think before you lift;
- Keep the load close to your waist;
- Adopt a stable position;
- Ensure a good hold on the load;
- At the start of the lift, moderate flexion (slight bending) of the back, hips and knees is preferable to fully flexing the back (stooping) or the hips and knees (squatting);
- Don't flex your spine any further as you lift;
- Avoid twisting the trunk or leaning sideways, especially while the back is bent;
- Keep your head up when handling;
- Move smoothly;
- Don't lift more than you can easily manage; and
- Put down then adjust.

A specific manual handling risk assessment should be completed for activities that pose hazardous manual handling operations.

30. Maintenance and statutory inspections

General

The Employer has a legal duty to provide workplaces which are safe and without risks to health and/or safety and to provide adequate welfare facilities, in accordance with the **Workplace (Health, Safety and Welfare) Regulations 1992**.

All maintenance must be undertaken by competent contractors/workers, to ensure the Employer complies with the **Health and Safety at Work etc. Act 1974 1974 (s2, 3 & 4)**.

All work equipment used in accordance with manufactures instructions and, where relevant: must comply with

- Regulatory Reform Fire Safety Order 2005
- Control of Substances Hazardous to Health Regulations 2002
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Work at Height Regulations 2005

Procedures

Record of all Maintenance is recorded in the Log Book by the Church Wardens.

31. Missions / Overseas Travel

General

Trips are organized through Urban Saints or other external provider with experience of organizing such activities.

Procedures

For trips such as Mexico then the risk assessment will be completed by organiser – Urban Saints.

32. Occupational Health

General

The Employer has a legal duty to provide ensure the occupation health of their workers, including, where there is a risk/hazard of:

- Asbestos - Control of Asbestos Regulations 2012
- Chemicals (hazardous to health) - Control of Substances Hazardous to Health Regulations 2002
- Compressed Air - Compressed Air Regulations 1996
- Lead - Control of Lead at Work Regulations 2002
- Noise - Control of Noise at Work Regulations 2005
- Radiation - Ionising Radiations Regulations 1999
- Stress - Health and Safety at Work etc. Act 1974
- Vibration - Control of Vibration at Work Regulations 2005

Health surveillance – is required under the **Management of Health and Safety at Work Regulations 1999**, when there is an identifiable disease or adverse effect to workers. This may include lung function tests, skin tests, biological monitoring, audiometry, and vibration assessments. See <https://www.seqohs.org>

Health screening – is best practice; for example, will include blood pressure and cardiovascular checks for workers.

Fitness for task assessments – are required for safety critical work; for example, working at height or in confined spaces.

Procedures

Asbestos - see section 2.

Chemicals are used in accordance with manufactures instructions.

There is no exposure to compressed air, lead, or radiation, to the workers.

Noise levels are such as they do not to expose workers to in excess of **80dB(A)** averaged over a working day, therefore the **Control of Noise at Work Regulations 2005** does not apply.

Vibration levels are such as they do not to expose workers to in excess the Exposure Action Value (EAV) ($2.5 \text{ m/s}^2 \text{ A}(8)$), therefore the **Control of Vibration Work Regulations 2005** does not apply.

33. Stress

General

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress that can be detrimental to health.

Procedures

First point of contact for anyone who is suffering from occupational related stress is to contact their line manager.

34. Personal Protective Equipment

General

The **Personal Protective Equipment (PPE) Regulations (PPE) 1992**, requires that PPE is provided to workers, with suitable information, instruction and training, and that employees are to maintain their PPE.

Procedures

PPE is to be worn in accordance with the risk assessments / safe systems of work.

35. Pressure Systems (boilers, coffee espresso machines etc.)

General

Employers have a duty under the **Pressure Systems Safety Regulations 2000** to manage the risks from failure of pressure systems⁴ to prevent injury. The common pressure systems include boilers and related pipework and pressure gauges amongst others. The employers duties include installing and maintaining safe equipment, providing training and ensuring equipment is thoroughly examined by a Competent Person.

Procedure

Systems are to be maintained by external contractor(s).

⁴ A pressure system to which the regulations apply is any system where there is steam at any pressure, gases which exert a pressure in excess of 0.5 bar above atmospheric pressure and fluids which may be mixtures of liquids, gases and vapours where the gas or vapour phase may exert a pressure in excess of 0.5 bar above atmospheric pressure.

36. Risk Assessments

General

The **Management of Health and Safety at Work Regulations, 1999** requires that suitable and sufficient risk assessments are to be completed, and that significant findings are recorded.

The following Statutory Instruments (SI), are also applicable and, require that suitable and sufficient risk assessments to be completed, and that significant findings are recorded.

- Control of Asbestos Regulations 2012
- Control of Substances Hazardous to Health Regulations 2002
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First-Aid) Regulations 1981
- Manual Handling Operations Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Personal Protective Equipment Regulations (PPE) 1992
- Regulatory Reform Fire Safety Order 2005
- Work at Height Regulations 2005

Procedure

The annual update of risk assessments is currently on hold due to Covid-19.

Specific risk assessments are required for each department

- Children's work
- Youth
- Church Services

37. Safety Signs and Signals

General

Health & Safety (Safety Signs and Signals) Regulations 1996. They consist of:-

- Warning signs - yellow/black triangular signs e.g. "wet floor"
- Prohibition signs - red/white round signs e.g. "No Smoking"
- Mandatory signs - blue/white round signs e.g. "Eye Protection"
- Emergency signs - green/white rectangular signs e.g. "First Aid"
- Fire signs - red/white rectangular signs e.g. "Fire Extinguisher"

Post REACH these will be reviewed and updated as required.

The current signage is a mix of old (green back ground with white man) and current signage (green back ground with green man, in white doorway), therefore does not confirm to current BS 5266/ BS EN 7010; signage is not confusing and should therefore only be updated at time of refurbishment or decoration.

38. Substances Hazardous to Health

General

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the **Control of Substances Hazardous to Health (COSHH) Regulations 2002**. Hazardous substances include:-

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes from petrol lawn mower)
- Naturally occurring substances (e.g. grain dust)
- Biological agents (e.g. bacteria and other micro-organisms)

The Employer will ensure that exposure of workers to hazardous substances is avoided or minimised and adequately controlled in all cases. So far as reasonably practicable the use of hazardous substances will be eliminated or substituted with less harmful alternatives, and where appropriate a COSHH risk assessment will be completed

Procedure

Chemicals are used in accordance with manufactures instructions.

Details of chemicals used, and where appropriate copies of safety data sheets and risk assessments are held by the Church Wardens, Caretaker and Cleaning Contractor.

39. Smoking

PURPOSE

- This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the **Public Health, Smoke-Free (Premises and Enforcement) Regulations 2006. (Smoke-free legislation in England forms part of the Health Act 2006).**
- Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and nonsmokers within the same airspace does not completely stop potentially dangerous exposure.

POLICY

- It is the policy of **All Saints** that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. The policy came into effect on Sunday, 1 July 2007.
- Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

IMPLEMENTATION

- Overall responsibility for policy implementation and review rests with Mike Sheehan. However, all staff are obliged to adhere to and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.
- Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.
- Smoking (including e-cigarettes) will not be permitted in the, premises company vehicles.
- A smoking shelter is provided to the side of the main premises.

NON-COMPLIANCE

- Local disciplinary procedures will be followed if a member of staff does not comply with this policy.
- Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

HELP TO STOP SMOKING

- The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details.
- Alternatively, you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Adapted from: http://www.smokefreeengland.co.uk/files/smokefree_policy.pdf

40. Young Persons.

General

Under the **Management of Health and Safety at Work Regulations 1999**, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- Lack of experience;
- Being unaware of existing or potential risks; and/or
- Lack of maturity.

Procedure

All Young Persons, working will be supervised.

41. Work Equipment

General

The Employer will endeavour to ensure that all equipment used in the workplaces used in accordance with the **Provision and Use of Work Equipment Regulations 1998** and the manufacturers' instructions.

Procedure

The Employer will ensure all work equipment shall be:

- selected considering reasonably foreseeable working conditions, inherent health and safety risks arising from where the equipment is to be used and any risks associated with the equipment itself.
- inspected as required with records of inspections kept
- restricted to persons who have received adequate training, information, instruction and supervision as necessary

Only persons who have received adequate training are allowed to operate equipment.

42. Waste Management

Procedure

General waste and bins and recycling bins are situated in the kitchen and these are emptied into the corresponding bins outside

Waste material should be kept in suitable containers prior to removal from the premises.

43. Winter Salting of Iced paths

Procedure

In the event of icy paths defrost salty grit substance in the garage and near the Dunottar Road entrance inside the church is used. This will be done by the caretaker and the wardens

This is stored in the garage when not in use and containers are also kept in the hall foyer and narthex when there may be a frost!

Health and Safety Policy

2020

All Saints' Church

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