

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST GEORGE'S  
HANWORTH**

**REGISTERED CHARITY NUMBER 1132311**

**HEALTH & SAFETY  
POLICY**

January 2019

## 1. A Statement of Policy

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The Parochial Church Council of the Ecclesiastical Parish of St George's Hanworth ('the PCC') recognises its responsibility to provide a safe and healthy environment for the staff, volunteers, young people, and other members of the public who come onto the premises. The PCC will take all reasonable and practical steps within their powers to fulfil this responsibility.

## 2. Confirmation of Reading

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I confirm that I have been made fully aware of, and understand the contents of, the Health & Safety Policy for St George's Church.

Please complete the details below and return this completed form to Mr Mike Akers, Health & Safety Officer.

Employee / Volunteer Name:

Employee / Volunteer Signature:

Date:

## 3. Legislation

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The principal pieces of legislation governing this policy are:

### Health and Safety at Work act 1974

Section 7 of the Health and Safety at Work Act 1974 places a duty on the employee to take care of his own health and safety, and of other persons who may be affected by his acts or omissions and to co-operate with his employer in enabling him to comply with his duties under the Act.

- Perform their tasks in a manner which will safeguard the Health and Safety of themselves and any others who may be affected and give due regard to protection of the environment.
- Co-operate with their employer in order to enable him to comply with his health, safety and environmental duties.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety welfare or the environment.
- Obey all company rules and regulations.
- Take special care to protect children and vulnerable adults and do NOT encourage them into dangerous areas of the workplace (i.e. Electrical cupboards, Store rooms etc.)
- Be made aware of the possibility of prosecution under Section 8 of the Health and Safety at Work Act 1974.
- Before leaving facility unattended at the end of work:
  - Secure all buildings
  - Make secure all machinery and electrical equipment

- Ensure all waste products are stored in a safe manner
- Ensure all cleaning products are stored in a safe manner
- Make ladders / step ladders inaccessible
- Lock up all small tools and appliances
- Isolate any live electrical plant or equipment

## **The Management of Health and Safety at Work Regulations 1992**

Regulation 3 requires every employer and self employed person to make a suitable and sufficient assessment of:

- The risks to the health and safety of his employees to which they are exposed whilst they are at work.
- The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

### **General principles of risk assessment**

This regulation requires all employers and self-employed persons to assess the risks to workers and any others who may be affected by their undertaking.

Employers with five or more employees must also record the significant findings of that assessment.

Many employers already carry out DE FACTO risk assessments on a day-to-day basis during the course of their work; they will note changes in working practice, they will recognise faults as they develop and they will take necessary corrective actions. This Regulation however requires that employers should undertake a systematic general examination of their work activity and that they should record the significant findings of that risk assessment.

A risk assessment should usually involve identifying hazards present in any undertaking (whether arising from work activities or from other factors, e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

In this approved code:

- A hazard is something with the potential to cause harm (this can include substances or machines, methods of work and other aspects of work organisation);
- Risk expresses the likelihood that the harm from a particular hazard is realised;
- The extent of the risk covers the population which might be affected by a risk; i.e. the number of people who might be exposed and the consequences for them.
- Risk therefore reflects both the likelihood that harm will occur and its severity.

In some cases, this detailed approach may not be necessary since all the hazards are known and the risks are readily apparent and can be addressed directly.

## **The Children Act 1989**

### *The Guidelines (Safe from Harm)*

Safe from Harm was prepared to provide voluntary organisations with guidelines for safeguarding the welfare of children and young people in their care. The code is not new legislation but reinforces existing legislation such as The Children Act 1989.

## *Child Protection Policy*

The PCC has a Child & Vulnerable Adults Protection Policy which is annexed to this Health and Safety Policy.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1994 (RIDDOR) require that any occupational injury, disease or dangerous occurrence be reported as outlined below. The report must be made to the local enforcing authority i.e. Hounslow Borough Council, Environmental Services Division.

The Club will ensure that incidents and accidents are recorded in an accident book and where necessary reported to the relevant authority.

The authority must be notified by the responsible person as soon as possible (normally by phone) and a written report sent within 7 days if anybody dies or is seriously injured in an accident connected with company business.

A report must be made to the authority within SEVEN DAYS if:

- Someone is absent from work for more than three days as a result of an accident at work.
- As a result of injury or condition reportable under Regulation 3 which causes his/her death within one year of the date of the accident.
- A specified occupational disease (schedule 2 of the Regulations) is certified by a Doctor.

When a reportable disease occurs the Club will keep a record of the following information:

- The date of diagnosis
- The occupation of the person affected
- The name and nature of the disease

## 4. Organisational Responsibilities

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Overall responsibility for health and safety within the church rests with the PCC. The Health & Safety Officer, Mr Mike Akers, is responsible on a day to day basis for this policy being carried out.

In the absence of the Health & Safety Officer, the Chairman of the PCC will adopt this responsibility.

The PCC direct:

*The Health & Safety Officer:*

- To set up arrangements in the church and associated premises to cover all Health & Safety legal requirements and bring them to the attention of all staff and visitors.
- To be available to any member of staff or visitors to discuss and to seek to resolve any Health & Safety problems.
- To report to the PCC those instances where her authority does not allow the elimination / reduction to a safe level, but to take all necessary short-term measures to avoid danger pending rectification.
- To ensure that all areas of the church and associated premises are inspected informally on a regular basis and for an annual risk analysis to take place.
- To ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences.
- To ensure that all visitors, including maintenance workers etc, are informed of any hazards on site of which they may be unaware and to ensure that consideration is given to the possibilities of maintenance work affecting staff and visitors.
- To ensure that any new staff are briefed about safety arrangements.
- To ensure the use of protective clothing and equipment and that it is properly maintained and renewed when required.
- To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained.
- To ensure that suitable first aid facilities are provided
- To ensure the supply and cleanliness of the water supply
- To implement regular tests and maintenance programme for electrical appliances, fire alarms, emergency lighting, lift and other equipment used on the premises.
- To ensure that this policy is revised and re-written as necessary.

*Cleaners*

- Ensure a good housekeeping policy is implemented
- Ensure all cleaning materials provided including chemicals, mops, brushes, vacuum cleaners etc. are used and stored in a safe manner
- Report any accidents, incidents or near misses to the Health & Safety Officer
- Ensure that any necessary protective equipment is available, suitable and is correctly worn, stored and maintained.
- Report any damage to the building or its fixtures to the Health & Safety Officer

*Contractors and others*

- Will be expected to provide health and safety policy statements with details of organisation and arrangements.
- Risk assessments and method statements relevant to the work undertaken must be supplied.
- All work must be properly supervised to ensure that contractor's own employees, other employees and members of the public are not put at risk.

- Contractors who do not work safely will be asked to leave the site.

## **5. Arrangements**

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### **Accidents**

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All accidents, other than those of a very minor nature, are to be recorded in the accident record book(s). These are kept in the kitchen drawers. The procedure for reporting more serious accidents is stated in the recent RIDOR guidelines and detailed in the Risk Assessment.

### **Emergency Services**

Hospital: West Middlesex A&E  
Tel: 020 8560 2121

### **Accident Prevention**

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Suitable clothing and footwear to be worn at all times.

Avoid creating hazards to health and safety:

- wipe up spills immediately
- keep the floor clear (especially exit areas)
- return everything to its proper place after use
- obtain help to lift heavy objects

### **Defect Reporting**

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Whenever any employee or volunteer notices a health and safety problem which they are not able to put right, they must report the matter straight away to the Health & Safety Officer.

### **Electrical Safety**

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- Equipment is inspected and certified annually by an approved firm of electricians.
- Plugs, sockets and switches should be checked when used and any defects reported immediately.
- Portable electrical equipment should be visually checked as used.
- All equipment to be switched off when not in use.
- All electrical appliances are regularly inspected and certified by a suitably qualified person.
- Fixed electrical installations will be inspected and tested with a programme set by a competent electrical engineer

Visitors to the church and associated premises occasionally bring their own equipment for use, including mobile phone chargers, audio equipment, laptops etc. It is the responsibility of these individuals to ensure that the equipment they use is safe.

### **Environmental Protection**

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- Litter is placed in bins.
- Heating is carefully controlled, and doors closed.
- Electricity is only used when necessary and lights are turned off when rooms are not in use.
- Everyone is encouraged to respect all forms of wildlife.
- The use of sprays, including CFC's, are openly discouraged.

- Recycling – bins are situated opposite the Rose Building in the church car park and groups and individuals are encouraged to use them.

## **Fire Evacuation Procedures & Fire Precautions**

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The arrangements for fire safety in the church and associated premises is subject to the requirements of the certifying authority under the Fire Precautions (Workplace) Regulations 1997. The PCC will adopt all recommendations made by the fire authority.

In general fire prevention measures will include:

- Elimination of sources of ignition
- Regular checks of electrical installation and equipment
- Prohibition of smoking
- Good housekeeping to reduce amounts of combustible materials
- Storage and use of highly flammable liquids will be kept to a minimum (petrol for lawnmowers, paints, solvents, etc).

### **Fire Procedure:**

On the discovery of a fire:

- Evacuate the premises and close doors if possible.
- If the fire cannot be extinguished safely and quickly with fire extinguishers then **CALL THE FIRE BRIGADE.**
- Take roll call at the assembly point - opposite the Gate

Signs are placed in all spaces stating procedures in the event of a fire.

### **Fire Alarm**

- Fire alarm system will be regularly tested and a record kept
- The alarm system will be checked annually

### **Fire Extinguishers:**

- Fire extinguishers are located around the building.
- Staff and volunteers will be trained in the correct use of fire extinguishers
- Fire extinguishers will be checked annually

## **First Aid**

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**The first aid box** is kept in the kitchen area of the West Room. All employees and volunteers should be informed of First Aid facilities as part of induction training.

## **General Precautions**

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With regard to possible accident, fire or health hazards, all people must pay attention to the following:

- Rubbish disposal – sharp objects and broken glass are wrapped in newspaper before being placed in the bin.

- Cleanliness.
- Stacking and storage – avoid overloading shelves.
- Use of protective clothing where appropriate.
- Storage of flammable / toxic substances e.g. cleaning materials.
- Correct labelling and marking of containers.
- Procedure guidelines for the use of equipment

## **Hazardous Substance (COSHH)**

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The Health & Safety Officer is responsible for all hazardous cleaning substances, cleaning equipment etc. and the storage of them. They are kept locked up when young people are using the church and associated premises.

An assessment of any substance or process which could be hazardous to the health of employees and others will be conducted. Controls to reduce the risk to health and the environment (as far as reasonably practicable) will be put in place following the assessment.

Any person who may be affected by any of the hazards and associated risks identified in the Risk Assessment will be informed.

Anyone ordering such substances should ensure the relevant health and safety data sheet is obtained before the substance is used.

## **Induction of new staff**

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All new staff will be given a copy of the Health & Safety policy and asked to familiarise themselves with it.

## **Ladders and steps**

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Staff and volunteers will be instructed in the correct use of ladders and steps. It is recommended that a second person should hold the steps. It is up to the user to check the condition of the ladders BEFORE use.

## **Lighting, ventilation and heating**

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The Warden will check the adequacy of lighting, ventilation and heating on a regular basis.

## **Monitoring**

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The H&S policy will be reviewed annually by the PCC.

## **Risk Assessment**

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A regular risk assessment of the premises will be carried out and arrangements made for any problems to be rectified in consultation with the PCC.

Control measures should be implemented to reduce risks to an acceptable level before any task is carried out, and the process or task should be continuously monitored and reviewed as necessary.

## **Rules for contractors**

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Window cleaners and contractors visiting the premises to carry out maintenance, installation or repair (to the building, grounds or equipment) must be advised for the need for safe practice. It is essential to make sure that all such contractors carry out their own insurance.

Contractors' equipment, tools and materials (e.g. pesticides, paint, chemicals etc) are to be kept out of reach of young people and vulnerable adults.

The Health & Safety Officer is within his rights to stop a contractor working if it is felt that the contractor is adopting unsafe practices.

## **Security**

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Groups and individuals are advised on the need for security during their use of the church and associated premises. Security locks have been fitted to all the main doors. Doors should not be left propped open.

## **Smoking**

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There is no smoking permitted on the premises.

## **Structural Inspections**

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All structures to which the public have access will be subject to inspection at least annually. This inspection will concentrate on damage which may occur to buildings through water ingress or wind effects.

Some items to watch for are

- Steel rusting due to water ingress
- Deterioration of concrete
- Deterioration of wall tiles and panel fixings in large brickwork or clad panels
- Damage to glazing and fixings

**The Parochial Church Council of the Ecclesiastical Parish of St George's Hanworth  
will revise and review this policy regularly.**

Approved at the PCC meeting on 07/01/2019  
Review date: 01/01/2020

Signature:

Position:

Date: 07/01/2019