

Health and safety policy

Mar 2019 version

Nottingham Roman Catholic Diocesan Trustees, Willson House, 25 Derby Road, Nottingham, NG1 5AW

Company number 7151646

Charity number 1134449

Statement of general policy:

It is the policy of the Diocese and of the Parish that a healthy and safe environment is provided at all times. The law places a particular duty on both the owner of the property, the Diocese, and the occupier of the property, the parish priest/ priest in charge. Those with specific duties in the parish such as adult servers and sacristans and committee members are also asked to take a supporting role.

Account is to be taken of all who use the buildings, whether Church, Hall or Presbytery or any other building. This may include the following, employees, office holders (eg Clergy), volunteers, visitors (eg parishioners), non-employees working on the premises, children, disabled, non-English speakers, new or expectant mothers, temporary workers, trainees. It is the duty of all to comply with this policy.

The buildings and equipment in use within are to be properly provided and maintained and those who use equipment to be properly trained in its use.

Emergency procedures involving evacuation in case of fire or other significant incident are to be established.

Care is to be taken over storage of hazardous substances.

All are welcome to comment on the general policy or on any aspect of health and safety to the Diocese.

Parish/ Chapel of Ease/ Chaplaincy	St Anne's Buxton	Date of assessment: Jan 2021	By: M Swift	Signed (parish priest): Gerry Murphy (signed hard copy available)
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Health and safety poster displayed at: (Employers' Liability Insurance certificate now on website)				First-aid box(es) located at: Presbytery Church Community Centre		Accident book is located at: Presbytery Community Centre	
ANNUAL CHECKS	Portable Electric Appliance	Date: 17 Aug 2019 14 Mar 2020	OTHER CHECKS	Annual Asbestos management last reviewed (reports obtainable from Property Department)		Date: April 2019 (during church works)	
	Gutter clean and roof check	Date: July 2020 Dec 2020		Annual Security systems/ Burglar alarms (if applicable)		Date: Visual check and testing 06 Jan 2020	
	Boiler and gas inspected by Gas Safety Register engineer	Date: Nov 2020		Six Monthly Lift Service & Inspection		Date: N/A	
	Fire equipment and notices	Date: Nov 2020		Three yearly Flat roof check by individuals with relevant knowledge and experience		Date: N/A	

Risk assessment

	Fire alarm/ emergency lighting	Date: Visual check and testing 06 Jan 2020		Five Yearly Fixed electrical wiring inspection test (NICEIC Approved Contractor/ Full Scope NAPIT member).	Date: 05 Sept 2019 – Community Centre 14 Mar 2020 Church
	Lightning conductor check (if applicable)	Date: N/A		Other machinery Documented check of other machinery.	Available: No

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
 Combined risk assessment and policy template published by the Health and Safety Executive 08/14 and modified for use by the Diocese of Nottingham

ALL PARISHES MUST CONDUCT A RISK ASSESSMENT AT LEAST ANNUALLY. A risk assessment template is provided below. It is in a standard form and MUST be adapted to the particular circumstances of YOUR Parish using the spare rows at the end. Suggestions for additions and alteration of the standard questions are welcomed and should be sent to the Property Office.

CHURCH HALLS

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Trips and slips: Tripping hazards: Damaged floor coverings, potholes, sunken drains, loose cables Slipping hazards: Spillages, wet floors, water brought in on shoes	All, from falling	General good housekeeping All areas well lit, including stairs and light bulbs replaced All areas kept clear - nothing placed in corridors, on stairs or blocking exit Cables tied up and no trailing leads Procedures for drying up of spills and wet generally Use of suitable mats at entrance areas Check for uneven/raised flooring	No, users are asked to notify PP/PPC of any areas that need attention. Also monitored by PP/PPC No, monitored regularly No, users are made aware through T&Cs. No, Parish Social Centre users are advised and made aware of their H&S responsibilities through T&Cs No, equipment and signs readily available for users No, mats in place No, users are asked to notify PP/PPC of any areas that need attention. Also monitored by PP/PPC			

Stairs and other raised areas eg a stage	All users, especially the young and old and infirm depending on the height in question	Prominent nosings Use of different colours to highlight changes in levels and properly lit Handrails or balustrades if necessary	No No, notices are provided on both sides of door and renewed as required No. Suggested additional bannister be installed for safety of users	Centre Management Committee	April 2021	
Inflammable or hazardous materials such as cleaning liquids	All, by poison or fire Those using them by skin irritation	Properly marked and safely stored in protected area Instructions checked and followed. COSHH sign displayed Flammable materials kept away from sources of heat Data safety sheets available	No, in locked cupboard with restricted access by cleaner only No, users are advised through T&Cs Cleaner reminded to check for dry, red or itchy skin on hands and, if finding any, to go to doctors for advice and to tell the management committee. Gloves provided No No, available if required. Users are advised to follow the guidance on the bottle/spray			
Cooker and catering equipment	All, particularly those cooking, from burns and heat related injuries and cuts	Warning notices Sharp knives stored inaccessibly Young people supervised	No, notices in kitchen areas No. Users are advised to bring their own No, young people not allowed without adequate supervision and users are advised	Centre Management Committee		Sign renewed
Food preparation	Preparers and those partaking	Ingredients used lists/ Allergens labelling	Yes, information to be given to social committee re allergens. Users are advised through T&Cs Very little food preparation and cooking is done regularly. Notice reviewed and renewed	Centre Management Committee Centre users		

Hall hires	Hall users	Written advice to hall users of their responsibility for their own health and safety risk assessment including for equipment which they bring in to (per standard agreement in Parish Administration Manual)	No, people are advised to work with due regard to H&S through T&Cs and advice given if required. PP is trained and PPC rep has H&S experience			
Equipment in use eg step ladders, folding/ stacking chairs, tables etc	All who use the equipment and all in the vicinity	Withdrawn from use immediately any doubt arises over safety of any equipment All items regularly checked and put away when not in use where possible Use of "working at height" advice Stacking chairs stacked at safe heights and restraining belt used if required	No, users are advised through visual checks and to alert PP/PPC if any damage is seen No, all users are aware and advised through T&Cs No, available if required No. advice given, and trollies provided for tables. Notices to alert users of safe storage of tables are used and reinforced verbally			
Electrical equipment	All users	Inspection for damage or frayed wires prior to use Additional portable appliance testing if necessary because of heavy usage	No, people are advised to work with due regard to H&S and advice given if required. PP is trained and PPC rep has H&S experience. Users are told that portable equipment considered unsafe should be marked and taken out of use. No, PAT tested and regularly monitored by users		Ongoing monitoring	
Works carried out by volunteers and others connected with the parish	All including the volunteers and visitors	Method statement, risk assessment and training if necessary. No dangerous works permitted: working on roofs; with utilities; with application of heat. Work authorised by responsible person if not parish priest	No No, work authorised by Centre Management Committee if not PP			

External contractors	All including the external contractors themselves	Evidence of Public Liability insurance at £1m or £5m for dangerous works: working on roofs; with utilities; with application of heat. Advice given of any asbestos present, may need specialist Evidence of their risk assessment and method statement especially over asbestos Use of standard contract, membership of trade/professional body, membership of H&S scheme etc checked as appropriate Cordoning off area of works	No, reputable contractors are checked and used only with appropriate PLI. No, report available if requested. No known risk at present . No, reputable contractors are used and checked No, reputable contractors are used and checked No, implemented as required	PP/PPC to obtain specialist advice if required		
Manual handling	All who perform this	Break down of bulk into manageable sizes and weights Use of trolleys	No, users are advised of requirement for their own risk assessment in T&Cs No, trolleys available for tables			
Stagnant water – esp. between 20-45C creates a high risk	All - Legionella disease risk	Regular use of taps Permanent removal of “dead legs” Insulation of roof tanks etc	No, all taps are regularly used (During pandemic, taps regularly flushed through) No No			
Plumbing	All	Pipes and taps, particularly external ones, lagged.	No			
Storage cupboards/room	Cleaners and hall users	Users are made aware of correct storage in T&Cs and are reminded through letters.	Yes – individual personal contact to be made with groups who are not practising safe storage methods.	Centre management Committee	Ongoing – no users who have storage are using the centre at the moment	

First Aid	All	First Aid kit and accident book available at clearly marked location Nominated person to check contents are maintained and in date All required to report accidents and near misses.	Yes, first aid and accident book available, location signed No No, in T&Cs for users, and volunteers are advised	Parish Centre Management Committee		
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GROUND, GRAVEYARDS AND CEMETERIES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Trips and slips: Tripping hazards: Potholes, sunken drains	All, from falling	Monitoring of all path surfaces, including fire escape routes, on a 3 month or 6 month cycle Signing for disabled access	Entrance to Church area has been repaired No – only one entrance used and ramps available	All	Continue to monitor	
Car park	Injury to car park users and others	Delineation of car and pedestrian areas including fire exits Maintenance of surface from damage Removal of transient hazards such as leaves and moss External lighting Stewards available when busy	N/A No - drain/soakaway now cleared annually Entrance around centre area has been repaired and tarmac renewed No, cleared regularly. No, motion sensed, but needs monitoring to ensure effective Not required	PP/PPC Rep/volunteers PPC rep and PP	Monitor regularly	

Steps and ramps	All users, especially the young and old and infirm depending on the height in question	Prominent nosings if necessary Properly lit Fitted with handrails, wheel rails or balustrades	N/A Yes, need to make sure it is switched on when necessary External handrail at front access to Church has been extended and repaired. Steps to church boiler room have been cleaned and treated, and a handrail has been fitted	PP to monitor PPC rep	Ongoing monitoring required	
Freezing weather	All users - slips and trips	Use of shovel to remove snow Availability and use of salt and grit in case of ice Closing of area if unsafe	No, rota of Parish volunteers available No – available No			
Equipment in use eg, gardening tools, mowers	Those using the equipment and others	Check that they are working properly Mower petrol stored safely	No – visual checks carried out N/A			
Works carried out by volunteers and others connected with the parish	All including the volunteers	Method statement, risk assessment and training if necessary. No dangerous works permitted: working on roofs; with utilities; with application of heat. Equipment such as ladders kept locked up to prevent unauthorised use. Work authorised by responsible person if not parish priest	No, people are advised to work with due regard to H&S and advice given if required. PP is trained and PPC rep has H&S experience No, work authorised by PP and locked storeroom is used for gardening equipment. Ladders kept in church cellar No, work authorised by PP, PPC or designated expert volunteer			

External contractors Including gravediggers	All external contractors and others	Evidence of Public Liability insurance at £1m or £5m for dangerous works: working on roofs; with utilities; with application of heat. Evidence of their risk assessment and method statement including for gravediggers shoring up if left and restriction of access. Use of standard contract, membership of trade/professional body, membership of H&S scheme etc checked as appropriate Cordoning off area of works	No, reputable contractors are used and PLI checked. Risk statement/assessment is provided by contractors. Reputable contractors are used (gravedigging not standard practice on Church property) No, reputable contractors are used and checked No, carried out if required	PP/PPC/Project Manager PP/PPC/Project Manager		
Gravestones, masonry, sheds, seating, finials, parapets, statues, crosses, monuments	All, especially children	Visual check (higher level with binoculars), hand check (low level "wobble test") and specialist check if necessary particularly of the bonding No access to unaccompanied children Cordon if necessary to avoid short term danger	No, visual checks carried out recently by architect No No			
Boundary and other walls, especially those with vegetation growth	All who are nearby including those working on them	Continuous monitoring especially when working on them Hand check for loose bricks & clear a small section of vegetation first if necessary Check if centre of gravity of a leaning wall showing instability Advice of structural engineer if necessary	No No, loose coping stones at front of Church monitored regularly No, but walls are monitored	All	Regular monitoring	

Trees and shrubs	All who are nearby including those working on them	Continuous monitoring especially after bad weather and especially on boundaries, including trees on neighbouring premises Check branches of trees for safety Advice of arboriculturist and lopping as necessary (Local Authority approval needed for trees with TPOs or in conservation area)	No, visual checks are carried out and regular gardening team monitor trees No, monitored regularly If required	PP/Gardening team		
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You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new equipment or activities). For information specific to the Church there is advice on the Ellis Whittam website User name: Nottingham Password: health&safety. For further information and to view example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

WHEN COMPLETED PLEASE RETURN THIS TO PROPERTY DEPARTMENT, WILLSON HOUSE, 25 DERBY ROAD, NOTTINGHAM, NG1 5AW

assessments go to <http://www.hse.gov.uk/risk/casestudies/>

WHEN COMPLETED PLEASE RETURN THIS TO PROPERTY DEPARTMENT, WILLSON HOUSE, 25 DERBY ROAD, NOTTINGHAM, NG1 5AW

Fire risk assessment

Parish name: St Anne's, Buxton

Assessment by: M Swift

Date of risk assessment: Jan 2021

CHURCH HALLS AND OTHER BUILDINGS

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Fuels (combustible and flammable material)						
Combustible materials – fabrics, wood, paper etc	All users	Regular reviews of quantities of materials stored and ensure they are not stored near sources of ignition	No			
Flammable materials – solvents, paint, petrol etc		Ensure flammable materials are stored in secondary containment	No			
Waste – dustbins etc		Waste bins are emptied regularly	No			
List items of particular concern:						
Sources of Ignition						
Cookers and catering equipment	All users	Consider competence of users Gas or electrical equipment regularly checked Fire blanket available	No, people are advised to work with due regard to H&S through hiring T&Cs No No			
Smoking	All by fire and smoking associated diseases	Smoking not permitted in all church buildings No smoking notices displayed	No No			

Arson attack	All users	Alternative escape routes available	No			
Hot working, eg on roofs including any work involving open flames, soldering or welding, likely to cause sparks such as grinding	All users	Permission given specifically Availability of firefighting methods discussed and method statement reviewed and specialist health and safety consultant consulted if required Insurance reviewed to ensure up to date and that hot work covered under it	No, approved external contractors only N/a No			
Other sources of ignition - List items of concern:						
Fire Detection, Emergency Evacuation etc						
Construction of building	All users	Consider how this affects fire safety (compartmentalisation)	No			
Fire doors – (self-closing)		Marked eg “Fire Door – keep closed”	No, users are advised of requirement for their own risk assessment in T&Cs			

Emergency evacuation routes	All users	Emergency exits clearly marked	No	Centre Management Committee	Nov 2019 April 2021	
		All fire exit doors unlocked	No			
		Exits unobstructed internally and externally eg by cars	Yes, new 'no parking' notice required near main entrance to parish Social centre	Discuss with PP/PPC	April 2021	
		Exit routes and aisles wide enough for emergency use (750mm min)	N/a			
		Fire Brigade access to buildings unobstructed in a busy car park	No			
		Policy in relation to wheelchair users – not to block exits	No			
		Distance to nearest fire exit within recommendations	No			
		Written fire procedures displayed	No			
		Fire drills carried out and recorded (may be a desk top exercise)	Yes, fire drills not carried out but regular users questioned about fire procedures. Attention is directed to T&Cs.			
Emergency lighting (if fitted)	All users	Regularly tested	No			
Fire alarm system (if fitted)	All users	Regularly tested	No			
Automatic fire detection (if fitted)		Regularly tested	No			
Firefighting equipment	All users	Adequate, in correct place and serviced annually, including water (general use but not electrical), dry powder (petrol and paraffin fires), carbon dioxide (electricity) and fire blankets (kitchen) as appropriate	No, serviced annually			