



St Anne with Holy Trinity, Brondesbury

Confidently sharing the love of Christ

Policy Number: 3

Policy Title: Health and Safety Policy

Last reviewed: 2019 Adopted by PCC November 2022

- A. As a church, The PCC of St Anne's understands that we owe a duty of care to ensure the safety of those who visit or use our church, hall or churchyard.
- B. This policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for.
- C. This will be in accordance with good practice and any relevant statutory provisions where they apply. We have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work Act 1974. and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.
- D. The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.
- E. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.
- F. It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.
- G. Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request; as well as accessed on our website.

1. Policy Objectives.

- 1.1 St Anne's Parochial Church Council (PCC) will take all reasonable practicable steps to meet its responsibilities, paying particular attention to the provision and maintenance of:
 - 1.1.1 a safe place of work and safe access to and from it,
 - 1.1.2 a healthy working environment,
 - 1.1.3 plant, equipment and systems of work that are safe,
 - 1.1.4 safe arrangements for the use, handling, storage and transport of articles and substances,
 - 1.1.5 sufficient information, instruction, training and supervision to enable all employees and volunteers to avoid hazards and contribute to their own safety and health at work,

- 1.1.6 reasonable practical safe arrangements for protection against risk to health and safety of the general public or other persons which may arise from PCC'S activities,
- 1.1.7 making suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of PCC arising out of or in connection with PCC activities,
- 1.1.8 making specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen,
- 1.1.9 providing information to other employers whose workers are on PCC's premises of any risks to which those workers may be exposed.

2. Management Responsibilities.

- 2.1 The Administrator is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.
- 2.2 The Health and Safety Representative officer will be the Administrator.

Employees' Responsibilities.

- 2.3 It is the duty of all employees under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for the lives of themselves and others who may be affected by their acts and omissions. Every employee MUST:
 - 2.3.1 Take care of his/her safety whilst at work,
 - 2.3.2 Take care for the health and safety of all members of the general public who may be affected by his/her actions or omissions, with particular consideration for the needs of children and young persons and the elderly and infirm engaged in activities organised by PCC.
 - 2.3.3 Comply with all safety instructions,
 - 2.3.4 Co-operate with PCC so as to enable it to carry out its responsibilities successfully,
 - 2.3.5 Not wilfully misuse not interfere with any item provided in the interests of health, safety or welfare,
 - 2.3.6 Report at the earliest opportunity injuries, accidents or dangerous occurrences at work including those involving the public and participants in activities organised by PCC.

3. Policy for Visitors and Contractors.

- 3.1 VISITORS: On arrival all visitors should be directed to the appropriate member of staff or host user/hirer of the building. This person will take responsibility for their visitors and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.
- 3.2 CONTRACTORS WORKING IN THE BUILDING: Report any concerns relating to your own safety or suspected unsafe working practices by the contractors to the Administrator

4. First Aid and Accident Reporting.

- 4.1 FIRST AID:
 - 4.1.1 The person responsible for First Aid for the premises is the Administrator.
 - 4.1.2 Other people will be trained in First Aid and appointed as First Aiders: Names:.....
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 - 4.1.3 First Aid Boxes are provided in the following locations:

Rotunda Kitchen
Nursery Kitchen

- 4.2 ACCIDENTS:
- 4.2.1 In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance dial 999 and ask for “ambulance.”
- 4.2.2 All accidents must be reported to the Administrator, as soon as practicable.
- 4.2.3 All hirers are provided with a template to complete in the event of an accident which is to be emailed to the Administrator as soon as practical.
- 4.2.4 All accidents must be entered in the Accident Book – which is held on the office computer.
- 4.2.5 The procedures for “notifiable” accidents, as shown in Appendix A, must be followed.
- 4.2.6 The Administrator or the Vicar , will investigate incidents and accidents and provide a written detailed report for the PCC to consider the actions necessary to prevent a recurrence.

5. Fire Drills and Evacuation Procedures.

- 5.1 FIRE DRILLS:
- 5.1.1 All staff must know the fire procedures, position of fire appliances and escape routes.
- 5.1.2 The Fire Alarm points, Fire Exits and Emergency Lighting system will be tested by The Administrator during the first week of each month and entered in the log book provided.
- 5.1.3 The Administrator(Health and Safety Representative) shall arrange for Fire Drills and Fire Prevention Checks (see Appendix C) to be carried out at least once every three months and entered in the log book.
- 5.1.4 The last person securing the premises shall ensure Fire Prevention Close-Down Checks are made of all parts of the premises at the end of a session. (See Appendix C).
- 5.2 IN THE EVENT OF FIRE:
- 5.2.1 Persons discovering a fire should sound the nearest alarm,
- 5.2.2 The first duty of all staff (and/or senior organisers of host user/hirer) is to evacuate all people from the building by the nearest exit immediately the fire is discovered.
- 5.2.3 All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed,
- 5.2.4 The assembly point for PCC premises evacuation are as follows:-

FIRE EVACUATION ASSEMBLY POINTS:

- The car park of St Anne’s Court beside the bin shed.
- **No one should leave the assembly point without the permission of a member of staff/senior organiser of host user/hirer – essential to thoroughly check everyone has been evacuated from the premises.**

- 5.2.5 If a fire occurs the Fire Brigade must be called immediately by dialling 999 and asking for “Fire.”

5.2.6 When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

6. Bomb Warnings.

- 6.1 If you receive a warning try and find out from the caller:
 - 6.1.1 the approximate location of the bomb and likely time of detonation,
 - 6.1.2 whether the Police and Fire Brigade have been notified,
 - 6.1.3 try and RECORD EXACTLY WHAT IS SAID.
- 6.2 Notify the Police immediately.
- 6.3 DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning.
- 6.4 **BOMB WARNING EVACUATION ASSEMBLY POINTS (UNLESS BOMB WARNING MEANS OTHERWISE):**
 - To the side of the recycling bins, walk down the path through the wooden gate.

7. Food Hygiene.

St Anne's is not inspected for Food Hygiene, as such any food served at events must ensure that food hygiene is observed. This includes ensuring all surfaces are clean, hands washed and ingredient list displayed.

8. Cleaning Materials, General Machinery and High Risk Areas.

- 8.1 All portable machinery must be switched off and unplugged when not in use.
- 8.2 Wandering cables are a hazard; use with caution and safety in mind,
- 8.3 Slippery floors are dangerous: use warning signs,
- 8.4 Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of an employee to report any loss of or defect in protective clothing or equipment.

9 Safety Tours.

- 9.1 The Wardens will annually carry out a safety tour and inspection of the premises and make a report to the next meeting of the PCC.
- 9.2 All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented by the PCC. The tour shall include inspection of the Accident Book and Health and Safety Log Books. (See Appendix D for reasons and Checklist for Safety Tour).

10. General.

- 10.1 All thoroughfares, exits and gates must be left clear at all times.
- 10.2 Corridors, stairs and fire exits must not be blocked by furniture or equipment.

10.3 Hazards or suspected hazards or other Health and Safety Matters should be reported to the Administrator, or Joint Council Health and Safety Representative immediately or as soon as practical, so that action can be taken. If the hazard is of a serious nature immediate action must be taken to protect the area or clear the area to prevent injury to staff or other users.

11. Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

User Groups will also be expected to complete a risk assessment for their activity and lodge with their User agreement.

12. Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.