

## **HEALTH AND SAFETY POLICY**

### **ST. LUKE'S CHURCH, BLACKBROOK ROAD, LODGE MOOR, SHEFFIELD (ST. LUKE'S)** **(Registered Charity No. 1136795)**

This document has been prepared in accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the regulations made under it. It will be reviewed annually by the Church Trustees (usually in January of each year) and updated if necessary.

The Policy is in three sections:

**Section A** – General statement of policy

**Section B** – Organisation and responsibilities

**Section C** – Arrangements

The contents are listed on Page 2.

The names of the people occupying the various positions within the Church, which are referred to in this document, are set out in a separate document entitled "Current Personnel". This separate document must be kept with this Health & Safety Policy and updated as soon as there is any change in personnel.

#### **To all employees, voluntary workers and contractors:**

**The success of this Policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for Health & Safety. Apart from compliance with Health & Safety legislation and regulations, the exercise of common sense plays a vital part in creating and maintaining a safe and healthy working environment.**

**If you have any queries or problems with regard to matters of Health and Safety, any of the Health & Safety Officers referred to on page 4 of this document are available to advise and assist you.**

**Date approved by Church Trustees: 16 March 2011**

**Review dates: Annually**

# ST LUKE'S CHURCH, LODGE MOOR

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# ST LUKE'S CHURCH, LODGE MOOR

## SECTION A

### GENERAL STATEMENT OF POLICY

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary workers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of our congregation, contractors, visitors and others who may use the Church Premises (which expression shall include St. Luke's Church, St. Luke's Church Centre and the car park, play areas and land belonging to it).

The allocation of duties for Health and Safety matters and the particular arrangements that we make to implement our Policy are set out in this document.

The Policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the Policy and the way in which it has operated will be reviewed regularly (and at least annually) and any appropriate changes made.

In order to ensure that Health & Safety matters are kept constantly under review, an item on Health & Safety will be on the agenda for all normal meetings (as opposed to special meetings convened to discuss a particular matter or matters) of the Church Trustees, Standing Committee and Property Committee. The Church Trustees and Standing Committee normally meet monthly and the Property Committee normally meets every six to eight weeks. Employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

Health and Safety Law posters, which are updated by the Churchwardens whenever necessary and which comply with The Health and Safety Information for Employees Regulations 1999, are displayed in the Church Office and in the Cleaner's Room and all employees and voluntary workers are advised to familiarise themselves with the poster. Notices relating to the location of the Accident Book and first aid boxes are positioned in close proximity to the Health and Safety Law posters.

Signed: *John D Stride*

Vicar/Minister (on behalf of the Church Trustees)

Date: 16 March 2011

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## **SECTION B**

### **ORGANISATION AND RESPONSIBILITIES**

#### **Responsibility of Church Trustees**

Overall responsibility for Health & Safety is that of the Church Trustees who will ensure:

1. that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice and
2. that the Health & Safety Policy is implemented and kept up to date.

The Church Trustees may delegate specific responsibilities to Church or other personnel and will maintain and update, as and when necessary, a list of such personnel (hereinafter referred to as "Responsible Persons") and also a list of Fire Marshals to ensure that our fire safety precautions and procedures are observed.

#### **Responsibility of Churchwardens**

Responsibility to ensure that the arrangements outlined in this Policy are carried out and updated as necessary lies with the Churchwardens. They are also responsible for maintaining all necessary records in connection with Health and Safety matters.

#### **Responsibility of Health & Safety Officers**

The Property Steward, the Churchwardens, the Kitchen Supervisor, the Housekeeper and the Church Administrator (jointly referred to herein as "the Health and Safety Officers") are jointly responsible for the day-to-day implementation of the arrangements outlined in this Policy. They should ensure, so far as is reasonably practicable, that:

1. they are familiar with Health & Safety Regulations as far as they concern the Church Premises;
2. they are familiar with this Health & Safety Policy and arrangements and will use their best endeavours to ensure they are observed by instruction, training, periodic audits and other appropriate means;
3. safe systems of work are in place;
4. the Church Premises are clean and tidy and properly maintained;
5. safety equipment and clothing are provided and used by all personnel where this is required;
6. all Church machinery, equipment and tools are properly maintained and in good condition and that all operators are competent to operate/use them or will receive appropriate training to do so;
7. adequate and safe access and egress are maintained;
8. adequate fire fighting equipment is available and maintained;
9. our hygiene regulations and procedures are observed in relation to food and drink prepared entirely in the Church kitchens by Church groups/activities at which a Responsible Person is present and, in relation to food and drink otherwise prepared, the Health and Safety Officers will endeavour to ensure that our hygiene regulations and procedures are brought to the attention of the kitchen users;
10. the Health and Safety Law poster (referred to in the General Statement of Policy on Page 3 hereof) is kept up to date and all employees and voluntary workers are advised to familiarise themselves with it.

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## **Responsibility of the Church Administrator**

1. To bring to the attention of the other Health & Safety Officers any concerns or complaints on the part of employees relating to Health and Safety matters;
2. To liaise with employees on a regular basis to ensure safe working at all times;
3. To obtain the co-operation of employees in maintaining safe working practices;
4. To work with the other Health & Safety Officers to achieve and maintain a safe working environment.

## **Responsibility of employees, voluntary workers and Responsible Persons**

All employees, voluntary workers and Responsible Persons have a responsibility to co-operate in the implementation of this Health & Safety Policy and take reasonable care of themselves and others whilst on Church business or Church Premises. Employees, voluntary workers and Responsible Persons must therefore:

1. comply with safety rules, operating instructions and working procedures;
2. use protective clothing and equipment when it is required;
3. report any fault or defect in the Church Premises, machinery and equipment as soon as is practicable to the appropriate person (see below);
4. report any actual or potential safety hazard as soon as is practicable to the appropriate person (see below);
5. record all accidents (however minor), injuries and near misses in the Accident Book and, if necessary, take charge of an accident situation (see pages 7 & 8 hereof);
6. not misuse anything provided in the interests of Health and Safety;
7. ensure that all work areas and accessways they use are kept tidy and free from waste material;
8. ensure that the photocopier is used correctly and that combustible material is not allowed to accumulate in the vicinity.

## **Responsible Persons**

The Church Trustees will maintain a list of Responsible Persons indicating the activity or event in respect of which they have Health and Safety responsibilities. In addition to the responsibilities outlined in the previous paragraph, Responsible Persons must ensure that the activity or event for which they are responsible is conducted in a safe and proper manner and that all reasonable care is taken for the safety not only of those participating in the activity or event but also of other users of the Church Premises and other persons within or outside the Church Premises likely to be affected by the activity or event.

## **Fire Marshals**

Fire marshals, who are appointed by the Church Trustees, are responsible for ensuring that our fire safety precautions are observed and for assisting with the evacuation of the Church Premises in the event of fire (see Paragraph 3 on pages 8 to 10 of this document).

## **Specific Responsibilities**

For the purpose of easy reference, the following list indicates the persons responsible for various activities within and outside the Church Premises:

Accident book/accident reporting:	Responsible Persons and Churchwardens
Accidents/first aid	Church Administrator, Health & Safety Officers and Responsible Persons

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Baptistery use:	Churchwardens
Child & vulnerable persons' protection	Safeguarding Officer
Church Choir/music activities	Organist and Worship Group leader
Condition of Church - buildings	Property Steward/Health & Safety Officers
Condition of Church - kitchen	Kitchen Supervisor/Health & Safety Officers
Condition of Church – domestic	Housekeeper
Contractors:	Property Steward/Churchwardens
Display screen equipment	Church Administrator/Health & Safety Officers
Electrical equipment – fixed and portable	Property Steward/Health & Safety Officers
Emergency evacuation	Fire Marshals/Churchwardens
Fire Safety equipment and features	Churchwardens/Property Steward
First aid boxes:	Bookings Secretary/Responsible Persons
Fixtures, fittings and equipment (e.g. tables, chairs, trolleys etc.)	Property Steward/Health & Safety Officers
Food preparation - Monday Lunches	Monday Lunch organisers (Responsible Persons kitchen)
Food preparation – Other	Responsible Persons or event organisers
Gas equipment:	Property Steward/Health & Safety Officers
Hazardous substances	Property Steward/Housekeeper
Health & Safety training:	Health & Safety Officers
Health & Safety records	Churchwardens
Manual Handling:	Responsible Persons/Health & Safety Officers
Plant and machinery (including boilers etc.)	Property Steward/Churchwardens
Personal safety:	All Church users and event organisers
Sound equipment (Church):	Sound Manager and Responsible Persons
Visual equipment (Church)	Data Team Leader and Responsible Persons
Working at high levels	Responsible Persons – see Working at Height Policy
Youth & Childrens Work	Youth Worker and Responsible Persons
Other activities and events including outside activities and events:	Responsible Persons or activity/event organisers

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## SECTION C

### ARRANGEMENTS

(Implementation of the Policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the Health and Safety of employees, voluntary workers, members of the congregation, visitors and contractors.

#### **1. Accidents and First Aid**

First aid boxes are located on the window ledge on the back wall of the main kitchen (next to the rear exit door), on the work surface on the right-hand side of the sink in the small kitchen serving the Upper Room and on the right-hand side wall of the photocopying room. The first aid box in the photocopying room is intended for outside use but can be used inside the Church Premise in case of emergency. The Bookings Secretary carries out regular checks to ensure that the boxes are fully and correctly stocked, and anyone using one of the first aid boxes should inform the Bookings Secretary of any items removed from the box so that these items can be replaced as speedily as possible.

Although the Church Trustees do not consider it is appropriate to appoint a qualified employee "first aider" (a risk assessment having been carried out), certain groups and organisations which use the Church Premises on a regular basis (e.g. St. Luke's Pre-School Nursery) carry out their own risk assessment pursuant to the provisions of The Health & Safety (First Aid) Regulations 1981 and do have their own qualified "first aider". In addition first aid training courses are arranged from time to time for Responsible Persons and voluntary workers who wish to attend.

The Church Trustees have appointed the Church Administrator to take charge of an accident situation involving an employee or any other person on the Church Premises if a qualified "first aider" is not present and able to take charge. In the absence of the Church Administrator one of the other Health & Safety Officers or a Responsible Person will take charge of the accident situation if he/she is on the Church Premises at the time of the incident. Failing this, it is the responsibility of anyone witnessing the accident to take appropriate action in the best interests of the injured person(s). Other than in the case of minor cuts or similar injuries, medical assistance should be sought as soon as possible by the quickest practical means (usually by telephone) through the emergency services or by a visit to the nearest hospital accident and emergency department. Please note that there is a pay phone (calls to the emergency services are free) in the rear lobby of the Church building.

Notices relating to the location of the first aid boxes and Accident Book (see below) are displayed in the Church Office, Cleaner's Room and on the inside of the Pre-School Nursery storage cupboard door (in the main Church Hall).

#### **2. Accident reporting**

All accidents and incidents (including near misses) must be entered in the Accident Book, which is located on the rear wall of the kitchen (near the rear kitchen exit), by a Responsible Person or by one of the Health & Safety Officers. Hirers of the Church Premises are notified in their booking conditions of their reporting obligations.

When a person has entered details of the accident/incident in the Accident Book, he/she should remove the completed report from the book and place it in the locked post-box outside the office in

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the main corridor. The Church Administrator or the Church Secretary will pass the report to one of the Churchwardens as soon as possible, and the Churchwarden will then investigate the circumstances of the accident/incident before reporting to the Standing Committee and to the Church Trustees. The Churchwardens will keep the accident statistics under close review and inform the Standing Committee and the Church Trustees if any pattern in the statistics gives rise to a cause for concern. If a Churchwarden considers that an accident report relating to a child or vulnerable person gives rise to a child/vulnerable adult protection issue or concern, he/she must inform the Safeguarding Officer straight away. Any accident causing personal injury or death and any incident in which a person is put at risk of injury (even if personal injury does not occur) or is taken ill and requires treatment either on the Church Premises or elsewhere must be recorded in the accident book. If the accident/incident occurs when there is no Responsible Person or Health & Safety Officer present, it is the responsibility of anyone who witnesses the accident/incident or of the person who is injured, taken ill or put at risk to enter details in the Accident Book.

Following any accident/incident the Churchwardens (or one of the Health & Safety Officers in the absence of a Churchwarden) will need to consider whether the Church's insurers should be informed and whether the accident/incident is one which must be reported to the relevant enforcing authority pursuant to the 1995 Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). The following must be reported (normally to Sheffield City Council Health Protection Service) by the quickest practical means - normally by telephone (there is a pay phone in the rear lobby of the Church Building):

- a) **Fatal accidents** to employees or non-employees;
- b) **Major injuries** to employees (including fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting in admission to hospital for more than 24 hours and any accident that causes more than 3 consecutive days off work);
- c) **Injuries to non-employees** that require the injured person to be taken straight to hospital for treatment;
- d) **Dangerous occurrences.**

Following the initial notification, a written report on the approved form (F2509) must be sent to the enforcing authority within ten days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health & Safety Executive should be obtained.

Addresses/contact numbers of Sheffield City Council Health Protection Service, the Medical Advisory Service and the Health & Safety Executive appear on page 19 of this document.

### 3. Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- a) An assessment of the fire risks in the Church Premises and the risks to our neighbours. This is carried out as a specific exercise and updated at least annually by the Churchwardens.
- b) The provision of an adequate number of smoke and heat detectors, manual fire alarms (break-glass points) and fire extinguishers throughout the Church Premises and also a fire blanket in the main kitchen.
- c) The provision of adequate fire exit signage and fire exit doors, an emergency lighting system and clear notices in a prominent position near each fire exit setting out our emergency evacuation procedure.

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- d) Regular checks (carried out monthly by the Churchwardens) to ensure that the fire alarm system is working by testing the break-glass points in rotation.
- e) Regular checks (carried out every month by the Churchwardens) on the fire exit doors and signage and also on the emergency lighting systems.
- f) Visual checks (carried out every month) that the fire extinguishers and fire blanket are in place and have not been tampered with. The fire extinguishers are checked annually under contract by suitably qualified engineers.
- g) The appointment and instruction of an adequate number of Fire Marshals to ensure (so far as is reasonably practicable) that there is always someone in the Church Premises when any Church activity or event is taking place who is fully conversant with the layout of and the fire safety features in the Church Premises, and the fire evacuation procedure, and who is able to take control of the situation.

### **3.1 Fire Marshals and stewarding**

Fire Marshals have been appointed by the Church Trustees to ensure that our fire safety precautions are observed and to assist evacuation in the event of a fire. It is intended that a Fire Marshal should be present during all Church activities and events taking place on the Church Premises and that the list of Fire Marshals should be updated as necessary to reflect changes in personnel and the formation of new groups and activities within the Church. The appointment of new Fire Marshals will be made by the Church Trustees at their monthly meetings. On appointment a Fire Marshal will be given a written statement setting out his/her responsibilities and will receive basic instruction regarding the performance of his/her duties.

Persons or groups hiring the Church Premises are responsible for complying with our fire safety procedures and a written statement of their responsibilities is given to them (together with our hiring conditions) prior to the commencement of the hiring.

The Church Administrator is a Fire Marshal and will ensure that all staff are fully acquainted with our fire safety procedures.

### **3.2 Evacuation procedure**

Emergency evacuation instructions are posted adjacent to the fire alarm points throughout the Church Premises. For large services, concerts and other events where the congregation/audience exceeds 150 people, our procedure for stewarding/evacuation is as follows:

- a) A check must be made that all fire doors can be opened and are unobstructed;
- b) A Fire Marshal should be allotted to each door of the room/rooms where the event is taking place and have responsibility for a specific part of the room/rooms.
- c) In the event of an emergency during a Church service an announcement to leave the building will be made by the person conducting the service or, if the person conducting the service is a visiting minister, by one of the Churchwardens. In the event of an emergency during a concert or similar event (whether a Church or non-Church concert or event) the announcement will be made by one of the Churchwardens but, if no Churchwarden is present, by one of the Fire Marshals on duty during the concert/event.
- d) Persons leaving the Church Premises will assemble at the assembly point in the car park fronting Blackbrook Drive.
- e) The emergency services will be contacted immediately by telephone by one of the Fire Marshals. The telephone in the side entrance lobby of the Church Premises may be used if it is safe to do so. The address/telephone number of South Yorkshire Fire and Rescue Service appears on page 19 of this document.

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### 3.3 Evacuation drills

Fire evacuation drills should be carried out at least annually and more frequently if appropriate by all groups and activities using the Church Premises. All Employees and voluntary workers should ensure that they are familiar with escape routes and ensure that these are kept clear and unobstructed.

### 3.4 Smoking

Smoking is prohibited on the Church Premises (i.e. both inside and outside the Church building).

## 4. Electrical safety

Misuse of electricity is a significant cause of fires and injury to the person. Our policy is to maintain all electrical equipment and installations to the highest standard and fulfil our obligations under The Electricity at Work Regulations 1989. In order to achieve this: -

- a) A list of all our portable electrical appliances is maintained by the Property Steward;
- b) Every year all our portable electrical equipment is tested by a competent contractor (who is a member of the National Inspection Council for Electrical Installation Contracting (NICEIC), Electrical Contractors Association (ECA) or other approved body) to ensure that all appliances are safe. Static electrical equipment will be tested every five years. Any necessary remedial work is carried out as soon as is practicable and any condemned equipment (i.e. unsafe equipment which is not considered worth repairing) is safely disposed of;
- c) Every five years, our permanent electrical wiring is inspected and tested by a competent contractor. Any necessary remedial work is carried out as soon as practicable;
- d) It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained;
- e) All employees, voluntary workers and Responsible Persons are required to observe the following:
  - 1 Visually check all electrical equipment before use;
  - 2 Report all faults (e.g. loose connections, worn flexes, trailing leads) immediately to the Property Steward or to one of the Churchwardens;
  - 3 Do not attempt to use or repair faulty equipment;
  - 4 No electrical equipment is to be brought onto the Church Premises by them and used without the consent of the Property Steward or one of the Churchwardens;
  - 5 Electrical equipment should be switched off and disconnected when not in use for long periods or before cleaning or making adjustments;
  - 6 Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage;
  - 7 Keep the Church Premises tidy and ensure that flammable materials are not in close proximity to electrical equipment and installations;
- f) Church users (other than employees, voluntary workers and Responsible Persons) including hirers, outside caterers, guests and other visitors who bring electrical equipment onto the Church Premises are responsible for ensuring that the equipment is in good working order and can be used safely. In case of doubt the Property Steward or one of the Health and Safety Officers must be consulted.
- g) No person is permitted to carry out electrical work unless he/she is competent to do so.

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### 5. Gas equipment safety

Our gas boilers and any other gas equipment are serviced annually and our gas boilers and warm air heaters are inspected and tested at least every five years by a competent contractor who is a Gas Safe registered gas installer. Any necessary work required for safety is implemented immediately. The Property Steward or, in his absence, one of the other Health and Safety Officers, is responsible for these arrangements.

### 6. Hazardous substances

It is our policy to eliminate the use of hazardous substances where possible. Where this is not possible, our safety arrangements are as follows:

- a) In accordance with The Control of Substances Hazardous to Health Regulations 2002, an assessment will be carried out of the possible dangers of using various substances in the Church Premises and the Property Steward and Housekeeper will prepare a list of all hazardous substances used there.
- b) For all hazardous substances, which include substances marked as "harmful, irritant, corrosive, toxic, very toxic, flammable, extremely flammable, explosive, oxidising or dangerous for the environment", data sheets or product information provided by the manufacturers will be used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident e.g.  
Name of substance: Liquid floor cleaner "Flash"  
Method of application: By using floor mop or cloth  
Nature of hazard: Risk of injury to person/damage to clothing in event of contact  
  
Level of hazard: Low  
Storage: In bulk: - must be kept in locked cleaner's storage room  
Decanted: - must be stored on high shelf  
  
Protective clothing: Wear overalls and gloves  
Accidents: If splashed (on exposed skin or in eye or on clothing) wash immediately with copious amounts of water;  
  
Persons at risk: Cleaners and voluntary workers  
Other precautions to be taken: None  
The hazardous substance record incorporating the above detail will be annexed hereto, reviewed annually by the Property Steward and Housekeeper and updated when additional hazardous substances are brought onto the Church Premises.
- c) Chemicals or other dangerous substances should never be stored in unmarked containers.
- d) Chemicals should never be mixed unless manufacturers product information permits this.
- e) The Property Steward and Housekeeper will ensure that clear labelling is present on all containers of hazardous substances.

### 7. Asbestos

The Churchwardens hold an asbestos survey report on the Church buildings prepared in July 2007 by Trevor Kilworth of Asbestos Inspections and Surveys UK Limited and although the Report does not positively identify the presence of Asbestos in the premises, it does identify areas where asbestos might be present and the Report and a plan identifying those parts of the Church Premises concerned should be made available to any building or other contractor who may be instructed to carry out work within or close to these areas or to anyone else (including the emergency services) who might disturb those parts of the building in which asbestos might be present.

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### 8. Safety of machinery and equipment

Our policy is to ensure that all machinery and equipment in the Church Premises is in good working order and safe to use. For the purpose of this section "machinery and equipment" means any machinery, appliance, apparatus or tool in addition to any assembly of components (see the Provision and Use of Work Equipment Regulations 1998). The Procedures for checking and rules for use are as follows:

- a) Employees and voluntary workers must not operate machinery and equipment they are not competent and authorised to use;
- b) Employees and voluntary workers must not use machinery and equipment for any purpose other than that for which it was designed;
- c) Machinery must be switched off before any adjustments are made;
- d) After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used;
- e) Before using any item of machinery or equipment, a visual check must be made to ensure it is in safe working order;
- f) The appropriate personal protective equipment must be worn when operating any item of machinery or equipment where this is recommended by the suppliers and/or manufacturers of the same;
- g) Persons under the age of 18 are only permitted to operate any power driven item of machinery or equipment after suitable and documented training or under direct supervision of a competent adult;
- h) Ladders may only be used in the circumstances set out in our Safe Working at Height Policy. See our Safe Working at Height Policy and Paragraph 11 Page 13 hereof;
- i) Any defect or damage found to any item of machinery or equipment must be reported to the Property Steward or to one of the Churchwardens;
- j) All machinery and equipment will be regularly maintained and a schedule kept of maintenance requirements;
- k) Persons must not work on their own unless they have a means of communication and have notified a colleague or family member of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on;
- l) The following items of machinery and equipment are tested or inspected by a competent person in accordance with an inspection programme.

Item	Inspection arrangements
Disability lift	Six monthly inspection by a suitably qualified engineer
Photocopying machine	Annual inspection by a suitably qualified engineer
Baptistery and pump	Inspected by the Churchwardens before use
Tower scaffold	See our Working at Height Policy
Kitchen equipment (water heaters, fridges, cookers, ovens etc)	Inspected by Kitchen Supervisor whenever any fault is reported
Ladders	Inspected by a Health & Safety Officer or by a Responsible Person prior to use

### 9. Slips, trips and falls

Our policy is to provide a safe place of work for our employees and volunteers and to ensure that all users of the Church Premises are reasonably safe in accordance with our obligations under The Workplace (Health Safety and Welfare) Regulations 1992, The Management of Health and

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Safety at Work Regulations 1999 and The Occupiers Liability Act 1957. In order to reduce as far as reasonably practicable the risk of slips, trips and falls: -

- a) Responsible Persons, employees (including the Church cleaners) and voluntary workers are required to notify any fault or defect in the Church Premises or equipment or any potential hazard in or outside the Church Premises to the Property Steward or to one of the other Health and Safety Officers who will arrange for repairs or remedial work to be carried out as soon as reasonably possible;
- b) The Health and Safety Officers carry out regular informal inspections of the Church Premises and the Property Steward and/or Churchwardens report to the Trustees and to the Standing Committee at their monthly meetings on all matters of concern and on remedial measures that have been taken or which they require authority to take. In addition they report to the Property Committee, which reviews the condition of all internal areas within the Church building and also the external grounds.
- c) The kitchen is normally inspected every week by the Kitchen Supervisor and/or by the Responsible Persons (kitchen);
- d) The informal inspections carried out by the Health and Safety Officers pay particular regard to:
  - 1 all floors and stairs in the Church Premises and
  - 2 all paths and steps in the car park, play areas, gardens and the land surrounding and belonging to the Church.

Particular note should be made of moss, algae and leaves on paths and of snow and ice during adverse conditions;

- e) All car park users are required to take great care when manoeuvring a vehicle in the car park particularly when young children, elderly people and unwary visitors might be around;
- f) Extra care will need to be taken in the case of extreme weather conditions, such as severe frost, snow or flooding, as the Health & Safety Officers (most of whom are themselves volunteers) may not have been able to clear the paths around the Church Premise and car park. At such times it is the responsibility of all employees, voluntary workers, Church members, visitors and contractors to take care for their own safety. Grit containers are located in the car park and at the front of the Church building.

### **10. Lighting**

All Responsible Persons, employees and voluntary workers are required to notify the Property Steward or one of the other Health and Safety Officers should any of the internal or external lights fail or malfunction. The Property Steward will ensure that bulbs, tubes and other fittings are replaced as soon as reasonably possible and that the requirements of the Safe Working at Height Policy (referred to below) are observed.

### **11. Safe Working at Height**

Accidents while working at height account for the majority of the fatal and a significant number of the major injury accidents occurring in the workplace. The Health & Safety at Work Act 1974 and The Work at Height Regulations 2005 place a duty on us to remove, or reduce and control this risk so far as is reasonably practicable, and in order to do so, we have prepared a separate Safe Working at Height Policy. Anyone who wishes to carry out any "work at height", whether from a ladder, from our tower scaffold or in a place (including from the access to or egress from such a place and including a place at or below ground level) from which a person could fall a distance liable to cause personal injury, must be fully conversant with the provisions of the Policy and comply with it in all respects.

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### **12. Preparation of Food**

Hot lunches are prepared in the kitchen for elderly persons in the Parish every Monday and hot and cold meals (and refreshments) are prepared at other times in connection with particular events and activities. The kitchen is maintained to an extremely high standard of cleanliness and is deep cleaned at least every three months under the supervision of the Kitchen Supervisor. It is inspected annually by Sheffield City Council's Health Protection Service (formerly Sheffield City Council's Environmental Health Department). Fridge and freezer temperatures are recorded daily in the record book kept beneath the microwave oven and any concerns are reported to the Kitchen Supervisor.

The kitchen is also used from time to time by persons and organisations for non-Church activities (normally pursuant to an external booking agreement), but such persons and organisations are not permitted to prepare or cook food there unless this has been agreed with the Bookings Secretary. All external bookings are dealt with by the Bookings Secretary, who ensures that the organisers are aware of their responsibility to observe and comply with our hygiene and other health and safety requirements as detailed in the various notices displayed in the main kitchen.

In relation to both Church and non-Church related activities all Responsible Persons and other kitchen users (including hirers and outside caterers) should:

- a) familiarise themselves with the layout of the kitchen and the detailed hygiene and other instructions displayed in various parts of the kitchen (in particular those over the sink and in proximity to the oven, grill, hob and hotplate);
- b) follow the appropriate regulations governing the preparation and storage of foodstuffs details of which can be found in the booklet entitled "Eat Well, Eat Safely" published by Sheffield City Council (providing information regarding food safety and nutrition), which is kept beneath the microwave oven;
- c) ensure that all food handlers have received adequate supervision, instruction and training;
- d) ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures;
- e) before any preparation commences, wash down and disinfect all surfaces coming into contact with food;
- f) maintain a high standard of hygiene in the preparation and handling of food, ensuring in particular, that hands are washed thoroughly after using the toilet and before preparing or serving food;
- g) leave the kitchen in as clean and tidy a condition as it was before they started using it, ensuring that all utensils, crockery etc. are returned to the cupboards, drawers etc. from which they were taken.

In relation to Monday Lunches, the Responsible Persons (kitchen) – see attached list of Responsible Persons – who have received appropriate training and hold hygiene certificates issued by Sheffield City Council Environmental Health Department, are authorised by the Church Trustees to appoint and train suitable persons to assist in the preparation and service of food (and other functions in the kitchen) and maintain a list of such persons. An induction programme is now in operation.

### **13. Manual handling – lifting, carrying and moving loads**

Our policy is to reduce the need for manual handling so far as is reasonably practicable. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of equipment that aids lifting when available. The following guidelines should be observed:

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- a) Always lift in the correct manner (knees bent, back straight, grip firm), if necessary by first testing the size and weight of the object to ensure that it can be lifted safely;
- b) When lifting equipment with moving parts, ensure that a firm grip can be made of the object uninterrupted by any moving part(s);
- c) Always seek help with heavy loads; note that loads exceeding 25kg should not be lifted by one person;
- d) Do not attempt to lift on your own or with another person any load you cannot comfortably manage;
- e) Queries concerning lifting should be referred to a Responsible Person or to one of the Health and Safety Officers.

Further assistance can be found in The Manual Handling Operations Regulations 1992 (as amended in 2002).

### **14. Display screen equipment and strain injuries**

Our policy is to meet the requirements of The Health and Safety (Display Screen Equipment) Regulations 1992 by: -

- a) assessing the risks to all habitual users of computer workstations and reducing those risks to the lowest level possible;
- b) ensuring that workstations meet minimum requirements as set out in the Regulations;
- c) ensuring that there are regular breaks in employees' work/change of activities; providing health and safety information (and training where necessary).

The following factors will be considered when carrying out risk assessments:

- a) Stability and legibility of the screen;
- b) Contrast and brightness of the screen;
- c) Tilt and swivel of the screen;
- d) Suitability of keyboards, desks and chairs;
- e) The work station environment;
- f) The user friendliness of the software.

Daily work routines must involve periods away from the screen. The Church Administrator is required to bring any concerns regarding the display screen equipment and its use to the attention of the other Health and Safety Officers, who will endeavour to deal with the concern.

Should employees suffer eye strain/discomfort, headaches, fatigue, stress, backache or postural/musculo-skeletal problems, these may be connected with excessive typing or use of VDUs or an unsatisfactory work place arrangement and the Church Administrator or one of the other Health and Safety officers should be consulted. The Church Administrator/Health and Safety Officer will arrange for an eye test with a local optician if required (and for users of VDUs this will be carried out at our expense) and provide glasses if special ones are required. It should be noted that flickering screens might affect some epileptics.

### **15. Hazardous buildings/glazing**

Our policy is to ensure that our buildings are safe and without risk to the health, safety and welfare of all who work in and use them. In order to achieve this, the Church Premises are thoroughly inspected at least every five years by the Church Architect, who prepares a detailed report to the Church Trustees, and the Property Steward and other Health and Safety Officers keep a close eye on the state of the Premises and report any defects or potential risks to the Church Trustees and Standing Committee at their monthly meetings and to the Property Committee. The Responsible

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Persons are required to report any defects or potential risks to the Property Steward or to one of the other Health and Safety Officers as soon as practicable;

When any defects or potential risks are noted or reported to the Property Steward or to one of the other Health and Safety Officers arrangements are put in hand for repairs or to eliminate or reduce the risks;

Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out;

All new glazing installed in the Church Premises must meet current regulatory requirements, which provide that glass installed in windows below waist height and in doors and beside doors below shoulder height must be of a safety material or protected against breakage;

Remember that a faculty application may be necessary and that the Archdeacon can often sanction temporary repairs pending permanent arrangements being approved;

See also Paragraph 7 (Page 11) - Asbestos.

### **16. Child and vulnerable persons protection**

We have appointed a Safeguarding Officer to oversee all issues of child protection and the protection of vulnerable adults and separate policies have been prepared in respect thereof.

A statement upholding our procedures will be made at each annual congregational meeting and be suitably recorded.

A permanent record is made of all accidents involving children and vulnerable adults. The Safeguarding Officer has the right to inspect the accident reports and, if he/she considers that any report gives rise to a child/vulnerable adult protection issue or concern, he/she may investigate the same and take such action as may be appropriate.

### **17. Personal safety**

#### **a) Lone workers**

Anyone working alone in the Church Premises should ensure that someone else knows where they are and at what time they are expected back home (or are expected to telephone to indicate when they are about to leave), so that enquiries can be put in hand to check on their well being if they fail to return home or to telephone. There is always the possibility that a lone worker might have an accident in the Church Premises or on leaving, and it is important that someone is alerted to the fact that there may be something wrong.

#### **b) Young workers**

Employees and volunteers should be aware that young workers, and particularly those under the age of 18, may be less experienced and accident aware. Extra vigilance should be exercised on their behalf.

#### **c) Workers with a disability**

Any employee or volunteer who has a disability which might affect them at work, should ensure that the Church Administrator or one of the other Health & Safety Officers is made aware of the nature of the disability, so that any special safety measures may be put in hand where practicable.

#### **d) Pregnant workers**

Pregnant employees and volunteers must take special care of their health, ask for assistance whenever required, avoid any physically strenuous activity and ensure that the

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Church Administrator or one of the other Health & Safety Officers is aware of their pregnancy.

e) **Pastoral work, home visiting**

The Vicar/Minister and the Church Pastoral Workers and Visitors are required to follow the Guidelines on the Conduct of Minister & Pastoral Practice issued by the Diocese of Sheffield in January 1998 (as updated from time to time) and are supplied with copies of the same.

f) **Soup Wagon**

St. Luke's supports the joint Sheffield Churches' project, which seeks to provide hot drinks and sandwiches to homeless and vulnerable people (some of whom have a drug and/or alcohol dependency) in the Eldon Street car park near the centre of Sheffield every evening of the week throughout the year except during the summer months. A team from St. Luke's operates in the car park on alternate Monday evenings and normally comprises 6 or 7 adults, including 2 men. If, on any Monday evening, numbers are less than this, the team leader carries out a risk assessment to determine whether or not it is safe to operate on that evening. At least one of the team (normally the leader) carries a mobile phone. We follow the conduct guidelines for volunteers issued by the project organisers and copies are supplied to our volunteers. The police and street ambassadors are aware of this activity and visit the car park periodically.

g) **Cash handling**

It has, for some years, been our policy to minimise the handling of cash in connection with Church activities. Most of the money donated to the Church is given electronically or by cheque so that cash collections at Church services are small. Procedures relating to cash handling are already in place and will be reviewed at least annually.

h) **Stress at work**

Stress, which is a reaction to undue pressure, can lead to mental and physical illness. We recognise that we have a duty to take reasonable steps to ensure both the physical and mental health of our employees and volunteers. The Church Administrator and other Health and Safety Officers should be alert to indications that an employee or voluntary worker is suffering from the effects of stress whether work related or not and, if signs of stress should become apparent, they will take appropriate measures to try and prevent or reduce the cause(s) of the stress e.g. by reducing any excessive workload, by changing work patterns, by providing additional support or by offering counselling services. Employees and volunteers who feel they are suffering from stress should discuss their concerns with their immediate supervisor or with the Minister or one of the Churchwardens or Pastoral workers who will endeavour to address their concerns. If an employee considers that his/her concerns have not been adequately addressed, he/she may take more formal action by utilising St. Luke's Grievance Procedure, which is published on St. Luke's website – [www.stlukeslodgemoor.org.uk](http://www.stlukeslodgemoor.org.uk).

### 18. Risk assessments/activities

Risk assessments will be carried out on all areas of the Church Premises and all activities that carry a significant risk at regular intervals by a Responsible Person in order to meet our obligations under The Management of Health & Safety at Work Regulations 1999.

The Church Trustees have resolved that the following activities will require risk assessments:

- a) The preparation and serving of food on Church Premises;
- b) The use of the Baptistry;
- c) All children's and young people's activities;
- d) All activities involving vulnerable adults;
- e) Fire safety (already in place);
- f) Work at height (already in place);

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- g) The use and storage of hazardous substances;
- h) The use of Display Screen Equipment;
- i) The use of the Church car park;
- j) Church organised outside events, such as Church barbecues, sponsored walks etc;
- k) Soup Wagon;
- l) Cash Handling;
- m) Work carried out by contractors.

The Churchwardens will keep a written record of the risk assessments.

### 19. Outside events

Many Church groups organise outside events for their adult members (e.g. men's coffee morning outings) but where these are of a social nature, it is not considered that risk assessments are appropriate or necessary. When children or vulnerable adults are involved a risk assessment may be necessary even though the event is a social occasion. When outside events (such as Church weekends, Church walks etc.) are organised by or on behalf of St. Luke's Church risk assessments must be carried out before the event takes place and steps taken to eliminate or minimise the risks of accident or injury.

### 20. Contractors

Anyone entering Church Premises for the purposes of carrying out work, other than an employee or voluntary worker of the Church, will be regarded as a contractor. All contractors, including the self-employed, but excluding contractors engaged to perform minor non-hazardous tasks which can be and are supervised by the Property Steward or by one of the other the Health and Safety Officers, should be supplied with a copy of this Health and Safety Policy (or with relevant extracts from it) and must abide by the following:

- a) Have their own Health & Safety Policy (when required by law) as well as any other qualifications or certificates needed to carry out a particular task on the Church Premises and be able to provide a copy of the same;
- b) Produce evidence to the Property Steward or to one of the other Health and Safety Officers that they have appropriate and adequate public liability insurance with a minimum indemnity limit of £5M and employer's liability insurance in place. A record of this evidence will be maintained;
- c) Comply with all relevant requirements of our Health & Safety Policy as well as their own and co-operate with our Health & Safety Officers in providing a safe place of work;
- d) Where plant and machinery are brought onto the Church Premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation;
- e) Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the Property Steward or one of our other Health & Safety Officers. However responsibility will remain with the contractors;
- f) All contractors will be given detailed instructions by the Property Steward (or, in his absence, by one of the other Health and Safety Officers) regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also specify precautions they must undertake. Contractors may also be required by the Property Steward or by one of the Health & Safety Officers to provide a Method Statement (safe system of work) and Risk Assessment for approval if the nature of the proposed work makes this advisable.

Prior to engaging a Contractor to carry out work on the Church Premises, one or more of the Health & Safety Officers will prepare a risk assessment in respect of the proposed work.

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Particular care needs to be taken for "hot works".

Certain work to the Church will be subject to The Construction (Design and Management) Regulations 2007. In summary this includes new buildings, alterations, repairs, restoration, temporary structures and even redecoration and conservation work which lasts for more than 30 days or includes more than 500 person-day's work.

A CMD Coordinator, designer and principal contractor need to be appointed and a Health & Safety file produced. The Property Steward will ensure that the necessary arrangements are put in hand under the Regulations.

### 21. Information and enforcement

#### Environmental Health Information

Sheffield City Council Health Protection Service,  
2-10, Carbrook Hall Road,  
Sheffield S9 2DB.

Tel 2734415  
Accident/incident report line 0845 3009923  
Contact name (if known) .....

#### Environmental Medical Advisory Service Information

Medical Advisory Service  
Health & Safety Executive  
Edgar Allen House,  
241, Glossop Road,  
Sheffield S10 2GH

Tel 2912300  
Contact name (if known) .....

Health & Safety Executive  
Information Line: 0845 345 0055  
Incident/accident reporting line: 0845 300 9923  
HSE books: 01787 881165

HSE Info line or incident contact centre:  
Caerphilly Business Park, Caerphilly, CF83 3GG  
[www.hse.gov.uk](http://www.hse.gov.uk)

#### Fire and Rescue Service Information

South Yorkshire Fire & Rescue Service  
Command H.Q.,  
Wellington Street,  
Sheffield 1

Tel 2727202 or 2532384

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### **22. Health & Safety Law Poster**

Copies of the HSE Poster "Health & Safety Law – what you should know" are displayed in the Church Office and in the Cleaner's Room. Notices relating to the location of the Accident Book and First Aid Boxes are positioned in close proximity to the Health and Safety Law Posters.