



St. Michael & All Angels

CHURCH IN THE PARK | LIVING, LOVING, SERVING

The Parish of St Michael and All Angels, Hughenden Health & Safety Local Organisation & Arrangements Document (LOAD)

The document was approved at the Parochial Church Council (PCC) meeting held on 20th January 2022. This document should be read in conjunction with our Statement of Health & Safety (H&S) Policy and our Environment Policy.

Organisation & Responsibilities

The Parochial Church Council (PCC), as governing body, has overall responsibility for implementing our policies. They will ensure that:

- The standards set out in the policies are implemented and maintained;
- Where necessary, specialist health & safety or environmental assistance is obtained;
- Any hazards/unsafe acts are reported and where appropriate investigated, and that they are rectified/dealt with as soon as practicable;
- Only competent persons will be put to work for matters of construction, repairs, modifications, inspections and testing;
- Any accidents and significant near miss incidents are investigated, recorded and, if necessary, reported to the relevant enforcing authority (usually the HSE) in a timely manner;
- Relevant documents and records, such as Health & Safety risk assessments are in place and retained;
- They keep up to date on health and safety matters relevant to the Church;
- They set a personal example on matters of health and safety.

The Churchwardens have day-to-day responsibility for implementing our Health & Safety Policy and our Environment Policy. So far as is reasonably practical, they will ensure that:

- All workers are aware of their safety, health responsibilities including the provision of adequate information, training and where necessary, supervision, for those that need it;
- In the role of controller of premises, they do not endanger those who work within the Church buildings, churchyard and carpark including the provision of safe access and egress;
- Adequate precautions are taken (as set out in this document and related risk assessments) such that provisions for the purpose of work are safe including that:
 - people have access to personnel protection equipment (where required); and
 - that there is a safe means of handling, using, storing work related substances and equipment;
- Adequate provision of welfare facilities for those at work;
- Any hazards/unsafe acts are rectified/dealt with as soon as practicable;
- Where hazards cannot be rectified satisfactorily in the short term, interim measures are put in place to prevent danger;

- All accidents and significant near miss incidents are reported in-line with the requirements of this document;
- Advice is sought where clarification is necessary on the implementation of this document;
- They set a personal example on matters of health and safety.

All workers (including volunteers and contractors) have a responsibility to cooperate in the implementation of the H&S Policy and to take reasonable care of themselves and others while on church business or premises. They will ensure that they:

- Read the policies and this document and understand what is required of them (seeking clarity from the churchwardens where there is doubt);
- Complete their work taking any necessary precautions to protect themselves and others;
- Comply with the law and any safety rules, operating instructions and other procedures related to their work;
- Report any hazard, defect or damage so that this might be dealt with effectively;
- Warn any fellow workers of known hazards;
- Attend any briefings or training required to enable them to carry out their duties safely;
- Do not undertake any construction, repair, modification, inspection or test unless they are competent to do so;
- Report any accident or significant near miss to a churchwarden or other member of the PCC;
- Do not misuse anything that has been provided for the purpose of ensuring the health and safety of people (workers and/or visitors);
- Co-operate with churchwardens, Responsible Persons (identified in this document) or the PCC on matters of health and safety.

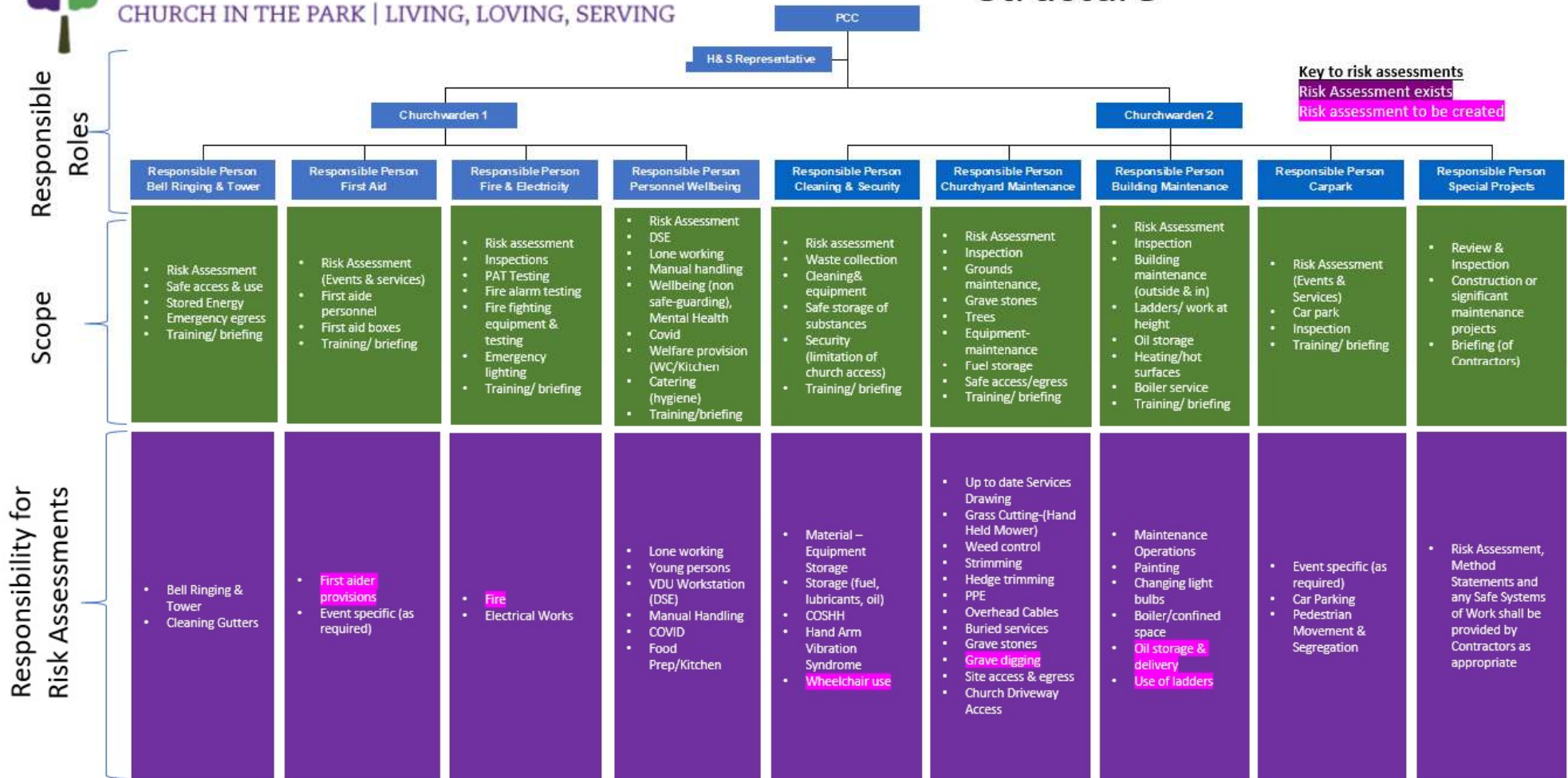
H&S Organisational Structure



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H&S Local Organisational Structure

V2.0 Jan 22



Key to risk assessments
Risk Assessment exists
Risk assessment to be created

Note: PCC accountable for H&S policy and audit. Churchwardens have day to day accountability for ensuring policy is complied with. Responsible roles oversee key areas as structure. The list of risk assessments is indicative and is subject to further review by H&S Representative and Responsible Persons.

Schedule of Responsible Persons and First Aid & Accident Provisions

Accountable: Churchwarden 1	Contact No.

Responsible Persons*	Named Person
Bell Ringing & Tower	
First Aid (nominated First Aider)	
Fire & Electricity	
Personnel Wellbeing	

Accountable: Churchwarden 2*	Contact No.

Responsible Persons	Named Person
Cleaning & Security	
Churchyard Maintenance	
Building Maintenance	
Carpark	
Special Projects	

**where role is not fulfilled by another, the Responsible Person defaults to the Churchwarden*

First Aid & Accident Reporting

In addition to the nominated First Aider above, the following First Aiders have made themselves known to the PCC in connection with this Church:

First Aider	Contact No. (optional)
1.	
2.	
3.	
4.	
5.	

Locations of First Aid boxes are as follows (look for the Green/White First Aid signs):

Building	Location
Church	Back of church on shelves adjacent to the Vestry
Church House	Back of kitchen adjacent to sink

The Accident Book is located in the Vestry at the back of church.

Definition of responsibilities

Responsible Persons

To support the Churchwardens in the effective discharge of their accountability (to ensure we comply with the Policy), Responsible Persons are appointed.

These persons will take ownership of matters of Health and Safety for their respective areas of responsibility by:

- creating and keeping up to date such risk assessments as are required for their area of responsibility (building on those existing and identified in the Organisational Structure above);
- taking the necessary steps to carry out the operations and affairs of the church in a safe, healthy and respectful manner;
- ensuring that the precautions and risk controls identified within the risk assessments are in place;
- ensuring that employees, volunteers and contractors working in their area of responsibility, are briefed on the hazards and risks that remain;
- ensuring that there is a safe system of work (SSOW) in place for any high-risk activities and that personnel involved in such activity are competent.

Role of the H&S Representative

There is no one individual that is accountable for matters of health and safety on the PCC. The PCC acts as a Body Corporate, with a H&S Representative who is responsible for the following:

- Taking the lead on Policy review and on carrying out annual audit and inspections to check that it is being complied with on behalf of the PCC;
- Acting as key contact for any H&S concerns raised by PCC or the congregation;
- Supporting responsible persons in their duties, including in respect of creating and maintaining risk assessments;
- Providing guidance for an incident investigation and advising on how lessons might be learned and implemented following incidents;
- Advise on the need to seek external advice and expertise.

General Arrangements

This section sets out general details of what will be done in practice to achieve the aims & objectives of our policies and to ensure that the responsibilities set out above can be discharged.

Risk Assessment

We will complete and keep up to date risk assessments to identify what we need to do and provide to comply with health & safety law and other legislation relating to the environment.

We will record our findings and ensure that adequate and appropriate provisions are put in place. We will seek to follow good practice with regard to precautions and risk controls we put in place.

We will review and revise these where we consider that they are no longer valid.

Information and Training

We will provide any necessary information and briefings or specific training for our workers involved in hazardous activities, 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.

First Aid

We will appoint first aiders as we consider appropriate and provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements (the nominated First Aider).

We will also provide appropriate signage to help people to identify the first aid provisions.

Accident & Significant Near Miss Reporting

We will keep an accident book and record details therein. Entries will be archived appropriately including after any investigation.

All accidents or significant near misses must be notified to the PCC. A significant near miss is an incident which had the potential to cause a significant injury or death, and includes any dangerous occurrence as defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

We will report to the relevant enforcing authority (usually the HSE) and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any work equipment, electrical equipment and church utilities are inspected in accordance with statutory requirements, to ensure that they remain safe.

Where appropriate, we will keep records of the checks we make.

Monitoring of any temporary works or hired lifting equipment shall be the responsibility of the external organisation providing it.

Contractors

If we engage contractors, we make sure that they have their own health & safety policy and Public and Employers Liability Insurance by asking to see copies of the relevant documents.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents such as our Policies are held electronically on the Church Sharepoint site.

Specific Arrangements

This section is an overview of the specific risks identified in relation to health and safety at our Church. It is not the intention of this section to take the place of risk assessments, which have been prepared separately.

In this section, a hazard is something that could cause harm to our people, such as chemicals, electricity and working at height. A risk is the chance – however large or small – that a hazard could cause harm and takes account of the consequence should it occur.

Access & Egress

Where we anticipate busy services or events, we will take measures to manage the safe use of the carpark. We will prohibit the reversing of vehicles down the church footpath/driveway (only upwards) except where a specific banksman is in place. We will endeavour to avoid using the footpath/driveway for vehicles and deliveries during busy periods.

We will provide information and signage on the locations of exits.

Where we make a wheelchair available to assist those in need to gain access to the church, we will ensure that people providing such assistance understand how to use it safely, with particular reference to the sloped footpath/driveway.

Asbestos

Since removal of asbestos in the basement, the church is now free from the presence of asbestos.

Bell Ringing

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the briefing of safety procedures to visiting bellringers.

Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made.

Churchyard

We will ensure that boundary walls and gates are kept in good repair. We will ensure that any trees of specific concern are inspected by a competent person and have any necessary work

carried out to make them safe. Headstones, tombs and monuments will be checked regularly to ensure they are in a safe condition.

We will carry out grounds maintenance in accordance with Canon F13, having due regard for the biodiversity within it. Appropriate safety measures will be put in place for mowing, strimming, hedge-trimming and other associated activities.

Construction Work

Where construction, demolition, maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts and engage with competent contractors to carry out work. We will determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary, appointing a competent representative or agent to ensure our Client duties are effectively discharged.

Coronavirus

We will comply with the latest government and Church of England guidance and provide measures such as sanitiser and encouraging people to wear face masks, in accordance with our assessment of the risk at the time.

Display Screen Equipment (DSE)

Where our workers regularly use computers daily in connection with church operations, for continuous periods of an hour or more, we will provide information on how to set up their workstation and assist with the provision of reasonable measures upon request, to help avoid injury.

Electricity

We will ensure that any electrical system, fixed machine and portable appliances are maintained so as to prevent danger, including annual check of the electrical system and PAT testing from time to time. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

Events

Where we intend to hold large services or events, we will identify any additional precautions that are necessary and implement these.

Fire

We will complete a specific risk assessment to ensure there are adequate and appropriate fire safety measures to prevent, detect and provide safe egress in the event of a fire, and thus minimise the risk of injury or loss of life in the event of a fire.

We will record our findings and implement any necessary precautions and risk controls. We will review and revise these where we consider that they are no longer valid.

Grave digging

We will employ a competent contractor to carry out work, whose responsibility, amongst others, will be to ensure that safe digging practices are employed, and precautions are taken to safeguard the public against falling into open excavations.

Heating Systems

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected in a timely manner and we will keep records of the checks made.

We will ensure that adequate precautions and risk controls are in place in relation to the basement, which we have classified as a Confined Space due to the potential for the presence of carbon monoxide and low oxygen in the atmosphere, and relatively poor access & egress.

Hazardous Substances

We only use domestic cleaning or horticultural products, fuels and lubricants. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified. We will lock away substances that could cause harm if misused.

Lifting Equipment

Where we have such equipment on site, it shall be the responsibility of the external organisation providing it to ensure that it is properly maintained and thoroughly examined periodically by a competent person.

Manual Handling

We will identify circumstances where our workers could be put at risk of muscular-skeletal injury and provide advice where appropriate. We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.

Mental Health

We will look out for each other and be alive to the potential for people around us to be suffering from poor mental health and seek to provide support through signposting to appropriate care. Where considered appropriate, we will do this in connection with our Safeguarding Policy.

Oil Storage

Where we continue to store large quantities of oil for heating purposes, we will take adequate precautions to ensure that oil cannot leak into the ground, basement or any water course. This includes storing the oil in a double skinned tank, deliveries by a competent organisation and regular checks.

Preparation of Food & Drink

We will ensure that on those occasions when we prepare or provide food and drink for the public (congregation or visitors), we use a clean and disinfected work surface, utensils and equipment and comply with food hygiene laws. We will store food and drink in such a way as to avoid contamination, providing hand-washing facilities and suitable arrangements for the disposal of waste.

Where people provide food prepared in their own premises, we will request that people apply the same principles as the above.

Safeguarding

Whilst this is subject to a separate Policy, we will follow statute, guidance and recognised good practice, in particular the Parish Safeguarding Handbook.

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, handrails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Welfare facilities

We will provide suitable and sufficient welfare facilities for our workers including provision of a place to prepare food or hot drink with potable drinking water, toilets, as well as adequate lighting and heating.

Working at Height

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used. Those using ladders will be requested to have a second person to assist them.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. Where required, we will keep records of any checks we make.

Where people provide their own tools, we will request that people apply the same principles as the above and take measures to do checks prior to their use, where we suspect equipment may not be suitable.

Working Alone

We will identify circumstances where our workers are at work alone and implement suitable precautions to ensure their safety. Where people are alone on the premises, we will encourage them to keep a phone on them and have the numbers of Churchwardens and Clergy readily available for their use if required.