

St MARY'S CHURCH BROADWATER

HEALTH & SAFETY POLICY

Version – 22nd July 2008

1. STATEMENT OF POLICY

Our policy, as far as it is reasonably practical, is to provide and maintain a healthy and safe environment throughout the church building and grounds for all who use them.

Regular reviews of the policy and the way in which it has operated will ensure it is kept up to date. The policy should also be reviewed at times of major building alteration or change of use.

Signed..... Revd. Peter Irwin-Clark
.....Rector

22nd July 2008
Date.....

2. RESPONSIBILITIES

Overall responsibility for health and safety at St Mary's Church rests with the Team Rector, Parish Wardens and the District Church Council (DCC).

Responsibility to ensure the arrangements outlined in this policy are carried out lies with the Pro-wardens.

Responsibility for review and updating lies with the District Church Council.

Church leaders and the leaders of groups who use the church (e.g. children's group, worship group) should read this policy and note the points pertinent to their group's activities.

The co-operation of all users is essential in order to implement this policy. Users will be encouraged to take all reasonable precautions to avoid accidents and injury to themselves or others and damage to equipment or premises. Any hazard that a user is not able to deal with should be reported immediately to a Pro-warden.

3. ARRANGEMENTS

3.1 INSPECTION AND MAINTENANCE

Regular inspection and maintenance will be carried out and a report sent to the DCC. This will include, in the church:

- All floor surfaces will be checked for broken or loose tiles or damaged heating gratings
- Worn stair treads should be repaired
- Faulty light bulbs should be replaced

...and in the churchyard:

- All pathways should be free from slip and trip hazards.
- The boundary wall and retaining wall round the pathways should be sound.

- Trees will be checked for disease or other problems and Worthing Borough Council consulted about any pruning or felling required.
- Gutters and gulleys will be kept clear to ensure good drainage.
- The external walls and roof will be inspected for any problems, e.g. missing tiles etc
- Any unsound gravestones will be reported to Worthing Borough Council.

3.2 FIRST AID

The first aid box is kept in the kitchen on the top of the cupboard units. It will be checked regularly and re-stocked as required.

If anyone is seriously injured call 999 immediately and state address as St Mary's Church – Broadwater, 130 Broadwater Road, Worthing, BN14 8HU

All accidents (even minor ones) should be reported to a Pro-warden and the details entered into the accident book which is kept with the first aid kit on the top of the cupboard units. The accident book will be regularly reviewed. (See the schedule in section 4)

3.3 FIRE

There are certain areas of the church building that have a higher risk of fire than others. These are the mains intake area, the kitchen, the boiler house (which is outside the church building perimeter), electric fires, and electrical supply points when in use.

There are only three exits that can be used in the event of a fire:

1. The normal entry point into church is at the west door.
2. The door in the north transept is a point of exit and cannot be used to access the church as it is always locked. In an emergency a key located in a glass box to the right of the door can be used to exit the church.
3. A door in the north side of the chancel which is permanently locked by a key which is retained in the lock.

The only area of the church covered by an automatic fire alarm is the north transept. Should the alarm be sounded this is the only place a fire would be easily located. For all other occasions we rely on a member of the congregation telling the clergy, wardens or sides people of the fire or suspected fire.

The fire alarm in the north transept will be tested and serviced at regular intervals. (See the schedule in section 4)

It will be the duty of the service leaders, duty wardens, and sides people to acquaint themselves of:

- (a) The location of the exit doors and how they are opened.
- (b) The positions and use of all fire fighting equipment in the church, including the kitchen.
- (c) Ways to assist/direct people out of church under the direction of the service leader.

Evacuation training for all new service leaders, children's groups leaders, duty wardens and sides people will be organised as required.

The duty warden will:

- a) Carry a mobile phone for use in emergencies.
- b) Unlock the external door in the north transept during major services.

The emergency lighting in the north transept will be tested at regular intervals.

Fire extinguishers will be serviced regularly.

3.4 EVACUATION PROCEDURE

In the event of discovering a fire during a service:

- Immediately raise the alarm and ensure the service leader is informed
- The service leader will abort the service and give instructions to evacuate the building with directions as to which exits should be used as determined by the location of the fire.
- When requested to do so, leave the church in an orderly manner as directed by the service leader and proceed to the assembly area due south of the west door by the boundary wall with Tribes. Do not stop to collect personal possessions and do not run. Due care should be given to children, the elderly and the infirm.
- Children in the crèche should be collected by their parents. All other children will be escorted from the building by their group leaders.
- The sound desk operator will ensure the service leader has a live microphone before leaving the building.
- The duty warden will ensure the fire brigade is called, giving the address as St Mary's Church - Broadwater, 130 Broadwater Road, Worthing.
- The duty warden will ensure that the leaders of all the children's groups are directed to leave the church and then ensure the whole building has been vacated (including vestries, kitchen & toilet) without putting himself/herself at risk.
- The children's groups will remain under the direction of their leaders until they are collected by their parents/guardians at the assembly area.
- Sides people will attack the fire if possible using the extinguishers provided but without taking personal risk.
- Do not re-enter the premises until advised by the fire service that it is safe to do so.

Fire drills will be held at regular intervals. (See the schedule in section 4)

3.5 SECURITY

- The safe should never be left open and unattended.
- All three doors (west porch, north transept and chancel) should be locked and the alarm set when the building is vacated.
- A Pro-warden should be notified as soon as possible in the event of any problems encountered with the alarm system.
- Keys should not have labels which associate them with the church, e.g. do not label 'St Mary's'.
- Key-holders should not lend their keys to anyone other than approved key users.
- A list of all key-holders is kept by the Parish Administrators.
- The intruder alarm will be serviced regularly. (See the schedule in section 4)

3.6 CHILD PROTECTION

- We are committed to the safeguarding, care and nurture of all our members, particularly the children and young people.
- We recognise that our work with children and young people is the responsibility of the whole church community.
- We are committed to implementing the House of Bishops' Child Protection Policy 'Protecting All God's Children', and the diocesan procedures, which are based on the Children Act 1989; Home Office Guidance, "Safe from Harm" and the Government Publication "Every Child Matters".
- We will carefully select and train ordained and lay ministers, volunteers and paid workers with children and young people, using the Criminal Records Bureau, amongst other tools, to check the background of each person.
- We will respond, without delay, to every complaint made that a child or young person, for whom we are responsible, may have been harmed.
- We will co-operate fully with statutory agencies during any investigation concerning a member of the church community.
- We will seek to offer informed pastoral care to any child or children, young person or adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended against a child.
- We will review this policy annually and as part of this process will ensure that all our procedures, particularly in relation to the Criminal Records Bureau, are up to date.

3.7 CHILDREN'S GROUPS AND THE USE OF THE NORTH TRANSEPT

Users of the north transept, especially children and young people, face particular risks. Group leaders especially, should note the following:

- Children's groups using the downstairs room should put the sliding doors into 'Exit only' mode ['EO' shown on the display] to help contain children in the room.
- Leaders should be aware of the risk of children trapping hands or fingers in the fire door leading from the downstairs room into the stair well.
- There is a risk of accidents on the stairs to the upstairs room. Children should walk up and down the stairs in single file, with one leader in front of the group and one behind.
- Stair gates should be used at the bottom and top of the stairs during children's sessions.
- In the upstairs room, access to the north window sill must be blocked by a moveable display screen to prevent children climbing onto the sill from where they could fall into the stairwell.
- In the upstairs room the leader must routinely ensure the door to the tower is locked prior to the start of the session.
- In the upstairs room, leaders should ensure children do not play with the window catches.
- As the toilet is shared with the congregation, children up to and including year 3 are to be accompanied to the toilet during the session by a supernumerary adult leader.
- Children up to and including year 3 should be collected by their parents (or responsible adult) at the end of the session and should not be released unsupervised into the church.

3.8 ELECTRICITY

- Faulty light bulbs will be replaced as soon as practical and should not be left out of lamp holders leaving exposed live terminals.

- Any equipment that develops a fault should be reported immediately to a Pro-warden and not used until it has been repaired.
- Exposed sockets in rooms used for children's activities must be protected by safety covers.
- Extension leads and other cables should not trail over the floor leaving a trip hazard. Temporary trailing leads should be covered with a safety mat.
- Electrical circuits can be turned off by using the circuit breakers (located on the pillar on the north-west side of the tower and in the cupboard in the north transept downstairs room). The main switch is in the cupboard at the bottom of the north transept stairs.
- Portable electrical appliances will be tested regularly by a competent person to ensure that all appliances are safe. (See the schedule in section 4)
- At regular intervals the lightning conductor system will be examined and tested by a competent lightning engineer.

3.9 GAS

The gas isolator valve is located on the right hand side just inside the boiler house. The gas boilers must be serviced regularly by a Corgi registered gas installer.

3.10 WATER

The water supply to the kitchen and toilet sinks can be isolated using the valve in the water heater cupboard in the kitchen. The location of the stopcock is currently unknown.

3.11 HAZARDOUS SUBSTANCES

Substances marked as hazardous (e.g. irritant, flammable, harmful, toxic) will be kept in closed cupboards out of the reach of small children. Most are cleaning materials and are kept in the cleaner's cupboard in the Choir Vestry.

Instructions regarding the use of all hazardous substances must be followed.

3.12 USE OF LADDERS

Ladders, even stepladders, are a common cause of injury, even death. Do not use any ladder unless you have thought carefully about whether you are doing so safely. If in doubt don't.

- A person should be accompanied when using any ladder (other than a small step ladder).
- Do not use a ladder when you are tired or unfit, or in distracting circumstances.
- Ensure the ladder is suitable for the work to be undertaken, e.g. the correct size, wooden for electrical work.
- Before use check the ladder is sound, and free from hazards such as; cracks, damaged rungs, sharp edges, splinters and missing footpads.
- Carrying a ladder can be hazardous. Pay attention to the full length of the ladder avoiding collisions. Take care not to drop the ladder causing damage or injury.
- The ladder should be placed on, and against, firm level surfaces where it will be stable and at an angle of about 75° (1 in 4).
- If the ladder cannot be secured an adult should stand attentively with one foot on the bottom rung holding the upright stiles.
- Wear strong footwear with good grip, don't over-stretch, and hold onto the ladder with at least one hand.

- Take special care when up the ladder to avoid hazards such as electric shock or other minor injury.

3.13 ACCESS TO THE TOWER

- Only people authorised by a Pro-warden should enter the tower.
- The door to the tower must be kept locked to prevent un-authorised access to the tower, especially children, e.g. when bellringers are in the tower.
- Junior bellringers should make a responsible adult (e.g. duty warden) aware when they enter and leave the tower.
- If alone, people entering the tower should carry a mobile phone.
- Care should be taken not to lean over the handrail leading from the north transept first floor room to the tower.
- Extreme care should be taken when walking through the low door into the tower.
- No-one should proceed above the ringing chamber into the belfry alone.

3.14 FOOD SAFETY

For most of the time the small kitchen is unlikely to be used for anything more than preparing drinks. However, any food preparation should be carried out in accordance with the food hygiene notices displayed in the kitchen.

3.15 USE OF THE BUILDING BY LONE WORKERS & SMALL GROUPS

For lone workers and small groups:

- At least one person on duty will need to be a key-holder who is trained in the use of the security alarm.
- Before leaving the building, ensure the north transept and chancel doors are locked. Ensure that no-one is left in the building, electrical appliances and all lights are turned off, and then set the alarm. Lock the west porch door on exit and push the door to check it is secure.

In addition:

Lone working

- Anyone in the building on their own should keep the front door locked.
- It is recommended you have a mobile phone switched on and kept on your person.
- It is advisable to tell someone when you will be in the church, and let them know when you have left the building.

Opening to the public

- If the church is open to the public, a minimum of 2 people should be on duty (3 allows one person to take a break).
- At least one person should be close to the main doors at all times to welcome visitors and monitor them entering and leaving the building.
- At least one person should have a mobile phone switched on and kept on their person.
- Be vigilant for theft of items from the church and personal possessions.
- Doors to the two vestries should be kept closed, and preferably locked.

4. SCHEDULES

Schedule of events

Activity	Responsible	Renewal	Next due
Review Health and Safety policy	DCC	Annually	22 July 09
New leaders to read and note H&S policy	Pro-wardens		Now
Inspection and maintenance	Pro-wardens	6 monthly	Now
Review accident book	Pro-wardens	6 monthly	Now
Check and re-stock first aid box	Pro-wardens	6 monthly	Now
Test fire alarm & emergency lighting	Pro-wardens	6 monthly	5 Dec 08
Service fire alarm	Pro-wardens/AB Installation	Annually	18 July 09
Service fire extinguishers	Parish Office/Chubb	Annually	Dec 08
Fire drill	Pro-wardens	Annually	Now
Service security alarm	Pro-wardens/Security 201	Annually	5 Oct 08
Portable appliance testing	Pro-wardens	Annually	Now
Service gas boilers	Pro-wardens/Paine Man.	Annually	9 Nov 09
Test the lightning conductor system	Pro-wardens/Orion	5 years	Sept 2012

Key people

Role	Name	Contact
Rector	Peter Irwin-Clark	823996
Pro-warden	Barry Bates	823078
Pro-warden	Tim Miller	219124
Child protection representative	Carol Graham	202029
Parish Office	Julie Mason & Maureen Philips	823916
First aider	Roger Foyle	
Food safety certification	Consult Val Treadgold	

Tim Miller – Pro-warden
 Barry Bates – Pro-warden
 22nd July 2008

5. Map of key safety items in St. Mary's

Key:

- Fw Fire extinguisher - water
- Ff Fire extinguisher - foam
- Fc Fire extinguisher - CO2
- FA First aid kit
- EE Emergency exit
- CB Circuit breaker
- MI Mains electricity isolator
- GI Gas isolator
- AP Alarm panel
- SC Water stop cock

