

# Our Health & Safety Policy



Parkgate & Neston United Reformed Church  
Moorside Lane  
Neston  
CH64 6UZ

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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.

**To all church members, voluntary helpers, Charity 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.*

The policy is in three sections:

**Section A** - *General statement of policy*

**Section B** - *Organisation and responsibilities*

**Section C** - *Arrangements*

# 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 helpers, 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 the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below. 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 the 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 meetings of the Church Council, and sub committees where they exist and employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

Name:

Signed:

Date:

# Organisation & Responsibilities

## **Responsibility of the Minister in Charge**

Overall responsibility for Health & Safety is that of the Church Secretary

Mrs. Ann Clowes

who will ensure that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

## **Responsibility of the Elders**

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Elders.

## **Responsibility of the Building & Maintenance Committee**

The Building & Maintenance Committee has general responsibility to ensure that the Health & Safety Policy is implemented.

## **Responsibility of the Health & Safety Officer**

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

The responsibility of the Health & Safety Officer shall be to:

- 1 be familiar with Health & Safety Regulations as far as they concern church premises.
- 2 be familiar with the Health & Safety policy and arrangements and ensure they are observed.
- 3 ensure so far as is reasonably practicable, that safe systems of work are in place
- 4 ensure the church and hall are clean and tidy
- 5 ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
- 6 ensure that safety equipment and clothing is provided and used by all personnel where this is required.

7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training

8 ensure that adequate access and egress is maintained

9 ensure adequate fire fighting equipment is available and maintained

10 ensure that food hygiene regulations and procedures are observed.

### **Responsibility of employees and voluntary workers**

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers 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 equipment immediately to the appropriate person

4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible

5 not misuse anything provided in the interests of health and safety.

### **Responsible persons**

The following are responsible for safety in particular areas:

**David Vale**      Chairperson *General / Minor repairs*

**Paul Lyon**      Fire Safety / Electrics / Health & Safety

**To be advised** Ann Clowes

**To be advised** Church / Hall Cleanliness

**Brian Jones**      Gardens / Grounds Maint.  
Heating / Fire Deputy

**Rod Davies**      General / minor Repairs

# 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 & First Aid**

First Aid Boxes are located in:

Church Hall

Church Music Vestry

Trained / qualified First Aiders are:

On notice board

To be advised

The accident book(s) are located in:

Church Hall

All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised.

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed.

## **RIDDOR Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995**

These accidents will be reported by the responsible person.

## **2. Fire Safety**

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

An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general Health & Safety risk assessments.

Both the Church and the Community Hall have their own Fire Safety Policies, Evacuation Procedure and instruction for Hirers.

For full details please refer to these documents

### **3. Electrical Safety**

A list of all our portable electrical appliances is maintained by the responsible person.

**1** Every quarter plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the responsible person for action.

**2** Every 1 year all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.

**3** Every 6 months a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the responsible person for action.

**4** Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.

**5** 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.

**6** Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

(i) Visually check all electrical equipment before use.

(ii) Report all faults immediately to the responsible person.

(iii) Do not attempt to use or repair faulty equipment.

(iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.

(v) Electrical equipment should be switched off and disconnected when not in use for long periods.

(vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### **4. Gas Safety**

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately.

#### **5. Hazardous substances**

The responsible person will maintain a list of all hazardous substances used in the church/hall. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

Do not mix chemicals.

Do not store chemicals in unmarked containers.

#### **6. Safety of plant & machinery**

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

**1** Members, users and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.

**2** Members, users and voluntary workers must not ride on any parts of machinery not intended for that use.

**3** Machinery must be switched off before any adjustments are made.

**4** After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.

**5** Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.



- 6 The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
- 7 Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
- 8 Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties.
- 9 Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- 10 All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
- 11 Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.
- 12 The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

### **7. Slips, trips & falls - conditions of floors, steps and paths.**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the responsible person of: -

- 1 all floors and stairs in the church and hall, and
- 2 all paths and steps in the churchyard.

Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the responsible person who will arrange for repairs or remedial measures to be carried out.

### **8. Lighting.**

In order to ensure that the church is adequately lit, an inspection will be made every month by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to the responsible person who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

### **9. Working at Height.**

The following areas are designated as high levels: -

Church Roof

Hall / Foyer Roof

Area above the church entrance (where the organ is located).

Only authorised personnel may work at height, e.g. approved contractors.

Only the following work is authorised without special agreement: -

Replacement of lights bulbs

Installation and removal of Christmas lights

Cleaning of decorative panels and dusting of windows

The appropriate training will be given and a system of recording will detail who is working where at any time.

#### **10. Preparation of food.**

**1** We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.

**2** We ensure that all food handlers have received adequate supervision, instruction and training.

**3** We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.

**4** Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.

**5** Food stuffs may only be prepared in the following areas: Hall Kitchen Area.

**6** Only persons who have received the appropriate training may prepare and serve foodstuffs.

**7** We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

#### **11. Manual Handling.**

**1** Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

**2** Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

**3** The necessary training will be given to all those members, users and voluntary workers who are required to undertake manual handling.

**4** Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

#### **12. Display Screen Equipment.**

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

Stability and legibility of the screen  
Contrast and brightness of the screen  
Tilt and swivel of the screen  
Suitability of keyboards, desks and chairs  
The workstation environment  
The user friendliness of the software  
Daily work routines will involve periods away from the screen.  
Where necessary risk assessments will be carried out by the responsible person.

### **13. Hazardous buildings / windows.**

- 1** Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every year by the responsible person
- 2** Any defects noted are immediately reported to the building & maintenance committee and the procedures put in hand for repairs
- 3** Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- 4** A check is made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by an approved contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.
- 5** A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

### **14. Child Protection & Safeguarding**

We fully recognise our responsibilities for child protection & safeguarding.

Our policy applies to all staff and volunteers working in the church. There are three main elements to our policy:

Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.

Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.

Establishing a safe environment in which children can learn and develop.

The church will therefore:

Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.

Ensure children know that there are adults in the church whom they can approach if they are worried.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded. A permanent record will be maintained of all accidents involving children.

Parkgate & Neston United Reformed Church works with children and families as part of its activities. These include:

The purpose of this policy statement is:

- to protect children and young people who receive Parkgate & Neston United Reformed Church services. This includes the children of adults who use our services.
- to provide parents, elders, members, team leaders and volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of Parkgate & Neston United Reformed Church including Elders, Church Members, Group / Activity Leaders, volunteers, parents & guardians.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](http://nspcc.org.uk/childprotection).

We believe that:

- children and young people should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.

- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them.
- appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding.
- developing child protection and safeguarding policies and procedures which reflect best practice.
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- developing and implementing an effective online safety policy and related procedures.
- sharing information about child protection and safeguarding best practice with children, their families, members and volunteers via leaflets, posters, group work and one-to-one discussions.
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- implementing a code of conduct for staff and volunteers.
- using our procedures to manage any allegations against staff and volunteers appropriately.
- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- recording and storing information professionally and securely.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Procedures for responding to concerns about a child or young person's well being
- Dealing with allegations of abuse against a child or young person
- Role of the designated safeguarding officer
- Managing allegations against members, team leaders and volunteers
- Safer recruitment policy and procedures
- Adult to child supervision ratios
- Code of conduct for staff and volunteers
- Anti-bullying policy and procedures
- Online safety policy and procedures for responding to concerns about online abuse
- Photography and image sharing guidance
- Child protection records retention and storage policy
- Whistle blowing policy

### **15. Personal Safety.**

All members, users and visitors to the church and community hall will be encouraged to follow these guidelines;

- Take reasonable care of themselves and others
- Familiarise themselves with this & the other H & S policies of the church & hall
- Never knowingly compromise theirs or anybody else's safety
- Report any hazards encountered during their use of the church or hall
- Participate in any relevant safety training / instruction provided
- Follow all relevant safety instructions / guidance provided

### **16. Risk Assessments.**

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 competent person in order to meet our obligations under The Management of Health & Safety at Work Regulations 1999.

### **17. Contractors.**

Anyone entering church premises for the purposes of carrying out work, other than a church member or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- 1 Have their own Health & Safety policy (where required by law) and be able to provide a copy of the same.
- 2 Produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence will be maintained.

**3** Comply with all the requirements of this Health & Safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.

**4** Where plant and machinery is 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.

**5** Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.

**6** All contractors will be given detailed instructions 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 any safety precautions they must undertake.

## **18. Information & enforcement**

Environmental Health Service Information

Ellesmere Port & Neston Borough Council,  
Environmental Health Department,  
Council Offices,  
4 Civic Way,  
Ellesmere Port,  
Cheshire, CH65 0BE

Health and Safety Executive Office

Redgrave Court  
Merton Road  
Bootle  
Merseyside, L20 7HS

## **19. Health & Safety law poster**

A copy of the HSE poster 'Health and Safety Law - what you should know' is displayed in the Hall and the Church.