

Christ Church, Bath

Charity No: 1055275

Policy for Health & Safety



Title	Last Revision	Author	Next Revision
Health & Safety	New at January 2022	Nick Wells	January 2022
	By Trustees 19.01.2023	Simon Tatton-Brown	January 2024

1 Introduction

1.1 Trustees owe a duty of care to ensure the safety of those who visit or use the church, Lower Mews, rental property, the car park and other grounds.

1.2 Also, as an employer, Trustees have to meet the requirements of relevant health and safety law and have chosen to have a written health and safety policy (albeit our charity does not meet the criteria where such written policy is required under Section 2(3) of the Health and Safety at Work etc. Act 1974).

1.3 The policy has been drafted using a template from Ecclesiastical Insurance and Trustees gratefully acknowledge the considerable assistance this has provided. Further guidance can be found at the Health and Safety Executive website (www.hse.gov.uk).

2 General Statement of Policy

2.1 Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, or any other building or grounds for which Trustees are responsible.

2.2 This will be in accordance with good practice and any relevant statutory provisions where they apply.

2.3 Christ Church Trustees accept their overall responsibility for this. Trustees will ensure that adequate resources are made available to achieve this objective. Any decisions made will have due regard for it.

2.4 Trustees will appoint a specific Trustee to have specific responsibility for this policy and its implementation. Trustees will keep health and safety matters under review at appropriate intervals, typically annually. Trustees will monitor the effectiveness of the policy, amending it where Trustees believe it is no longer valid.

2.5 It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention (see 3.2 below). Trustees will try to ensure that everyone involved with the church plays his or her part in its implementation.

2.6 Further detail about the arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available on request.

3 Organisation and Responsibilities

3.1 The Trustee with overall responsibility for implementing our policy is the Health & Safety Officer. That Officer receives and relies upon diocesan advice provided through the Priest-in-Charge.

The Health & Safety Officer will ensure that:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to the Health & Safety Officer are identified with appropriate signage and/or barricaded off, and rectified as soon as possible
- Trustees will only employ persons they consider competent to carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- He/she will retain relevant Health and safety documents
- He/she keeps up to date on health and safety matters relevant to the church
- He/she sets a personal example on matters of health and safety.

3.2 The Health & Safety Officer also has day-to-day responsibility for implementing our policy. He/she will ensure:

- All employees and relevant volunteers know of their health and safety responsibilities
- Adequate precautions are taken as set out in this policy and related risk assessments
- Adequate information and training is provided for those that need it
- Any hazards or complaints are investigated and dealt with as soon as possible
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- All accidents are reported in-line with the requirements of this policy (see 4.5)
- Advice is sought where clarification is necessary on the implementation of this policy

3.3 All employees and relevant volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

4 General Arrangements

4.1 Competent Assistance

Where necessary, the Health & Safety Officer will refer to someone who is competent to assist in meeting our health and safety obligations. Our 'person of reference' is the Oasis Pantry Leader, Hay Hill Baptist Church, The Paragon, Bath.

4.2 Risk Assessment

The Health & Safety will organize the completion of risk assessments. Findings will be recorded and any necessary precautions implemented. The Health & Safety Officer will arrange review and revision of these periodically.

4.3 Information and Training

The Health & Safety Officer will provide any necessary information and training for our employees and volunteers in a timely manner. The Health & Safety Officer will keep a record of what is provided. The Health & Safety Officer will also ensure that relevant information is given to contractors and self-employed people who may need this to complete their work safely.

4.4 First Aid

The Health & Safety Officer will ensure that first aid facilities are provided, including a suitably stocked first aid box and a person who will take charge of the first aid arrangements. The Health & Safety Officer will also provide relevant information for employees and volunteers.

Our first aid boxes are located in the Vicar's Vestry, the church kitchen and Lower Mews.

Our person in charge of first aid arrangements is Lore Chumbley.

4.5 Accident Reporting

Accident books are provided and detail of accidents are recorded therein. The Health & Safety Officer will report to Trustees any occasion where an enforcing authority needs to be informed. Records of certain accidents to employees, volunteers and members of the public will be kept in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Our Accident Books are kept in the Church kitchen and the kitchen in Lower Mews.

4.6 Monitoring

The Health & Safety Officer will make periodic checks to ensure that our precautions remain effective and adequate and report to the Trustees annually. That Officer will also ensure that electrical equipment and church utilities is inspected as necessary to ensure that they remain safe. That Officer will keep records of the checks made.

4.7 Annual Review

The Health & Safety Officer will provide an annual written report to the Trustees in January (in preparation for the Annual Church Meeting), when the Policy will also receive its annual review.

4.8 Trustees' Agenda Item

The Secretary to the Trustees will place Health & Safety as an item on every Trustees' agenda.

4.9 Contractors

If contractors are employed, the person supervising the contractor will 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.

4.10 Record Keeping

Copies of our Health and Safety Risk Assessments, records and other documents are kept by the Health & Safety Officer.

5 Specific Arrangements

5.1 Asbestos

Trustees will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. If suspected or found, a plan will be implemented to manage that risk including not disturbing the material unless following professional advice. The person supervising contractors or other third parties will provide relevant information to them. Trustees will keep records of the checks, assessments and plans.

5.2 Bell Ringing

The Health & Safety Officer 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 notification of safety procedures to visiting bellringers.

5.3 Church Buildings

The Trustees collectively will ensure that the fabric of our buildings is regularly inspected as part of our Quinquennial survey to make sure it is safe. Significant 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.

5.4 Grounds

The churchyard, which as such, is a space open to the public on foot, is mainly used as a private car park. There is no graveyard.

The Health & Safety Officer will report to Trustees annually on the condition of kerbs, steps, fences, boundary walls and gates.

5.5 Construction Work

Where maintenance, refurbishment or restoration work is planned for our church, the Health & Safety Officer will identify what needs to be done to ensure the safety of all those concerned before work starts. The Health & Safety Officer will also determine if there are any responsibilities under the Construction (Design and Management) Regulations and report to Trustees accordingly.

5.6 Display Screen Equipment

Where Trust employees regularly use church-owned computers, for continuous periods of an hour or more, workstations will be analysed to identify precautions, implementing these as necessary.

5.7 Electricity

The Health & Safety Officer will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. The Health & Safety Officer will keep records of the checks made. PAT testing is undertaken periodically.

5.8 Events

Where it is intended to hold large concerts, services and fundraising events, and in particular book signing events with Toppings & Co, The Health & Safety Officer will identify any additional precautions that are necessary and implement these.

5.9 Fire

The Health & Safety Officer will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. The Health & Safety Officer will record the findings, implementing any necessary precautions. The Health & Safety Officer will review these annually and report to Trustees. There is no fire alarm system.

5.10 Heating Systems

The Verger will ensure, by reminding the Chair of Trustees, that our gas heating systems are suitably maintained and checked annually by a competent person. Significant defects found will be corrected as soon as possible and records of the checks made will be kept.

5.11 Hazardous Substances

Only domestic cleaning products are to be used in Christ Church buildings. The Health & Safety Officer will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

5.12 Manual Handling

The need for lifting or carrying heavy objects should be avoided as far as is possible. Where this is not practical, precautions such as team lifting will be adopted. The Health & Safety Officer will provide training to relevant volunteers.

5.13 Serving of Food

On those occasions when food is served, there must be a clean and disinfected work surface, and clean utensils and equipment. Food will be stored in such a way as to avoid contamination. Hand-washing facilities and suitable arrangements for the disposal of waste will be provided. The Cedar Tree café has an agreed set of operational procedures. Hygiene certificates are displayed.

5.15 Slips and Trips

The Health & Safety Officer will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. The Health & Safety Officer 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, hand rails or lighting) remain adequate. The Health & Safety Officer will advise Trustees of any significant defects identified, keeping records of the checks made.

The Health & Safety Officer supported by the Verger will make arrangements to manage pathways in winter weather.

5.16 Tower Access

The bell chamber may only be accessed by authorized people. Access to the ringing chamber is permitted under the authority and oversight of the Tower Captain and Ringing Master.

5.17 Access to Church Roof, Roof Voids, and to vents (lighting) shafts.

Part of the access is un-railed. No unauthorised person may go into these areas.

5.18 Access to Apse undercroft/boiler room

The access stairs are narrow and steep. Those unfamiliar with the access must be accompanied by someone who is familiar with it.

5.19 Working at Height

Where possible the need for working at height should be avoided. Where this is not practicable, the Health & Safety Officer will ensure that any work is properly planned to identify suitable precautions. The Health & Safety Officer will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

5.20 Work Equipment

Any work equipment (including any hand tools) provided 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. The Health & Safety Officer will keep records of any checks made.

5.21 Working Alone

The Health & Safety Officer will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.