

**January 2020**

## **3.0 Arrangements (Implementation of the Policy)**

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

### **1 Accidents and first aid**

CHURCH

First aid box is located in the South Transit at the turn of the stairs leading to the room above the vestry.

MARTINDALE

Kitchen drawer

Accident books are located:

CHURCH

At the turn of the stairs leading to the room above the vestry

MARTINDALE

Kitchen drawer

All accidents and incidents are entered in the accident books and, if significant, our insurers are advised.

We comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

### **2 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:

An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out as part of our general health and safety risk assessments. A specific risk assessment is carried out annually using the format provided by the Church insurance company: Ecclesiastical Insurance PLC, held with the signed hard copy of the Health and Safety Policy and Arrangements.

To check that fire can be detected in a reasonable time and that people can be warned.

To check that people who may be in the building can get out safely including, if

necessary, the provision of emergency lighting and fire exit signage.

To provide reasonable firefighting equipment.

To check that those in our buildings know what to do if there is a fire.

A regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

## **2.1 Fire extinguishers**

### **CHURCH**

There are fire extinguishers around the building (in the rear most pew, by the organ and in the vestry) as recommended by Initial Facilities-Fire – now Interserve. They come and inspect them annually, last visit 18/08/16. We have 2x6lt foam and 2x2kg CO2.

MARTINDALE have 3x6lt foam, 2x2kg CO2, 1x2kg Powder, 1x6kg Powder extinguishers

There are fire extinguishers around the building as recommended by Interserve. They come and inspect them annually, inspection dates displayed on each appliance. We

Extinguishers noted are also checked every six months by the Fabric or Martindale Committee to ensure that they are still in place and have not been discharged, compliance recorded at appropriate management committee meetings.

## **2.2 Other fire protection equipment**

### **CHURCH**

Fire blanket on wall in outer vestry

### **MARTINDALE**

Fire blanket on wall in kitchen

## **2.3 Evacuation procedure**

For large services, concerts, meetings, where the congregation/audience exceeds approx 60,

Our procedures for stewarding/evacuation are as follows:

1 All designated fire doors must be unlocked before the service or event commences and, where appropriate in the MARTINDALE are clearly marked as fire exits using the running man symbol.

2 In the CHURCH, a sidesman is allotted to each door and has responsibility for persons in the main aisle or the north aisle.

3 Responsibility for using each fire extinguisher will be allotted to sidesmen or other appointed persons.

4 If emergency lighting is not available, if the gathering is not in the daylight, torches must be available for each sidesman or appointed person.

5 In the event of an emergency, an announcement to leave the building will be made by the Priest-in-Charge, a sidesman or appointed person.

6 Persons will assemble:

CHURCH - in the churchyard around the war memorial but keeping access paths clear

MARTINDALE – in the rectory garden

7 The emergency services will be contacted immediately by a nominated person using the Church portable phone located in the south transept Sacristy adjacent to the audio system (number 01825 817204) should this be unavailable the a functioning mobile phone or the closest accessible land line must be used.

8 All voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

#### **2.4 If you discover a fire (no matter how small)**

1 Immediately raise the alarm

2 Telephone the emergency services

3 Check the building for occupants

4 Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk, this only applies to very minor fires and whilst controlled evacuation is taking place.

5 If it is not possible to attack the fire or if you're unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property.

6 Evacuate to the designated assembly point

7 Ensure clear access to the emergency vehicles

### **3 Electrical safety**

1 Every 12 months plugs, cables and sockets will be inspected by the responsible competent person to ensure that there are no loose connections, worn flexes or trailing

leads. Any repairs needed will be reported to Fabric or Martindale committees or churchwardens for action.

2 Every year at the PAT check, all our portable electrical equipment will be tested by a contracted professional. Any unsafe equipment will be safely disposed of.

3 Every year at the PAT check a visual inspection will be carried out of the fixed electrical installation by the contracted professional. Any defects will be reported to the Sub-committee Chairman for action.

4 Every five years, as necessary for our Quinquennial Inspection, our fixed electrical system in the church is inspected and tested by a competent contractor who is a Full Scope member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.

5 At intervals of not more than 2 1/2 years, the lightning conductor system will be examined and tested by a competent specialist firm of engineers. In addition, our lightning conductor system is visually checked by a responsible person every 12 months.

6 It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by suitably qualified person and a register of such equipment is maintained.

7 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:

a Visually checked all electrical equipment before use

b Report all faults immediately to the responsible person

c Do not attempt to use or repair faulty equipment

d No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in an electrical equipment record MARTINDALE Approved competent person, Chair of the Martindale Management committee holds the list.

e Electrical equipment should be switched off and disconnected when not in use for long periods

f Flexible cables should be positioned and protected so that they do not constitute a tripping hazard or are subject to mechanical damage

## **4 Gas equipment safety**

Our MARTINDALE LPG (liquid petroleum gas) boiler is serviced and checked annually by a competent contractor registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately. The storage tank is visually checked by the LPG suppliers who report back.

These arrangements are checked by the responsible person.

## 5 Hazardous substances

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 includes substances marked as “harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment”, datasheets 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.

We do not mix chemicals.

We do not store chemicals in unmarked containers.

## 6 Safe use of ladders

Ladders may only be used by appointed competent persons those authorised by them or contractors working to their own safety policy and arrangements.

*See specific safety documents re tower access and changing lightbulbs and high level cleaning*

## 7 Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risks of slips, trips and falls, inspections will be made to inform our annual risk assessment reviews of all floors and stairs in the Church and in the Martindale.

Seasonal inspections will be made of 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 committee chairmen who will arrange for repairs or remedial measures to be carried out, if appropriate temporary repairs or prohibitions will be instigated.

## **8 Working at high levels**

The following areas are designated as high levels:

CHURCH – clock room, bell tower, nave lighting, high-level ledges and gutters  
MARTINDALE – main hall windows and lighting

Any bulbs that require replacing will be reported to an appropriate committee or wardens who will ensure that the bulbs are replaced following appropriate safety procedures.

Only the following persons may work at high level:

*approved contractors, competent named individuals – see specific safety documents.*

The following procedures must be followed:

CHURCH(see specific safety documents: *Changing lightbulbs, Tower access, High Level Cleaning. And Procedure for the safe use of ladders*)

MARTINDALE (see specific safety documents)

The appropriate instruction will be given.

## **10 Preparation of food**

Regulation (EC) No 852/2004, raised under the Food Safety Act 1990 requires food handlers to receive appropriate supervision instruction and/or training in food hygiene, to enable them to handle food safely in the context of their duties. In order to meet this requirement:

- 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 to 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: Martindale kitchen

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

## **11 Hazardous buildings**

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. The buildings are inspected annually to inform our risk assessment. Otherwise, any defects noted are immediately reported to committee chairmen or churchwardens and the procedures put in hand for repairs.

2 Where necessary, temporary measures, repairs or prohibitions will be undertaken to ensure that there is no risk of accident or injury until permanent repairs can be carried out

3 A regular inspection is carried out of any identified asbestos containing material in the building by a competent person noting its location, type condition and labelling. When necessary, asbestos will be removed by a licensed 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 waste height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage

## **12 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, must abide by the following

1 Have their own health and safety policy and arrangements 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 and safety policy and cooperate with the Church officials in providing a safe workplace and a safe system of operation.

4 Where plant and machinery is brought on to 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 in compliance with the Work Equipment Regulations.

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.

## CDM Regulations

Construction Design and Management Regulations apply to all construction work in Great Britain. You should be aware of your obligations under these regulations, it is the ‘Designers’ duty to inform the employer of their current duties.

## 13 Communications

Mobile phone signal is poor therefore the Church portable phone located in the south transept Sacristy adjacent to the audio system (number 01825 817204) must be used,

## 14 Information and Enforcement

Delegated responsibility for Health and Safety enforcement and information lies with Mid Sussex District Council the Health and Safety team can be contacted on 01444 477433 or email [healthandsafetyenforcement@midsussex.gov.uk](mailto:healthandsafetyenforcement@midsussex.gov.uk)