



HEALTH AND SAFETY POLICY DOCUMENT 2023

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for any employees, casual labour and voluntary helpers and to provide such information and training and supervision as they need for the purpose.

We also endeavour to ensure, as far as is reasonably practicable, the Health and Safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and associated buildings.

The allocation of duties for safety matters and the particular arrangements which we make to implement that 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 that this policy and the way in which it has operated continues to meet our needs, it will be reviewed at intervals not exceeding one year and any appropriate changes made.

In order to ensure that Health and Safety matters are kept under review, an item on Health and Safety will be on the agenda of the Parochial Church Council and relevant sub committees where they exist. Employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health and Safety matters.

This policy reviewed June 12 2023, was affirmed by the PCC on 18 June 2019,

Organisation and Responsibility

Responsibility of the Vicar

Overall responsibility for Health and Safety is that of the Vicar, who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice.

Specific responsibilities may be delegated to church personnel. As new projects emerge and personnel change the names of responsible persons will be amended accordingly. Named responsibilities are listed in Appendix B1 and updated annually.

Responsibility of Churchwardens

Responsibly to ensure that the arrangements are carried out and updated as necessary rests with the Churchwardens elected at the Vestry meeting held prior to 31 May each year.

Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the Health and Safety policy is implemented.

Responsibility of the Health and Safety Officer

The chairman of the Premises Group carries the responsibility for the day-to-day implementation of this policy.

Responsibility of Employees and Voluntary workers

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

All individuals are encouraged to report faults or defects in equipment and to report all accidents, near misses or any potential safety hazard.

Arrangement for implementing this policy

Accidents and First Aid

First aid boxes and accident books are kept in the church, in the hall kitchen and the office.

There are no formally appointed first aiders and first aid is administered as and when necessary by members of the congregation, some involved with professional health care. Help from the emergency services will be sought as necessary.

Fire Safety

There is an annual maintenance contract for firefighting equipment in both the church and the hall.

A fire alarm system in the Church hall is regularly tested.

Evacuation procedures are posted on the notice boards of both the church and the hall and an emergency evacuation drill for the Sunday morning children's groups is carried out annually.

Electrical Safety

Portable electrical equipment is periodically tested.

Gas equipment

The gas boilers at the church, the hall and 278 The Greenway are maintained and checked annually by a "Gas Safe" registered gas installer.

Food handling

Food from raw ingredients is not prepared in the hall kitchen.

Safeguarding of Children and Vulnerable Adults

Our policy is reviewed annually and displayed on the church notice boards along with a free standing policy statement concerning the safety of Children and Vulnerable Adults. Our Procedures for Safeguarding of Children and Vulnerable Adults mirror those set out by the Diocese. A Safeguarding Officer is appointed each year by the annual parochial church meeting. The PCC has also designated one of its members to take the lead on Safeguarding matters (see Appendix B1).

Church Hall

The conditions for hiring the Church Hall require users to take responsibility for and to make appropriate health and safety arrangements for their activity.

Contractors

All contractors are expected to have their own Health and Safety Policy (where required by law). In the case of major contracts, specific instructions will be given as necessary.

Risk Assessment

Periodic assessment may be carried out where there is a perceived or significant risk and should always be carried out before a parish event.

Having regard to Covid and the introduction of specific risk assessments to reduce infection, although no longer mandated, additional assessments may be required in the event of further epidemics or other major public health events

Procedures

There are no formal procedures in place but from time to time guidelines may be issued to cover specific issues. A list of these is maintained as an attachment to this document, as Appendix A. This list is updated annually.

Monitoring Procedures

A rolling maintenance chart is maintained by the chairman of the Premises Group to ensure that all necessary checks and controls are carried out in a controlled manner. Appendix B2 shows an example.

Document Control

All documents will be approved by the PCC and records of their approval recorded as part of the minutes.

Related documents

For completeness, other safety related documents issued and approved by the PCC are listed in Appendix B3.

Appendix A1

Guidelines for use of Candles in Church, Issue 1, October 2007

Candles have always been an important visual aid to worship at Christ Church and their use is encouraged. They are, however, potentially, dangerous and a few simple guidelines will ensure their safe usage.

Where candles other than those on permanent display in the chancel are used the minister, or whoever is responsible for the service, is urged to contact the Sacristan (if present) or Warden/Sidesperson before the start of the service and inform them that candles or tea-lights are to be used. This person then becomes responsible for the candles once they are alight and will ensure that any candle which becomes dangerous is extinguished immediately and that all candles are extinguished at the end of the service. The aim is to relieve the minister of responsibility for the candles during the service, allowing worship to be led without distraction.

When used in a large group of people it not unusual for individuals to be completely oblivious to the potential dangers. To minimise the dangers both to property and individuals the following should always be observed:

- Candles should always be in non-flammable holders and placed on a solid surface. Small tea lights in plastic cases should not be handled by people when alight and should always stand on a flat level solid surface.
- Candles should not be placed directly onto the dais carpet. Candles placed on the floor should be clearly visible, especially if the congregation is going to move around. Please remember that there may be those who do not see well in Church.
- Where small children are involved it may be necessary to adopt additional precautions, such as protecting candles and or limiting movement.
- Burning candles must not be left unattended.
- The Paschal Candle should not be moved once it has been lighted. When alight by the font during baptisms ensure that someone is nominated to 'guard' the candle.
- Burning candles, other than those in holders on window shelves, should be extinguished before large numbers of individuals move around. This applies also to baptism candles handed to godparents.
- If there is a wax spillage leave it to cool, note the position and tell the vergers/churchwarden. Do not attempt to clear it up unless it is on a tiled or wooden surface.
- The Churchwarden/Sidesperson/Sacristan will be responsible for the candles during the service and will initiate any action to extinguish them in case of emergency. Smothering is the safest and most reliable method. **On no account should fire extinguishers be used on candles but they may be necessary to quell any secondary fire.**

Appendix A2

Power Failure – Emergency Guidelines, Issue 2, March 2011

Services at Christ Church are such that any power failure that occurs is unlikely to involve a church full of people. Evening worship does not normally exceed 30 people.

There are emergency lights situated at the back of the church in the font area, in the chancel and in the choir vestry.

Hand torches are located in the top drawer of the desk in the Vicar's Vestry and one in the lowest draw of the Help Desk

In the event of a power failure the following steps should be taken immediately:

- The minister or service leader to advise everyone to remain in their seats. If the minister has left the churchwarden or sidesperson will assume this responsibility
- The churchwarden or equivalent responsible person will retrieve an emergency torch and light the available static candles.
- When there is sufficient base illumination the mains power circuit breakers should be inspected to ensure that they have not cut out.
- The minister and/or churchwarden will then make a decision as to whether it is safe and/or practical to proceed with the service by candlelight or whether to abandon the service.
- It may be necessary to place candles at certain strategic points.
- If the service is to be abandoned stewards should be appointed to stand at any steps and people should be led out of the church in an orderly fashion. A similar approach should be adopted at the end of the service if power has not been restored.

In the Church Hall there are sufficient emergency lights and the same common sense principles should be adopted in the event of power failure.

Appendix A3

Tower Safety Guidelines, Issue 1, June 2012

Access & Lighting

- Access to the tower is limited to known keyholders, including the churchwardens. Access to the Bell Chamber and the roof are further restricted to a smaller number of keyholders.
- When not in use the bottom tower door is secured using a rimlock and a mortice lock. When the tower is occupied the bottom door is usually left open. The main exception to this is during a peal or quarter peal when the door is usually closed and secured on the rimlock to prevent disturbance to the ringers. The mortice lock is never secured when the tower is occupied, allowing easy exit in an emergency.
- Access to the ringing chamber, clock chamber, bell chamber and roof are via a spiral staircase. Staircase lights are provided at two levels (below and above the ringing chamber). The lower set of lights should be switched on when entering the tower. The upper set of lights need only be used when necessary: the switch also turns on the lights in the bell chamber.
- The lights on the staircase have battery backup in case of power failure. The ringing chamber has a separate emergency light which is tested periodically.
- The main means of escape is down the spiral staircase, which forms a low fire risk.
- The clock room should not be accessed when the bells are 'up' as the ropes pass through it and present a hazard.
- Nobody should enter the tower alone, especially when working amongst the bells. If this is unavoidable, please inform someone where you will be in case of accident.
- At all times it is the responsibility of the tower captain (or whoever is in charge at the time) to ensure the safety of all those in the tower.
- The nearest telephone in case of emergency is at the vicarage, diagonally opposite the church. Mobile 'phones may be more convenient but the signal in the ringing chamber is very poor and may require a user to leave the tower.

Bells and Ropes

- When not in use, the bells are left in the safe 'down' position so that the clock can chime. The bells are occasionally left 'up' unattended, prior to weddings or other special occasions. If the bells are left up a sign is prominently displayed in the ringing chamber.
- Members and regular visitors are usually aware of any hazards in the ringing chamber, but visiting ringers or other members of the public will be briefed on basic safety, including: the size and position of the bells; the importance of keeping quiet and following instructions; the importance of keeping feet on the floor; the importance of not touching ropes unless they are competent to do so; whether the bells are up or down; the operation of the clock

chimes and how to disable/enable the chimes; how to tie-up the chiming rope on the Sanctus bell.

- The clock chimes must be turned 'off' before ringing commences and turned 'on' when finished. The bells must be at a complete standstill before enabling the chimes. The chimes should not be disabled using the control panel in the porch as this can conflict with the state set in the ringing chamber.
- New learners receive an extended briefing, including what to do if they lose control of their bell.
- The person in charge has the responsibility to ensure that all ringers are safe to handle a bell alone, or to provide adequate supervision to step-in in case of problems.
- The bells, ropes and fittings are inspected periodically to assess for any loose bolts, worn ropes, etc. Any unusual movements or sounds are investigated promptly.

Safeguarding Precautions

- The bell ringers are subject to the same rules and guidelines on child protection as other groups in the church, which are monitored by the church Safeguarding Officer.
- The Tower Captain and Deputies are DBS checked to an enhanced level.
- Parents of under-18s are required to complete and sign a registration form every year. A list of all under-18s is provided to the church Safeguarding Officer.
- A register is kept to log everyone present at each ringing session. The register identifies those present, whether they are local members or visitors, and whether they are under or over 18.
- Parents are invited to stay with under-18s during ringing, especially in the first weeks of learning.
- An adult must not be alone in the church with a child.
- If an adult has agreed to gift a lift to a child, the child must be seated in the rear of the vehicle where possible.

Appendix B1

Current Personnel

Vicar	Revd Rosemary Donovan
Churchwardens	Fay Wedlake, Andrew Hards
Chairman, Premises Group	Andrew Hards
Safeguarding Officer	Leslie and Maureen King
PCC's designated Safeguarding lead member	Dr Dorothy Jane Williams

Appendix B2

Monitoring, Issue 1, October 2007

A typical chart may include the following

Health and Safety – Checks and Inspections

Check	Type	Frequency	Last completed/ certificate dated	Comments/ Requirements
278 Greenway Boiler Service	Contract	Annual		
Church Boiler Service	Contract	Annual		
Hall Boiler Service	Contract	Annual		
Fire Extinguishers	Contract	Annual		
Lightning conductor	Contract	3 Yearly		
Kitchen hygiene	Epsom Borough Council	Annual		
Site security	Crime Prevent Officer/Fire Office	As requested by church		
Church Safety Inspection	Visual inspection	Annual		
Hall Safety Inspection	Visual inspection	Annual		
Grounds Safety Inspection	Visual inspection	Annual		
Shrubs and trees overhanging pathways	Visual inspection	Half-yearly		

Appendix B3

Related Documents, Issue, 4 June 2017

- Safeguarding Statement Issued annually following APCM
- Policy for recruitment, training and assessment of those working with children and young people Re-issued March 2015
- Children at Sunday Services Re-issued October 2014
- Risk Analysis Form Re-issued December 2009
- Emergency Evacuation Procedure Re-issued December 2009
- Fire Risk Assessment Issued October 2016