Hinkledux Churches of St Peter’s, Duxford; St John’s and St Mary, Hinxton; St Mary Magdalene, Ickleton

**Health and Safety Policy**

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|  | Date agreed in principle via email | Date formally adopted at next PCC meeting | Date of Review |
| St Peter’s, Duxford |  |  |  |
| St John’s and St Mary, Hinxton |  |  |  |
| St Mary Magdalene, Ickleton |  |  |  |

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, churchyard or any other building we are responsible for. This will be done in accordance with good practice and any relevant statutory provisions where they apply.
2. To keep matters under review, we will include ‘Health and Safety’ as a standing item on the agenda for all meetings of the PCC.
3. We will monitor the effectiveness of this policy, amending it where we believe it is no longer valid.
4. It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This document will be brought to their attention. We will try to ensure that everyone involved with the church plays their part in its implementation.
5. Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept on our Hinkledux website.

**General Arrangements**

1. Competent Assistance - Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations.
2. Risk Assessment - Where necessary, we will complete and record risk assessments to identify what we need to do to comply with health and safety law. We will implement any necessary precautions. We will review and revise these as appropriate, with a minimum of an annual review.
3. Information and Training - We will provide any necessary information and training for our employees and volunteers in a timely manner and record what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.
4. First Aid - We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box. We will also provide relevant information for employees and volunteers. Our first aid box is located in the Vestry.
5. Accident Reporting - We will record details of any accidents that occur in an accident book, which is located in the Vestry. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
6. Monitoring - We will make periodic checks to ensure that our precautions remain effective and adequate. We will ensure equipment is inspected as necessary to ensure it remains safe. We will keep records of such checks and inspections.
7. Contractors - If we employ contractors, we 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.
8. Record Keeping - Our Health and Safety Risk Assessments, records (as mentioned in this document) and other documents are kept in our Hinkledux google drive under a “H&S” folder

**Specific Arrangements**

1. Asbestos - We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (e.g. building contractors). We will keep records of the checks, assessments and plans we have made.
2. Bell Ringing - We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This may 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.
3. Church Buildings - We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. 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. This will include glazing.
4. Churchyard - We will ensure that boundary walls and gates are kept in good repair. Where appropriate, we will have trees inspected by a competent person and have any necessary work carried out to make them safe. Headstones tombs and monuments will be checked regularly to ensure they are properly maintained. If our churchyard is closed we will report any concerns to the Local Authority or Parish Council.
5. Construction Work - Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.
6. Display Screen Equipment - Our church does not provide DSE or workstations for such. Those using DSE are encouraged to use good practice.
7. Electricity - We will ensure that any electrical system, fixed machine and portable appliances is inspected, tested and maintained by someone who is competent to prevent danger in accordance with the current guidelines. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made.
8. Events - When we intend to hold large or unusual concerts, services or other fund-raising events, we will identify any additional precautions that are necessary and implement these.
9. Fire - We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.
10. Heating Systems - We will ensure that any oil or gas or electrical heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.
11. Hazardous Substances - We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers’ instructions taking any necessary precautions that are specified.
12. Lifting Equipment - We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.
13. Manual Handling - We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.
14. Oil Storage – Where we store large quantities of oil, we will take adequate precautions to ensure that oil cannot leak into the ground or any water course. This may include the provision of a double skinned plastic tank, an adequate bund, regular checks and proper maintenance etc.
15. Preparation of Food - We will ensure that on those occasions when we prepare food, we follow the 4 C guidance which is - [cleaning](https://www.food.gov.uk/safety-hygiene/why-is-cleaning-important), [cooking](https://www.food.gov.uk/safety-hygiene/cooking-your-food), [chilling](https://www.food.gov.uk/safety-hygiene/how-to-chill-freeze-and-defrost-food-safely) (e.g. at the correct temperature) and avoiding [cross-contamination](https://www.food.gov.uk/safety-hygiene/avoiding-cross-contamination) (e.g. storing food in sealed containers to avoid such), using a clean and disinfected work surface, utensils and equipment and providing hand-washing facilities and suitable arrangements for the disposal of waste. We will not use food beyond its use-by date and within the stated days of use. We will prepare and store food in such a way as to avoid contamination. If it is not known which of the [14 regulated allergens](https://www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance) the food contains the labelling must clearly state that the food may contain any of the 14 allergens. When others provide food for one of our events, we will ask them to follow the good practice set out in this paragraph.
16. Slips and Trips - We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We 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, handrails, lighting) remain adequate. We will correct any defects identified, keeping records of the checks. We will have arrangements in place to manage pathways in winter weather.
17. Tower Tours - When we plan to run such, we will identify any specific precautions that are necessary. This will take account of the size of the tower; the control of movement within the tower; the number of stewards available; and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.
18. Working at Height - Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.
19. Work Equipment - Any work equipment (including any hand tools) we provide 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. We will keep records of any checks we make.
20. Working Alone - We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.