

## **ST JOHN'S CAMPUS HEALTH AND SAFETY POLICY**

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## **1 Introduction**

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The term 'campus' refers to the Church, Easter Centre and Caddey buildings and grounds throughout this document.

## **2 General Statement of Policy**

The purpose of this policy is to maintain safe and healthy working conditions, procedures and equipment for all St John's employees, volunteers and visitors and to provide such information, training and supervision as they need for this purpose.

This policy will be kept up-to-date, particularly in the light of any changes to the centre or activities. To ensure this, the policy and the way in which it is operated will be reviewed regularly and updated appropriately. To ensure that Health and Safety matters are kept constantly under review, Health and Safety will be an agenda item at all meetings of the Buildings and Fabrics PCC Sub Committee and reviewed annually by the St John's Campus Development Ministry Team and the employees and volunteers will be notified on any relevant Health and Safety matters.

## **3 Organisation and Responsibilities**

### **3.1 Vicar and Churchwardens**

General responsibility for Health and Safety is that of the Vicar and the Churchwardens who will ensure that arrangements are in place to satisfy Health and Safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated. As new projects emerge, the names of responsible persons will be notified accordingly.

The Vicar and Church Wardens are responsible for:

- Personal Safety

Wardens are responsible for:

- Ensuring the campus is properly maintained
- Emergency evacuation

### **3.2 Parochial Church Council**

The members of the PCC are the charity trustees and are the 'persons having the general control and management of the Church of the charity' (Charities Act 2011, s177).

The PCC therefore has a responsibility to ensure that the Health and Safety policy is in place and is being implemented.

Responsibility to ensure that the arrangements outlined are updated as necessary is with the Churchwardens on behalf of the PCC.

### **3.3 Fire Wardens**

- Ensures the safe evacuation of the campus in the event of a fire and during planned evacuation drills.

### **3.4 Health and Safety Officer**

- Is familiar with the Health and Safety regulations as far as they concern the campus.
- Is familiar with and oversees the Health and Safety policy and arrangements and ensures, so far as is reasonably practicable, that safe procedures are in place, including manual handling, by all users of the campus.
- Ensures that the campus is kept clean and tidy and free of hazards.
- Ensures that safety equipment and clothing are available for personnel where this is required e.g. hard hats, reflective clothing, protective gloves.
- Ensures that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
- Ensures that adequate access and egress are maintained.
- Ensures adequate firefighting equipment is available and maintained.
- Carries out Display Screen Equipment Assessments.
- Ensures safe operation of the electrical system (fixed components).
- Carries out weekly test of the fire alarm system.
- Checks and replenishes First Aid Boxes when necessary.
- Ensures safe operation of gas equipment.

- Ensures appropriate storage of hazardous substances.
- Provides Health and Safety advice as required.
- Carries out PAT testing of portable electrical appliances as required.

### 3.5 Kitchen Manager

- Ensures that the kitchen and servery areas are maintained appropriately in compliance with food standards requirements.
- Ensures that users have undertaken the appropriate training in food hygiene before using the kitchen and / or servery facilities. A list of trained personnel is located in the Church Office.

### 3.6 Maintenance Managers

- Ensure that reported building defects are rectified in a timely manner.
- Action notifications of defective lighting.
- Ensure that the plant and machinery is maintained in safe working order in line with agreed maintenance schedule.
- Ensure that statutory safety checks are carried out (e.g. pressure vessels and platform lift).
- Carry out regular health and safety checks including legionella prevention procedures, fire alarm tests and ensures that records are updated and filed appropriately.

### 3.7 Safeguarding Officers

- Ensures safeguarding procedures are followed regarding vulnerable adults and children.

### 3.8 Employees and Voluntary Workers

All employees and voluntary workers have a responsibility to co-operate in the operation and adherence to this Health and Safety policy and to take reasonable care of themselves and others whilst on the campus business or premises. Employees and voluntary workers must therefore:

- Comply with safety rules, operating instructions and working procedures.
- Use protective clothing and equipment when it is required.
- Report any fault or defect in equipment to the appropriate person.
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible to the Church Office.
- Not misuse anything provided in the interests of Health and Safety.

### 3.9 Areas within Campus

The Church Wardens are responsible for the overall campus but delegate responsibility for safety in particular areas:

Area	Responsible
Atrium	Health and Safety Officer
Caddey	Phil Darby
Children's Zone	CZ Staff (Term time) / Health and Safety Officer
Church	Church Wardens

Area	Responsible
Church Office	Office Administrator
Main Hall (First Floor)	Health and Safety Officer
Kitchen / Drinks Servery / Caddey kitchen	Kitchen Manager
Meeting Rooms	Health and Safety Officer
Prayer Room	Health and Safety Officer
Public Areas	Health and Safety Officer
Team Room	All members of Staff Team
Vicar's Office	Vicar

## 4 Policy

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

### 4.1 Accidents and First Aid

#### 4.1.1 First Aid Boxes and Accident books

These are located in:

- The rear of the church
- First Floor Catering Kitchen
- Atrium Drinks Servery
- Playbox Office in the Children's Zone

A list of First-Aiders is located in each First Aid box.

All accidents and incidents are to be entered in the accident book or on an Accident Report Form and St John's Insurers (Ecclesiastical Insurance Ltd) advised if the accident is reportable under RIDDOR.

If the campus is used by external organisations, they must be informed in writing that in the event of an accident, details must be entered in the accident book kept for this purpose.

Accident Books and accident records will be reviewed at each Buildings and Fabrics Subcommittee meeting. The Church Office to be made aware beforehand that these are taking place to supply relevant information.

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

Accidents covered by these regulations will be reported by the Church Office. Under RIDDOR there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries resulting in a person being absent from work for more than 7 days must be reported to the enforcing authorities, likewise diseases and certain dangerous occurrences, as defined by the regulations. There are three requirements for reporting:

- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within 10 days on the official form F2508.
- Accidents involving the injured person losing more than 7 consecutive days work (excluding the day of the accident but including any days which were not working days) but which do not fall into the first category above, must be reported in writing within 15 days on form F2508.
- Reportable diseases as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis and other conditions such as certain musculo-skeletal disorders.

#### 4.1.2 Slips, Trips and Falls

To reduce as far as is reasonably practicable the risk of slips, trips and falls, the Health and Safety Officer will inspect the condition of all floors in the campus and the paths in the grounds and will arrange for repairs or remedial work to be carried out if required.

#### 4.1.3 Accident Recording (General)

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR as well as the Social Security (Claims and Payments) Regulations 1979 and the Social Security Church Act 1992. Copies of the Accident Reports are collated in the Church Office.

#### 4.1.4 Accident Reporting (RIDDOR)

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online form. The form will then be submitted directly to the RIDDOR database and the church office will receive a copy for our records. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. The Incident Contact Centre is on 0345 300 9923 (Monday to Friday 8.30 am to 5.0 pm)

### 4.2 Fire Safety

The list of current fire wardens is held in the Church Office.

To fulfil the obligations under the Regulatory Reform (Fire Safety) Order 2005 the following are undertaken by the Health and Safety Officer:

- Assesses fire risk within the campus including the risk to neighbours.
- Ensures that an appropriate level of firefighting equipment is in place, is serviceable and that there is an annual maintenance contract in place.
- Ensures that those in the buildings know what to do if there is a fire.
- Ensures that people in the building can get out safely.
- Ensures that a fire can be detected in a reasonable time and that people can be warned.

#### 4.2.1 Fire Fighting Equipment

Fire-fighting equipment is kept in the following locations:

Location	Water	CO2	Fire Blanket
<b>Church</b>			
Church Lobby	✓	✓	
Church North Gallery	✓		
Church South Gallery	✓		
<b>Easter Centre Lower Ground Floor</b>			
Lobby	✓	✓	
Plant Room		✓	
Staff Office	✓	✓	
<b>Easter Centre Ground Floor</b>			
Entrance	✓	✓	



Location	Water	CO2	Fire Blanket
Church Office		✓	
Servery			✓
Children's Zone Fire Exit (Car Park)	✓	✓	
Children's Zone Side Exit (Soft Play Area)	✓		
Children's Zone (Wash Area)	✓		
<b>Easter Centre First Floor</b>			
Kitchen	✓	✓	✓
Emergency Exit to Car Park	✓	✓	
Link			
Entrance	✓	✓	
<b>External</b>			
Bin Store		✓	
Plant Room	✓	✓	

The extinguishers are checked and maintained biannually by S P Fire Ltd.

#### 4.2.2 Fire Alarm System

The Fire Alarm Control Panel is located in the main lobby of the Easter Centre.

Smoke and / or Heat Detectors are located in all rooms, corridors, storage cupboards and plant rooms.

Flashing alarm beacons are located in strategic areas, including all the toilets, to aid those with a hearing impairment.

Emergency alarm call points are located at various points throughout the Easter Centre.

The system is tested each week via a different call point. The results are recorded in the Fire Alarm Log Book which is located in the Church Office.

The system including call points and smoke detectors is checked biannually by S P Fire Ltd.

#### 4.2.3 Discovery of a Fire

If a fire is discovered, no matter how small:

- Immediately raise the alarm by operating the nearest Fire Alarm Call Point.
- Telephone the emergency services.
- Check the building for occupants.
- Attack the fire if possible and within your capabilities using the appliances provided but without taking personal risk.
- If it is not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring all doors are closed behind you. The general rule is people before property.
- Evacuate to the designated assembly points.
- Ensure clear access for the emergency vehicles.

#### 4.2.4 Evacuation Drills

Evacuation drills will be carried out annually for the congregation, staff and other users of the campus. This is an extract from the Church of England Ecclesiastical Insurance Document *'You should carry out a practice to ensure that everyone can leave the building safely in the required time of less than 2.5 minutes. This can easily be done at the end of a normal service and should be undertaken annually'*.

Fire Wardens supervise evacuations and wear a high visibility jacket for recognition.

#### 4.2.5 Evacuation Procedure

The War Memorial is the designated assembly point for the campus. A member of staff must call the emergency services as soon as possible using the office telephone or their own mobile phone if this is quicker. Emergency lighting is provided throughout the building and on external pathways in the event of power being lost.

When only staff are present, evacuation should be via the nearest safe fire exit. Fire exits are identified by the standard 'Running Man' symbol. Playbox nursery will exit the children's zone via the double doors directly into the outside play area, and then will proceed to the assembly point.

When any part of the campus is being used by visitors or groups the evacuation procedures are as follows:

- Evacuation should be via the nearest safe fire exit. Fire exits are identified by the standard 'Running Man' symbol. The Assembly Point will be by the War Memorial. Assembly Point Notices are provided to aid in this process.
- The fire warden or person in charge of the activity or group is responsible for the decision to use a fire extinguisher.
- In the event of a non-fire emergency (bomb threat, etc.) an announcement to leave the building will be made by the person in charge of the activity or group. In this case the assembly points for everyone including staff will be the War Memorial.
- The person in charge of the activity or group must call the emergency services as soon as possible using the office telephone or their own mobile phone.
- These procedures are issued in advance in the risk assessment to any non-St John's Group using the premises. If any event is being run by an outside organisation, a church liaison person must be appointed and contacted by the organiser if no church personnel are present.

### 4.3 Intruder Alarm

The intruder alarm system installed in the campus comprises door sensors (all external doors) and movement detectors (all areas). The alarm sounds when any sensor or detector is activated. The monitoring centre alerts the police if two devices are activated. The purpose of the system is to deter intruders and to alert the monitoring centre and Maintenance Managers when the state of the system changes.

The Monitoring Centre also covers the Fire Alarm system.

#### **4.4 Electrical Safety**

A register of all portable electrical appliances is maintained by the Health and Safety Office and is in the Church office.

Portable appliances, plugs, cables and sockets are inspected by a competent person under the Institute of Engineering and Technology (IET) Code of Practice (PAT) when required dependent on level of use and risks to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed should be reported to the Church Office for action. Any unsafe equipment will be repaired or disposed of if uneconomical to repair. Currently tested by the Health and Safety Officer or nominated person.

A visual inspection is carried out biannually of the fixed electrical installation by the Health and Safety Officer and any defects reported to the Church Office for action.

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:

- Visually check all electrical equipment before use.
- Report all faults immediately to the Church Office for action.
- Do not attempt to use or repair faulty equipment.
- No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered into the electrical equipment record.
- Electrical equipment should be switched off and disconnected when not in frequent use.
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### **4.5 Gas Equipment Safety**

The gas boilers and other gas equipment are maintained and checked annually by a competent Gas Safe Registered Contractor. Any necessary work required for safety is implemented immediately.

#### **4.6 Hazardous Substances**

The Health and Safety Officer maintains a list of all hazardous substances used on the premises. The use of such substances is minimised but where they are necessary 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. Copies of these safety sheets are held in the maintenance files in the staff office.

#### **4.7 Safety of Plant and Machinery**

The Health and Safety Officer maintains a list of plant and machinery e.g. boilers, pumps, etc. The procedures for checking and the rules for use are as follows:

- Employees and volunteers must not operate plant or machinery that they are not trained and authorised to use.

- Machinery must be switched off before any adjustments are made to the item.
- If removed for maintenance, all guards must be replaced before the machinery is used again.
- Before using any item of plant or machinery ensure it is in a safe working condition, correctly adjusted and that there are no loose nuts, bolts or other defects.
- Appropriate Personal Protective Equipment (PPE) must be used when operating any item of plant or machinery.
- People under 18 may use hand tools only and must not operate any power-driven item of plant or machinery unless under the supervision of an experienced operator.
- Ladders may only be used for work of short duration provided they can be safely secured.
- Any defect in plant and machinery must be reported to the Church Office.
- A maintenance schedule for all plant and machinery will be kept. The following list details each item of machinery. People working on their own must have a means of communication and have informed a colleague of their work and made arrangements to be checked on.
- The following items of plant and machinery must be tested by a competent person in line with agreed / statutory maintenance schedules:
  - Gas Boilers
  - Central Heating Pumps
  - Underfloor Heating Manifolds
  - Hot Water Storage and Circulating Pumps
  - Air Handling Units
  - Cold water storage tank
  - Cold water booster pumps (not currently in use)
  - Trend Building Management System
  - Trace Ground Water Protection System
  - PTS Pumps Ground Water and Sewerage Systems
  - Pressure vessels
  - Platform lift

#### **4.8 Lighting**

To ensure that the campus remains well-lit any failed light should be reported to the Church Office who will arrange for this to be dealt with. The emergency lighting is tested biannually to ensure compliance to standards. Emergency lights are required to remain illuminated for three hours in the event of a loss of power.

#### **4.9 Working at High Levels**

The following are designated as high levels:

- Church Roof including flat areas
- Easter Centre Roof

Only the following may work at high level:

- Approved Contractors
- Competent and Confident Volunteers working in pairs (no lone working)

#### **4.10 Preparation of Food**

Food may only be prepared under the supervision of someone who has the appropriate Food Hygiene Certificate. The list of those holding a current certificate is held in the church office.

Food preparation where the food is being served to the public e.g. The Atrium Café/Christmas Kitchen, then all dishes that include meat, eggs, rice and fish must be prepared and cooked on the premises. Vegetable dishes and cakes may be prepared and cooked at people's homes and brought in.

Where food is being served for a St. John's family event e.g. Harvest Supper, then ideally food is prepared and cooked on the premises. However, it may be cooked and prepared at home by those who hold a Level 2 Catering Certificate. A procedure sheet, including relevant temperature of food, must be completed and brought in with the food and which should be retained for 1 month.

For a private event e.g. christening tea, family party, the person who is responsible for the preparation of food must complete a Level 1 Certificate. They must also be made aware of the relevant opening and closing procedures. However, when the private event involves a member of the St John's team who holds a certificate e.g. a funeral tea, then no further certificates/procedure training is required.

To ensure that we maintain the highest standard of hygiene levels we will:

- Ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
- Ensure that all food handlers receive adequate supervision, instruction and training.
- Ensure that appropriate risk assessments are carried out for food preparation and storage, including storage at correct temperatures.
- Ensure that before any food preparation takes place, all surfaces coming into contact with food must be washed down and sanitised.
- Ensure that all hirers who wish to provide foodstuffs are advised of facilities and procedures in advance.

#### **4.11 Manual Handling**

The need for manual handling is eliminated as far as is reasonably practicable. A trolley, suitable for use inside the building is available for use to move heavy loads. This may also be used in the platform lift.

Where it is not possible to avoid the need to carry loads, sufficient personnel who have undertaken the appropriate training must be made available to carry out the task.

#### **4.12 Display Screen Equipment**

The risks to all regular users of computer workstations will be assessed to reduce those risks as far as is reasonably practicable. 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 should involve periods away from the screen and given the nature of our work it will be up to the individual to ensure that this takes place.

#### **4.13 Building Defects**

Any defects noted should be reported immediately to the Church Office who will inform the Maintenance Managers to arrange for the appropriate action to be taken.

#### **4.14 Vulnerable Adults and Child Safeguarding**

At the PCC meeting held on 27 May 2019, the PCC adopted the Church of England 'Promoting a Safer Church' Policy Statement, national policies and practices approved by the House of Bishops. This policy statement actively underpins all safeguarding work within the church and which may be found on the diocesan website. All Staff and Supervisors must make themselves aware of these policies and report any concerns to the St John's Parish Safeguarding Officers.

#### **4.15 Personal Safety**

Risks assessments will be undertaken for people working alone, following the Diocesan guidelines.

#### **4.16 Risk Assessments**

Risk assessments are carried out regularly in all areas of the campus by the Health and Safety Officer, Staff and Key Volunteers to meet our obligations under the Management of Health and Safety at Work regulations 1999. These assessments will identify risks including people at risk, control measures already in place, the actions that can be taken to reduce the risk and record when this remedial work has been done. Ultimately, everyone is responsible for health and safety within St John's campus and any concerns must be reported immediately to the Church Office and / or Health and Safety officer.

#### **4.17 Contractors**

Anyone who is not an employee or volunteer entering the campus premises to carry out work will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- Have their own Health and Safety Policy (where required by law) and be able to provide a copy of the same.
- Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be retained.
- Comply with the requirements of this Health and Safety Policy and co-operate with the campus officials in providing a safe place of work and a safe system of operation.
- Where plant or machinery is brought onto the campus premises the contractor must show, where necessary, that the equipment has been inspected and tested to ensure safe operation.
- Contractors may only use sub-contractors with the express permission of the campus officials. However, responsibility will remain with the contractor.
- 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 prior to any work being undertaken.

#### **4.18 Information and Enforcement**

Runnymede Borough Council's Environmental Health Department is located at:

Runnymede Civic Centre

Tel: 01932 425131

Station Road  
Addlestone  
KT15 2AH

Email: [environmentalhealth@runnymede.gov.uk](mailto:environmentalhealth@runnymede.gov.uk)

The Employment Medical Advisory Service who provide guidance on health matters is located at:

The Health and Safety Executive  
The Council Offices  
Station Road East  
Oxted  
RH8 0BT

Tel: Not Published  
Email: Not Published

The Health and Safety Executive Head Office is at:

The HSE  
Redgrave Court  
Merton Road  
Bootle  
Merseyside L20 7HS

The Information Line is: 0845 345 0055