

1. RESPONSIBILITY OF THE PRIEST IN CHARGE

Overall responsibility for health and safety is that of the Priest in Charge, however during our interregnum that responsibility lies with our Churchwardens, **Mr John Bellis and Mr Alan Sargent**, with specific responsibilities delegated to Church personnel:

2. RESPONSIBILITY OF THE CHURCH WARDENS

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens:

Mr John Bellis
Mr Alan Sargent

3. RESPONSIBILITY OF THE PAROCHIAL CHURCH COUNCIL

The PCC has general responsibility to ensure that the health and safety policy is implemented

4. RESPONSIBILITY OF THE HEALTH AND SAFETY OFFICER

The following person carries the responsibility of the the day-to-day implementation of the arrangements outlined in this policy:

Mr Alan Sargent, Health & Safety Officer

The responsibility of the health and safety officer shall be to:

- I. Be familiar with health and safety regulations as far as they concern church premises
- II. Be familiar with the health and safety policy and arrangements and ensure they are observed
- III. Ensure so far as is reasonably practicable, that safe systems of work are in place
- IV. Ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
- V. Ensure that safety equipment and clothing is provided and used by all personal where this is required
- VI. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- VII. Ensure that adequate access and egress is maintained
- VIII. Ensure adequate firefighting equipment is available and maintained
- IX. Ensure that food hygiene regulations and procedures are observed

5. 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

Employees and voluntary workers must therefore

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

6. RESPONSIBLE PERSONS

The following are responsible for safety in specific areas:

Accident Book / Accident Reporting	John Bellis
Fire Extinguishers	John Bellis
Portable electrical appliances	John Bellis
Fixed electrical system	John Bellis
Hazardous substances (if any)	Alan Sargent (outside) John Bellis (inside)
Plant and machinery (if any)	Alan Sargent
Condition of floors and stairs	John Bellis
Condition of churchyard	Alan Sargent
Light bulb changing	John Bellis
Working at high levels	Alan Sargent
Food Preparation	Diane Bellis
Manual handling	Alan Sargent
Building defects / glazing	Alan Sargent
Child & Vulnerable Adult Protection	Sara Reynolds, Safeguarding Officer
Personal Safety	Alan Sargent
Special Events	Organiser of Event, or as appointed by PCC
Bell Ringing	Carole Kirke, Tower Captain
Choirs / Music	Ginny Barrett
Flower Arranging	Diane Bellis
Health and Safety Training	Alan Sargent

7. ACCIDENTS AND FIRST AID

The First Aid box is located in the vestry and is checked and replenished by John Bellis as necessary.

The accident book is located in the vestry

ALL accidents must be entered in the accident book. All users of the Church (including Bell Ringers, Flower Arrangers, Choir and Concert arrangers) should be aware of the accident book and the first aid box. Fatal and serious accidents and dangerous diseases must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013. Reporting this is the responsibility of the Priest-in-Charge and/or Churchwardens.

Details of accidents involving children must be retained indefinitely.

At least one member of the PCC should take a mobile phone to every church service; the organiser of any other event or leader of any group using the church should ensure one person has a mobile

phone. Individuals visiting the church for purposes such as flower arrangement / organ practice etc should take a mobile phone.

The postcode of St Giles Church is GU28 0NJ which is displayed on the Church noticeboard.

8. FIRE SAFETY

Fire extinguishers are located by the West door and in the vestry.

These are serviced under contract by Chubb (last service Nov 2015)

Candles:

Votive candles are not used.

Candles are not lit or used in the vestry.

During normal services candles are lit in the chancel so under the direct eye of the congregation. Nevertheless it is important to stress the danger that candles can pose and that they must be carefully extinguished before the church empties (excepting the eternal flame). At festivals and particularly at Christmas it is critical that candles which are combined with decoration are solidly placed and under observation. Floral decoration in the area where candles will be lit must be carefully sited so that foliage is separated from the flame. Candles should not be lit in the area of other flammable material, eg in the children's area, in the entrance, or close to the organ. Hand held candles are particularly risky and the congregation should be warned to take care, particularly for the safety of children. Lit candles must not be left unattended in the vestry.

Matches

We do not use matches. We use gas lighters. Lighters should be stored in the inner vestry.

Flammable Materials

Vestments and paper products, books, children's corner etc. to be put away after use.

Exits

For normal use the SE entrance/exit and the NW vestry exit (with key held on the inside of the door) are sufficient to facilitate evacuation effectively. For larger congregations and attendees at other events access to exit via the West door should be kept clear.

9. ELECTRICAL SAFETY

Electrical System: To be inspected every five years by a qualified electrician. (Last inspected April 2016)

Electrical Appliances: To be inspected by a qualified electrician annually. (Last inspected April 2016)

Christmas Lights: these are to be low voltage and to be inspected by a Church Warden before the tree is decorated.

Lightning Conductor: To be inspected every four years by specialist firm (Last inspected April 2016); annual visual inspection by Churchwardens; visual inspection after any building work; any damage to be repaired immediately.

Boiler: to be serviced annually by qualified engineer.

10. HAZARDOUS SUBSTANCES

No hazardous substances are to be kept in the Church apart from domestic cleaning products which are to be kept in their original containers in the locked inner vestry when not in use.

Hazardous substances used in cemetery and churchyard to be kept off site when not in use.

11. SAFETY OF PLANT AND MACHINERY

The Church does not own any plant or machinery. Contractors and volunteers bring their own. No plant or machinery should be left by contractors or individuals in the church, graveyard or cemetery when not in use.

12. SLIPS, TRIPS AND FALLS – CONDITION OF FLOORS, STEPS AND PATHS

Internal flooring, steps and other potential hazards including floor rugs/carpets checked every two month by Churchwardens.

Steps to Loft: Loft to be kept tidy and only used for storage; warning notice to be on the stairs; door to water tank to be kept locked.

Steps to Cellar: Access by authorised people only; security gate to remain closed.

External paths: Checked every two months by Alan Sargent.

Churchwarden or other appropriate person is present at steps when congregation approaches for Communion to assist the elderly. Communion can be taken to pews by priest for elderly and disabled.

Anyone noticing tripping hazards to contact Churchwardens.

13. LIGHTING

Regular inspection by Churchwardens.

The external lights illuminating the path (one at the church door, the other at the lych gate) to be left on during services taking place after dark.

Yearly inspection and bulbs replaced by electrician annually unless inadequate light becomes a problem in the meantime.

14. WORKING AT HIGH LEVELS

High levels are taken to be the roof and guttering, the ceilings.

The only employee/volunteer permitted to work at high levels is Alan Sargent.

Work at high levels including changing lightbulbs is done by a professional contractor annually.

15. BELLS

The tower captain, Carole Kirke, is responsible for the bells installation and the ringers' training and safety. The bells are inspected every two years by professional bell hangers, Nicholson Engineering Ltd, and by competent volunteers from the bell ringing team in the interim. A risk assessment has been carried out and is reviewed annually. Specific health and safety points are:

- I. St Giles is a ground floor ring. The bell tower is accessed by a vertical ladder. The ladder is locked to ensure that unauthorized people cannot access the bell chamber.
- II. Smoking is not permitted in the bell tower or ringing chamber.
- III. The bell tower and ringing chamber have good lighting. There is an emergency light, which is activated during ringing so that if the power fails ringers can see their ropes.
- IV. The bell ropes are pulled up out of reach when not in use and the bells are left in the down position. The rope for letting the bells down is to be locked (Lockable cupboard to be installed Autumn 2016 subject to faculty).
- V. If the bells are to be left in the 'up' position for a short time, for example prior to a wedding, the rope for letting down the bells must be locked and warning notices are to be displayed at the point of access to the bells and the bell ropes.
- VI. When the bell tower is to be accessed two people must be present.
- VII. When anyone is entering the bell tower the bells must be in the down position and a sign that workers are in the tower must be left at the entrance to the ringing chamber.
- VIII. If the bells need to be rung during maintenance ear defenders are to be worn and a third person, wherever practicable, is required to ring the bells so that two people remain in the tower.
- IX. Bells should not be worked on in the 'up' position.
- X. A logbook is to be kept of any work done in the tower. (Logbook to be kept in the proposed bell chamber cupboard – see point iv).
- XI. Bells must be checked to ascertain that they are in the down position before taking a coil to raise the bells.
- XII. Only appointed, experienced ringers are to be responsible for teaching.
- XIII. Inexperienced ringers are to be adequately supervised.
- XIV. The person in charge of ringing must be satisfied that visiting ringers are of adequate competence to ring safely.

16. PREPARATION OF FOOD

No food is prepared or stored in the Church with the exception of tea and coffee. Where refreshments are required, these are brought in by volunteers.

17. MANUAL HANDLING, CARRYING AND MOVING LOADS.

Our policy is to eliminate the need for manual handling as far as is reasonably practicable. Volunteers/employees requiring heavy items lifted should ensure sufficient numbers are present (eg to move the piano) and if in doubt to contact Alan Sargent.

18. HAZARDOUS BUILDINGS / GLAZING

Our policy is to ensure that our buildings are safe without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every two months by the Church Wardens who resolve the issues and report to the PCC meeting.

19. CHILD AND VULNERABLE ADULT PROTECTION

The Safeguarding Officer Sara Reynolds and the PCC follows Diocesan Policy.

Child and vulnerable adult protection is covered by a separate document.

20. PERSONAL SAFETY

Refer to section on mobile phones in Accident section above.

21. GRAVEYARD AND CEMETERY

Gravestones and other statuary to be checked regularly and re-fixed or laid flat as appropriate; grass to be kept short and paths clear and moss free.

22. RISK ASSESSMENTS / ACTIVITIES

A risk assessment covering the Church, and activities arranged by the Priest in Charge or PCC is carried out annually by the Churchwardens (most recent April 2016) , and this Health and Safety Policy updated if required.

Risk assessments for Church events taking place outside the Church, for example Christmas fair, Harvest Supper, should be undertaken by the organiser and a copy given to the H&S Officer or PCC Secretary.

Risk assessments for other events in the Church should be carried out by the organisers and a copy given to the Health & Safety Officer.

23. 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 have their own Health and Safety Policy and Public Liability Insurance.