

ST. LUKES CHURCH

139 Coroners Lane
Farnworth
Widnes
WA8 9HY

HEALTH & SAFETY POLICY 2017 – 2018



**Health & Safety
POLICY:**

St. Lukes Church

DATE:

01 May 2017

EXPIRY DATE:

01 May 2018

Contact

**Rev. H Blackburn
George Telfer**

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St. Lukes Church

HEALTH & SAFETY POLICY

Purpose Statement

Section 2 (3) of the Health & Safety at Work Act 1974 states:

It shall be the duty of every employer to prepare as often as may be appropriate to revise a written statement of her general policy. This will be with respect to the Health and Safety at Work of her employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement, and any revision of it to the notice of all her employees.

ST. LUKES CHURCH

General Policy

It is the intent that St. Lukes Church seek to provide the safest and healthiest-working conditions possible to all its employees waged, full time, part time, volunteers, trainees and service users. This is to also include any contractors or persons with specific business or permission at the premises of ST. LUKES CHURCH.

St. Lukes Church wish to stress the importance of the reading and compliance of Health & Safety documentation, and of good communications at all levels, at all times. The Senior Management Team / Committee and Health & Safety Advisor will regard failure in co-operations by any such persons as serious misbehaviour, leading to avoidable damage or accident. This will be treated as gross misconduct.

St. Lukes Church

HEALTH & SAFETY POLICY

STATEMENT

HEALTH AND SAFETY POLICY

Statement

St. Lukes Church recognises and accepts the responsibility to provide safe working conditions, and believe that promotion of Health and Safety measures is a mutual objective for management, employees, volunteers, trainees and visitors.

To that end, St. Lukes Church will take steps, so far as reasonably practicable, to provide:

- A safe place to work, with safe access and egress.
- A Healthy working environment.
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own and others Health and Safety at work.

Whilst the company accepts that the general legal responsibility for the Health and Safety rests with them. It is also recognised that it is everyone's legal duty as laid down by section 7, of the Health & Safety at Work Act 1974, to take care of their own and other peoples Safety, and to co-operate with the organisation and its Advisors to enable it to carry out its responsibilities.

In particular staff have a duty to:

- Work safely, efficiently and without endangering the Health and Safety of themselves, their colleagues, the general public or any other person whom has a right of access to the organisations premises at any time.
- Adhere to Safety procedures laid down by St. Lukes Church and to conform to all the instructions given by those with the responsibility for Health & Safety.
- Report all accidents at work, including injuries however slight to their Manager who will then inform the Health and Safety Advisor. It is the duty of the injured person to arrange for the details to be entered into the 'Accident Book'. It is the duty of the Site Manager / Vergers to ensure that this is adhered to. Similarly, dangerous occurrences or accidents not resulting in injury should **always** be reported so that a reoccurrence may be prevented.

St. Lukes Church will under no circumstance tolerate any act of intimidation, intimidating situations, threats, potential violence or acts of violence to any member of staff

The Health and Safety Advisor will ensure that the accident reports meet statutory Safety obligations including that laid down in section 8 of the Act. This states 'no person shall intentionally or recklessly interfere with or misuse anything provided in the interest of Health, Safety and welfare in pursuance of any relevant statutory provisions.'

All staff will be inducted into St. Lukes Church Health & Safety policy and made aware of their own responsibility as regards Health & Safety. It is the duty of the Site Manager / Verger to ensure each new staff member or volunteer is familiar with the Safety aspect of her or her job. A copy of this statement will be issued to Rev. Helen Blackburn of St. Lukes Church and copies will be readily available from him.

St. Lukes Church will source information from the following authoritative bodies, professional Institutes and recognised organisations:

- HSE
- Environmental Health
- The Fire Officer
- Local Authority
- British Safety Council
- Institute of Occupational Safety & Health
- Chartered Institute of Environmental Health & Safety

The Organisations Health & Safety Advisor will review, update and constantly develop this working policy.

Signed *H Blackburn*

Rev Helen Blackburn

Date: 1 May 2017

Review Date: 1 May 2018

St. Lukes Church

HEALTH & SAFETY POLICY

COMPANY POLICY FOR HEALTH & SAFETY AT WORK

Company Policy for Health & Safety at Work

1. General

The Health, Safety and welfare of employees, trainees, volunteers and visitors, is of prime importance to the company and is essential to the efficient operation of its undertaking. The responsibility for the Safety at work rests upon Rev. Helen Blackburn. Rev. Helen Blackburn will ensure that the policy is pursued throughout the company. The company will take all reasonable practicable precautions to ensure the Health, Safety and Welfare at Work of its employees, volunteers and visitors by providing:

- a) A safe working environment by the design, construction, operation and maintenance of all plant equipment and facilities.
- b) Safe systems of work.
- c) Adequate instruction, information, training and supervision.
- d) Control of all situations likely to cause damage to property and equipment.
- e) Effective facilities for the treatment of injuries that occur at work.
- f) Effective fire prevention and fire control procedure.
- g) Adequate facilities for consultation between Rev. Helen Blackburn of St. Lukes Church and its employees.
- h) The making of such tests, examinations, samples and records as are necessary to monitor the working environment. The results will be made known to Rev. Helen Blackburn.

The company expects employees, volunteers and visitors to conform to this working policy and to comply with the relevant sections of the Health & Safety at Work etc. Act 1974, and to exercise

reasonable care for their own Health & Safety and that of others who may be affected by their acts or omissions.

The overall responsibility for Health, Safety and Welfare of the company and its personnel is vested in Rev. Helen Blackburn

Rev. Helen Blackburn will give full backing to the Health and Safety Advisor of ST. LUKES CHURCH, whose function it shall be to monitor and operate the policy, and will support all those who endeavour to carry it out.

St. Lukes Church reserve the right to review and update their policy periodically and as required by changes in legislation and applicable Regulations.

The Health & Safety Advisor will assist Rev. Helen Blackburn by monitoring and reviewing the policy annually and periodically as updating and amendments are performed.

THE HEALTH & SAFETY AT WORK ETC ACT 1974

EMPLOYEES RESPONSIBILITIES

Employees have a duty to co-operate with their employer insofar as that employees must declare any information that will assist the employer to perform their business in a safe and healthy manner.

It is therefore reasonable for the employer to insist that the employee make known any condition whether medical or otherwise that may adversely affect the performance of the employee or that of others.

General duties of employees (s.7)

Two main duties are placed on an employee.

Section 7 (1)

To take reasonable care for the health & safety of them and that of others who may be affected by her acts or omissions at work.

Section 7 (2)

As regards any duty or requirement imposed on her employer or other person by or under any of the relevant statutory provisions, to co-operate with him insofar as is necessary to enable that duty or requirement to be performed or complied with.

THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

Employees' duties (Regulation 14)

Every employee shall inform their employer (or the person responsible for health & safety matters):

(a). Of any work situation which a person with her training and instruction would reasonably consider to represent a serious and immediate danger to health & safety.

(b). Of any matter which a person with her training and instruction would reasonably consider represented a shortcoming in the employers protection arrangement for health & safety.

(This duty arises insofar as the situation affects the employee's own health & safety, or arises out of her own activities at work).

The ACOP points out that employees have certain duties under s.7 of the HSWA, but this Regulation goes much further. The employee must report to her employer any work situation, which might give rise to a serious or imminent danger to himself or to others if it flows from the work activity. Further he should report shortcomings in the employer's arrangements even when no danger exists so that the employer can take remedial action.

Our named Health & Safety Advisors since May 2017 are:-

MSC Consultants who specialise in:-

- CDM Health & Safety
- Welfare
- Environmental
- Asbestos
- Training

St. Lukes Church

HEALTH & SAFETY POLICY

COMPANY INDUCTION BRIEFING

Health, Safety and Welfare Induction

Nature of Company

All persons will be briefed on the nature of the Company and the reasons to their specific task.

Company Site Location and Boundary

All persons will be made familiar with their surroundings with reference being made to existing and proposed work to be carried out. The persons will be briefed as they are instructed in their specific task.

Working Hours

The company work hours are contained in the Contract Of Employment.

Specific Working Areas and Clients Restrictions

All persons will be informed of restricted areas. Their restriction must be adhered to (except in cases of emergency). If for any unforeseeable reason they require access, they will report to their Manager requesting permission.

Fire Prevention Regulations and Emergency Procedures

All persons will be briefed on the following areas

- Smoking
- Electricity
- Position of fire extinguishes, and fire call points.
- Fire escape procedure
- Fire escape route
- Location of the hose
- Nearest telephone point
- Accident procedures
- First Aid Boxes
- Name of First Aider and Appointed Person

In respect to working at various locations. It is the duty of the Manager or her delegated person to ensure that fire precautions are within current workplace Regulations at those particular premises.

ST. LUKES CHURCH

HEALTH & SAFETY POLICY

PROCEDURES, DUTIES AND RESPONSIBILITIES

NOTICE OF AGREEMENT

Procedures/ Duties and Responsibilities

The overall responsibility for the policy rests with Rev. Helen Blackburn.

Rev. Helen Blackburn will delegate some responsibilities for Health and Safety matters within the company.

Rev. Helen Blackburn will be responsible for meeting any legal requirements in relation to the premises e.g. Fire Regulations and First Aid. It is recognised that in some instances Health and Safety matters will be dealt with immediately in view of risks.

The Health and Safety Manager will have the responsibility for the implementation of the policy.

Rev. Helen Blackburn shall ensure co-operation and that all staff, volunteers, trainees and visitors comply with Health and Safety procedures in this policy. This includes the fabric of the building, heating, lighting, ventilation, security of the premises, electrical Safety, fire Safety and all other matters referred to.

Safety of Premises

Electricity and Lighting

Rev. Helen Blackburn will ensure that lighting of offices, corridors, meeting rooms and stairways are adequate and suitable at all times when the building is in use.

Ventilation and Dust Control

Rev. Helen Blackburn will ensure that adequate and suitable dust control and ventilation be used with particular emphasis in areas where equipment and appliances are used.

Maintenance

Rev. Helen Blackburn will ensure that all equipment and appliances supplied by them and used by staff, trainees, volunteers and visitors is correctly used and regularly maintained.

Rev. Helen Blackburn further accepts that all new and replacement equipment, appliances and substances incorporate the best practices on Safety and conform to all BS standards applicable.

Storage

Rev. Helen Blackburn of St. Lukes Church will ensure that all traffic routes and work permit areas are not cluttered with rubbish and such like. A safe means of storing materials and equipment will be provided. Staff or equipment will overcrowd no such office.

Guarding Excavations, Trap-ends and Openings

Rev. Helen Blackburn will enforce Safety markings, barriers and guard-rails. He is to bring to immediate attention any danger that could cause concern to the Health & Safety of any person on the premises. The above will conform to the current workplace (Health & Safety) Regulations 1992 Regulation 12 and 13. The barriers will be moved for supervised access purposes only. The above Regulations refer to the inside and outside boundaries of the premises, including the car park.

Body Protection

It is the intention of Rev. Helen Blackburn to ensure that all persons are suitably dressed and fully protected for the task they are to perform. The current legislation is within the Health and Safety policy under the section Personal Protection Equipment Regulations 1992 (PPE).

Note: All Health and Safety legislation will be referred to during the Company Induction Programme.

NOTICE OF AGREEMENT

- a)** A copy of this file is to be kept at the office of St. Lukes Church at all times. A further copy of this document has been passed to Rev. Helen Blackburn (Main Administration Base).
- b)** This document is subject to updating as necessary and a formal annual review.
- c)** All staff will read this document and persons authorised at the said Company, initially during induction, and then periodically as updating takes place.
- d)** On induction each person will sign a certificate of compliance to the following:
 - I have read and fully understood the ST. LUKES CHURCH Health and Safety Policy Document
 - I agree to abide by their working health & safety policies and procedures

Signed

Name

Date

ST. LUKES CHURCH

HEALTH & SAFETY POLICY

**THE MANAGEMENT OF HEALTH & SAFETY AT WORK
REGULATIONS 1999**

THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

The Health & Safety (Young Persons) Regulations 1997 As amended 1999

St. Lukes Church recognise the above regulation, with regard to;

- Particular risks to young persons
- What we need to do to comply with the Regulation
- Specific restrictions on the work of young persons
- Compliance to the provision and use of work equipment regulations 1998 to young persons

Risk Assessment, Regulation 3

Regulation 3 requires a sufficient risk assessment of the Health and Safety risks to employees and others, to be undertaken with the appropriate control measures to be put into place. Included in the regulation, **is Any Act of Violence at Work that causes injury to any employee**, which is reportable under the RIDDOR regulations 1995

Risk Assessment Recording, Regulation 4

See Risk Assessment sheet within the Health and Safety Policy.

Risk Assessment Appropriate Action, Regulation 5

Rev. Helen Blackburn will be advised by the Health & Safety Advisor of the appropriate action to be taken from the information given by Regulation 3.

In adherence to the above Regulations St. Lukes Church recognise their duty to the Young Person Regulations that are incorporated into the Management of Health & Safety Regulations 1999.

ST. LUKES CHURCH
HEALTH & SAFETY POLICY

GENERAL RISK ASSESSMENT

RISK ASSESSMENT PROCEDURES

Who assesses risk?

St. Lukes Church recognise their duty to assess hazards and risks to their employees and that of others. Site Manager / Vergers and/or the Organisations Health & Safety Manager will perform and record such assessments.

What Risks will be assessed?

St. Lukes Church will assess all hazards that have a potential to cause harm. All Site Manager / Vergers have access to a competent Health & Safety Manager.

How thorough will the assessment be?

The Health & Safety Manager with competent and professional advice will assist the Site Manager / Vergers.

When will assessments be performed?

Assessments will be performed prior to any change in operation, environment, individual or equipment. In general, any type of change will require a new or revised assessment.

Will all assessments be recorded?

Yes, all assessments are recorded and held in the appropriate document.

Reviewing the assessments

All assessments are reviewed annually and updated as required. Assessments are also monitored during Health & Safety performance audits.

What guidance is used during assessments?

The approved HSE guide 'Five Steps To Risk Assessment'
HSE 'A guide to Risk Assessments' INDG218

ST. LUKES CHURCH

HEALTH & SAFETY POLICY

**THE WORKPLACE (HEALTH, SAFETY & WELFARE)
REGULATIONS 1992**

THE WORKPLACE (Health, Safety & Welfare) REGULATIONS 1992

Maintenance of Workplace, Equipment, Devices and Systems, Regulation 5

The Health & Safety Advisor will advise Rev. Helen Blackburn with regard to the above regulation, to ensure its continuous and effective operation. The above will be identified by regulation 3 'Risk Assessment' of the Management of Health & Safety at Work Regulations 1992

Ventilation of the Workplace, Regulation 6

The Health & Safety Advisor will advise Rev. Helen Blackburn with regard to the above regulation. The only exception being, where the use of breathing apparatus is necessary or specified. The Health & Safety Advisor will perform a risk assessment and meet periodically to discuss, check and record control methods applicable to regulation 6.

Temperature, Regulation 7

The Health & Safety Advisor will monitor temperatures during working hours by means of suitable thermometers in sufficient numbers.

Approved Code of Practice: 16 degrees Celsius and 13 degrees Celsius where physical effort is required.

Lighting, Regulation 8

Suitable and efficient natural light is achieved at ST. LUKES CHURCH; however, due to atmospheric conditions artificial light source is readily available.

ST. LUKES CHURCH

HEALTH & SAFETY POLICY

**THE HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT)
REGULATIONS**

1992

THE HEALTH & SAFETY (Display Screen Equipment) REGULATIONS 1992

Definitions

USE: In connection with work

USER: An employee who habitually uses display screen equipment as a significant part of her/her normal work.

Regulation 2

St. Lukes Church will perform a suitable and efficient analysis of the workstations, as used by the users and operatives. The findings will be used to assess the Health and Safety risks to which the operatives are exposed as a consequence.

Regulation 3

St. Lukes Church will adhere to the above regulation, which requires them to ensure that all workstations must meet the requirements to the schedule of the regulations. To include workstation, ergonomics, work chair, light and heating.

Regulation 4

St. Lukes Church will ensure that the work schedule is planned in order to allow periodic interruptions in order to eliminate RSI (Repetitive strain injury), eyesight defects, fatigue and stress.

Regulation 5

St. Lukes Church will allow any user the opportunity to have an appropriate eye test after a request and at recommended regular intervals.

Regulation 6

St. Lukes Church will endeavour to provide adequate Health and Safety training in the use of any workstation that an employee is required to work on. Furthermore, Training and Risk Assessments including control measures will be ongoing. Should the workstation be modified in anyway Regulation 7 will ensure that regulations 5 & 6 respectively are adhered too.

ST. LUKES CHURCH

HEALTH & SAFETY POLICY

**THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
REGULATIONS (COSHH)**

2002

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)

St. Lukes Church intends to prevent workplace disease with the use of a control framework

ASSESSMENT

CONTROL

MAINTENANCE

MONITORING

Regulation 6

St. Lukes Church recognises that a suitable assessment is an essential requirement. The assessment will be a systematic review of the substance present, to include its form, quantity, effects, storage, handling, transportation, its affect and for how long.

Regulation 7

The use of Personal Protective Equipment (PPE) to be used, including (Regulation 8) St. Lukes Church shall ensure that the PPE is properly used and those employees must make full and proper use of what is provided.

Regulation 9

St. Lukes Church will maintain its control measures in working order and good repair.

Regulation 12

Suitable information and training will be given to an employee who undertakes work that may expose them to a substance that is hazardous to Health.

ST. LUKES CHURCH
HEALTH & SAFETY POLICY

THE PERSONAL PROTECTIVE EQUIPMENT REGULATIONS

1992

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992 (PPE)

PLEASE NOTE THAT REV. HELEN BLACKBURN REGARDS PPE AS A LAST RESORT. ALL EFFORT WILL BE MADE TO ENSURE THAT EVERY CONCEIVABLE CONTROL MEASURE IS EXHAUSTED.

Regulation 4

St. Lukes Church will provide suitable PPE to each of its employees who may be exposed to any risk while at work, except where others have adequately controlled any such risk equally or by more effective means.

Regulation 6

The Manager, who will ensure it is used correctly, will supervise assessment of PPE.

Regulation 7

The Manager will ensure that all PPE is properly maintained and (Regulation 8) allow suitable accommodation for it to be stored correctly.

Regulation 9

St. Lukes Church will ensure that adequate, appropriate, instruction and training will be readily available in the use of PPE.

Regulation 11

All employees must note that under the above regulation they are required to report any loss or defect of the equipment.

ST. LUKES CHURCH

HEALTH & SAFETY POLICY

THE REGULATORY REFORM (FIRE SAFETY) ORDER

2005

THE REGULATORY REFORM (Fire Safety) ORDER 2005

Fire precaution procedure will vary from location to location and task to task. If Rev. Helen Blackburn is in doubt about fire precautions she will contact the Local Fire Officer or the Health & Safety Advisor for advice.

General procedure in the event of fire.

If you discover a fire:

- Immediately operate the nearest alarm
- Call the fire brigade
- Leave the building and report the fire
- DO NOT RE-ENTER THE BUILDING

Fire Drills

These will be organised by The Verger.

It is the intent that the company ensures that no staff member, trainee, volunteer or visitor attempt to fight any fire unless previously trained.

Article 3 - The Responsible Person

The order imposes duties on the responsible person in relation to the workplace and the employer (if the workplace is to any extent under her control).

Article 4 – General Fire Precautions

The responsible person will take such general fire precautions as will ensure so far as is reasonably practicable, the safety of any of her employees, and in relation to relevant persons who are not her employees. He will take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe. The general fire precautions to be taken include:

- Measures to reduce the risk of fire on the premises and the risk of fire spreading.
- Measures in relation to means of escape

- Ensuring that the means of escape can be used effectively and safely
- Measures in relation to fighting fires on the premises
- Measures in relation to detecting fires on the premises
- Measures in relation to detecting fires and giving warnings
- Measures in relation to action to be taken in the event of fire, including instruction and training of employees and mitigation of the effects of fire

Article 9 – Risk Assessment

St. Lukes Church recognise their responsibilities in ensuring that:

The responsible person will make a suitable and sufficient assessment of the risks to which relevant persons are exposed. It will be performed for the purpose of identifying the general fire precautions they need to take, and to comply with the requirements and prohibitions imposed on their Organisation under the order.

Regulatory Reform (Fire Safety) Order 2005

A Regulatory Reform Order may only be used to reform existing legislation; it cannot be used to create an entirely new provision. A new burden may be imposed if it is linked to the removal of other onerous burdens.

ST. LUKES CHURCH

HEALTH & SAFETY POLICY

THE HEALTH & SAFETY (FIRST AID) REGULATIONS

1981 (2013)

THE HEALTH & SAFETY (First Aid) REGULATIONS 1981 (2013)

In accordance with The Health and Safety (First-Aid) regulations 1981 St. Lukes Church are required to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be delivered to an employee should it be required.

Our level of first-aid provision has been assessed via Risk Assessment.

Our assessment includes:

- Workplace hazards and risks,
- The size of our organization,
- Records of accidents,
- the nature of our undertaking;
- the remoteness of the site from emergency medical services,
- Traveling and lone workers,
- Working on shared or multi-occupied sites,
- Required numbers of first aiders and appointed persons including CDM.

FIRST AID BOXES

St. Lukes Church has 1 number (10-20) first Aid box on site and all company transport (where applicable) carries first aid kits.

Our first aid kits are purchased from reputable suppliers and contain the following items as recommended by the HSE

- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile);
- Six safety pins;
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;

- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- One pair of disposable gloves.

St. Lukes Church follow the HSE guidance below: -

Category of risk	Numbers employed at any location	Suggested number of first-aid personnel
Lower risk	Fewer than 50	At least one appointed person
	50 – 100	At least one first aider
	More than 100	One additional first aider for every 100 employed
Medium risk	Fewer than 20	At least one appointed person
	20 – 100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed
Higher risk Construction Chemical manufacture, Machinery	Fewer than five	At least one appointed person
	5 – 50	At least one first aider
	More than 50	One additional first aider for every 50 employed

Our Appointed Persons are defined as persons who will:

- Take control when someone is injured or falls ill, including calling the summoning of professional medical assistance if required.
- Control first-aid equipment.

First Aid

Rev. Helen Blackburn or her nominee is responsible for ensuring the provisions below are implemented. The nominated person is :

The Verger

Training

St. Lukes Church will use HSE approved organisations for its training.

First Aiders / Appointed Persons

These may be volunteers and no special liability is added by these Regulations. Should they be sued for any reason in connection with going to help someone in the workplace, Employers Liability Insurance will cover it.

First Aid Boxes

The appointed person will ensure that all First Aid boxes contain only approved items and nothing else, and ensure that monthly checks are made of the contents.

It is not part of the First Aiders responsibility or function to advise individuals to take drugs or to give them out. There will be no drugs of any description kept for these purposes.

Records / Notices

Within various locations of St. Lukes Church a notice with the following information will be displayed:

Name of First Aider / Appointed Person

Location of:

Nearest Eye Injury Unit

Nearest Casualty Dept

Nearest Burns Unit

Nearest Coronary Care Unit

Accident at Work – Recording

The Site Manager / Verger will be responsible for reporting all accidents, which happen within the boundaries of their specific Site.

It is the injured person's responsibility to enter the details of the accident into the Accident Book. It is the Site Manager / Vergers responsibility to ensure that it has been entered.

All persons are to be made aware of the importance of registering accidents.

Dealing with Accidents at Work

All persons will be briefed on induction in:

- Accident prevention
- Where the nearest First Aid boxes are kept
- Who is the First Aider or Appointed person

Prevention

Falling causes many accidents at work. Be aware of this, and report the following to the Verger

- Spilt liquids
- Worn floor covering
- Slippery floor surfaces
- Trailing telephone or electric leads
- Missing or damaged handrails
- Fallen materials

The above list is not exhaustive.

Updating & review

The Health & Safety Advisor will annually update and review the list of Appointed Persons and First Aiders

In the event of an accident, it is the Vergers responsibility to inform the Reverend or her nominated person.

The Verger or their nomination will inform the Health & Safety Advisor with immediate effect.

ST. LUKES CHURCH

HEALTH & SAFETY POLICY

**THE REPORTING OF INJURIES, DISEASES & DANGEROUS
OCCURANCES REGULATIONS (RIDDOR)**

2013

THE REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)

The procedure for reporting deaths, major injuries and dangerous occurrences is set in detail in the company policy and associated documentation. A summary of the main requirements is set out below.

The following, must be reported immediately to the appropriate authority by the quickest practical method (usually by Telephone) and a report presented on the approved form within 15 days:

- Death of any person as a result of an accident at work.
- An accident to any person at work resulting in a major injury or serious condition specified in the regulations.
- Any dangerous occurrences listed in the regulations (see summary below)

The H&S Manager will ensure:

- All fatal accidents must be reported to HM Coroner via the local Police Station.
The police have the right to investigate along with the Health & Safety Executive Inspectors.
- Form 2508 will be completed

Major injuries and serious conditions:

- Any fracture of any bones, other than to the fingers, thumbs or toes
- Any amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent) or any other listed eye injury
- Electric shock or burn causing unconsciousness, or requiring resuscitation, or hospitalisation for more than 24 hours
- Any injury leading to hypothermia, heat induced illness or to unconsciousness requiring resuscitation or admittance to hospital for more than 24 hours
- Acute illness or unconsciousness caused by any poisoning by any route
- Acute illness caused by exposure to material or biological agent.

Summary of reportable dangerous occurrences:

- Electrical short-circuit with fire or explosion
- Explosion or fire caused by any material resulting in any stoppage of work or plant for more than 24 hours
- Bursting, explosion or collapse, or fire involving a pipeline

Keeping records:

Records will be kept of all reportable deaths, injuries and dangerous occurrences. The particulars that will be kept are:

- Date and time of the accident or dangerous occurrences
- Injured person
- Full name and occupation
- Nature of injury

In the event of an accident to a non-employee

- Full name
 - Status (e.g. Contractor, Staff, Customer, Visitor or Bystander)
 - Nature of injury
 - Place where accident or dangerous occurrences happened
 - A brief description of the circumstances in which the accident or dangerous occurrences happened
 - The date on which the event was reported to the enforcing authority
 - The method by which the event was reported.
-
- As of **6 April 2012**, RIDDOR's over-three-day injury reporting requirement has changed. It has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened). Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. N.B. Employers must still keep a record of all over-three day-injuries. The deadline by which the over-seven-day injury must be reported has increased to fifteen days from the day of the accident.
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- **RIDDOR 2013 - effective from 1 October 2013**
The main changes are in the following areas:
 - The classification of 'major injuries' to workers replaced with a shorter list of 'specified injuries'

- The existing schedule detailing 47 types of industrial disease replaced with eight categories of reportable work-related illness
- Fewer types of 'dangerous occurrence' require reporting
- There are no significant changes to the reporting requirements for:
 - Fatal accidents
 - Accidents to non-workers (members of the public)
 - Accidents resulting in a worker being unable to perform their normal range of duties for more than seven days

Reportable injuries

- The following injuries are reportable under RIDDOR when they result from a work-related accident:
 - **The death of any person** (Regulation 6)
 - **Specified Injuries** to workers (Regulation 4)
 - Injuries to workers which result in their **incapacitation for more than 7 days** (Regulation 4)
 - Injuries to non-workers which result in them **being taken directly to hospital for treatment**, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

ACCIDENT INVESTIGATION EXAMPLE

Overleaf

St. Lukes Church

Incident investigation document

Incidents investigated by: MSC Consultants – H&S Advisors

Injured Person:

Date of incident/accident/occurrence/ near miss:

Brief description of incident:

Keeping records:

Records will be kept of all reportable deaths, injuries and dangerous occurrences. The particulars that will be kept are as follows:

Date and time of the incident or dangerous occurrences:

Nature of injury:

Injured person:

Full name and occupation:

In the event of an incident the H&S Advisor will investigate the circumstances and details taken will form part the incident investigation.

A new Risk assessment will be performed and possible new/further/updated control measures will be implemented.

The H&S Advisor will ensure that the investigating Authority receive full co-operation from him during the investigation.

<u>Incident investigation</u>	
Full name	
Date of birth	
Status (e.g. Contractor, Staff, Customer, Visitor or Bystander)	
Time of incident	
Date of incident	
Who completed incident book entry	
Weather conditions	
Lighting/ Temperature	
Was IP taken to hospital	
Does IP suffer a disability	
Nature of injury	
Place where incident or dangerous occurrences happened	
Was the incident RIDDOR reportable	
Date on which the event was reported to the enforcing authority	
The method by which the event was reported.	
Incident reported to	
Did Site Supervisor deem the area safe following the incident	
Did H&S Advisor require photographic evidence	
Did H&S Advisor require applicable witness statements	
Has a new risk assessment been performed	
Has revised Control Measure been put in place	
Any further Action	
Comments	
Investigation performed by	

Copy to: MD, IP, Site Supervisor, H&S Advisor

ST. LUKES CHURCH
HEALTH & SAFETY POLICY

THE ELECTRICITY AT WORK REGULATIONS

1989

THE ELECTRICITY AT WORK REGULATIONS 1989

St. Lukes Church shall ensure that all equipment purchased by themselves for use by their employees shall meet all applicable BS standards and carry a CE mark of conformity.

Risk assessments and evaluations, will be performed by the Health & Safety Advisor.

St. Lukes Church will require all employees, to make full and proper use of any electrical equipment or system provided by them. All employees authorised to use the equipment will undergo tuition and training from Rev. Helen Blackburn or appropriate supervisor.

St. Lukes Church insist that **under no circumstances** may any employee waged or unwaged, volunteer, trainee or visitor, attempt to operate any electrical equipment or tamper with any electrical circuits, unless they have been trained or under supervision from a competent person. This duty is in addition to the general duties of employees under Regulations 7 & 8 of the Health & Safety at Work Act 1974.

ST. LUKES CHURCH
HEALTH & SAFETY POLICY

**THE ELECTRICITY EQUIPMENT
(SAFETY) REGULATIONS**

1994

THE ELECTRICITY EQUIPMENT (SAFETY) REGULATIONS 1994

Regulation 5. Requirement for equipment to be safe

St. Lukes Church shall ensure that all equipment shall be:

- Safe
- Constructed in accordance with acceptable standards.
- Carry all applicable BS standards and a CE mark of conformity.
- Provide a level of protection to the user when connected to the electricity supply.

Risk assessments and evaluations, will be performed by the Health & Safety Advisor who may request assistance from a competent person.

St. Lukes Church forbid any employee, visitor, volunteer, trainee or work placement to tamper or interfere with any electrical circuitry or equipment. The appropriately qualified and competent persons will receive authorised instruction from the The Verger or Building Manager to perform such works.

Applicable PAT Testing will be performed by a competent contractor, with records in head office and copies available for inspection on site where particular tools and equipment is being used. The person responsible for records and equipment inspections is [George Telfer](#)

All operatives using electrical tools and equipment will be inducted into the daily visual inspections required, which will show any signs of damage to casings, leads, etc. All operatives must report any damage and the equipment must be removed from immediate use until it has been safety tested by a competent person.

ST. LUKES CHURCH
HEALTH & SAFETY POLICY

**THE GAS SAFETY (MANAGEMENT)
REGULATIONS 1996**

THE GAS SAFETY (MANAGEMENT) REGULATIONS 1996

Regulation 7 (1). Gas escape

St. Lukes Church recognises that Transco has an absolute duty to provide a continuously staffed telephone service within Great Britain.

Regulation 7 (7). Responsible person

St. Lukes Church shall ensure that if their responsible person for their premises knows of or has reason to suspect that gas is escaping from a gas fitting in those premises supplied with gas from a network, they shall immediately take all reasonable steps to cause the supply to be shut off at such a place as may be necessary to prevent further escape of gas.

Regulation 7 (8). Notify Transco

If gas continues to escape into the premises after the supply has been shut off or if the smell of gas persists, the responsible person carries the responsibility to immediately give notice to Transco.

Regulation 7 (9). Reconnection

Where an escape of gas has been stopped by shutting off the supply, no person shall cause or permit the supply to be re-opened, (other than in the cause of a repair by a competent person), until all necessary steps have been taken to prevent a recurrence of such escape.

In the event of an emergency evacuation.

No person shall re-enter a building following an evacuation that has resulted from a proven or suspected gas leak/escape. The following persons will authorise re-entry into the building:

1. A Transco Engineer
2. Fire Advisor or HSE Inspector (If in attendance)
3. The Verger
4. The Health & Safety Advisor

ST. LUKES CHURCH

HEALTH & SAFETY POLICY

THE NOISE AT WORK REGULATIONS 2005

THE NOISE AT WORK REGULATIONS 2005

St. Lukes Church will ensure that all reasonably practical methods will be used to ensure that noise is kept to a minimum both in the office and scheduled places of work.

Risk assessments will be carried out by the Site Manager / Verger or the Health & Safety Advisor.

St. Lukes Church recognise that a competent person using the appropriately calibrated noise metering equipment must perform evaluations and monitoring.

ST. LUKES CHURCH
HEALTH & SAFETY POLICY

THE MANUAL HANDLING OPERATION REGULATIONS 1992

THE MANUAL HANDLING REGULATIONS 1992

Manual Handling Operation: The means of transporting, lifting, putting down, pulling, pushing or carrying by hand or bodily force.

Regulation 4

Risk assessments and evaluations, will be carried out by the Health & Safety Advisor or the Site Manager / Verger

Regulation 5

St. Lukes Church will require all employees, to make full and proper use of any system of work that is put into place by the Health & Safety Management Team. This duty is in addition to the general duties of employees under Regulations 7 & 8 of the Health & Safety at Work Act 1974.

St. Lukes Church have a legal duty to:

AVOID the need for hazardous manual handling, so far as is reasonably practicable;

ASSESS the risk of injury from any hazardous manual handling that cannot be avoided

REDUCE the risk of injury from hazardous manual handling, so far as is reasonably practicable.

AVOID

When looking at the issue of avoidance we firstly consider whether the object needs to be moved in the first place. For example can building materials be delivered directly to point of use?

ASSESS

If something must be moved can the process be mechanised for examples using pallet or sack trucks to move equipment/materials around site.

Where these areas have been considered and we have concluded that manual handling is still necessary, an assessment will be performed by the Site Manager / Verger.

When making our observations our operatives will be consulted, as more often than not they are aware of what the problems are and the easiest ways of avoiding them. The overall responsibility for suitable assessments remains with the MD **George Telfer**

St. Lukes Church record all assessments and consider the both good practice and a way of proving compliance with the law.

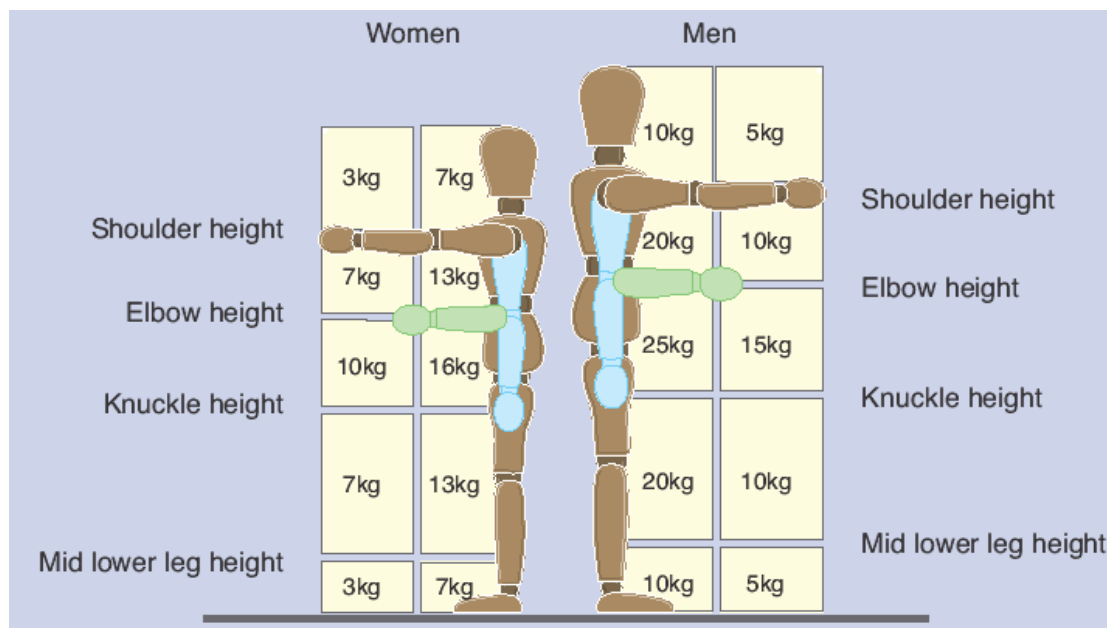
The purpose of the assessment is to pinpoint the risk factors of the task and do something about them. The following table shows what areas should be considered in the assessment.

REDUCE

Problems To Look For When Making An Assessment	Ways Of Reducing The Risk Of Injury
<p>THE TASKS, do they involve:</p> <ul style="list-style-type: none"> • Holding loads away from the body? • Twisting, stooping or reaching upwards? • Large vertical movement? • Long carrying distances? • Strenuous pushing or pulling? • Repetitive handling? • Insufficient rest or recovery time? • A work rate imposed by a process? 	<p>Can you:</p> <ul style="list-style-type: none"> • Use a lifting aid? • Improve workplace layout to improve efficiency? • Reduce the amount of twisting and stooping? • Avoid lifting from floor level or above shoulder height, especially heavy loads? • Reduce carrying distances? • Avoid repetitive handling? • Vary the work, allowing one set of muscles to rest while another is used? • Push rather than pull?
<p>THE LOADS, are they:</p> <ul style="list-style-type: none"> • Heavy, bulky or unwieldy? • Difficult to grasp? • Unstable or likely to move unpredictably? • Harmful, e.g. sharp or hot? • Awkwardly stacked? • Too large for the handler to see over? 	<p>Can you make the load:</p> <ul style="list-style-type: none"> • Lighter or less bulky? • Easier to grasp? • More stable? • Less damaging to hold? <p>If the load is supplied to you as a package, have you asked the supplier to help you comply with the above</p>
<p>THE WORKING ENVIRONMENT, are there:</p> <ul style="list-style-type: none"> • Constraints on posture? • Bumpy, obstructed or slippery floors? • Variations in levels? • Hot/cold/humid conditions • Gusts of wind or other strong air movements • Poor lighting conditions? • Restrictions on movements or posture from clothes or from personal protective equipment (PPE)? 	<p>Can you:</p> <ul style="list-style-type: none"> • Remove obstructions to free movement? • Provide better flooring • Avoid steps and steep ramps? • Prevent extremes of hot and cold? • Improve lighting? • Provide protective clothing or PPE that is less restrictive? • Ensure your employees' clothing and footwear is suitable for their work?
<p>INDIVIDUAL CAPACITY, does the job:</p> <ul style="list-style-type: none"> • Require unusual capability, e.g. above average strength or agility? • Endanger those with a health problem or learning/physical disability? • Endanger pregnant women? • Call for special information and /or training? 	<p>Can you:</p> <ul style="list-style-type: none"> • Pay particular attention to those who have a physical weakness? • Take extra care of pregnant worker? • Give your employees more information about the range of tasks they are likely to face? • Provide more training <p>Get advice from an occupational health advisor if you need to.</p>
<p>HANDLING AIDS AND EQUIPMENT:</p> <ul style="list-style-type: none"> • Is the device the correct type for the job? • Is it well maintained • Are the wheels on the device suitable for the floor surface • Do the wheels run freely • Is the handle height between the waist and shoulders • Are the handle grips in good order and comfortable • Are there any brakes? If so, do they work? 	<p>Can you:</p> <ul style="list-style-type: none"> • Provide equipment that is more suitable for the task? • Carry out planned preventive maintenance to prevent problems? • Change the wheels, tyres and/or flooring so that equipment moves easily? • Provide better handles and handle grips? • Make the brakes easier to use, reliable and effective?
<p>WORK ORGANISATION FACTORS:</p> <ul style="list-style-type: none"> • Is the work repetitive or boring? • Is work machine or systems paced? • Do the workers feel the demands of the work are excessive? • Have workers little control of the work and working methods? • Is there poor communication between managers and employees? 	<p>Can You:</p> <ul style="list-style-type: none"> • Change tasks to reduce the monotony? • Make more use of workers' skills? • Make workloads and deadlines more achievable? • Encourage good communication and teamwork? • Involve workers in decisions? • Provide better training and information?

The risk will be reduced to the lowest reasonably practicable level.

There is no such thing as a totally risk free manual handling operation. However, the Health and Safety Executive have produced what they term as a risk assessment filter.



LIFTING AND LOWERING

If the handler's hands move between two boxes (as per diagram above) use the lower of the 2 weights as the guidance weight. If the work involves twisting then the weights should be reduced by the following percentages;

Twisting beyond 45° reduce the weight by 10%

Twisting beyond 90° reduce the weight by 20%

The guideline figures are for infrequent operations, less than 30 operations per hour, where the pace of work is not forced and the load is not supported by the handler for any length of time. As with twisting the weights need to be reduced if the operations are carried out more frequently. The guideline figures should be reduced by the following percentages:

Operations carried out once or twice a minute should be reduced by 30%

Operations carried out five or eight a minute should be reduced by 50%

Operations carried out more than twelve times a minute should be reduced by 80%

PUSHING AND PULLING

When pushing or pulling a load the task will be within the guidelines if the figures below are not exceeded:

	Men	Women
Force to stop the or start the load	20Kg	15Kg
Sustained force to keep the load in motion	10Kg	7Kg

If manual handling cannot be avoided then the following points must be adhered to:

- ***Think before lifting/handling.***
- ***Keep the load close to your body***
- ***Adopt a stable position.***
- ***Get a good grip***
- ***Start in a good posture.***
- ***Don't flex the back any further while lifting.***
- ***Avoid twisting the back or leaning sideways***
- ***Keep the head up when handling.***
- ***Move smoothly.***
- ***Don't lift or handle more than can be easily managed.***
- ***Put down, and then adjust.***

MANUAL HANDLING ASSESSMENT EXAMPLE

Name:	George Telfer
Date of assessment:	3 May 2017
Weight of load (kg)	21kg
Location:	Equipment stores
Description of task/s	
Moving petrol mower from stores	

FREQUENCY FACTOR:			
How often is the task performed	Occasional: 2	Moderate: 3	Frequent: 5
Frequency Factor Total:			3

HANDLING FACTORS:				
Distance from body:				
Start and finish position of lifting	Close	Mid	Far	
Floor to waist	2	0	0	
Waist to shoulder	0	0	0	
Shoulder to above head	0	0	0	
Posture and load:				
	No	Yes	Total	
Is the body twisting during handling?	0	0		
Does the person stoop whilst handling?	0	4		
Does the carrying distance exceed 10m?	0	3		
Is vision restricted by load?	0	0		
Is the load centrally balanced?	2	0		
Is the centre of gravity evident?	2	0		
Is the load difficult to grasp?	0	0		
Is the load unstable?	0	2		
Is the load hot or have sharp edges?	0	0		
Is pushing or pulling required before or after lifting?	0	0		
Will the load jerk free?	0	4		
Is the load pushed or pulled during lift?	0	0		
A) Handling Factors Total:				17

ENVIRONMENTAL FACTORS:			
	No	Yes	Total
Is handling space confined?	0	0	
Are conditions wet?	0	1	
Is the floor/ground slippery?	0	2	
Is the floor/ground uneven?	0	0	
Does the carrying route contain steps/stairs/inclines?	0	0	
Is the handler affected by heat or cold?	0	3	
Is the handling activity undertaken in third party premises?	0	2	
B) Environmental Factors Total:			8

MANAGEMENT FACTORS:			
	No	Yes	Total
Has suitable training in the task been undertaken?	0	0	
Is there regular update training given?	0	0	
C) Management Factors Total:			

RELATIVE RISK FACTOR:	
A+B+C TOTAL (D):	24
D x WEIGHT OF LOAD x FREQUENCY FACTOR (E)	432
RELATIVE RISK FACTOR (RRF) E / 25	17.28

CONTROL MEASURES
<p>Small pallet truck</p> <p>Induction</p> <p>Training</p> <p>2 operatives</p>

ASSESSMENT DETAILS:	
Assessors name:	G McGregor
Assessors signature:	<i>G McGregor</i>
Date of assessment:	3 June 2016
Date of next review:	3 June 2016 or following a change

ST. LUKES CHURCH

HEALTH & SAFETY POLICY

**THE PROVISION & USE OF WORK EQUIPMENT
REGULATIONS 1998**

THE PROVISION & USE OF WORK EQUIPMENT REGULATIONS 1998

Regulation 4 St. Lukes Church will ensure that work equipment supplied by them is suitable for the purpose for which it is used.

Regulation 5 St. Lukes Church will ensure that the equipment is maintained. A record document will list all equipment and all service records will be entered into that document. The person responsible for such records is **George Telfer** – Verger. Further, (Regulation 7) users and supervisors will be given sufficient Health & Safety information and written instructions (if applicable) to the work equipment. Supervisors and Site Manager / Vergers will be responsible for the safe working of all equipment that is supplied to them on their particular working site. All maintenance of equipment will only be carried out by Trained/Competent Service Engineers

Regulation 9 The Verger **George Telfer** will ensure that any person using equipment is suitably trained and competent to use it.

Regulation 11 St. Lukes Church will take all reasonably practical measures to prevent access to dangerous parts of machinery; these measures will consist of guards and Safety devices as far as practicable.

Regulation 19 All work equipment supplied by St. Lukes Church will have a means to isolate it from its means of energy. It will be visible, identifiable and accessible and all authorised users will be informed of the above.

Regulation 21 St. Lukes Church will ensure that all places where work equipment is to be used will be suitably and sufficiently lit.

Regulation 24 All warnings will be appropriate for Health & Safety Regulations.

St. Lukes Church

HEALTH & SAFETY POLICY

THE CONTROL OF ASBESTOS REGULATIONS 2012

THE CONTROL OF ASBESTOS REGULATIONS 2012

St. Lukes Church shall provide information to any person who has been authorised to perform works on their property, sites, buildings and dwellings. St. Lukes Church who has, by virtue of a contract or tenancy an obligation to the maintenance or repair of non - domestic premises, (i.e. the duty holder) will ensure that a suitable and sufficient assessment is performed.

The result of the assessment will be recorded, and if the findings show that asbestos is present, St. Lukes Church will make a determination of the risks. A written plan will be prepared (survey), identifying the locations of the premises where asbestos is present and specifying the measures that are to be taken for managing the risks.

These measures will include:

- The monitoring of the condition of the asbestos
- Ensuring that it is properly maintained
- Ensuring that the information is forwarded to any person/s who are liable to disturb it. (Information shall also be made available to emergency services.)

St. Lukes Church shall prevent the exposure of employees to asbestos so far as is reasonably practicable.

St. Lukes Church shall ensure, so far as is reasonably practicable, that control measures are applied.

Updates on 6th April 2012 stated some non-licensed work **may need** to be **notified** to the relevant enforcing authority. Brief written records may be kept of non-licensed work, which has to be notified e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. We will not require air monitoring on every job, if an estimate of degree of exposure can be made based on similar past tasks or guidance.

All operatives performing notifiable non-licensed work with asbestos will be under health surveillance by our company doctor.

Operatives who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. However, we recognise that medicals for notifiable non-licensed work are not acceptable for those doing licensed work.

St. Lukes Church

HEALTH & SAFETY POLICY

THE CONTROL OF WORK RELATED ROAD SAFETY

2005

THE CONTROL OF WORK RELATED ROAD SAFETY 2005

HASAW Act 1974. (S2)

St. Lukes Church recognise the Health & Safety At Work Act 1974 (S2), which requires them to ensure, so far as is reasonably practicable the Health and Safety of all employees while at work. The Act is intended to ensure that the public and other road users are not put at risk by work related driving activities.

Management of Health & Safety Regulations 1999. (S3)

Under the above Regulations St. Lukes Church recognise their responsibility to ensure that work related driving risk assessments are performed by Site Manager / Vergers (where Sites require employees to perform driving duties as part of their normal working duties).

Provision and Use of Work Equipment Regulations 1998 (PUWER)

St. Lukes Church will ensure that any vehicle used for work purposes that is supplied by them will be suitable for its intended purpose, (Provision & Use of Work Equipment Regulations 1998)

(PUWER) Regulation 5

St. Lukes Church will ensure that all of their company owned vehicles are maintained.

(PUWER) Regulation 7

Site Manager / Vergers will ensure that users will be given sufficient Health & Safety information and written instructions (if applicable) to the familiarisation of the vehicle and its equipment.

Site Manager / Vergers will evaluate the following risks:

The Driver – Competency

The Vehicle – Suitability *

The journey – Routes, scheduling, time, distance, weather conditions, Driving hours.

* Suitability of privately owned vehicles that are used for business use.

Do private vehicles carry the correct insurance and road licence?

Do private vehicles over 3 years old carry an appropriate MOT certificate?

It is the responsibility of Site Manager / Vergers to ensure that staff who use their privately-owned vehicles for company use, perform annual checks on the correct vehicle documentation. For example:

- The Correct insurance that covers business use
- A valid MOT Certificate (If applicable)
- A current road fund licence (Tax disc)
- A full driving licence

Site Manager / Vergers must also ensure that company owned vehicles are not used for personal use without prior authorisation from their Site Manager / Verger. Staff will be made aware that personal use of company vehicles may lead to changes in a person's rate of tax.

St. Lukes Church

HEALTH & SAFETY POLICY

THE CONTROL OF WORK RELATED SOLVENTS

2005

THE CONTROL OF WORK RELATED SOLVENTS 2005

HASAW Act 1974 (S2)

St. Lukes Church recognise the Health & Safety At Work Act 1974 (S2), which requires them to ensure, so far as is reasonably practicable the Health and Safety of all employees while at work. This Act is intended to ensure that employees, the public and others are not put at risk by work related use of solvents.

Management of Health & Safety Regulations 1999 (S3)

Under the above Regulations St. Lukes Church recognise their responsibility to ensure that work related use of solvent risk assessments are performed by Site Manager / Vergers (where Sites require employees to use such chemical substance as part of their normal working duties).

St. Lukes Church will make known to all employees that different solvents may affect Health in a variety of ways. Short-term affects include:

Irritation, headache, nausea, dizziness and breathing problems.

St. Lukes Church will make known to all employees how solvents can enter the body.

All employees will receive an initial induction and training prior to the use of solvents.

Comprehensive risk assessments will be performed.

Water and cleaning solutions will be readily available for all employees.

St. Lukes Church will supply PPE and ensure that it is readily available for all employees. (PPE Regulations 1992).

St. Lukes Church will ensure that the Workplace (Health & Safety) Regulations 1992 will be in force during any solvent operations.

ST. LUKES CHURCH

HEALTH & SAFETY POLICY

**THE CONSTRUCTION (DESIGN & MANAGEMENT)
REGULATIONS 2015**

THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS

IF FOR ANY FORESEEABLE REASON ST. LUKES CHURCH ADOPT THE ROLE OF CLIENT OR PRINCIPAL CONTRACTOR. THE FOLLOWING REGULATIONS WILL COME INTO IMMEDIATE EFFECT. IF FOR ANY FORESEEABLE REASON ST. LUKES CHURCH ARE REQUIRED TO CARRY OUT THEIR TASKS UNDER CDM CONDITIONS PART OF THE FOLLOWING REGULATIONS WILL COME INTO IMMEDIATE EFFECT

The Requirements of the Regulations

Election

Where a number of clients (or their agents - persons acting with the client's authority) are about to be involved in a Site. One of the clients, or the agent of a client, can take on the responsibilities of the effective sole client. St. Lukes Church recognise that by appointing agents they must be reasonably satisfied about their competence to carry out the duties given to clients by the Regulations. A declaration has been sent to the Local Authority / HSE, which is required to acknowledge and date the receipt of it.

Appointments

The Client has appointed a Principal Designer and Principal Contractor in respect of each phase of the said Site. These appointments will be changed or renewed as necessary so that they remained filled at all times until the end of the construction phase. The Principal Designer has to be appointed as soon, as is practicable after the client has enough information about the Site and the construction work to enable him to comply with the Regulations. The Principal Contractor, who must be a contractor, has to be appointed as soon, as is practicable after the client has enough information to enable him to comply with the Regulations.

It must be noted that

- The same person can be appointed as both Principal Designer and Principal Contractor provided he is competent to fulfil both roles.
- The client can appoint himself to either or both positions provided he is similarly competent.

Notification

St. Lukes Church are confident that the Principal Designer has given written notice of notifiable Sites to the HSE, as soon as was practicable after her appointment as Principal Designer. Regulation also applies to the appointment of the Principal Contractor, and in any event before the start of the construction work.

Competence

Competence of Principal Designer, designers and contractors. The Client is reasonably satisfied that the Principal Designer is competent to perform her functions required by these Regulations, before any person is appointed to the role. Similarly, St. Lukes Church are reasonably satisfied that the designer is also of a competent stature, and further will ensure that no contractor will be employed to carry out or manage construction work unless they are reasonably satisfied as to the contractor's competence. Those under duty to satisfy themselves about competence will only discharge that duty when they have taken "such steps as it is reasonable for a person in their position to take" - which include making reasonable enquiries or seeking advice where necessary - to satisfy themselves as to the competence.

Competence - in their sense refers only to competence to carry out any requirement, and not to contravene any prohibition, placed on the person by any relevant Regulation or provision.

Provision for Health and Safety

The Client will not appoint any person as PRINCIPAL DESIGNER unless they are reasonably satisfied that the potential appointee has allocated or will allocate adequate resources to enable the functions of Principal Designer to be carried out. Similarly, they will be reasonably satisfied that the designer has allocated or will allocate adequate resources. St. Lukes Church recognise that no person is allowed to appoint a contractor to carry out or manage construction work unless reasonably satisfied that the contractor has allocated or will allocate adequate resources to enable compliance with statutory requirements.

Prepared Health & Safety Plan

St. Lukes Church are aware that they are required to ensure so far as is reasonably practicable that a Health and Safety plan has been prepared in respect of the Site before the construction phase starts. There is no duty on either the client or Principal Designer to ensure that the plan continues to be in compliance once work has commenced.

Information to the Principal Designer

St. Lukes Church will oblige the client to ensure that the Principal Designer is provided with information relevant to her functions about the state or condition of any premises where relevant construction work will be carried out.

Inspection of Health & Safety File

St. Lukes Church recognise that they are required to take reasonable steps to ensure that the information in any Health & Safety file is kept available for inspection.

The main duties of the Principal Designer

The Principal Designer must:

- a) Ensure as far as is reasonably practicable the design of any structure in the Site complies with the needs specified in previous Regulations.
- b) Take reasonable steps to ensure co-operation between designers to enable each to comply with the Regulations.
- c) Be in a position to advise any client and any contractor to enable them to comply with the appropriate Regulations (Competence of contractor and readiness of the Health and Safety plan).
- d) Ensure that a Health and Safety file is prepared in respect of each structure in the Site, reviewing and amending it over time, and finally delivering it to the client on completion of construction work on each structure.

Specific requirements for the Principal Designer

Specific requirements for the appointed Principal Designer so as to contain the required information and be able to allow for provision to any contractor before arrangements are made for the contractor to carry out or manage construction work on the Site.

St. Lukes Church is confident that the required information will go into the Health and Safety plan, which is:

- A general description of the construction work
- Details of the intended timescale for the Site and any intermediate stages
- Details of any risks known to the Principal Designer or which are reasonably foreseeable risks to the Health & Safety of the constructors
- Any other information which the Principal Designer has or reasonably get which a contractor would need to show he has the necessary competence or has or will get the adequate resources required.
- Information that the Principal Contractor and other contractors could reasonably need to satisfy their own duties under the Regulations.

The Principal Contractor must take reasonable steps to ensure the Health & Safety plan contains until the end of the construction phase the required features, which are:

- Arrangements for the Site which will ensure so far as is reasonably practicable the Health & Safety of all constructors and those who may be affected by the work, taking account of the risks involved in the work and any activity in the premises which could put any people at risk.
- Sufficient information about welfare arrangement to enable any contractor to understand how he can comply with any duties placed on him in respect of welfare.
- Arrangements which will include where necessary the method of managing the construction work and monitoring of compliance with Health & Safety Regulations.

Duties and powers of the Principal Contractor

These are firstly to take reasonable steps to ensure co-operation between contractors so far, as is necessary to enable each to comply with requirements imposed. This includes, but is not limited to, those sharing the construction site for the purposes of Regulation 9 of the MHSWR.

Secondly the principal contractor must ensure so far, as is reasonably practicable that each contractor and every employee complies with any rules in the Health & Safety plan. The Principal Contractor can make any reasonable written rules and include them in the plan, and give reasonable directions to any contractor.

Thirdly, the Principal Contractor must take reasonable steps to ensure that only authorised persons are allowed where construction work is being carried out.

Fourthly, he must ensure that required particulars are displayed in any notice, and are displayed in a readable condition where any person at work can read them.

Finally under the Regulation, he must provide the Principal Designer promptly with any information he possesses or could reasonably find out from a contractor, which the Principal Designer does not already possess and which could reasonably be believed necessary to include in the Health & Safety file.

Duties on the giving of information and training requirements

St. Lukes Church (The Principal Contractor) will (as far as is reasonably practicable) ensure that every contractor is provided with comprehensible information on the risks to himself and any employees or persons under her control, which are present as a result of the work. In the same terms, the Principal Contractor must ensure that every contractor who employs people on the work provides her employees with the information and training required by Regulation 8 and 11(2)(b) of the MHSWR. The Health and Safety Advisor will as far as is reasonably practicable ensure that the above is adhered to at all times.

Receipt of advice

St. Lukes Church has ensured that provision is made for receipt of advice from employees and the self-employed by the Principal Contractor. He must ensure that there is a suitable mechanism in place for discussing and conveying their advice on Health and Safety matters affecting their work. Arrangements for the co-ordination of these views of employees or their representatives are to be made having regard to the nature of the work and the size of the premises concerned.

Site Co-operation

Site operatives must co-operate with the Principal Contractor as necessary, provide the Principal Contractor with any relevant information which might affect anyone's Health or Safety while on the Site or who could be affected by it. This information includes relevant risk assessments, and information, which might prompt a review of the Health and Safety plan for the Site. Contractors must also comply with any directions of the Principal Contractor and any applicable rules in the plan.

The Regulation requires contractors to provide the Principal Contractor with any information, which is notifiable by the contractor to the enforcing authority under RIDDOR - details of injuries, diseases and dangerous occurrences as defined which are related to the Site.

Specific Information

St. Lukes Church will not allow her employees to work on construction work, and no self-employed person can work, unless the employer has been given specific pieces of information:

- The names of the Principal Designer and Principal Contractor, and
- The Health & Safety plan or relevant part of it.

A defence is provided against prosecution, which allows that their duty can be satisfied by showing that all reasonable enquiries had been made and the employer or self-employed person reasonably believed either that the Regulations did not apply to the particular work being done or that he had in fact been given the information required.

Definitions – Construction Design & Management (CDM) Regulations

“Agent” means any person who acts as agent for a client in connection with the carrying on by the person of a trade, business or other undertaking, whether for profit or not.

“Client” means any person for whom a Site is carried out, whether the Site is carried out in-house or by another person. One of a number of clients, or the agent of a client, can volunteer to accept the duties of Regulations 6 and 8 – 12. Their acceptance has to be made by way of a declaration to the HSE when the Site is notified.

“Cleaning work” means the cleaning of any window or transparent/translucent wall, ceiling or roof in or on a structure where the cleaning involves a risk of falling more than 2m.

“Construction work” means the carrying out of building, civil engineering or engineering construction work, and includes any of the following:

- a) Construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances,) decommissioning, demolition or dismantling of a structure;
- b) Preparation for an intended structure including site clearance, exploration, investigation (but not site survey) and excavation, and laying or installing the foundations of the structure;
- c) Assembly or disassembly of prefabricated elements of a structure;
- d) Removal of a structure or part of a structure, or of any product or waste resulting from demolition or dismantling of a structure or disassembly of prefabricated elements of a structure;
- e) Installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

But does not include mineral resource exploration or extraction activities.

“Contractor” means any person who carries on a trade or business or other undertaking, whether for profit or not. Whether in connection with which he undertakes to, or does manage construction work, or arrange for any person at work under her control (including any employee, where he is an employer) to carry out or manage construction work.

(This definition can therefore be applied to the self-employed.)

“Design” in relation to any structure including drawing, design details, specification and bill of quantities (including specification of articles or substances) in relation to the structure.

“Designer” means any person who carries on a trade, business or other undertaking in connection with which he prepares a design or arranges for any person under her control to prepare a design relating to a structure or part of a structure.

“Health & Safety file” means a file or other record in permanent form containing information required by about the design, methods and materials used in the construction of a structure which may be necessary for appropriate third parties to know about for their Health or Safety.

“Site” means a Site, which includes or is intended to include construction work.

“Structure” means any building, steel or reinforced concrete structure (not being a building), railway line or siding, tramway line, dock harbour, inland navigation, tunnel, shaft, bridge, viaduct, waterworks, reservoir, pipe or pipeline (regardless of intended or actual contents), cable, aqueduct, sewer, sewage works, gasholder, road, airfield, sea defence works, river works, drainage works, earthworks, lagoon, dam, wall, caisson, mast, tower, pylon, underground tank, earth retaining structure or structure designed to preserve or alter any natural feature, and any similar structure to these, and any formwork, false work, scaffold or other structure designed or used to provide support or means of access during

construction work, and any fixed plant in respect of work which is installation, commissioning, de-commissioning or dismantling and where that work involves a risk of falling more than 2m. (Work At Height Regulations amended April 2005 involves a risk of falling from any height - the 2metre rule has been revoked).

ST. LUKES CHURCH

HEALTH & SAFETY POLICY

THE WORK AT HEIGHT REGULATIONS 2005

THE WORK AT HEIGHT REGULATIONS (2005)

SUMMARY OF DUTIES

St. Lukes Church will ensure that systems of work on roofs must be safe so far as is reasonably practicable, under the general duty imposed by:

- S.2 of the Health and Safety at Work, etc Act 1974
- Regulation 3 of the Management of Health and Safety at Work Regulations 1999
- The Work at Height Regulations 2005

St. Lukes Church will ensure that prior to works being performed that a risk assessment is carried out and that a hierarchical approach is taken to eliminate the associated risk.

- Avoid work at height, where possible,
- Where work at height cannot be avoided, we will use approved work equipment, i.e. scaffolds, edge protection or mobile elevated working platforms to prevent falls or
- Where the risk of falls cannot be eliminated, then we will take measures to minimise the distance and consequence of any falls, i.e. use of person fall protection or nets.

St. Lukes Church will ensure that:-

- Work at height is properly planned
- Take into account weather conditions
- That all those who work are competent and properly trained
- That equipment such as scaffolding and ladders is inspected
- Risks associated with fragile surfaces and falling objects are controlled.

St. Lukes Church will keep records of the following.

1. Training given to roof workers.
2. Training in the use of harnesses.
3. Information given to employees and others
4. Information on emergency procedures.
5. Scaffold inspections.

6. Results of inspections and tests (MEWP, harnesses etc)

Employees and Sub-contractors will be made aware that roof work is an essential part of our building and maintenance contracts with our clients. It will be demonstrated to them that roofing works can be carried out in safety if:-

- Surveyed correctly
- Carefully planned
- Fully risk assessed
- Performed using competent roofing operatives
- With approved and appropriate control measures in place

St. Lukes Church consider the 3 most important steps are to:

- Provide safe access/egress and safe places of work
- Ensure that safe systems of work are laid down and implemented
- Monitor and review the work to ensure that it continues to be carried out in a safe and efficient manner.

St. Lukes Church

HEALTH & SAFETY POLICY

THE FOOD SAFETY REGULATIONS

1995

(General Food Hygiene)

THE FOOD SAFETY REGULATIONS (General food hygiene) 1995

Management of Health & Safety Regulations 1999 (S3)

Under the above Regulations St. Lukes Church recognise their responsibility to perform risk assessments relating to general food hygiene.

The Food Safety (General Food Hygiene) Regulations 1995

St. Lukes Church will ensure that food –

- Preparation – Processing – Manufacturing – Packaging – Storing – Transportation – Distribution and Sale are carried out in a hygienic manner.

All employees will receive an initial induction and training prior to the preparation of food for human consumption.

A competent person will hold certified accreditation in the appropriate food preparation qualifications.

Water and cleaning solutions will be readily available for all employees.

St. Lukes Church will supply PPE and ensure that it is readily available for all employees. (PPE Regulations 1992).

Food Safety (Temperature control) Regulations 1995

The temperature of food is controlled by the above Regulations.

St. Lukes Church shall ensure that certain temperatures will be achieved and maintained during various related food processes and preparation.

Dermatitis

The Management of Health & Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health 2002 require St. Lukes Church to assess whether dermatitis is a risk. If an employee suspects that they are suffering from work

related/occupational dermatitis, they must inform the Health & Safety Advisor who will request a doctor's confirmation. The Health & Safety Advisor must report any confirmation to the HSE or the Environmental Agency under the RIDDOR Regulations 2013.

The most Senior Manager carries overall responsibility for the Health, Safety and welfare of:

- Employees
- Visitors
- Contractors
- Volunteers
- Members of the public.

Government authoritative bodies perform Fire, Environmental and Health & Safety enforcement for example:

- HSE
- Environmental Authority
- The Local Fire Officer/Advisor

Signed *H Blackburn*

Rev. H Blackburn

Date 1 May 2017

Review date 1 May 2018

NOTES