

St Lukes Church
&
Bridewell

**HEALTH & SAFETY AUDIT
2017**



Premise/s:	St Lukes Church Pit Lane, Farnworth, Cheshire WA8 9HU The Bridewell - detached building Garage (Horticulture equipment) Coroners Lane
Date of Audit:	6 December 2017
Location:	Both Grade 2 listed buildings are located in Farnworth Village Cheshire WA8 9HU
Next review date:	December 2018
Contact Name:	George Telfer

CONTENTS

Documentation

Health and Safety signage

Training

Security

Personal Protection (PPE)

Contractor Vetting

Risk Assessments

Fire Risk Assessments

Accident reporting (RIDDOR) Regulations

Gas & Electrical safety

Deficiencies & Action Planner

SL/HS/MS/1217

St Lukes Church and Bridewell

Health and Safety Audit & Plan		YES	NO
1	DOCUMENTATION		
1	Do all departments hold the correct health and safety legislation applying to their building?	Y	
2	Have all Approved Codes of Practice, HSE Guidance Notes and internal codes of practice been studied by management with a view to ensuring compliance?	Y	
3a	Are your arrangements' to implement the Health and Safety Policy adequate? Have the hazards and precautions necessary on the part of staff and other persons been identified and recorded? I.e. using ladders, lone working.	Y Y	
b	Do you have a current Environmental policy?	Y	
4	Do you have safety guidelines for all potentially hazardous operations?	Y	
(a)	I.e. Do you have a safe system of working method in place	Y	
5	Is a Fire Risk Assessment available? Is there a record of inspections of the means of escape in the event of fire, fire appliances, fire alarms, warning notices, fire and smoke detection equipment?	Y Y	
6	Is a disaster contingency plan in operation?	N/K	
7	Is a formally written emergency procedure available? Example - a Fire Plan	Y	
8	Are health and safety training records maintained?	Y	
9	Is the correct insurance certification display in a prominent location	Y	
10	Is the standard of housekeeping acceptable?	Y	
(a)	Is there slip, trip and fall hazards or an environmental hazard? (<i>Trip</i>) <i>Refer to Appendix document</i>	Y	
2	Health and Safety signage		
1	Is the correct first aid signage displayed? <i>Named first Aiders required</i>		X
2	Is the correct fire signage displayed? <i>Fire Action Plans required</i>		X
3	Is the correct evacuation signage displayed?	Y	
4	Do the fire extinguishers have signage to accompany them?	Y	

4	Are fire instructions prominently displayed?		X
	<i>Fire Action Plans required</i>		
5	Are hazard-warning systems adequate and is effective use made of posters?		X
6	Contractor Vetting		
1	Have contractors been authorised to work on the premises?	Y	
2	Are Contractors vetted and inducted into your policies and procedures prior to performing works?		X
3	Do you ensure your contractors have experience on listed buildings?		N/K
7	Risk Assessment		
1	Have all of your volunteers received training in Risk Assessment?		X
2	Have you carried out the appropriate individual risk assessments?	Y	
3	Have you recently reviewed your Risk Assessments?	Y	
8	Fire Risk Assessment		
1	Has your fire risk assessment been reviewed in the past 12 months?	Y	
	<i>December 2017</i>		
2	Have you appointed Fire Marshals?	Y	
(a)	Have they received Fire training including usage of appliances?		X
9	Accident Reporting		
1	Do you have the correct accident book (RIDDOR form B1 510)	Y	
(a)	Is it completed correctly	Y	
10	Gas & Electrical Safety		
1	Are all of the electrical items within your building PAT tested?	Y	
2	Do you hold a current hardwire electrical safety certificate (5 year)?	Y	
3	Do you hold a current Gas safety certificate?	Y	

Significant findings

Deficiencies noted during Safety Audit:-

Training required:-

- Fire Awareness and Fire Appliance usage training
- Machinery training for those who use mechanical, electrical, petrol, diesel machines - ongoing

Safety signage required - not positioned in prominent locations:-

- Fire Action Plans in prominent locations as advised
- Fire assembly point notices

Electrical:-

- Lightning conductor testing – ‘proof of’ required
- Fire Alarm panel indicating ‘General Fault’

Garage & Miscellaneous:-

- Petrol for machinery to be stored in metal cabinet.
- Vetting of contractors – Church is responsible for contractor safety whilst on site. All contractors must be subject to a Contractor Vetting System (CVS)
- Trip hazards - Front entrance to church and within church, (reference to Appendix document)
- Rear church Exit to cemetery – steps to be repainted in white or prominent colour for identification
- Steps to boiler room must be cleaned/jet washed to reduce slip and fall hazards

Bridewell Deficiencies

Deficiencies in general:-

- Rear fire exit door is not a designated fire door – size and height deficient – remove signage
- Fire Blanket to be accompanied by safety signage
- 2 x 240v portable convector heaters are not PAT tested

ACTION PLAN

List intended action to remedy deficiencies

Training required:-

Fire Awareness and Appliance Recognition and Usage

Safety signage required:-

Fire Action Plans to accompany all Fire Alarm Call Points

Electrical:-

Lightning conductor testing – proof of required

Miscellaneous:-

Petrol for machinery to be stored correctly

Trip hazards at front entrance and within church to be actioned

All contractors will be subject to a Contractor Vetting System (CVS)

NOTES

The Fire Alarm was not tested during the Audit as no records were available to show testing of the system and the main Control Panel was indicating a fault on the system (Refer to Appendix document)

The Emergency Lighting was not tested during the Audit as no records were available to show testing of the system.

The Fire Alarm must be tested weekly and maintained annually by a competent Person and recorded within the Fire Logbook

The Emergency Lighting must be tested monthly and maintained annually by a Competent Person and recorded within the Fire Logbook

In comparison to the previous Audit of 2015, significant improvements are evident