



## St. Dunstan's, Mayfield Health and Safety Policy (March 2024)

### Part 1: General Statement

St. Dunstan's Church, Mayfield will so far as is reasonably practicable, provide and maintain safe and healthy working conditions, equipment and systems for all employees and voluntary helpers. St. Dunstan's will endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the church family, contractors, visitors and others who may visit the church.

This policy will be reviewed annually and revised where necessary.

### Part 2: Responsibility for Health and Safety

- a. The Parochial Church Council (PCC) has the overall responsibility for health and safety under the direction of the Incumbent Priest
- b. The PCC will be responsible for discussing matters surrounding Health and Safety which is a standing item on the Agenda of all ordinary meetings. Any member of the PCC can be contacted to discuss and raise safety issues at the meetings.
- c. A representative of the following groups has responsibilities in the following areas where individual risk assessments have been written, are adhered to and are regularly reviewed (including one-off activities) :

- |   |   |
|---|---|
| • Fabric of St. Dunstan's                         | Chairman Fabric Committee   |
| • Parish Administration                           | Parish Administrator  |
|   | Church/London House hire and diary for regular maintenance, upkeep etc.                                     |
| • Bellringers                                     | Bell Captain  |
| • Choir   | Director of Music (including organ, Chancel/stalls, Music Library/Parvis Tower, London House Changing Area) |
| • Church cleaning                                 | Organiser, Holy Dusters   |
| • Flower Guild                                    | Chairman, Flower Guild  |
| • London House                                    | Fabric Committee Chairman including kitchen/catering  |
| • Social Committee                                | Committee Chairman  |
| • Coffee/catering in Church                       | Organiser   |
| • Churchyard                                      | Organiser   |
| • Stewards  | Organiser   |
| • Sunday Club and other children/youth activities | Organiser   |

- d. Regular inspections and health surveillances will be carried out as required to ensure everyone's safety. Equipment and both premises will be maintained and Personal Protective Equipment provided where necessary.
- e. Appointed contractors working in the church building or at London House will be following their own risk assessments which should be made known to the person responsible for hiring them and they will be given a copy of this Health and Safety Policy.
- f. It is the duty of everyone to maintain a healthy and safe work and worship environment by reporting hazards, accidents and dangerous occurrences. Staff and volunteers are reminded that they are responsible for their own Health and Safety and the safety of others on the premises. Safety equipment should be maintained and signs and safety instructions followed. All users are responsible for their own safety and the safety of others.
- g. Groups hiring either the Church or London House are responsible for their own risk assessments and should be made known to the Administrator. These groups should also be made aware of the St. Dunstan's Church Health and Safety Policy.
- h. The appointed Safeguarding Officer should make an annual SQP (Simple Quality Protects) audit which includes some safety items for reporting to the PCC.
- i. All employees, clergy, group leaders, volunteers, church family, visitors, contractors and groups hiring the premises should:
  - Co-operate with others on health and safety matters
  - Take reasonable care of their own health and safety
  - Report all health and safety concerns to an appropriate person
  - Follow relevant risk assessments and method statements
  - Raise concern if they do not feel qualified to undertake an activity
  - Ask if in doubt

### Part 3: Arrangements for Health and Safety

1. Risk Assessments  
Have appropriate risk assessments in place which must be appropriately reviewed and the information disseminated to those who are expected to follow them. A copy of the Assessments should be held by the Parish Administrator
2. Training  
Individuals should have appropriate experience for the activities they are undertaking or be provided with additional training and if necessary, assistance offered to those writing risk assessments. The PCC should also undergo training both in general aspects of Health and Safety and in particular for London House and St. Dunstan's Church.
3. Personal Protective Equipment (PPE)  
PPE is recognised as a secondary line of defence and the aim should be to reduce the risk by other methods first but appropriate PPE should be provided where necessary.
4. First Aid  
First aid kits must be provided at a key point in the Church and London House.
5. Accident Reporting  
Accident report books must be kept with each First Aid kit and should be given to the Parish Administrator who will assess if further action is needed and escalate to the PCC, HSE and/or insurance if appropriate. Reports will be retained confidentially.

6. Maintenance  
All plant and machinery will be inspected, tested and maintained as appropriate by competent personal and contractors. This will include heating systems, electrical systems, fire alarm systems, and fire extinguishers.
  
7. Fire and Evacuation  
St. Dunstan’s and London House both have fire extinguishers and signs and escape routes will be kept marked and clear. A Fire Risk Assessment will be undertaken and regularly reviewed. Stewards should be regularly reminded of procedures in case of fire.  
Those hiring either building must have their own Fire and Evacuation procedures but should also be fully aware of the St. Dunstan’s and London House procedures.
  
8. Record Keeping  
Records of the above are to be kept by the Parish Administrator.

Policy approved by the PCC ...19<sup>th</sup> March 2024..... (date)

Signed .....  
Incumbent

Capital letters .....FR MICHAEL ASQUITH.....  
Incumbent

Date .....19<sup>th</sup> March 2024.....

**Additional info for H&S Policy – taken from Ecclesiastical H&S Policy 2024**

**Specific Arrangements**

**Asbestos**

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

**Bell Ringing**

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the notification of safety procedures to visiting bellringers.

**Church Buildings**

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

### **Churchyard**

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe. Headstones, tombs and monuments will be checked regularly to ensure they are properly maintained. Where our churchyard is formally closed, we will report any concern to the Local Authority or Parish Council.

### **Construction Work**

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

### **Display Screen Equipment**

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

### **Electricity**

We will ensure that any electrical system, fixed machine and portable appliance is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

### **Events**

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

### **Fire**

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

### **Hazardous Substances**

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified.

### **Heating Systems**

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

### **Lifting Equipment**

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

### **Manual Handling**

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions, including team lifting.

**Oil Storage**

Where we store large quantities of oil, we will take adequate precautions to ensure that oil cannot leak into the ground or any water course. This may include the provision of a double-skinned plastic tank, an adequate bund, regular checks and proper maintenance, etc.

**Preparation of Food** We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

**Slips and Trips**

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as handrails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

**Tower Tours**

Where we plan to run tower tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower, the control of movement within the tower, the number of stewards available, and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.

**Work Equipment**

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

**Working Alone**

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.

**Working at Height**

Where possible, we will try to avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.