



# HEALTH AND SAFETY POLICY

Name of Church: **Parish Church of St John the Baptist**

Address: Church Green,  
Main Road,  
Danbury, Essex. CM3 4NG.

Date: 31<sup>st</sup> May 2017

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S. B. Arthurs



**This Health and Safety Policy document has been prepared in 5 sections:**

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### **Note to all - Employees, Voluntary Helpers and Contractors**

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.



## Section A

### General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working and worshipping conditions, equipment and systems of work for all our Staff, Employees, Casual Workers and Voluntary Helpers and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings of:

#### **The Parish Church of St John Baptist, Danbury.**

The allocation of duties for safety matters and the arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

To ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council, and sub-committees where they exist and employees and voluntary workers will be consulted on a regular basis to seek their views on health and safety matters.

Signed: ..... Date: 25<sup>th</sup> September 2018

Priest in Charge: Reverend Canon Jacqui Jones.



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## Section B

### Organisation and Responsibilities.

#### 1) Responsibility of the Rector or Chairman of the PCC

Overall responsibility for Health and Safety resides with the in Priest in Charge:

**Revd Clive Ashley.**

or the Chairman of the PCC if the Parish falls into interregnum:

**Chairman of the PCC Mrs Elizabeth Sinclair - Churchwarden**

These nominated persons will ensure that arrangements are in place to satisfy the relevant Health and Safety Regulations and appropriate Codes of Practice.

Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

#### 2) Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary rests with the churchwardens as noted in appendix: 'A'.

#### 3) Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

#### 4) Responsibility of the Health and Safety Officer

The Health and Safety Officer as noted in appendix: 'A,' has responsibility for the day to day implementation of the arrangements outlined in this policy.

**The responsibility of the Health and Safety Officer shall be to: -**

1. Be familiar with Health and Safety Regulations as far as they concern Church Premises.
2. Be familiar with the health and safety policy and arrangements and ensure that they are observed.
3. Ensure as far as is reasonably practicable, that safe systems of work are in place.
4. Ensure the Church and Meeting Room are clean and tidy.
5. Ensure the Churchyard is properly maintained, including the safety of monuments, tombstones and trees, and that grass is kept cut.
6. Ensure safety equipment and protective clothing is provided and used by all personnel where this is required.
7. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
8. Ensure that adequate access and egress is maintained.
9. Ensure that adequate firefighting equipment is available and maintained.
10. Ensure that food hygiene regulations and procedures are maintained when necessary.



## 5) Responsibility of Employees and Voluntary Workers.

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health and Safety Policy and to take reasonable care of themselves and others whilst on church business or premises.

### **Employees and Voluntary Workers must therefore:**

1. Comply with safety rules, operating instructions and working procedures.
2. Use protective clothing when required, or when its use is instructed.
3. Report any fault or defect in equipment immediately to the appropriate person.
4. Report all accidents (no matter how minor), injuries, near misses or other potential safety hazards as soon as possible.
5. Not misuse anything that may be provided in the interests of Health and Safety

## 6. Responsible Persons

The following personnel are responsible for safety areas:

- 1) The main body of the Church, Chapels and Clergy Vestry: – The Rector (or the Chairman of the PCC should the Parish fall into vacancy).
- 2) The Organ, its surrounding area and Choir Vestry: – The Director of Music.
- 3) The Tower, Ringing Chamber, Bell Chamber and Tower Roof: – The Tower Captain.
- 4) The Boiler Room: – Churchwardens
- 5) The Meeting Room and Meeting Room Kitchen: - The Meeting Room Manager
- 6) The Churchyard and equipment stores: – The Groundsman
- 7) The inspection and maintenance of the buildings etc., changing of light bulbs, ensuring adequacy of the PA, fire and security systems: - The Health and Safety Officer and/or the Fabric Officer.
- 8) Major works and outside contractors: - The Health and Safety Officer
- 9) Policy for the Protection of Children and Vulnerable Adults – The Nominated Person.

The names and titles of the current officeholders, as elected by the Parochial Church Council is given in Appendix 'A'.



## Section C

### **Implementation of the Health and Safety Policy.**

This section sets out our arrangements to implement the Health and Safety Policy, to minimise as far as is reasonably practicable, risks to the health and safety of officers of the Church, voluntary workers, members of the congregation, visitors and Contractors.

#### **1. Accidents and First Aid**

First Aid boxes are located at the Library in the nave of the Church and in the storage cupboards in the kitchen of the Meeting Room.

Trained First Aiders are listed in Appendix 'A'

The accident books are in the Church Vestry and the Meeting Room.

All accidents and incidents must be entered in the Accident Book and Insurers advised.

Accident Books and accident records are to be reviewed after each incident and at least every 3 months by the Health and Safety Officer.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally by telephone) to the relevant enforcing authority, for churches this will most probably be the Local Authority Environmental Health Department, under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995. Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 15 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive should be obtained.

The following is a summary of the injuries or occurrences which must be reported (for further information refer to the regulations or contact the HSE or Local Authority Environmental Health Officer):

- Any fatality to employees or non-employees including volunteers.
- Major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than seven consecutive days off work).
- Injuries to non-employees which require the injured person to be taken straight to hospital for treatment.

Under the RIDDOR regulations, the accident categories above will be reported to the responsible person, who will complete the necessary form F2508 and inform the Environmental Health Office and the HSE.

If the church or church hall is let to outside organisations, they are to be told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose within the Meeting Room.



## 2. General Fire Safety

Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997. To achieve this, we undertake the following:

- 1) An assessment of the fire risks in the church and associated buildings. This is carried out either as a specific exercise, or as part of our general health and safety risk assessments.
- 2) A check will be carried-out that a fire can be detected in a reasonable time and that people can be warned in sufficient time to safely evacuate the building, including if necessary the provision of Emergency Lighting.
- 3) To provide reasonable Fire Fighting Equipment.
- 4) Check that those in the building know what to do if there is a fire.
- 5) A regular check of our Fire Fighting Equipment is in place and that annual servicing contract is in place with a reputable company and the checking that that it is carried-out.

### 2.1 Fire Extinguishers

Fire Extinguishers are kept at the following locations:

<b>Location</b>	<b>Type and Capacity</b>
Porch (West Door)	Foam
South Aisle (Memorial Bookcase)	Foam
North Aisle (North Door)	Water 3 litre
Outside Choir Vestry	CO <sup>2</sup>
Rear of Organ (south door)	CO <sup>2</sup>
Ringling Chamber	Foam
Clergy Vestry	Small CO <sup>2</sup>
Meeting Room SW corner	Water 3 litre
Meeting Room Hall	Water 3 litre
Meeting Room Hall	CO <sup>2</sup>
Meeting Room Kitchen	Fire Blanket

The extinguishers noted above are checked every month by the Health and Safety Officer to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by:

West One Fire Protection,  
37B New Cavendish Street,  
London.  
W1G 8JR.

### 2.2 Fire Alarm System

A central fire alarm system is fitted. Smoke Detector Heads are fitted in the following locations and wired to the Security System, this will alert the Fire Brigade if smoke (or excessive heat in the nave) is detected within the Church building

<b>Location</b>	<b>Type</b>
Ringling Chamber	Heat and Smoke
Church Porch	Heat and Smoke
Clergy Vestry	Smoke only
Choir Vestry	Smoke only





These hard-wired detectors are tested annually with the maintenance of the Security System.

## 2.3 Other Fire Protection Equipment

New Smoke detectors were fitted in the following locations in February 2009.

Meeting Room east end  
Meeting Room west end  
Meeting Room Hall  
Equipment Store

Smoke detectors are tested quarterly and the tests recorded in a register dedicated to this purpose (see section E)

Batteries should be changed annually, prior to the Annual Parochial Church Meeting.

## 2.4 Evacuation Procedures

For large services and concerts, where the congregation/audience exceeds 200 our procedures for stewarding/evacuation are detailed below.

- 1) All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the "Running Man" symbol.
- 2) A check must be made that all doors can be opened.
- 3) A trained Steward or Sidesperson must be allotted to each door and have responsibility for persons in a specific part of the church.
- 4) 

<b>Area of Church</b>	<b>Means of Exit</b>
Nave, South Aisle	West Doors
North Aisle	North Door (only used for large gatherings)
Chancel	South Door
Vestry	Vestry Door
Choir Vestry, Organ Chamber	South Door
- 5) Responsibility for using each fire extinguisher will be allotted to named and trained stewards.
- 6) If emergency lighting is not available, torches must be available for each steward.
- 7) In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the senior member of:  
clergy/churchwarden/verger/responsible person etc., on the premises at the time.
- 8) Persons will assemble on the Church Green (to the north of the Church building).
- 9) The emergency services will be contacted immediately by a nominated person using the telephone located in the Vestry, or Rectory.
- 10) If there is no telephone immediately available a mobile phone will be held by the Responsible Person or Church Warden.
- 11) The person calling the Emergency Services must ensure that the location of the emergency is communicated to the operator by asking them to confirm the address.



## **2.5 Evacuation Drills**

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

## **2.6 A Person Discovering a Fire**

Will:

- 1) Immediately raise the alarm by shouting 'Fire' and ensuring this alarm is passed on.
- 2) Telephone the Emergency Services.
- 3) Check the building for occupants, without putting themselves in danger.
- 4) Attack the fire if possible, within their capacity using the appliances provided, but without taking undue personal risk.
- 5) If it is not possible to attack the fire or if they are unsure which fire extinguisher to use, they will assist in the evacuation of the building, ensuring that all doors are closed behind them. The general rule is 'People before Property'.
- 6) Evacuate to the designated Assembly Point, which is: Church Green, to the north of the Church building. (see page 27 item 8)
- 7) Ensure clear access for Emergency Vehicles

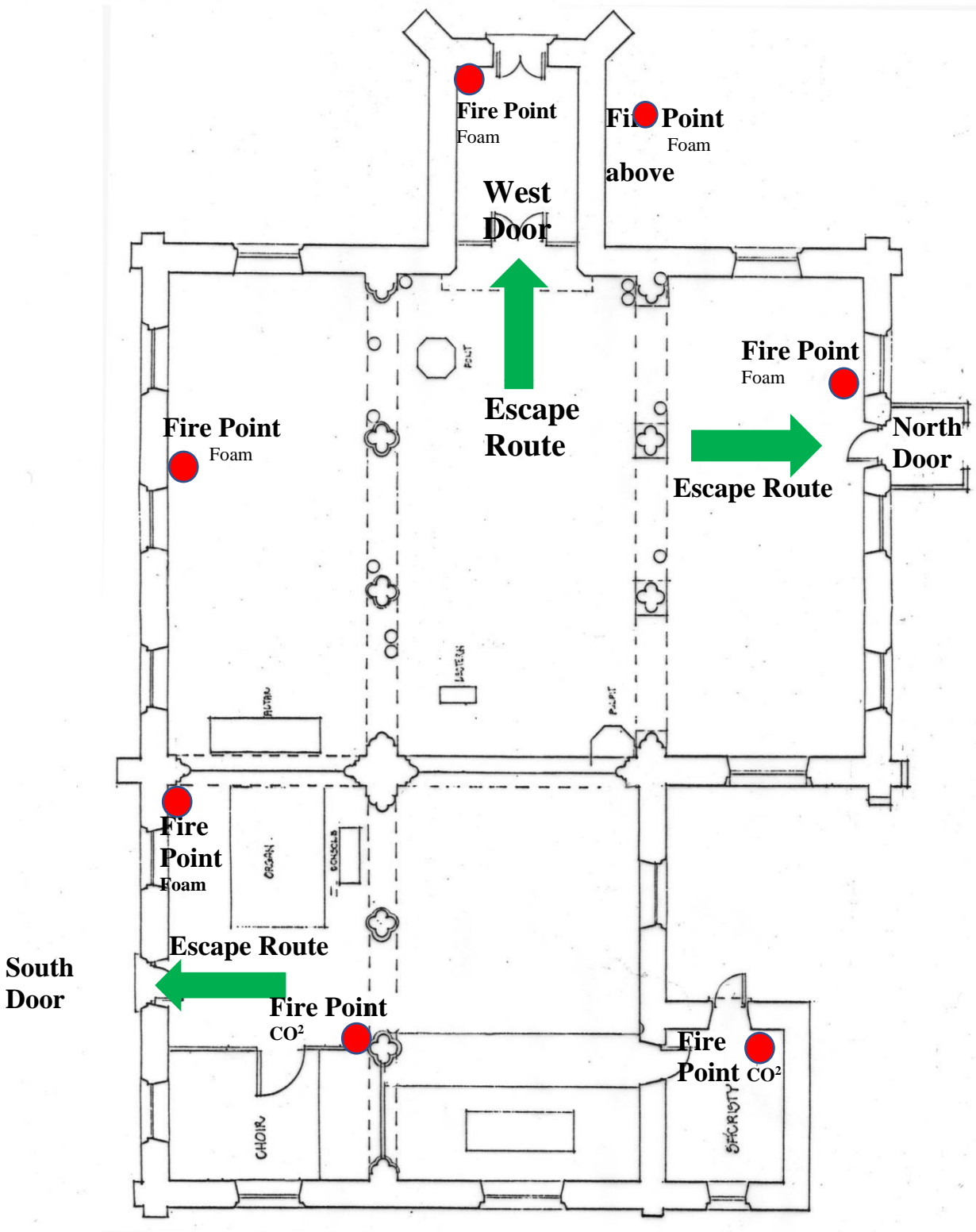
## **2.7 Fire Evacuation Plan and Location of Extinguishers.**

**See overleaf:**



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## C.2.7 - Fire Evacuation Plan and Location of Extinguishers





### 3. Electrical Safety

- 1) A list of all our portable electrical appliances is maintained by the Responsible Person.
- 2) Every quarter, all plugs, cables and sockets will be inspected by the Responsible Person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed, will be reported to the Fabric Officer for action.
- 3) Every 3 years all our portable electrical equipment will be tested by a competent contractor [who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body] to ensure that all appliances are safe. Any unsafe equipment will be disposed of in the correct manner recycling material if possible.
- 4) Every quarter a visual inspection will be carried out of the fixed electrical installation by the Responsible Person, and defects will be reported to the Fabric Officer for action.
- 5) Every Five years the fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
- 6) Each year on a date close to the Annual Parochial Church Meeting the lightning conductor system will be visually checked with the assistance of binoculars, this inspection shall be recorded.
- 7) At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
- 8) It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained
- 9) Misuse and abuse of electricity is a significant cause of fires and injury, faulty and damaged electrical equipment can kill. All employees and voluntary workers must observe the following:
  - i) Visually check all electrical equipment before use.
  - ii) Report all faults immediately to the Responsible Person.
  - iii) Do not attempt to use or repair faulty equipment.
  - iv) No electrical equipment is to be brought onto the premises until it has either:
    - a) Been tested by the approved person and entered in the electrical equipment register.
    - b) The person using the equipment has signed an indemnity form absolving the Parish of any liability for damage or injury caused to the equipment or by the equipment.
  - v) Electrical equipment should be switched off and disconnected when not in use for long periods.
  - vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

### 4. Gas Equipment Safety

- 1) Our gas boiler and any other gas equipment is maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately.
- 2) Our Heating Engineers are: Davis Heating.,  
184, Beehive Lane  
Chelmsford  
Essex.  
CM2 9SJ  
Telephone: 01245 357906



## 5. Hazardous Substances

The Responsible Person will maintain a list of all hazardous substances used in the Church and Meeting Room areas.

Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

- 1) Substances which present a minor risk if misused (e.g. cleaning materials, are kept in a locked cupboard).
- 2) Substances which present a greater hazard shall be kept in a locked and alarmed storage area. Access to this area will be by a key retained by the Responsible Person.
- 3) For all hazardous substances which include substances marked as "Harmful, Irritant, Corrosive, Toxic, Very Toxic, flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment", data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident e.g.:

Name of Substance:	Liquid Floor Cleaner ("Flash").
Hazard Level:	Low.
Storage:	Must be kept in a locked store room off the Vestry.
Protective clothing:	Wear overalls & gloves.
Accidental Spillage	If splashed in the eyes wash immediately with copious amounts of water.

Do not mix chemicals, cleaning agents or solvents.

Do not store chemicals in unmarked containers.

### CoSHH Register:

Name	Hazard Type	Storage	Protection	Accident Procedure
Petrol	Flammable	Metal container	Heavy Duty Rubber Gloves	Wash with copious amounts of water. If eyes are contaminated consult medical practitioner
Detergent	Irritant	Plastic container	Rubber Gloves	
Flash	Irritant	Plastic container	Rubber Gloves	
Brass Cleaner	Irritant	Plastic or metal container	Rubber Gloves	

## 6. Safety of Plant & Machinery

The Responsible Person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- 1) Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.



- 2) Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- 3) Machinery must be switched off before any adjustments are made.
- 4) After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- 5) Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- 6) The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
- 7) Persons under the age of 18 may use hand tools-but are not permitted to operate any power-driven item of plant or machinery.
- 8) Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or by two-person operation.
- 9) Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- 10) All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

#### Equipment Register & PPE Advice

Item of Plant or Equipment	PPE Required/Inspection before use
Tractor Mower	Boots, Gloves, Eye protection, Overalls.
Pedestrian Mower	Boots, Gloves, Eye protection.
Hedge Trimmer	Boots, Gloves, Face Shield, Hearing Protection, Overalls.
Strimmer	Boots, Gloves, Face Shield, Hearing Protection, Overalls.
Floor Polisher	Gloves
Steps	Head protection.
Ladders	Head protection.

## 7. Slips Trips and Falls

To reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the Responsible Person of all floors and stairs in the church and Meeting Room, and of all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Fabric Officer who will arrange for repairs to be carried out.

## 8. Lighting

To ensure that the church is adequately lit, an inspection will be made every quarter by the Responsible Person to ensure that all lights in the church, meeting room and churchyard are working. Any bulbs which require replacing will be reported to the Fabric Officer who will ensure



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that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

## 9. Working at High Levels

The following areas are designated as 'High Level':

<b>Interior</b>	<b>Exterior</b>
Ringing Chamber Balcony	Tower gutter
Loft above Choir Vestry	Main roof gutters
Clock Chamber (& access)	
Bell Chamber	
Access to tower gutter & Flagpole	

Only the following persons may work at high level:

- 1) Approved contractors,
- 2) Competent volunteers,
- 3) Named individuals in Appendix 'A'.

The following procedure must be followed:

- 1) For work on roofs, the safety harnesses provided must be used.
- 2) Safety lanyards or lines must be fitted to fixed anchor points.

Only the following work is authorised without special agreement:

- 1) Replacement of light bulbs in the nave and chancel.
- 2) Cleaning leaves and debris from the perimeter gutters at ground level (not the valley gutters)

The appropriate training will be given and a system of recording will establish who is working and the location and expected duration.

## 10. Preparation of Food

The Meeting Room Kitchen is not equipped to be a commercial kitchen and should not be considered suitable for preparation of large volumes of cooking from basic ingredients. Facilities are provided for the re-heating of previously prepared food.

We must ensure that as much as we are able, we have complied with the relevant hygiene requirements and recommendations; to comply with current guidelines, we will carry out the following practices:

- 1) We ensure that we follow the appropriate regulations governing the preparation and storing of foodstuffs, which will usually mean that no foodstuffs are stored on the premises unless in a deep freeze or refrigerator and then only for short periods.
- 2) By 'preparation of foodstuffs' we mean more complex preparation than hot and cold drinks and biscuits and the re-heating of previously prepared food.
- 3) We ensure that all food handlers have received adequate supervision, instruction



and training.

- 4) We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
- 5) Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected. This applies to all uses of the kitchen.
- 6) The only area where foodstuffs may be prepared or heated is the Meeting Room Kitchen.
- 7) Only persons who have received the appropriate training may prepare and supervise the serving foodstuffs (other than as defined above).
- 8) We ensure that all hirers who wish to provide foodstuffs are advised of the facilities, limitations and procedures.

## 11. Manual Handling

- 1) Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
- 2) Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
- 3) The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
- 4) Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

Handling Task	Method, Persons, Equipment
Erection of Temporary Stage	All sections weighing over 20Kg are to be carried by 2 people.
Moving Lectern	2 people are needed to move the lectern.

## 12. Display Screen Equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments: -

- 1) Stability and legibility of the screen
- 2) Contrast and brightness of the screen
- 3) Tilt and swivel of the screen
- 4) Suitability of keyboards, desks and chairs
- 5) The work station environment
- 6) The user friendliness of the software.

Daily work routines will include periods away from the screen





### **13. Hazardous Buildings, Glazing**

- 1) Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. To achieve this, the buildings are inspected every quarter by the Fabric Officer. Any defects noted will be immediately put in hand for repairs.
- 2) Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- 3) A check is made of all glazing in the buildings to ensure any glass in windows below waist height and beside doors below shoulder height is of a safety material or is protected against breakage.

### **14. Safeguarding Policy**

St John Baptist Church has adopted the Safeguarding Policy of the diocese of Chelmsford in that all persons who have contact with children or vulnerable adults whether as employees (paid or unpaid) or working as volunteers with or without payment, must complete a Disclosure and Barring Service Application Form, or in the case of vulnerable adults, submit a declaration form to the nominated person. The forms will be issued by the Appointed Child Protection Officer (also known as the Nominated Person) for St John Baptist Church (see Appendix 'A').

The completed form(s) will be checked against appropriate documentary proof of identity. If this proves satisfactory the completed form(s) will be sent to the Diocesan Child Protection Officer at Chelmsford Diocesan Office at 53, New Street, Chelmsford, CM1 1AT., for forwarding to the Criminal Records Bureau. If the check is satisfactory copies of the documentary clearance(s) will be sent to the applicant, the Child Protection Officer, and the Rector of the Parish (or Chairman of the PCC). The Child Protection Officer will keep records of all applications, results and clearances. New clearances will be required every three years.

Vulnerable adults are defined as anyone who is or are vulnerable, due to their physical or social circumstances.

A statement upholding our procedures will be made at each annual church meeting and will be suitably recorded.

A permanent record will be maintained of all accidents involving children.

The Nominated Person as listed in Appendix 'A' has been designated by the Parochial Church Council as the person responsible for controlling the performance and monitoring the organisation's responsibilities under its policy for the Protection of Children and Vulnerable Adults.

### **15. Personal Safety**

The safety of people using the premises (the Church, or the Meeting Room and the surrounding area) is the responsibility of the Parochial Church Council. This body, elected by the congregation as recorded on the electoral roll of the parish, has a duty to ensure the safety of people using the



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facilities of the organisation.

Risk assessments will be carried out and recorded for all activities which may involve hazards to people, (this includes Church Officers, members of the PCC, visitors and employees).

The purpose a Risk Assessment is to record and where required reduce the risks involved in any activity. It is the duty of any organisation to reduce the risks to people by assessing and where necessary reducing the exposure to the hazards involved in any activity controlled by the organisation.

These documents will be kept with this policy and will be distributed to all involved in controlling or managing the activities assessed.

## 15.1 Safety and Security of the Congregation

We live in a volatile age, threats to our way of life and our community can come from anywhere without warning. As custodians of St. John the Baptist we need to be aware of and plan for threats seen and unseen, from any source.

Everyone present is responsible for security and safety of the congregation and church users, along with visitors and others. The PCC and Sidesmen are in the front line in that they are likely to be the first people to have to deal with a visitor, an intruder or a problem outside the building. Sidesmen may be moderately experienced in dealing with difficult people, perhaps a drunken person who attends a festival or a hostile neighbour who shouts at church attenders.

Sidesmen and ushers are not expected to act as police officers, and should protect their own safety. However, they should be observant and aware, able to assess situations and respond appropriately. There is a dual role here, of servant to the congregation and guardian.

The role requires a degree of balance; projecting a welcome for visitors yet an awareness of potentially difficult or even dangerous situations. Some Sidesmen may be overly relaxed, and engage in a lot of conversation with friends. They may then not be aware of things happening nearby. Others may be extremely anxious, and so tense and on edge a lot of the time and perhaps overly officious.

Signs to look out for in an unknown visitor are various, and there is no easy way to identify a potential aggressor or terrorist. Remember always report suspicious behaviour to a member of the PCC or Clergy.

The following signs typical of a premeditated attacker/terrorist.

- High energy, emotional state, sweating, furtive.
- The smell of alcohol
- Loud and boisterous behaviour
- Erratic behaviour
- Aggressive behaviour; this might include chest puffing, raised voice and posturing
- Invading the victim's space and using aggressive but not directly harmful physical contact (poking, shoving, etc.) usually begins a confrontation

The attacker might pick the biggest, strongest steward to confront



### Parish Church of St John Baptist, Danbury

Terrorist attackers often stalk their target until the best opportunity to attack presents itself. Look out for people observing your building for a period before approaching. If the attackers intend to flee the scene they may have an accomplice loitering in a vehicle nearby with the engine running.

If you notice an individual who is paying a little too much covert attention to you or to the building and makes you uncomfortable for reasons you can't totally explain, it is often best to share your concerns with others.

Terrorists may make use of available cover to take their victims by surprise. If you see someone acting in a suspicious way, avoiding places where they can be seen, trying locked entrance doors, attempting to slip round the back of a building, raise your concerns and inform a member of the PCC or Clergy.

- Be aware of people carrying bags or other items that could conceal weapons.
- Be aware of unattended bags or other containers.
- Use caution over unattended bags/containers that could contain a bomb; never try to move or disarm a bomb.
- Is the person dressed inappropriately e.g. bulky clothing on a hot summer day?

Sidesmen must be realistic about a church or ministry environment. People arrive early and late for meetings. People move singly and in groups. People forget things and change their minds. People may roam around the building. The entrance may be packed with people at times. People may be leaving one service/event while others come in for another event. People do strange things, which are perfectly logical to them!

Sidesmen must be knowledgeable about elements that ought to concern them; the location of emergency exits, evacuation routes and procedures, meeting places, alarms, fire extinguishers and similar. They should be aware of policies and procedures. There should be a Senior Sidesman/steward or Church Warden for each event, who will take responsibility, perhaps with a back-up deputy.

Sidesmen and people with similar roles should be included in any planning about how to deal with an attack on the church or congregation.

Sidesmen should view themselves as part of a team and ideally should never deal with a dangerous situation alone - always in a two or three-person group. Always get assistance before tackling someone you are concerned about. You need back-up, and a witness, if anything violent occurs. However, make sure that your group does not project an environment of intimidation or threat as this could provoke a reaction. A smile and gentle words will often disarm someone hostile.

"A gentle answer turns away wrath, but a harsh word stirs up anger." Proverbs 15:1,NIV

## **16. Activities and Other Areas Where We May Need to Have Risk Assessments and Procedures**

- 1) Fetes, (to include the use of Bouncy Castles).
- 2) Tower Tours.
- 3) Change Ringing of the Bells.
- 4) Sponsored Walks.



#### Parish Church of St John Baptist, Danbury

- 5) Churchyard maintenance, including grave digging.
- 6) Erection of temporary staging.
- 7) Major School Services in church, or major Christian Festivals (Christmas, Easter, Harvest etc).
- 8) External events organised by St. John Baptist Church.

## 17. Risk Assessments

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

## 18. Contractors

Anyone entering church premises for the purposes of carrying out work, other than a voluntary worker acting on behalf of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following: -

- 1) Have their own health and safety policy (where required by law) and must provide a copy of the same.
- 2) Produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence will be maintained.
- 3) Provide for approval by the Fabric Officer a copy of a Method Statement and Risk Assessments for the work.
- 4) Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.



## **Section D - Special Procedures.**

- 1) Tower Health & Safety Procedure.
- 2) Health and Safety Notes for the Guidance of Sidesmen.



# **D1. Danbury St John Baptist**

## **TOWER**

### **HEALTH & SAFETY PROCEDURES**

Page 1

Muffles  
Ties  
Flag, lowering and raising  
Bells left in the UP position.

Page 2 – 4

Tower Tours

January 2009



## Danbury St John Baptist

### **Tower**

#### HEALTH & SAFETY PROCEDURES

##### MUFFLES

The following procedure must be applied when muffles are put on clappers.

In general, no person may stand in a bell compartment, or step-over a bell compartment, or stand on top of the bell frame, when that bell is 'up'. Minimum of two people should be involved.

- 1) Bells 4, 5, 6 & 8 to be lowered. (1, 2, 3 & 7 may be left 'up')
- 2) Muffles to be put on bells 1, 2, 3 & 7 whilst standing in the compartments of lowered bells, or standing outside the bell frame.
- 3) Bells 6 & 8 to be raised. Bells 6 & 8 may be muffled by standing in compartment of 4 & 5.
- 4) Raise 4. Muffle 4 standing in compartment of 5.
- 5) Raise 5. Muffle 5 whilst standing outside bell frame.

##### TIES

Where ties are to be put on ALL bells, then the procedure for muffles is to be followed.

Where individual bells are to be tied, then ties may be applied to any clapper provided both feet are placed outside the bell frame. Where this is not possible then appropriate bells must be lowered e.g. 5 must be lowered before 4 is tied.

##### FLAG

Raising/lowering of flag may be carried out by one person, provided the demountable railings are in place. It is recommended that the person carrying out this duty ensures that one other person is aware and that that person is advised when the activity has been safely completed.

##### BELLS LEFT IN THE 'UP' POSITION

Bells may be left in the 'up' position under the following conditions

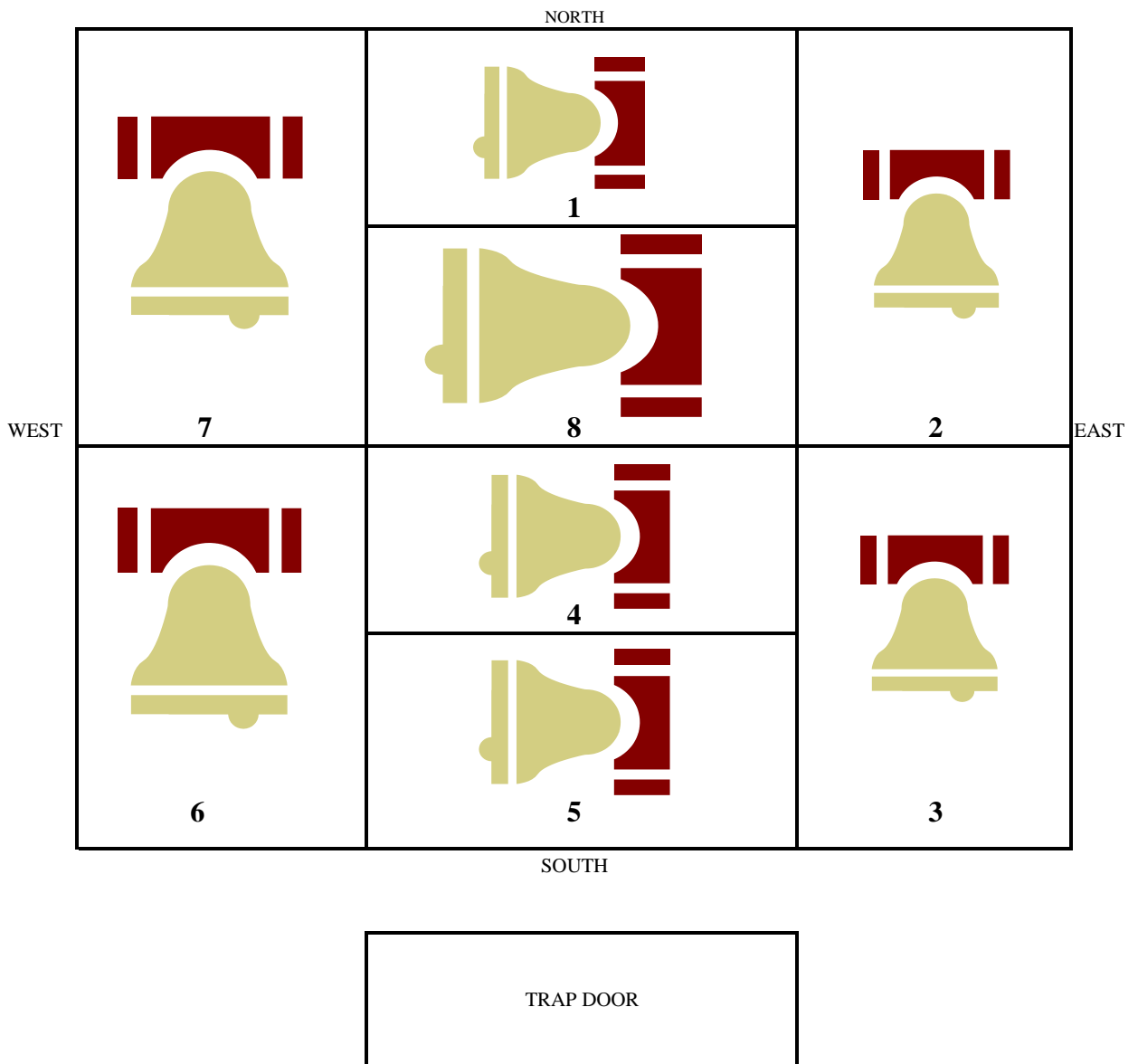
- 1 The ropes are hoisted towards the ceiling on a spider. A warning notice is prominently displayed close to the cleat which secures the spider-rope.
- 2 The trapdoor to the Ringing Room is kept padlocked.
- 3 The trapdoor between the Clock Room and Belfry is kept padlocked.
- 4 The bells must be lowered when the tower is to be accessed by any visitors or workmen or during Tower Open days.

January 2009



# Danbury Bells

Tenor 10-1-24







## Danbury St John Baptist

### Tower Tours

#### HEALTH & SAFETY PROCEDURE

The following are the minimum conditions for the opening of the Tower to members of the public.

#### General

- 1) The 'Public Liability' notice and the 'Safety Aspects' notice (copies attached) must be displayed on the ground floor (close to the tower steps) and in the ringing chamber.
- 2) Other warning notices and photographs to be prominently displayed
- 3) The bells to be let down.
- 4) The demountable railings to be in place around the battlements and fixings checked.
- 5) Foam coverings to be in place on ceiling beams in Clock Room
- 6) Stewards to be in place (with badges) and should be responsible ringers or others with knowledge of the Tower.
- 7) Visitors are not allowed during heavy rain, strong winds or thundery conditions.

#### Manning and duties

##### Ground floor (one steward)

Draw visitors' attention to the notices described above. Ensure that visitors are aged 8 yrs. and over. 8-12 year old children must be accompanied by an adult. Ensure suitable footwear and that no visitor is obviously infirm.

##### Ringling room (one or two stewards)

Draw visitors' attention to the notices described above.

Ensure that visitors are aged 8 yrs. and over. 8-12 year old children must be accompanied by an adult.

Ensure suitable footwear and that no visitor is obviously infirm.

Visitors are to have both hands free; offer to look after bags etc.

Collect entrance fee, as appropriate.

Ensure visitors ascend the stairs in groups of max 10 people. No more than 2 groups to be above the floor level of the Ringing Room at any one time.

##### Landing above bells (one steward)

Assist visitors to negotiate stairs/trapdoors as appropriate.

Assemble visitors in groups of 10 on landing.

Allow to ascend final ladder after others descend.

##### Battlements (one steward)

Assist/guide visitors from final step ladder onto walkway.

Ensure max 10 people at any one time.

Assist/guide visitors from walkway onto final step ladder to descend.

January 2009



## TOWER TOURS

### **PUBLIC LIABILITY INSURANCE**

**Our insurers have issued strict guidelines covering access, by the public, to all parts of the Tower.**

The maximum number of visitors on the battlements, at any one time, is 10. A further 10 people may assemble on the landing below the battlements.

The minimum age is 8 years. Children under 12 years **MUST** be accompanied by an adult.

No large items of baggage: visitors must have ‘both hands free’. Bags may be left in the ringing chamber at the owner’s risk.

Sensible clothing, particularly shoes, no high heels.

The climb is not suitable to those that are infirm, disabled, pregnant, suffer from heart or respiratory disease or from any other medical condition which could be affected by the climb.

There can be no access during heavy rain or strong winds

**We appreciate your cooperation in helping us meet these requirements**



## TOWER TOURS

### SAFETY ASPECTS

There are five sets of steps or step ladders between the ground floor and the battlements. They are all steep; some are very steep

The total number of steps is 80

Headroom in the Clock room is only 1.5 metres (4ft 11 ins). Mind your head on the low beams!!



**Parish Church of  
St John the Baptist  
Danbury**

**D2. Health and Safety Notes  
For the Guidance of  
Sidespersons**



## Health and Safety Notes for the Guidance of Sidespersons

The post of Sidesperson is traditionally one of welcoming the congregation, handing-out service information and directing the congregation on their arrival at our church, during the service or event and ensuring that they leave the premises safely afterwards.

The Sidespersons are the first people that the congregation and visitors see when they enter the building. They present the first impression of our community to the visitor and set the scene for the remainder of their visit to our church.

In addition to those duties of a Sidesperson required by direction of the Act of Worship, there are other duties imposed by our duty of care to people using the Church buildings. These can be summed up as being; the care of the health and safety of the congregation during their visit to our church, making sure that they have a safe environment in which to worship, and ensuring that they can access the parts of the building that are necessary for that worship.

It is our legal and moral duty to ensure that our place of worship is safe for the congregation and visitors to use.

In the Health and Safety Policy are procedures for evacuation in case of fire or emergency. It is the duty of the Sidespersons to know what to do in case of the need for evacuation. The Sidespersons on duty need to decide before the service which Sidesperson will be responsible for each area of the building in case of the need for evacuation. Should there be insufficient Sidespeople available to man all exits then others should be deputised to provide cover for the additional areas. The instructions for evacuation are duplicated here:

### Evacuation Procedure

- 1) All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the "Running Man" symbol.
- 2) A check must be made that all doors can be opened.
- 3) A trained Steward or Sidesperson must be allotted to each door and have responsibility for persons in a specific part of the church.
- 4) 

<b>Area of Church</b>	<b>Means of Exit</b>
Nave, South Aisle	West Doors
North Aisle	North Door (only used for very busy services)
Chancel	South Door
Vestry	Vestry Door
Choir Vestry, Organ Chamber	South Door
- 5) Responsibility for using each fire extinguisher will be allotted to named and trained stewards.
- 6) If emergency lighting is not available for evening activities, torches must be available for each steward.



#### Parish Church of St John Baptist, Danbury

- 7) In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the senior member of:  
Clergy/Churchwarden/Veinger/responsible person etc., on the premises at the time.
- 8) Persons will be directed to assemble on the Church Green (to the north of the Church building).
- 9) In the case of an event where car park attendants are in operation, they will ensure that the space adjacent to the church gate is kept clear for Emergency Vehicles.
- 10) The Emergency Services will be contacted immediately by the Responsible Person using the telephone located in the Vestry, or Rectory.
- 11) If there is no telephone immediately available, a mobile phone will be available to the Responsible Person or Church Warden.
- 12) The person calling the Emergency Services must ensure that the location of the emergency is communicated to the operator by asking them to confirm the address and nature of the emergency before completing the call.
- 13) The Sidespersons should ensure that all doors not needed after the end of the service or event are secured.

### **Movement of the Congregation during services**

During the Communion Service the communicants should be directed by the Sidespersons via the most suitable route to the altar. Generally, this will be via the west end of the nave.

Access to the central altar from the north and south aisles is partially blocked at the east (Chancel) end by the presence of the pulpit and the lectern. Communicants from these areas should be directed by way of the west end of the nave (the rear of the main area of the church); this can be achieved by standing to the altar side of the row being directed (blocking the obstructed route) and indicating the safe access way.

Some members of our congregation are becoming frail. The Chancel steps are uneven and the route is precipitous. A few of our congregation have difficulty when the stage is in position due to the distance between available hand holds compounded by poor eyesight.

To prevent slips, trips or falls and to give assistance to those that 'need a hand', one of the Sidespersons should be located at the chancel steps.

As this Sidesperson is likely to be the last one to be able to take communion, the Priest will be prepared and will make sure that they are not left out.

Training in the Evacuation Procedure and use of firefighting equipment will be offered to our team of Sidesmen each year.



## Section E - Registers

E.1 Inspection of Accident Records (quarterly)	Page 32
E.2 Register of Portable Electrical Equipment	Page 33
E.3 Inspection of Electrical Equipment (quarterly)	Page 34
E.4 Register of Testing of Portable Electrical Equipment (every 3 years)	Page 35
E.5 Inspection of Church Lighting (quarterly)	Page 36
E.6 Register of Testing of Smoke Alarms (quarterly)	Page 37
E.7 Register of location of Fire Extinguishers (quarterly)	Page 38







## E.2 Register of Portable Electrical Equipment

Appliances to be tested every 3 years (decision in 2012 due to the limited use the equipment receives), additions to be registered here			
Location	Equipment	State	
<b>Meeting room</b>	Fridge	Tested, in working order	
	Freezer	Tested, in working order	
	2 x electrical kettles	Tested, in working order	
	Keyboard	Tested, in working order	
	Vacuum cleaner	Tested, in working order	
	Burco Water Boiler	Needs new plug	
	13amp extension lead	Tested, in working order	
<b>Clergy Vestry</b>	Table lamp	Tested, in working order	
	2 x external floodlights	Tested, in working order	
	CCTV/Sound system socket	Tested, in working order	
	Portable CD Player	Tested, in working order	
	Portable Heater	Tested, in working order	
	Radio Mic amplifier	Tested, in working order	
	IR remote control repeater	Tested, in working order	
	CCTV Monitor	Tested, in working order	
	USB Battery Charger	Tested, in working order	
	50 metre Extension lead	Tested, in working order	
<b>Choir Vestry</b>	Electric heater	Tested, in working order	
	2 x Kettle	Tested, in working order	
	2 x Portable Heaters	Tested, in working order	
	Sony Video Projector	Tested, in working order	
	PA System XTR400	Tested, in working order	
	Freeport Wireless Mic Set	Tested, in working order	
<b>Choir Vestry (Roof)</b>	22 x Choir Pew Lamps	Tested, in working order	
	5 x Extension leads	Tested, in working order	
	Transformer & cable for Christmas nativity	Tested, in working order	
	6 x Christmas tree LED lights	Tested, in working order	



<b>Ringing Chamber</b>	Wall Mounted Heater	Tested, in working order
	Fan Heater	Tested, in working order
	2 x Halogen Floodlights	Tested, in working order
	Clock Winding Mechanism	Tested, in working order
	3 x 13amp Extension Lead	Tested, in working order
<b>Church</b>	Vacuum cleaner	Tested, in working order
	Electrical heater by organ	Tested, in working order
	Electrical heater in porch	Tested, in working order
	VDU by organ	Tested, in working order
	Reading Light on pulpit	Tested, in working order
	Electric Piano	Tested, in working order
	2 x extension leads to choir pew lamps	Tested, in working order
	2 x Extension leads for heaters	Tested, in working order
	3 x CCTV Monitors	Tested, in working order
	7 x CCTV Cameras	Tested, in working order













# Appendix A

## Current Office Holders and Responsible Persons:

**Date: 25<sup>th</sup> September 2018**

Priest in Charge:	Reverend Canon Jacqui Jones
Assistant Curate	not applicable
Churchwardens:	Betty Sinclair, Alex Cooper
Readers:	David Alderton
Licensed Local Preachers:	Janet Arthurs, Jenny Molyneux-Berry
Tower Captain:	Mr. Tony Spurgeon
PCC Secretary:	Mrs. Sue Ferguson
PCC Treasurer:	Mr. Michael Green
Health and Safety Officer:	Mr. Stephen Arthurs
Groundsman:	Mr. Clive Willey
Meeting Room Manager:	Mrs. Marion Kingsley

PCC Protection of Children & Vulnerable Adults Officer (the Nominated Person): Mrs. A. Cooper/Mrs. J Arthurs.

11 elected representatives of the parish sit on the PCC:

Janet Arthurs	Stephen Arthurs	Sylvia Beckett	Alison Cooper
Alex Cooper	Sue Ferguson	Michael Green	Yvonne Bewick
Paul Hagger	Dennis Mason	Betty Sinclair	

First Aiders: 21 members of the congregation and Sidespersons hold qualified

First-Aid certificates:

David Alderton	Stephen Arthurs	Janet Arthurs	Betty Sinclair
Samantha Ball	Clare Collier	Alice Collier-Smith	Nigel Bewick
Alison Cooper	Sarah Dixon	Yvonne Bewick	David Gandell
Suzanne Gaywood	Abigail Hagger	Gemma Hagger	Jenny Hagger
Brian Harris	Alwyn Jones	David Mason	Clive Wyllie

Persons deemed competent to work at height: -  
Tony Spurgeon  
Michael Green  
Stephen Arthurs  
Nigel Bewick  
Yvonne Bewick