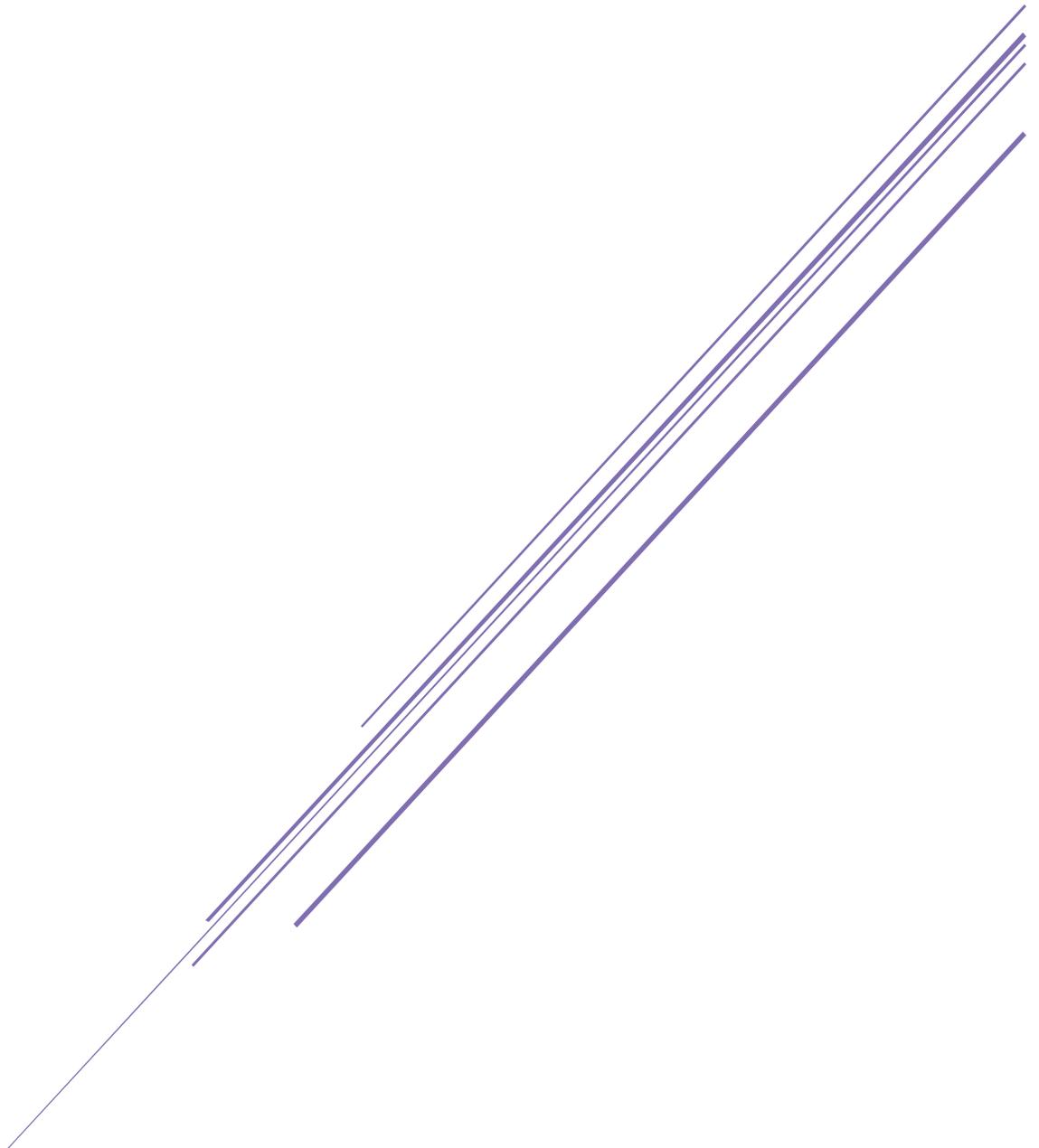


HEALTH & SAFETY POLICY

Holy Trinity Church

Turner Street
Leicester LE1 6WY



Oct 2017

Review History

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

Version #	Date	Prepared By	Summary of Changes	Approved	Next Review
1.0	11-06-2017		First Draft		July 2017
1.1					July 2018
1.2	09-10-2017		Ready for adoption		July 2018

Overview

The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

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.

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General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour 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, Trinity Hall, adjacent land and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that 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 at least annually and the appropriate changes made.

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

Organisation and Responsibilities

Responsibility of the Vicar

Overall responsibility for health and safety is that of the Vicar **Revd John McGinley**, who will ensure that arrangements are in place to satisfy 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.

Responsibility of the Churchwardens

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

Mr Charles Ndigirwa

Mrs Cathi Batho

Responsibility of the Parochial Church Council

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

Responsibility of the Health and Safety Officer

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

Stephen Gorton

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 they are observed
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure the church, Trinity Hall and adjacent land are clean and tidy
5. ensure adjacent land is kept in good order, to include trees, fencing, paving, etc.
6. ensure that safety equipment and clothing are provided and used by all personnel where this is required
7. ensure that all plant, equipment and tools are safely stored and properly maintained in good condition and that all operators have received the appropriate training
8. ensure that adequate access and egress is maintained
9. ensure adequate firefighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed.

Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to fully 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:

- comply with safety rules, operating instructions and working procedures
- use protective clothing and equipment when it is required
- report any fault or defect in equipment immediately to the appropriate person
- report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- not misuse anything provided in the interests of health and safety.

Responsible Persons

The following are responsible for safety in particular areas within Holy Trinity:

Food Safety: Kerry Massey

Fire Safety: Greens Health & Safety

Arrangements (implementation of the policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

An inspection of all arrangements, as far as can be reasonably expected, will be carried out monthly by the Health and Safety Officer. A checklist shall be kept and records of all checks shall be kept for a minimum of 7 years.

1.1 Accidents and First Aid

First aid boxes are located in:

- Church Office
- Triangle Room Kitchenette
- Main Kitchen
- Foyer (Welcome Desk)
- Upper King Street Kitchenette
- TMAL Office
- Trinity Hall Kitchen

Trained/qualified first aiders are:

- Alex Scott
- Stephen Gorton
- Jessica Fellows
- Tabitha Fogg
- Joanne Braker
- Eleanor Rennie
- Frances Watts
- Cheryl Pharoah
- Lois Cobbold
- Pauline Ndigirwa
- Simeon Coleman
- Sarah Wilson
- Sarah Allard
- Lat Blaylock
- Juliette Willis

For First Aid within Youth and Young Trinity groups, please refer to the policy “Holy Trinity Child Protection Policy Revised May 2017”.

Accident reporting forms are located in each of the First Aid kits. All accidents and incidents should be recorded by correctly filling in a form and submitting it to the office. The health & Safety Officer will also ensure the inspection First Aid kits at least monthly to ensure they are readily supplied and that all accident reports are collected, recorded, investigated and reviews implemented in a timely manner.

When the church or Trinity Hall is let to outside organisations, they are 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 by the Welcome Desk.

Accident books and accident records are regularly reviewed. Any item of significance shall be brought to the attention of the PCC.

1.2 Injuries, Diseases and Dangerous Occurrences

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work or unable to perform their normal duties for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

For most types of incident the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1 of the Regulations). A report must be received using the quickest practicable means without delay, or at least within 10 days of the incident.

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately.
- accidents involving the injured person losing **more than seven consecutive days** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported within **ten days**
- accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- reportable diseases, as defined by the regulations, must be reported to the enforcing authority. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculoskeletal disorders.

1.2.1 Accident Reporting

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5pm).

Any accident that is submitted to the RIDDOR database will be investigated by the Health & Safety Officer, with a full report due to the PCC at the next appropriate meeting. The PCC will then decide how to proceed in terms of reviewing processes or updating policies.

1.2.2 Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and

is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

1.3 Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake an assessment of the fire risks in the church and associated buildings and the risks to our neighbours.

Such an assessment will be carried out by a competent person and reviewed on an annual basis, or when a significant event occurs.

Such an exercise will include:

- a check that a fire can be detected in a reasonable time and that people can be warned
- a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- to provide reasonable firefighting equipment
- a check that those in the building know what to do if there is a fire
- a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

1.4 Fire Extinguishers

Fire extinguishers are kept in the following locations:

Location	Type	Capacity (kg)
HTL Main Office	CO2	5.2
HTL Triangle Room Kitchen	Dry Powder	3.4
HTL Triangle Room Corridor	Dry Powder	3.4
HTL Main Hall Fire Escape	Water	13.8
HTL Main Hall Organ	Water	13.8
HTL Main Hall Sound Position	CO2	5.0
HTL Small Lounge	Water	13.8
HTL Large Lounge	Water	13.8
HTL Hub	Water	13.8
HTL Balcony (by fire escape)	Water	13.8
HTL Balcony (by sound cupboard)	Water	13.8
HTL Kitchen	Dry Powder	3.4
HTL Foyer	Water	13.8
HTL Kings Room	Water	13.8
HTL Upper King Street top of stairs	Water	13.8
HTL Upper King Street kitchenette	Dry Powder	3.4
TH Ground Floor lobby	Water	13.8
TH Kitchen	Dry Powder	3.6
TH Ground Floor Hall by car park exit	CO2	5.0
TH Ground Floor Hall by car park exit	Water	13.8
TH Ground Floor Hall by fire escape	CO2	5.0
TH Ground Floor Hall by fire escape	Water	13.8
TH Ground Floor Fire Escape	Water	13.8
TH Top of Stairs	CO2	5.0

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TH Top of Stairs	Water	13.8
TH First Floor by fire escape	CO2	5.0
TH First Floor by fire escape	Water	13.8
TH TMAL Office	CO2	5.0
TH Mezzanine Floor	CO2	5.0
TH Mezzanine Floor	Water	13.8

The extinguishers noted are checked every monthly by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by **Bryants Fire Appliances Ltd**

1.5 Fire Alarm System

Holy Trinity has a basic fire alarm system covering the Foyer and Upper King Street house area. Details of the system are:

Gent 3260-01 Control Panel in Foyer.

Call points located in Foyer, Kings Room, Top of Upper King Street Stairs, Top of Balcony Stairs, by fire escape from Lounge, by main hall fire escape, Office Lobby.

Trinity Hall has a fire alarm system installed, including:

Premier SX Control Panel with three zones: 1) Lobby / Kitchen; 2) Ground Floor 3) First Floor

Call points located:

- By front entrance
- By rear entrance
- By ground floor hall rear door (nearest to car park)
- By ground floor fire escape door (within the hall)
- By ground floor fire escape (within the corridor)
- Top of the main stair
- By first floor fire escape

The fire alarm systems are serviced and tested at least annually by the competent person. Lesser weekly checks, to include alarm operation, are carried out by the Premises Officer with a record of checks being maintained.

1.6 Other Fire Protection Equipment

In addition to the equipment listed above, Holy Trinity also has the following equipment with related maintenance/inspection procedures:

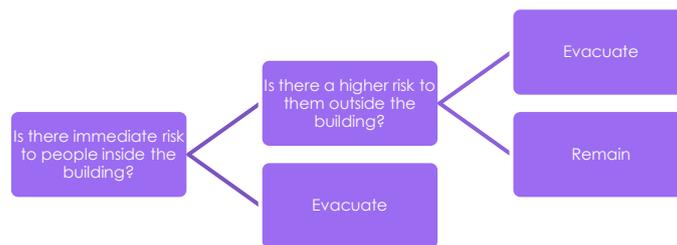
Type	Location	Maintenance/Inspection
Fire blanket	Triangle Room kitchenette	Monthly
Fire blanket	Main Kitchen	Monthly
Fire blanket	Upper King Street kitchenette	Monthly
Fire blanket	Trinity Hall kitchen	Monthly

The equipment noted are checked every year by the competent person to ensure that they are still in place and have not been discharged.

The equipment noted above are checked annually by **Bryants Fire Appliances Ltd.**

1.7 Evacuation Procedure

It may come about that an incidence occurs at Holy Trinity, or the surrounding area, that requires everyone inside to evacuate to the safe meeting point. This section provides details on that procedure. It may alternatively be necessary for people to remain within the building, and such a procedure is detailed in section 1.9 Extreme Incidents. The decision as to stay in the building or evacuate is made according to the decision tree below.



In order to facilitate the effective implementation of this plan it is important that exits are kept clear and unobstructed at all times in case the need arises to evacuate the building. This is the general procedure for evacuation.

1.7.1 Holy Trinity Building

1. When the alarm sounds the service leader will stop the service and clearly read out the pre-written evacuation instructions. At this point the projectionist will also put up the evacuation instructions slide.

The Service leader will then remain at the front to assist the Service Co-ordinator should more instructions need to be given.

2. The welcome team under the direction of the Service Co-ordinator will open the internal doors and guide people out of the building. A steward will start to lead people from the front rows of seating out of building via the emergency exit on the north east wall (i.e. the one leading to the courtyard shared with LASS). The rest of the welcome team will open the doors in the foyer and lead people from the main hall via the fire exits in the Lounge and the main foyer.

The Service Co-ordinator will remain at the Sound Desk in order to co-ordinate the evacuation as long as is reasonably necessary, before moving to the Foyer to ensure completion.

3. If the alarm sounds whilst Young Trinity groups are in session, children will be the responsibility of their group leaders. Should the alarms sound when these groups are not in session then it is their parents or guardians responsibility to evacuate them safely from the building. If the alarms sound while Young Trinity groups are not in session children should not be ushered out of the building by church staff or volunteers without their parents or guardians unless there is a clear and immediate danger. This is in order to safeguard children in the event of a false alarm. If they would clearly be put in more danger by remaining in the building (for instance smoke can be seen or smelled) then they should be escorted out of the building to the assembly point. In the eventuality there are still children in the building once everyone

else has been cleared the Service Co-ordinator and service leader will escort them out of the building to the assembly point.

4. The Welcome Team will lead people away from the building to the assembly point on Nelson Mandela Park. The main exit route from the foyer and Kings Room should be down the steps and turn left.

It is important people are moved away from the building swiftly and do not congregate immediately outside as this will put them and people still inside in danger.

5. As the building is clearing the Senior Leader on duty or the Service Leader will call the Fire Brigade via 999.

6. Before leaving the building the Service Co-ordinator will check that the upstairs is clear of people (if it is safe to do so). They will delegate a member of their team to check the toilets and kitchen as necessary.

It is important that this procedure is carried out in a calm and efficient manner and that each person knows what their responsibilities are. It should also be noted that things may go wrong that need to be dealt with calmly and efficiently. It is possible, for instance, that one or more exit route may be blocked in which case people will need to be guided out via other routes.

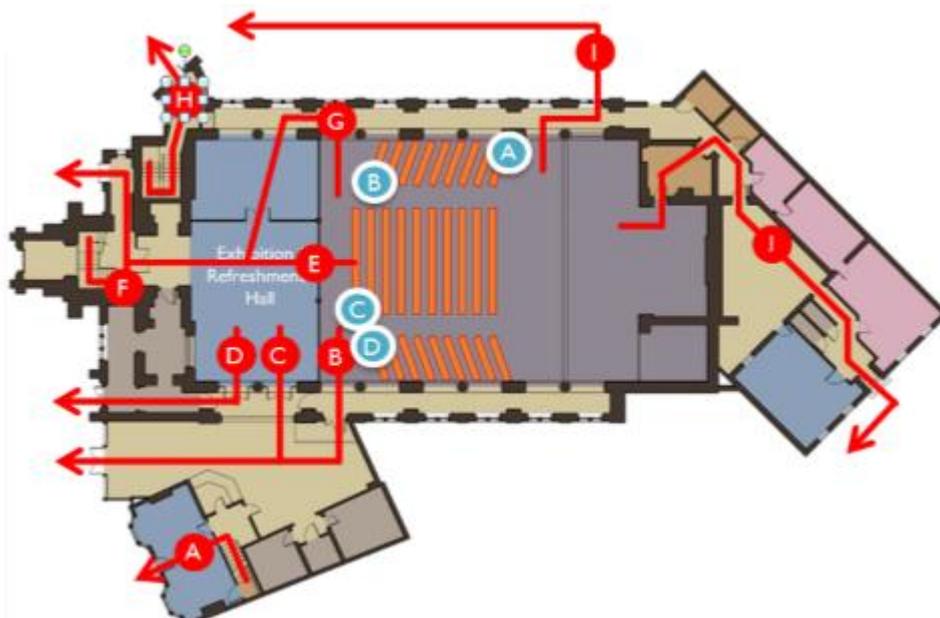


Figure 1: Evacuation procedure (internal routes)

Figure 1 depicts where Welcome Team members need to move to in order for the evacuation procedure to be carried out. It also shows the routes to the outside of the building. The letters in blue indicate the starting locations of stewards for an evacuation and the letters in red show the escape routes.

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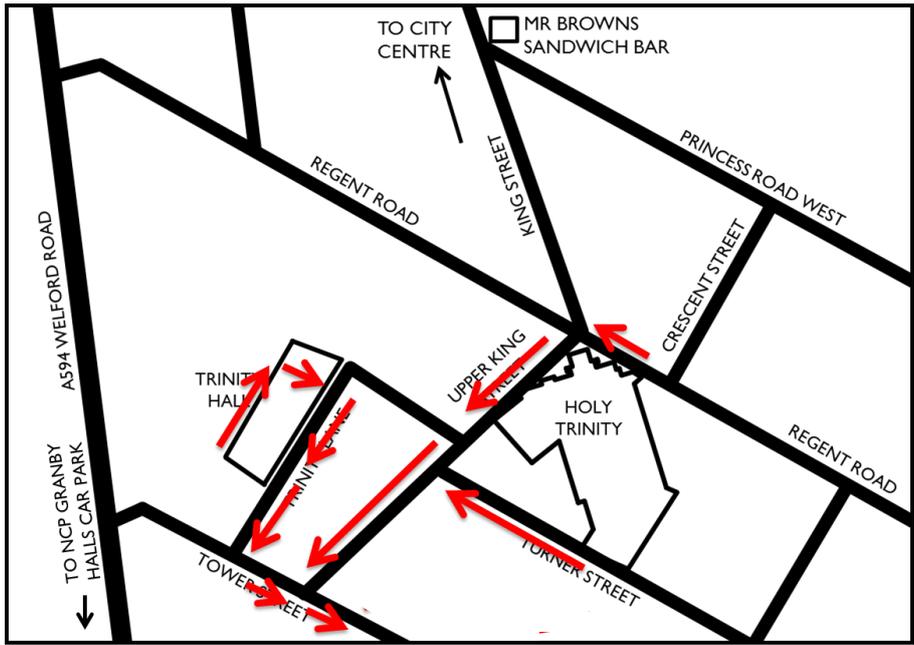


Figure 2: Evacuation procedure (external routes)

For large services and concerts, where the congregation/audience exceeds 300, our procedures for stewarding/evacuation are as follows:

All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the ‘Running Man’ symbol

1. A check must be made that all doors can be opened
2. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church

Church Area	Exit Door
Main Church	West Fire Escape (LASS)
Main Church	North Fire Escape (Sound Position)
Main Church	South (main entrance)
Kings Room	Fire exit
Triangle / Turner Rooms	Fire exit
Balcony	Fire exit

3. Responsibility for using each fire extinguisher will be allotted to named and trained stewards
4. If emergency lighting is not available, torches must be available for each steward
5. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Senior Leader on duty or else the Service Leader.
6. Persons will assemble in Nelson Mandela Park.
7. The emergency services will be contacted immediately by a nominated person using their mobile telephone. An alternative is located in the Church Office.

Full training on evacuation procedures should be given to the Welcome Team and church staff, and reviewed at least annually.

1.7.2 Trinity Hall Upstairs

On hearing the alarm, the group or activity leader will direct people out through the nearest available, safe, exit, primarily the fire escape stair. They will check the mezzanine floor and TMAL office for people who may not have heard the alarm.

1.7.3 Trinity Hall Downstairs

On hearing the alarm, the group or activity leader will direct people out through the nearest available, safe, exit, primarily the fire escape corridor. They will check the small meeting room, kitchen and toilets for people who may not have heard the alarm.

1.8 If you discover a fire...

(no matter how small):

1. Immediately raise the alarm
2. Telephone the emergency services in the case of immediate significant risk, or else notify the service co-ordinator or senior staff member on duty
3. Check the building for occupants
4. Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
6. Evacuate to the designated assembly point
7. Ensure clear access for the emergency vehicles

1.9 Extreme Incidents

In the event of an extreme incident, such as a terrorist attack, close to Holy Trinity or Trinity Hall, we will take every step to ensure the safety of all people within our care.

- All people to stay in their locations, including Young Trinity groups when in session. Those outside should move quickly to the nearest indoor space.
- Doors should be closed and, where possible, people encouraged to take up a low position away from windows.
- The Senior Leader on duty or Service Co-ordinator will call the police via 999 and seek advice. We will comply fully with the emergency services.
- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.

In the event of an armed or dangerous intruder entering the building:

- The Senior Leader on duty or Service Co-ordinator will call the police via 999.
- If the location of the intruder is known and there is a safe passage for people to exit the building away from that place, stewards and staff will carefully, quietly and efficiently direct people out. Be aware if there is more than one intruder in the building.
- Do not insist everyone leaves together – each location should be assessed by group leaders independently.
- Leave all belongings behind.

- Once people have exited the building, they should proceed to the emergency assembly point in Nelson Mandela Park
- If there is no safe route – all people should stay in their respective rooms.
- Where possible groups should attempt to block / barricade themselves in.
- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.

1.10 Electrical Safety

- A list of all our portable electrical appliances is maintained by the responsible person
- Every year 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 **Premises Officer** for action.
- Every year all our portable electrical equipment will be checked by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely repaired or disposed of.
- Every 3 months the responsible person will carry a visual inspection out of the fixed electrical installation. Any defects will be reported to the **Premises Officer** for action.
- Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work be carried out
- Every year our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers
- 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.
- Misuse and abuse of electricity is a significant cause of fires and injury. Faulty 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 and used until it has been checked by a competent person
 - v. Electrical equipment should be switched off and disconnected when not in use for long periods
 - vi. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage
 - vii. Daisy-chaining of extension leads should be minimized as far as possible and, should more than two leads require this, it should be verified by a competent person prior to turning on the power.

1.11 Gas Equipment Safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately

1.12 Hazardous Substances

The responsible person will maintain a list of all hazardous substances used in the church/hall. Such substances should be purchased only from authorized suppliers (e.g. ESPO) and substances are not to be brought in from other sources, unless agreed by the Health & Safety Officer.

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

- 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, for example :

Name of substance: Liquid floor cleaner ‘Flash’

Hazard level: Low

Storage: Must be kept in locked store room off vestry

Protective clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with lots of water.

Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident. A hazardous substance record is available upon request.

Examples of other hazardous substances you might have are: petrol, pesticides, insecticides and polishes. Some hazardous substances, such as asbestos, which may be found in boiler rooms or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors.

Do not mix chemicals.

Do not store chemicals in unmarked containers.

1.13 Safety of Plant and 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 only and are not permitted to operate any power driven item of plant or machinery, even under the supervision of an appropriate adult.
8. Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties.
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, for example, our oil fired boiler is checked and maintained annually by an OFTEC registered engineer. (List all your items of plant and machinery and the rules and procedures for their use, including the appropriate personal protective equipment needed. In most cases when using machinery, boots, gloves, eye protection and overalls should be worn.) In certain situations, such as when working in the bell tower, head protection and ear protection may be necessary. Other items of plant and machinery could include the following: ladders, lawnmowers, strimmers, chainsaws.
11. Persons must not work on their own with plant or machinery unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

1.14 Slips, Trips and Falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every **month** by the responsible person of

1. all floors and stairs in the church and hall, and
2. all paths and steps in the external areas leading up to the church buildings on church land. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the **Premises Officer**, who will arrange for repairs or remedial measures to be carried out.

1.15 Lighting

In order to ensure that the church is adequately lit, an inspection will be made every **month** by the responsible person to ensure that all lights in the church, Trinity Hall and adjacent land are working. Any bulbs that require replacing will be reported to the **Premises Officer**, who will ensure that the bulbs are replaced following appropriate safety procedures.

Emergency lighting should also be checked monthly by the Premises Officer, with the units being serviced at least annually by the responsible person.

1.16 Working at High Levels

Only approved contractors and competent volunteers may work at high level.

The following procedures must be followed:

- You should avoid working at height where possible.
- Only competent people are allowed to work at height - those who have been trained in the use of ladders or other equipment required in order to work at high levels

- You may only work at height with the permission of the Operations Manager or Church Wardens
- You must follow the flowchart below to minimise the risks as far as possible



- You must not work alone if above a single height, step-ladder
- Ladders must be inspected for safety every quarter by the Premises Officer, who will arrange for any appropriate action is taken.
- Hazards must be reported to the Church Wardens or Operations Manager.
- Equipment must be used in line with the manufacturer’s instructions.

1.16.1 Working at Height Checklist

Avoid

Can you AVOID working at height in the first place? If NO, go to “PREVENT”

- Do as much work as possible from the ground.
- Some practical examples include:
 - using extendable tools from ground level to remove the need to climb a ladder
 - installing cables at ground level
 - lowering a lighting mast to ground level
 - ground level assembly of edge protection

Prevent

Can you PREVENT a fall from occurring? If NO, go to “MINIMISE”. You can do this by: using an existing place of work that is already safe, e.g. a non-fragile roof with a permanent perimeter guard rail or, if not using work equipment to prevent people from falling Some practical examples of collective protection when using an existing place of work:

- a concrete flat roof with existing edge protection, or guarded mezzanine and floor, or plant or machinery with fixed guard rails around it
- Some practical examples of collective protection using work equipment to prevent a fall:
 - mobile elevating work platforms (MEWPs) such as scissor lifts, tower scaffolds, scaffolds
- An example of personal protection using work equipment to prevent a fall:
 - using a work restraint (travel restriction) system that prevents a worker getting into a fall position

Minimize

Can you MINIMISE the Distance and/or consequences of a fall? If the risk of a person falling remains, you must take sufficient measures to minimise the distance and/or consequences of a fall.

- Practical examples of collective protection using work equipment to minimise the distance and consequences of a fall:
 - safety nets and soft landing systems, e.g. air bags, installed close to the level of the work
- An example of personal protection used to minimise the distance and consequences of a fall:

- industrial rope access, e.g. working on a building façade
- fall-arrest system using a high anchor point

1.16.2 Use of Ladders / Stepladders

For tasks of low risk and short duration, ladders and stepladders can be a sensible and practical option.

Where use of a ladder is necessary, only a competent person should be able to use it following full instruction, to be kept where the ladders are stored.

Ladders should be otherwise secured to ensure that non-competent people cannot access them.

Follow HSE guidance on safe use of ladders and stepladders at <http://www.hse.gov.uk/work-at-height/index.htm>

1.17 Health and Food Hygiene

Food may be prepared for various groups or staff members by a wide range of people. Only staff, competent volunteers and external building users (by arrangement) may use the main kitchen facilities. Individuals need to be approved by the Operations Manager.

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
2. We ensure that all food handlers have received adequate supervision, instruction and training. Those people preparing food on a regular basis (e.g. for Triangle) should receive specific Level 2 Food Safety training.
3. 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
4. Before the kitchen facilities are used for food preparation, an adequate opening check should be carried out.
5. Food stuffs may only be prepared in the following areas:
 - Kitchens and Kitchenettes
 - Lounge (when there is not enough space in the kitchen)
6. Food should only be prepared in the above spaces, i.e. food should not be prepared in a different location to be brought into Holy Trinity premises and served. This is to ensure a clean, controlled environment for the preparation of food and we cannot guarantee this for premises elsewhere.
7. Only the following persons who have received the appropriate training may prepare and serve foodstuffs:
 - Staff members
 - Competent volunteers
8. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

1.17.1 General

Smoking, including e-cigarettes and vaping, is not permitted anywhere in Holy Trinity Church or Trinity Hall.

Dogs are not allowed in any part of the church or Trinity Hall, with exception of official Assistance Dogs.

1.17.2 Cooking

Frozen food should be thoroughly defrosted before cooking (unless the manufacturer's instructions say to cook from frozen).

Liquid dishes, e.g. soups that are served to order, must be maintained at a simmering temperature while awaiting serving.

Allergens in foods should be recorded and available for customers who need to know with a poster making customers aware.

1.17.3 Cross Contamination

Hands should always be washed before food is prepared, after visiting the toilet, after touching other parts of the body, and after sneezing or coughing. There is a dedicated hand-wash sink in the kitchen with hand-wash gel, and disposable paper towels are also available.

Cuts and sores should be completely covered with a blue waterproof dressing. These are available in the First Aid box in the Kitchen and Kitchenettes.

Work surfaces and splash-backs should be wiped down before and after use with the anti-bacterial cleaner available in the kitchen in the cupboard next to the fridge. There are further cleaning materials available under the sink in the Triangle Room kitchenette, Upper King Street kitchenette and Trinity Hall kitchen.

Crockery & cutlery, etc. should be washed, dried, and put away before users leave the building.

Spills should be wiped up as soon as they occur. This also includes the floor to avoid slip hazards.

An adequate supply of cleaning materials and fluids shall be kept available in the kitchen and reviewed on a weekly basis by the Cleaner, who will ensure that stocks are replenished.

Any raw meat/poultry must be stored in the fridge below ready-to-eat foods.

Colour-coded chopping boards are supplied, and should be used as indicated by the notice at the chopping station.

1.17.4 Food Storage

For cooling down food and freezing for future use, please refer to the Safer Food and Better Business Manual, which can be found in the kitchen.

When transporting food to the church, care should be taken to ensure that it arrives in the same condition as when it started the journey, i.e. frozen foods should arrive still frozen particularly if it is to be placed in the freezer.

All food placed in the fridge or freezer should be labelled with the date stored and name of group or person responsible for the food. Any food without either of these pieces of information will be disposed of at the end of the week.

All food stored will be checked on a weekly basis to check that it is still in date. Any food that is out of date will be removed and disposed of appropriately.

1.17.5 Pest control

Uneaten food, wrappings, etc. should be discarded into the bin in the Kitchen or one of the black bins outside.

No food or dirty plates, glasses, etc. should be left out – these are a source of food for, and attract pests.

Any sign of pest infestation e.g. mouse droppings should be reported to the Office immediately.

1.17.6 Maintenance

Used tea towels and tablecloths are washed weekly (fortnightly during holiday periods). External users are required to take tablecloths away with them for laundering and return by an agreed date.

The kitchen, along with the rest of the building, is cleaned on a weekly basis. On an annual basis, or more frequently if required, a “deep-clean” is carried out.

The kitchen fridge should be cleaned on a weekly basis and any food left in there opened and/or past the use by date will be discarded. The operating temperature is set at 5o C.

The kitchen freezer is checked on a weekly basis and any out-of-date items will be discarded. The freezer is cleaned on a monthly basis. The operating temp: is -23o C.

The temperatures of the two units are monitored using thermometers kept inside.

Cleaning materials are checked on a regularly basis and stored away appropriately.

Any damage and breakages should be reported to the Office.

1.17.7 Volunteers

There will be a yearly update given to volunteers and regular users of the kitchen facilities to ensure current procedures are known.

For all other food requirement, please refer to the documentation found in the kitchen.

1.18 Manual handling – lifting, carrying and moving loads

Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

Where it is not possible to avoid the need to move heavy loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.

Only those persons who have received the appropriate training are authorised to undertake manual handling tasks of significant loads.

1.19 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:

- stability and legibility of the screen
- contrast and brightness of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs

- the work station
- the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

1.20 Hazardous Buildings/Glazing

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. In order to achieve this, the buildings are inspected every quarter by the responsible person.

Any defects noted are immediately reported to the **Premises Officer** and the procedures put in hand for repairs:

1. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
2. A check is made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.
3. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

1.21 Lone Working & Personal Safety

Many tasks in the life of the church involve lone working, from setting up a communion service, through cleaning the church building to pastoral visiting, and many others besides.

Careful thought also needs to be given to the age, health and competence of those working alone; a task such as setting the communion table before a service (which involves carrying chalices, pattens, bread, jugs of wine to and from the office) might be low risk when carried out by someone young and reasonably fit and well, but might be quite hazardous when carried out by someone with mobility issues, or whose sight isn't very good. Such a person might be able to carry out the task, but would probably require closer, more regular, supervision.

1.21.1 General Guidance

Some aspects of personal safety are covered in our Child and Vulnerable Adult Safeguarding policies, which should be consulted in conjunction with this policy.

Many of the tasks we perform in our duties are quite safe, but any risks are multiplied by working alone. It is therefore necessary to plan quite carefully. High amongst your priorities when assessing the risks must be how you would evacuate the area you're working in if an incident occurred (ensuring a safe level of lighting on your escape route is vital, for instance), and what you would do if rendered immobile by an accident. Having a working mobile phone, with a charged battery (and checking that it has a strong signal where you're working) is a big help.

If working alone, always inform a responsible person that you are doing so, what you are doing, and how long you expect to be. Inform them when you have finished and left the area.

Some tasks, like working at heights, may be considered too hazardous to be carried out alone.

A person should avoid late night working in a church building. However, if this is unavoidable, they should make provision for accountability and contact-ability with someone else, should an emergency occur.

In general, staff are required to log all specific appointments in their Exchange (online) diary, which should be accessible by their line managers.

1.21.2 Lone working in the church building

A lone worker within the church building or Trinity Hall should ensure that entry doors are secured against general public access.

1.21.3 Lone working in the church offices

A lone worker within the church office should ensure that entry doors are secured against general public access. Should the person be concerned about any potential danger outside, they can leave through any of the following means:

- Office entrance
- Main entrance
- Main church fire escape through the courtyard*
- Kings Room fire escape*

* Note these exits will not close securely from the outside.

Should the person need to leave under such circumstances, they should report this to the Police. If they believe they cannot leave the building safely by any exit, they should contact the Police on 999 immediately.

If the lone worker is uncomfortable permitting someone to enter the building or have any doubts then do not let them in and inform them that the office is currently closed.

Outside of office hours, lone workers are not required to answer the door although this is often helpful.

1.21.4 Banking

Cash is paid in to the bank on a regular basis, ideally weekly. The general guidelines for transporting money to the bank are:

- Only approved people should do the banking
- Ideally two or more people should go together
- A safe route should be followed, to include CCTV coverage where possible.
- Detours should be avoided as far as possible.
- No set pattern of banking trips should be established, to ensure that others cannot track exactly when money is being transferred
- Money should be kept in a bag and out of sight.

All cash for Holy Trinity purposes should be kept secure.

Cash kept in the safe should be kept to a minimum.

1.21.5 Pastoral Care/Visits

One to one contact with individuals in the context of pastoral care should be properly planned, its risks considered and recorded effectively. It is essential in pastoral care to acknowledge

appropriate physical, sexual, emotional and psychological boundaries – inappropriate touching or gestures of affection must be avoided.

1.21.5.1 Pastoral visits with dementia and Alzheimer's sufferers in their own home

It is important that family members know that members of the church are visiting their relative and are happy for that to occur.

A separate diary recording when visits from church members have occurred should be kept.

1.21.5.2 Day to day long term pastoral relationships

It is recognised that many of the pastoral relationships in Holy Trinity are with people who have been known for many years within the context of the church membership.

Continuing to visit such people on a one to one basis is unlikely to pose any risks. However should there be any cause for concern, particularly if the person's mental health deteriorates then appropriate safety measures should be put in place.

Some simple tips to be considered when establishing a new Pastoral relationship.

- Whenever possible make prior arrangements to meet rather than meet 'on demand'
- Make the purpose of the meeting clear at the outset and the time available for the discussion.
- Don't take any unnecessary risks – if you feel uncomfortable at all, end the meeting and report your concerns to the Safeguarding Officer / Supervisor / Archdeacon.
- Respect personal space and try to avoid doing or saying anything that could be misinterpreted.
- If meeting off-site, ensure someone knows where you are and what time you expect to return; you should carry a mobile phone.
- If there is any known risk, complete a risk assessment to ensure you remain safe and consider visits in pairs.
- Automatic warning devices can be obtained for use in risky places or activities.
- It may be appropriate for lone workers to be asked to check in once they have completed their task or have safely reached their home following it.

After the pastoral encounter (face-to-face, emails, texts, telephone calls), always make a record – this can be in a diary or electronically – the following details should be included:

- When and where the meeting / discussion took place
- Purpose of the meeting / discussion
- The time you / the other person arrived and left
- Who else was present (if applicable)
- A brief, factual account of what was discussed / agreed
- Any potential or actual safeguarding concerns identified
- Any actions taken / to be taken and any decisions made, including advice taken and who shared with
- Sign and date the record and store securely

1.21.5.3 Responding to safeguarding issues raised during a pastoral encounter

A safeguarding issue is one where an individual, child or adult, may appear to be at risk of abuse, or may present a risk to others. Such issues cannot be kept confidential. They have to be raised with the Safeguarding Adviser and may have to be reported to statutory authorities.

Please refer to our Safeguarding policies for further information.

1.21.6 Planning lone working: considerations for risk assessment

- Is lone working necessary? Confidentiality can be assured with other people within reach.
- If there are casual callers take precautions before opening the door. E.g. the use of a door chain.
- Who will be involved? And who else should know about it?
- When and where will it take place? Avoid making arrangements which could be misinterpreted.
- Is there a risk of violence? A good working definition of violence is: Any behaviour which produces damaging or hurtful effects, physically or mentally, on people.
- Are there any increased risks to the particular worker? Are there any known medical or other factors which could make either party more vulnerable? Some medical conditions can lead to disinhibition.

1.22 Walk-In Visitors

A number of people visit each year and ask for assistance at the office or front entrance, often asking for someone from the church to talk to. Requests have included money, spiritual guidance and counselling.

The reception team (i.e. those in the office at the time) field these enquiries, and often do so without reference to the pastoral or office staff, e.g. by offering a free drink, some food and a listening ear. These are the principles under which we should respond:

1. We treat all callers with courtesy and respect.
2. We never give out money.
3. If they are genuinely hungry or thirsty, we may offer them food/drink and redirect them to the Community Worker.
4. Staff or volunteers do not go into a room alone with a visitor who is not known to us.
5. There will always be at least two members of staff in the building during weekday opening, so that assistance is available from a colleague if needed.
6. We should not attempt to help where we have little or no expertise – we should redirect requests to relevant authorities, charities or organisations.

Procedure for Responding

Reception staff field the enquiry to establish what the request is and take some information and contact details to arrange an appointment at a subsequent time (see the form below). This is a helpful step to identify how genuine the request is, as opposed to opportunistic or financially motivated. The staff explain that we never give out money and that we can help in these areas, by arrangement:

- Christian counselling may be available through Insight Counselling.
- Food parcels (when not available through our food bank) may be available from another agency, for example Open Hands.

- Financial advice may be available through Trinity Money Advice Leicester.
- Our pastoral team offer free appointments with trained pastoral assistants.

Where the Reception Team are not able to help, the completed form with details of the request is passed to a member of the Senior Leadership Team who will respond accordingly.

1.23 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 in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. Such risk assessments will be reviewed in the event of change in law, change in policy / people, incident or annually.

Larger events may also require risk assessments.

Activities of significant size or operation being led by Holy Trinity (through either a member of staff or an appointed volunteer) off site requires a full risk assessment to be carried out. It is up to the staff member to determine what is significant or not (e.g. coffee with someone in Sainsbury's is not significant but a city-centre outreach mission is).

All risk assessments should be submitted at least 3 days prior to the activity for it to be reviewed by the Standing Committee. It then should be kept on record for at least 7 years.

1.24 Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

All contractors should supply RAMS (Risk assessment and method statement) including who will supervise, certificates for regulatory requirements (Gas Safe / Refrigerant / MEWP) and inspections for equipment.

All contractors, including the self-employed, must abide by the following:

1. have their own health and safety policy (where required by law) and be able to 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. 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
4. where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
5. contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
6. all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.
7. Where building work is being carried out, appropriate CDM measures will be followed using an authorized contractor.

1.25 Asbestos

Holy Trinity's policy is for no staff, members or volunteers to carry out any work with, remove, transport, handle or dispose of asbestos, or products which contain asbestos. Holy Trinity is not registered, insured or licensed to work with store, treat, work on, remove, or transport any asbestos containing materials.

1.25.1 Asbestos on Church Premises

Premises owned and/or occupied by Holy Trinity (constructed before 1999) should have an asbestos survey completed and the recommendations for management or removal should be followed. A register of the location and type of all ACMs should be kept and should be made accessible to all staff and briefed to all contractors upon them being successfully vetted and added to the approved contractors list. Many trades could be affected including (but not limited to) data cable installers, plumbers, maintenance contractors, cleaners and electricians, as well as builders and demolition workers. Where contractors attend site to carry out any intrusive construction work (including any drilling, sanding, cleaning demolishing or repairing) on the structure, the location and type of any ACMs should be included in the site induction, given before any work commences.

1.25.2 Incidental Contact

Anyone employed by the church to carry out who carries out or manages any work which may result in them being exposed to asbestos should receive asbestos awareness training.

1.25.3 Safe Procedure

During the course of any work, if any person comes across any material or substance which they suspect may contain asbestos with the potential to release fibres into the air, the following actions should be taken:

1. Everyone should leave the area immediately, if possible securing the area as they leave. Under no circumstances should anyone remove or disturb the materials.
2. Report the findings or suspicions to the person responsible for managing or supervising the work immediately.
3. Inform others who may be affected (post signs or notices and fence off the area if necessary).
4. Inform the Company Safety Advisors/Consultants (Greens Health and Safety Ltd on (0116) 2169224 or 07806 786264).
5. If appropriate engage the services of a licensed asbestos removal to test the materials, clean up and make the areas safe before reoccupation.
6. DO NOT RE-ENTER THE AREA UNTIL IT HAS BEEN CONFIRMED THAT IT IS SAFE TO DO SO.

Information and Enforcement

Environmental Health Service Information:

Leicester City Council Environmental Health Department

City Hall, 115 Charles Street, Leicester LE1 1FZ

Tel: 0116 454 1001

Employment Medical Advisory Service Information:

Health & Safety Executive (HSE) Medical Advisory Service

900 Pavilion Drive, Northampton Business Park

Northampton NN4 7RG Tel

Health and Safety Executive Information Line: 0300 003 1747

HSE Books: 01787 881165

Health and Safety Law Poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the **Church Office** and **Trinity Hall entrance lobby**.