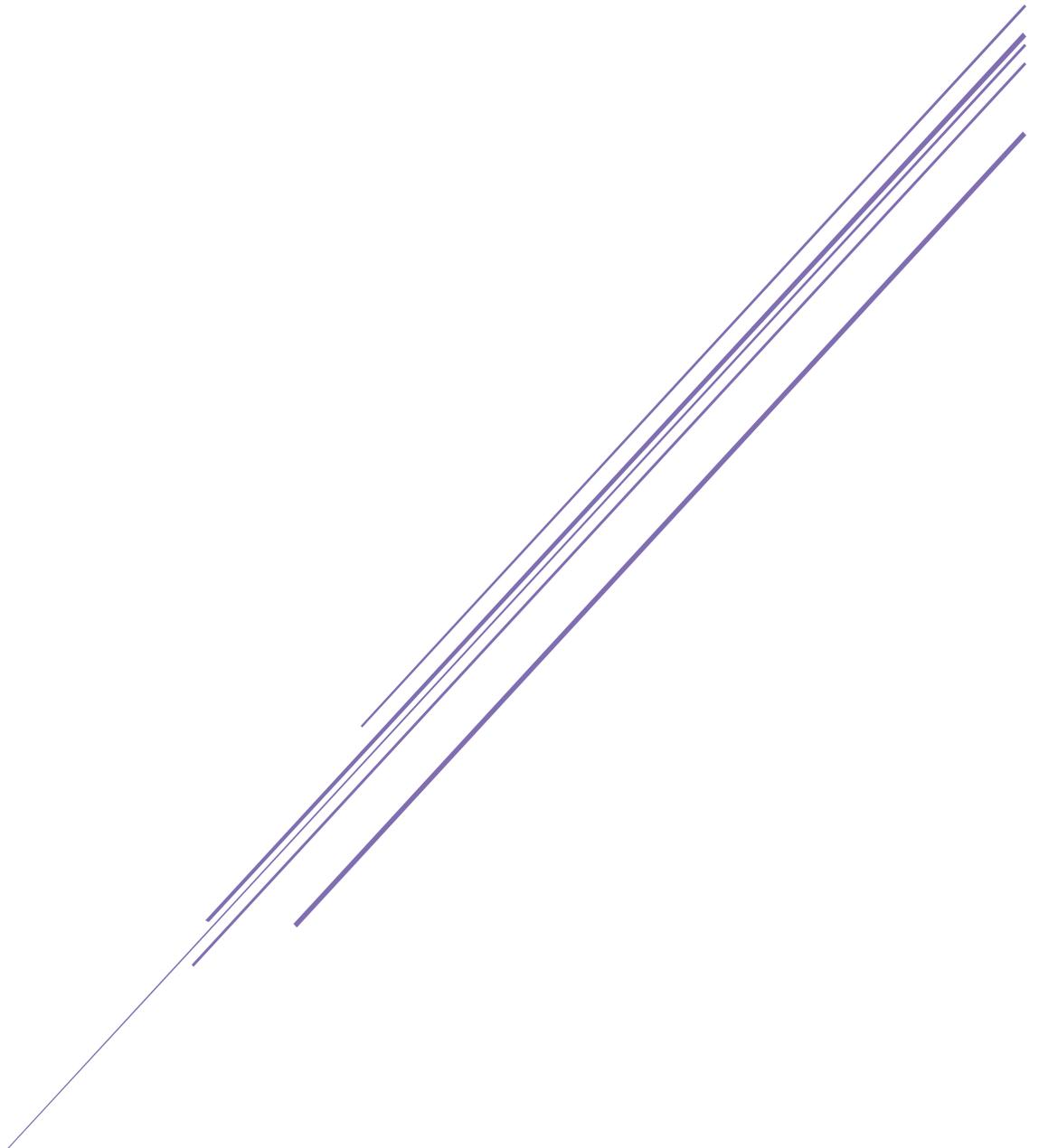


# HEALTH AND SAFETY POLICY

Holy Trinity Church

2 Upper King Street  
LE1 6XE



Feb 2020

## Review History

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Reviewed by: Greens, AOakley, SGorton, ESutherland

Approved by \_\_\_\_\_ on \_\_\_\_\_

Next Review due: February 2021

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## Definitions

RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences
PAT	Portable and Transportable (electrical equipment inspection)
DSE	Display Screen Equipment (Regulations)
ACM	Asbestos Containing Material (any material containing asbestos)
UKAS	United Kingdom Accreditation Service (set standards in UK)
PPE	Personal Protective Equipment
RPE	Respiratory Protective Equipment
HSE	The Health and Safety Executive (make and enforce safety legislation in the UK)
EA	Environment Agency (make and enforce environmental legislation in the UK)

# 1 Health & Safety Policy Statement

Holy Trinity Leicester (the “church”) regards Health, Safety and Welfare as a mutual objective for the church, its employees and volunteers at least as important as its other objectives.

It is the PCC’s policy to do all that is reasonably practical, (including allocating adequate resources), to prevent personal injury and illness, by protecting employees, volunteers and the public from foreseeable hazards in so far as they come into contact with the church or its work.

In particular, the PCC undertakes, as far as reasonably practical, to: -

- Identify hazards and assess the risks associated with all operations and substances used in the course of business and implement appropriate control measures (precautions to be taken).
- Provide and maintain safe and healthy working conditions and provide safe plant and equipment.
- Actively participate in improving occupational Health & Safety standards within the organisation and through involvement with external organisations.
- Ensure employees and volunteers are competent and provide adequate information, instruction, training, and supervision to enable them to perform their work safely.
- Ensure safe transport, storage, handling and use of hazardous substances.
- Maintain communication with employees and volunteers on Health & Safety matters.
- Carry out audits to ensure the church’s Health and Safety Policies and Procedures are being complied with.
- Carry out regular inspections of the workplace and take appropriate action(s) to safeguard against hazards and eliminate / reduce the risk of accidents.
- Review and revise this policy at regular intervals as necessary.

EMPLOYEES/VOLUNTEERS have a duty to: -

Take reasonable care for the Health & Safety of themselves and other persons who may be affected by their acts or omissions whilst at work.

Co-operate in performing any duty or comply with any requirement in the interests of Health, and Safety, in particular by: -

- Using personal protective equipment provided.
- Reporting incidents that have led or may lead to injury or may be a hazard to health and co-operating fully in the investigation of accidents and with the introduction of any measures taken to prevent recurrence.
- Carrying out their work in such a way so as not to put the health and safety of others at risk.
- Carrying out their work in line with the requirements of the church Health & Safety Policy and safe working procedures.

Incumbent’s Signature .....

Date .....

## 2 Employees / Volunteers

Employees/volunteers have duties and are expected to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions whilst at work. In addition, they should co-operate in performing any duty or comply with any requirement in the interests of health and safety, in particular by: -

- Following instructions and using personal protective and other equipment provided properly.
- Taking reasonable care whilst carrying out their work so as not to put the health & safety of others at risk.
- Promptly reporting health and safety concerns as well as incidents that have led or may lead to injury or may be a hazard to health and co-operating fully in the investigation of accidents and with the introduction of any measures taken to prevent recurrence.
- Carrying out their work in line with the requirements of this church's Health & Safety Policy and Safety Manual or Safe Working Procedures issued to them.

I confirm that I have read, understood and agree to comply with the church Policy

NAME (PRINTED)	Signature

## 3 Organisation

Everyone working for or with the church is expected to carry out their work in line with the requirements of this Health and Safety Policy and any instructions they receive from the church or any person responsible for managing it, except in circumstances where this may result in non-compliance with any legislation or any provisions in this policy, in which case they should seek advice and report to their line manager.

In particular, specific responsibilities are assigned as follows: -

**Incumbent** The Incumbent has overall responsibility and accountability for Health and Safety as the Chair of the Parochial Church Council. Ensuring there are adequate resources are available for the health and safety requirements within the church. This includes ensuring compliance with Health and Safety Legislation and the church's Health and Safety Policy and promoting good health and safety management and practice throughout the activities of the church, including ensuring employees use safe working methods and procedures. The Incumbent will formally appoint the Director of Operations to implement and manage the day to day implementation of the policy and arrangements and will ensure that the Director of Operations has appropriate training to enable these duties to be undertaken.

Appoint one or more competent persons and ensure there are adequate resources to provide assistance in meeting the church health and safety obligations.

### Parochial Church Council

The Parochial Church Council have a general responsibility to ensure that the health and safety policy is established, implemented and maintain a formal, written health and safety programme for the organisation that encompasses all areas of significant health and safety risk. Approve and monitor the church health and safety policies and procedures. Appoint one or more competent persons and adequate resources to provide assistance in meeting the church health and safety obligations.

### Churchwardens

The Churchwardens have the responsibility and accountability to ensure that the arrangements outlined in this policy are carried out and updated as necessary.

### Director of Operations

The Director of Operations is responsible for undertaking the duties on behalf of the Incumbent in ensuring that the arrangements set out in this policy are implemented and managed this includes but is not limited to being:

- Responsible and accountable for the health and safety of their department.
- Responsible for the assessment of suitability, engagement, management of contractors and ensuring that they are properly supervised.
- Ensure that any machinery, equipment or vehicles used within the church are maintained, correctly guarded and meet health and safety standards. Keep records of all maintenance, statutory and insurance inspections.
- Develop a health and safety training plan, ensure training is undertaken and maintain training records.
- Seek advice and maintained regular communication with the church's health and safety advisors.
- Provide a quarterly health and safety report to the PCC or a times requested by the Incumbent or PCC.

### Employees / Volunteers

Employees must take reasonable care for the health and safety of themselves and other persons including the public, who may be affected by their acts or omissions whilst at work.

They are responsible for:

1. Co-operating with their employer including communicating, co-ordinating and controlling their work by following instructions and working in accordance with the provisions of this policy.
2. Ensuring correct and proper use of work equipment and adhering to safe systems of work.
3. Reporting all accidents, diseases, dangerous occurrences or near misses in the workplace to their Line Manager, ensuring that details are entered in the accident book where appropriate.
4. Taking reasonable care for the health and safety of themselves and anyone who may be affected by their acts or omissions.
5. Informing management of any medication they are taking, or treatment following an accident or illness, which may affect capacity for work.
6. Report any defects in the safety management to the Director of Operations.

### Contractors and Subcontractors

Contractors carrying out work for the church or within the church's premises are responsible for:

1. Identifying hazards associated with their work, quantifying the associated risks and setting and implementing appropriate control measures (through their risk assessments).
2. Communicating and co-ordinating with all parties before, during and after the work.
3. Ensuring the safety and health of themselves, other employees and members of the public, whilst carrying out their work.
4. The provision of adequate liability insurance.
5. The provision of safe equipment, plant and machinery.
6. The provision of competent employees.
7. Providing suitable personal protective equipment and using it correctly when it is needed.
8. Asking for and checking information pertinent to their health and safety such as the location of any asbestos or the time of fire alarm tests.
9. Complying with the requirements of all relevant health and safety legislation.
10. Agreeing that they will adhere to the terms of this Health and Safety Policy at all times whilst carrying out work on behalf of the church.

### Fire Co-ordinator

A single Fire Co-ordinator will be appointed for each event, such that any fire wardens report to this person. Fire Co-ordinators communicate with the emergency services specifically on details provided to them from the fire wardens so that the emergency services can be advised on the status of persons in the building and directed to attend to them. Such a person will

have received appropriate training. Typically, the Fire Coordinator will be a member of the staff team, who may be replaced by a Service Co-ordinator (if on a Sunday), who has been given the appropriate training, when a trained staff member is not present.

Implement and execute the fire plan

#### **Fire Warden**

The Fire Wardens are appointed to assist the church in undertaking preventative and protective measures. They report to the Fire Co-ordinator and have specific responsibilities which include:

- Getting involved and familiarising themselves with the planning and risk assessment
- Implement and execute the fire plan
- Organise, coordinate and manage at least bi-annual fire drills
- Carry out regular checks of;
  - Fire alarms
  - Fire extinguishers
  - Fire routes & exits
  - Safety signs

In the event of a fire, ensure:

- The Alarm has been raised;
- The Building has been swept– if safe to do so
- People have been assembled safely at the designated assembly point
- Confirm to the Fire co-ordinator on the status of the areas they have swept and whether they are clear or not
- The Emergency services have been called
- People have been directed appropriately, preventing them re-entering the building and ensure clear access for the emergency service vehicles
- Effective communication and direction for the emergency services.

#### **First Aider**

A first aider is an employee who has undergone training course in administering First Aid at Work (FAW).

Their responsibilities include:

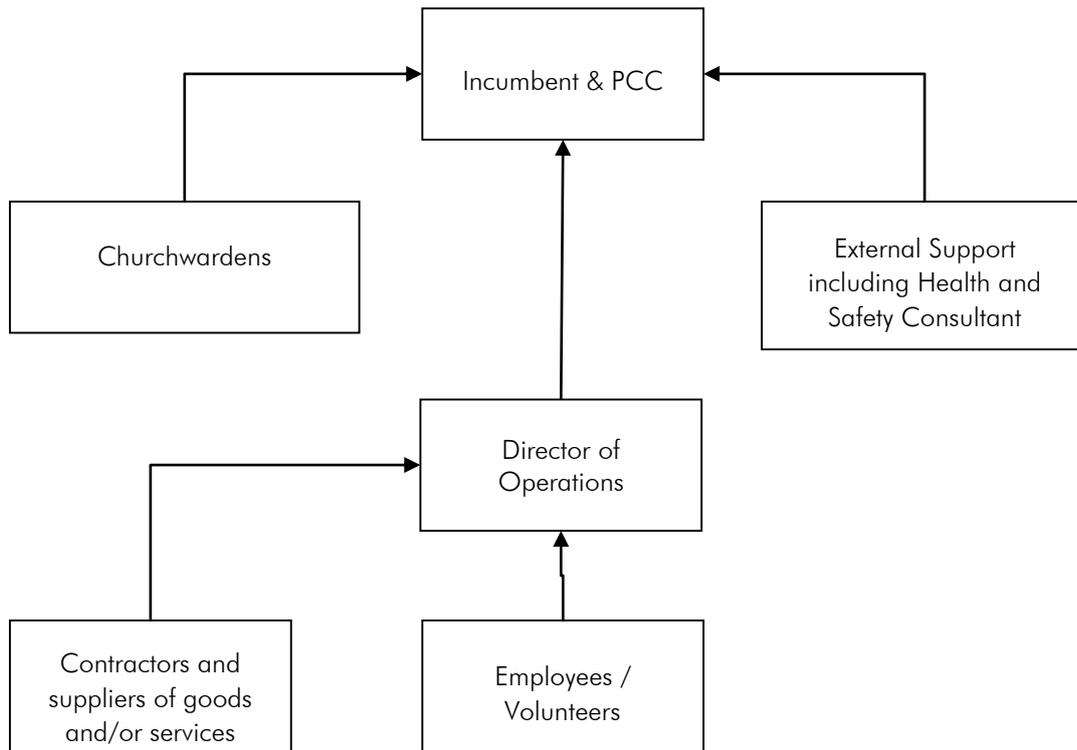
- The administration of first aid to anyone on the premises who needs it.
- Checking and re-stocking the first aid kits
- Ensuring they remain up to date with their knowledge and skills including on the operation of e.g. a defibrillator
- Reporting any accidents and incidents they are aware of (unless they were already reported)
- Maintain confidentiality with the recipients of first aid including storing personal and sensitive data securely and preventing unauthorised access and or distribution of it.
- Make, keep and maintain accurate documentation and records

#### **Health & Safety Advisers / Consultants**

Holy Trinity Leicester has appointed **Greens Consultancy Services Ltd** as their competent person for health and safety advice, to include (but not limited to):

- The appointment of Greens Consultancy Services Ltd as health and safety advisor for the organisation to meet the requirements of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- The use of Greens Consultancy Services Ltd name in tenders and pre-qualification questionnaires and contractor assessment schemes as required, including the use of its qualifications, C.V. and affiliations/professional membership.
- The provision of advice and assistance on health and safety matters, including email and telephone support, answering any questions and providing advice on any issue related to health and safety, along with peace of mind of £5,000,000 worth of Professional Indemnity Insurance.
- Review and update of the Health and Safety policy and other existing health and safety documentation and procedures
- Visits to Holy Trinity Church, Trinity Hall and the Rectory Garage to carry out inspections, followed by written reports.
- The provision of documents and templates and help to complete as required.

### 3.1 Management Organogram



## 4 Arrangements

### 4.1 Accidents, Incidences and Dangerous Occurrences Reporting and Investigating

All accidents must be reported immediately to the line manager and recorded in the accident book. Serious or significant accidents and dangerous occurrences should be investigated more thoroughly to determine the cause(s). The level and extent of the investigation should be proportional to the severity (or potential severity in the case of a near miss) of the accident. Actions should be agreed and responsibility for ensuring they are implemented assigned to the appropriate level of management in the Church. The primary aim of the investigation is to define what controls can be implemented to eliminate or minimise the risk of re-occurrence, not to blame anyone. Senior Management should be informed of accidents and dangerous occurrences and be given the opportunity to either investigate or see the results of the investigation and make recommendations where appropriate. Reportable accidents and dangerous occurrences falling within the definitions of the Reportable Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) must be reported using on line form (F2508).

### 4.2 Accountability and Responsibility

In addition to each person being responsible for their own safety and health, all employees will report to their immediate line manager, who in turn will be responsible for the effective management of them including for health and safety. All employees will be accountable to the person above and responsible for those below them as shown on the organogram on page 8.

### 4.3 Allocation of Resources

The church will endeavour (as far as is reasonably practicable) to allocate adequate resources for health and safety, with regard to time, finances equipment and competent employees as necessary to ensure the health, safety and welfare of all employees whilst at work.

### 4.4 Asbestos (General)

The church's policy is not to carry out any work with, remove, transport, handle or dispose of asbestos, or products which contain asbestos apart from thermoplastic floor tiles which will be removed strictly in accordance with the relevant task sheet, equipment and method statements in asbestos essentials.

### 4.5 Asbestos (Church Premises)

Where any work is undertaken within the church premises an asbestos survey should be completed and where one is not currently in place and in the event of any asbestos containing materials identified, a management plan compiled and implemented. Any one carrying out intrusive work on the building should be informed of the location, type, condition and amount of asbestos.

### 4.6 Asbestos (Incidental Contact)

Before installers commence work on any building constructed before the year 2000, a copy of the asbestos survey should be consulted. Anyone who carries out or manages any work which may result in them being potentially exposed to asbestos should receive asbestos awareness training.

### 4.7 Asbestos Safe Procedure

During the course of any work, if the installers come 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:

## Holy Trinity Leicester Health & Safety Policy

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 church Safety Advisors/Consultants.
5. If appropriate engage the services of a licensed asbestos analyst to test the materials and take appropriate actions dependent on the result of testing and specialist advice from a competent person and the church's health and safety advisors
6. DO NOT RE-ENTER THE AREA UNTIL IT HAS BEEN CONFIRMED THAT IT IS SAFE TO DO SO.

If there is any doubt, ask.

### 4.8 Communication and Consultation

Communication for health and safety will be primarily through the chain of management represented on the organogram. Health and safety advice will be sought from relevant safety professionals (a health and safety consultant may be contacted as required to provide advice on law, regulations and approved codes of practice to everyone in the church). Use will be made of toolbox talks and verbal instructions as well as written procedures issued to employees and volunteers where appropriate.

The church will encourage the active participation through consultation with all employees in line with The Health & Safety (Consultation with Employees) Regulations 1996 and will so far as is reasonably practicable;

1. Appoint competent persons to provide advice and to implement emergency procedures.
2. Provide information on risks to health and safety and on preventive measures.
3. Provide employees, associates and volunteers with information and training before starting work or activity or when new risks are identified.
4. Provide information to employees to enable them to carry out their work safely.

Employees are expected to communicate effectively including reporting unsafe acts and conditions as well as defects and/or failures in the church's safety management as well as any accidents injuries, dangerous occurrences or release of any dangerous substance. The church will reply to all genuine comments and enquiries or suggestions on improving safety.

### 4.9 Contractors, Subcontractors and Suppliers

Before being commissioned contractors carrying out work for or on behalf of the church, (where they could introduce a hazard resulting in a significant risk) will be asked to produce documentation to establish their competency. This will include (but not be limited) to:

- A document setting out who will be responsible for overall and day to day management of the work and what qualifications they hold.
- Their procedures describing how they will in turn manage any contractors they use to assess for competency and ensure their health and safety.
- Their Policy.
- Their Liability Insurance.
- Examples of their Risk and COSHH Assessments (as applicable)
- 2 References (ideally for similar work).

Their completed questionnaire and supporting documentation will be forwarded to the Senior Management for assessment against the church standards and relevant safety legislation. The decision whether to employ the

contractor rests with the Incumbent. Before commencing work, they will be asked to supply risk assessments identifying the risks specific to the tasks they will be carrying out along with appropriate control measures. Approved contractors will be included in on the Approved Contractor list. Approved contractors will be monitored, and performance fed back to the Incumbent who will decided on if the contractor remains on the Approved Contractor List.

### 4.10 Construction (Design & Management) Regulations 2015

The church when planning and undertaking construction work as defined in the Construction (Design & Management) Regulations 2015 (CDM Regulations 2015) will undertake the duties of the client and make all appropriate appointments for the roles as defined within the CDM Regulations 2015. The church will consult with their health and safety advisors to ensure full compliance.

### 4.11 Demolition

Demolition works are undertaken under the Construction (Design & Management) Regulations 2015. The church will employ and instruct only competent company's and persons to undertake demolition works. During demolition, there is an increased risk of danger to all people on site. If the demolition or dismantling of any structure can be avoided, the alternative must be taken. Before any demolition takes place, a suitable risk assessment should be created. Following the risk assessment, a plan should be created and briefed to all workers involved. Whilst work is being completed any remaining sections of the structure must be secured and supported so as to maintain a safe work environment. All supports must be designed to support any foreseeable load and must only be used for the purposes it has been designed for. No additional loads should be placed on areas of the structure affected by the demolition process. The plan is then to be followed in order to complete the work. If the building/structure was erected before the year 2000 an asbestos assessment would need to be made to identify any asbestos within the building. If asbestos is found in the area to be demolished the correct steps would have to be made to remove the asbestos first. Employees should continue to be vigilant for asbestos whilst demolition is in progress. Whilst the demolition is taking place the area affected should be cordoned off. Any waste materials produced by the demolition process should immediately be removed and placed into the designated waste area. Care should be taken to separate materials where practical to ensure that materials are disposed of through the correct channels. Lone working is prohibited. Where practicable the site should be segregated by the erection of solid fencing or other means taken to keep away unauthorised persons. All services must be isolated or identified and clearly marked to avoid damage and injury. Where it is known, or suspected that flammable or toxic substances are involved, these must be assessed and any residue removed, made safe, or an agreed handling procedure approved. The area should be cleared of all non-essential persons.

### 4.12 Control of Substances Hazardous to Health

Hazardous substances will be assessed as to hazards inherent in their nature as well as the risks involved in their use. Precautions will be documented and disseminated to employees. The person responsible for purchasing substances for use at work should obtain from the manufacturer or supplier a material safety data sheet.

In accordance with Regulation 6 of the Control of Substances Hazardous to Health Regulations 2002, a COSHH Assessment will then be carried out and will include;

1. The trade or known name of the substance
2. The ingredients
3. How the substance is packaged or stored

4. Details of who could be exposed
5. The hazards associated with contact, use or exposure to the substance
6. The risks associated with use including the quantity used, normal use, frequency of use, time period of use and the potential exposure
7. Controls including PPE
8. Emergency provisions in e.g. the event of a fire
9. First Aid measures

A copy of this information should be kept on file, employees made aware of the risks and precautions to be taken and the assessment reviewed where there are significant changes or at least every 5 years. Supervisors should ensure that advice is followed and control measures detailed in the assessment are complied with. All substances must be stored in suitably marked containers, clearly identifying the contents. Care should be taken to store incompatible substances away from each other. The location of any hazardous items should be included in the information pack for the emergency services so that in the event of an emergency they can determine the nature amount and location of hazardous (especially flammable) substances.

#### 4.13 Drugs and Alcohol at Work

The church is committed to providing a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work.

Drug and other substance misuse may increase the risk of accidents and is everyone's concern. Not only does it damage the misuser's health, but it can cost employers through absenteeism and reduced productivity. The church's substance misuse policy is to:

- Aim to support affected employees rather than punish them.
- Should any employee suspect that a fellow worker, including a member of Management, is affected by over indulgence in alcohol or any other substance, this should be reported to their line manager (or, where their line manager is that affected person, to the Incumbent).
- If an employee admits to being a substance misuser they should seek help.
- The church is aware of its duties under the Misuse of Drugs Act 1971 (for any person knowingly to permit the production, supply or use of controlled substances on their premises).
- The church will exercise due diligence to avoid workers being unfit through drink or drugs.
- Employees have duties under the Road Traffic Act 1988 and the Transport and Works Act 1992. The operators of any equipment, plant, machinery or vehicle must ensure they are not adversely affected by drugs or alcohol. Drivers of road vehicles must not be under the influence of drugs while driving, attempting to drive or when they are in charge of a vehicle.
- Where an employee is prescribed medicine that could affect their health or safety at work or performance of their duties they should inform the employer and where appropriate advice from a qualified medical professional must be sought.
- Possession or dealing in drugs at work will be reported immediately to the Police.
- The church may adopt drug screening as required.
- Where an employee is suspected of being under the influence of drugs or alcohol they will be immediately taken to a place of safety. A decision as to whether the employee can continue to work will be made on a case by case basis.

#### 4.14 Electricity

Work on electrical installations and systems should only be carried out by suitably qualified and competent contractors. The electricity systems supplying the building should be periodically inspected by a qualified electrician. Where there is a risk of electrocution, work near electrical systems should be carried out after the system has been isolated. This should include physical isolation of the equipment from the power supply. In order to prevent inadvertent reconnection, the isolation mechanism should be “locked off” whenever possible and clearly marked as such. For electrocution see the section on first aid.

#### 4.15 Environment and Welfare Facilities at Work

In striving to provide a safe place of work and working environment, the church will endeavour to ensure that suitable welfare facilities as well as a safe means of access and egress to and from every place at which any of the facilities are provided. Welfare provisions provided include:

- Adequate ventilation
- Reasonable temperature including a means of heating
- Appropriate lighting, windows, skylights and ventilators
- Maintenance of cleanliness
- Adequate room dimensions and space
- Safe work stations and seating
- Managed risks from the potential for falls or falling objects
- The safe condition of floors and traffic routes
- Appropriate sanitary and washing facilities
- The provision of clean drinking water
- The provision of accommodation changing and drying facilities for clothing
- The provision of a rest room or canteen or other area to rest and to eat meals

#### 4.16 Equipment at Work

All work equipment, plant and machinery used and operated by employees of the church must be used in accordance with the manufacturer’s instructions. It is the responsibility of the supervisor to ensure that plant and machinery is only used by those employees who have the authority to do so and who are sufficiently trained and competent. Guards should be fitted to protect the user from contact with moving parts. Machinery should not be operated if any guards have been removed except where this is necessary for setting, cleaning or maintenance operations, which should be carried out strictly in accordance with instructions issued by the manufacturer. Equipment must not be adjusted when it is running, unless the manufacturer has made specific provision for this. The purpose and method of action of all switches must be clearly marked. On construction sites battery operated or 110 volt tools should be used where practicable.

All portable electrical equipment should be regularly inspected. Equipment subject to heavy use involved in construction activities should be tested every 3 months, office equipment every 12 – 24 months. After testing, equipment must be identified by a unique number and must be tagged or labelled to show the date on which it has been inspected and tested. A record must be maintained of the inspection and test and kept on file.

All electrical equipment should be visually inspected prior to use and any defect notified to the Director of Operations.

#### 4.17 Lifting Operations and Lifting Accessories.

All lifting operations, equipment and accessories used and operated by employees of the church must be used in accordance with the manufacturer's instructions. It is the responsibility of the Director of Operations to ensure that lifting equipment and accessories are only used by employees who have the authority to do so and who are sufficiently trained and competent.

All equipment and accessories must be tested, inspected and maintained in accordance with provisions of The Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulation 1998. Suitable safe systems of work will be devised and implemented by the director of operations or other authorized and competent persons when maintenance or lifting is undertaken.

#### 4.18 Fire

Fire Protection and prevention systems will include, but not be limited to;

- Fire Alarms
- Fire extinguishers
- Fire exit routes and assembly points
- Fire Action signs
- Fire procedures implemented by Fire Marshals and
- Fire drills to practice the procedures

The building should have a Fire Risk Assessment carried out by a competent person. In all cases in the event of hearing the fire alarm or on the instruction of anyone discovering a fire and shouting "Fire-Fire-Fire!" everyone should immediately exit the building to the nearest assembly point. In the event of a person being trapped, disabled or for any other reason unable to safely exit the building, others should give assistance (without putting themselves at risk as far as practically possible or as far as they are willing and able).

Upon assembly at a safe place (the assembly point), persons should make themselves known to the fire and emergency coordinator and provide any information which the fire brigade may require to co-ordinate their access and/or rescue.

#### 4.19 First Aid

Following an assessment of the church's needs for first aid, the first aid facilities provided will include the appropriate number of qualified first aid qualified employees and first aid equipment, based on the risk category and number of employees. Provisions for first aid will be reviewed on a regular basis and kits re-stocked as required.

The church will ensure that where First Aid training is given it is by persons or organisations qualified to do so. At their induction employees will be given information and clear directions as to the location of first aid equipment and the names and means of contacting first aid trained employees. As an untrained person attempting to aid an accident victim may do more harm than good, only trained employees should attempt to administer First Aid.

#### 4.20 Food

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 Director of Operations.

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:
  - a. Kitchens and Kitchenettes
  - b. 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:
  - a. Staff members
  - b. Competent volunteers
8. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.
9. Where food has not been prepared on the premises for good reason (to be verified by the competent person), for example bring and share lunches, those consuming should be made aware.

#### 4.21 Gas

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

#### 4.22 Hand Tools

The Director of Operations, on behalf of the Churchwardens, will be responsible for ensuring all tools and equipment provided by the church are good quality and suitable for their intended use. Specialist maintenance, cleaning, servicing and repair, which cannot be carried out by staff (employees or volunteers) will be provided by the church. Staff will be expected to use tools only for their intended purpose and take reasonable care of them including storing them correctly, cleaning and maintaining them in good working order. In the event of a breakages or fault with a tool staff should reported to the Director of Operations.

#### 4.23 Hazard Identification and Risk Assessment

The church will undertake to make suitable and sufficient assessments of the risks to employees, volunteers and users of the facilities and others who may be affected by its undertaking and to record and communicate the significant findings of that assessment. Draft Risk Assessments will be compiled by the Health & Safety Consultant and checked and signed off by the Director of Operations. They will cover operations and tasks that the church may carry out at its premises and identify hazards associated with the work as well as those directly generated by the work. In all cases steps must be taken to eliminate the risks identified wherever possible. If elimination is not possible, suitable control measures will be introduced to minimise the risk of accidents. Risk Assessments will be reviewed following an incident or accident, when significant changes occur and annually.

#### 4.24 Working at Height and Fragile Surfaces

The church will when planning work at height will follow a robust principle of risk assessment, following the hierarchy of controls set out in the Work at Height Regulation 2005

- Work at height will be avoided where practicable
- Unavoidable work at height will be planned, supervised and carried out safely so far as is reasonably practicable. Planning will include equipment, emergency procedures including provisions for rescue where applicable
- Falls will be prevented where practicable.
- Where falls can-not be prevented, a practical means of protecting people in the event of a fall and effecting rescue will be put in place.
- Collective protection will be prioritised above individual.
- A risk assessment will be completed and disseminated.
- A Permit to work may be issued for some types of work at height.
- A safe working procedure may be completed, documented and disseminated.
- Work at height will not be carried out as lone working operation.
- Working or accessing over fragile surfaces, e.g. ceilings will only be undertaken as a last resort.
- A risk assessment and safe system of work together with permit to work authorising the commencement of work issued by the operations director will always be put in place where access is required outside of a position of safety i.e. designated walkway.

#### 4.25 Hours of Work and Out of Hours

In line with the Working Time Regulations 1998, the church will ensure that hours worked by all employees are monitored and recorded and that where employees are required to work longer hours than the stated maximum of 48 hours per week, it is with their full agreement. In addition, the required rest periods and breaks will be arranged along with the appropriate holiday entitlement.

Occasionally employees may work late, early and weekend shifts. Where employees are required to work outside normal working hours the Incumbent is aware that this places additional burdens on their employees and is mindful to schedule shifts in to allow for recovery time and ensure total hours worked does not exceed the maximum set out in the working time directive. In addition, procedures will be set in place i.e. communication to ensure that they can confirm they are OK or to facilitate summoning the emergency services.

#### 4.26 Housekeeping

One of the most practical and sensible ways to improve safety, where everyone can play their part is good housekeeping. Slips, trips and falls are the most common occurrences of accidents. Everyone must contribute to ensuring that the workplace is kept clear of obstructions, for example open filing cabinets, paper and litter on floors, trailing cables etc. Particular care should be taken to keep stairs and landings clear and check that lighting levels are adequate. Good housekeeping is vital in all work areas and all employees are responsible for maintaining a clean and tidy workplace.

#### 4.27 Lighting

Appropriate lighting will be provided in all areas including outside areas where appropriate. Areas which are used as emergency exits will have back up emergency lighting. The emergency lighting will be regularly tested. Display screens should be placed appropriately in relation to lighting to ensure that there are not shadows or excessive glare. Flickering lights should be reported immediately and will be replaced promptly.

#### 4.28 Office Safety

Offices themselves do not represent many serious or significant hazards and those that do exist such as fire, cleanliness, tidiness, slips, trips and falls, manual handling and welfare provision are covered in separate sections in this policy.

Employees should ensure that their workstation is suitably organised and kept clean and tidy. The church may need to consider other factors and have in place arrangements to manage include bullying, harassment, aggression. The church should set out office controls to manage employees consuming food and drink at the desk and people bringing in their own items of equipment, and food, which can introduce hazards such as fire, electrocution, noise or anaphylactic shock e.g. an allergy to peanuts.

#### 4.29 Display Screen Equipment

Persons described as a regular user of display screen equipment are required to undertake a personal display screen assessment.

Display screen equipment assessments carried out should include the following;

- The seating is comfortable, set at the correct height for that person, avoiding unnecessary strain.
- Excessive glare and reflection is avoided.
- The keyboard is at the correct angle.
- If copying from documents, they are the same distance as the screen and ideally at the same height.
- Where repetitive work is undertaken for prolonged periods, short breaks are taken to give hands and eyes a rest.
- Habitual users of display screen equipment may request health screening to include an eye test.
- The work area should be kept clean, with particular attention to the keyboard, mouse and other frequently handled items.

#### 4.30 Manual Handling

Manual Handling should be avoided where practicable including being mechanised. Employees must not attempt to lift or move something that is beyond their capability. If lifting equipment is not available and the load is too much for one-person, assistance must be sought and an assessment of the task carried out. An assessment of all potentially hazardous manual handling operations should be carried out by a competent person in line with Regulation 4 and Schedule 1 of the Manual Handling Operations Regulations 1992.

#### 4.31 Monitoring (Audits, Inspections and Safety Checks)

The church will ensure that regular audits and inspections are carried out and that any issues raised are dealt with as appropriate. Site safety inspections and audits of the safety management system will be carried out periodically by Senior Management and, where required, the Incumbent will formulate an action plan to deal with any outstanding issues. Where issues are raised that require attention, they will be allocated to the responsible Incumbent with a deadline date for implementation. Specialists will be employed as appropriate to carry out specialist work e.g. monitoring and clearance testing after removal of asbestos.

#### 4.32 Noise

The noise level will be kept to a minimum. Noise levels in the office are unlikely to be injurious although an assessment of the level of noise will be carried out; applying the principle of being heard at 2 metres at normal speaking volume will be implemented. Noise reducing measures such as moving noisy equipment or reducing

the volume of radios will be implemented, where required and practicable. Should the noise level still be above the first action level, more costly noise reduction such as dampening and installation of soundproofing will be considered.

#### 4.33 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.

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 the 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, are 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.

#### 4.34 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.

#### 4.35 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.

#### 4.36 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.

#### 4.37 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 Incumbent / 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

#### 4.38 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.

#### 4.39 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.
- 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.

#### 4.40 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 (where they cannot be easily seen) 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.

#### 4.41 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:

- 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.

#### 4.42 Pregnancy, New, Expectant and Nursing Mothers

In the event of the church employing a new or expectant mother, a specific risk assessment will be made relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with Regulation 16 of the Management of Health and Safety at Work Regulations 1999. As far as reasonably practicable the church will make provision for pregnant and nursing mothers.

#### 4.43 Promotion of Health & Safety

All employees are expected to have a positive attitude to health and safety. The Incumbent has ultimate responsibility for promoting a positive and active attitude and will constantly enforce the need for safe working on the church's premises and on external sites.

This Health and Safety Policy is designed to promote a "Positive Safety Culture", where everyone in the church understands the benefits of good health and safety.

The following statements are examples of a positive attitude:

- Everyone is responsible for managing health and safety
- Safety & Health is at least as important for the church as its other goals (production, quality or profit etc.).
- All injuries and illness are unacceptable
- All injuries and illness are preventable
- All reasonable steps must be taken to prevent them
- Accidents will continue to happen if these steps are not taken
- People are the most important element in health and safety
- All employees must be actively involved in managing health and safety
- All suggestions for improvement will be carefully and seriously considered

#### 4.44 Protective Clothing and Equipment

The Incumbent will ensure the adequate provision of suitable personal protective equipment (PPE) where required. The Incumbent will ensure that before employees are set to work, necessary information, instruction, and training in the correct use of PPE will be given. PPE will be used, stored, cleaned and maintained in accordance with the manufacturers' instructions. PPE will be provided for those employees who require it and matched to the requirements of each task. It should not interfere with the ability of employees to carry out their work safely or with any other PPE, where it could render it ineffective. A record of the issue of personal protective equipment should be kept and employees will be expected to report any loss or defect. The following PPE may be required to be worn according to the circumstances;

- Dust Mask (EN 149) – when exposed to wood or fibre board dusts.
- Hard Hat – (EN 397) – when there is a risk of items falling onto a person and causing a head injury
- Ear defenders (EN 352-1) – when a person is exposed to noise levels above 85 decibels (as a rough guide this is when normal conversation is not possible at normal volume from 2 metres away).
- Eye protection (EN 166) when operating power tools or there is a risk of flying parts or dusts entering the eyes.

- Safety Footwear (EN 345-1) – where there is a risk of dropping an item onto the foot, which could cause an injury
- High Visibility clothing (EN 471) where moving through or working in an area where construction plant vehicles are operating.

The above list is not exhaustive and other specialist PPE may need to be worn. It should be remembered that PPE only protects the user, is completely reliant upon the user to wear the correct type and maintain in working order. It is at best ineffective and at worst harmful or dangerous if worn incorrectly, and as the last line of defence, if fails leaves the user potentially completely exposed to the hazard.

#### 4.45 Review and Updates

A review of this Policy will occur at least annually. The review should consider the introduction of any new working practices, new legislation, the amendment of existing legislation, or any additional or change to existing Approved Codes of Practice or guidance notes. This Policy will be subject to regular audits/monitoring to ensure its effectiveness and will be reviewed as necessary, including changes as a result of any new or updated legislation.

Employees are encouraged to bring to the attention of the Incumbent or their Line Manager any areas which, in their opinion, this policy appears inadequate. Comments will be passed on to the Incumbent for consideration and review.

#### 4.46 Safe Working Procedures and Systems of Work (SWP/SSW)

A safe system of work will be compiled, communicated and implemented as appropriate and will contain detailed instructions and information for tasks and operations carried out by the church.

The following should be included in a SSW:

- Who is responsible for authorising, planning, managing, supervising/monitoring and carrying out the work?
- When is the work going to be carried out?
- Whether the work affects others in the vicinity or vice versa?
- Access to and from the work area.
- Whether a permit to work is required?
- Any procedures to make the area or equipment safe before work can commence and to make safe after work has finished?
- Any specific hazards which may require additional control measures?
- Safe handling of any waste materials or substances produced.
- Emergency procedures, which may be necessary such as emergency evacuation.
- Training requirements.

Safe systems will be subject to review in the event of the introduction of any new working practices, new legislation, the amendment of existing legislation, or any additional or change to existing Approved Codes of Practice or guidance notes.

#### 4.47 Sickness, Absence and Return to Work

On recruitment the church will enquire as to whether any employee has a condition which could require special provision and any limitations on work this could impose as well as any medication and the limitations thereof. Employees who may require appropriate assistance (e.g. when taking medicine) will be provided with facilities as necessary. After a period of absence and upon return to work the absentee should be interviewed and complete a return to work form with their line manager. A fit note will be obtained and the advice from a

medical professional followed. The Incumbent may consult an Occupational Health professional for advice and will be ultimately responsible for implementing a phased or gradual return to work or a period of amended responsibilities or "light duties". Employees are expected to inform the church of any injury or illness caused by work or otherwise, which may affect their ability to carry out their work safely. All RIDDOR reportable absence and any other absence due to a condition which is contagious, prohibitive to work or for some other reason prevents a person carrying out their normal duties will be managed through the return to work procedure.

### 4.48 Stress

The Incumbent is committed to reducing so far as is reasonably practicable the causes of excess stress to his workforce. Whilst a reasonable degree of challenge and stress is welcomed by some as an added incentive to work, the Incumbent realises that excess stress experienced by an employee over and above their ability to cope is counter-productive. Therefore, the church will endeavour to ensure that the causes of undue stress and its' effects are avoided, enabling employees to work to their best potential.

If an employee is suffering from or suspects that they are suffering from the effects of stress, it is imperative that they inform their line manager. Also should any employee suspect that a colleague is suffering from stress, they should inform their colleague's line manager in order that corrective action may be taken. The Incumbent will monitor employees under their control for any possible signs of stress and act accordingly, obtaining advice and assistance from the relevant medical, human resources or safety professional as appropriate. Return to work following a period of absence due to stress will be managed according to the section on return to work above.

### 4.49 Training

All employees will be interviewed and assessed at recruitment and on a regular basis to establish their training requirements. Records will be kept and a training programme will be established giving priority to the most hazardous areas and needs of young and/or new employees. No person will be permitted to drive a church vehicle or use any equipment or software unless they are authorised and trained to do so. In addition, they will not be permitted to operate any machinery, apparatus, tool or installation until appropriate training has been provided. Arrangements will be made, where necessary, for suitable training of employees in the use of fire fighting equipment. A Health & Safety induction will be provided on the first day of their employment or as soon as possible thereafter, advising on health and safety hazards and explaining safe systems and methods of work. Supervisors must ensure that all where employees are provided with any personal protective equipment they are trained in the correct use, storage, cleaning and maintenance of it. The church will ensure that refresher training is provided where required at the correct interval.

### 4.50 Lone Working

The church recognises that effective communication should be maintained to ensure employees can summon help if required whilst lone working. It is good practice for them to make contact at set intervals or agreed times and to confirm they have left the building. (See 'Personal Safety' section for further details). A lone workers risk assessment will be undertaken and contents briefed to all persons who undertake lone working.

### 4.51 Young People & Work Experience

The church does not currently employ anyone under 18 including anyone on work experience. Should this change all risks to young persons (under 18 years and over the minimum school leaving age (MSLA)) will be assessed before they start work, taking into account their inexperience, lack of awareness of existing or potential risks, and immaturity, specific factors in the risk assessment will be addressed. Information will be provided to the parents of children on Work Experience about the risks and control measures introduced. Account will be taken of the risk assessments to determine whether the young person should be prohibited from

certain work activities, except when they are over MSLA, and it is necessary for their training and where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person, in compliance with the Management of Health and Safety at Work Regulations 1999.

#### 4.52 Closing Message

The Incumbent is committed to ensuring health, safety and welfare at work. Having read this policy, the reader has an opportunity to facilitate their own and others safety up to and including saving a life.

Adoption of the provisions in this policy will go a long way towards ensuring that wherever practical workplaces will be safe and the number of accidents and cases of work related ill health will be as low as possible.