

Last reviewed; 30/09/2013



WHITFIELD
PARISH,
GLOSSOP,
DERBYSHIRE.

HEALTH & SAFETY

Arrangements for Health & Safety

Whitfield Parish, Glossop.

Policy

The health and safety policy of intent is attached. A copy will be displayed on each church notice board and 'Vineyard' and on the church website.

Organisation

Control and Accountabilities

The vicar through the churchwardens, is accountable for the safety of people who are employed by the PCC (the Parish), and for ensuring that staff members, and volunteers who lead particular activities are aware of their responsibilities and are competent to discharge them. They are also responsible for ensuring that contractors are competent and briefed.

Employees are responsible for safety within their sphere of work. They discharge this by assisting in the preparation of risk assessments and ensuring that agreed precautions are implemented.

Volunteers who lead particular activities are responsible for ensuring health and safety within the activity. They discharge this by assisting in the preparation of risk assessments and ensuring that agreed precautions are implemented.

Competence

The vicar and churchwardens obtain health and safety advice as necessary, either from a qualified or competent member of the Parish or by using a consultant.

Employees and volunteers will be given such briefing and training as is necessary to ensure competence.

Planning and Implementing

Risk assessment and implementation of precautions

A risk assessment will be undertaken for each major activity. A list of major activities is in appendix 1 & 2.

Employees and volunteers will assist in the preparation of risk assessments.

Principal precautions will be detailed within risk assessments.

The vicar and churchwardens are responsible in ensuring that dynamic Risk Assessments are carried out for each new activity or location. Copies of risk assessment forms are available from the office.

Monitoring Performance

Inspections

The vicar or churchwardens will inspect or assess the workplaces/activities of employees and voluntary leaders at least annually.

Investigations

Employees and voluntary leaders will report accidents, incidents and near misses to the churchwardens, and record these in the site Accident Book. The churchwardens will ensure that a record is entered in the accident book and that investigation is carried out where appropriate. They will also ensure that reportable accidents/incidents are notified to the enforcing authority (High Peak HSE.).

Review

The vicar and churchwardens will submit an annual report to the Parish in time for the Annual Parochial Meeting. The health & safety policy of intent and risk assessments will be reviewed every 5 years, or when there is a significant change in the activity concerned.

Responsibilities

As the employer you have overall responsibility for health and safety (Box 1).

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

1. Overall and final responsibility for health and safety is that of

Vicar, as implemented by the Parochial Church Council

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to

Church Wardens

3. To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas;

(see Organisation of health & safety)

4. All employees have to:

- † co-operate with supervisors and managers on health and safety matters;
- † not interfere with anything provided to safeguard their health and safety;
- † take reasonable care of their own health and safety; and
- † report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

† The findings of the risk assessments will be reported to

Church Wardens

† Action required to remove/control risks will be approved by

Parochial Church Council

Church Wardens

will be responsible for ensuring the action required is implemented.

Wardens / H&S advisor

will check that the implemented actions have removed/reduced the risks.

Information, instruction and supervision

† The Health and Safety Law poster is displayed at

Church Office, in the Vineyard

† Health and safety advice is available from

Gareth Wood / Peter Leighton

† Supervision of young workers/trainees will be arranged/undertaken/monitored by

Clergy / Wardens

Church Wardens

are responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

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.

Note: general guidance is given but you will need to detail your own arrangements where appropriate. You should refer to the various guidance notes produced by Ecclesiastical and other guidance produced by the Health & Safety Executive.

There are a number of places where you need to insert the interval for inspections. This could be weekly, monthly, quarterly or annually. The period you choose will depend on your own situation and experience.

1 Accidents and First Aid

First Aid boxes are located in:

| | |
|-------------------|---------------------------------|
| St. James' church | Crèche, right end wall cupboard |
| St. Luke's church | Main Entrance Porch, Crèche. |
| Vineyard | Kitchen |

Trained/qualified First Aiders are:

| | |
|-------------------|----------------|
| St. James' church | None nominated |
| St. Luke's church | None nominated |
| Vineyard | None nominated |

The accident book(s) is/are located in:

| | |
|-------------------|---------------------------------|
| St. James' church | Crèche, right end wall cupboard |
| St. Luke's church | Crèche |
| Vineyard | Kitchen |

All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised if necessary.

If the Parish or Parish 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. Accident books and accident records are regularly reviewed.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These accidents will be reported by the responsible person.

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

The following is a summary of the injuries or occurrences that must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

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

2 Fire safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- † An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general Health & Safety risk assessments. (A specimen Fire risk assessment form is included in the enclosures)
- † 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 fire fighting equipment
- † A check that those in the building know what to do if there is a fire
- † A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company

2.1

Fire extinguishers

Fire extinguishers are kept in the following locations:

Location Type of extinguisher and capacity
(e.g. organ loft) (e.g. Carbon Dioxide 2kg)

St. James' church

| | |
|--|------------------|
| Top of balcony stairs | Water x 1. 9ltr. |
| Main entrance porch, next to belfry door | Foam x 1. 6ltr. |
| Side Chapel left side of door | Foam x 1. 6ltr. |
| Chancel, right side next to Crèche door | Co2. 2kg. |
| Crèche, kitchen area | Powder. 2kg. |
| Main Kitchen, Lobby | Water x 1 9ltr. |

St. Luke's church

| | |
|--------------------|---------------------|
| Entrance hall | Powder x 1. Co2 x 1 |
| Nave, by the organ | Powder x 1 |
| Kitchen | Co2 x 1 |
| Crèche | Foam x 1 |
| | |

Vineyard

| | |
|--|-----------------------------------|
| Entrance porch | Water x 1. 9ltr. |
| Main room on right of stage | Water x 1. 9ltr. |
| Stage rear left | Co2 x 1. 2kg. |
| Upstairs room on right, by door | Water x 1. 9ltr. |
| Upstairs front room on left, by stairs door | Water x 1. 9ltr. |
| Upstairs front room on left, outside office door | Co2 x 1. 2kg. |
| Kitchen | Powder x 1. 2kg. Fire Blanket x 1 |
| | |

The extinguishers noted above are checked every
(e.g. week, month etc.)

Month

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
(insert name of maintenance company)

Fire Queen. SK5 2AR. Tel: 0800 731 2748

2.2

Fire alarm system

Note: if you have a fire alarm system, note below details of the procedures for checking and maintaining the system and who has responsibility to ensure this is done

Fire detection system with automatic door closure in Vineyard. Reset code 3112, 1, 2. This should be serviced / maintained annually. Key Responsibility; Duncan Edge.

2.3

Other fire protection equipment

Note: if you have other fire equipment e.g. fire blankets, hose reels, dry risers etc., note below the procedures for checking and maintaining them and who has responsibility to ensure this is done

| | |
|------------|--|
| Fire Queen | |
| | |

2.4

Evacuation procedure

For large services and concerts, where the congregation/audience exceeds (insert number – you may need to refer to the fire authority) our procedures for stewarding/evacuation are as follows:

| |
|-----|
| 100 |
|-----|

Note: the following is a suggested evacuation plan. This must be adapted to meet our own requirements

- 1 All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
- 2 A check must be made that all doors can be opened
- 3 A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church Area of church Exit door(s) (e.g. nave, west doors etc)

St James' church

| | | |
|---------------------------|---|---------------------|
| West (main) door | F | Sides person |
| Crèche (rear door) | | Warden |
| | E | |
| | T | |

St. Luke's church

| | | |
|---------------------------|---|---------------------|
| West (main) door | Y | Sides person |
| Crèche (rear door) | | Warden |
| | | |
| | | |

Church Health And Safety

Vineyard

| | |
|-------------------|---------------------|
| Front door | Event leader |
| Rear door | |
| | |

4 Responsibility for using each fire extinguisher will be allotted to named and trained stewards/sides-people

5 If emergency lighting is not available, torches must be available for each steward/sides-person

6 In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the

(senior member of clergy/churchwarden/verger etc. Insert as appropriate)

| |
|------------------------|
| Service / Event leader |
|------------------------|

7 Persons will assemble in the

| |
|------------------------------------|
| Assembly point / Front of building |
|------------------------------------|

8 The emergency services will be contacted immediately by a nominated person using the telephone located in the

| |
|---------------|
| Parish Office |
|---------------|

9 If there is no telephone available in the immediate vicinity, a mobile phone will be held by

| |
|-----------------------|
| Warden / Sides person |
|-----------------------|

10 Where an attendance count is made during a service/event, this will be made known to a sides person or event leader at the earliest opportunity. This will then be communicated by that person to the emergency services as soon as possible, should an evacuation be necessary.

2.5

Evacuation drills

Fire evacuation drills will be carried out every (e.g. six months, annually).

Annually

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6

If you discover a fire (no matter how small)

- 1** Immediately raise the alarm
- 2** Telephone the emergency services
- 3** Check the building for occupants, if no personal risk.
- 4** Attack the fire if possible 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

3 Electrical safety

1 A list of all our portable electrical appliances is maintained by the responsible person

2 Every (e.g. week, month, quarter) plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads.

User; prior to use.

Any repairs needed should be reported to Mr/Mrs/Ms for action

Wardens / H&S advisor

3 Every (e.g. year) all our portable electrical equipment will be tested by a competent person (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved competent body, or recognised standard (e.g. City & Guilds)) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed off.

Five years

4 Every (e.g. quarter) a superficial visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to for action

Annually

Wardens

5 Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out

6 At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers

7 It is our policy not to sell/donate 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

8 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 personal electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.
- (v) Electrical equipment should be switched off and disconnected when not in use for long periods.
- (vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

4 Gas equipment safety (Delete this section if not applicable)

1 Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately

2 Our arrangements for the use of appliances using LPG (liquid petroleum gas) are as follows:

| | |
|---|------|
| (i) We have LPG heaters | None |
| (ii) These are located in | n/a |
| (iii) Cylinders are changed outside in the open air | None |
| (iv) Spare cylinders (maximum held) are kept in a locked compound (delete/insert as appropriate). | n/a |

These arrangements are checked by the responsible person

5 Hazardous substances

C.O.S.H.H. regulations will be followed. 'Working with substances hazardous to health' guide within the appendix. The responsible person will maintain a list of all hazardous substances used in the Parish, at each storage location. 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 e.g.

Name of substance: Liquid floor cleaner 'Flash'
 Hazard level: Low
 Storage: Must be kept in locked store cupboard in kitchen, Protective clothing: Wear overalls and gloves
 Accidents: If splashed in eyes wash immediately with copious amounts 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 included in the enclosures.

Examples of other hazardous substances we 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. (We must consult the local Environmental Health Officer in such circumstances).

Do not mix chemicals.

Do not store chemicals in unmarked containers.

6 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.

8 Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and only 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. (List all the 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, and chainsaws. A form to list the plant and machinery is included in the enclosures.

11 Persons must not work on their own 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.

12 The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

You must detail here those items of plant and equipment that require inspection by a competent person such as an engineering insurance company inspector or engineer. Such items will include a font cover with a counter-balanced lifting mechanism, lifts, hoists and other lifting equipment.

| Item | Inspection arrangements |
|---------|-------------------------|
| Ladders | Quarterly |

7 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

(e.g. week, month, quarter etc.)

Six Months

by the responsible person of;

1 all floors and stairs in the Parish buildings, and

2 all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths.

Any defects will be reported to who will arrange for repairs or remedial measures to be carried out.

Church Warden

8 Lighting

In order to ensure that the church is adequately lit, an inspection will be made every (e.g. week, month etc.)

Quarter

by the responsible person to ensure that all lights in the Parish, Parish hall and churchyard are working. Any bulbs that require replacing will be reported to who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

Wardens

9 Working at high levels

The following areas are designated as high levels:

(Insert as appropriate, e.g.

Interior: triforium, clerestory, canopy over altar

Exterior: Nave parapets, Chancel gable end)

| |
|-------------------------|
| Interior; Nave Lighting |
| Interior; Bell Chamber |
| Exterior; Gutters etc. |
| |

Only the following persons may work at high level

| |
|-----------------------------|
| Designated Maintenance Team |
| Tower Captain / Deputy |

(e.g. approved contractors, competent volunteers, named individuals)

| |
|----------------------|
| Approved contractors |
|----------------------|

The following procedures must be followed:
 (e.g. the safety harnesses provided must be used in conjunction with the fixed anchor points at triforium level and the fixed lathways at clerestory level).

| |
|--|
| No solo working |
| Minimum three point contact on ladders |
| Steps or ladders to be 'footed' by second person |

Only the following work (at heights) is authorised without special agreement:
 (e.g. replacing light bulbs in the nave, clearing leaves and debris from the north and south aisle gutters).

| |
|-----------------------|
| Replacing Light bulbs |
| Bell maintenance |
| Routine inspections |

The appropriate training will be given and a system of recording will detail who is working where at any time.

10 Preparation of food

(Your procedures must state where, when, how and by whom food may be prepared. You should consult the local Environmental Health Officer to see if your premises need to be licensed or if any improvements are needed. Food Hygiene Regulations apply whether you sell publicly or privately, in a hall or marquee, for profit or for fund-raising. The only exception is for food cooked at home for private consumption.)

A food Hygiene certificate has been awarded for the Vineyard.

- 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.
- 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 any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
- 5 Food stuffs may only be prepared in the designated Parish Kitchen areas.
- 6 Only the following persons who have received the appropriate training may oversee those who prepare and serve foodstuffs:

| | |
|--------------------------|------------------|
| St. James' church | Elizabeth Benson |
| St. Luke's church | Gill Booth |
| Vineyard | Elizabeth Benson |

- 7 We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

11 Manual handling – lifting, carrying and moving loads

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

Use the enclosure to note all manual handling tasks, e.g. moving portable nave altar, erecting temporary staging, opening lid of cope chest. Note the number of persons required to complete the task and the method to be followed, including details of any equipment required

12 Display screen equipment

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

- † 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 environment
- † The user friendliness of the software

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

13 Hazardous buildings/glazing

1 Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every (e.g. quarter) by the responsible person.

Six months

2 Any defects noted are immediately reported to and the procedures put in hand for repairs.

Church Warden

3 Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

4 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 an approved contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.

5 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.

6 It is recommended that all doors have hinge protection covers, to prevent children trapping fingers.

Remember that a faculty application may be necessary. Archdeacons can often sanction temporary repairs pending permanent arrangements being approved.

14 Child protection

The procedures should include a policy on child protection issues as set out in the current Church of England House of Bishop's Policy Document or The Church in Wales document The Cure of Souls. The activities undertaken by youth groups require special attention. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms should be obtained for trips away from the parish and any particular needs of individual children noted.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded, which may simply refer to the separate Parish 'Safe From Harm' policy. A permanent record will be maintained of all accidents / incidents involving children. The parish also endeavours to comply with the Vulnerable adults guidelines.

15 Personal safety

Risk assessments should be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables. Procedures must be drawn up, including the appropriate control measures. A guidance note concerning personal safety is available from Ecclesiastical.

16 Risk assessments/activities

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 & Safety at Work Regulations 1999.

For all hazardous activities, there is a need to carry out risk assessments and produce procedures that must be followed. These procedures need to be based on our own situation. However, there are guidelines produced by Ecclesiastical in our Guidance notes for churches. The following activities will require risk assessments. We will then need to write your own procedures and include them in this Health & Safety policy.

- † Fêtes, including the use of bouncy castles

- † Tower tours
- † Change ringing bells
- † Sponsored walks, visits and outings
- † Churchyard maintenance, including grave digging
- † Erection of temporary staging

Refer to Ecclesiastical guidance notes to help you draw up your own procedures. (A specimen Risk assessment form is included in the appendix.)

Previous Glossop Carnival risk assessments are enclosed within the appendix.

17 Asbestos Management

This is covered by the Derby Diocesan 'Control of Asbestos' guidelines 2003, within the appendix. A parish 'Management of Asbestos' guide is currently being developed.

18 Memorials and Graveyard

This is covered by the Derby Diocesan 'Safety of Memorials in Churchyards' guidelines within the appendix.

19 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, including the self-employed, must abide by the following:

- 1** Have their own Health & 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 & 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 prior knowledge 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.

Particular care needs to be taken for 'hot works' and a separate 'Hot work permit' is available from Ecclesiastical.

Certain work to the church will be subject to The Construction (Design and Management) Regulations 2007. In summary, this includes new buildings, alterations, repairs, restoration, temporary structures and even re-decoration and conservation work which:

- † last for more than 30 days, or
- † involve more than 500 person days of work.

A CMD Coordinator, Designer and Principal Contractor need to be appointed and a Health & Safety File produced.

You will need to refer to your Church Architect. Further information on what you need to do is included in guidance note 3 – Health & Safety.

The responsible person will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

18 Information and enforcement

Environmental Health Service Information:

(Enter here the address and phone numbers / email address of the Environmental Health Department of your local council).

Address

Tel
email
Contact name if known

Alternatively; HSE Incident Centre

Employment Medical Advisory Service Information:

(The Medical Advisory Service is a part of the Health & Safety Executive and is able to provide guidance on health matters. Enter here the address and phone numbers / email address of your regional HSE office where you can contact the Medical Advisory Service).

Address

Tel
email
Contact name if known

Alternatively; HSE EMAS office

Health & Safety Executive Information Line: 0845 345 0055 HSE Books: 01787 881165
Also HSE website; www.hse.gov.uk/index

19 Health & Safety law poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in

If you have any employees then you need to display the HSE poster 'Health and Safety Law – What you should know'. This is available from HSE Books or HMSO bookshops. ISBN 0 7176 2493 5