



## Liverpool Parish Church

# Health and Safety Policy & Risk Assessments

Date	Details of Revisions & Review	Signed
	New Policy & Risk Assessments Issued	

Reviews must be undertaken at a frequency of at least 12 months and in response to significant changes within the organisation. Signatory to ensure that all paper copies of the Health and Safety Policy & Risk Assessments are also updated.

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1.0

## General Statement of Intent

The Rector and PCC are committed to achieving high standards of health and safety performance throughout all Church activities. This commitment will be afforded to all employees, volunteers, congregational members and those that may be affected by the Church's activities to include contractors and any other visitors to the premises.

The emphasis will also ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the church congregation, contractors, visitors and others who may visit the church and churchyard.

The PCC recognise and accept their responsibility as an employer under duties prescribed by the Health and Safety at Work etc. Act 1974 and associated regulations. This includes the duty to make and put into effect suitable arrangements for health, safety and welfare together with the funding and other resources necessary to carry them out. The PCC regard compliance with statutory requirements as a minimum standard and aspire to providing arrangements that will exceed the legal minimum in developing a culture where health and safety is always considered as a priority. Standards are based on good management principles.

The PCC will, so far as is reasonably practicable, provide:

- a. plant, equipment and systems of work that are safe and without risk to health;*
- b. safe arrangements for the use, handling, storage and transport of articles and substances, to include safe operational procedures for high hazard situations;*
- c. appropriate levels of information, instruction, training and supervision to ensure that all employees and volunteers are aware of any hazards to which they may be exposed and the measures used to control any risks arising;*
- d. a safe place of work and healthy environment together with safe access and egress;*
- e. appropriately devised risk assessments that consider significant hazards and associated controls;*
- f. effective systems for the monitoring of health and safety performance for Church activities, together with means for reporting and or instigating any corrective measures found necessary;*
- g. monitoring and inspection to review the effectiveness of measures and compliance with the stated policies and standard operating procedures;*
- h. means for effective communication and consultation with all employees and volunteers on health and safety matters;*
- i. arrangements to deal with any emergencies and imminent dangers that might be reasonably foreseen.*

The safety management system is based on the principles described in the Health and Safety Executive document HSG 65, 'Successful Health and Safety Management'.

This policy will be reviewed and revised at regular intervals, to not exceed 12-monthly.

.....  
**Rev. Dr. Crispin Alexander Pailing**

.....  
**Dated**

**2.0**

# **Organisational Responsibilities**

## **2.1 Organisational Structure**

This section of Liverpool Parish Church Health and Safety Policy establishes and allocates a range of duties and responsibilities from the Rector and PCC, to all employees and volunteers within the organisation. Overall and final responsibility for health and safety for Liverpool Parish Church lies with the PCC.

The Rector also has the overall responsibility for ensuring that all aspects of the Policy are put into effect and ensuring that what is stated in the Policy will actually be achieved in practice. Regular inspection is a useful tool to demonstrate ongoing compliance.

To be successful, the development of a health and safety culture within the organisation will need competency of personnel, control, co-operation and communication of all involved.

In particular, the PCC will ensure that they identify significant risks within the business and ensure the development of appropriate arrangements to control risks to a safe level. The PCC and the HSO also have a duty to ensure that staff and volunteers are aware and are encouraged to follow controls outlined in this document.

All staff and volunteers have responsibilities to ensure not only their own safety, but the safety of those colleagues they work with. They are also responsible to ensure that all procedures and systems of work are followed in accordance with the stated Policies and procedures.

The Organisational Structure is outlined on the following page together with an outline of key responsibilities of staff and volunteers.

## 2.2 The Rector's Responsibilities

Overall responsibility for health and safety is that of the Rector. The Rector delegates his responsibility to the Health and Safety Officer (HSO) for day-to-day matters. The Rector's duties include:

- Ensuring adequate resources are available to support effective health and safety Controls are in place.
- Chairing a health and safety sub-committee of the PCC that meets twice yearly.
- Carrying out an inspection of the church and churchyard twice a year, together with the sub-committee, looking at the condition of floors and floor coverings, stairways, paths and steps, monuments and trees.
- Ensuring that this policy is adhered to as he carries out his other duties.
- Ensuring the HSO carries out their duties satisfactorily.
- Ensure liaison with wedding parties and other groups using the facilities as regards fire precautions and safety arrangements relevant to these activities or delegates to others, as necessary.

The Rector will also be responsible for ensuring that appropriate arrangements are in place for contractors. This will include the following considerations:

- Contractors are selected to ensure that they can provide a competent service that is undertaken in a safe manner. They will also be advised of health and safety rules and procedures relevant to the work that they are undertaking.
- Ensuring cooperation with employees of Liverpool Parish Church in undertaking work with due consideration for the health and safety and hygiene of those who may be affected by their work activities;
- Ensuring contractors are made aware of relevant provisions of the Liverpool Parish Church Health and Safety Policy & Risk Assessments, safety rules and systems of work or other arrangements that may be agreed with the organisation;
- Ensuring contractors report any accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill health associated with work at Liverpool Parish Church;
- Overseeing and ensuring the report of any unsafe arrangements that may be identified during their work;
- Ensuring contractors are made aware of emergency procedures to be taken for situations, such as fire;
- Where appropriate, ensuring contractors are made aware of particular hazards, such as the location of asbestos containing materials (ACMs), etc. that are relevant to their work on site.

## 2.3 PCC Responsibilities

The churchwardens and PCC have general responsibility to ensure that the health and safety policy is implemented. Health and safety is on the agenda for each PCC meeting, giving an opportunity for health and safety matters to be discussed and ensuring that issues are brought forward for attention. The PCC will review any entries in the accident/incident book monthly. Other duties will include:

- Ensuring effective liaison and communication with the Rector.
- Liaising with the HSO, as appropriate, to ensure that the health and safety policy is carried out.
- Ensuring that other staff and, where relevant, volunteers have sufficient understanding of the Health and Safety Policy & Risk Assessments. To also

provide positive leadership and a visible commitment to the Policy to reinforce the development of a positive health and safety culture.

- Ensuring that the Rector is made aware of financial and other resources required to meet safety objectives.
- Ensuring that documentation relating to health and safety is maintained in a retrievable form and available for all and that reviews and revisions to documentation are undertaken, as required.
- Overseeing the formulation of emergency arrangements to deal with evacuation and fire, should the need arise.
- Ensuring that all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill health are recorded appropriately investigated and acted upon according to legal requirements.
- Ensuring that significant health and safety concerns are reported without delay to the Rector.
- Using their authority from the Rector to stop any work activity or operation being undertaken by employees or contractors working for Liverpool Parish Church if it carries a serious and imminent risk of injury or ill-health.
- Assisting in the identification of health and safety training needs.

## **2.4 Health & Safety Sub-committee Responsibilities**

The Health and Safety Sub-committee, consisting of the Rector, Churchwardens and HSO, will meet twice yearly (or as often as is thought necessary) to carry out the inspection in 2.2 above. The Sub-committee will also:

- Monitor implementation of the policy (in particular the extent to which the HSO has fulfilled their responsibilities).
- Deal with any issues that arise and to review the effectiveness and suggest changes to the policy every year.
- Review any entries in the accident book and what steps can be taken to prevent a recurrence.
- Report back to the PCC at least every year on health and safety matters.

## **2.5 Health & Safety Officer's (HSO) Responsibilities**

The responsibilities of the HSO are to:

- Be familiar with health and safety legislation as it relates to the church, and be familiar with, or aware of appropriate guidance material and sources of advice.
- Be familiar with the health and safety/risk assessment policy documentation and to ensure they are observed as far as possible and subject to an annual review.
- Be available as a source of advice for any member of the church.
- Investigate and make recommendations to the health and safety sub-committee as regards any accidents, incidents or near misses.
- Provide annual training to Sidespersons and other churchwardens/assistant churchwardens on fire procedures and safe manual handling techniques.
- Ensure that fire-fighting equipment is available and maintained.
- Ensure that portable electrical appliances are inspected for defects at appropriate intervals, and that these inspections and tests are recorded.
- Ensure that the fixed electrical installation is inspected and tested every 5 years and a record kept thereof.
- Ensure that the four gas boilers receive an annual gas safety check.
- Ensure that chemicals are assessed and appropriate personal protective equipment is provided.

- Ensure that all plant, equipment, ladders and tools are properly maintained and in good condition and that operators have received any appropriate training.
- Ensure that appropriate personal protective equipment (gloves, hearing protection, eye protection etc.) is available.
- Monitor the cleanliness, tidiness and lighting of the church.
- Liaise with contractors with regard to health and safety matters, as set out in this policy.
- Monitor the organisation of extra-church activities.
- Ensure that the condition of trees is assessed by a tree surgeon at appropriate intervals.
- Maintain an accident/incident book and ensure effective recording.

## 2.6 Employees' & Volunteers' Responsibilities

All persons employed at Liverpool Parish Church or those volunteers with particular responsibilities have a duty to themselves, their colleagues, visitors, contractors and other persons who may be affected by their work, to conduct themselves in a safe and responsible manner. They must, so far as is reasonably practicable:

- Assist the management of Liverpool Parish Church in achieving health and safety objectives.
- **NOT UNDERTAKE WORK THAT IS NOT SAFE** and **SUMMON HELP IF IN DOUBT.**
- Take action to prevent work-related accidents and ill health.
- Report unsafe processes, practices and equipment to the HSO or PCC.
- Report all health and safety incidents and concerns however minor to the HSO.
- Follow the appropriate safety rules and procedures for their work.
- Cooperate in participating in the production of risk assessments, safe operating procedures and the selection of appropriate safety clothing/equipment.
- Use protective clothing, safety equipment and devices where provided.
- Ensure that they work in a safe manner that will not jeopardise the health and safety of colleagues or other persons who may be affected by their acts or omissions.
- Not interfere with equipment or arrangements made to ensure the safety of staff and volunteers and the public at the premises.
- Always set a good example to others and always behave in a responsible manner.
- Be aware of emergency procedures to be taken for situations, such as fire in the premises that they work in.



## 2.7 Management & Supervision

Key responsibilities have been specified to ensure that key areas are covered, as outlined below.

### Key Responsibilities

Issue	Person or Job Role Responsibility
H&S Policy & Risk Assessment Reviews & Updates	Rector & HSO
Fire Log & Alarm Testing	HSO
Machinery Service & Repair	PCC
Gas Equipment Inspections	HSO
Premises & Equipment Inspections	PCC
First-aid Arrangements & Boxes	HSO & Sub Committee
Portable Electrical Appliance Testing	HSO
Fixed Electrical Installation Testing	HSO & PCC
RIDDOR Incident Reports	HSO
Appointment & Management of Contractors	Rector & HSO

### ACCIDENTS & FIRST-AID

First aid boxes located: 1. Parish Office 2. Refectory Kitchen.  
 Trained first aiders: Emergency First Aid at Work.  
 Accident Record Book located: Parish Office.

### GENERAL FIRE SAFETY

#### CHECKING OF:

Escape routes: Rector & HSO. Sidespersons and churchwardens for services.  
 Fire Extinguishers: Contracted fire protection company - annually.  
 Fire Evacuation: Rector, Wardens & HSO.

### SPECIAL TRAINING

Special training required for: Manual handling HSO.  
 Working at Height HSO.  
 Chemical Use HSO  
 Fire Procedures HSO

### CHEMICAL HAZARDS

Hazard sheets located: Kitchen & cleaner's cupboard in Alexandra Room.

**HOUSEKEEPING AND PREMISES**

Rules for:

Cleanliness: Premises to be kept clean and tidy at all times with no obstacles which may cause an accident. Escape routes and fire extinguishers to be kept clear at all times. All staff & volunteers to check.

Waste disposal: Regular removal of waste & combustibles to trade skips. HSO to oversee.

Safe stacking and storing: Fully utilising racking and shelving provided. Keep walkways clear. HSO to oversee.

**ELECTRICAL EQUIPMENT PAT TESTING**

Responsibility: HSO.

Routine for inspecting plugs and cables for loose connections and faults. All leads and cables to be inspected in accordance with PAT. Overseen by HSO

Rules for use of extension leads and portable equipment. Leads must be routed carefully minimising accident risk by tripping or damage to cable.

Unit fixed installation wiring checked five yearly, overseen by HSO.

**EQUIPMENT**

Gas Services Check by Gas Safe contractor, overseen by HSO.  
Ladders Register to include routine checks overseen by HSO.

**SAFETY INSPECTION & AUDIT**

Premises & Equipment Safety: Bi-annual check by the H&S Sub-committee.  
Monthly Safety & Fire Inspection Log.

## 3.0

# Arrangements

## 3.1 General

This section of the health and safety policy outlines the arrangements that are in place for the effective planning, organisation, control, monitoring and review of preventive and protective measures.

A plan of each section of the Church with fire safety equipment is included in **Appendix 1**. Marked on the plans are relevant information relating to fire safety and evacuation that are detailed below.

The Liverpool Parish Church Health and Safety Policy & Risk Assessments, and other documents will provide a reference to key areas of operation. Staff and volunteers will be made aware of the policy as part of their familiarisation with arrangements. The management and review of documentation will be administered by the Health and Safety Officer. Paper copies will be kept in the office.

An extract of the policy is also provided to new staff and volunteers and an extract is on the main noticeboard.

Key aspects of health and safety arrangements in place include:

### Insurance

Liverpool Parish Church holds public and employer's liability insurance and a copy of the insurance certificate is displayed in the Parish Office.

### Information & Training for Staff and volunteers

Staff and volunteers are advised of the main arrangements for health and safety as part of their familiarisation with arrangements and a copy of an extract of this policy and the Health and Safety Poster are provided on the notice boards.

Key areas for training apply to fire awareness, use of chemicals, machinery safety, electrical safety, working at height and manual handling. Common accidents in this environment include slips, trips and falls and risk assessments have been prepared to cover these identified priority areas. The control measures that are within the assessments are included within staff and volunteers training for these areas and in some cases will identify future standard operating procedure documentation for safety-critical areas.

Staff and volunteers will receive training as appropriate to their role and this will include specific advice relevant to ensuring that their work is undertaken safely. As a small organisation, the PCC supports good informal communication arrangements to ensure that staff and volunteers are kept up to date and properly supervised.

Staff and volunteers are encouraged to advise the PCC or the Rector if they have any concerns relating to health and safety at an early stage. Proposed future improvements will include routine training of relevant persons, notably in respect to fire safety arrangements.

## Accidents and First-aid

An accident book is provided in the Parish Office and the HSO has responsibility for ensuring that all accidents are properly reported. All staff and volunteers are aware of the requirement to report all incidents, to include staff, volunteers and members of the public.

The Policy is to ensure that there will be a minimum of one member of staff and/or volunteers as an 'Appointed Person' to be on site during operational times who can take charge and coordinate activities until trained paramedics arrive.

## 3.2 Specific Arrangements

### 3.2.1 Risk Assessments

Documented Risk Assessments have been prepared for all activities that pose a significant risk to staff and volunteers and other persons who may be affected by significant hazards. The process of risk assessment should evolve with additional assessments being prepared as any other hazards emerge. **Any staff or volunteers who identify additional areas of significant risk that they believe are not covered, should advise Liverpool Parish Church PCC or the HSO accordingly.**

Risk Assessments are carried out in consultation with staff and volunteers and prepared to a standard format. Necessary actions and controls will be communicated to those potentially at risk as part of their training. Review and updating of risk assessments is administered by the HSO. The risk assessment form is included in **Appendix 2**.

The Management of Health & Safety at Work Regulations 1999 requires a suitable and sufficient, documented risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, electrical safety etc.

Risk assessments will automatically be reviewed should a significant incident occur. Paper copies are kept in the Parish Office. It should be noted that the preparation of risk assessment documentation is not a one-off exercise to be completed, filed and forgotten. It is a dynamic process requiring regular review and where necessary revision. Consideration has been given to who might be harmed, which will also include such groups as contractors and visitors to the premises. Such persons will need to also be made aware of control measures in place to ensure their safety.

Particular care is needed to ensure that high risk groups such as young persons (under 18 years) and new\expectant mothers have been adequately considered.

#### **Hazards**

The assessments consider only the hazards which could reasonably be expected to result in significant harm under conditions in the workplace. It includes consideration of who may be affected by the hazard and this is recorded using the form given in **Appendix 2**.

#### **Level of Risk and Risk Assessment**

Risk may be considered as the likelihood that a hazard will actually occur. This will depend on the adequacy of controls that are in place and is often described as low, medium or high. It will also vary according to the numbers of people exposed to the hazard and the potential severity of the hazard.

### **Control Measures**

Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. The principles of control are outlined below and should be applied, if possible, in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities
- The provision of adequate levels of training, information and supervision.

### **Risk Evaluation**

The aim of risk assessment will be to assess whether existing control measures are sufficient or whether more needs to be done. Risk reduction measures normally reduce the likelihood of the hazard occurring, but occasionally these are based on reduction of the consequences for the hazard outcome severity. The assessment needs to identify any additional controls that may be needed, who is responsible for applying these and a time-scale for compliance which is included on the form given in **Appendix 2**.

### **Review**

The record needs to include a review date for the assessment. Reassessment will be needed in response to changes or incidents and accidents that occur and the policy is to ensure that assessments are reviewed at least annually. Risk assessments will also be reviewed for significant changes that may lead to changes in risk. In particular, a review will always be made in response to an accident, occupational health effect or “near miss” that occurs in relation to the assessed process. The approach should be proactive to minimise potential risks, rather than simply responding to past issues.

### **3.2.2 Accidents, Incidents & Near Misses**

All employees and volunteers have a statutory duty to report all accidents, dangerous occurrences, work-related ill-health and incidents, however minor, to the HSO. All accidents resulting in personal injury or incidents that have potential to cause damage or personal injury must be recorded in the accident book. The book is located in the Parish Office. Accidents will be regularly reviewed by HSO to ascertain the nature of accidents and to ensure there has been adequate investigation.

The HSO, or in his absence, the Rector will identify whether the incident is required to be reported according to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995. (Notifiable incidents will be forwarded to the Incident Contact Centre (if required to be notified by RIDDOR 1995 – see below). Investigation is under the control of the HSO and the effective response to incidents is a vital element of good health and safety controls. For significant accidents, the Liverpool Parish Church Accident & Near Miss Report Form in **Appendix 3** must be completed.

### **Definitions**

#### An accident

An accident is defined as an unplanned event which causes, or could have caused injury to persons, damage to property or a combination of both.

A "near-miss" incident

A "near-miss" is an incident which represents a danger although it produces no injury. Nonetheless, it is relevant to draw such incidents to the attention of Liverpool Parish Church PCC, as lessons can be learnt and additional controls applied to prevent a recurrence and what may be a more serious incident if appropriate measures are not taken.

Dangerous occurrence

A dangerous occurrence is an incident that has a high potential to cause death or serious injury.

**The Accident Book**

All accidents resulting in personal injury must be recorded in the accident book. The Accident Book provided complies with data protection requirements in that all data remains confidential.

If an injury renders an employee or member of the public unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the accident.

**Reporting Procedures**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires a report of specified incidents to be made to the enforcing authority. It is now more convenient for these reports to be made to the **Incident Contact Centre** in Caerphilly, who act as a national centre for notifications. All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Deaths and defined major injuries must be reported immediately and someone at work who is unable to do the full range of their normal duties for more than three days (including weekends) as a result of an injury caused by an accident at work must be reported within ten days.

The Environmental Health Department at Liverpool City Council is the enforcing authority for the church. Contact details for the Department are as follows:

Public Protection Unit, Municipal Buildings, Dale Street, Liverpool, L2 2DH.

Tel: 0151 233 3055

Reportable incidents include:

- a) The death of any person as a result of an accident, whether or not they are an employee.
- b) Someone who is at work suffers a major injury as a result of an accident.
- c) Someone who is not at work (e.g. a member of the public or contractor) suffers an injury as a result of an accident at the Church that arises from the work undertaking and is taken from the scene to a hospital for treatment.
- d) One of a list of specified dangerous occurrences takes place.
- e) Someone at work is unable to do the full range of their normal duties for more than three days (including weekends) as a result of an injury caused by an accident at work.
- f) The death of an employee if this occurs sometime after a reportable injury which led to that employee's death, but not more than one year afterwards.

g) A person at work suffers one of a number of specified diseases, provided that a doctor diagnoses the disease and the person's job involves a specified work activity. Further details are available at RIDDOR or by entering "RIDDOR" into a web search engine.

If the accident results in staff absence of over 3 consecutive days of incapacity for work it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) Regulations 1995 and reports should be made as outlined above.

Members of the public who are injured as a result of work activities may require a notification to be made under the Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) Regulations 1995 and reports should be made as outlined above. This will apply where the person leaves the site and is taken to hospital for treatment. These notifications must be made within 10 days of the incident.

### 3.2.3 Fire Safety & Emergencies

The church will provide adequate fire-fighting equipment, means of escape and emergency escape arrangements. Fire-fighting equipment will be maintained. **Appendix 4** provides an outline of the fire safety procedures, which is also available in the Liverpool Parish Church 'Health and Safety Notes'.

For normal services, Sidespersons and churchwardens have the following roles and responsibilities:

Sidesperson 1	Chairs - Left of main aisle
Sidesperson 2	Chairs - Right of main aisle
Sidesperson 1	Chairs - Left of south aisle
Sidesperson 2	Chairs - Right of north aisle
Warden 1	Refectory, Parish Office
Warden 2	Basement rooms and toilets.

All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the "Running Man" symbol. A check must be made that all doors can be opened.

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)
North Aisle Seating	North Aisle Door to Narthex – Parish Centre Doors.
Centre Aisle North Side	Centre Aisle Door to Narthex – Main Doors.
Centre Aisle South Side	Centre Aisle Door to Narthex – Main Doors.
South Aisle Seating	South Side Door to Garden.
Clergy and Servers	South Side Door to Garden.

Responsibility for using each fire extinguisher will be allotted to named and trained stewards.

If emergency lighting is not available, torches must be available for each steward.

In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by THE SENIOR MEMBER OF THE CLERGY.

Persons will assemble in the Church Yard.

The emergency services will be contacted immediately by a nominated person using the Parish Office telephone or any mobile phone available.

A person should be appointed to contact and liaise with the emergency services. There should be a briefing beforehand.

Responsibilities:

Sidespersons: Evacuate their areas to a safe place (church yard)  
Help anyone who needs to be evacuated  
Fight a fire if possible, without taking any risks

Wardens: Evacuate their areas  
Contact the emergency services  
Liaise with the emergency services  
Ensure that chairs set out in rows are lined together and that adequate space is maintained so as not to obstruct fire escape routes.

The Rector will need to make sure that ushers etc. for weddings are familiar with the location of fire-fighting equipment and telephone and that they each have areas of responsibility as above.

### **Evacuation Drills**

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

Fire Drills to be entered in Fire Drill Book.

### **Fire Prevention, Detection and Risk Assessment**

Fire is a significant hazard posed by the Church activities, and sources of ignition include heating boilers, electrical and gas services and cooking equipment. All premises are also unsupervised outside of the main operational times.

Within the Church, there is an alternative means of escape from a number of exit points as indicated on the plans given in **Appendix 1**. Fire equipment for dealing with fires includes serviced fire extinguishers, fire blankets and providing defined escape routes. Equipment is routinely serviced and staff and volunteers will be trained to ensure that they are competent to use equipment and that the correct action is taken in emergencies.

As part of general risk assessments, Liverpool Parish Church has a simple Fire Risk Assessment that has been prepared in accordance with The Regulatory Reform (Fire Safety) Order 2005. The Fire Risk Assessment is available as part of Liverpool Parish Church Risk Assessments and plans of all areas to identify fire precautions and escape routes are included in **Appendix 1**.

Notices advising employees of fire safety and in particular fire evacuation procedures are provided in the main work and public areas and the fire assembly point has been designated as the Churchyard.



Liverpool Parish Church Fire Risk Assessment has been included in the general risk assessment section below. This provides details of ignition sources, fire prevention and associated controls. Additional control measures identified are currently being implemented.

Each staff member and volunteer member should make themselves familiar with the fire and emergency actions that are required in the areas that they work and appropriate awareness training is given to all staff and volunteers as part of their induction training. Fire evacuations are also routinely rehearsed and those running activities in the Church buildings will also be made aware of the fire safety arrangements.

### **Fire Prevention**

The greatest protection against loss and injury from fire is prevention. Staff and volunteers are to receive fire safety familiarisation general awareness briefing and at appropriate periods as a refresher. Employees should follow the following guidelines to promote fire safety:

- ensure familiarity with fire and emergency arrangements;
- be aware of the fire precautions and escape routes illustrated on plans given in **Appendix 1** and on notice boards in the reception area;
- minimise the storage of combustible materials and ensure that waste is regularly removed;
- store waste materials in suitable containers and ensure that external waste bins are lidded, secure and routinely emptied;
- ensure equipment is in good working order;
- avoid overloading sockets;
- turn off electrical equipment and be aware of the gas isolation point by the boiler;
- keep storage areas clear of rubbish;
- ensure that highly flammable materials are not kept on the premises.

### **Fire Safety Training**

There is a statutory legal requirement to provide employees with fire safety training. Liverpool Parish Church will provide fire safety briefing for staff and volunteers with specific responsibilities. The Church will also conduct fire drills on a regular basis to ensure that those working in these areas are familiar with procedures.

### **Fire Alarm & Emergency Procedures**

In the event of a fire (no matter how small):

- Verbally raise the alarm – inform the person leading the service or event, who will request that people leave the building quickly and in an orderly manner
- Ensure that the Fire Brigade is called using the Parish Centre phone or one from someone who is present
- Attack the fire with a suitable extinguisher if it is safe to do so and keeping an exit directly behind you. Do not try to fight a fire if you are not sure what is burning or you have any doubts about using the equipment
- Evacuate the church quickly using the nearest exit. Open the doors fully. Assist people out of the building, particularly the physically disabled, the elderly, children or anyone with impaired hearing or vision.

Sidesperson 1	Clear chairs left of main aisle
Sidesperson 2	Clear chairs right of main aisle
Sidesperson 1	Clear chairs left of south aisle
Sidesperson 2	Clear chairs right of north aisle

Warden 1                      Clear Refectory, Parish Office  
 Warden 2                      Clear basement rooms and toilets.

- Ensure that people are gathered in a safe place, well away from the building or location of the fire. Gather people in the assembly point – **the Churchyard**
- Check that everyone has been safely evacuated. Do not let anyone re-enter the building until informed by the Fire Officer or other responsible person that it is safe to do so.
- Ensure clear access for emergency vehicles.

### **Maintenance of Fire Equipment & Inspection**

Fire equipment is subject to servicing and maintenance at prescribed intervals and Liverpool Parish Church has set a programme in accordance with relevant British Standard requirements.

Inspections and checking of fire requirements is included in the monthly workplace inspections undertaken in all the main work areas.

The Liverpool Parish Church Monthly Safety & Fire Inspection Log in **Appendix 11** is used to undertake routine checks in respect to maintenance of fire safety arrangements on an ongoing basis.

Full details of fire extinguishers and locations are contained in Appendix 10.

### **DO NOT SPEND TIME USING AN EXTINGUISHER**

**IT IS MORE IMPORTANT TO CLEAR EVERYONE FROM THE CHURCH AND MAKE SURE THAT THE FIRE BRIGADE HAS BEEN CALLED**

#### **3.2.4 Slips, Trips & Falls**

One of the most significant hazards in this type of premises is linked to slips, trips and falls. This is also the second most common accident that occurs in UK workplaces.

Floor cleaning is scheduled at times when the numbers of public in the buildings is limited. Staff and volunteers are trained to dry floors after cleaning and to make good use of the slippery floor warning signage.

Staff and volunteers are trained to be vigilant to maintain good standards of housekeeping to minimise the risk of tripping. Carpets and rugs are also checked as part of the monthly inspection to ensure that they do not pose a risk. Walkways are required to be kept clear at all times. During cleaning and maintenance activities, items of equipment and cables are positioned so as not to obstruct the walkways and working areas. Steps should be taken to ensure that trailing leads are kept to a minimum.

External areas are provided with adequate levels of lighting to ensure safe access and egress to the premises during periods of darkness.

### **3.2.5 Visitors, Contractors & Vulnerable Persons**

Liverpool Parish Church PCC recognises its responsibility to visitors and contractors within the buildings as well as the regular staff and volunteers members. The organisation undertakes to provide a safe working area and to highlight any special hazards that may be encountered by contractors and visitors.

#### ***Contractors***

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

- 1/ Have their own health and safety policy (where required by law) and provide a copy of this to the HSO.
- 2/ Produce a copy of their employers' liability and public liability insurance certificates to the HSO.
- 3/ Comply with all the requirements of this policy and co-operate with the church officials in providing a safe place of work and a safe system of work.
- 4/ Where contractors bring plant and machinery onto church premises, they must be able to show to the HSO that the equipment has been inspected and/or tested as appropriate.
- 5/ Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the HSO or other church officials. However, responsibility will remain with the contractors.
- 6/ The contractor will provide evidence (to the HSO) that they have considered health and safety in the form of method statements, risk assessments, proof of competence etc. as appropriate to the nature and extent of the works.

In selecting contractors to undertake work, Liverpool Parish Church will undertake an informal assessment of their suitability and ensure that they will undertake work with regard to the relevant statutory provisions.

#### ***Persons with Disabilities***

Congregations routinely include elderly and disabled persons and the facilities are adapted to provide access and suitability for these persons. The Parish Centre and main Church doors are on a single level. Disabled toilet facilities are located in the basement and accessed via a lift outside the Parish Office. There is no disabled access between the main body of the church and the Parish Centre Lobby.

#### ***Children & Young Persons***

Young persons (those between the minimum school leaving age and 18 years of age) are not currently employed. Should they be employed in the future or act as volunteers, they may engage in all activities under appropriate supervision.

There are specific considerations for the engagement of staff and volunteers who are children or young persons and for this reason; a specific risk assessment would be needed in this instance.

#### ***New & Expectant Mothers***

Any members of staff and volunteers who advise that they are pregnant will lead to a reassessment of the work they do. The risk assessment review included within the interview will consider particular work that may pose additional risk such as extreme manual handling, long periods of standing, specific chemical hazards, excessive working hours and seek an appropriate revision in working practice, as may be indicated. Arrangements for new mothers will also be made to ensure appropriate adaptations in welfare are made, where this is indicated.

### 3.2.6 First-Aid

The Policy is to ensure that there will be a minimum of one member of staff and volunteers as an 'Appointed Person' to be on site during operational times who take charge and coordinate activities until trained paramedics can arrive.

#### ***First-Aid Kit***

There are two fully equipped first-aid boxes available, one in the Parish Office and one in the Refectory Kitchen. The HSO is responsible for ensuring the contents are checked and replenished, as necessary.

There are some basic contents that every first aid kit should have in full supply. The main one includes plasters of various sizes. Butterfly bandages are also excellent for keeping wound edges together and helping it to heal. Blue, waterproof plasters are provided for use in compliance with good food hygiene practice. Other important contents to keep in your first aid kit are:

- Gauze for protecting larger cuts and injuries.  
Latex gloves for hygiene. If you are allergic to latex, then you can find non-latex gloves that will serve the same purpose.
- Scissors for cutting gauze to the desired length.
- Antiseptic wipes.
- Tweezers for removing a splinter.
- Antibacterial soap cleanser for washing cuts and abrasions.
- Adhesive tape to keep a wound dressing or splint secure.

#### ***De-Fibrillator***

A de-fibrillator is available outside the door of the Parish Office. A list of those who have received de-fibrillator training is available next to the de-fibrillator.

Also important is that you have a list of emergency access numbers nearby if assistance is needed.

### 3.2.7 Hazardous Substances & Personal Protective Equipment (PPE)

Liverpool Parish Church PCC will ensure that they have considered the exposure of staff and volunteers to hazardous substances. These are assessed in respect to the Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH). Collation of these details will fall to the HSO.

Chemicals are selected to be as non-hazardous as is possible and the majority are relatively safe to use. Specific COSHH assessments are being developed, with assessment sheets placed within the health and safety COSHH file stored in the cleaners cupboard. The form in **Appendix 4** provides the format for this assessment record and is included in the COSHH file together with Material Safety Data Sheets (MSDSs).

All hazardous substances should be retained in their original packaging and labels should be referred to before use. All containers used must be labelled to confirm contents. New substances obtained are required to be assessed prior to use. All chemicals and sprays must be used in accordance with the suppliers' instructions and stored and marked in the designated storage areas.

Chemicals are stored in designated cupboards and staff and volunteers are trained to ensure that materials are always secured and not left out in areas where the public have access.

#### ***Personal Protective Equipment (PPE)***

As identified by the COSHH and general risk assessments, when handling certain substances

or as identified for other reasons of health and safety, it is necessary for staff and volunteers to wear PPE. Gloves are supplied for use in accordance with those identified in the risk assessment.

**Staff and volunteers are responsible to ensure that they wear PPE identified by the risk assessments and that PPE is maintained, worn and stored to be in good working order. Staff and volunteers are responsible for requesting replacements for worn equipment and these will be provided, as necessary.**

***Provision of Information and Training***

Staff and volunteers are trained in correct and safe methods of handling of substances, in accordance with instructions and assessments that have been undertaken and the COSHH assessments are available in close proximity to their point of use.

**Hazardous substances in general use.**

<b>Name</b>	<b>Hazard Level</b>	<b>Type</b>	<b>Storage</b>	<b>Protection</b>	<b>Accident Procedure</b>
Jangro Floral Disinfectant	Low	Irritant	Alexandra Room Storage Cupboard	Wear overall and gloves	If splashes on skin or eyes wash with copious amounts of water. Consult Doctor if ingested
Jangro Thickener Bleach Super	Low	Irritant		Wear overall and gloves	-“-
Jangro Multi-Purpose Cleaner	Low	Irritant		Wear overall and gloves	-“-
Jangro Cleaner Polish	Low	Irritant		Wear overall and gloves	-“-
Jangro Perfumed Toilet Cleaner	Low	Irritant		Wear overall and gloves	-“-
Jangro Non pDCB Urinal Blocks	Low	Irritant		Wear overall and gloves	-“-
Jangro Wet Look Floor Polish	Low	Irritant		Wear overall and gloves	-“-
Rat Poison	High	Poison	Boiler Room	Wear overall and gloves	-“-

### **Asbestos Containing Materials**

Ashcroft Environmental Ltd. has undertaken a survey of the buildings in order to identify any asbestos-containing materials (ACMs). The Report is at **Appendix 10**.

Key requirements relate to work undertaken at the Church by staff, volunteers or contractors and ensuring their awareness as to the location, if they are working in this area.

### **3.2.8 Plant and Machinery**

The church will ensure that all plant, tools and equipment are inspected and maintained annually and/or in accordance with manufacturers' instructions.

The following rules must be observed:

- 1/ Employees and voluntary workers must not operate plant or machinery that they are not trained or competent to use.
- 2/ Machinery must be switched off before any adjustments are made.
- 3/ After carrying out maintenance and adjustments, all guards must be replaced before the machine is used.
- 4/ Before using any item of plant, machinery, or equipment, 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.
- 5/ The appropriate personal protective equipment must be worn. If in doubt about what to use, ask the HSO.
- 6/ Persons under 18 are not permitted to use any power-driven item of plant or machinery.
- 7/ Any defect and damage must be reported to the HSO.

Any work undertaken on repairing or servicing equipment should be recorded and the record given in **Appendix 6** is provided for this purpose. The HSO is responsible for maintaining this record.

### **3.2.9 Gas Services**

The Church heating services utilise mains gas and services include the main heating boilers for church and parish centre heating, Pepys and Gladstone Flats. There is also a gas cooker situated in the Refectory Kitchen. Annual servicing of all gas appliances is required by an appropriately qualified gas safety engineer who is required to be on the Gas Safe Register. Such servicing will be recorded and the responsibility for coordinating this will fall to the HSO.

### **3.2.10 Manual Handling**

Liverpool Parish Church has a policy to avoid severe manual handling wherever this is possible and use mechanical aids and team lifting where this is appropriate.

Manual handling is a necessary part of the work for staff and volunteers in all areas, although the general weights that are handled are reasonable.

Staff and volunteers should always plan manual handling carefully and request additional assistance where this appears to be appropriate. General guidelines for safe handling are included in **Appendix 7**.

For handling chairs, there are restrictions to not stack chairs more than seven high and to not carry more than two at a time. There is a requirement to make sure rows have sufficient space between them and not to obstruct exits with chairs. Chairs should not be carried for

long distances without taking rests.

For handling of furniture, staging and tables there is a requirement to always use two people to carry heavy items and take rests. Routes must be checked to ensure location is clear of obstructions.

### **Responsibilities – Employees & Volunteers**

Employees and volunteers must ensure that:

1. They report to the Health and Safety Officer (in confidence) any personal conditions, which may be detrimentally affected by the manual handling activity.
2. They comply with instruction and training, which is provided for safe manual handling activities.
3. Their own health and safety is not put at risk when carrying out manual handling activities.
4. They use equipment, which has been provided to minimise manual handling activities.
5. Any problems relating to the activity are reported to supervisory staff and volunteers.

#### **3.2.11 Electrical Safety**

Liverpool Parish Church will ensure that electrical systems are maintained to be safe and free of danger. Any electrical work undertaken will be by a qualified electrician in accordance to BS 7671:2001 and certification to this affect is to be provided on completion.

A full listing of all electrical distribution boards within the church is in **Appendix 9**.

A list of all portable electrical appliances is maintained by the HSO.

The church will ensure that portable electrical appliances will be inspected at appropriate intervals in accordance with HSE guidelines. The fixed installation and lightning conductor will be inspected and tested every 5 years. The last 5 yearly electrical inspection reports are contained in Appendix 11. The next 5 yearly inspection is due 6 March 2021

Lightning Conductor Test reports are contained in **Appendix 12**.

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:

- 1/ Visually check all electrical equipment before use.
- 2/ Report all faults immediately to the HSO.
- 3/ Do not attempt to use or repair faulty equipment.
- 4/ No 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.
- 5/ Electrical equipment should be switched off and disconnected when not in use for long periods.
- 6/ Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.



### 3.2.12 Working at Height

***The following areas are designed as high levels:-***

All roof space areas internally and externally.

***Only the following persons may work at high level:***

APPROVED CONTRACTORS.

COMPETENT VOLUNTEERS.

The church will ensure that ladders, including stepladders, are regularly inspected and maintained. Falls account for most deaths and major injuries. Employees and voluntary workers must observe the following rules:

- 1/ Ladders are only to be used for work lasting a few minutes (HSE suggest a maximum working period of 30 minutes in one position), and only where the nature of the work allows for one hand to hold onto the ladder at all times.
- 2/ Ladders must always be either tied or footed and set at an angle of 1 in 4.
- 3/ Ladders must be long enough to allow someone to stand no more than 3 rungs from the top.
- 4/ No one working alone should use a ladder.
- 5/ Users should not try to reach sideways but should move the ladder instead.
- 6/ Any work taking more than a few minutes should be carried out using a proprietary tower scaffold or similar.
- 7/ The most basic rule is that if work at height cannot be done safely, then it should not be done at all.
- 8/ Before using a ladder, check that it is safe to use. Are all the rungs present and in good condition? Are the rubber 'feet' in place? Is the floor especially slippery or polished?

The use of ladders and steps other than those supplied by Liverpool Parish Church is prohibited. The use of ladders and step ladders is very limited and does not form a significant part of the normal work at the premises.

As a general rule, where work will not exceed duration of 30 minutes in a fixed location and the work allows a three-point contact with ladders to be maintained, and then a ladder or steps may be used. Step and extending ladders supplied for use meet the Class 1 (Industrial) or BSEN 131 (Trade) standard. Domestic steps (Class 3) or equipment brought in by staff and volunteers are not suitable for use.

No high level work on extending ladders should be undertaken without the express permission of the PCC.

***Only the following work is authorised without special agreement:***

Replacement of light bulbs and lamps in Narthex, Main Body of Church, Refectory, Parish Centre and Flats.

General storage has been designed to be accessible without the need for access equipment.

Consideration should always be made to providing a second person to support steps,

particularly when undertaking work at a higher level. A record of stepladder inspections is maintained as part of the Liverpool Parish Church Monthly Safety & Fire Inspection Log given in **Appendix 8**.

Other work should only be undertaken if an alternative system of access, such as access towers, scaffolds or mobile elevating work platforms can be supplied. A specific safe working procedure is to be developed by the HSO to cover the replacement of lights in consultation with the contractor who undertakes this work.

### **3.2.13 Lone Working**

No one should be alone in the church unless they have a mobile phone on their person

No one should carry out any hazardous activities, such as work at height unless someone else is also present.

### **3.2.14 User Groups & Church Outings**

Anyone organising trips, activities etc. must observe the following rules:

- 1/ Employees and voluntary workers must ensure that activities are supervised and under the control of a professional instructor or practitioner unless the activity falls within the bounds where parents might reasonably expect to have the knowledge, foresight and experience be able to supervise their own children e.g. sea-side swimming, boating lake, short walks, overnight camps etc.
- 2/ Employees and voluntary workers must ensure a good ratio of children to supervisors and they should have access to a mobile phone and a first aid kit.
- 3/ Time spent away is best spent in professionally run centres.
- 4/ Anyone organising events or trips should speak to the HSO if they have any doubts or questions
- 5/ Specific events and activities sometimes have specific health and safety guidance such as Tower Tours, Mortuary Chapel Tours. The HSO should also be consulted for anything involving bouncy castles, fireworks, bonfires and charity walks. Ecclesiastical Insurance produce guidance on these subjects. Written procedures will be required and included in this Health and Safety Policy.
- 6/ The Church Child Protection Officer is responsible for ensuring that CRB checks are provided as appropriate.

### **3.2.15 Workplace Inspection**

The HSO has overall responsibility for ensuring that standards are maintained and effectively supervised during work periods. The PCC also have responsibilities for ensuring ongoing compliance in their areas.

The Liverpool Parish Church Monthly Safety & Fire Inspection Log in **Appendix 8** provides a routine inspection checklist to confirm ongoing compliance. The Rector and H&S Sub Committee will also undertake a bi-annual review inspection to ensure that standards are maintained.

### 3.2.16 Food Hygiene

The church will provide and maintain suitable facilities for hygienic food preparation. The following rules must be observed:

- 1/ Surfaces should be washed and disinfected before and after preparing any food.
- 2/ Hands should be washed before preparation of food, and any wounds covered with a plaster or bandage.
- 3/ Sinks should be cleaned and disinfected before washing any food.
- 4/ Food stuffs may only be prepared in the following areas:-  
FIRST FLOOR KITCHEN  
ALEXANDRA ROOM KITCHEN.
- 5/ We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

4.0

## Risk Assessments

### 4.1 Fire Risk Assessments

From October, 2006 risk assessments for fire are required to be documented by virtue of article 5 of The Regulatory Reform (Fire Safety) Order, 2005. The following Fire Safety Risk Assessment includes considerations outlined in the Fire Safety Risk Assessments – Small and Medium Places of Assembly (05 FRSD 03338 (b)).

The following table provides a record of the assessment for different areas within the premises and the associated controls to minimise risk and mitigate any fires that might occur. Additional control measures with suggested time-scales for implementation are included, as appropriate on an attached report.

# Fire Risk Assessment Record

**ASSESSMENT No:** 4.1

**LOCATION or TASK:** Fire Safety

**DATE:**
**ASSESSOR:**
**REVIEW DATE**

Area / Use	Sources of Ignition & Fuel	People at Risk	Risk of Fire Occurring	Reduction Measures (Fire Causes)	Reduction Measures (to People)	Risk	Additional Control Measures Identified
Main Church, including Vestry, Sacristy & Chapels.	Candles, heating equipment, church structure (high proportion of dry wood).	Staff, Volunteers, Visitors, Contractors & Members of the Congregation	Fire resulting from poorly maintained equipment. Accidental fires. Candles, notably at Carol Services.	Staff and volunteers training and vigilance in reporting defective equipment. Controls for maintenance of heating equipment. Supervisory arrangements and separate risk assessment for Carol Services.	<p>No automatic system. Warning is verbal by service leader, churchwarden, sidesperson.</p> <p>Serviced fire extinguishers are set at appropriate places around the church.</p> <p>Designated fire exits and fire resisting construction in accordance with construction building control requirement.</p> <p>Staff, volunteers, Church Wardens and Sidespersons awareness of escape routes with limited travel distances. Availability of phone in the Parish Office to alert emergency services. The main exits are the main east door and the garden door. For those people near the sanctuary and vestries, the Garden door between choir is the nearest egress.</p>	Low/Med	<p>Churchwardens / sides people to be particularly aware of the needs of the elderly / less mobile / special needs.</p> <p>There may be problems associated with sight / hearing / mobility / comprehension. Aisles to be kept clear of obstructions. Churchwardens to be made aware of evacuation procedures.</p>
	Portable Electrical Appliances and	Staff, Volunteers, Visitors, Contractors & Members of the	Poorly serviced or unsafe circuits and	Electrical installations professionally installed and maintained by competent electrical	As above.	Low/Med	None.

	Electrical Installations.	Congregation.	electrical equipment. Overloaded sockets.	contractors. Programme for inspection of fixed electrical services in accordance with IEE recommendations. Programme in place for portable appliance testing. Diligence in use of portable appliances which are routinely checked during use. Staff and volunteers reporting of defective equipment.			
	Gas Boiler	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Fire resulting from poorly maintained equipment.	Gas appliance service inspection.	As above.	Low/Med	None
	Arson	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Deliberate fire lighting.	Safe storage of waste and clearance of combustible materials in Churchyard.	As above.	Med	None
Refectory, Refectory Kitchen, Alexandra Room, Alexandra Room Kitchen and Quiet Room	Heating equipment, Cooking and catering equipment .	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Electrical ignition. Fire resulting from poorly maintained equipment. Accidental and deliberate fires.	All equipment switched off when not in use and after kitchen activities. Safe storage of waste and clearance of combustible materials. Electrical installations professionally installed and maintained by competent electrical contractors. Programme for inspection of fixed electrical services in accordance with IEE recommendations. Programme in place for portable appliance testing. Staff and volunteers reporting of defective	As above. Egress from refectory via main stairs and Gladstone Flat Stairs. Egress from basement rooms via main stairs or through Alexandra Room fire exit on to Chapel Street.	Med/Low	None.

				equipment.			
Ringling Chamber	Church structure	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Electrical ignition. Fire resulting from poorly maintained equipment. Accidental and deliberate fires.	Safe storage of waste and clearance of combustible materials. Electrical installations professionally installed and maintained by competent electrical contractors. Programme for inspection of fixed electrical services in accordance with IEE recommendations. Programme in place for portable appliance testing. Staff and volunteers reporting of defective equipment.	As above. Egress from Ringing Chamber is via the Tower Stairs.	Med/Low	Tower Stairs to be kept free of objects and clear of obstructions.
Clock Chamber	Church structure	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Electrical ignition. Fire resulting from poorly maintained equipment. Accidental and deliberate fires.	Safe storage of waste and clearance of combustible materials. Electrical installations professionally installed and maintained by competent electrical contractors. Programme for inspection of fixed electrical services in accordance with IEE recommendations. Programme in place for portable appliance testing. Staff and volunteers reporting of defective equipment.	As above. Egress from Ringing Chamber is via the Tower Stairs.	Med/Low	Tower Stairs to be kept free of objects and clear of obstructions.
Bell Chamber	Church structure	Staff, Volunteers, Visitors, Contractors & Members of the Congregation.	Electrical ignition. Fire resulting from poorly maintained equipment. Accidental and deliberate fires.	Safe storage of waste and clearance of combustible materials. Electrical installations professionally installed and maintained by competent electrical contractors. Programme for	As above. Egress from Ringing Chamber is via the Tower Stairs.	Med/Low	Tower Stairs to be kept free of objects and clear of obstructions.

				inspection of fixed electrical services in accordance with IEE recommendations. Programme in place for portable appliance testing. Staff and volunteers reporting of defective equipment.			
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**Assessment Number****Date of Assessment**

4.2 Electrical Safety

**Person Undertaking Assessment****Review Date****Details of Area or Activity Assessed**

Electrical safety to include consideration for the safety of electrical installations and portable electrical equipment.

**Details of Hazards, Persons Affected**

Hazards associated with risk of electrical shock from use of equipment and installations. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

**Existing Control Measures**

Staff and volunteers trained to advise Liverpool Parish Church HSO of defective equipment and arrangements are in place to ensure that items are removed from service. Work is undertaken by competent electricians in accordance with IEE requirements.

There is a programme for both portable appliance inspections and fixed installation inspections in accordance with HSE and BS 7671 : 2001 guidelines.

**Additional Control Measures Identified**

Staff and volunteers awareness training to be provided. Check to be made to ensure records of PAT and fixed installation inspections are available.

**Implementation of Improvements**

<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale for</b>
Staff and volunteers awareness training to be provided.		
Check to be made to ensure records of PAT and fixed		

**Assessment Number****Date of Assessment**

4.3 Access, Slips, Trips &amp; Falls

**Person Undertaking Assessment****Review Date****Details of Area or Activity Assessed**

Flooring and walkways within all locations to take account of staff and volunteers, contractors, visitors and members of the public.

**Details of Hazards, Persons Affected**

Hazards associated with slippery and uneven surfaces and walkways throughout the premises and the area outside. Hazards associated with poor access and egress to and from buildings and slippery surfaces during cleaning operations. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

**Existing Control Measures**

Housekeeping standards are maintained to a good standard to ensure walkways are kept clear and means of escape are maintained during operational times. Cleaning is generally undertaken outside of main use times to minimise risks to staff and volunteers from wet floors. Staff and volunteers trained to ensure slippery floor signs are used and to clear spillages promptly. Staff and volunteers encouraged to dry wet floor surfaces after cleaning, wherever possible. Adequate levels of external lighting.

**Additional Control Measures Identified**

Monthly Safety Inspection form to be introduced to encourage checking and maintenance of good standards. Assessment to be made of external lighting levels to ensure this is to adequate standard.

**Implementation of Improvements**

<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale for Improvement</b>
<p>Bi - Monthly Safety Inspection form to be introduced to encourage checking and maintenance of good standards.</p> <p>Assessment to be made of external lighting levels to ensure this is to adequate standard. Installation inspections are available.</p>		

**Assessment Number****Date of Assessment****4.4 Hazardous Substances****Person Undertaking Assessment****Review Date****Details of Area or Activity Assessed**

Chemicals used on site are limited to those used as part of the cleaning activities and limited maintenance activities. Substances selected for safety reasons as safe for use in favour of hazardous substances wherever possible.

**Details of Hazards, Persons Affected**

Hazards associated with exposure to substances that can cause illness or injury, such as corrosive, irritant, toxic or sensitising agents. Hazards associated with ingestion, inhalation, and contact from absorption through skin or injection. Asbestos containing materials (ACMs) within the building structure have not been clarified. Persons affected include staff, volunteers, visitors, contractors &

**Existing Control Measures**

Basic training given to relevant staff and volunteers as part of their induction. Chemicals in use are selected on the basis of selecting the least hazardous products. Common-sense measures in relation to use of chemicals and use of personal protective equipment, such as gloves. Use of previously approved premises, for which data sheets are available within each location. Chemicals to be kept labelled and to be stored in designated cupboards and not left out. A survey has been done to confirm presence, or otherwise, of ACMs and areas are confirmed where the material is.

**Additional Control Measures Identified**

An inventory of hazardous substances to be prepared. Material Safety Data Sheets to be checked to ensure that they are comprehensive and the assessment form to be applied in order to consider chemical use and application of control measures. Staff and volunteers to be provided with instruction on safe use based on assessment control measures and to have access to COSHH information, which is provided at point of use and the main office.

Provision of PPE to be checked in the light of assessments undertaken to confirm that it is suitable.

Arrangement to be made to ensure contractors are advised of the location of ACMs relevant to their work activity.

### Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
<p>An inventory of hazardous substances to be prepared. Material Safety Data Sheets to be checked to ensure that they are comprehensive and the assessment form to be applied in order to consider chemical use and application of control measures. Staff and volunteers to be provided with instruction on safe use based on assessment control measures and to have access to COSHH information, which is provided at point of use and the main office.</p> <p>Provision of PPE to be checked in the light of assessments undertaken to confirm that it is suitable.</p> <p>Arrangement to be made to ensure contractors are advised of the location of ACMs relevant to their work activity.</p>		

**Assessment Number****Date of Assessment**

4.5 Machinery &amp; Equipment Safety

**Person Undertaking Assessment****Review Date****Details of Area or Activity Assessed**

Plant and equipment includes such items as ovens, cookers, office equipment and water heaters. Gas boiler for heating.

**Details of Hazards, Persons Affected**

Hazards associated with electrical safety, access to moving parts of machinery, gas safety risk associated with fire, explosion and carbon monoxide due to incomplete combustion for gas boilers. Persons affected include staff, volunteers, members of the congregation, and contractors.

**Existing Control Measures**

Gas boilers are serviced annually by a Gas Safe Register engineer. Other equipment is routinely checked and repaired, as required and use is restricted to authorised personnel.

**Additional Control Measures Identified**

Equipment servicing and maintenance record to be completed, under the control of the HSO **Appendix 6**.

Clear directions to be given to ensure that staff and volunteers do not use equipment unless they have been formally trained and authorised and arrangements for removing and reporting of defective equipment.

**Implementation of Improvements**

<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale for Improvement</b>
<p>Equipment servicing and maintenance record to be completed, under the control of the HSO <b>Appendix 6</b>.</p> <p>Clear directions to be given to ensure that staff and volunteers do not use equipment unless they have been formally trained and authorised and arrangements for removing and reporting of defective equipment.</p>		

**Assessment Number****Date of Assessment**

4.6 Manual Handling

**Person Undertaking Assessment****Review Date****Details of Area or Activity Assessed**

Routine work undertaken by all staff and volunteers include a requirement to undertake manual handling on a routine basis. This will include moving furniture, chairs and other equipment.

**Details of Hazards, Persons Affected**

Hazards associated with risk of injury (back, fingers, feet and trunk) associated with extreme manual handling, or use of unsafe methods. Persons affected include staff, volunteers, and contractors.

**Existing Control Measures**

For handling chairs, to not stack chairs more than seven high. To not carry more than two at a time. To make sure rows have sufficient space between them. To not obstruct exits with chairs. Do not carry chairs long distances without taking rests.  
For furniture, staging and tables to always use two people to carry heavy items and take rests. Ensure route and location is clear of obstructions.

**Additional Control Measures Identified**

Staff and volunteers to be trained in safe handling techniques and records maintained in accordance with good practice.

**Implementation of Improvements**

<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale for Improvement</b>
Staff and volunteers to be trained in safe handling techniques and records maintained in accordance with good practice.		

**Assessment Number****Date of Assessment**

<b>4.7 Visitors, Contractors &amp; Vulnerable Persons</b>	
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**Person Undertaking Assessment****Review Date**

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**Details of Area or Activity Assessed**

Visitors and members of the congregation will include vulnerable groups such as children, the elderly and those with disabilities. Liverpool Parish Church need to ensure that contractors providing services to the organisation work in a safe manner and are aware of and adhere to the Liverpool Parish Church established policy and procedures. There are currently no young persons who routinely work. Consideration will also be needed for new and expectant mothers, when the church is advised of relevant staff and volunteer's status.

**Details of Hazards, Persons Affected**

Hazards associated with visitors, and contractors are likely to be similar to those associated with staff and volunteers working in the premises. Particular issues relate to possible injury resulting from slips and falls and emergency escape from the buildings. Contractors need to be made aware of and follow procedures to ensure that they do not put staff and volunteers and members of the public at risk and also ensure that they are aware of emergency arrangements. Other than work experience students, it is unlikely that children and young persons will be involved in the Church operation, other than as members of the congregation. New and expectant mothers could potentially be employed. Persons affected include staff, volunteers, members of the congregation and contractors.

**Existing Control Measures**

Staff and volunteers are aware of the need for safe working practices and arrangements to ensure that visitors and contractors are not put at risk. Any children visiting as members of the public will be closely supervised and restricted from areas where there are potential dangers (i.e. where there is machinery, balcony (only under supervision), cooking and hot surfaces. The PCC ensure that competent contractors are used. The PCC are also responsible for supervising work undertaken by contractors.

**Additional Control Measures Identified**

For significant contract work, the contractor must be made aware of their responsibilities to follow Liverpool Parish Church Health and Safety Policy & Risk Assessments. Policy to be developed for documented review and risk assessment for any staff and volunteers who advise pregnancy and on new mother return to work.

### Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
<p>For significant contract work, the contractor must be made aware of their responsibilities to follow Liverpool Parish Church Health and Safety Policy &amp; Risk Assessments. Policy to be developed for documented review and risk assessment for any staff and volunteers who advise pregnancy and on new mother return to work.</p>		



**Assessment Number****Date of Assessment**

4.8 Working at Height

**Person Undertaking Assessment****Review Date****Details of Area or Activity Assessed**

Ladders and stepladders are provided to be used for access to high levels on a very occasional basis. Prolonged working at height or work that requires hazardous activities will be contracted to specialist organisations. There is a need to access upper areas for cleaning and maintenance on an occasional basis.

**Details of Hazards, Persons Affected**

Falls from height are a common workplace accident and any working on steps and ladders can expose staff and volunteers to potential hazards. Items can also be dropped onto persons circulating in the area below. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

**Existing Control Measures**

Ladders and stepladders supplied are to a modern standard. Check angle of rest and security of base (1 out for 4 up). Check ladders for damage wear & tear as part of the monthly inspections undertaken by the HSO. Use ladders for short periods only. Never work alone - always accompanied. Do not over-reach. Only perform activities that can be carried out single handed. Make sure nobody is below / around working area. Carry all items, e.g. light bulbs, securely.

**Additional Control Measures Identified**

Staff and volunteers to be provided with information on ladder safety.

Existing ladders to be checked to ensure that they meet the relevant standards as Class 1 (Industrial) or BSEN 131 (Trade). A record of ladder inspections is maintained as part of the Monthly Inspection and Fire Log.

A specific safe working procedure is to be developed by the HSO to cover the replacement of lights in consultation with the contractor who undertakes this work.

### Implementation of Improvements

Issue	Person Responsible	Timescale for Improvement
<p>Staff and volunteers to be provided with information on ladder safety.</p> <p>Existing ladders to be checked to ensure that they meet the relevant standards as Class 1 (Industrial) or BSEN 131 (Trade). A record of ladder inspections is maintained as part of the Monthly Inspection and Fire Log.</p> <p>A specific safe working procedure is to be developed by the HSO to cover the replacement of lights in consultation with the contractor who undertakes this work.</p>		

**Assessment Number****Date of Assessment**

4.9 High Attendance Services

**Person Undertaking Assessment Review Date****Details of Area or Activity Assessed**

Remembrance, Christmas and Easter services and other times will give rise to high numbers in attendance and potential incidents, notably should there be an emergency where evacuation is required.

**Details of Hazards, Persons Affected**

Challenges to ensure evacuation for high numbers in the event of emergency. Hazards associated with slips, trips and falls. Care in the balcony area to supervise children and minimise risk of falling from height. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

**Existing Control Measures**

Ensure exits are open and unblocked. Ensure aisles are not blocked. Do not allow people to stand near and block exits. Ensure sufficient space between rows for easy access. Do not block aisles pew ends with additional seating. Ensure enough sides persons / stewards are on duty for high attendance events.

**Additional Control Measures Identified**

Ensure Garden Door is unlocked.

**Implementation of Improvements**

Issue	Person Responsible	Timescale for Improvement

**Assessment Number****Date of Assessment**

4.10 User Groups

**Person Undertaking Assessment****Review Date****Details of Area or Activity Assessed**

Other user groups occasionally hire and use the facilities for purposes that the user group will have responsibility for.

**Details of Hazards, Persons Affected**

Hazards associated with activities of this type will be similar to general hazards such as fire, slips and falls etc. normally associated with Church use of the facilities. Persons affected include those hiring the facilities and visitors.

**Existing Control Measures**

Make sure those using the facilities have completed an H & S checklist and are aware of H & S provisions in church. In particular their awareness of actions in the event of fire and emergencies. User groups to ensure that they have appropriate cover for first-aid. Ensure nominated person is in charge of the activity.

**Additional Control Measures Identified**

Reinforcement of existing control measures. Consideration of any user groups where it would be appropriate to provide copies of Church H&S policies and procedures.

**Implementation of Improvements**

<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale for Improvement</b>
Reinforcement of existing control measures. Consideration of any user groups where it would be appropriate to provide copies of Church H&S policies and procedures.		

**Assessment Number****Date of Assessment**

4.11 Belfry &amp; Ringing Chamber

**Person Undertaking Assessment****Review Date****Details of Area or Activity Assessed**

Access to the Belfry and Ringing Chamber is needed for practices and bell-ringing.

**Details of Hazards, Persons Affected**

The area is confined and access is difficult. There is potential for falls from height and slips and falls to this area. Those affected include bell-ringers and visitors.

**Existing Control Measures**

Both entrances to Ringing Chamber to be locked when not in use.  
 Only authorised people to hold keys. No access to the Ringing Chamber unless accompanied by an authorised person – church warden, clock maintenance, clergy or a member of the ringing team. No access during ringing is permitted.  
 All bell ringers to be aware of rope safety both during ringing and when the bells are „up” or „down”.  
 All learners bell ringers to be supervised.  
 All visiting teams and visitors to be accompanied by a member of the bell ringing team.  
 No lone persons in this area.

**Additional Control Measures Identified**

Appropriate warning signs to be in place.  
 Sign warning people not to enter during ringing.

**Implementation of Improvements**

<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale for Improvement</b>
Appropriate warning signs to be in place. Sign warning people not to enter during ringing.		

**Assessment Number****Date of Assessment**

4.12 Christmas Services

**Person Undertaking Assessment****Review Date****Details of Area or Activity Assessed**

During the Christmas period Christmas services includes the use of candles during the service. Children are involved with this activity.

**Details of Hazards, Persons Affected**

Hazard associated with fire, smoke associated with the candles as a source of ignition. Those affected by the hazard include staff, volunteers and members of the congregation, including children.

**Existing Control Measures**

Provide plenty of sides persons are evenly spaced around the church and they are aware of fire instructions  
 Ensure all children are supervised  
 Ensure all candles are fully extinguished at end of service.

**Additional Control Measures Identified**

Ensure that Sidespeople are briefed on fire precautions.

**Implementation of Improvements**

<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale for Improvement</b>
Ensure that Sidespeople are briefed on fire precautions.		

**Assessment Number****Date of Assessment**

4.13 Flower Arrangements

**Person Undertaking Assessment Review Date****Details of Area or Activity Assessed**

Placement of flowers at upper levels and other decorations by volunteers and staff in preparing for services.

**Details of Hazards, Persons Affected**

Slips and falls, falls from height, manual handling and items dropping onto those below. Staff, volunteers, visitors, contractors & members of the congregation.

**Existing Control Measures**

Flower arrangers have devised and maintain working methods that enable safe working within the church building.  
Oversight by colleagues is further precaution and there is no lone working.  
Tidy working methods are used. Spills etc. are immediately cleared. Working material is kept in tidy manner, waste material is quickly cleared and any plastic protective material promptly removed.  
Flower arrangers understand the need to work within personal capabilities. Assistance is readily available.  
Custom, experience and practice mean that safe methods are applied.  
Flower arrangers ensure step-ladders are footed, tied or held by colleague.

**Additional Control Measures Identified**

Colleague to be always nearby to offer assistance.  
Reinforcement of need for tidy working and thorough clean up and safe working methods.  
Some simple, printed advice on manual handling.  
Oversight during preparation of displays.  
Final checking („sign off“) by flower arranging supervisor.

**Implementation of Improvements**

<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale for Improvement</b>
Colleague to be always nearby to offer assistance. Reinforcement of need for tidy working and thorough clean up and safe working methods. Some simple, printed advice on manual handling. Oversight during preparation of displays. Final checking („sign off“) by flower arranging supervisor.		

**Assessment Number****Date of Assessment**

4.14 Kitchen

**Person Undertaking Assessment****Review Date****Details of Area or Activity Assessed**

Activities are limited and modern equipment is provided to the kitchen area to include a cooker and hot water boilers.

**Details of Hazards, Persons Affected**

Burns, scalds and cuts are the most common hazards with potential for slips and falls. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

**Existing Control Measures**

Hot water boilers and coffee makers only to be used by authorised users. Switch off when not in use.

Avoidance of trailing leads for electrical equipment. Unplug when not in use. Do not allow children in kitchen when in use.

For cleaning, provision of rubber gloves. Chemical storage on high shelf. Use food safe products. Do not decant products. Do not keep bleach or caustics in the kitchen.

**Additional Control Measures Identified**

COSHH assessment for materials to be prepared and relevant persons to be made aware of associated controls.

**Implementation of Improvements**

Issue	Person Responsible	Timescale for Improvement
COSHH assessment for materials to be prepared and relevant persons to be made aware of associated controls.		



**Assessment Number****Date of Assessment**

4.15 Off-site Activities

**Person Undertaking Assessment****Review Date****Details of Area or Activity Assessed**

Occasional off-site activities and visits that are organised by the Church.

**Details of Hazards, Persons Affected**

Potential hazards relating to transfer and transport to off-site activities. Specific hazards associated with alternative venues and activities. Persons affected include staff, volunteers, visitors, contractors & members of the congregation.

**Existing Control Measures**

For moving equipment, two people to carry equipment where this is appropriate. Carry only two chairs at a time. Use chair trolleys (from primary school) wherever possible. Take breaks when carrying and make sure routes / sites are clear.

Never use when wet or threat of rain

For electrical equipment, use cable covers and isolate equipment from general public.

Only authorised users to use equipment, which should be PAT checked.

When utilising other premises, to check H & S provisions, especially escape routes, fire fighting resources, equipment, emergency procedures, reporting and ensure effective liaison with hosting personnel.

Vehicle use and transfer to ensure adequate supervision to minimise pedestrian safety.

For off-site activities to ensure first-aid material provision. Transport and minibuses restricted to responsible adults.

Hired equipment to follow the instructions.

**Additional Control Measures Identified**

Where off-site activities present particular risk that is not included as above, to undertake a specific risk assessment for these activities.

**Implementation of Improvements**

Issue	Person Responsible	Timescale for Improvement
Where off-site activities present particular risk that is not included as above, to undertake a specific risk assessment for these activities.		

## Appendix 5.1 Liverpool Parish Church Fire Plans

## Appendix 5.2 Risk Assessment Form

**Assessment Number**

**Date of Assessment**

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**Person Undertaking Assessment**

**Review Date**

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**Details of Area or Activity Assessed**

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**Details of Hazards, Persons Affected**

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**Existing Control Measures**

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**Additional Control Measures Identified**

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<b>Issue</b>	<b>Person Responsible</b>	<b>Timescale for Improvement</b>

## **Appendix 5.3 Report of an injury or dangerous occurrence.**

## Appendix 5.4 Fire & Emergency Plan

### FIRE ALARM PROCEDURES

In the event of a fire:

- Verbally raise the alarm – inform the person leading the service or event, who will request that people leave the building quickly and in an orderly manner
- Ensure that the Fire Brigade is called. Use the mobile phone situated in the kitchen cabinet or one from someone who is present
- Attack the fire with a suitable extinguisher if it is safe to do so and keeping an exit directly behind you. Do not try to fight a fire if you are not sure what is burning or you have any doubts about using the equipment
- Evacuate the church quickly using the nearest exit. Open the doors fully. Assist people out of the building, particularly the physically disabled, the elderly, children or anyone with impaired hearing or vision.

Sidesperson 1	Clear chairs left of main aisle
Sidesperson 2	Clear chairs right of main aisle
Sidesperson 1	Clear chairs left of south aisle
Sidesperson 2	Clear chairs right of north aisle
Warden 1	Clear Refectory, Parish Office

- Ensure that people are gathered in a safe place, well away from the building or location of the fire. Gather people in the assembly point – **the Church Yard**
- Check that everyone has been safely evacuated. Do not let anyone re-enter the building until informed by the Fire Officer or other responsible person that it is safe to do so.

**FIRE EXTINGUISHERS**

<b>Location</b>	<b>Type of Extinguisher and Capacity</b>	<b>USE ON</b>
Ground Floor Inside Office	2Kg CO2	Electrical and Flammable Liquid Fires
Ground Floor Outside Office	9Ltr Water SP	Combustible materials e.g. paper and wood. Do not use of liquid or electrical fires.
Basement O/S Alexandra Room	9Ltr Water SP	Combustible materials e.g. paper and wood. Do not use of liquid or electrical fires.
Basement Alexandra Kitchen	6Ltr Foam SP	Combustible materials and flammable liquids.
Basement Alexandra Kitchen	2Kg Dry Powder SP	All fires. Safe up to 1000 volts.
Basement Alexandra Room – Outside Electrical Room	2Kg CO2	Electrical and Flammable Liquid Fires
Church North Aisle Choir	9Ltr Water SP	Combustible materials e.g. paper and wood. Do not use of liquid or electrical fires.
Church Maritime Chapel	9Ltr Water SP	Combustible materials e.g. paper and wood. Do not use of liquid or electrical fires.
Church Sacristy	9Ltr Water SP	Combustible materials e.g. paper and wood. Do not use of liquid or electrical fires.
Church South Aisle Exit	9Ltr Water SP	Combustible materials e.g. paper and wood. Do not use of liquid or electrical fires.
Church South Choir Stand	9Ltr Water SP	Combustible materials e.g. paper and wood. Do not use of liquid or electrical fires.
1st Floor Refectory	9Ltr Water SP	Combustible materials e.g. paper and wood. Do not use of liquid or electrical fires.
1st Floor Refectory Kitchen	1,75Ltr Foam SP	Combustible materials and flammable liquids.

1st Floor Refectory Kitchen	2Kg CO2	Electrical and Flammable Liquid Fires
1st Floor Refectory Kitchen	Fire Blanket	Combustible liquids and personal clothing fires.
1st Floor Landing Outside Office	9Ltr Water SP	Combustible materials e.g. paper and wood. Do not use of liquid or electrical fires.
1st Floor Landing Outside Office	2Kg CO2	Electrical and Flammable Liquid Fires
1st Floor Refectory Entrance Gladstone Flat Stairs	9Ltr Water SP	Combustible materials e.g. paper and wood. Do not use of liquid or electrical fires.
2nd Floor Outside Pepys Flat	9Ltr Water SP	Combustible materials e.g. paper and wood. Do not use of liquid or electrical fires.
2nd Floor Pepys Flat	2Kg CO2	Electrical and Flammable Liquid Fires
2nd Floor Pepys Flat	Fire Blanket.	Combustible liquids and personal clothing fires.
2nd Floor Gladstone Flat .	2Kg CO2	Electrical and Flammable Liquid Fires
Boiler Room	4Kg Dry Powder SP	All fires. Safe up to 1000 volts.
Ringing Chamber	4Kg Dry Powder SP	All fires. Safe up to 1000 volts.

**DO NOT SPEND TIME USING AN EXTINGUISHER**

**IT IS MORE IMPORTANT TO CLEAR EVERYONE FROM THE CHURCH AND MAKE SURE THAT THE FIRE BRIGADE HAS BEEN CALLED**

## Appendix 5.5 COSHH Risk Assessment Form

Area	Date	Assessment No.	Assessor

Has a Material Safety Data Sheet (MSDS) been obtained? Y / N

Is it necessary to use this substance (consider safer alternatives)? Y / N

Does the substance contain anything with a Workplace Exposure Limits\* (WELs)? Y / N

If Yes, please list the substances and limits from the MSDS

.....

How is the product harmful? (Please Circle)

Inhalation   Eye Contact   Skin Contact   Ingestion   Injection   Sensitising Agent

Describe the required PPE. (Please Circle)

Goggles   Gloves   Protective Clothing   Apron   Protective Footwear

Respirator/Dust Mask

Description of the activity; who, where and how the substance is used

.....

.....

List out the current control measures that apply to the task

.....

.....

Is monitoring and/or supervision of the controls in place? Describe the measures taken

.....

Have staff and volunteers been trained in the safe use and the control measures to be used? Y / N

Are the controls applied adequate and consistent with those given in the MSDS? Y / N

Is the PPE provided appropriate and suitable and is it being worn by staff and volunteers? Y / N

Review Date	Changes Made	Assessor	Signed





## Appendix 5.7 Manual Handling Guidelines

### *General Handling Arrangements*

The use of mechanical aids should always be considered as a priority where heavy items will be handled. Handling should be carefully considered and appropriate planning given prior to attempting tasks. The use of team lifting or alternative, safer methods should always be considered in preference to individual handling. Where heavy boxes are to be handled, consideration should be given to splitting heavy boxes into lighter loads.

**No members of staff or volunteers are expected to undertake unreasonable handling tasks. Safe handling will also be the responsibility of all staff and volunteers and should situations occur where additional assistance is needed from a second member of staff; the policy is to provide this.**

It is important to;

- avoid the need to undertake manual handling wherever possible;
- use mechanical aids or get assistance, where appropriate;
- avoid the need for handling that involves stretching and twisting operations;
- use sensible techniques for manual handling as outlined below;
- where possible, break down loads to smaller amounts;
- contact the PCC where there is a need for additional support to deal with high stock levels or difficult handling operations
- be aware of and use safe manual handling techniques as outlined.

**Any member of staff or volunteers who have particular concerns about a handling operation should raise this to the Rector or HSO and they must not attempt to undertake work that they consider unreasonable.**

### ***Safe Techniques for Manual Handling***

The following principles should be applied when lifting and lowering is undertaken:-

- think about the task involved. Can it be avoided or are there mechanical aids or assistance from other staff and volunteers available. Consider whether the weight and task is reasonable;
- plan the manual handling before starting. Make sure the area is clear and where you are going to put the item down;
- position feet a shoulder width apart and bend the legs and grip the item;
- straighten your legs, keeping your head looking forward and move smoothly without jerking;
- move to the final position and smoothly place the item down, bending knees as before.

## **Appendix 5.8 Safe use of ladders and stepladders.**

## Appendix 5.9 Fire Safety Log Book.

## Appendix 5.10 Electrical Distribution Board Information.

## Appendix 5.11 Asbestos Survey.

## Appendix 5.12 5 Yearly Electrical Cable Report.

## Appendix 5.13 Lightning Conductor Reports.



## Appendix 5.14 Portable Appliance Test Reports.