

Health and Safety Policy for Hinckley United Reformed Church

The following items are Covered by this Health and Safety Policy for Hinckley United Reformed Church. This document details all related policies and/or details of whether risk assessment has taken place. The Elders have overall responsibility for maintaining the church's health and safety with specific items being delegated to members of the Fabric and Finance committee. Risk assessment will take place at yearly intervals and the results of the checks will be recorded.

1. Condition of floor surfaces and coverings.
2. Maintenance of church grounds, including paths, steps, ramps, driveways, trees, boundary walls.
3. Condition of stairways.
4. Risk of falls from a height.
5. Storing of hazardous substances
6. Asbestos report
7. Electrical equipment and wiring .
8. Safety procedures for public performances
9. Lifting equipment
10. Danger from Glass
11. Condition of plant and machinery including use of ladders
12. Catering assessment for compliance with food hygiene regulations
13. Accident reporting.
14. Children and adults at risk
15. Health and safety representative.
16. Assessment of building for use by persons with disabilities
17. Fire risk
18. Storage of Rubbish Bins

Reference to related policies and guidance notes on all of the above items are given below.

1. Condition of floor surfaces and coverings.

A yearly check of all internal floor surfaces and coverings shall be made by members of the F&F committee to ensure that all surfaces and coverings are in good condition and properly maintained.

The date of the check shall be recorded together with actions if required.

2. Maintenance of church grounds, including paths, steps, ramps, driveways, trees, boundary walls.

A yearly check of all external church grounds, including paths, steps, ramps, driveways, trees and boundary walls shall be made by a members of the F&F committee to ensure that all external areas are properly maintained.

The date of the check shall be recorded together with actions if required.

3. Condition of stairways.

A yearly check of all stairways shall be made by a members of the F&F committee to ensure that all stairways are properly maintained and well lit.

The date of the check shall be recorded together with actions if required.

4. Risk of falls from a height.

Assessments were carried out when the church was renovated in 1990 and guidance was sought from the local council on whether additional barriers were needed in the balcony to prevent a risk of a fall. No further action was required.

5. Storing of hazardous substances

A yearly assessment shall be made of all hazardous substances ie substances which are hazardous to health as defined by COSHH law. Likely substances include the following – petrol, weed killers, calor gas and any other substance marked with a hazard symbol. A report detailing these substances shall be made.

6. Asbestos report

An asbestos survey for the church was carried out by AOH Ltd and a report issued on 9th June 2005. A copy of the report is held in the church filing cabinet.

7. Electrical equipment and wiring.

A check is to be made by qualified electricians on the electrical systems including wiring, switchgear and any fixed machinery such as organ blower motors and all portable electrical appliances to ensure that they are in good condition and properly maintained as required by the Electricity at Work Regulations 1989.

An electrical installation condition report for the building needs to be obtained from a qualified electrician every 5 years and a certificate of appliance issued. AH Electrical last carried out this test on 15/07/2016. The condition report will be filed in the church filing cabinet (TT has copy at present together with copies in the church dropbox). **ECIR carried out in Jan 2022.**

Portable Appliance Testing (PAT testing of all portable appliances) is required every year. AH Electrical last carried out this test in **Jan 2022**

The dates of future checks shall be recorded together with actions if required.

8. Safety procedures for public performances

Safety information is to be given prior to any public performance and all fire exits should be unlocked as described in the fire safety document. For larger audiences (more than 100 people) a member of the Elders or of the F&F committee must be present who is conversant with the fire drill. An upper limit of 350 people has been set for the capacity of the sanctuary (downstairs plus balcony).

9. Lifting equipment

NOTE: The church at present does not possess any equipment within this category.

10. Danger from glass

An assessment shall be made to ensure there is no risk of injury from glass in doors and windows.

The date of the check shall be recorded together with actions if required.

11. Condition of plant and machinery including use of ladders

A yearly check on all tools and other items of equipment such as ladders, scaffolding towers and staging should be made. The date of the check shall be recorded together with actions if required.

Guidance on the use of ladders and scaffolding towers is given in the document **“Health and Safety Policy – Use of Ladders and Scaffolding”**.

12. Catering assessment for compliance with food hygiene regulations

A regular assessment is carried out by the Local Council and a food hygiene certificate has been issued. Results of this check are recorded in a letter from the Environmental Health officer. This is stored in a file held by Carole Wallis and a copy will also be held in the church health and safety file. Any actions recommended by the council are carried out by Carole Wallis and Ann Martin, who also perform routine checks.

13. Accident reporting.

An accident book is kept in the rear vestibule together with a First Aid Box. All injuries, diseases and dangerous occurrences should be recorded and the F&F committee should be notified.

14. Children and adults at risk

Hinckley URC maintains a **“Safeguarding Policy statement on Children and Adults at risk”**. The Safe guarding coordinator is Chris Sharrock and Deputy Cordinator is Karen Jones The DBS (Disclosure and Barring Service) verifiers are Crawford and Marilyn Payne. They maintain a database of those adults who have been vetted to work with children and vulnerable adults. A further policy refers to and complies fully with the DBS code of practice and covers - **“Secure storage, handling, use, retention & disposal of application forms, references and disclosures for Hinckley United Reformed Church”**.

These policies are reviewed yearly at the AGM in November.

15. Health and safety representative.

The Fabric and Finance committee hold responsibility for day to day health and safety matters within the church with overall responsibility being maintained by the Elders. There is no named individual.

16. Assessment of building for use by persons with disabilities

An assessment of the buildings has been made to ensure they can be used by persons with disabilities. This is to be reviewed yearly to ensure maintenance. The date of the check shall be recorded together with actions if required.

17. Fire risk

A fire risk assessment has been carried out the result of which is that the buildings are equipped with a category 4 system to BS5839 2013 Pt 1, BS7671 with deviations which will have no smoke detectors in the main church area. This area is covered by sounders. The system is regularly maintained the last check being made in August 2021. Backup batteries replaced in control panel November 2021
New check required December 2022

A full set of instructions have been written on the use of the system and fire wardens have been appointed for all groups who use the premises. These instructions are given in the document “**Emergency Evacuation and Fire Policy**”. A system of regular testing of the alarms is carried out twice a month and the results recorded. The emergency lighting is tested monthly and recorded.

The regular retraining of all fire wardens takes place and is recorded. Full fire evacuation testing also takes place for those groups deemed most at risk.

Fire extinguishers are sited throughout the church buildings. The extinguishers are regularly maintained by Bryants of Leicester. The last maintenance was carried out in **July 2022**. The dates of future yearly checks will be recorded. A copy of the certificate will be stored in the church health and safety file.

18. Storage of Rubbish bins

All waste bins are to be located in the enclosure on the boundary wall with the Nationwide Building Society.

Members of the Fabric and Finance Committee

Sally Leggat – Treasurer
Phillip Lindley– Assistant Treasurer
Richard Benham
Malcolm Hooke
Tony Thomas
Christine Thomas (Secretary)

Associated Documents:

- 1) Emergency Evacuation and Fire Policy – Issue 6 November 2019
- 2) Policy on Child and Vulnerable Adult Protection – Issue 3 November 2019
- 3) Policy on Secure Storage, Handling, Usage, application process, retention and disposal of Application forms, references and DBS disclosures for Hinckley URC – Issue 3 November 2019
- 4) Health and Safety Policy Use of Ladders and Scaffolding – Issue 3 November 2019

Health and Safety Policy **Issue 6** adopted by the Hinckley URC Church Meeting on 20th November 2022....

Health and Safety Check List :

| Item | Inspection | Date | Initials |
|------|-----------------------------------------------|------------|----------------------|
| 1 | Condition of floor surfaces | 05/07/21 | ART/MH |
| 2 | Maintenance of grounds | 05/07/21 | ART/MH (Note 4) |
| 3 | Condition of Stairways | 05/07/21 | ART/MH |
| 4 | Risk of falls | No action | |
| 5 | Storing of Hazardous substances | | ART (Note 1) |
| 6 | Asbestos report – June 2005 | No action | |
| 7 | Electrical equipment – condition report (5yr) | 27/02/2022 | ART |
| | Ditto - PAT test (1yr) | 27/02/2022 | ART |
| 8 | Safety procedures | No action | |
| 9 | Lifting Equipment | No action | |
| 10 | Danger from glass | | ART (Note 2) |
| 11 | Condition of plant | Nov 2019 | ART (Notes 5, 6 & 7) |
| 12 | Catering assessment – every 2 years | July 2022 | CW |
| 13 | Accident reporting | No action | |
| 14 | Children and vulnerable adults | No action | |
| 15 | Health and safety rep | No action | |
| 16 | Assessment for disabled people | 23/11/18 | ART/HC (Note 3) |
| 17 | Fire risk – extinguishers & system checked | 07/2022 | ART |
| 18 | Storage of rubbish bins | No action | |

Notes

- 1 Hazardous substances are..
Petrol for lawn mower in outhouse
Calor gas for guides camping in secure cage – warning notice replaced
- 2 Glass doors from Front Vestibule to Sanctuary require opaque cross to make them more visible – Action outstanding
- 3 No further action other than Alarm in new toilet for disabled see note 7
- 4 Uneven paving slabs and loose paving blocks levelled November 2019 – monitoring to continue
- 5 Gas Boiler serviced in October 2022
- 6 Emergency Lighting - checked monthly and Fire Alarm - checked twice a month
- 7 Disabled alarm fitted in new disabled toilet. Fire detector fitted in new kitchen together with annual service.