

HEALTH AND SAFETY POLICY

1. The church recognises and accepts its responsibilities for providing, as far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the church premises.
2. The church will, therefore, take all necessary steps within its power to meet its responsibilities, in so far as is reasonably practicable, by, among other arrangements:
 - a. Maintenance of the church premises in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
 - b. The provision and maintenance of furnishings and equipment which, so far as is reasonably practicable, are safe and without risks to health.
 - c. Assessing the risk to the health and safety of those who use the church premises.
 - d. Ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - e. The provision of such information, instruction, training and supervision as is necessary to ensure as far as is reasonably practicable the health and safety of those who use the church premises.
 - f. The provision and maintenance of a proper environment for all who use the church premises that is, as far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare.
 - h. Ensuring that adequate funds and resources are made available for carrying out this policy.
3. The overall responsibility for the implementation of the policy rests with the Trustees
4. The Trustee with Health and Safety responsibilities will:
 - a. Annually carry out appropriate risk assessments of the church premises and activities and report to the Charity Trustees.
 - b. Co-ordinate the implementation of the Policy, including Fire Safety.
 - c. Carry out investigations of any reported accidents and recommend measures for preventing their recurrence.
 - d. Ensure that accident and other appropriate records are maintained.
 - e. Ensure that all appropriate arrangements are made to provide for first aid.
 - f. In conjunction with the person responsible for catering, ensure that all Food Safety legislation is complied with.
 - g. Ensure that safety training courses are arranged, as may be necessary or appropriate, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to church members as appropriate.
 - h. Ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times.
 - i. Ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.
5. All persons using the church premises will:
 - a. Take reasonable care of their health and safety and of the health and safety of other persons who may be affected by a persons' acts or omissions while working or helping.

- b. As regards any duty or provision imposed on the church, or any person by or under any of the relevant statutory provisions, co-operate with the church as far as is necessary to enable that duty or requirement to be performed or complied with.
- c. Ensure that they shall not intentionally or recklessly interfere with, nor misuse, anything provided, in the interests of health, safety or welfare, in pursuance of any of the relevant statutory provisions.
- d. Make themselves familiar with and conform to the Health and Safety Policy of the church at all times.
- e. Observe all safety rules, procedures and codes of practice at all times and, in particular, they must be fully conversant with the procedures to be followed in the event of a fire or other emergency.
- f. Conform to all the Food Safety regulations that are applicable to themselves.
- g. Co-operate with the church to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any training if called upon to do so.
- h. Report, as soon as possible, in the Church Accident / Incident Book, all accidents or hazardous occurrences or dangers whether persons are injured or not.
- i. Ensure that all working equipment and materials used by them are in a safe and serviceable condition and that any cables or wires are not left in such a position as to be likely to cause anyone to trip.
- j. Have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use the church premises, including with regard to contagious diseases.

WORKING AT HEIGHT

1. The following has been taken from the Work at Height Regulations 2005:

Definition: What is 'Work At Height?' A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.

2. The Trustees and Church Leadership Team will do all that is reasonably practicable to prevent anyone falling, through the implementation of policies and procedures, and through appropriate training, where applicable.
3. Staff/volunteers must:
 - a. avoid work at height where they can;
 - b. use work equipment or other measures to prevent falls where they cannot avoid working at height;
 - c. where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
4. Only designated staff/volunteers and approved contractors may undertake any working at height procedure for which they have prior approval from the Trustees and Leadership Team, according to their role.

5. All such tasks must be undertaken using appropriate equipment, approved by the Trustees for working at height, e.g. ladders or towers owned/hired by the Church or an approved contractor. Tables and chairs, etc. should never be used for 'Work at Height' activities.
6. The Trustees or members of the leadership team have the right to stop any person from working at height if they feel it is appropriate to do so.
7. Wherever possible at least two people should be involved in working at height activities. It may be operationally necessary for some key workers, to undertake working at height tasks alone but this should only be undertaken when other people are in the building and at least one of these people should be made aware that the task is being undertaken.
8. All ladders, scaffolding, etc. owned by the Church will be regularly checked for wear / damage and a record kept.
9. When working at height in vulnerable places, e.g. behind a door, then appropriate signs need to be displayed and ideally a second person should 'stand guard' to prevent an accident.

USE OF TOWER SCAFFOLDS

Introduction

The tower must be suitable for the work required.

It must be erected and dismantled by people who have been trained and are competent to do so. Training must include the potential dangers and precautions required during use.

Key issues with tower scaffolds are:

- Erection and dismantling
- Stability
- Precautions and inspection
- Using and moving
- What you need to know

Please note: Many people are injured each year when they fall from towers or when the tower overturns. The incidents that occur are mainly caused by:

- Dangerous methods of erection or dismantling – where a safe system is not being followed;
- Defects in the erected scaffold – where the tower structure is incorrectly assembled or where a platform guardrail is missing;
- Misuse of the scaffold – where a ladder is used on a tower causing it to overturn or when a person falls while the tower is being moved.

Erection and dismantling

Follow the guidance given in the instruction manual which explains the erection sequence, including bracing requirements and the height to which the tower can be erected safely.

Stability

To maintain tower stability, you must make sure:

- The tower is resting on firm, level ground with the locked castors or base plates properly supported. Never use bricks or building blocks to take the weight of any part of the tower;
- Stabilisers or outriggers are installed when required by the instruction manual; and
- That a tower is never erected to a height above that recommended by the manufacturer.

Precautions and inspection

The tower must be inspected following assembly and then at suitable regular intervals by a competent person, this must be a separate person to the person who assembled the tower.

In addition, if the tower is used for construction work and a person could fall 2 metres or more from the working platform, then it must be inspected following assembly and then every 7 days. Stop work if the inspection shows it is not safe to continue, and put right any faults. The result of an inspection must be recorded and kept until the next inspection is recorded.

Using and moving

Make sure everyone involved is aware of, and follows, these simple rules:

Using

Never use the tower:

- in strong winds;
- as a support for ladders, trestles or other access equipment;
- with broken or missing parts;
- with incompatible components;
- when you are alone on the premises.

There must always be a second person on the premises when the tower is being used.

Moving

When moving a tower you should always:

- check that there are no power lines or other obstructions overhead;
- check that the ground is firm, level and free from potholes; and
- push or pull using manual effort from the base only.

Never move the tower while people or materials are on the tower, or in windy conditions.

Information taken from <https://www.hse.gov.uk/construction/safetytopics/scaffold.htm>

Training

Two or three people are to look at the instruction video, watch the video on YouTube and agree between them the correct way to use the Teletower; they will then teach others and a list will be kept of who can train and / or use the Teletower.

This Health & Safety Policy statement was adopted by a resolution of a church members meeting dated Thursday 2nd March 2000 and updated by the Trustees in September 2019, April 2022 & July 2024..