



Health and Safety Policy

Updated: 10.06.2021

Writer: Operations Manager (Health and Safety Lead)

Ratified by PCC: July 2021

Review Date: July 2023

Document note: the wording 'church estate' encompasses all premises, car parks and grounds of St. Margaret's including the Church and Churchyard, the Crypt, the Visitors' Centre & Kingswood Halls.

The Parochial Church Council (PCC) of St. Margaret's Lee understand that we owe a duty of care to ensure the safety of those who visit or use the church estate. We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law. In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

We are committed to:

1. Providing a safe environment
2. Compliance with statutory requirements as a minimum
3. Assessing and controlling risks from church, hire, employee and volunteer's activities
4. Ensuring safe working methods and providing a safe working equipment
5. Providing effective information, instruction and training
6. Consulting with stakeholders on health and safety matters
7. Monitoring and reviewing our systems and prevention measures to ensure they are effective
8. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

The person responsible to the PCC for leading and co-ordinating Health and Safety activity is the Operations Manager, who can be contacted by:

Writing: The Visitors Centre, Brandram Rd, LONDON, SE13 5EA

Telephoning: 020 8318 9643

e-mail: community@stmargaretslee.org.uk

It is recommended that all Health and Safety e-mail reporting is carbon copied (cc) to: office@stmargaretslee.org.uk

The Health and Safety Lead will ensure that:

1. A clear Health and Safety policy is written and reviewed when necessary
2. Health and Safety matters are monitored and investigated where necessary
3. New staff and volunteers are provided with a written copy of the policy / details of where the policy can be found
4. Policy availability is sign-posted within the church estate
5. Health and Safety updates are included in the Facilities Management report presented at PCC meetings
6. Serious concerns will be immediately raised with the Rector and Churchwardens

The Health and Safety Lead will ensure the effective implementation of this policy by ensuring:

1. This Policy is communicated to all relevant persons
2. Appropriate information on significant risks is given to visitors and contractors
3. Appropriate consultation arrangements are in place for staff and their representatives
4. All staff are provided with information, instruction and training on health and safety issues and that training records are kept
5. Risk assessments of the premises and working practices are undertaken

6. Safe systems of work are in place as identified from risk assessments
7. Emergency procedures are in place
8. Machinery and equipment is inspected and tested to ensure it remains in a safe condition
9. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
10. Arrangements are in place to inspect the premises and monitor performance
11. Accidents are investigated and any remedial actions required are taken
12. The activities of contractors are adequately monitored and controlled
13. Employees have sufficient experience, knowledge and training to perform the tasks required of them
14. Clear procedures are created which assess the risk from hazards and produce safe systems of work
15. Sufficient funds are set aside with which to operate safe systems of work
16. Health and safety performance is measured both actively and reactively

Obligations of all employees and volunteers

Apart from any specific responsibilities which may have been delegated to them, all employees and volunteers must:

1. Act with due care for the health, safety and well-being of themselves, other employees and other persons
2. Observe all instructions on health and safety issued by the Health and Safety Lead or any other person delegated to be responsible for a relevant aspect of health and safety
3. Act in accordance with any specific Health & Safety training received
4. Report all accidents and near misses in accordance with policy procedures
5. Co-operate with other persons to enable them to carry out their health and safety responsibilities
6. Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
7. Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements
8. Maintain clean and clear working areas
9. Know and apply the procedures in respect of fire, first aid and other emergencies
10. All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered

Obligations of Contractors

Contractors should be made aware of this Health and Safety Policy and their obligations under it before commencing any work on site.

All contractors who work on any part of the church estate premises (including Kingswood Halls) are required to identify and control any risk arising from their activities and inform the Health and Safety Lead of any risks.

The Health & Safety Lead and or the PCC / Standing Committee / Rector is responsible for the selection and management of contractors in consideration of the Scheme of Delegation and scope of works and specialisms required.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Health and Safety Lead retains the right to terminate the contract with immediate effect.

Accident and Incident Reporting

All accidents, incidents and near misses/dangerous occurrences must be reported as promptly as possible in writing (or verbally where necessary and followed up in writing) to the Health and Safety Lead who is also the named person responsible for reporting serious incidents to the Health and Safety Executive (RIDDOR).

Accident Investigation

All accidents, however small, should be investigated and the findings recorded. During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident.

Accident Evaluation

The Health and Safety Lead will undertake periodic evaluations of all reported incidents and near misses. This will allow the identification of patterns and trends and enable corrective action to be taken.

Active Monitoring Systems include

1. The periodic examination of documents to check standards are complied with, i.e. reviewing risk assessments, training records, induction records
2. The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out by the Health and Safety Lead or a suitably trained associate
3. Environmental monitoring and health surveillance to check the effectiveness of health control measures
4. Safety tours and site walks, as above
5. Audits (Health and Safety audits, HR audits, Fire Risk Assessment etc.)
6. Reports to the PCC and Rector
7. Other measures (accident monitoring, Environmental Health visits)

Business Continuity Plan

There is a separate protocol in place to deal with unplanned occurrences such as: People related issues – major accidents, acts of extreme violence in which there is clearly a risk of serious injury
Premises issues – fire, explosions, floods, subsidence
Technology related issues.

The Rector will convene a meeting with the Health and Safety Lead and Standing Committee members where the likelihood of a serious occurrence becomes apparent (i.e. health pandemic, public disorder)

Cleaning and Maintenance

The Health and Safety Lead is responsible for ensuring the safe, routine maintenance and cleaning of the church estate.

Electrical Equipment

The Health and Safety Lead will ensure that testing, inspection and maintenance of equipment is undertaken as required. Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user. Equipment found to be broken or damaged must be taken out of service, and the defect reported to the Health and Safety Lead who will arrange repair or replacement. Hirers must ensure that all electrical equipment brought onto church premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected for defects before use.

Fire Safety

The Health and Safety Lead is responsible for:

1. The formal maintenance and regular testing of the fire alarm and emergency lighting
2. The maintenance and inspection of the fire-fighting equipment
3. The maintenance of exit/escape routes and signage

Fire Evacuation Procedure

All staff and volunteers must be familiar with evacuation procedures. In the event of an evacuation no member of staff or visitor should re-enter the building.

CRYPT Fire Instructions

If you discover a fire in the Crypt, you should:

RAISE THE ALARM by breaking the glass of a call point, located close to an exit. The Fire Service will automatically be called.

VACATE THE PREMISES. The **continuous** siren will alert all visitors. The Activity Leader/Responsible Person will advise visitors on safe exit routes. **Do not leave by the door leading upstairs to the Church.**

There are two crush bar equipped doors: one on either side of the Crypt.

If fire prevents exit from the Crypt, follow the corridor opposite the kitchen, which leads to the vestries. If necessary, break the glass to unlock the door. Walk into the first room and through the door directly in front.

Walk straight ahead through the choir vestry. The final exit is on the left-hand side via the choir vestry door onto Lee Terrace.



The Fire Assembly Point is by the **Assembly Point Signage in front of the Rectory.**

Call the Fire Service by dialling 999 as a back-up to the automatic call – **St Margaret's Lee, Lee Terrace/Brandram Road, SE13 5DL**

The Activity Leader/Responsible Person will ensure that all visitors have been evacuated.

Once the building has been evacuated **ON NO ACCOUNT** must the building be re-entered without permission from the Fire Service.

Use firefighting equipment to extinguish small fires as a protection to life during evacuation of the building. **DO NOT** attempt to extinguish large fires. This may endanger life.

CHURCH Fire Instructions

If you discover a fire in the Church, you should:

RAISE THE ALARM by breaking the glass of a call point, located close to an exit. The Fire Service will automatically be called.

VACATE THE PREMISES. The **continuous** siren will alert all visitors. The Activity Leader/Responsible Person will advise visitors on safe exit routes:

The North Door, which is the normal Church entrance onto Lee Terrace.

The West Door, at the back of Church below the Tower.

If the West end of the church building is blocked, proceed under the organ, down the stairs, to exit via the Choir Vestry door.

UNDER NO CIRCUMSTANCES IS THE LIFT TO BE USED.



The Fire Assembly Point is by the **Assembly Point Signage in front of the Rectory.**

Call the Fire Service by dialling 999 as a back-up to the automatic call – **St Margaret's Lee, Lee Terrace/Brandram Road, SE13 5DL**

The Activity Leader/Responsible Person will ensure that all visitors have been evacuated.

Once the building has been evacuated **ON NO ACCOUNT** must the building be re-entered without permission from the Fire Service.

Use firefighting equipment to extinguish small fires as a protection to life during evacuation of the building. **DO NOT** attempt to extinguish large fires. This may endanger life.

Kingswood Halls Fire Instructions

In an emergency, it is vital that everyone is able to exit quickly and safely wherever they are in the building. As a hirer, it is your responsibility to manage your group to ensure that everyone is safe.

Follow procedures – call 999 if needed and give the full address and postcode:

Kingswood Hall, Kingswood Place, London, SE13 5BU

Please ensure that as the group organiser, you know where the emergency exits are and that you do not block them in any way with chairs or tables.

The designated Meeting Point is the lower portion of the car park away from the buildings.

Please make sure you know where all the fire extinguishers and fire blankets are and what they can be used for. There is a smoke and carbon monoxide alarm outside the kitchen.
To sound the fire alarm in the main hall, press the button located in the call point by the main doors leading out to the car park.

EMERGENCY CONTACT

The Operations Manager can be contacted in an emergency on 07714 673 628 / 020 8318 9643

First-Aid and Supporting Medical Needs

There is a separate First-Aid policy.

Hazardous Substances

The Health and Safety Lead is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

Staff are reminded that no hazardous substances should be used without the permission of the Health and Safety Lead.

Hazard Reporting

An important feature of this policy is the operation of an effective hazard reporting system. Any paid/volunteer member is encouraged to report any sub-standard condition or practice.

Inclusion

The PCC and Rector are responsible for ensuring that there are adequate facilities and support to ensure the health, safety and welfare of any member of the church community with physical disabilities.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Lone workers should not undertake any activities which present a significant risk of injury. If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.

If it is necessary and you are required to work early in the morning or after normal working hours at night: 1.

Tell someone where you will be in the building and report when you have left the premises and are safely home (i.e line manager, H&S Lead, PCC member or family member)

2. Make sure suitable precautions have been taken to prevent intruders entering the area where you are working

3. Carry a mobile phone at all times

Any members of staff working off site must notify a colleague of whereabouts and intended return time.

Premises/Facilities Hire by External Parties

All hirers are to be provided with Hire Terms and Conditions document that includes Health and Safety and Fire safety protocols. The Terms and Conditions document also states the locations of First-Aid kits.

Commercial hirers involved in child specific/vulnerable group activities are required to provide the church with a copy of their Safeguarding Policy or adopt the church's safeguarding policy as their own.

Smoking

There is a no smoking policy throughout the church estate; this includes the use of electronic cigarettes.

Stress Management

Where appropriate a risk assessment of stress in the workplace will be carried out under the management of Health and Safety at Work regulations 1992.

Symptoms of stress include problems sleeping, dietary problems, mood swings, lethargy, inability to concentrate, fatigue, emotionalism, chest pains, palpitations, sweating and racing heart. Employees with these symptoms are advised to consult their GP without delay.

If you consider you may be suffering from stress for reasons connected with your workload, you should

approach the Rector or Health and Safety Lead who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress.

No disciplinary action will be taken against an individual who, in medical opinion, is suffering from stress.

On return to work for any period of stress-related illness, the Rector and Churchwardens will take account of medical advice and the needs of the church when determining which duties are most appropriate.

Visits and Journeys

The Activity Leader is responsible for ensuring that church led visits are risk assessed.

Visitors – Health and Safety

Under the provisions of the Health & Safety at Work Act 1974, the PCC has a duty of care to all its visitors.

Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the church estate they intend to visit. Visitors are to follow all displayed warning notices and verbal instructions. Contractors who arrive must have explicit permission from the Health and Safety Lead to carry out work. All necessary checks and potential hazards that may arise out of their work should be identified in advance.

Working at Height

All access equipment must conform to the appropriate standards. The Health & Safety Lead is responsible for completing risk assessments for all working at height tasks. 'Working at Height' applies to all activities which cannot be undertaken whilst standing on the floor.

1. If you need to work at height, then a step stool or small step ladder must be used.
2. Do not work at height when you are alone.
3. Ensure the step stool or step ladder is standing on a level surface before use.
4. Your knees should never be higher than the top platform of the ladder.
5. Never overreach.
6. Always have 3 points of contact with the ladder.