



# **Parish of Ashtead**

## **Health and Safety Policy**

**Revision: February 2020**  
**June 2021**



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# Parish of Ashted Health and Safety Policy

## Introduction

This is the Health and Safety Policy Statement of: -

Parish of Ashted St Giles' Church and St Giles' Dell Centre, Park Lane, Ashted, Surrey, KT21 1EJ and St George's Christian Centre, Barnett Wood Lane, Ashted, KT21 2DA

The health and safety policy statement is aimed at managing health and safety in the workplace.

Under the Health and Safety at Work etc Act 1974 section 2(3) we must have a written health and safety policy since we employ five or more people.

The Health and Safety Executive advise that it is good practice for volunteers to be provided with the same level of health and safety training and protection as though they were employees. This means that churches should follow the same regulations to ensure the health and safety of volunteers and other persons using the church as if they were employees. For this purpose volunteers are anyone who spends in excess of 8 hours weekly working on church premises.

This policy statement has been prepared by the PCC Health and Safety Committee in accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the regulations made under it. It is based on a specimen policy prepared by Ecclesiastical Insurance Group (2013).

It was approved by the meeting of the PCC Health and Safety Committee on 19 October 2016 and has been signed by the Rector.

The policy is in three sections:

**Section A:** General statement of policy

**Section B:** Organisation and responsibilities

**Schedule:** Specific arrangements and procedures

## To all employees, voluntary helpers and contractors:

The success of this policy depends on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for Health and Safety.

**Please note: The church insurer does not provide personal accident insurance for anyone over 80 at the commencement of each cover period. If you are over 80, you should avoid any activity which could create a significant risk of injury.**

## General Statement of Policy

The purpose of this policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, so far as is reasonably practicable, and to provide the information, training and supervision they need for this purpose.

We also aim to ensure the health, safety and welfare of all members of the congregations, contractors, visitors and others who may visit the churches, churchyards, halls and any associated buildings, so far as is reasonably practicable.

The organization of health and safety matters and the responsibility for them are set out in Section B below.

The specific arrangements and procedures are set out in the Schedule attached.

The policy and the arrangements and procedures for giving effect to it will be kept up to date in the light of changes to our buildings, activities, and allocated responsibilities.

To ensure this:

- The PCC Health and Safety Committee will meet regularly to oversee our compliance with the policy
- An item on Health and Safety will be on the agenda for all business meetings of the Parochial Church Council and other meetings as appropriate.
- Employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

**Signed:** (Rector)

**Date:** 16<sup>th</sup> June 2020

Review date (12 months after signing) 16<sup>th</sup> June 2021

## **B Organisation and Responsibilities**

### **1 Responsibility of the Rector**

Overall responsibility for Health & Safety is that of the Rector:

the Revd Richard Jones

who will ensure that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice.

### **2 Responsibilities of the Churchwardens and Operations Manager**

Responsibility to ensure that the arrangements set out in this policy are carried out and updated as necessary rests with the Churchwardens:

Mr Peter Levinsohn  
Ms Kim Darby

supported by the Operations Manager:

### **3 Responsibility of the Parochial Church Council**

The Parochial Church Council has general responsibility to ensure that the Health & Safety Policy is implemented.

### **4 Responsibility of the PCC Health and Safety Committee**

The PCC Health and Safety Committee will support the Churchwardens in establishing health and safety policies in the parish and ensuring their implementation. The Committee comprises the Churchwardens, the Operations Manager, at least one other member of the PCC, and co-opted members as necessary.

It will normally be chaired by one of the Churchwardens who may delegate that function. Currently the chair is

Dr Eric Huxter.

The specific joint responsibilities of the Health and Safety Committee are (as a minimum) to:

4.1 be familiar with Health & Safety Regulations as far as they concern church premises.

4.2 be familiar with the Health & Safety policy and arrangements and ensure they are observed.

4.3 ensure, so far as is reasonably practicable, that safe systems of work are in place.

4.4 ensure that the church premises are kept clean and tidy.

4.5 ensure that the churchyard at St Giles is properly maintained, including the safety of monuments, tombstones and trees, and that grass is kept cut .

4.6 ensure that safety equipment and clothing is provided and used by all

concerned where required .

4.7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received appropriate training.

4.8 ensure that adequate access and egress is maintained to church premises.

4.9 ensure that adequate firefighting equipment is available and properly maintained.

4.10 ensure that food hygiene regulations and procedures are observed.

4.11 ensure that adequate and effective first aid arrangements are in place.

4.12 ensure that appropriate training in health and safety matters is provided for all employees, voluntary workers and others as appropriate.

4.13 ensure that contractors have adequate health and safety arrangements and insurance.

These responsibilities apply to the H&S Committee as a body. They do not confer individual powers on committee members.

We expect Committee Members to be watchful and aware. If a Committee Member sees an unsafe act or unsafe condition and they want to ask questions or otherwise look into it, they must always do this with courtesy and correct procedure, with deference to those who are responsible for the area or activity and without disruption to any activity in progress. An exception would be where there is a direct and immediate risk.

Committee members are not individually empowered to intervene directly to introduce new Health & Safety requirements. Instead they should convey their concerns to the Committee, through the Committee Chair and/or the relevant Churchwardens (for SGCC or St Giles). If a change of policy or practice or other intervention is needed this will be conveyed by the Committee Chair or Churchwarden through the normal management channels.

## **5 Responsibility of the Senior Staff**

The Senior Staff will aim to ensure compliance with this policy, together with the specific arrangements and procedures set out in the Schedule, in respect of all the activities and all the people (employees, voluntary workers and others) for whom they have responsibility, either full-time or for specific occasions and events. They may delegate specific responsibilities if appropriate.

## **6 Responsibility of the Operations Manager as the Health and Safety Officer**

The Health and Safety Officer will assist the PCC Health and Safety Committee in its task of ensuring compliance with this policy. The Officer reports to the Chair of the Health and Safety Committee, who may ask the Officer to take forward work on the specific arrangements and procedures set out in the Schedule, working with the responsible persons (as listed in the tables in sections 8.1 and 8.2).



## 7 Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

7.1 comply with safety rules, operating instructions and working procedures

7.2 use protective clothing and equipment when it is required

7.3 report any fault or defect in equipment immediately to the appropriate person

7.4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible

7.5 not misuse anything provided in the interests of health and safety.

## 8 Responsible persons

The following are responsible for safety in respect of particular activities and areas. If new requirements and activities emerge, or if the allocation to named people changes, the list will be amended accordingly:

### 8.1 By Activity

Activity	Name or position St George's Christian Centre	Name or position St Giles' Church and Dell Centre
<b>First Aid</b>	H&S Committee & Operations Manager	H&S Committee & Operations Manager
<b>Accident book</b>	Operations Manager	Operations Manager
<b>Fire log book</b>	Operations Manager	Operations Manager
<b>Emergency evacuation</b>	Churchwarden + Operations Manager	Churchwarden + Operations Manager
<b>Portable electrical appliances</b>	Operations Manager	Operations Manager
<b>Fixed electrical systems</b>	Churchwarden (St George's) + Fabric Ministry Group	Churchwarden (St Giles') + Fabric Ministry Group
<b>Gas equipment</b>	Facilities Manager	Facilities Manager
<b>Hazardous substances</b>	Operations Manager (+support)	Operations Manager (+support)
<b>Plant and machinery</b>	Facilities Manager (+support)	Facilities Manager (+support)
<b>Condition of floors and stairs - in churches</b>	Facilities Manager	Verger
<b>Condition of floors and stairs - other than church Churchyard etc)</b>	Person responsible for area in section 8.2 + Facilities Manager	Facilities Manager
<b>Condition of exterior areas (excluding Churchyard etc)</b>	Facilities Manager	Facilities Manager
<b>Condition of Churchyard at St Giles, other uncultivated</b>	Not applicable	Churchwarden (St Giles') + Chairman of the Churchyard

<b>area and the main driveway</b>		Ministry Group
<b>Light bulb changing (Working at Height Cat 1&amp;2)</b>	Caretaker /Churchwarden	Verger/Caretaker
<b>Working at high levels</b>	Churchwarden + H&S Committee	Churchwarden + H&S Committee
<b>Food preparation</b>	Caterer + Operations Manager	Caterer + Operations Manager
<b>Manual handling</b>	Operations Manager + H&S Committee	Operations Manager + H&S Committee
<b>Computer display screen equipment</b>	Operations Manager + H&S Committee	Operations Manager + H&S Committee
<b>Building safety–related defects /glazing</b>	Major defects: Churchwardens + Fabric Ministry Group Minor defects: Facilities Manager	Major defects: Churchwardens + Fabric Ministry Group Minor defects (Church): Verger Minor defects (Dell Centre): Facilities Manager
<b>Safeguarding</b>	Parish Safeguarding Representative	Parish Safeguarding Representative
<b>Personal Safety</b>	Operations Manager	Operations Manager
<b>Church Events</b>	Responsible Organiser	Responsible Organiser
<b>Contractors</b>	Churchwardens + Fabric Ministry Group + Operations Manager	Churchwardens + Fabric Ministry Group +Operations Manager
<b>Health and Safety training</b>	Operations Manager + H&S Committee	Operations Manager + H&S Committee
<b>Tower access (St Giles) + bell ringing</b>	N/A	Bell Captain/Verger
<b>Use of premises by internal or external hirers (whether or not a charge is made)</b>	Hirer/Responsible Organiser & Operations Manager	Hirer/Responsible Organise & Operations Manager

## 8.2 By Area

Area	Person / role	
	St George's Christian Centre	St Giles' Church and Dell Centre
<b>Church</b>	Operations Manager	Verger/Operations Manager (Dell Centre)
<b>Vestry(s)</b>	Operations Manager	Verger
<b>Hall complex: all public areas upstairs and downstairs excluding the church, kitchen and office areas (includes foyers, hall meeting)</b>	Facilities Manager	Facilities Manager

rooms, corridors and stairs)		
Churchyard etc) Condition of Churchyard at St Giles, other uncultivated area and the main driveway	Operations Manager	Verger
Office areas, including where applicable, photocopy room and archive/store rooms	Operations Manager	Operations Manager
Youth Office	Operations Manager	N/A
Boiler room and emergency exit route	Facilities Manager	Verger/Facilities Manager (Dell Centre)
Organ and gallery	Churchwarden	Verger
Exterior including car park drive and other external areas	Facilities Manager	Verger
Tower (ringing chamber, belfry, tower roof)	N/A	Bell Captain/ Verger
Garages	Facilities Manager	Churchyard Ministry Group + Verger

## 9 Specific Arrangements and Procedures.

### 9.1 Information and enforcement

Environmental Health Service Information:

Health & Safety Executive  
<http://www.hse.gov.uk/contact/contact.htm>

A number of detailed guidance notes are also available from EIG. These are available from the EIG Insurance Consultant and Surveyor, by calling their church department on: 0345 777 3322 or on [www.ecclesiastical.com](http://www.ecclesiastical.com).

### 9.2 Health and Safety Law Poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in reception in SGCC and at St Giles' Church and Dell Centre. This is a mandatory HSE requirement.

Our certificate of employer's liability insurance is displayed in reception at SGCC.

**9.3 The attached Schedule sets out specific arrangements and procedures to ensure compliance with this policy as follows:**

1. Accidents and First Aid Policy	Annex A
2. Fire Safety Policy	Annex B
3. Electrical Safety Policy	Annex C
4. Gas Equipment Policy	Annex D
5. Hazardous substances Policy	Annex E
6. Safety of plant and machinery Policy	Annex F
7. Floor Policy	Annex G
8. Lighting Policy	Annex H
9. Working at Height Policy	Annex I
10. Food Preparation Policy	Annex J
11. Manual Handling Policy	Annex K
12. Display screen Policy	Annex L
Annex L1a: Workstation Assessment Form	
Annex L1b: Display Screen User Assessment Form	
13. Hazardous buildings/glazing Policy	Annex M
14. Safeguarding Policy	Annex N
15. Lone Working/Personal Safety Policy	Annex O
Annex O1: Risk Assessment Lone Working	
16. Event Management Policy	Annex P
Annex P1: Completing a Risk Assessment	
Annex P2a: Onsite Events Risk Assessment Flow Chart	
Annex P2b: Offsite Events Risk Assessment Flow Chart	
Annex P3: Event Risk Assessment Form and Table	
17. Contractor Policy	Annex Q
18. Consultation Policy	Annex R
19. No Smoking Policy	Annex S
20. Electric and Magnetic Fields Policy	Annex T
21. Hearing Protection Policy	Annex U
22. Bell Tower Policy	Annex V
23. Lockdown Policy	Annex W

## 1 Accidents and First Aid Policy

### 1.1 First Aid box locations:

St George's Christian Centre:

- Reception desk
- Kitchen
- Upstairs kitchenette
- Parish office (smaller content)
- Youth office

St Giles Church

- Disabled toilet (off vestry)

Dell Centre:

- Kitchen
- Office

### 1.2 Trained/qualified First Aiders

The Operations Manager to maintain lists of currently trained first aiders, to be accessible when needed.

### 1.3 Reporting of accidents

All accidents and incidents must be entered in one of the accident books and our insurers advised by Operations Manager as required.

For lettings to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. However hirers have to do their own risk assessments and buy their own insurance cover.

Accident book locations are:

- St George's Christian Centre: reception desk
- St Giles' Church: clergy vestry
- Dell Centre: office

Accident books and accident records are regularly reviewed by the PCC Health and Safety Committee.

### 1.4 Reporting of accidents to HSE

The requirements for reporting accidents to the HSE are set out in RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

Where required under RIDDOR, accidents will be reported by the responsible person, e.g. Operations Manager as Health and Safety Officer:

For information on how to report RIDDOR incidents see: <http://www.hse.gov.uk/riddor/report.htm>

All incidents can be reported online. Their telephone service is provided only for reporting fatal/specified, and major incidents 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

## 2 Fire safety Policy

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. See box of information about the Order and its requirements.

The Order requires that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. These include measures

- to reduce the risk of fire and the risk of the spread of fire on the premises;
- in relation to the means of escape from the premises;
- for securing that, at all material times, the means of escape can be safely and effectively used;
- in relation to the means for fighting fires on the premises;
- in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
- in relation to the arrangements for action to be taken in the event of fire on the premises, including measures relating to the instruction and training of employees; and measures to mitigate the effects of the fire.

### **The Regulatory Reform (Fire Safety) Order 2005**

This sets out the legal requirements concerning fire safety under one piece of legislation.

**An introduction** to the Order is given at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14879/making-your-premises-safe-short-guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14879/making-your-premises-safe-short-guide.pdf)

**Full information** about the Order and how to comply with it is provided at:

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

**The Order requires** a Fire Safety Risk Assessment (para 9.(1)) as follows:

*The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.*

**and it states** (para 0.(3)) that:

*Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly if—*

*(a) there is reason to suspect that it is no longer valid; or*

*(b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions, and where changes to an assessment are required as a result of any such review, the responsible person must make them.*

**Enforcement** of the requirements of the Order is (para 25.(a)) the responsibility of the fire and rescue authority relevant to the location of our property. In our case it is Surrey Fire and Rescue. See

<http://www.surreycc.gov.uk/people-and-community/surrey-fire-and-rescue/fire-safety-for-businessesand-organisations>

**Guidance** about completing a fire safety risk assessment is given in a range of documents available at the above link. The guides that apply to us are:

SGCC: Fire safety risk assessment: for large places of assembly

St Giles Church: Fire safety risk assessment: small and medium places of assembly

Dell Centre: Fire safety risk assessment: small and medium places of assembly

### 2.0 Fire Safety Risk Assessment

As a result of the complexity of the requirements concerning fire safety risk, we will generally expect to engage a suitable professional assessor to carry out the required Fire Safety Risk Assessment (FSRA) for us. Up to now this

has been done by Chubb Fire and Security.

Note that the assessment report is advisory and that under the legislation it is “the responsible person” who takes responsibility for the conclusions that are drawn.

Following FSRA receipt of the report the PCC H&S Committee will review the findings and determine what actions to take and will arrange for the actions to be carried out.

Our policy is not for an annual repeat of the full Fire Safety Risk Assessment but to repeat them as specified by the criteria given in The Fire Safety Order

Therefore once a year the PCC H&S Committee will review our Fire Safety Risk Assessment and consider whether any further action is required and whether the criteria (see box) for a new professional assessment are satisfied.

## 2.1 Fire extinguishers (including fire blankets)

Fire extinguishers are kept in the following locations:

### In St George’s Christian Centre

Location	Types of extinguisher
Car park foyer - by flower cupboard	1 water and 1 CO <sub>2</sub>
Car park foyer - by lift	1 water
Church – S side at front	1 water and 1 CO <sub>2</sub>
Church – by NW door	1 water and 1 CO <sub>2</sub>
Front foyer	1 water
Kitchen	1 CO <sub>2</sub> and 1 fire blanket
Hall – by hatch	1 water
Hall – by the doorway to Parish Room	1 CO <sub>2</sub>
Outside boiler room door via staircase from hall	1 powder
Side entrance (adjacent to crèche room)	1 water
Landing of staircase from side entrance	1 water and 1 CO <sub>2</sub>
Upper Room	1 CO <sub>2</sub>
Print Room	1 CO <sub>2</sub>
Landing on stairs by car park foyer	1 water and 1 CO <sub>2</sub>
By final exit door near car park foyer	1 water
Overall	10 water, 9 CO <sub>2</sub> , 1 powder and 1 fire blanket

### In St Giles’ Church

Location	Type
Church – inside boiler room door	1 powder
Church – in the clergy vestry	1 powder
Church – by the organ	1 CO <sub>2</sub>
Tower – in the ringing chamber.	1 powder
Church – in the west lobby	1 water
Overall	4 water, 4 CO <sub>2</sub> , 2 powders and 1 fire blanket



### In the Dell Centre

Location	Type
Upstairs foyer	1 water and 1 CO <sub>2</sub>
Downstairs foyer	1 water and 1 CO <sub>2</sub>
Kitchen	1 wet chemical and 1 CO <sub>2</sub>
Plant Room	1 powder and 1 CO <sub>2</sub>
	Overall 2 water, 4 CO <sub>2</sub> , 1 wet chemical and 1 powder

### Annual maintenance of fire extinguishers

The extinguishers noted above are checked annually by Chubb.

### Visual inspection of fire extinguishers

In addition the extinguishers noted above are checked visually every week by the responsible person for the area to ensure that they are still in place and have not been discharged

## 2.2 Fire alarm system

### *At St George's Christian Centre*

There is a fire detection and alarm system at St George's Christian Centre which is connected to the Redcare Call Centre.

Maintenance is provided by Southern Fire Security( 01372 619247).. The contact number of is on the notice board in reception and on the fire alarm control panel.

There is a quarterly check, noted in a log book.

### *At St Giles'*

Four smoke detectors are connected to the intruder alarm.

These are maintained and checked by Southern Fire Security( 01372 619247).

The alarm is monitored via a Digital Communicator and Receiving Centre.

### *At Dell Centre*

Fire alarm is monitored by Redcare.

These are maintained and checked by Southern Fire Security( 01372 619247).

## 2.3 Other fire protection equipment

N/A

## 2.4 Evacuation procedures

### 2.4.1 Evacuation Procedure for St George's Christian Centre

#### A. Background information

1. It is the responsibility of Fire Marshals and Sidespersons (for church events) and the Responsible Organiser (for private lets and functions) to ensure that the evacuation procedures under paragraph 2.4 are all in order.
2. Instructions for Responsible Organisers (Hirers) are kept in reception. See also booking Terms and Conditions for Hirers.
3. Our fire alarm is connected to a Monitoring Station. Whenever the fire alarm detects a fire the Monitoring Station is automatically notified – dialling 999 is not normally required.
4. The Monitoring Station will call the SGCC Reception to confirm whether or not there is a fire and if there is, they will then call the fire brigade.
5. If the Monitoring Station receive no reply from SGCC Reception (e.g. when the centre is closed), they will call the fire brigade anyway, and contact one of the listed call-out contacts to arrange for them to attend immediately to provide access to the building for the fire service as soon as they arrive.

#### B. The following applies to all persons on the premises in the event of a fire alarm or emergency

If you discover a fire:

6. Break the glass of the nearest fire alarm call-point or contact reception immediately.
7. Give your name and details of the place and size of the fire to reception.
8. If there is no personal risk and only if you feel confident to do so, attempt to extinguish the fire using appropriate fire extinguishers.

If you hear the fire alarm:

1. Leave the building immediately via the nearest exit and go to the **Fire Rally Point, which is on the grass in front of the Woodman.**

Do not stop to collect personal belongings. Escape route plans are reproduced below.

2. Wheelchair users on the upper floor should be moved to a safe area as far from the fire as possible.
3. Close doors behind you. Any doors that are propped open will be released automatically and will close. If any remain open, close them manually.
4. Do not go home - anyone known to have been in the building must be accounted for. If you are absent, it will be assumed that you are still in the building and in need of rescue.

5. Do not try to go to someone in another part of the building - they will also be leaving.
6. Do not use the lift under any circumstances – power could be lost any time.
7. Do not attempt to carry wheelchairs down stairs as you may fall and block the passage of others following - wait for the Fire Brigade to carry you down. [We may need to provide specialist equipment to help get down stairs.];

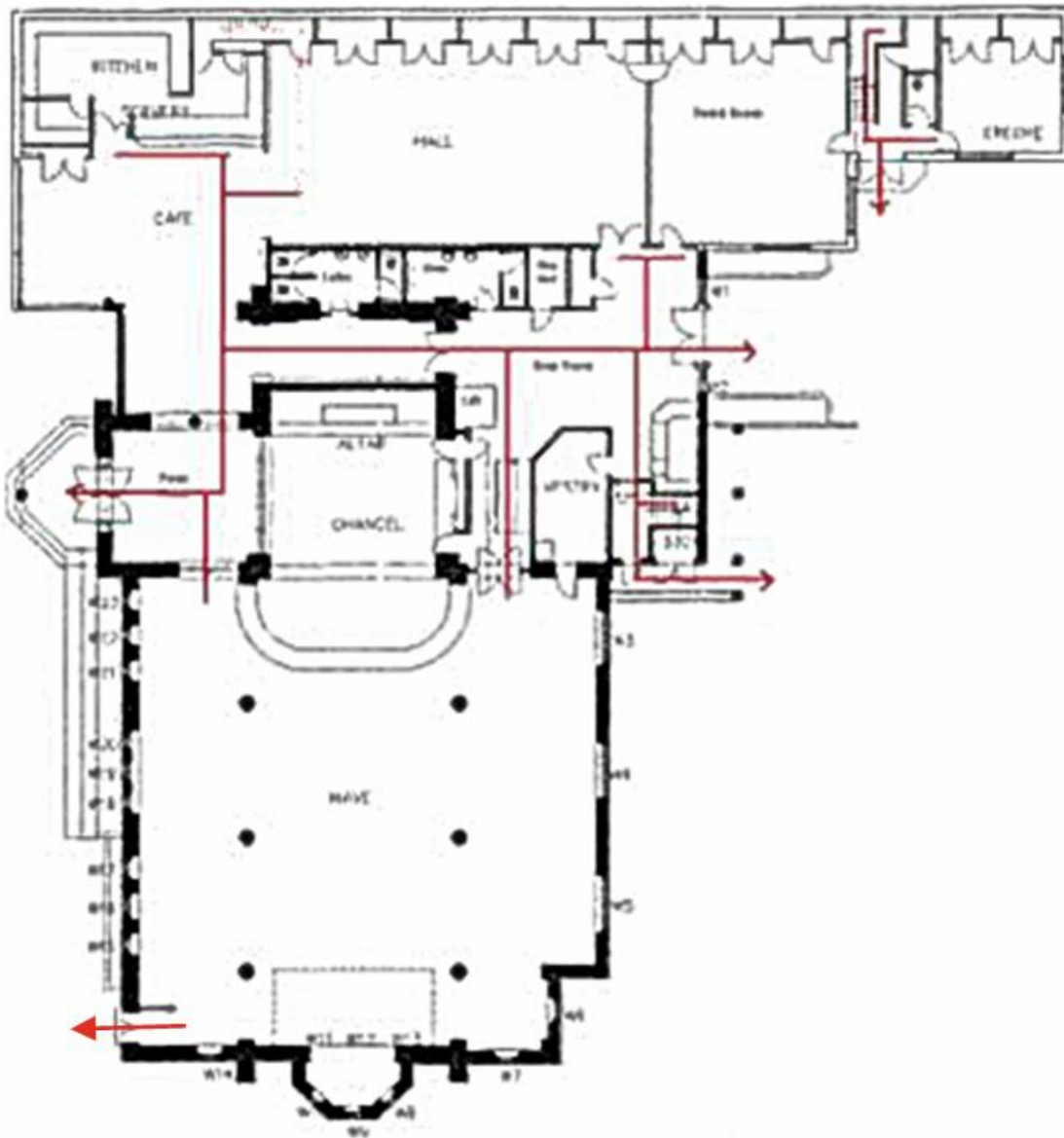
#### **Fire Marshalls should**

8. Direct occupants to leave along the appropriate route and check the building for occupants
9. Make sure all windows are closed and doors are closed (not locked).

#### **C. The following applies to Fire Marshals and Sidesmen (for church events) and to Responsible Organisers (for private lets and functions)**

1. When the fire alarms sounds move to the nearest fire exit and open it.
2. Encourage people to leave the building along the appropriate exit route in a calm and safe manner.
3. Direct them to the Fire Rally Point, which is the grass in front of the Woodman. People must not stay in the SGCC car park.
4. Wheel chair users may have difficulty leaving the building. If that is so, take them to a safe area within the building, closing all fire doors on the way. Try to send out the message that they are there so that the fire brigade will rescue them.
5. Ensure clear access for emergency vehicles.

### ST GEORGE'S CHRISTIAN CENTRE GROUND FLOOR



GROUND FLOOR PLAN Marking Escape Routes

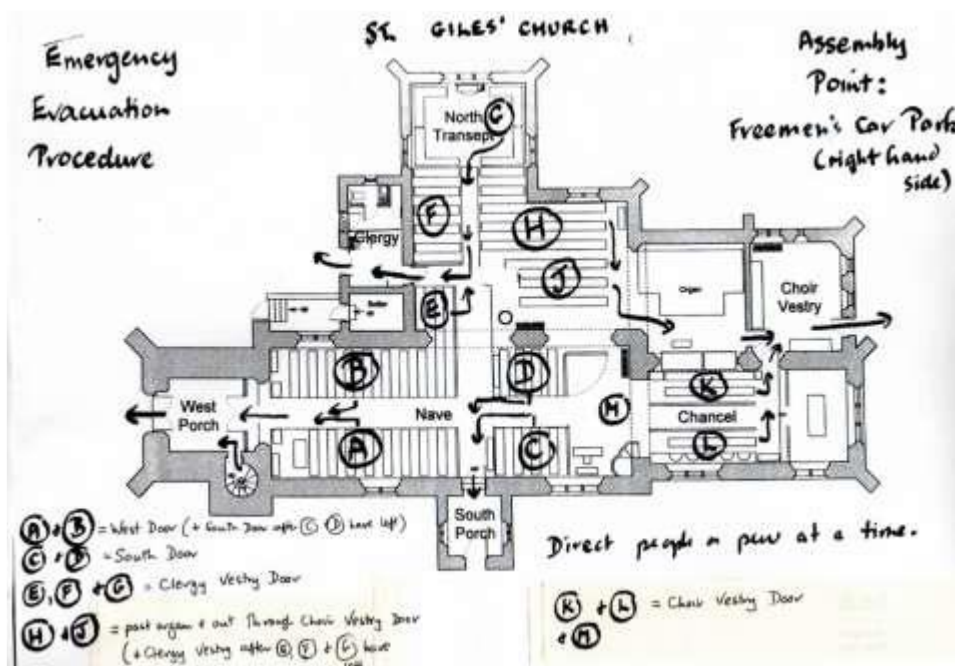


6. Evacuate to the Fire Rally Point (Freemen's car park).
7. Ensure clear access for the emergency vehicles.

**C. The following applies to Fire Marshals and Sidesmen (for church events), the attendant Ringing Master (for bell ringing practice) and to Responsible Organisers (for private lets and functions)**

1. When you are notified that there is a fire move to the nearest fire exit and open it.
2. Without putting yourself in danger help people to leave the building in a calm and safe manner.
3. Direct them to the Fire Rally Point in Freemen's car park.
4. If the fire is in your area direct people to a fire exit that is safe to use.
5. Wheel chair users should be evacuated via the West Door. If that is unavailable they should be evacuated by either of the Vestry doors.
6. Try to ensure clear access for the emergency vehicles.

**ST GILES' CHURCH EVACUATION PROCEDURE**



### **2.4.3 Evacuation Procedure for the Dell Centre**

#### **If you discover a fire**

1. Lift plastic cover and press button firmly at the nearest red fire call point.
2. If there is no personal risk and you feel confident to do so, attack the fire using appropriate fire extinguishers.

#### **When the fire alarm goes off**

1. The fire alarm is connected to a Monitoring Station – dialling 999 is not required.
2. Whenever the fire alarm sounds the Monitoring Station will call the 3 key holders in turn until their call is answered. They will request both the key holder and the fire brigade to attend.
3. The contacted key holder will attend as event manager.

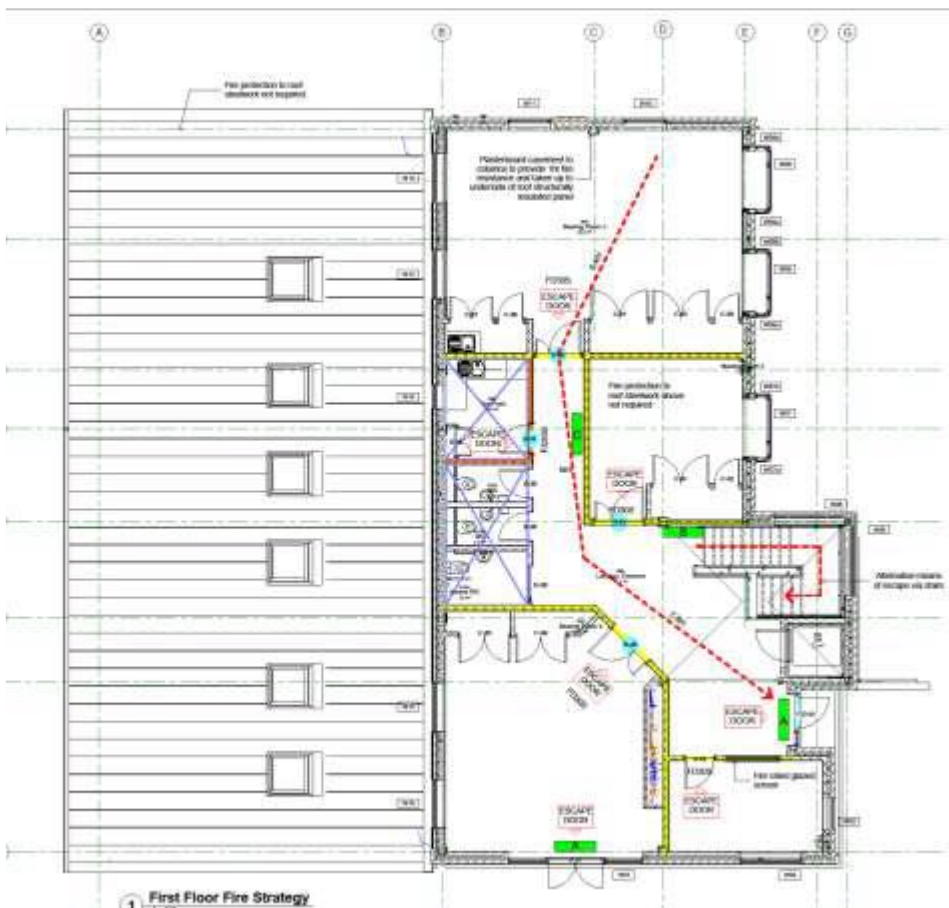
#### **If you hear the fire alarm**

1. Make sure all windows are closed and doors are closed (not locked). Any doors which have not closed automatically should be released and closed.
2. Leave the building immediately via the nearest exit. Do not stop to collect personal belongings.
3. Go to the Fire Rally Point, which is on the St Giles' Church side of the Lych Gate.
4. Close doors behind you. If possible, let the presence of the fire be known to those outside.
5. Do not go home - anyone known to have been in the building must be accounted for. If you are absent, it will be assumed that you are still in the building and in need of rescue.
6. Do not try to go to someone in another part of the building - they will also be leaving.
7. Do not use the lift under any circumstances – power could be lost any time.

### DELL CENTRE GROUND FLOOR



### DELL CENTRE FIRST FLOOR



### 2.5 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.

## **2.6 Capacity of our Buildings**

The permissible occupancy of buildings is related to the capacity of the exits for allowing people to leave within a specified time in the event of a fire, and takes account of the width of the escape route and the level of risk associated with the situation.

A separate PCC H&S Committee Paper (11 October 2016) presents the calculation of permissible occupancy figures for our two churches presented here.

### **2.6.1 St George's Church**

#### *Seating*

Seating in St George's comprises 347 red upholstered seats and 20 wooden chairs for the chancel. The normal seating capacity is therefore 367.

This can be augmented by up to 146 folding green chairs from the hall and elsewhere in SGCC, to 493 if the wooden chancel chairs are not used or 513 if they are used.

#### **Occupancy**

Maximum permissible occupancy is 604 (excluding the large sliding door). Discounting the chancel door, the maximum capacity is 504 which still exceeds the seating capacity augmented by all of the green folding chairs.

All doors must be unlocked and routes through the car park foyer and through the front foyer must be clear of obstructions to maintain the width of the exit.

Our planning approval limits the maximum capacity for the new parts of the St George's Christian Centre (when opened in 2001) to 500. This was based on parking considerations rather than fire safety and in any case does not apply to the Church.

### **2.6.2 St Giles' Church**

#### *Seating*

The number of fixed seats is 240. This includes pews (190), chancel seating (30) and the north part of the north transept area (20).

## Capacity

Fire safety considerations set the normal maximum capacity of the church to 240 where there are no special precautions apart from unlocking the inner and outer doors at all four exits and latching open one of the outer west doors.

Thus all of the fixed chairs may be used without taking additional precautions. If any of the red folding chairs are used, they must be balanced by unused seating elsewhere.

By taking additional precautions the capacity may be increased to an absolute maximum of 360. These precautions are that the inner and outer doors to the south porch and to the choir vestry must be latched open, or alternatively, a door attendant stationed at each of these exits, whose role it is to open those doors in the event of a fire. When these precautions are taken the occupancy may exceed 240 up to a maximum of 360.

**There is no way to increase the maximum capacity beyond 360.**

<b>St Giles Church Maximum Capacity</b>	<b>“Low risk” Applies for all occasions except candle-lit services</b>	<b>“Normal risk” Applies for candle-lit services</b>	<b>Door arrangement requirements</b>
Low occupancy occasions	120	100	One or both outer West doors unlocked. Both inner west doors unlatched. Vestry outer door unlocked.
Normal occupancy events	240 All fixed seating can be used but additional folding chairs cannot be used (unless they are balanced by unused fixed seats)	220 All but 20 of fixed seating can be used.	One of outer West doors latched open. [If because of cold weather the outer west door needs to be ajar but not latched open, then an attendant must be stationed there to open the door in the event of fire] Both inner west doors unlatched. Vestry outer door unlocked. South porch outer door unlocked. Choir vestry outer door unlocked. Door

			from chancel to choir vestry unlocked.
Exceptionally high occupancy events	360 All fixed seating with additional seats, but maintaining gangways.	240 All fixed seating can be used but additional folding chairs cannot be used (unless they are balanced by unused fixed seats)	As above except: inner and outer doors of south porch and choir vestry latched open, OR attendant stationed at each door to open door in the event of a fire.

**Table summarizing door arrangements required at St Giles' Church for different occupancy and fire risk scenarios.**

When the occupancy is lower than 120 it is sufficient for one of the main west doors to be open, for both of the pair of inner doors to the west porch to be unbolted, and for the outer vestry door to be unlocked.

These capacity figures given are for "lower risk" situations. For candle-lit services the numbers for "normal risk" should be used. These are 220 for the maximum capacity without taking special precautions apart from unlocking the doors at all four exits, and 240 with the south porch and choir vestry doors latched open or an attendant stationed to open them in the event of a fire.

This information is captured in the table above.

**2.6.3 Meeting Rooms in Dell Centre and SGCC**

	Area, (approx) m <sup>2</sup>	Max capacity (standing, with no furniture)	Seated in rows	Seated at tables	Min width gangways, m
<b>SGCC</b>					
Hall	110	220	100		0.85
Parish Room	60	120		40	0.75
Upper Room	28	56		20	0.75
Roof Room	25	50		16	0.75
Café	80	160		50	0.75
<b>Dell Centre</b>					
Main Hall	118	236	132	120	0.85
Small Hall	54	108	48	44	0.85
Finbow Room	48	96	44		0.75
Tucker Room	18	36	18		0.75
Prayer Room	37	74	24		0.75

## 2.7 Staff Fire Training

Fire instruction should be given by a competent person at such intervals as to ensure that everyone at work has received fire safety training, preferably at least twice in each period of twelve months.

Newly appointed and temporary staff are made aware of the means of escape and fire procedures at the commencement of their employment.

As a minimum, all staff should receive the following training;

- They should be told if they have any special duties when the fire alarm sounds.
- They should receive instruction about all the items listed in the fire emergency plan and the evacuation procedures.
- They should be given instruction in how to maintain a safe workplace by keeping fire-resisting doors shut and keeping the escape routes clear of obstructions, sources of ignition and combustible storage.
- They should be told of the importance of keeping the firefighting equipment available.
- They should be shown how, where required, to safely shut down machinery before leaving the building.

All training and instruction is to be recorded in the Fire Safety Log Book. The following are examples of matters which need to be included in such a record:

- The date of the instruction or exercise.
- The duration and the name of the person giving the instruction or drill. The names of the persons receiving the instruction or taking part in the drill.
- The nature of the instruction or drill.

## 2.8 Portable Firefighting Equipment

Persons attempting to use the extinguishers, without training, may be at risk from a fire through inappropriate use and a lack of firefighting awareness.

Article 13 of The Regulatory Reform (Fire Safety) Order imposes a duty on employers to provide adequate training for any persons who may be expected to use the equipment that they have provided. A small number of employees and volunteers will be trained in the use of the portable firefighting equipment.

## 2.9 Fire Marshal Fire Training

Fire Marshals will be identified from among the employed staff and from among the sidespeople and trained:

- to recognise potential causes of fire in their workplace and hazards to persons escaping from a fire, such as obstructions of the escape route and the firefighting equipment, slip and trip hazards and fire-resisting doors wedged open.
- to use the firefighting appliances.
- to take charge of the evacuation in their immediate vicinity on hearing the fire alarm. They should ensure that everyone in their workplace has left the building.

## 2.10 Fire Safety Log Book

A dedicated fire safety log book(s) shall be maintained at each of SGCC, the St Giles Church and the Dell Centre and should include all the following records or servicing, tests and training:

- Fire alarm (including activations and testing).
- Emergency light tests, servicing and checks.
- Staff fire training (see 2.7).
- Fire Marshall training.
- Fire evacuation drills and list of participants.
- Fire extinguisher checks and tests.
- Means of escape checks.
- Tests of acoustic and magnetic door holding devices (if fitted).
- Portable electrical appliance tests.
- Electrical installation (periodic) tests.
- Lift servicing.
- Lightning conductor testing.
- Servicing of buildings heating/climate control.
- Visits by the Fire Service.

## 2.11 Personal Emergency Evacuation Plans (PEEPs)

Individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency require a PEEP.

PEEPs may be required for staff with:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances
- 

A temporary PEEP may be required for:

- Short term injuries (i.e. broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

The Parish will assess for each employee or volunteer whether they are able to evacuate the building unaided, in a prompt manner, during an emergency situation. If they cannot then a PEEP will be provided.

### 3. Electrical Safety Policy

#### 3.1 General requirements for electrical safety

Misuse and abuse of electricity is a significant cause of fires and injury. The Electricity at Work Regulations 1989 cover requirements concerning electrical safety.

Guidance is provided in the HSE Book HSR25 which can be downloaded from the internet.

General requirements for all users of electrical appliances are given in 3.2.

Separate requirements apply for portable electrical appliances (3.3) and for fixed electrical installations (3.4).

The “*responsible person*” for electrical safety referred to in this section is the IT Team Lead.

#### 3.2 Requirements for all users of electrical equipment

1. Users will routinely visually check electrical equipment before use, looking for:

- damage to the lead, including fraying, cuts or heavy scuffing
- damage to the plug, e.g. to the cover or bent pins;
- tape applied to the lead to join leads together;
- coloured wires visible where the lead joins the plug (the cable is then not being gripped properly where it enters the plug);
- damage to the outer cover of the equipment itself, including loose parts or screws;
- signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;
- equipment that has been used or stored in unsuitable conditions (e.g. stored in wet or dusty environments or where water spills are possible; and cables trapped under furniture.)

2. Report all faults immediately to the *responsible person*

3. Do not attempt to use or repair faulty equipment yourself – refer it to a competent person

4. For employees and volunteers, all electrical equipment brought in for use on our premises shall undergo an appropriate PAT test or visual inspection as set out in 3.3. The responsible person to retain records of equipment approved for use.

5. For hirers or other external users of our premises no electrical equipment is to be brought onto the premises and used unless an appropriate test PAT test certificate is shown. This is a requirement under our hiring agreements.

6. Electrical equipment should be switched off and disconnected when not in use for long periods.

7. Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

### 3.3 Testing (PAT) and visual inspection of portable appliances

Legal requirements for testing portable electrical equipment are presented in the HSE guidance leaflet INDG236(rev3) *Maintaining portable electrical equipment in low risk environments*.

This requires us to maintain electrical equipment if it can cause danger. It does not say how we must inspect or test the equipment or how often we must do that. The three options are:

*User checks:* Carried out by users whenever they use equipment – See 3.2

*Visual inspection:* Carried out routinely by a trained member of staff.

*Test (ie Portable Appliance Test)* Carried out either by ourselves or a contractor using a specialized piece of equipment

Whether a visual inspection or a combined inspection and test is needed depends on the type of equipment and the amount of wear and tear it is likely to experience and whether it is single or double insulated is as set out in Table 1 of the HSE guidance leaflet and reproduced here.

#### **Portable appliance test (PAT)**

A portable appliance test does not need to be carried out by an electrician, but greater knowledge and experience is needed than for inspection alone, and the person performing the test must have the right equipment for the task. They should know how to use the test equipment and how to interpret the results.

It is important to continue to carry out user checks on electrical equipment that has been tested. This is because portable appliance testing can only give an indication of the safety of an appliance at the time of the test and does not imply that the item will be safe for a further period of time.

The person carrying out the test should not assess when the next test will be due as this decision should be made by you on a risk assessment basis.

The *responsible person* for all inspecting and testing and associated records for portable electrical appliances is the IT Team Lead.

We will:

- Make sure that all portable equipment is visually inspected at initial intervals which could be between six months and four years, depending on the type of equipment. See the last bullet point on this list and the table in the box for more information.
- Arrange for equipment that is not double insulated to have a portable appliance test (including leads) at initial intervals which could be between one and five years, depending on the type of equipment.
- Ensure that damaged or faulty equipment is recognised, removed from use without delay and either: repaired by someone competent (i.e. with suitable training, skills and knowledge for the task to prevent injury to themselves or others); or
- Disposed of to prevent its further use – consult your local authority about arrangements for disposing of electrical equipment.
- Review your maintenance system to determine whether you could decrease or increase your inspection and/or testing intervals.
- We will maintain records of visually inspections and testing of equipment and label equipment with the result and date of the test, [recognizing but there is no legal requirement to do either of these things.]

The table in the box at the end of this leaflet gives an initial indication of where a visual inspection should be sufficient and where testing may be needed in order to

comply with the law. It also suggests initial intervals for the different types of checks.

A list of all our portable electrical appliances is maintained by the responsible person for the areas set out in section B8.1.

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights	No	No	No
Desktop computers, VDU screens	No,	Yes, 2–4 years	No if double insulated otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No,	Yes, 2–4 years	No if double insulated otherwise up to 5 years
Double insulated (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	No	Yes, 2–4 years	No
Double insulated (Class II) equipment: Hand-held, eg some floor cleaners, some kitchen equipment	Yes	Yes, 6 months – 1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery charging equipment	Yes	Yes, 6 months – 4 years depending on the type of equipment it is connected to	Yes, 1–5 years depending on the type of equipment it is connected to
<p><b>Notes for Table 1</b></p> <ul style="list-style-type: none"> <li>• Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables, leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate.</li> <li>• Over time, when you look at the results of user checks, visual inspections and, where appropriate, portable appliance tests, you will notice trends. These may tell you that you need to look at or test electrical equipment less (or more) often, depending on the number of problems being found. Some examples of how to do this are shown on our website (<a href="http://www.hse.gov.uk/electricity/faq-portableappliance-testing.htm">www.hse.gov.uk/electricity/faq-portableappliance-testing.htm</a>).</li> <li>• If electrical equipment is grouped together for testing at the same time, you should use the shortest testing interval in the group rather than the longest. Alternatively, it may be appropriate to group your electrical equipment by testing interval.</li> </ul>			

### 3.4 Testing of fixed electrical installations

Every five years, in accordance with HSE requirements for periodic testing of fixed electrical installations, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out though the Fabric Committee. Currently the electrical contractor CES does this for us.

The Kitchen Roller Shutters at St. George's Christian Centre and the Dell Centre are annually serviced by Amashield as from 2019.

### 3.5 Lightning conductors

At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers. Currently this is done annually by Surrey Contracts.



### **3.6 Sale of second hand electrical equipment**

It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained by the Operations Manager.

### **3.7 Baptismal tank in St George's Church**

The baptismal tank at St George's Church, when in use, is treated, from an electrical-safety point of view, as a bath. There are standard requirements for the use of electrical equipment in the vicinity of a bath which we should comply with.

Therefore, whenever one or more of the covers is removed from the tank the following three precautions must be applied.

- The PA stage blocks contain mains sockets, and must be kept at least 3 m away from the closest edge of the tank, unless they are protected by RDC (which they normally are) in which case the last bullet point applies instead.
- All electrical equipment (including wired microphones) must be kept at least 0.6 m away from the edge of the tank. For electrical equipment supported above floor level, because of the possibility of it falling over, this minimum distance is increased by the height of the equipment above ground.
- Any mains-powered equipment in use that is less than 3 m from the edge of the tank may be supplied only from sockets that are RCD protected and are situated outside the 3 m region. Note that the 0.6 m rule does not apply to the immersion heater which is designed to be placed in the water to heat it up. It is powered from a dedicated socket that is protected by an RCD. A green lamp indicates when it is switched on. Note that as the baptism tank now has a warm water fill (at 35 °C approximately) it should not normally be necessary to use the immersion heater.

#### **4 Gas equipment Safety Policy**

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

## 5 Hazardous substances Policy

The Operations Manager will maintain a list of all hazardous substances used in the churches and halls. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows.

For all hazardous substances, (which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment',) data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident. This includes recognized visual symbols indicating risk or toxicity. Copies of current HSE guidance on hazardous substances are provided in cupboards where these substances are stored

## 6 Safety of Plant and Machinery Policy

The responsible person will maintain a list of all items of plant and machinery.

The procedures for checking and rules for use are as follows:

- 6.1** Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- 6.2** Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- 6.3** Machinery must be switched off before any adjustments are made.
- 6.4** After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- 6.5** Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- 6.6** The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
- 6.7** Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
- 6.8** Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties.
- 6.9** Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- 6.10** All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
- 6.11** Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on. Guidance has been provided to staff about safety when working alone.
- 6.12** The following items of plant and equipment are tested by a competent person in accordance with an inspection programme:

### Inspection arrangements

Item	Inspection arrangement
St George's Scaffold Tower –	Inspection by Churchwarden on each use but, in any case, not less than annually
St George's - Zarges ladder	Annual inspection arranged by Operations Manager.
St George's – tall step ladder	Annual inspection arranged by Operations Manager.
St George's – small step ladder	Annual inspection arranged by Operations Manager
St George's lift	Annual maintenance and inspection arranged with Otis by Operations Manager
St Giles – ladder	Verger Annual inspection by Verger.
St Giles – choir vestry ladder	Annual inspection by the Verger.
St Giles – two small ladders	Annual inspection by Verger.

St Giles – font cover	Annual LOLER testing inspection to be arranged by Fabric Committee in liaison with Verger.
St Giles churchyard – mower 1 sit on	Annual service
St Giles churchyard – mower 2 sit on	Annual service
St Giles churchyard – mower 3 push	Annual service
St Giles churchyard – mowers 4 and 5 push	Annual service
St Giles churchyard – hedge trimmer	Annual service
St Giles churchyard – 6 strimmers	Annual service
Dell Centre – ladders	Annual inspection
Dell Centre – lift	Annual maintenance and inspection

All results are to be recorded.

### **7 Floor Safety Policy – condition of floors, steps and paths**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the responsible person under section B 7.2

**1** all floors and stairs in the church and Dell Centre and

**2** all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Fabric

Ministry Group (Churchyard Ministry Group for St Giles Churchyard) who will arrange for repairs or remedial measures to be carried out.

## **8 Lighting Policy**

In order to ensure that the church is adequately lit, an inspection will be made every quarter by the responsible person for the area to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to the Operations Manager or Verger as appropriate who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

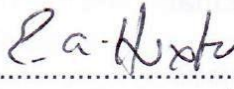



PARISH OF ASHTEAD  
HEALTH AND SAFETY POLICY

PROCEDURE FOR  
WORKING SAFELY AT HEIGHT

Revision 2: 11 February 2019

Approved

Signature:  .....  .....  
Chair of Health and Safety Committee      Churchwarden

Date:      11 February 2019



## Introduction

1. **This document sets out the procedure to be followed for working safely at height. It replaces the Revision 1 of the Procedure dated 2 June 2014 and covers the following:**
  - General principles (paragraphs 2-5)
  - Assessment of risk (paragraphs 6-11)
  - Regulations and guidance (paragraph 12)
  - Authorisations for work at height (paragraphs 13-23)
  - Training and competence (paragraph 24)
  - Health (paragraphs 25-27)
  - Compliance with this Procedure (paragraph 28)

## General Principles

2. In order to comply with the statutory requirements of the **Working at Height Regulations 2005** (WAHR) any work involving the use of ladders, step ladders or working platforms (including scaffold towers) must be managed in accordance with the procedure in this document. The requirements of these Regulations are set out in more detail in paragraphs 4 and 5. Working at height includes work at or below ground level if a person could be injured falling from it.
3. The **overriding principle** is that anyone involved in working at height must do everything that is reasonable practicable to prevent someone falling.
4. Under the **Regulations**, those involved in managing working at height and selecting equipment for it must:
  - avoid work at height where they can,
  - use work equipment or other measures to prevent falls where work at height cannot be avoided, and
  - 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 happen.
5. The **Regulations** require the duty holder to ensure that:
  - all work at height is properly planned and organised
  - all work at height takes account of weather conditions that could endanger health and safety
  - those involved with the work are trained and competent
  - the place where the work is done is safe
  - equipment for work at height is appropriately inspected
  - the risks from falling objects are properly controlled.

## Planning work at height: assessment of risk

*Who is responsible?*

6. As a general rule, the **Health and Safety Committee** is responsible for making sure that this Procedure is properly observed. The H&S Committee will focus on the priority risk areas, working with **staff and volunteers**. **Individual members of staff and others undertaking parish activities** are responsible for ensuring that, where necessary, risk is assessed and mitigated as set out below.

*Activity Risk Register*

7. An **Activity Risk Register** of the most likely instances of work at height in the Parish of Ashted has been compiled after discussions with those principally involved then in managing or carrying out work at height. It shows the **Severity Categories** which apply to each activity. It is included at **Appendix A**. This is not an exhaustive list, and should be used for guidance.

*Height levels and severity categories*

8. The **height levels** at which work may be carried out are graded according to the **severity** of the consequences of a fall, as follows:

Severity category	Height level
1	0 m to 2 m
2	2 m to 3 m
3	3 m to 5 m
4	5 m to 7.5 m
5	Over 7.5 m

*Requirements for each severity category*

9. You should refer to **Appendix B** to find out what **requirements** apply to each **Severity Category**.

These requirements include the following columns of information:

- Typical locations (the list is not exhaustive – height measurements are given in **Appendix C**).
- The methods of access that are permitted
- What authorisation is required
- Who may do the task
- What training will be provided.

*Risk assessment*

10. Next, you should carry out a **risk assessment**. For working at heights below 3m this may be informal. For work above 3m it should be recorded. This will involve working through the **five steps** below, which follow the generic HSE guidance “*Five Steps to Risk Assessment*” INDG163 (rev 3) dated June 2011:

- Step 1: identify the hazard
- Step 2: decide who might be harmed
- Step 3: evaluate the risks and decide on precautions
- Step 4: record the findings and implement them
- Step 5: review the risk assessments and update as necessary.

11. If this risk assessment shows that work in Severity Categories 3 or above (more than 3 m) will be involved:

- an authorisation using **Form 2 Authorisation for Named Persons** will be required (see paragraphs 14 onwards below) and a **Form 1 Work Permit** is required unless the exemptions under Appendix B apply eg short duration cleaning, inspections, lighting and AV work.
- **Form 1 Work Permit** must include the results of the risk assessment

### Planning work at height: regulations and guidance

12. Those planning work at height **must** refer to the HSE summary of the regulations: *“Working at Height: A brief guide”* (INDG401 (rev2) 01/14)

### Authorisations for work at height: Forms 1, 2 and 3

#### *Requirements included on Forms 1, 2 and 3*

13. As stated in paragraph 11 above, work at height in Severity Category 3 or above (higher than 3m) will require completion of Form 2 Authorisation for Named Persons and may also require completion of Form 1 Work Permit. The detailed requirements are set out below for Form 1 (paragraphs 14 and 15) and Form 2 (paragraphs 16 and 17). For contractors, Form 3 Contractors must be used (see paragraph 18).

14. **Form 1 Work Permit:** Authorisation for work at height above 3m for a **specific task**, using **Form 1 Work Permit** (where required – see paragraph 11) :

- You must first complete a risk assessment as required in paragraph 10 above
- You must then show on Form 1 the evidence of the results of the risk assessment in these terms:
  - Confirmation that the risk assessment has been completed
  - Details about any risks identified associated with working at height
  - Information about the steps which will be taken to mitigate the risk.

15. Once authorisation has been given, the work must be carried out in accordance with the requirements set out in paragraph 9 and any other requirements specified under the signed authorisation, as shown on Form 1.

- 16. Form 2 Authorisation for Named Persons:** Work at height in Severity Category 3 or above (higher than 3m) may be carried out only by **named** persons who have been given prior authorisation using the **Form 2 Authorisation for Named Persons**.
- 17.** To be authorised, climbers must :
- be trained and competent ( see paragraph 24 below)
  - agree to comply with this Procedure for Safely Working at Height
  - use approved procedures for any equipment used (including ladders, step ladders, scaffold tower, working platforms, or fall arrest systems)
  - be fit to climb (see paragraph 25 below). If there is any doubt, a medical opinion must be obtained (eg from a GP)
  - be aged 18 or more
  - if they are to be authorised to use the church scaffold tower, to have completed such training as the Health & Safety Committee may require in its safe assembly, use and disassembly
- 18. Form 3 Contractor authorisation:** This form must be used where it is proposed to engage **contractors** for work at height. Contractors require authorisation under **Form 3 Contractor authorisation** before they may undertake any work on behalf of the parish which will involve their working at heights in Severity Category 3 or above (higher than 3m). Form 3 may be used for specific contracted jobs, or for ongoing contracted work within a 5 year limit.
- 19.** If a contractor needs to work at height (3m or above) either for a specific task or for ongoing work, he is required:
- to apply good practice on working at height following HSE regulations and advice, and
  - to provide evidence that he holds current employer liability insurance, and
  - to report any issues (including health issues) which may affect the safety of any person.
- 20.** The church management reserves the right to refuse or withdraw permission for any contracted personnel to work at 3m or more above the ground if they are not satisfied that the specified conditions are being met or that the conduct of the work will be safe.

#### *Process for authorisations*

- 21. Forms 1, 2 and 3** may be signed by the Operations Manager, a Churchwarden, or the Chair of the PCC Health and Safety Committee.
- 22.** Copies of signed Forms 1, 2 and 3 will be kept by the Operations Manager, and the Authoriser. Copies of the signed forms will be given to the applicant.
- 23.** All permits and authorisations will be kept under review by the Health and Safety Committee:
- **Form 1 Work Permits** will cease to be valid once the work to which they relate has been completed, or the completion date given on the form is passed.

- **Form 2 Authorisations for Named Persons** may be given for any period up to a maximum of 2 years.
- **Form 3 Contractor authorisation** may be given for any period up to a maximum of 5 years.

Any permit or authorisation may be withdrawn at any time if any of the specified conditions are not met or if withdrawal is deemed necessary in the interests of safety.

## Training and Competence

- 24.** Those seeking authorisation for a **Work Permit** or as a **Named Person** must demonstrate familiarity with the contents of:
- the HSE Guide to the *Work at Height Regulations 2005* (INDG401)
  - the HSE Guide “*Safe Use of Ladders and Stepladders*”(INDG455)
  - if authorisation for use of the church scaffold tower is required, the Named Person(s) must have completed training in the safe assembly, use and disassembly of the tower and been certified as competent using Form 2.

## Health

- 25.** Those:
- planning work at height must check that those proposed to climb are fit to do so.
  - seeking authorisation to work at height must be fit to do so.

If there is any doubt in either case, the authoriser may request that a medical opinion is obtained (see paragraph 17 above).

**26.** Employees and volunteers should report to the Operations Manager, a Churchwarden or the Authoriser any issues (including health issues) that may affect their safety or the safety of others. Contractors should similarly report to the Parish contract supervisor.

- 27.** Some of the human factors that might prevent the use of ladders are:
- Recurring dizziness
  - Epilepsy
  - Psychiatric conditions (including fear of heights)
  - Heart condition
  - Severe lung condition
  - Alcohol or drug abuse
  - Significant impaired joint function
  - Medication with a recommendation that machinery should not be operated.

## Compliance with this procedure

- 28.** As an aid to compliance, a **Flow Chart** is attached at **Appendix D**.

## Appendix A Activity Risk Register (For Guidance)

A	B	C	D	E	F	G	H	I	J	K	
1		Activity Register Version 9 (28.01.13)									
2	Date	Number on Register	Meeting with whom	Directorate	Activity	What people say about how it is done.	How often activity is done	How long it takes to do it.	Comments	Severity - Height above ground of work activity	Comments
3	12.08.11	1	Wendy Bruce	Administration.	To reach very high shelves in the choir store and archive room. Access files.	Small archive room. Step ladders which can open out are used. These are not used opened out as there is not enough room. They are used closed and leaning against the shelves, though sometimes files on shelves stand out further than shelves. If you did use the ladders opened out, then you would be taken further away from the shelf and have to twist. The person goes up about three steps. Rubber feet of the step ladders on the carpet and Wendy thinks this feels solid. Someone holds ladders. Floor space cluttered with various items including a chair and ? shelving.	Once a month.	Go up and down with a file a few times.	This situation may apparently change arearchive room may become a print room.	2 and 3	
4	17.08.11	2	Robert Newhouse	Director of Operations	Window cleaning	No supporting ladders.	Two monthly	3 people about 45 minutes	This is Robert's greatest concern. The people clean inside and outside windows in St. Georges Christian Centre. Discussion about maybe there is a better way to clean the windows than via ladders- and using water from a tank. Church windows at St. Georges are not cleaned . This may alter and be scheduled to be carried out with other work which needs to be done in the church.	St. George's 2,3,4,5 St. Giles 3, 4, 5	
5		3			Gutter cleaning + working on masonry.	The church uses a company which has a portfolio of tasks.	Annually	Various amounts of time	Robert would like to look into this.	Gutters: St. George's 2, 3, 4 St. Giles 3 Mansory: 1-5	Form 3 Contractors required for any work on lightning conductors, gutters and masonry above 3m.
6		4			Changing light bulbs.	There is a support contract for St. Giles	Annually		St. George's has different maintenance	St. George's 2,3,4 St. Giles 3,4,5	
7		5			Alarms	These are maintained by a contractor. Battery changing takes place.	1-3 yrs.		3 Smoke detectors at St. George's are at 12 m. Others are lower. Height depends on location. If scaffolding needed - when there is a list of jobs needing scaffolding - David Renew and Robert organize and get separate contractors coming in to do the jobs.	St. George's 2, 3, 4 and 5	Three smoke detectors in St George's Church are at 12 metres. Alarms not mentioned for St. Giles.
8		6			Projector Screens in Church and café.	Technical committee arranges LOLER testing of the lowering mechanism of the main projector screen St. George's church. Not required for St. Giles screen or St. George's café.	Testing now done every 3 years.		Scaffold needed and contractors brought in for LOLER testing.	St. George's 5. St. George's café 2. St Giles 4	

	A	B	C	D	E	F	G	H	I	J	K
9	24.08.11	7	Sharon Seal	Pastoral Care	Decorating in preparation for an event.	People supporting ladders. This would be a volunteer.	Once /twice a year.	3 mins. And then come down ladders, and then again. 2-3 times.	Sharon finds it hard to get someone to do this for her. Small ladders are less of a problem. Builder Michael Wyatt might be able to do it.	1 & 2 Occasionally 3	
10		8			Labyrinths - moving stage lighting and putting things up.	In St George's church. Two people supporting ladders. Volunteer.	Occasionally.	3 mins. And then come down ladders, and then again. 2-3 times.		2, 3 Stage lights are at 4	
11		9			Sure Start: use of storage cupboard (off the choir cupboard).	Occasional use of ladder in choir music cupboard to access top shelf and another cupboard off the music cupboard. Otherwise use a step stool They use a ladder about twice per year to access stored items. Someone holds ladder. Ladder of 3 rungs with platform - access stored items from 4th rung facing shelf. Room very small, probably have to twist to get items down. Takes 3 minutes. Contents kept light in plastic box.	Ladder about twice per year	3 minutes.	There may be a change of use of cupboard being considered.	1 and 2	
12	21.09.11	10	John Kester	Churchyard	Very very occasionally use ladders to prune trees e.g. remove a branch.	When doing such an activity they question whether they need to do it. - They ask whether it is within their capability to do it. - They assess the risk of using a ladder ( do this but do not do it formally documenting it.) - they would have two people there with one footing the ladder. - John thinks this is adequate. - If it is not within their capability then they would get it done professionally.	Only very very occasionally.	A few minutes.	John's Church yard team no longer use ladders to trim hedges as they now have a petrol long blade hedge cutter and this doesn't require the use of ladders.	2, maybe 3 occasionally	
13		11			One area which probably comes into the regulations might be when they are working on the banks of the dell.	It is not a sheer drop in height, though quite a steep slope. The work involves some cutting back growth and on small trees. The team are getting some professional help with this now. If the team were working there, then there would be more than one person working at a time.				2-3 (on steep slope)	

	A	B	C	D	E	F	G	H	I	J	K
14	23.09.11	12	Mark Haustead		Pruning trees in church yard. Uneaven ground. Low branches.	Peter Driver (assistant verger) prunes bushes and trees to head height sometimes on slopes e.g. as in dell, but not as steep. Not using ladders, all within reach.	Probably twice a year.	Couple of minutes	Peter makes sure he is safe in the vicinity. This work is done so that you can see through the churchyard.	2, maybe 3 occasionally	
15		13			Grave digging	Undertakers have a grave digger to dig the graves. It is mostly Hawkins who hire Mark (the grave digger). The work is done by hand. Other companies also use him. Longhursts (another funeral undertaker) on one occasion sent in a mechanical digger. This however, proved to be unsatisfactory.	As needed	Could take a grave digger a day to complete.	The grave digger - Mark, does grave digging as his job of work and is doing this all the time.	1 or 2	
16		14			Surrey contractors who do the gutters at St. Giles and St. Georges Also do the masonry around the bell tower.	Mark H. reported that the company used a child's swing - plank of wood on ropes. There were two people working, but on no occasion did Mark see anyone footing the ladder.	About twice a year.	Masonry took one week	Mark has concerns about this.	St Giles Gutters: 3 Masonry 1 - 5 Top of tower is at 16 m.	Form 3 Contractors required for any work on lightning conductors, gutters or masonry above 3 metres.
17		15			Light bulb changing at St. Giles	Lights have been in place 2 years. No bulbs gone yet.				3 & 4	
18		16			Christmas tree lights at St George's.	Peter Driver and John Start do the St. Georges tree with the large step ladder.			Not applicable for St. Giles.	2 (and maybe 3)	
19		17			Christmas and use of candles. Services for Freemans. Our Nine lessons and carols, and Christmas eve late at night.	Mark climbs on pews to light the candles (seat height). Mark reports no time for ladders.	Takes about 1/2 hour	3 times in December	Snuffing out of candles by putting plasters on fingers and dipping fingers in water. Alarm of church off over Christmas eve night because of sensitivity of alarm.	2	Number of candles has been reduced. Is there a better way of snuffing out candles?
20	04.10.11	18	Rosie Grunsell	Director of Operations	Access high cupboards and shelf in café kitchen.	Use the small portable steps for this access.	Done about once per day	Takes about 15 seconds	Fam gets someone taller than herself to do this if such a person is around.	2	
21		19			Changing of light bulbs in kitchen	Rosie would contact Margaret Nightingale to get someone who could change the bulb.				Kitchen: 2 Cafe: 3 and 4	



	A	B	C	D	E	F	G	H	I	J	K
22	05.10.11	20	Martin Dyer and Grant Everson	Youth & Children's Directorate	Setting up and running of holiday club	Changing décor for events. May include putting drapes up and onto the side walls of church, or hanging them from ceiling beams. This involves leaning and anchoring items. It may be at the back of the church and at the front of church. Martin usually does this work with help of volunteers.	Done annually.		Martin is aware of policy and initially some volunteers were trained. However this is not really the case now. A lot of work is involved in changing décor.	In hall: 2, 3 In church: 1,3,4	
23											
24											
25											
26											
27		23			Adjusting lighting for different events.	Leaning ladders used. Person on ladders may not in fact have anything to lean on whilst doing this activity.	2-3 times per year.	1 minute max.		In hall: 3 In church: 4	
28		24			Use of A frame ladders to access the ledge behind the main communion table.	Ladders are placed sideways on- and thus the person on ladders gets off sideways.	about 3 times per year.				2
29		25			Holiday club set design.	A lot of standing on stools 2-3 feet from the ground. Any of the ladders used. Drilling sets together.	Once per year.			1 & 2 & 3	
30		26			Congregational worship	Takes place in the hall. Décor changing. A frame ladder. Person would be carrying things up the ladders.	Monthly	about 6 times			3
31		27			Life Sunday evenings	Standing on chairs hanging things up in Parish Room. The young people do this and stand on chairs. It used to be over 18s, but this ruling has slipped.					2
32		28			Blaze				Similar sort of activities		2
33		29			St. George's.	Pulling down screens	Annually or Sundays				2
34		30			Loading vans					1 (perhaps 2)	Including roof rack
35		31			Youth Office	High shelves. Stand on chair to reach items.	Regularly	1 minute.			2
36		32			Banner Posters placed across supporting ceiling joist near back entrance of St. Georges, and for Blaze.	Done by standing on chairs - full stretch and nothing to lean on.		30 secs.			2 I think this is under the organ gallery. DCR
37		33	Extra		Ian Thain	Doing lights for shows in St George's church.			Use of ladders		4
38	25.09.11	34	Penny Burnett one of the Technical Team.		Using video camera.	Video camera used at 11.00am service at St. George's. The camera is used by someone who stands on a church chair.			I spoke to Penny as she does some of the videoing of the 11.00am service at St. Georges. She reported that if she has heeled shoes on she removes them. She has the big pillar by her one side on which she can lean. She thinks this is just common sense to do this. Other people do sometimes carry out this task.		1
39											
40											
41											
42											

## Appendix B Severity Category Requirements

Severity Category	Height of work place above the floor or ground, m	Typical locations  For a list of height measurements see Appendix C	Access methods permitted  Short duration = less than 30 minutes at each position	Work permit requirement	Who can do it?	Training requirements
1	0 to 2	High shelving Flower arrangements	Smaller step ladder or equivalent	Not required	Anyone	
2	2 to 3	<i>St George's</i> Ledge below E window Ledge above hall cupboards Ground floor ceilings. Most gnd floor windows <i>St Giles</i> Dell room ceiling	Larger step ladder (8 steps)  A-frame ladder or extending ladder  Scaffold tower/Working platform	Not required	Age: 18+  Fit for the task (self assessed )	
3	3 to 5	<i>St George's</i> First floor ceilings S aisle windows Ground floor gutters Hall cross beams Side aisle lights Café lower light track Organ gallery. South aisle roof (external)  <i>St Giles</i> Church gutters External lights Dell Centre roof	<i>Short durations:</i> (ie < 30 minutes at each position) or <i>where the site does not permit an alternative:</i>  Ladders  Scaffold tower/Working platform  <i>Longer durations:</i>  Scaffold tower/Working platform wherever possible.  A ladder may be used where the site does not permit the use of a working platform.	The following types of short duration work may proceed without a work permit: <i>Changing lamps</i> <i>Adjusting lights / stage lights</i> <i>Adjusting/maintaining projectors</i> <i>Cleaning</i> <i>Brief inspections</i>  For all other short duration work and for longer duration work, a work permit incorporating a risk assessment (Form 1) must be approved before work begins.	Individuals must have authorisation to climb above 3 and up to 5 m (Form 2)  Contractors are excluded from this requirement.  No alcohol.	Familiarity with HSE Guidance on Working at Height: INDG401 and INDG455  Completion of in-house training if church scaffold tower to be used.

4	5 to 7.5	<p><i>St George's</i> First floor gutters First floor windows Nave lights Stage lights Chancel downlights Top of nave brickwork Parapet above S roof</p> <p><i>St Giles</i> Top of E window Nave lights Nave candle fixing pts.</p>	<p><i>Short durations: (ie &lt;30 minutes at each position)or where the site does not permit an alternative:</i></p> <p>A ladder may be used.</p> <p>Use of scaffold tower/working platform is preferable particularly over 6m.</p> <p><i>Longer duration: Scaffold tower/Working platform should be used.</i></p> <p>Do not use ladders unless it is not reasonably possible to use a working platform, in which case it is preferable to use contractors.</p>	<p><i>Specified short duration work</i> The following types of short duration work may proceed without a work permit: <i>Changing lamps Adjusting lights / stage lights Adjusting/maintaining projectors Cleaning Brief inspections</i></p> <p><i>All other work including short duration</i> a work permit incorporating a risk assessment (Form 1) must be approved before work begins.</p>	<p>Individuals must have authorisation to climb to above 5 and up to 7.5 m (Form 2)</p> <p>Contractors are excluded from this</p> <p>No alcohol.</p>	<p>Familiarity with HSE Guidance on Working at Height: INDG401 and INDG455. Completion of in house training if church scaffold tower to be used.</p>
5	Above 7.5	<p><i>St George's</i> Nave high windows Nave blinds Nave and chancel - smoke detectors Most roofs <i>St Giles:</i> Tower Most roofs</p>	<p>Only use contractors</p> <p>Contractors are expected to use working platforms, and to use ladders only where it is not reasonable to use a working platform.</p>	<p>N/A (Contractors only)</p> <p>Contractors must provide a risk assessment</p>	<p>Only use contractor</p> <p>Exceptionally for inspections of work done or to be done by contractors. The Operations Manager, a Churchwarden or the Chair of the Health &amp; Safety Committee may authorise an individual to climb above 7.5 m under the supervision of a contractor</p>	

## Appendix C Height measurements

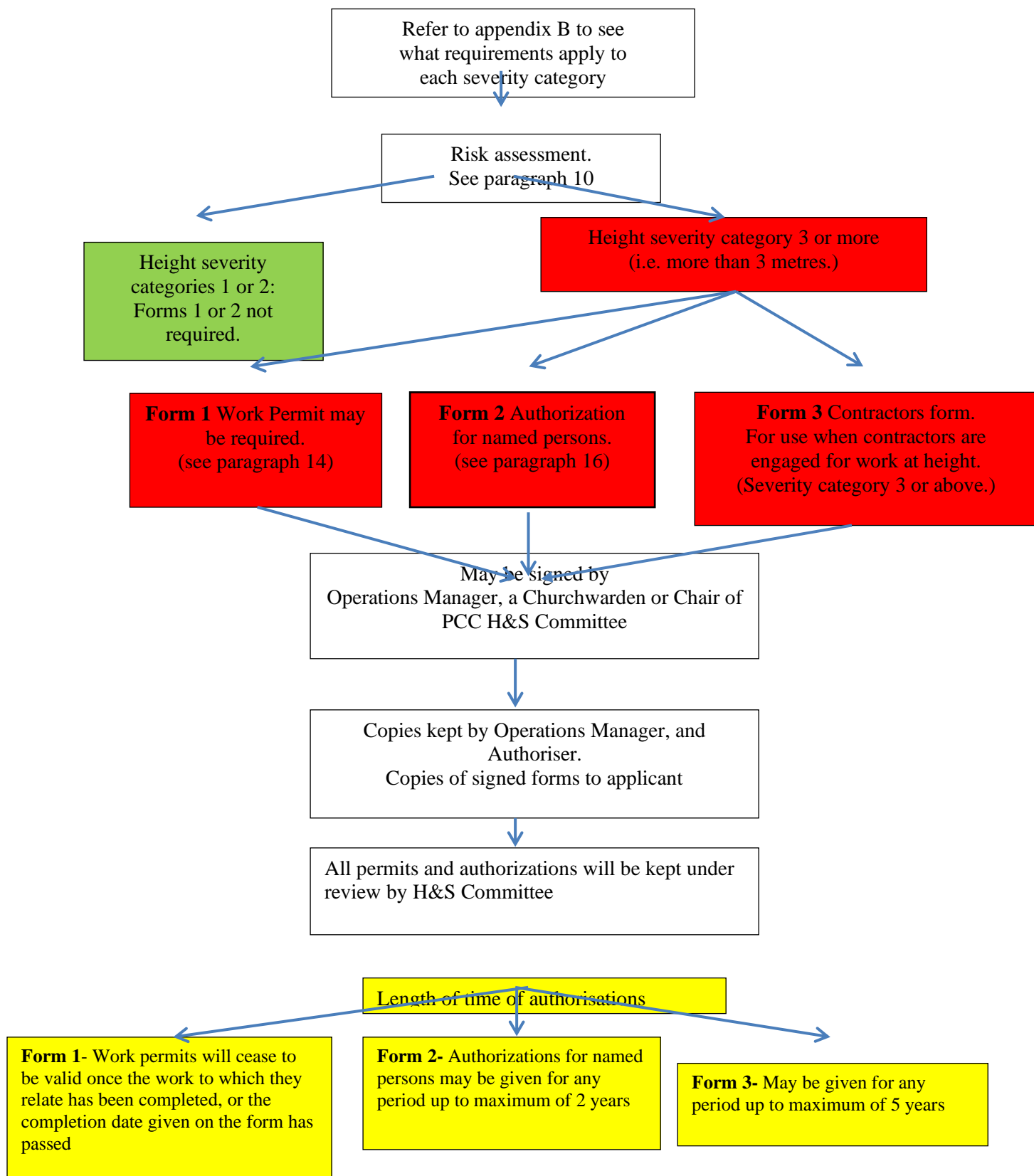
Site	Building	Location	Type	Description	Height, m
St George's	1 Oakfield Rd	External	Gutter	First floor on side adjacent to church	5.8
St George's	Centre	Cafe	Screen	Pull down projection screen by hall	2.7
St George's	Centre	Cafe	Beam	Lower lighting rail	3.8
St George's	Centre	Cafe	Beam	Upper lighting rail	5.2
St George's	Centre	Car park foyer	Ceiling	Ceiling	2.8
St George's	Centre	External	Gutter	Above cafe windows	3.0
St George's	Centre	Hall	Feature	Curtain rails	3.1
St George's	Centre	Hall	Ledge	Ledge over cupboards	3.1
St George's	Centre	Hall	Beams	Cross beams	3.7
St George's	Centre	Hall	Lights	Lights in cross beams	3.7
St George's	Centre	Hall	Lights	Downlighter/speakers	3.9
St George's	Centre	Hall	Lights	Uplights	3.9
St George's	Centre	Hall	Feature	Bottom of side panneling	4.2
St George's	Centre	Hall	Feature	Accoustic tiles - bottom	4.5
St George's	Centre	Hall	Feature	Accoustic tiles - top	5.8
St George's	Centre	Hall	Beam	High longitudinal beam	6.4
St George's	Centre	Hall	Roof	Bottom of window	7.3
St George's	Centre	Hall	Roof	Apex (away from window)	7.4
St George's	Centre	Hall	Roof	Apex (at window)	8.7
St George's	Centre	Kitchen	Ceiling	Ceiling	2.7
St George's	Centre	Link corridor	Ceiling	Ceiling	2.5
St George's	Centre	Roof Room	Ceiling	Ceiling of most upstairs rooms	3.3
St George's	Centre	Stairs by final exit	Ceiling	Landing to ceiling	3.8
St George's	Centre	Upstairs corridor	Ceiling	Ceiling	3.3
St George's	Church	Chancel	Ledge	Ledge behind communion table	2.6
St George's	Church	Chancel	Lights	Lowest par can lamp	5.6
St George's	Church	Chancel	Lights	Downlighter	6.2
St George's	Church	Chancel	Arch	Top of E window arch	7.7
St George's	Church	Chancel	Beam	Bottom of black box above screen	7.9
St George's	Church	Chancel	Fire detector	Fire detector	9.0
St George's	Church	Chancel	Roof	Apex	9.0
St George's	Church	Dais	Arch	Centre of chancel arch	7.5
St George's	Church	Dais	Beam	Cross beam at front of dais	8.1
St George's	Church	External	Lights	By final exit side door to car park	2.5
St George's	Church	External	Window - top	Parish Room (W)	2.5
St George's	Church	External	Window - top	Creche room (S)	2.5
St George's	Church	External	Gutter	Ground floor above car park doors	2.7
St George's	Church	External	Window - top	Creche room (W)	2.7
St George's	Church	External	Wall	Between carpark and Woodman pub	3.0
St George's	Church	External	Gutter	Above W door	3.1
St George's	Church	External	Lights	Light in front entrance porch	3.2
St George's	Church	External	Gutter	On front entrance porch	3.5
St George's	Church	External	Window - top	S aisle windows	4.0
St George's	Church	External	Gutter	Above youth office (W)	5.1
St George's	Church	External	Window - top	1st floor above Parish Room (W)	5.1
St George's	Church	External	Lights	High light on N side of W wall	5.2
St George's	Church	External	Window - top	Youth office (W)	5.2
St George's	Church	External	Window - top	Youth office (S)	5.2
St George's	Church	External	Window - top	window of centre gable on N side	5.3
St George's	Church	External	Gutter	First floor above car park doors	5.4
St George's	Church	External	Gutter	Above final exit side door to car park	5.8
St George's	Church	External	Roof	Top of parapet above S aisle	5.8
St George's	Church	External	Lights	3 high level of S wall	5.9
St George's	Church	External	Lights	1 high level on S side of W wall	6.0
St George's	Church	External	Roof	Apex of youth office roof	7.5
St George's	Church	External	Window - top	W window (inner sections)	7.5
St George's	Church	External	Roof	Apex of centre gable on N side	8.5
St George's	Church	External	Window - top	W window (outer sections)	9.3
St George's	Church	External	Roof	Apex of W wall	13.0
St George's	Church	Front Foyer	Lights	Track lights	3.6
St George's	Church	Front Foyer	Lights	Lighting pelmet lower edge	3.8
St George's	Church	Front Foyer	Fire detector	Fire detector	5.6
St George's	Church	Front Foyer	Lights	Downlighters	5.6
St George's	Church	Front foyer	Roof	Apex	5.6

Site	Building	Location	Type	Description	Height, m
St George's	Church	N aisle	Beam	Beam between sections	3.4
St George's	Church	N aisle	Lights	Uplighters	3.5
St George's	Church	N aisle	Arch	Arch to N aisle	5.0
St George's	Church	N aisle	Roof	Apex (mid section)	5.7
St George's	Church	N aisle	Lights	Downlighters	5.8
St George's	Church	N aisle	Roof	Highest point of roof (at E end)	6.1
St George's	Church	Nave	Roof	Underside of organ	3.6
St George's	Church	Nave	Beam	Top of brickwork	5.8
St George's	Church	Nave	Beam	Underside of main beam	5.8
St George's	Church	Nave	Beam	Top of main beam	6.1
St George's	Church	Nave	Lights	Downlighters	6.1
St George's	Church	Nave	Lights	Uplighters	6.1
St George's	Church	Nave	Lights	Stage lighting bar	6.2
St George's	Church	Nave	Roof	Apex of high side windows	8.6
St George's	Church	Nave	Beam	Front to back high beam	8.7
St George's	Church	Nave	Beam	High beam	10.2
St George's	Church	Nave	Fire detector	Fire detector	10.2
St George's	Church	Nave	Roof	Apex	11.7
St George's	Church	S aisle	Lights	Uplight	3.5
St George's	Church	S aisle	Roof	Lowest point on ceiling	4.4
St George's	Church	S aisle	Arch	Arch to S aisle	5.0
St George's	Church	S aisle	Lights	Downlight?	5.2
St George's	Church	S aisle	Roof	Ceiling highest point	5.6
St George's	Garage	External	Roof	Apex of roof	2.8
St Giles'	Church	Chancel	Candles	Fixing point for candles (x2)	4.5
St Giles'	Church	Chancel	Lights	Lights at sides	4.7
St Giles'	Church	Chancel	Lights	Centre light	6.0
St Giles'	Church	Chancel	Arch	Apex of roof by chancel arch	6.2
St Giles'	Church	External	Window - top	S aisle	3.6
St Giles'	Church	External	Roof	Apex of S porch	3.8
St Giles'	Church	External	Roof	Apex of vestry roof	3.9
St Giles'	Church	External	Gutter	S side of E window - next one along	4.0
St Giles'	Church	External	Gutter	S side of E window	4.1
St Giles'	Church	External	Lights	S side of E window	4.1
St Giles'	Church	External	Lights	N side of E window	4.2
St Giles'	Church	External	Gutter	S of tower	4.4
St Giles'	Church	External	Gutter	E side of N window	4.5
St Giles'	Church	External	Gutter	W of vestry	4.6
St Giles'	Church	External	Gutter	N side of E window	4.6
St Giles'	Church	External	Lights	Light by N window	4.6
St Giles'	Church	External	Gutter	E of vestry	4.9
St Giles'	Church	External	Window - top	E window	5.5
St Giles'	Church	External	Roof	Apex above E window	7.9
St Giles'	Church	External	Roof	Cross above N transept	8.4
St Giles'	Church	External	Window - top	High window on S side of tower	12.3
St Giles'	Church	External	Tower	From front	14.3
St Giles'	Church	External	Tower	From south porch	16.0
St Giles'	Church	Nave	Lights	Underside of front lamp	4.9
St Giles'	Church	Nave	Lights	Underside of central lamp	5.1
St Giles'	Church	Nave	Lights	Pulpit light	5.2
St Giles'	Church	Nave	Candles	Fixing point on beam for candles (x 8)	5.5
St Giles'	Church	Nave	Candles	Fixing point for candles from ringing chamber	5.6
St Giles'	Church	Nave	Arch	Apex of arch to ringing chamber	6.6
St Giles'	Church	Nave	Beam	Beam above central lamp	6.9
St Giles'	Church	Nave	Candles	Fixing point for candles (x1)	7.8
St Giles'	Church	Nave	Roof	Apex above central lamp	7.8
St Giles'	Church	Ringing chamber	Roof	Ceiling	3.3
St Giles'	Church	S aisle	Candles	Fixing point for candles (x1)	4.1
St Giles'	Church	S aisle	Lights	Lower side of lamps	5.6
St Giles'	Church	S aisle	Candles	Fixing point for candles (x 3)	5.8
St Giles'	Church	S aisle	Beam	Beam above lamps	7.7
St Giles'	Dell Room	Dell Room	Roof	Ceiling	2.3
St Giles'	Hall	External	Roof	Lower part	3.3
St Giles'	Hall	External	Roof	Higher part	4.5
St Giles'	Hall	Hall	Roof	Ceiling	3.6

## Appendix D Compliance Flow chart.

Intended to be read in conjunction with the Ashtead Parish Working at Height Policy. Forms 1 2 and 3 in Procedure for working safely at height (Parish of Ashtead Health and Safety Policy).

We have taken height of activity to be an indicator of severity of the consequences of a fall. The requirements of each severity category are in Appendix B. Typical locations are in Appendix B (but list is not exhaustive) – more detailed measurements are given in Appendix C



**FORM 1 PARISH OF ASHTEAD: WORK PERMIT FOR WORK AT HEIGHT OVER 3M**

**Note:** - Any of these authorizations may be withdrawn at any time if any of the specified conditions are not met or if withdrawal is deemed necessary in the interests of safety

To be completed by applicant:

Full name of applicant (*block capitals*) .....

1. Location of work .....

2. Purpose of work.....

3. Proposed dates of work .....

4. Risk assessment:

- Confirmation that risk assessment has been carried out Yes / No
- Details of risks identified associated with working at height (eg falling from a ladder, falling through a roof, objects falling to the ground).....
- Precautions to mitigate the risk associated with work at height.....

**(Precautions to be considered include:**

- **Step ladder to be steadied by person on ground**
- **Ladder to be tied to fixed point**
- **Ladder to be footed by person on ground**
- **Where climbing on to platform, ladder must overlap platform edge by 1m**
- **Consider exclusion zone (risk to and from persons on ground)**
- **Hard hats**
- **Footwear to be suitable)**

5. Severity Category of working location(s) (3 to 4) .....

6. Will the time at each position be more than 30 minutes? Yes / No

7. Method(s) of access required:

**Ladder (for up to 30 minutes at each position) Yes / No**

- Ladder (for more than 30 minutes at each position) Yes / No  
**(if Yes explain below why working platform cannot be used)**
- Scaffold tower Yes / No
- Other working platform (*give details below*) Yes / No
- Further details.....

8. Name and Severity Category of authorisation (3 or 4) for each person who will climb:

9. ....

10. Are there other hazards (ie apart from falling from height or objects falling to the ground) associated with the job for which a further risk assessment is needed, and if so what are they?.....

.....

**Signature of applicant**..... **Date of application**.....

**To be completed by authoriser:**

**Additional comments:**.....

**Signed** ..... **Date** .....

**Name of authoriser (*block capitals*)** .....

(Operations Manager/ a Churchwarden / PCC H&S Committee Chair)

**FORM 2                      PARISH OF ASHTEAD: AUTHORISATION FOR NAMED PERSONS  
TO WORK AT HEIGHT**

I wish to be authorised for working at height on Ashtead Parish Property

*(This means any work which involves the use of ladders, step ladders or a working platform such as a scaffold tower at working heights above 3 m.)*

**Full name of applicant (*block capitals*)** .....

I declare that:

1. I have read:
  - the HSE Working at Height: A brief guide (INDG401(rev2))
  - the HSE Safe Use of Ladders and Stepladders: A brief guide (INDG455)
  - the Parish Working Safely at Height Procedure (2019 or later)
  -
2. I have read and agree to comply with the Parish of Ashtead's Working Safely at Height Procedure, and with the required procedures for any equipment used for working at height, including ladders, step ladders, working platforms, or fall arrest systems.
3. I have read the health precautions notes (paragraphs 25 to 27) in the Procedure
4. I am fit to climb and will declare if I am not fit on any particular occasion if temporarily unwell (*where there is any doubt then a medical opinion must be obtained eg from a GP*).
5. I am aged 18 or more.

**Signature of applicant**..... **Date of application** .....

**Authorisation**

I authorise the applicant.....for work at height at the following height Severity Categories:

Category 3 (3m to 5m) \*    Category 4 (5 to 7.5m) \*  
\* Delete as applicable

*Contractors must be used for work at Severity Category 5*

Expiry of this authorisation (*maximum duration 2 years*).....

**Signed** .....**Date of authorisation** .....

**Name of authoriser (*block capitals*)** .....  
(Operations Manager / Churchwarden / PCC H&S Committee Chair)

*Copies held by Operations Manager, authoriser and applicant  
Version 2020*



**FORM 3 PARISH OF ASHTEAD: HEALTH AND SAFETY  
CONTRACTOR AUTHORISATION**

1. Name of contractor (*block capitals*) \_\_\_\_\_

Address \_\_\_\_\_

Contact phone number \_\_\_\_\_ Email address \_\_\_\_\_

2. Location of work \_\_\_\_\_

3. Purpose of work \_\_\_\_\_

4. Proposed period of work (*or specify "ongoing" – maximum 5 years*) \_\_\_\_\_

I declare that:

- I/we have our own health and safety policy (where required by law) and am able to provide a copy if asked. \_\_\_\_\_ Y/N
- I will cooperate with church officials in providing a safe place of work and a safe system of operation as established in the current Parish of Ashtead Health and Safety Policy, which can be viewed at [www.sgsgashtead.com/h&s](http://www.sgsgashtead.com/h&s).
- I hold current Public Liability and Employers' Liability insurance cover, and I will notify the Parish if it lapses before the conclusion of this contract \_\_\_\_\_ Y/N  
Please enter amount (preferably at least £5M), £\_\_\_\_\_M, and provide a copy.
- Where I bring plant and machinery onto church premises I am able to show, where necessary, that the equipment has been inspected and tested to ensure its safe operation.
- I will report to the Parish contract supervisor any issues (including health issues) which may affect the safety of any person (*this includes the contractor, any person employed by the contractor or any other person*).
- Contractors may only use sub-contractors or persons other than their own direct employees, with the express permission of the church officials. However, responsibility will remain with the contractors.
- I understand that this authorisation may be withdrawn at any time if any specified conditions are not met or if withdrawal is deemed necessary in the interests of safety.

*Signature for contractor* \_\_\_\_\_ *Date* \_\_\_\_\_

*Name and position:* \_\_\_\_\_

*Copies to be held by Operations Manager, Verger, Authoriser and Applicant  
Version Feb 2020*

## **10 Food Handling Policy**

**10.1** We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.

**10.2** We ensure that all food handlers have received adequate supervision, instruction and training.

**10.3** We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.

**10.4** Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.

**10.5** Food stuffs may only be prepared in the kitchen.

**10.6** Only the following persons who have received the appropriate training may prepare and serve foodstuffs: a list is maintained in reception.

**10.7** We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures by the Operations Manager.

**10.8** We ensure that when food is served there is clear notice stating 'Allergens. Please be aware that, unless labelled, food items are not guaranteed free of allergens.'

## **11 Manual handling Policy – lifting, carrying and moving loads**

**11.1** Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

**11.2** Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

**11.3** The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.

**11.4** HSE information on manual handling is displayed at St George's Church, St Giles Church and the Dell Centre.

## 12 Display Screen Policy

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

- Stability and legibility of the screen
- Contrast and brightness of the screen
  - Tilt and swivel of the screen
- Suitability of keyboards, desks and chairs
- The work station environment
- The user friendliness of the software

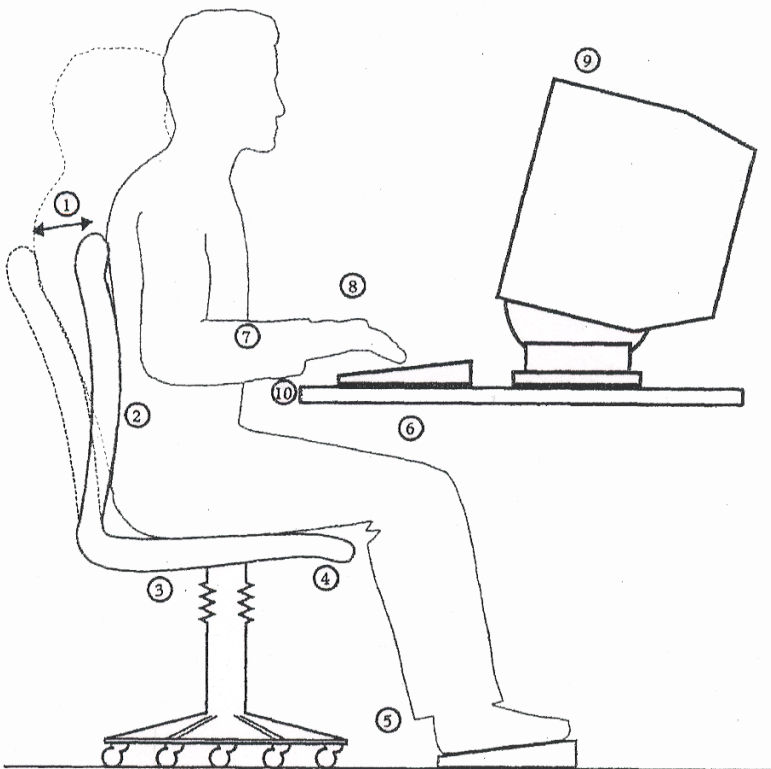
Daily work routines will involve periods away from the screen. Where necessary risk assessments will be carried out by the Operations Manager

## Display Screen Equipment (DSE)

### POSTURE

The positioning of display screen equipment and operator posture are vital to ensure long term good health..

The following diagrams indicate the minimum requirements for DSE together with an indication of good equipment adjustment that will help you to achieve a good posture.

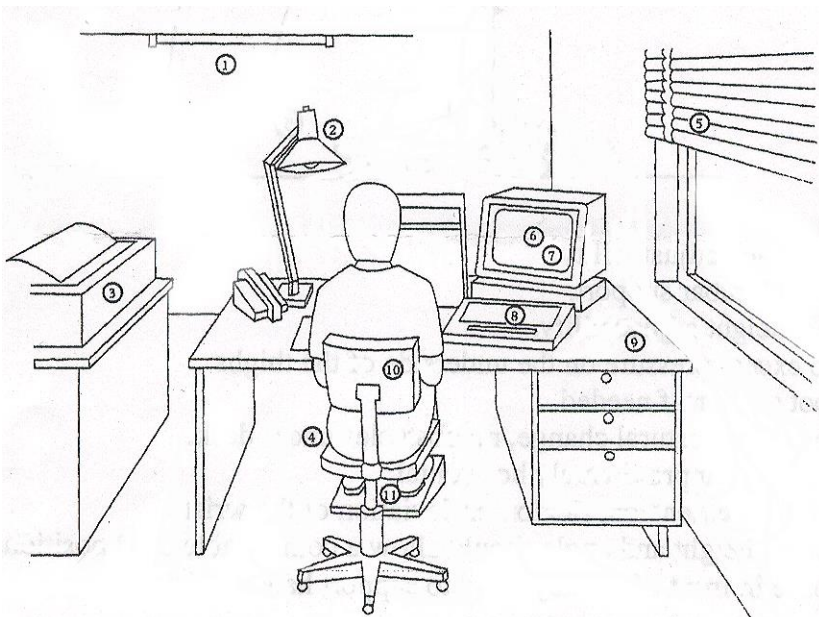


1. Seat back adjustability.

2. Good lumbar support.
3. Seat height adjustability.
4. No excess pressure on the underside of the thighs.
5. Foot support if needed.
6. Space for postural change, no obstacles under desk.
7. Forearms approximately horizontal.
8. Minimal extension, flexion or deviation of the wrists.
9. Screen height and angle should allow
10. Space in front of the keyboard to support hands/wrists during pauses in keying.

**ADOPTING A GOOD POSTURE WHILST OPERATING ALL DISPLAY SCREEN EQUIPMENT  
WILL HELP TO ENSURE YOUR LONG TERM HEALTH**

**WORK STATION ARRANGEMENTS**



1. Adequate lighting
2. Adequate contrast, no glare or distracting reflections.
3. Distracting noise minimised.
4. Leg room and clearances allow postural changes.
5. Window covering.
6. Software; appropriate to task.
7. Screen; stable image, adjustable, readable, glare/reflection free.
8. Keyboard; usable, adjustable, detachable, and legible.
9. Work surface; allow flexible arrangements, spacious and glare free.
10. Work chair; adjustable.
11. Footrest

## Display Screen Equipment (DSE) - Laptops

The Health and Safety (Display Screen Equipment) Regulations 1992 lay down minimum standards for display screen equipment (DSE). Among the many standards there is a requirement for screens to be separate from the keyboard which makes lap top computers unsuitable for use by defined users. This means that lap top computers do not allow a flexible arrangement of equipment to allow the user to adopt the correct posture, they limit the possibility of avoiding reflections and glare. All of which are essential to ensure the continued good health of all DSE users.

Having said the above there are obvious uses for lap top computers and they can be used safely providing the following restrictions are followed:

- Continuous inputting should not be undertaken, i.e. word processing, data inputting etc.
- Lap tops should always be used on a desk that gives sufficient wrist support and in conjunction with an appropriate chair.
- The location of use should minimise reflections or glare on the screen.
- Continuous periods of direct use of more than one hour should not be undertaken.
- Wherever possible an additional monitor and keyboard should be used.
- Usual assessments under the DSE Regulations must always be completed before lap tops are used.
- Wherever possible the use of lap top computers should be restricted to work requiring minimal keystrokes i.e. data access, presentations etc.

As a user of lap top computer you should be aware of the need to adopt a good posture and of the detrimental health effects poor posture can have. You should also be aware that under no circumstances can you be required to use a lap top for inappropriate work, if you have any queries about this you should seek further advice from your Line Manager.

## DSE AND HOME WORKING

DSE used in the home is subject to the same standards and assessment procedures as DSE provided within the workplace. This includes:

- Workstation size and layout
- User, equipment and workstation assessments

Any DSE used at an employee's home must meet the same standards as for those provided at the workplace. This equipment must be installed correctly and safely on a suitable sized workstation, if workstation standards are not adequate i.e. size, space, chair etc then further or appropriate workstation equipment should be provided. If for any reason this is not possible i.e. financial or space limitations, then the DSE should not be installed. **Under no circumstances should poor workstation standards be accepted – no matter how much the employee “accepts” responsibility.**

As for other electrical equipment used in the workplace regular electrical testing should be conducted on DSE situated in employee's homes. An appropriate frequency would be 12 months.

## **POSTURE**

The casual use of lap tops at home very often result in poor posture being adopted because they and the operator are not sited property e.g. on a sofa or lounge chair. Users must ensure correct posture at a properly arranged work station (as above).

## **WORKING HOURS**

Employees working at home, either during normal working hours or out of hours, should be made aware of the requirements of the Working Time Regulations 1998.

Departmental Managers of employees undertaking home working must assess the working hours of these employees taking into account hours worked in Company premises as well as those worked at.

Display Screen Equipment should not be provided at an employee's home just to enable them to continue working after a normal day, as this is likely to breach the requirements of the Working Time Regulations.

## **SUMMARY**

- When using lap tops away from their docking station they should not be used continuously for spells of more than one hour, or for continuous inputting.
- Lap tops should always be sited to allow the user to adopt a good posture.
- Wherever possible additional screens and keyboards should be provided and used.
- Company provided workstations at home must conform to the correct standards.
- Employees with Company provided workstations at home should not modify or move their workstation without first consulting their Departmental Manager.
- DSE assessments must be conducted on all Company provided workstations sited at employee's homes.
- It is good practice for employee owned workstations to conform to this guidance.

## VDU/DSE WORKSTATION ASSESSMENT FORM

This checklist can be used as an aid to risk assessment and to help to comply with the Schedule to the Health & Safety (Display Screen Equipment) Regulations. Work through the checklist, ticking either the “Yes” or “No” column against each risk factor:

“Yes” = answer require no further action.

“No” = answers will require further investigation and/or remedial action by the workstation assessor.

They should record their decisions in the “Action to take” column. Assessors should check later that actions have been taken and have resolved the problem.

<b>Location/Building</b>		<b>Workstation Identity/Number</b>		
<b>Name of User</b>		<b>Is the Employee a Designated “User”</b>		
		<b>YES/NO</b>		
<b>Date of Assessment</b>		<b>Checklist Completed By</b>		
Risk Factors	Tick Answer YES    NO		Things to Consider	Action to Take
<b>1. Display Screens:</b>				
Are the characters clear and readable?			Make sure the screen is clean and cleaning materials are made available. Check that text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free from flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems still persist, get the set-up checked, by either IT or Supplier.	
Is the screen’s specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel or tilt?			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> <li>· swivel/tilt is absent or unsatisfactory;</li> <li>· work is intensive; and/or</li> <li>· the user has problems getting the screen to a comfortable position.</li> </ul>	
Is the screen free from glare and reflections?			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	



Risk Factors	Tick Answer		Things to Consider	Action to Take
	YES	NO		
<b>2. Keyboards:</b>				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists.  Users of thick, raised keyboards may need a wrist rest..	
Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> <li>· hands bent up at wrist;</li> <li>· hitting they key too hard;</li> <li>· overstretching the fingers.</li> </ul>	
Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
<b>3. Mouse, etc:</b>				
Is the device suitable for the tasks it is used for?			These are available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user?			Most devices are best placed as close as possible, e.g. right beside the keyboard.  Training may be needed to: <ul style="list-style-type: none"> <li>· Prevent arm overreaching;</li> <li>· Tell users not to leave their hand on the device when it is not being used;</li> <li>· Encourage a relaxed arm and straight wrist.</li> </ul>	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of chair. If not a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable, a mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	
<b>4. Software:</b>				
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	

Risk Factors	Tick Answer		Things to Consider	Action to Take
	YES	NO		
<p><b>5. Furniture:</b></p> <p>Is the work surface large enough for all the necessary equipment, papers, etc.</p>			<p>Create more room by moving printer, reference materials, etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible arrangement.</p>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>			<p>Rearrange equipment, papers, etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimised uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflections?</p>			<p>Consider mats or blotter to reduce reflections and glare.</p>	
<p>Is the chair suitable</p>			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	
<p>Is the chair stable?</p>				
<p>Does the chair have a working:</p> <ul style="list-style-type: none"> <li>* seat back height and tilt adjustment?</li> <li>* Seat height adjustment?</li> <li>* Swivel mechanism?</li> <li>* Castors or glides?</li> </ul>				
<p>Is the chair adjusted correctly?</p>			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training them in how to adopt a suitable posture while working.</p> <p>The arms of the chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
<p>Is the small of the back supported by the chair's backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the VDU?</p>			<p>Adjust the chair height to get the user's arms in the right position, then adjust the VDU height, if necessary.</p>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>			<p>If not, a foot rest may be needed.</p>	

Risk Factors	Tick Answer		Things to Consider	Action to Take
	YES	NO		
<b>6. Environment:</b> Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			Users should be able to control light levels e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			VDUs and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.	
<b>7. Miscellaneous:</b> Are there any other problems that the checklist has not covered?				
Do you experience any discomfort or other symptoms associated with working with VDUs?				
Have you been advised about your entitlement as a "User" to eyesight testing?				
Do you take regular breaks away from the VDU?				

<b>Users Signature:</b>	<b>Assessors Signature:</b>
<b>Follow-up Action Taken &amp; Dates Completed:</b>	

## DISPLAY SCREEN USERS ASSESSMENT FORM

This form should be used to determine whether a particular employee is a Designated "User". If they have answered the first question with Yes then they are not a "User". However, if they answer No, then we can assume that they are a "User" and they will be entitled to a free Eyesight Test. Should the Test show that corrective lenses are required, then they will be issued with a pair of glasses which they must wear at all times whilst carrying out VDU work.

Location/Building	Department
Name of Employee	Workstation Identity/Number
Date of Assessment	Are you a Designated "User" – (See below Notes)  YES/NO

Subject	Comments				
On average how many hours a day do you use the VDU?  Less than 4 Hrs      YES/NO (or less than 50% of your working day)	<i>If YES is the answer then you are not a designated "User". Your workstation should still be assessed but you are not entitled to a free eyesight test)</i>				
Between 4 – Hrs      YES/NO					
Between 6 – 8 Hrs      YES/NO					
What sort of work do you use the VDU for? e.g. Typing reports, letters, e-mailing, data entry, data retrieval, etc.					
What software packages do you use? E.g. Word, Excel, Outlook, Powerpoint, etc.					
Does the software you use require a high degree of concentration? YES/NO					
Does your work require a high level of accuracy or fast transfer of data?					
When did you last have an Eyesight Test?					
Do you/Or should you wear corrective lenses for VDU work? YES/NO					
General Work Environment Comments					
Have you completed the Workstation Assessment Form	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; text-align: center;">YES <input type="checkbox"/></td> <td style="width: 70%;">Date carried out</td> </tr> <tr> <td style="text-align: center;">NO <input type="checkbox"/></td> <td>Date to be carried out (if known)</td> </tr> </table>	YES <input type="checkbox"/>	Date carried out	NO <input type="checkbox"/>	Date to be carried out (if known)
YES <input type="checkbox"/>	Date carried out				
NO <input type="checkbox"/>	Date to be carried out (if known)				
Users Signature:-	Assessors Name				

### 13 Hazardous buildings/glazing Policy

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

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

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

**4** A check is made of any asbestos in the building by a competent person noting its location, type and condition and the risk assessed. Where necessary, asbestos will be removed by an approved contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.

An asbestos survey of St Giles Church (and the now-demolished hall) by Invicta Analytical Services Ltd in November 2006. The only asbestos identified (presumed) in the church were flash pads in electrical boxes (since then the church has been completely rewired) and the flue cowl to the top of the chimney.

An asbestos management survey by Redhill Analysts covering the whole of St George's Christian Centre (October 2011, Issue 2) revealed that asbestos is present only in the damp proof course of the external wall of the south aisle of St George's Church. This is very low risk and is safe as long provided it is not disturbed. The garage roof does not contain asbestos.

There is understood to be no other asbestos on our church sites.

**5** A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage. All existing doors and windows are understood to be suitably glazed.

## **14 Safeguarding Policy**

Our policy in relation to safeguarding of children and vulnerable adults follows the Guildford Diocesan Policy. It is set out in a separate policy which is discussed and approved annually at a meeting of the PCC. Overseeing its implementation is the responsibility of the Rector and Parish Safeguarding Representative and does not form part of the Health and Safety Policy.

## 15 Lone Working/Personal safety Policy

Personal safety training is provided for employees and volunteers. A health and safety checklist is provided for new staff.

### Summary

This Lone Working Policy outlines the actions being taken by the Parish of St Giles' and St George's, Ashted (The Parish) in relation to our staff, contractors, volunteers and visitors who may at any time work alone on church activity, together with the actions we expect such workers to take themselves to minimise risks.

### Policy statement

This policy sets out the provisions for lone working. While the Parish will try to avoid the need for staff, contractors and volunteers to work alone where reasonably practical, lone working is often part of the essential practice for many parish workers and may take place on church property, in their own home or in others' homes.

Where lone working is necessary, either on a regular or occasional basis, the Parish will take all reasonable steps to ensure the health, safety and welfare of employees, contractors and volunteers working alone.

The Parish will ensure that a formal health & safety risk assessment is carried out to identify the hazards and risks of lone working and to devise and implement safe working arrangements so that the risks are eliminated or adequately controlled, thus enabling lone workers to carry out their work in a safe environment.

This lone working assessment will:

- give consideration to the greater risks to expectant mothers and young persons;
- involve the member of staff, contractor or volunteer who is working alone in the assessment process and the development of safe working methods giving clear advice for how they might minimise the danger to themselves;
- advise the member of staff, contractor or volunteer undertaking the lone working of the findings of the assessment, reminding them that they have responsibilities to comply with control measures;
- maintain a file of all lone working assessments.

### Authorisation and related documents

This policy forms part of our authorised Parish Health and Safety at Work Policy.

HSE: Working Alone

<http://www.hse.gov.uk/pubns/indg73.pdf>

Newcastle Diocese Lone Worker Guidance

<http://www.newcastle.anglican.org/userfiles/file/Newcastle%20Website/Safeguarding/Model%20Lone%20Worker%20Policy%20160900.pdf>

Suzy Lamplugh Trust

<https://www.suzylamplugh.org/FAQs/lone-working>

John Truscott

<https://www.john-truscott.co.uk/Resources/Training-Notes/Preparing-a-Lone-Worker-Policy>

All Saint's Eastbourne Lone Working Policy

<http://www.allsaintseastbourne.church/>

## People who work alone:

Lone working is an everyday and essential practice for clergy and church workers including youth workers, children's workers and parish visitors. Home working, working alone in an office, work travel and working at remote locations, such as home visits, all constitute lone working.

Lone worker includes:

Those working at their main place of work where:

- Only one person is working on the premises;
- People work separately from each other, e.g. in different locations;
- People working outside normal hours, e.g. cleaners.

Those working away from their fixed base where:

- One person is visiting another premises or meeting venue;
- One person is making a home visit to an individual;
- One person is working from their own home.

There are three types of lone working in the Parish:

### a) Inside parish property

- Working in an office when no one else is in the building or even in that part of the building;
- Staff, contractors or volunteers, working alone within a church building on preparation for events or maintenance;
- Receptionist at an entry point with no one else in sight;
- Staff or volunteers counting cash;
- Members of staff (including Minister) who work from home alone;

### b) Outside on parish property

- Staff, contractors or volunteers, working on preparation for events or maintenance;

### c) External visits

- Youth Minister alone with one or more teenagers whether in a public place, in a school or on private property;
- Solo pastoral visitor going to people's homes or allowing people into their home;
- Members of staff travelling by car or public transport on their own in the course of their work.
- Staff or volunteers banking cash;

Risk may be increased when staff or volunteers work outside normal hours and/or when it is dark.

The Lone Working policy should be applied in conjunction with other key elements of the Parish Health and Safety Policy:

- Fire safety;
- Electrical safety;
- Hazardous substances;
- Safety of plant and machinery;
- Working at high levels;
- Manual handling;



- Display screen equipment for computers;
- Hazardous buildings/glazing;
- Safeguarding.

## Policy

The purpose of this Lone Working Policy is to ensure all staff and volunteers are aware of the specific risks in working alone and to set out the respective responsibilities of the Parish and staff/contractors/volunteers to minimise such risks. The Parish commit to carrying out their responsibilities in a thorough and disciplined way. It is a condition of employment that staff will abide by this policy.

## Responsibilities of the Parish

The Parish has a duty to assess risks to lone workers and take steps to avoid or control risks.

This includes:

- involving lone workers when considering potential risks and measures to control them;
- taking steps to ensure risks are removed where possible, or putting in place control measures, eg carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety;
- instruction, training and supervision;
- reviewing risk assessments periodically or when there has been a significant change in working practice.

This may include:

- being aware that some tasks may be too difficult or dangerous to be carried out by an unaccompanied worker;
- when a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, addressing that risk by making arrangements to provide help or back-up.

Risk assessments help the Parish decide on the right level of supervision. There are some high-risk activities where at least one other person may need to be present. Examples include:

- working in a confined space, where a supervisor may need to be present, along with someone dedicated to the rescue role;
- working on steep slopes;
- working at or near exposed live electricity conductors;
- working in the social care, dealing with unpredictable behaviour and situations.

## Responsibilities of staff, contractors and volunteers

Staff, contractors and volunteers are responsible for ensuring that they comply with the control measures identified in the relevant Risk Assessment and that there is clear communication with a responsible person about the activity, especially on completion of the activity.

## Procedure

Lone working is safe provided staff, contractors or volunteers take the following basic precautionary measures:

- Avoid placing themselves in unnecessarily dangerous or vulnerable situations;
- Ensure that someone else, preferably your line manager, is aware you are working alone, where you are, what you will be doing and what time you expect to finish;
- When either arriving at work early, or working late, to contact someone to confirm safe arrival and/or expected time back home.
- Comply with the guidance issued by your line manager;
- Take all reasonable steps to ensure your own safety ie To be alert to possible dangers and to minimise risk by their own behaviours; typical risks can include (this list is not exhaustive):
  - physical accident or injury (from fire, by using equipment, falling etc.) when there is no-one available to fetch help, or support them,
  - sudden illness (again, when there is no-one to raise the alarm),
  - physical violence, abuse or a threat of any kind from a visitor,
  - sexual or other behaviour deemed inappropriate, threatening or controlling,
  - accusations by a visitor of inappropriate behaviour when there are no witnesses, and
  - stress caused by working in isolation or from abusive phone calls, digital media etc.
- Make sure you have some means of communication with you in the event of an emergency, make sure your mobile is charged;
- If working outside ensure that your contact knows the job is finished;
- Ensure you have access to first aid equipment;
- Know where the nearest emergency exit is located;
- Make sure intruders cannot access the building;
- For potentially difficult visits; to inform others of their movements by keeping a register at a central location of visits being made, and informing others of time expected back, with an agreed action plan should the lone worker not arrive back on time, or communicate;
- To inform one's line manager and/or other staff of any suspicious behaviour noted or any threats made toward them;
- To avail themselves of all training opportunities provided by the Parish;
- To drive responsibly and to keep their vehicle properly insured, tested and adequately maintained, with breakdown insurance, always with sufficient fuel for any journey and to park in areas that are well lit at night.

### **Guidance for solo home visits;**

One to one contact with individuals in the context of pastoral support should be properly planned, risk assessed and recorded.

It is essential in pastoral care to acknowledge appropriate physical, sexual, emotional and psychological boundaries. Inappropriate touching or gestures of affection are to be avoided.

**Consider :**

**a) What** is the nature of the contact? Pastoral, supportive, mentoring.

Make the purpose of the meeting clear at the outset and the time available for the discussion;

**b) Why** is one to one necessary?

Confidentiality should not be confused with secrecy or privacy. It is possible to hold a confidential conversation in a public area, where there is privacy;

**c) Who** is involved?

Provider, Receiver, others with knowledge of arrangements;

**d) When** will the contact take place? The timing of contact and meeting is important to ensure actions are not misinterpreted. Whenever possible make prior arrangements to meet rather than meet 'on demand' ;

**e) Where** will the contact take place?

Can a public venue that affords privacy be used, or if a private venue is used there is a need to ensure it is not secretive. N.B. Openness with others in awareness of the contact arrangements supports all involved. Deviation from this principle should be exception and justified by compelling circumstances which must be recorded in a risk assessment.

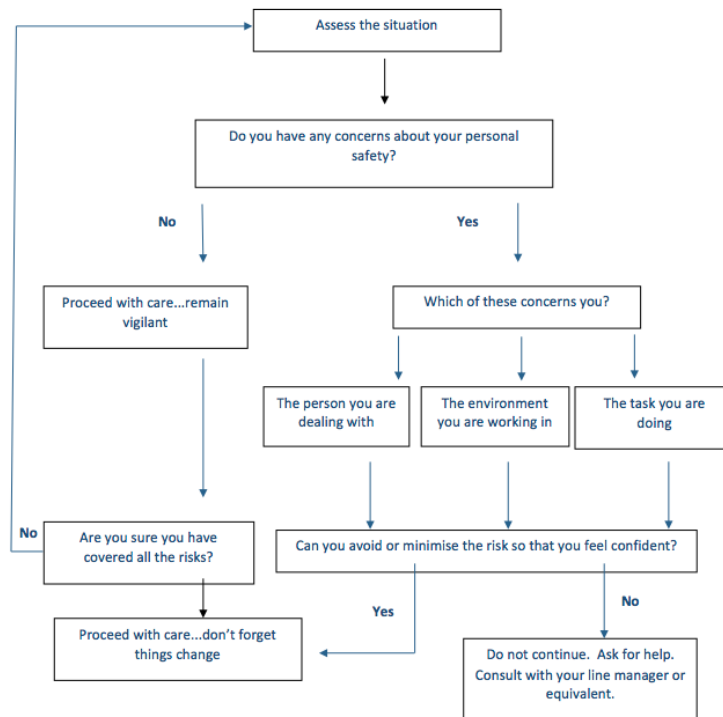
**f) How** will the needs of **Safeguarding** all involved be addressed?

Are there particular factors which add to the vulnerability of either party?

If so, a full risk assessment should be completed.

**Some simple tips**

- Obtain information about the who is being visited at home eg. is there a known history of aggression?
- Obtain information about the location of the home visit. eg. does the area have a reputation for being unsafe, isolated or poorly lit?
- Consider the nature of the relationship with the person being visited and the purpose of the home visit. eg. is there 'suspicion' of all professionals?
- Detail the where and of the home visit and the anticipated return. When home visits are made at the end of the day inform another member of staff that the visit has been completed safely. You should carry a mobile phone.;
- Remember the importance of maintaining boundaries.
- Try to have someone else in the next room or nearby whenever possible.
- Do not take any unnecessary risks – if you feel uncomfortable at all, end the meeting and report your concerns.
- Respect personal space and never do or say anything that could be misinterpreted
- If there is any known risk, complete a risk assessment to ensure you remain safe.



From Personal Safety at Work, Suzy Lamplugh Trust 2006, revised 2008

**Recording the visit**

Records should be maintained that are relevant to the contact.

Minimum recording requirements for all one to one visits include:

- date and time;
- persons present;
- venue;
- nature of contact.

It may be pertinent to record in more detail if there is any indication that this person, the context or content of the meeting has a heightened vulnerability either before or during the meeting. eg When and where the meeting / discussion took place

- Purpose of the meeting / discussion
- The time you / the other person arrived and left
- Who else was present (if applicable)
- A brief, factual account of what was discussed / agreed
- Any potential or actual safeguarding concerns identified
- Any actions taken / to be taken and any decisions made, including advice taken and who shared with
- Sign and date the record and store securely

It is good practice to check with the person concerned at the start, midway through and at the end of the meeting that they are comfortable with the arrangement and process of the meeting.



**Parish of Ashted  
Activity Risk Assessment Form**

- **Risk assessment for:** Lone Working (Generic outline)
- **Date of activity:**
- **Time:**
- **Venue:**
- **Brief Description:**  
Source for Risk Assessments needed to implement the Lone Working Policy. Each activity needs its own Risk Assessment.
- **Additional information attached e.g. programme of activity:**

- **Assessment prepared by:**

Name:

Position/ Role:

Date:

- **Activity Coordinator:**

Name:

Signature: .....

Date:

- **First aider with activity (if appropriate):**

Name:

Signature: .....

Date:

- **Risk assessment approved by:**

Name:

Signature: .....

Position/ Role:

Date:



**ACTIVITY RISK ASSESSMENT FORM**

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
1.	Lone Working	Physical Accident		<ul style="list-style-type: none"> <li>• Inform someone of what, where and when work is to be carried out, conforming that the work is finished;</li> <li>• Carry a mobile phone, fully charged, check the signal.;</li> <li>• Carry a portable 1st Aid kit.</li> </ul>		
2	Lone Working	Sudden Illness		<ul style="list-style-type: none"> <li>• Inform someone of what, where and when work is to be carried out, conforming that the work is finished;</li> <li>• Carry a mobile phone, fully charged, check the signal.;</li> <li>• Carry any prescribed medication.</li> </ul>		
3.	Lone Working	Threat of physical violence or abuse		<ul style="list-style-type: none"> <li>• Give some thought before you arrive as to what exit strategies you could use if you felt uncomfortable or threatened;</li> <li>• Know your exit routes in emergency eg make a note of how the door opens and closes so that you can leave quickly, if necessary;</li> <li>• Carry a mobile phone, fully charged, check the signal.</li> </ul>		

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
4.	Lone Working	Inappropriate behaviour towards you	.	<ul style="list-style-type: none"> <li>• Give some thought before you arrive as to what exit strategies you could use if you felt uncomfortable or threatened;</li> <li>• Know your exit routes in emergency eg make a note of how the door opens and closes so that you can leave quickly, if necessary;</li> <li>• Carry a mobile phone, fully charged, check the signal</li> </ul>		
5	Lone Working	Accusations of inappropriate behaviour	.	<ul style="list-style-type: none"> <li>• Keep your distnace;</li> <li>• No physical contact;</li> <li>• Where appropriate keep the door open or a clear view port.</li> </ul>		
6.	Lone Working	Stress from working alone		<ul style="list-style-type: none"> <li>• Take regular breaks;</li> <li>• Take regular food and drink;</li> <li>• Ensure your working position is comfortable;</li> <li>• If safe to do so play music.</li> </ul>		

*This assessment must be accompanied by a Parish of Ashtead Activity Risk Assessment Form which is signed and submitted for approval. The activity must be approved by an authorised individual before taking place.*

## 16 Event Management Policy

The Event Management Policy was prepared in 2014 . It includes guidance on events for which a risk assessment should be provided, the steps to be followed in completing a risk assessment, and a risk assessment form, which carries the signatures of the event organizer and one of those authorized to countersign.

A list of specified events to which the Event Management Policy applies is maintained by the Operations Manager.

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health & Safety at Work Regulations 1999. The majority of church activities are assessed as low risk. Risk Management Reports for St George's Christian Centre, St Giles Church and Hall and Private Houses were prepared following the visit of the Insurance Consultant Surveyor in 2010.

### **Introduction**

This Event Management Policy has been prepared under the Parish's Health and Safety (H&S) policy. It should be followed by those organising events within the Parish buildings or on other sites.

It is the responsibility of the event organiser to ensure that any specified event run by the Parish conforms to H&S policy for the safety of employees, volunteers and members of the public involved in the event.

### **Planning**

When planning a specified event, a Risk Assessment must be completed and recorded before the event can take place. Risk Assessments must be submitted at least 2 weeks before the proposed event.

There must be clear documentation of the plans for the event comprising a Summary Plan; Risk Assessment and the Operating Procedures derived from the Control Measures in the Risk Assessment.

This has three objectives:

- To ensure that H&S policy is implemented, with a clear audit trail;
- To ensure that all those involved with running the event know and understand how it is to be run, especially in terms of H&S control measures and response to any incident;
- To assist with the planning of future events.



## **Risk Assessments**

When completing and recording a Risk Assessment:

- **Annex P1** sets out the steps to be followed in completing a Risk Assessment and gives guidance on how to do this.
- 
- **Annex P2a** is the Risk Assessment Flow Chart for Onsite Events.
- **Annex P2b** is the Risk Assessment Flow Chart for Offsite Events (to be used in conjunction with **Annex P2a**).
- 
- **Annex P3** is the Event Risk Assessment Table and Form..

## **Signatures on the Risk Assessment**

The person who has completed the Risk Assessment should sign and date it.

The document should then be counter-signed and dated by an authorised person. Those authorised are the Churchwardens, the Operations Manager and the Chair of the Health and Safety Committee.

## **Operating Procedure.**

From the Risk Assessment an Operating Procedure should be prepared to summarise the Control Measures. This document will assist the Organiser in briefing those assisting with the event, highlighting what must be done by those in particular roles.

## Completing an Event Risk Assessment

Risk assessments are a way of codifying and recording common sense responses to hazards and should be prepared for all Parish Activities.

The steps are:

**1) Identify the hazards associated with the activity which usually encompass:**

a) Slips, trips and falls

Internal

- Loose carpets, rugs, mats and other floor coverings
- Loose and uneven tiles, stone paving and floorboards
- Trailing leads and other obstructions
- Worn, steep and uneven steps and stairs
- Inadequate lighting, lack of handrails

External

- Uneven and poorly maintained paths and steps, boiler room steps and access
- Potholes, tree roots and unprotected drops
- Gravestones and other obstructions
- Long grass and undergrowth
- Areas designated as wildlife habitats
- Poor drainage of paths and growth of algae
- Inadequate lighting and lack of handrails
- Unprotected open graves prior to burials

b) Falls from height

Internal

- Arrangements for light bulb changing
- Use of unsecured ladders
- Unprotected openings and walkways at high level
- Rooftop openings
- Use of fixed vertical ladders

External

- Clearing of gutters and valleys
- Low parapets and balustrades

c) Impacts with moving objects

d) Moving heavy objects

- Moving and lifting of furniture, staging, pianos and other equipment
- Numbers required
- Specialist equipment needed

e) Hazards from chemicals

Internal

- Cleaning materials
- Types, amounts, storage arrangements
- Provision of personal protective equipment

External

- Pesticides, herbicides, petrol
- Types, amounts, storage arrangements
- Provision of personal protective equipment

f) Electrical

Condition of fixed electrical installation, including switches and sockets  
Condition of portable electrical appliances, including leads and plugs  
Use of unauthorised electrical appliances and temporary wiring  
Mechanical damage to wiring  
Frequency of inspections

g) Fire

Combustible materials, flammable liquids and accumulations of waste  
Heaters, smoking and other sources of heat  
Provision of fire exits, escape routes, signage and emergency lighting  
Provision of fire detection equipment and fire fighting equipment  
Effect of a fire on our neighbours  
Evacuation plans and training of stewards

h) Food Hygiene

Extent of food preparation  
Nature of foods to be prepared and stored  
Areas used for food preparation  
Facilities for washing and preparation of foodstuffs  
Facilities for storage of foodstuffs  
Experience, training and competence of food handlers

i) Peoples' behaviour.

j) Plant and Machinery

Internal

Condition and potential injury arising from font covers, sanctuary lamps, hanging roods and crosses, canopies and other suspended items  
Lifts, hoists and other lifting mechanisms  
Ladders, scaffolds and staging, including storage and accessibility  
Display screen and computer equipment  
List all computer equipment  
Who uses it and for how long  
Check seating, workstation, screen, software  
Bells, clock weights and chiming mechanisms  
Any other equipment

External

Churchyard maintenance equipment - Lawnmowers, gangmowers, strimmers, etc.

k) Gas Safety

Condition and maintenance arrangements for fixed gas boilers and heaters  
Condition and arrangements for use, including storage and changing of cylinders for portable Liquid Petroleum Gas heaters

l) Lighting

Internal

Check adequacy of lighting  
Pay particular attention to stairs, steps, crypts, basements

External

Paths, steps, drives, car parks, boiler room steps and entrances

- 2) **Decide the severity of outcome for each hazard and who might be affected.**
- 3) **Evaluate the risk in terms of the probability of the hazard occurring and its likely severity.**
- 4) **Decide on control measures that would reduce the risk.**
- 5) **Decide if the measures are adequate, if not suggest further control measures.**
- 6) **Record the assessment on the Event Risk Assessment Table and complete the Event Risk Assessment form.**
- 7) **Create an Emergency Action Plan in the event of accidents.**

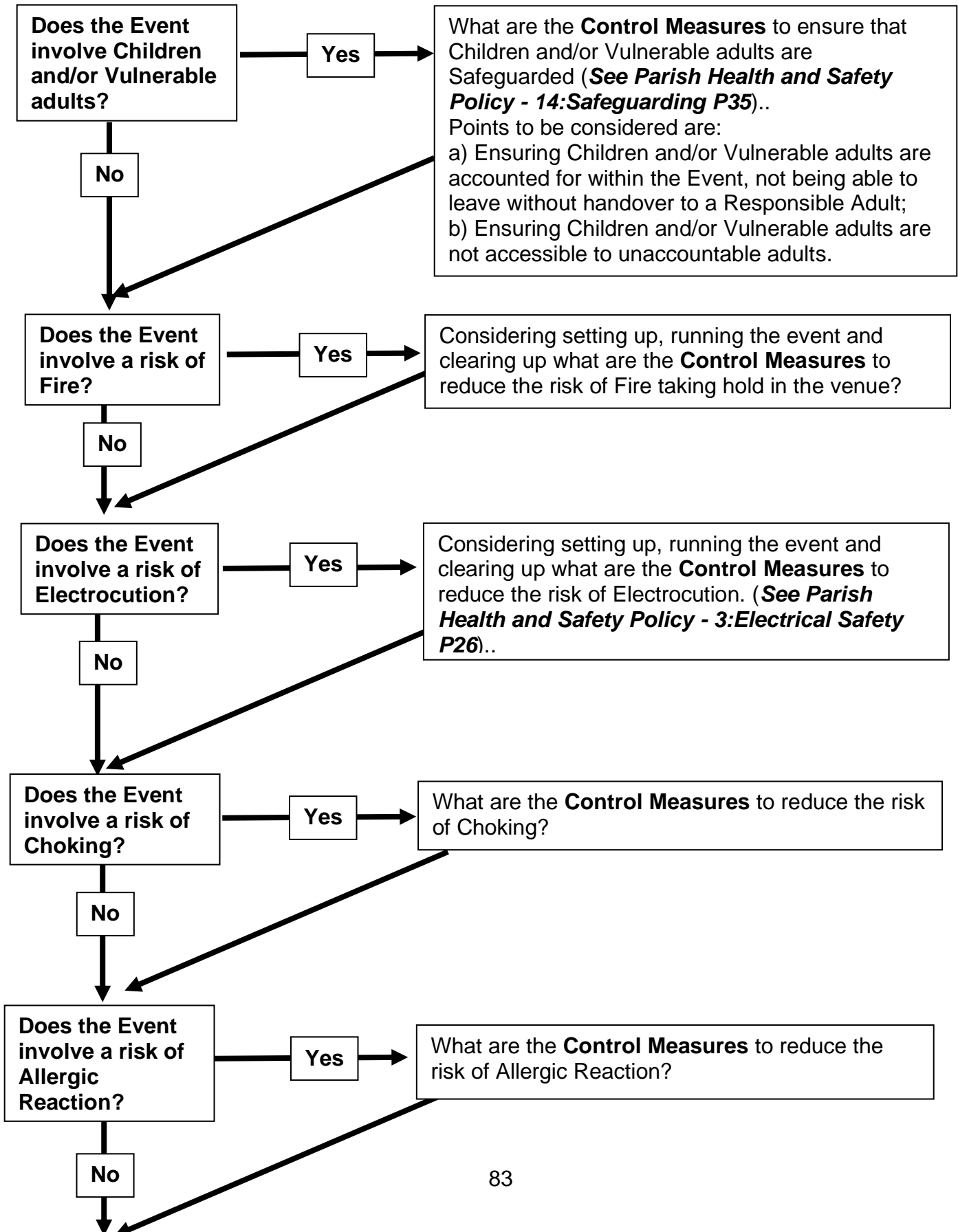
Accidents and First Aid

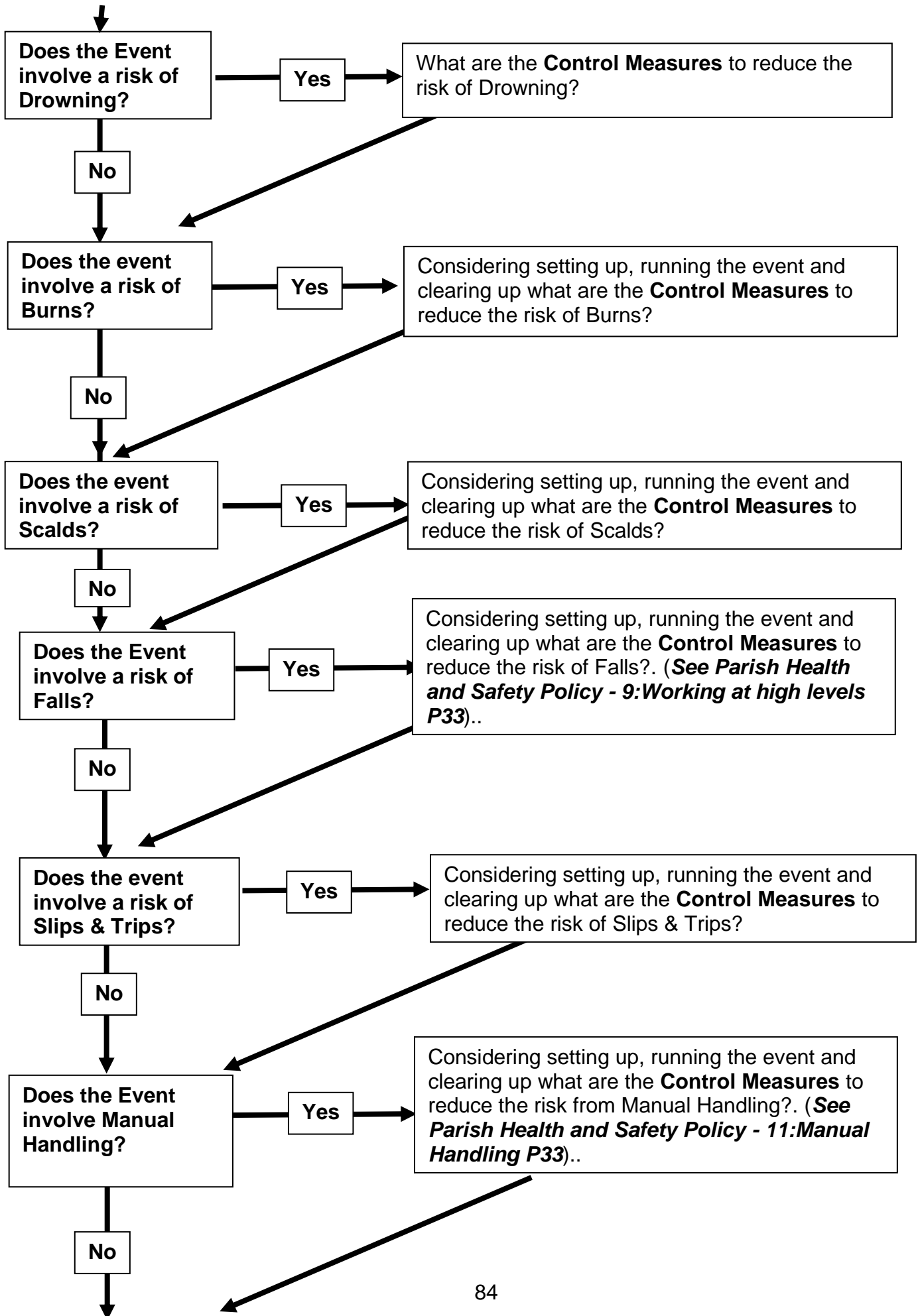
- Provision of first aid equipment
- Persons with first aid training
- Procedures to deal with accidents
- Transport arrangements to hospital
- Existing arrangements and assess what is needed

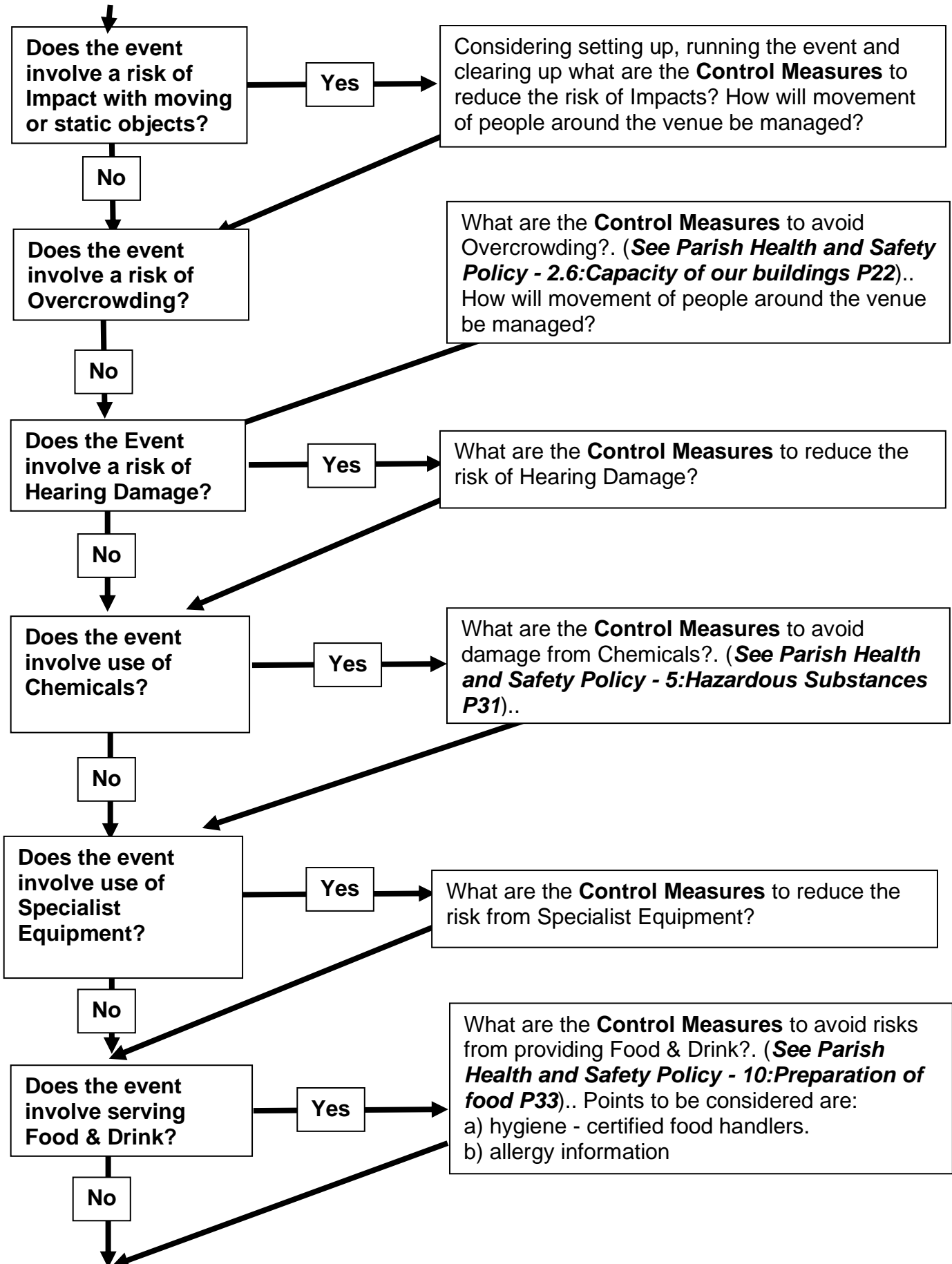
- 8) **Using the Control Measures develop the Operating Procedure for running the event and ensure that all those with responsibility for the event know their roles, appropriate control measures and the Emergency Action Plan**
- 9) **Review and update as necessary.**

### Risk Assessment Decision Flow Chart for Onsite Events

Please use this chart in conjunction with the Parish Health and Safety Policy - 16: Risk Assessments/Activities P 35. and Safeguarding Policy Consider the designated roles of Responsible adults/Stewards and First Aiders.









**What is the Emergency Action Plan for a a) Major Incident or b) Medical Emergency that cannot be handled by a First Aider?**

a) What are the specified roles for Responsible Adults/Stewards?

Who calls the emergency services?

See the Parish Health and Safety Policy for the building specific role of Stewards and evacuation procedures:

2.4.1 Evacuation Procedure for St George's Christian Centre P. 15

2.4.2 Evacuation Procedure for St Giles' Church P.18

2.4.3 Evacuation Procedure for the Dell Centre P.20

b) What are the specified roles for First Aiders, Responsible Adults/Stewards?

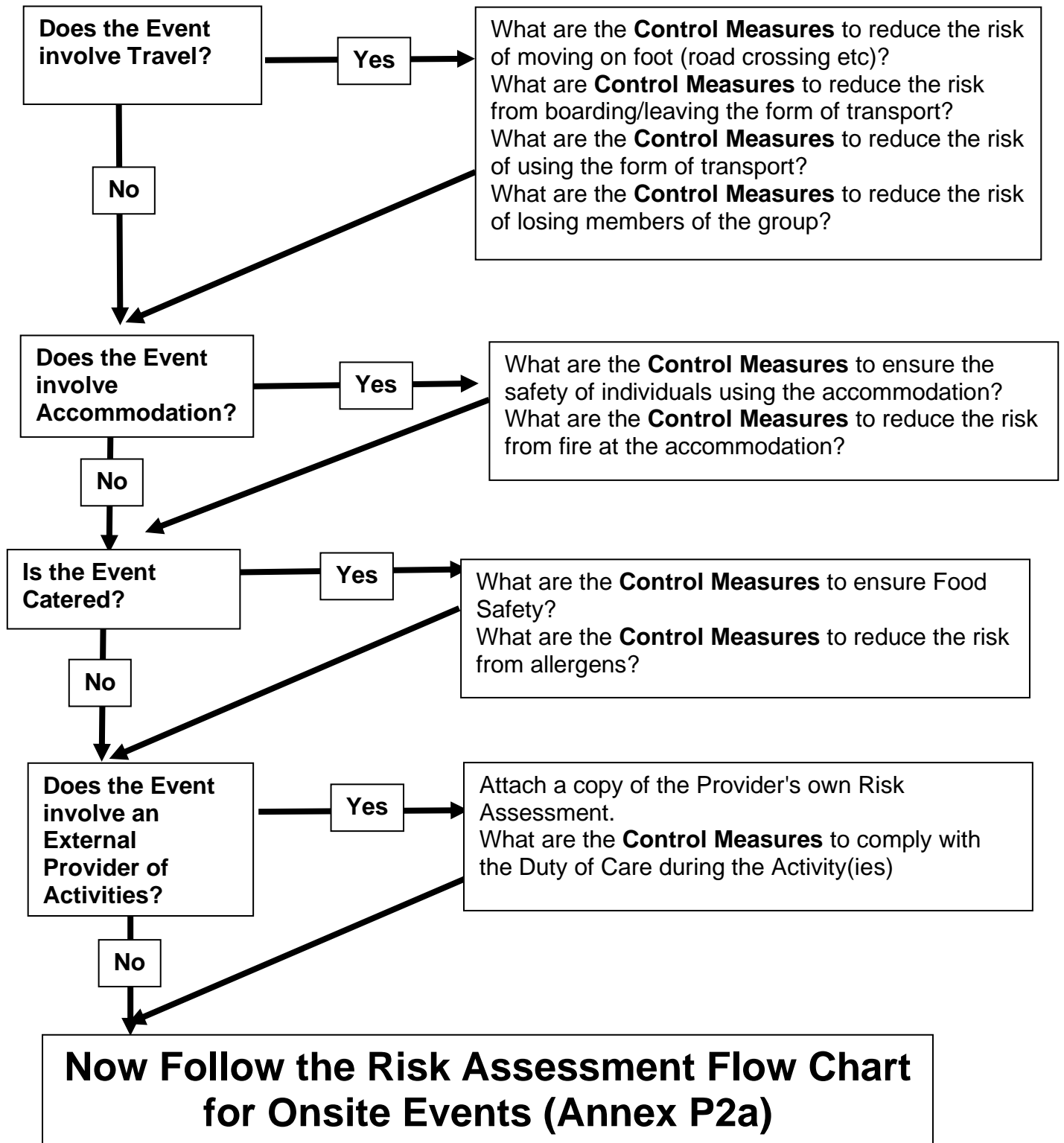
Who calls the emergency services?

The Control Measures identified in the Risk Assessment form the basis of the Normal Operating Procedure for the Event. All those involved in running the event should know and understand the Control Measures relevant to their area of responsibility as well as the Emergency Action Plan.



### Risk Assessment Flow Chart for Offsite Events

Please use this chart in conjunction with the Parish Health and Safety Policy - 16: Risk Assessments/Activities P 35 and Safeguarding Policy. Consider the designated roles of Responsible adults/Stewards and First Aiders.



*The Control Measures identified in the Risk Assessment form the basis of the Normal Operating Procedure for the Event. All those involved in running the event should know and understand the Control Measures relevant to their area of responsibility as well as the Emergency Action Plan*



Parish of Ashted  
Event Risk Assessment Form

- **Risk assessment for:**
- **Date of activity:**
- **Time:**
- **Venue:**
- **Brief Description:**  
Source for Risk Assessments needed to implement the Lone Working Policy. Each activity needs its own Risk Assessment.
- **Additional information attached e.g. programme of activity:**

- **Assessment prepared by:**

Name:

Position/ Role:

Date:

- **Activity Coordinator:**

Name:

Signature: .....

Date:

- **First aider with activity (if appropriate):**

Name:

Signature: .....

Date:

- **Risk assessment approved by:**

Name:

Signature: .....

Position/ Role:

Date:



**EVENT RISK ASSESSMENT TABLE**

*Note: Please ensure that the 4 key areas of Fire, First Aid, Food Hygiene and Safeguarding are assessed and controls documented (where appropriate). If you require any guidance or for copies of the APCC policies, then please contact the Operations Manager.*

	<b>Activity</b>	<b>Risk factors</b>	<b>Risk Level without controls &amp; measures</b>	<b>Controls &amp; measures</b>	<b>Risk Level with controls &amp; measures</b>	<b>Named person responsible</b>
1.						
2						
3.						

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
4.						
5						
6.						
7.						

*This assessment must be accompanied by a Parish of Ashted Event Risk Assessment Form which is signed and submitted for approval. The activity must be approved by an authorised individual before taking place.*

## 17 Contractor Policy

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

17.1 Have their own Health and Safety policy (where required by law) and be able to provide a copy of the same.

17.2 Produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence will be maintained.

17.3 Co-operate with the church officials in providing a safe place of work and a safe system of operation, as established in the current Parish of Ashted Health and Safety Policy which can be viewed at [www.sgsgashted.com/h&s](http://www.sgsgashted.com/h&s).

17.4 Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.

17.5 Contractors may only use sub-contractors or persons other than their own direct employees, with the permission of the church officials. However, responsibility will remain with the contractors.

17.6 All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake)

All contractors should be asked to return the form Parish Of Ashted: Health And Safety Contractor Authorisation given at the end of this policy, confirming that they will comply with these conditions.

Note that the use this form, which covers all areas of health and safety for contractors, superseded the requirement to use Form 3 (for contractors) of the Work at Height Policy (2014), which deals only with work at height. Work to the church properties is subject to The Construction (Design and Management) Regulations in certain circumstances.

## **18 Consultation Policy**

There is a standing item on health and safety at each PCC meeting at which health and safety concerns of employees or volunteers may be raised. They are recorded in the minutes of those meetings Health and safety matters are raised at meetings of staff and volunteers as necessary.

## 19 No smoking policy

**PURPOSE** To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, volunteers and visitors this policy has been developed to protect from exposure to secondhand smoke and to assist compliance with the Health Act 2006. Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

**POLICY** It is the policy of the Parish of Ashted that all our properties and estates are smokefree, and all employees, volunteers and visitors have a right to a smokefree environment. Smoking is prohibited in all enclosed and substantially enclosed public access premises owned by the Parish, within 3 metres of such premises and vehicles being used for Parish activities. The use of all tobacco and smoking products, including chewing tobacco and electronic cigarettes (E-cigarettes), is banned from these premises and vehicles. This policy applies to all employees, consultants, contractors, volunteers and visitors and it is expected that everyone will adhere to and support this policy.

An appropriate 'no-smoking' sign will be clearly displayed at the premises and any person not adhering to the policy will be required to desist and even leave the premises.

## **20 Electric and Magnetic Fields Policy**

According to the new Control of Electromagnetic Fields at Work Regulations (2016) all employers are required to assess, and if necessary control, the levels of exposure to electric and magnetic fields. The field levels at all of our properties are low, such that no further action is required.



## 21 Hearing Protection Policy

The Parish has a responsibility to protect the hearing of Employees, Volunteers and Visitors, especially children. The main risk to hearing comes from amplified music during services.

The guidance for hearing protection comes from the HSE - <http://www.hse.gov.uk/noise/employers.htm>

- There is evidence that exposure to live music can cause hearing damage
- Noise Regulations require each employer to manage the risk to their employees and, where possible, freelancers
- Control, reduce and monitor exposure to noise
- Many of the controls are simple and cost-effective
- The audience can still enjoy the performance with the controls in place

The Noise Regulations require you to take specific action at certain action values. These relate to:

- the levels of exposure to noise of your employees averaged over a working day or week; and
- the maximum noise (peak sound pressure) to which employees are exposed in a working day

The values are:

lower exposure action values:

- daily or weekly exposure of 80 dB;
- peak sound pressure of 135 dB;

upper exposure action values:

- daily or weekly exposure of 85 dB;
- peak sound pressure of 137 dB.

There are also levels of noise exposure which must not be exceeded. These are called exposure limit values:

- daily or weekly exposure of 87 dB;
- peak sound pressure of 140 dB.

The action limits for industrial noise are 80db average over 8 hours to require provision of ear defenders and 85db average over 8 hours to make use of ear defenders compulsory.

During services amplified music can be played in periods up to 30 minutes.

The aim of this policy is to ensure that those who attend services are not exposed to hearing damage as a result of our actions. The key principles are:

- ensure peak sound pressure does not exceed 100db over 1000 ms;
- ensure average exposure does not exceed 77db.

Measurements in services have shown peak exposure of up to 100db with average values up to 75db, both within safe levels.

It is the responsibility of the sound engineer to ensure that these levels are not exceeded.

If there are a significant number of complaints about sound levels at any service the average sound level at that service will be monitored to check that sound levels are not a health and safety issue. An average sound level of 80db or above is not acceptable and action will be taken to reduce sound levels. Our objective should be a service average no higher than 77db across a service, which sound level is half the lower action limit for industrial noise if continued over an 8 hour period.

The parish should be encouraged to explore substitutes for monitor (fold back) speakers to allow lower volumes to the church speakers.

## 22 Bell Tower Policy

### Introduction

This Policy has been prepared in line with the Parish's Health and Safety (H&S) and Events Management policies.

### Scope

This document covers ALL activity beyond the door to the steps of the tower. It therefore includes all activities and use of the tower stairs, the Ringing Room (level 1) the Rope Room (level 2) and the Belfry (i.e. the bells etc, level 3) and the tower roof (level 4). Excluded from scope is the lowest level, i.e. the ground-level 'porch' which is used as the main entrance to the church. The use of this area is covered elsewhere with the wider use of the church.

### Section 1: Over-riding assessment/issues for ALL access to the Tower

Fundamental to people staying safe in the Tower is to understand what is up there and what the dangers and risks are.

St Giles has a ring of 8 bells. These bells have a collective weight of approximately 2¾ tonnes. When the bells are rung there is in excess of 2¾ tonnes of metal swinging through almost 360 degrees with a VAST amount of 'unstoppable' energy and angular momentum involved.

The skill and knowledge needed to ring bells well and safely, in the way we ring them today, has been learnt over the last 400 years. For experienced Bell Ringers ringing is safe, accidents and injury are very rare. Up and down the country thousands of ringers ring week-in week-out with no serious problems.

Largely due to the weight of the Bells, for individuals who are not Bell Ringers, Bells & Bell Ropes and the rooms in which you find them are potentially VERY dangerous environments with a potential for serious injury and death. Accidents are fortunately very rare; most ringers and churches are very careful in this area.



Photograph 1

Key to keeping this environment safe for ALL are the following two sub-sections. The first deals with helping non-ringers to understand what they might be faced with, and the second is the issue of strictly controlling access so that no-one is in the Tower, and hence exposed to any danger, unless they have reason and authority to be there.

#### 1. Basic Bell Safety Information

Bells that are 'ready' for ringing are balanced in a mouth upwards position as in photograph 1. These bells are said to be 'UP'.

Unless you are an experience ringer **NEVER** touch a Bell Rope. If the Bell is UP and you inadvertently bring the bell off the balance then at best there will be a fast-moving flailing rope, and at worst it could seriously injure you or those around you.

Bells that are not ready for normal ringing are usually left in a mouth downwards position in the photograph 2. These bells are said to be 'DOWN'.

If the Bell is DOWN the rope will look exactly the same, and is in fact safer, but it will not be possible to be tell. To re-iterate, **NEVER** touch a Bell Rope.

If you are, for some reason, given access to the Belfry (where the Bells are) then, on entering, you should look to see if the bells are UP (mouth upwards) or DOWN (mouth downwards). If you are unsure **DO NOT PROCEED** and seek advice. Look at each of the 8 bells in turn and if ANY one of them is UP then **DO NOT PROCEED**.

A bell that is UP, if it were to come off the balance, will swing freely, even the smallest of our bells has the potential to crush and kill you!

Even if all the bells are DOWN, the bell frame is a potentially hazardous thing to move around on, or near. **DO NOT CLIMB ON IT** unless you have suitable experience or have been shown how to do so safely.

If in **ANY DOUBT DO NOT PROCEED**. The Verger, or Churchwardens can arrange for The Ringing Master or Deputy to attend to ensure that the Bells are DOWN and to show you how to move around them if required.

Signs are positioned in the Tower to reinforce these points.



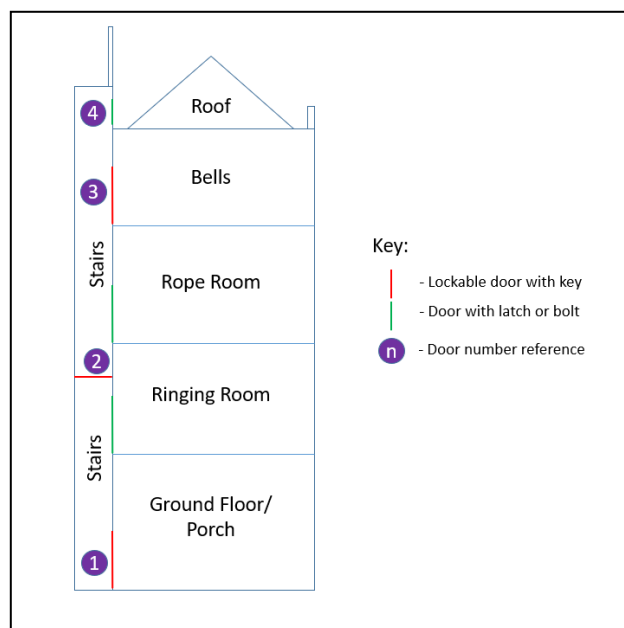
Photograph 2

### 1.2 Restricted Access through Managed Authorised Key-Holding

Managed authorised key-holding is fundamental to keeping the tower environment safe. The key issuing authority is the Verger with input from The Ringing Master.

With reference to the diagram on the right:

Door 1	Prevents access to the Tower - Kept locked while Ringing Room not in use
Door 2	Prevents access to all levels above Ringing Room - Locked unless authorised access is required above this level - Locked while ringing is in progress - Used by the ringers regularly to access Rope Room
Door 3	Prevents access to the Bells - Locked unless authorised access is needed - Accessed by the Ringers for inspection/maintenance as required (typically about monthly)
Door 4	Bolted from the inside to prevent access to the tower from anyone scaling the walls & roof



Authorised Key Holders	Keys Held	Typical Usage
The Verger	1,2,3	Typically gives access to Ringing Room when it is used for non-ringing activities Typically involves Ringing Master/Deputy if access

		above is required but will grant access to authorised contractors etc
The St Giles Society of Change Ringers	1,2,3 (4 sets of Keys)	Keys allocated by the Ringers as appropriate; Typically held by The Ringing Master, The Deputy Ringing Master, The Tower Keeper, The Tower Secretary Used to unlock & lock up for regular Sunday & Practice ringing and for visiting ringers Used by Tower Keeper/Ringing Master for checks & routine maintenance
Flag Officer	1, 2	Doors 1 & 2 and 4 provide access to the tower roof for the flag pole and access to the Rope room where flags are stored The Flag Officer is normally one of the ringers but in the past the role has been undertaken by the Verger

If any of the doors above are unexpectedly found to be unlocked, or unauthorised access suspected to have occurred, there are 3 steps which must be undertaken; typically by the Ringing Master/Deputy:

1. Undertake a visual inspection of the areas that have been un-secured to ensure nothing is in the way of the safe use of the bells
2. Re-secure the door(s) as they should be
3. Discuss with the Verger (and others if needed) to work out how the door(s) came to be left unlocked, or access gained, so that lessons can be learnt to prevent future recurrence.

## Section 2: Fire, Medical, Lighting & Other Electrical

The procedures for Fire evacuation, and the responsibilities for overall electrical installation and equipment of the church are covered in *The Parish of Ashted Health & Safety Policy*. This section clarifies these aspects in relation to activity in the tower and should be read and acted upon along with the other sections in this document.

### 2.1 Fire

St Giles is fitted with smoke detectors, linked to an audible alarm. The alarm system DOES NOT automatically call the emergency services, it does however trigger an automatic call to The Verger and/or Churchwardens, one of which will then attend.

If the church is in wider use; then, as stated in the parish policy “It is the responsibility of Fire Marshals and Sidesmen (for church events) and the Responsible Organiser (for private lets and functions) to ensure that the evacuation procedures are all in order.”

The following applies to all persons on the premises in the event of a fire alarm or emergency.

If you discover a fire:

1. Immediately raise the alarm (i.e. tell people!)
2. Telephone the emergency services (Dial 999 and ask for Fire Brigade)
3. Check the building for occupants
4. Attack the fire if possible, within your capability using the appliances provided, but without taking personal risk
5. If not possible to attack the fire, or if you are not sure which appliance to use, assist in the evacuation of the building, ensuring that all doors are closed (not locked) behind you
6. Evacuate to the Fire Rally Point (Freemen’s School car park, North of the church) – DO NOT LEAVE – you need to be accounted for
7. Ensure clear access for the emergency vehicles

At the time of an alarm/suspected fire the church may or may not be in wider use, i.e. bell ringing (or other activity in the tower) may be the only thing happening. In either case the Ringing Master, or person in charge must also:

1. When alerted, or suspect that, there is a fire; cease all ringing or other activity and instruct those present to evacuate. Move to the WEST DOOR and open it using the top & bottom bolts and the key on the back of the door if needed. Also, if safe to do so, and the church is not in wider use, open the door into the church using the key in the cubby hole behind the tower door and external door in the Clergy Vestry using the key on hook on the top right of the door frame.
2. Without putting yourself in danger help people to leave the building in a calm and safe manner
3. Direct them to the Fire Rally Point in Freeman's School car park
4. If the church is not in wider use, and the Smoke Alarm has sounded, and no fire is obvious; taking care of personal safety, quickly search for any signs of fire in and around the building. If fire is found or suspected, then telephone the Emergency Services and follow steps 5 - 9 below. If no fire is found or suspected The Verger/Churchwardens will check/reset the system upon their arrival.
5. Account for the whereabouts of all who were present in the tower and report 'Tower Clear' to the Fire Marshall
6. Try to ensure clear access for the emergency vehicles
7. Without endangering yourselves, and if you and others are competent to do so, VERY quickly lower the bells to reduce the danger to the emergency services (if unable to do this – warn members of the emergency services)
8. Leave tower and church doors unlocked to facilitate access
9. Upon receiving the ALL CLEAR work with The Verger & Churchwardens to re-secure the premises/tower.

A Fire Procedure notice is displayed on the notice board in the tower detailing the evacuation Rally Point and the postcode to provide to the emergency services.

### 2.2 Medical

In case of Medical Emergency or serious injury, call 999 for an Ambulance without delay. The Address and Postcode for the Church are displayed on the tower notice board and in the Vestry. Despatch someone to the entrance to St Giles Drive, and another to the entrance door to the church to help direct the Ambulance crew. Administer First Aid, and/or seek assistance from any suitably qualified people who may be in the Church or Dell Centre at the time, interrupting meetings/groups if necessary.

For minor injuries there is a First Aid Kit above the toilet in the cubicle off the Clergy Vestry.

Record all appropriate events in the Accident Book located on the shelf above the desk in the Clergy Vestry. Take photographs to record anything that might be of use later.

### 2.3 Lighting

Lighting in the Tower is the responsibility of the Churchwardens, assisted by The Verger. The Bell Ringers will liaise with The Verger and report any issues. Lamps ('Bulbs') will be changed by The Verger or those competent or contracted to do so on his authority.

All areas of the Tower are equipped with Emergency Lighting that will come on if the electricity supply fails. This is fundamental to staying safe when it is dark outside, such as winter evening ringing practices or when undertaking routine cleaning/maintenance. Emergency Lighting enables individuals to safely stop what they are doing and safely exit the environment.

If the Emergency Lighting is activated ringing must cease, the bells lowered if it is safe to do so, and the tower evacuated and secured. The Verger should be informed.

The emergency lighting is regularly tested as part of the programme of wider regular electrical installation checks.

### 2.4 Other Electrical

Small electrical items such as, phones, laptops/tablets, cameras, and their mains chargers & cables may be brought into the Tower and used in support of relevant and appropriate activities.

These items must be, undamaged and used in a way that does not pose any bell-rope-entanglement or trip hazard. Such items must not be left in the Tower after use.

Electrical items purchased by the parish or by The St Giles Society of Change Ringers and stored for regular use in the Tower must be made known and specifically identified to The Verger so that they are included in the regular electrical PAT testing.

The use of Extension Leads may be required for specific maintenance purposes. No 'permanent' extension leads are permitted on account of them being a potential trip hazard and, over-time, an un-necessary and avoidable electrical hazard.

## Section 3: Regular Activities

The following sub-categories cover all the regular activities that occur beyond the tower door. For each one there is a specific Risk Assessment. These are to be found further below in this document.

- 3.1 Use/cleaning/maintenance of the Tower 'spiral' stairs
- 3.2 All Service, Practice & additional Ringing by The St Giles Society of Change Ringers
- 3.3 The teaching of new ringers to ring by The St Giles Society of Change Ringers
- 3.4 Ringing by visiting ringers
- 3.5 Cleaning/Maintenance of the Ringing Room
- 3.6 Cleaning/Maintenance/use of the Rope Room
- 3.7 Cleaning/Maintenance/activity in the Belfry
- 3.8 The raising & lowering of Flags
- 3.9 Use of the Ringing Room for non-ringing activities (Wedding Photography, Music groups etc)

## Section 4: 'One-off' Activities

All activities not covered above need a specifically prepared Risk Assessment, prepared according to the Event Management Policy. This must be agreed and signed off PRIOR to the activity occurring. The organiser of the event MUST involve the Ringing Master (or Deputy), the Verger, and other appropriate parties in signing off the Risk Assessment.

The organiser MUST also fully understand and comply with ALL requirements of [Section 1: Over-riding assessment/issues for ALL access to the Tower](#) above. Access to the Tower MUST not be granted by key-holders unless they are 100% certain that this is the case. If in ANY doubt, The Ringing Master or Deputy must be consulted and if necessary requested to oversee the activity.

## Section 5: Contractors & external parties

Contractors and external parties, such as electricians, fire safety officers, architects, and those undertaking works or repairs are required by the Church to have their own health and safety policies and procedures. These are checked by the Parish prior to them being contracted to undertake work.

Such organisations/individuals may or may not happen to have experience of working in and around bells & bell ropes. Therefore, **in addition** to the above, all such contractors and external parties MUST also fully understand and comply with ALL requirements of [Section 1: Over-riding assessment/issues for ALL access to the Tower](#) above and [Section 2](#) above. Again, access to the Tower MUST not be granted by key-holders unless they are 100% certain that this is the case. If in ANY doubt, The Ringing Master or Deputy must be consulted and if necessary requested to oversee the activity. The activity may need to be re-scheduled to allow The Ringing Master or Deputy to be present. It is important that the key-holder is not swayed by assurances from the contractor that *"It'll be alright, I know what I am doing"*. Subsequent hindsight might prove they didn't!

## 23 Major Incident Policy

An incident is an event that threatens:

- a) Major loss of life/injury during normal operations
- b) Major impact on our operations

Incidents

### 1) COVID-19

During the current COVID-19 pandemic the parish has responded by following the latest guidelines issued by the Government , The Church of England and the Diocese of Guildford. Operations and events have been run in accordance with the guidelines and Risk Assessments adjusted to take these into account.

### 2) Terrorism

The Health and Safety Committee have decided that since St Giles' and St George's are at a low risk from terrorist activity, no further action is needed'

## 24 Volunteer Policy

Volunteers are the lifeblood of the Parish, enabling the Parish to fulfil its mission to the community. However the Parish has a significant responsibility towards their Health and Safety while they are giving their time.

Responsible persons and Organisers of events must take the following into account when involving volunteers in any Parish organised activity.

1. Volunteers must be considered fit and able to undertake the role expected of them.
2. Volunteers must be made fully aware of the Control Measures set out for that activity in the Risk Assessments and briefed to follow these Control Measures.
3. Volunteers must competent to use or be trained if necessary in the use of any specialised equipment.
4. Volunteers under 18 must have Safeguarding Control Measures in place.

### Insurance for Volunteers

Most adult volunteers are fully covered by Ecclesiastical Insurance a) for injury if they have an accident due to the negligence of the Church through Public Liability. or b) if they suffer a personal accident. To claim personal accident insurance they have to get the church to claim on their behalf.

Volunteers who are 80 years of age or older are **NOT** covered by Ecclesiastical Insurance for Personal Accident, they are only insured under Public Liability, and therefore such volunteers should either avoid any activity which could create a significant risk of injury or the Responsible Person or Organiser should prepare a personal Risk Assessment for that volunteer.