



Health and Safety Policy

Issue 6 - May 2020

CONTENTS

Introduction

Key Responsibilities

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements for implementation of the policy

- 1. Accidents and First Aid**
- 2. Fire Safety**
- 3. Electrical Safety**
- 4. Gas Equipment Safety**
- 5. Hazardous Substances**
- 6. Safety of Equipment and Machinery**
- 7. Slips, Trips and Falls**
- 8. Lighting**
- 9. Working at High Levels**
- 10. Food Preparation**
- 11. Manual Handling**
- 12. Display Screen Equipment (VDU)**
- 13. Hazardous Buildings including Glazing**
- 14. Child Protection & Vulnerable Adults**
- 15. Personal safety**
- 16. Risk Assessments**
- 17. Contractors**
- 18. Information, Communication and Training**
- 19. Health and Safety Law Poster**
- 20. General Safety and Security**
- 21. Storage**
- 22. Hygiene**

Appendices

- Appendix A: Fire Extinguishers and Fire Alarms**
- Appendix B: References to other procedures**

INTRODUCTION

Trinity Cheltenham - Premises and Addresses:

1. Trinity Cheltenham Church, (church) Portland Street, Cheltenham, Gloucestershire, GL52 2NX
2. Trinity House, 100-102 Winchcombe Street, Cheltenham, Gloucestershire, GL52 2NW
3. Trinity Fusion, 98 Winchcombe Street, Cheltenham, Gloucestershire, GL52 2NW
4. Winchcombe House office suite, 5-39 Winchcombe Street, Cheltenham, Glos, GL52 2LZ

Date: May 2020

Review: May 2021

This document sets out how we manage Health and Safety at Trinity Cheltenham in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it. Our success in this area of management will depend on us all (staff and voluntary helpers) understanding this document and our role in the overall arrangements for Health and Safety.

The policy is in four sections:

Section A- General Statement of Policy
Section B- Organisation and Responsibilities
Section C- Arrangements
Section D- Appendices

Key Responsibilities

The Parochial Church Council (PCC)	Employer and responsible for the Church building
Trinity Cheltenham Trust (TCT)	Employer and responsible for Trinity House, Trinity Fusion and Winchcombe House office suite
Andrew Blyth	Lead Pastor- Staff Members having overall responsibility
Barry Lambert	Operations Director with staff member having responsibility for Health and Safety
Marion David	Assistant Operations Director & Health & Safety Officer with staff members having responsibility for Health and Safety
Helen Stott James Mears	Churchwardens
Neville Page-Jones	Safeguarding Officer
Tina Blankson	Catering Manager

Section A: General Statement of Policy

Our policy, as far as is reasonably practicable, is to:

- Provide safe and healthy working conditions, systems of work, and equipment for all our employees and voluntary helpers.
- Ensure the health, safety and welfare of all Trinity members and visitors to the church and associated land and buildings.
- Provide information, supervision and training where needed.

The particular people having responsibilities for Health and Safety at Trinity Cheltenham are shown in Section B. The arrangements that will be put in place to ensure a safe and healthy environment are set out in Section C

To ensure an effective Health and Safety environment we will:

- Regularly consult with employees and voluntary helpers.
- Ensure that Health and Safety issues are a regular agenda item for the Parochial Church Council and Trinity Cheltenham Trust.
- Annually review and update the policy.
- Carry out regular written risk assessments to identify hazards, which, as far as is reasonably practicable, will be eliminated or controlled.
- Carry out regular Health and Safety checks which will be recorded either manually or electronically in line with the specific arrangements as outlined in Section C .

POLICY APPROVAL

Andrew Blyth
Lead Pastor of Trinity Cheltenham

Date:

Helen Stott and James Mears
Churchwardens on behalf of the PCC

Date:

Section B: Organisation and Responsibilities

1. Lead Pastor

To have overall responsibility for Health and Safety which is delegated to the Operations Manager.

2. Parochial Church Council and Trinity Cheltenham Trust Ltd Board

To have general responsibility for the implementation and observance of the Health and Safety policy.

3. Health and Safety Officer

- To understand the Health and Safety Regulations particularly those relating to the church, Trinity House, Fusion and Winchcombe Street offices.
- To understand the Health and Safety Policy and Arrangements and facilitate the best opportunity to ensure they are observed.

And to ensure that:

- Safe systems of work are in place.
- Risk assessments are carried out and the findings recorded.
- The church and associated land and buildings are clean and tidy, and properly maintained.
- Adequate access and egress is maintained.
- Emergency procedures are in place.
- Adequate fire fighting equipment is available and maintained.
- Safety equipment and clothing is provided and used where necessary.
- All employees and helpers are properly trained to carry out their duties.

4. Responsibility of Staff and Voluntary Workers

All employees and voluntary helpers have a responsibility under the Health and Safety at Work Act (1974) to co-operate in the implementation of this Health and Safety policy, and to take reasonable care of themselves or others whilst on church business or premises.

Employees and voluntary workers must therefore:

- Comply with safety rules, operating instructions, working procedures, and pre works briefings.
- Use protective clothing and equipment when it is required.
- Report any fault or defect in equipment immediately to the appropriate person.
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- Not misuse anything provided in the interests of Health and Safety.

Section C: Arrangements for Implementation of Policy

1. Accidents and First Aid

First aid boxes are located in the the following places:

- Trinity House - Ground Floor
- Winchcombe House office suite - Kitchen.
- The church - Kitchen.
- Trinity Fusion- Kitchen.

Trained/qualified first aiders are listed adjacent to all first aid boxes.

Accident books are located adjacent to all first aid boxes, and are checked weekly to remove and process completed forms.

Employees and voluntary workers have a responsibility to:

- Enter all accidents and incidents in the accident book, and report the accident to the member of staff responsible for Health and Safety implementation. The accident books are located in kitchens as above.
- Report certain incidents (fatal accidents, specified injuries and injuries which involve the injured person being absent from work or unable to perform their normal duties for more than seven days) to the appropriate authorities in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accidents must be recorded, but not reported, unless they result in a worker being incapacitated for more than seven consecutive days.(Social Security - Claims and Payments - Regulations 1979), Occupational diseases (regulation 8 and 9) and certain dangerous occurrences (Schedule 2 of RIDDOR) must also be reported.
- Report any unsafe practice or condition to the member of staff responsible for Health and Safety implementation using the electronic or manual incident report forms.
- An Automated External Defibrillator is located in the Armoury Welcome Desk, in Fusion. The state of battery is checked daily.

2. Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this we will:

- Carry out an annual assessment of the fire risks in the church, Trinity House, Trinity Fusion and Winchcombe House office suite.
- Check that people who may be in the buildings can get out safely. Escape routes will be checked every month.
- Ensure that staff and volunteers know what to do in the event of a fire or other emergency resulting in evacuation.
- Provide reasonable fire fighting equipment and ensure that fire alarms and fire fighting equipment are regularly checked by a reputable company under a maintenance agreement and that the results are recorded. See Appendix A.
- Arrange an emergency evacuation exercise at least every 12 months.

Evacuation instructions are placed adjacent to break-glass alarm points and at other strategic positions in the church, Trinity House, Fusion and Winchcombe House office suite.

In addition detailed evacuation procedures as listed in Appendix B, for staff and volunteers are located on the Health and Safety notice boards for each of the above buildings.

3. Electrical Safety

Faulty electrical equipment is a significant cause of fires and injury.

All employees and voluntary workers have a responsibility to:

1. Visually inspect all electrical equipment before use.
2. Report all faults immediately to the administration manager.
3. Not attempt to use or repair faulty equipment.
4. Not to bring electrical equipment onto the premises and use it until it has been tested by the approved person and entered in the electrical equipment register.
5. Switch off electrical equipment and disconnect when not in use for long periods.
6. Protect flexible cables so that they do not become a tripping hazard or be subject to mechanical damage.

All electrical appliances and associated plugs and flexible cables will be inspected and tested at appropriate intervals in accordance with the guidelines to ensure they are in good working order. Dependent on type of equipment, inspection intervals may typically be between 12 and 24 months. A list of all our portable electrical appliances is held by the operations manager.

Every 5 years the fixed electrical system will be inspected and tested by a competent electrical contractor who is a 'Full scope' member of the NICEIC, ECA, NAPIT or other approved body. Any necessary remedial work will be carried out.

4. Gas Equipment Safety

Staff and voluntary workers must not interfere with gas equipment.

Our gas boilers and any other gas equipment will be maintained and checked annually by a competent contractor who is CORGI registered and any necessary work required for safety will be implemented immediately.

Portable gas cylinders are not permitted to be stored within buildings. Occasionally, hire or loan equipment may be stored outside for short periods.

5. Hazardous Substances

Where at all possible hazardous substances will be eliminated. Where this is not possible hazardous substances will be kept locked away and only used by persons with the appropriate experience. The Operations Manager will maintain a list of all hazardous substances used in the church, Trinity House, Fusion and Winchcombe House office suite. This record includes details of all substances used, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident.

For asbestos related issues, please see Appendix B.

Personal Protective Equipment will be provided. Staff and voluntary workers have a responsibility under the Health and Safety at Work Regulations to make use of such equipment.

Chemicals must not be mixed or stored in unmarked containers.

6. Safety of Equipment and Machinery

The Operations Manager will maintain a list of all items of equipment and machinery.

Staff and voluntary workers must not operate or interfere with equipment and machinery that are not trained or authorised to use. When training has been provided staff and voluntary workers must visually check equipment and machinery to ensure as far as is reasonably possible that it is in safe working condition. All machinery will be regularly maintained and a schedule kept of maintenance requirements. The Operations Manager will be responsible for identifying all equipment and machinery needing maintenance, drawing upon the appropriate maintenance procedures, and ensuring implementation. The lift in Trinity House is tested annually by a competent person in accordance with an inspection programme.

Ladders may only be used when other equipment such as tower scaffolds cannot be used by competent staff and voluntary workers, and only when they have been visually checked and safely secured.

7. Slips, Trips and Falls

To reduce as far as is reasonably practicable the risk of slips, trips and falls, regular inspections will be made of all floors and stairs in the church, Fusion, Trinity House and Winchcombe House office suite, and all the paths and steps giving access to these buildings. Particular attention will be given to ensuring passageways and walkways are kept clear from obstructions and that outside surfaces do not become hazardous as a result of wet leaves, moss, etc. External inspections will be carried out weekly.

8. Lighting

In order to ensure that all our buildings are adequately lit, faulty bulbs and tubes will be replaced as soon as possible. The necessary safety precautions will be followed for replacing light bulbs and tubes at high levels.

9. Working at High Levels

Only approved contractors or competent volunteers may work at high levels subject to the necessary safety provisions being in place and a risk assessment carried out prior to the work starting.

Work at heights should only be carried out using scaffolds by trained persons. If it is necessary to use ladders, training must be provided. Scaffolds and ladders should be checked before use and pre-works briefings provided. All new ladders need to have BS EN131.

10. Food Preparation

Preparation and serving of food will be carried out in accordance with the Trinity Food Management System which reflects the appropriate regulations governing the preparation and storage of foodstuffs. All food handlers will be given adequate instruction and training and supervision particularly in the areas of risk assessment, hygiene, working surfaces, and storage of foodstuffs at the correct temperature. See our Food Management Policy document which covers various aspects of environmental health regulations and how they pertain to us - see Appendix B.

11. Manual Handling

Our objective is to eliminate the need for manual handling as far as is reasonably practical and therefore reduce the risk of injury to the lowest possible level. Where it is not possible to eliminate manual handling, a risk assessment will be made to ensure it is a safe operation, and where possible use made of lifting aids such as trolleys, lifts and hoists.

All staff and volunteers involved in manual handling will be given training in risk assessment and lifting techniques and a register will be maintained. Only those who have received the appropriate training are authorised to undertake manual handling tasks.

12. Display Screen Equipment (VDU)

Trinity Church will comply with the requirements set out in the Health and safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) and ensure that risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

Where appropriate, staff and voluntary workers who use display screen equipment for long periods will be provided with awareness and training sessions in line with the WorkStation Assessment Checklist & Guidelines - see Appendix B.

It is the responsibility of all employees to familiarise themselves with the guidance the Trinity Cheltenham provides for DSE and the workstation environment.

For employees working several hours a day using monitors, computer screens and other DSU, TrinityCheltenham will provide an eye examination via a preferred provider. Please contact Trinity Church Health & Safety Officer for more information.

13. Hazardous Buildings including Glazing

Our policy is to ensure that our buildings are safe and without risk to the health, safety and welfare of all who work in and use them. Regular inspections will be carried out and defects noted and repaired. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out. Particular attention will be given to glazing to ensure that any glass in windows below waist height and in doors and partitions below shoulder height is of a safety material or is protected against breakage.

14. Safeguarding of Children, Young People and Vulnerable Adults

Trinity Cheltenham, its PCC, the TCT and The Senior Leadership Team are committed to safeguarding as an integral part of the life and ministry of the church. We believe it is an honour to be part of such a rich and diverse church family and hold a high value on ensuring that everyone can engage with church life and meet with God in a safe and appropriate way.

Trinity Cheltenham will fully comply, and seek to exceed, the recently issued standards in The Church of England's Parish Safeguarding Handbook which brings into one place the safeguarding of children, young people and vulnerable adults.

You can see the Parish Safeguarding Handbook by following the below link:

<https://www.gloucester.anglican.org/wp-content/uploads/2019/01/Parish-Safeguarding-Handbook.pdf>

15. Personal Safety for people working alone

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables. For Lone Worker issues, please refer to Appendix B.

16. Risk Assessments

Risk assessments will be carried out on all areas of the church, Trinity House, Fusion, Winchcombe House office suite 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 and Safety at Work Regulations 1999. Any hazards identified will be recorded and then eliminated or controlled as far as is reasonably practicable.

Risk assessments will also be carried out for all events and conferences, whether on or off site, and with particular attention to those involving children, youth and vulnerable adults to ensure risks are identified and minimised.

The Health and Safety Officer and Operations Manager will be responsible for carrying out risk assessments and determining how risks can be removed or controlled in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

The Operations Manager will be responsible for:

- Recording the findings of the risk assessments.
- Making the necessary arrangements to remove or control the risks.

17. Contractors

Anyone entering Trinity premises for the purpose of carrying out work, or providing a service other than an employee or voluntary worker will be regarded as a contractor. All contractors must abide by the following:

- Provide a copy of their own Health and Safety policy document.
- Produce evidence that they have appropriate Public and Employer's Liability insurance in place. A record of this evidence will be maintained.
- Comply with all the requirements of Trinity Cheltenham Health and Safety policy and cooperate with appropriate responsible persons in providing a safe place of work and a safe system of operation.
- Where plant and machinery is brought onto Trinity premises by contractors they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
- Contractors may only use sub contractors or persons other than their direct employees with the permission of Trinity Cheltenham officials. However responsibility will remain with the contractors.
- Trinity Cheltenham will set out basic rules concerning the safe working of contractors.

Construction (Design & Management) Regulations (CDMR)

The CDMR applies to all construction work in Great Britain.

As a 'client'- an individual or organisation for whom construction work can be carried out, there are a number of specific duties under the CDMR.

The Approved Code of Practice to the CDMR summarises the duties of the client as follows:

- Check the competence and resource of all appointees.
- Ensure there are suitable management arrangements for the project including welfare facilities.
- Allow sufficient time and resources for all stages.
- Provide pre-construction information to designers and contractors..

A project is notifiable to the Health and Safety Executive (HSE) if the construction phase will be longer than 30 days or 500 person days of construction work, and for such projects, clients must:

- Appoint a CDMR coordinator.
- Appoint a Principal contractor.
- Make sure construction work does not start unless there are suitable welfare facilities, and a construction phase plan is in place.
- Provide information relating to the Health and Safety file to the CDMR

- co-ordinator.
- Retain and provide access to the Health and Safety file.

18. Information, Communication and Training

a) Information

A copy of this Health and Safety Policy document is always available in the main church office

Health and safety advice will always be available from:

- The Health and Safety Officer
- The Operations Director

For Trinity Cheltenham, Health and Safety and Environmental Health is the responsibility of Cheltenham Borough Council.

Address: Municipal Offices, Promenade, Cheltenham, Gloucestershire, GL50 9SA

Telephone: 01242 264135

Email: envhealth@cheltenham.gov.uk

b) Communication

Trinity Cheltenham is committed to ensuring that all employees and voluntary workers are familiar with the contents of its Health and Safety Policy document. In the initial period of implementation, meetings will be arranged to allow open discussions on Health and Safety, and for staff and volunteers to express concerns and ask questions.

Thereafter there will be effective communication of any reviews of Health and Safety policy and opportunities for new issues or ideas to be raised and discussed with the Health and Safety Officer and member of staff responsible for Health and Safety policy implementation.

c) Training

Induction training for all existing employees, voluntary workers and those leading in ministries will be given during the initial period of implementation. Thereafter, the member of staff responsible for Health and Safety policy implementation will provide training for new employees and voluntary workers.

The following jobs and activities have been identified as requiring special training:

- Any maintenance work.
- Children and youth activities.
- Office support.
- Life Group leaders.
- Group leaders e.g. Discipleship Training, Alpha.

19. Health and Safety Law Poster

A copy of the HSE poster 'Health and Safety Law- what you should know' is displayed in each Trinity Cheltenham building.

20. General Safety and Security

A safety plan and risk assessment will be in place for all large gatherings in church, Trinity House and Fusion. An operations team member will be present to cover all aspects of safety and security including emergency evacuation. In addition the grounds will be inspected prior to any of these events and any dangerous waste (sharps etc) will be disposed of using the approved procedure. See Appendix B

21. Storage

Where it is necessary to store material and equipment it will be done in such a way as not to cause a hazard by way of:

- Obstructing emergency exit passageways and walkways.
- Fire risk.
- Insecure stacking.

22. Hygiene

In all circumstances, hygiene standards set by environmental health regulations are to be complied with. Our contracted cleaning staff have been trained in this. All ministry event leaders using Trinity House, Fusion and the church are responsible for ensuring that these standards are met on clearing and cleaning up at the end of an event. Full and clear instructions are posted in each room and each kitchen. Cleaning products used comply with regulatory standards.

Appendix A:

Fire Extinguishers

Adequate fire extinguishers are available in all buildings in accordance with buildings fire risk assessments, and recommendations of our fire equipment providers.

The extinguishers noted are checked every month by an operations assistant to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked bi-annually by D.N. Fire and Electrical Consultants an external contractor.

Fire alarm system

The fire alarm system in church, Fusion and Trinity House is tested every week by an operations assistant.

The System will be checked and maintained annually by D.N. Fire and Electrical Consultants, an external contractor

The landlords for Winchcombe House have responsibility for testing the fire alarms.

Service Lift

The lift in Trinity House is tested every week by the operations assistant for the building.

The lift is checked and maintained annually by Ideal Lifts Company, an external contractor.

Appendix B: References to other procedures

The following key documents can be found in Google drive: Health and Safety - Key Policy Documents folder and a paper copy can be found in the Health and Safety filing cabinet in Winchcombe House.

Policy Document Name	Last Review Date
Fire Evacuation Procedures	April 2020
Asbestos Register and Management Plan	April 2020
Workstation Assessment Form	April 2020
Lone Worker Policy	April 2020
Food Management Policy	June 2019
Parish Safeguarding Handbook	October 2019
Disposal of Hazardous Waste	April 2020