

***BALLYHOLME PARISH – CHURCH OF ST. COLUMBANUS
HEALTH & SAFETY POLICY DOCUMENT***



PARISH HEALTH & SAFETY POLICY

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Review due: April 2016

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Abbreviations Key

| | |
|------------|--|
| The Parish | - Ballyholme Parish (Church of St. Columbanus) |
| The Church | - Church of Ireland |
| H&S | - Health and Safety |
| H&SSC | - Health and Safety Sub-Committee |
| HSENI | - Health and Safety Executive Northern Ireland |
| H&SWorksNI | - Health and Safety Works Northern Ireland (subsidiary of HSENI) |
| HSWO | - The Health and Safety at Work (Northern Ireland) Order 1978 |
| COSSH | - Control of Substances Hazardous to Health |
| VDU | - Visual Display Units (computer screens/monitors etc) |
| HV | - High Visibility (reflective) |

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PPE - Personal Protective Equipment
RIDDOR -The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (N.I.)
1997

**HEALTH & SAFETY
PROCEDURES**

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HEALTH AND SAFETY STATEMENT

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our staff and volunteers on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure our premises and people are kept safe from fire and its effects
- To ensure the safe handling and use of substances
- To provide information, instruction and supervision for staff and volunteers
- To ensure all staff and volunteers are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work related ill-health
- To maintain safe and healthy working conditions and to revise this policy at regular intervals
- To ensure, so far as is reasonably practical, the health and safety of all members of the Parish including staff, volunteers, parishioners, visitors, contractors and others who may visit the Parish and its associated buildings and grounds

Signed ***Simon Doogan***
Adams
(Chairman - Select Vestry)

Signed ***Leslie***
(Secretary - Select Vestry)

Date _____

Date _____

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Review Date _____

Introduction

Ballyholme Parish – Church of St Columbanus (the Parish) - is a parish of the Church of Ireland in the Anglican Communion. Ballyholme is in the United Dioceses of Down and Dromore and one of nine parishes in the Area Deanery of Clandeboyne. The Parish Church, Centre and Office are located at 68 Groomsport Road, Bangor, Co. Down, BT20 5NE. The Parish organisational structure is depicted at page 10 of this policy.

Responsibilities

- Overall responsibility for Health and Safety (H&S), and the provision of necessary resources, rests with Parish Select Vestry
- Responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Sub-Committee (H&SSC) of the Select Vestry (which will comprise the Select Vestry Secretary, Glebe Wardens, Parish Administrator, Sexton and any other additional nominees as necessary)
- Responsibility, on a day to day basis, is delegated to the H&S Working Group, Glebe Wardens, Sexton and the Parish Administrator

To ensure H&S standards are maintained and/or improved, specific responsibilities have been allocated as follows:

H&S Sub-Committee (H&SSC)

- Annual review of H&S Policy and report to Select Vestry following Easter Vestry

H & S Working Group

- Providing general H&S information and guidance
- Risk assessments & staff consultations
- Organization of necessary procedures and associated training
- Monitoring accident and ill-health investigation
- Emergency procedures, fire and evacuation
- Ensuring all necessary checks are performed and recorded
- Electrical Safety & Office Ergonomics

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Glebe Wardens

- Providing information and guidance re operation/regular maintenance of premises, plant and equipment
- Contractor selection & oversight
- Providing necessary reports to H&SSC and Select Vestry

Parish Administrator

- Recording and maintenance of H&S administrative systems
- Maintenance of First Aid boxes (in conjunction with the Sexton)
- Daily/weekly/etc fire safety checks (in conjunction with the Sexton)

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Sexton

- Hazardous substances identification and monitoring
- Daily/weekly/etc fire safety checks (in conjunction with the Parish Administrator)
- Maintenance of First Aid boxes (in conjunction with the Parish Administrator)

Church Wardens

- Emergency procedures, fire and evacuation from Church building during services

Consultancy Services

- Mike Jeffrey – Parish Health & Safety Consultant

Co-operation

All employees, volunteers, contractors and premises users are required to:

- Co-operate with the H&SSC/H&S Working Group on H&S matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and
- Report all health and safety concerns to the Parish Office
- Attend all necessary training

Risk Management Arising From Work Activities

- Risk assessments of work and Parish activities will be organised by the H&SWG, using consultancy expertise as necessary
- Resources required to remove /control risks will be approved by the Select Vestry
- Risk assessments will identify responsibility for ensuring actions required are implemented e.g. by Glebe Wardens, Sexton etc
- Where necessary to reduce or eradicate risk, the H&SSC has produced written procedures which must be followed at all times. These are listed at Annex 1 (pages 9-20) and are available on the Parish website or from the Parish Administrator
- The H&SWG will ensure that the implemented actions have removed/reduced the risks and report back to H&SSC as necessary
- Risk assessments will be reviewed by the H&SSC every 12 months or sooner if the activity changes or there are legislative amendments
- The particular circumstances involving risks to Lone Workers involved in the Ministry of the Church are referred to on page 6 of this policy
- Contractors will be advised of any apparent risks pertaining to the work they are planning to carry out. Contractors must have their own H&S Policy in place and conduct their own risk assessment(s).

Competency & Training

- The H&SWG with administrative assistance from the Parish Administrator (and using consultancy expertise where appropriate), will organize health and safety aspects of Induction and any other necessary training e.g. COSHH, First Aid, Working at Height, Electrical Safety etc.
- Actions to minimise electrical risk are set out in Procedure 008 (p19)
- The Parish Administrator will maintain training records.

Consultations with Staff Team & Premises Users

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- The H&SWG will initiate consultations with staff and volunteers
- All premises users will be reminded annually, in writing, of their obligations under the Parish's H&S Policy, which is available on the Parish website or from the Parish Office

Plant & Equipment (Including kitchen, office, cleaning & misc. equipment)

- The Glebe Wardens will be responsible for identifying and maintaining all equipment/plant, recording this in an Inventory of Work-Related Equipment, and draw up and implement an effective maintenance programme for this equipment
- The steps to be followed by employees/volunteers/premises users when working with plant/equipment are described in Procedures 007-011 & 014 (p19-21 & 23)
- Any problems found with plant/equipment should be reported to the Glebe Wardens or, if unavailable, the Parish Administrator

- The Glebe Wardens will check that new plant/equipment meets health and safety standards and add it to the Inventory of Work-Related Equipment

Safe Handling & COSHH

- The Sexton will be responsible for identifying all substances which need a COSHH (Control of Substances Hazardous to Health) assessment and for undertaking the appropriate assessment
- The Sexton will be responsible for ensuring that all actions identified in the assessments are implemented. For all hazardous substances, e.g. cleaning products, the correct method of use will be determined by the manufacturer's product information
- The Sexton will be responsible for ensuring that all relevant users of such substances are informed about the COSHH assessments as appropriate, and will ensure that, before they are purchased, any new substances can be safely used
- Assessments will be reviewed every 12 months

Information, Instruction & Supervision

- The Parish Administrator will ensure display of the **Health and Safety Law in Northern Ireland** poster, the Parish **Health & Safety Statement** and issue any appropriate leaflets
- The Parish Administrator will provide day to day H&S advice liaising with the H&SWG as required
- The Parish Administrator will ensure any staff/volunteers, working at other locations outside of parish premises, are advised of all relevant health and safety requirements, including Lone Working procedures and possible need for risk assessments, if appropriate (see Procedure No 006 p18)

Accidents, First Aid & Work-Related Ill-Health

- First Aid Boxes are located in the Parish Centre kitchen and in the Church at reception
- First Aid/Refresher training will be organised on a regular rolling basis
- The Parish Administrator will maintain the accident book and record all accidents or work related ill-health

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- The H&SWG will appoint an appropriate person(s) to investigate and report on any accident or illness defined in Procedure 003 (p12-14)
- Staff and Parishioners with relevant First Aid qualifications will be identified and requested to register on a list of volunteers to assist in cases of emergency

Monitoring

- The H&SWG will undertake a thorough review of Health and Safety procedures following the Easter Vestry, and report its conclusions to the H&SSC/Select Vestry
- The H&SWG, through the Glebe Wardens, or Parish Administrator as appropriate, will ensure anyone entering Parish premises to carry out work, other than Parish staff or voluntary workers, is regarded as a contractor and must follow the guidelines outlined in this Policy.

Personal Safety – Lone Workers

- Procedure No 06 (p18) sets out Parish policy concerning the safety of staff and volunteers who work alone. The procedure's purpose is to ensure, as far as is reasonably practical, that any risk to the health and safety of these persons is eliminated or minimised
- In developing a risk assessment for this type of worker, it is appreciated that the Ministry of the Church, for both clergy and lay members - whether employees or volunteers - is such that lone working is an integral and necessary part of their roles. Consequently, it will be impossible to eradicate all risk, and therefore the guidance for Lone Workers reflects the reasonable measures the Parish has taken to minimise risk, and meet its legal obligations.

Personal Safety – Transport

- Procedure No 005 (p18) sets out Parish policy concerning the health and safety of Parish staff and volunteers involved in the provision of transport within Parish activities. The policy's purpose is to ensure, as far as is reasonably practical, that any risk to drivers and passengers is eliminated or minimised.

Fire Precautions & Procedures

- The H&SSC is responsible for our obligations under the Fire Safety Regulations (NI). The steps to be taken to achieve this are set out in Procedure NO 004 (p15-17)
- The Sexton will check escape routes, fire extinguishers, emergency lighting and alarms on a weekly basis. A record of these checks will be maintained in the Parish Office
- Electrical checks will be undertaken following the guidelines contained in Procedure No 008 (p19)
- Annual maintenance of extinguishers will be undertaken by an approved contractor and records maintained in the Parish Office
- Parish Staff /Church Organisations/other regular premises users will rehearse emergency evacuation procedures every 6 months. Premises users will be advised annually of their fire safety and evacuation responsibilities

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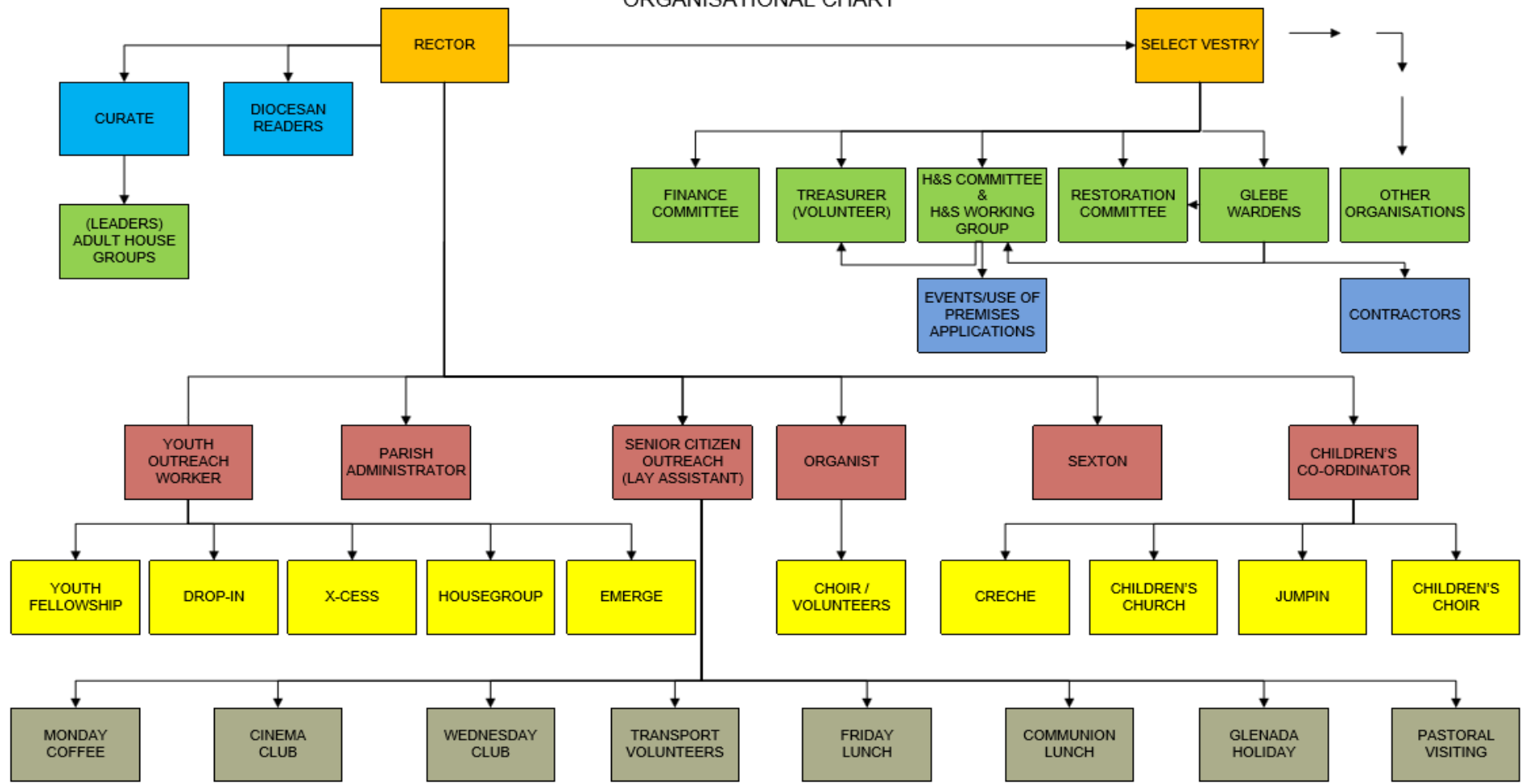
Office Ergonomics

- The purpose of the Parish Ergonomics policy is to eliminate, as far as reasonably practicable, ergonomic stress factors thereby preventing work related Musculoskeletal Disorders and Repetitive Stress Injuries, and ensuring correct VDU ergonomic operating procedures in respect of Display Screen Equipment.
- The Select Vestry's commitment includes the provision of suitable equipment, furniture, staffing, and funding for improvements required to deal effectively with any ergonomic issues which may arise from time to time.
- Staff and volunteers involved in carrying out assessments and self-auditing will receive training in these procedures.
- Procedure No. 014 (p23) outlines the process to be followed in this regard.

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PARISH OF BALLYHOLME – CHURCH OF ST. COLUMBANUS
HEALTH & SAFETY (H&S) POLICY AND PROCEDURES
DOCUMENT

ORGANISATIONAL CHART



Key: _____ = Parish/Church Groups
 →→→ = Externally Managed Organisations

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PROCEDURE NO 001

SAFETY INDUCTION

- The Select Vestry is legally obliged to provide adequate H&S training in order to:
 - Ensure compliance with its H&S legal obligations, encourage/foster good working practices and to create a positive and supportive working environment
 - Ensure all new staff/volunteers have (and can apply) skills/competencies relevant to their role, supporting their effective integration into their new working environment
 - Reduce the risk of staff/volunteer turnover in the early stages of employment/volunteering by defining performance expectations, ensuring motivation and identifying training/development needs
- The H&SSC (through the H&SWG) is responsible for determining the scope and nature of Safety Induction training for new staff/volunteers and will ensure:
 - An appropriate induction programme outlining Parish H&S policy, including line management and reporting arrangements
 - Access to relevant policies and procedures
- Training provided on induction will be appropriate to the role(s) the staff member/volunteer will be undertaking within the Parish and will appraise staff/volunteers of the contents and requirements of the Parish H&S Policy and its Procedures
- All staff and volunteers are required to:
 - Co-operate with the H&SSC and H&SWG on training matters
 - Attend any training sessions provided

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PROCEDURE NO 002

FIRST AID

- All staff, volunteers, parishioners and contractors are required to:
 - Co-operate with the H&SSC and H&SWG on H&S matters
 - Take reasonable care of their own health and safety and
 - Report all accidents/incidents to the Parish Office for inclusion in the Accident Book as soon as possible after the event

- Accidents, emergencies or sudden onset of illness cannot reasonably be foreseen and can occur during any Parish activity. **In the event of an accident/emergency**
 - If a qualified first aider is present/available that person will take the lead in deciding what action is to be taken
 - Keep as calm as possible
 - Quickly assess the casualty – are they conscious, breathing, is a pulse present or is there obvious bleeding
 - Summon professional assistance (999)
 - Aim to remain with the casualty if possible and keep them safe from further harm
 - Try to limit the effects of their condition if possible
 - Where possible utilise bystanders to call for emergency assistance (ambulance etc), be in a position to direct such assistance to the casualty and keep onlookers away from the site of the emergency

DO NOT

- Move the casualty if at all possible
 - (In the case of electrical injury) touch the casualty unless absolutely sure that the electrical supply is disconnected
-
- When calling (999) the following information will be required – your telephone number, location and type of emergency, sex & approx. age of casualty, and details of any obvious/known hazards e.g. fire, gas, traffic etc.

 - Identified staff/volunteers will receive appropriate training

 - **NB** Professional assistance will be sought if required

 - Contractors will be advised of any apparent risks pertaining to the work they are planning to carry out. Contractors must have their own H&S Policy in place and conduct their own risk assessment(s). Contractors are advised to have their own trained First Aider(s) and First Aid kits whilst working on Parish premise/grounds.

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PROCEDURE NO 003

ACCIDENT REPORTING

The Select Vestry has developed this procedure in recognition of its responsibilities to ensure a consistent approach to the investigation of accidents

The Parish Administrator is responsible for the management of the process

All accident details must be entered in the Accident Book (A2508 NI), retained in the Parish Office

Who needs to report an accident (injury), dangerous occurrence or disease

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 (RIDDOR), place a legal duty on:

- employers;
- self-employed people; and
- a person in control of premises.

What must be reported

By law we must report any accident or incident connected with Parish activities which results in:

- a death or major injury to our employee or self-employed person/volunteer working on Parish premises;
- a member of the public being taken to hospital from Parish premises;
- a dangerous event or occurrence;
- an employee, or self-employed person/volunteer working on Parish premises, suffers an over-three-day injury;
- if a doctor notifies us that an employee/volunteer suffers from a reportable work-related disease.

What is a reportable major injury/incident

Reportable major injuries/incidents include: fractures (other than to fingers, thumbs or toes), amputation, dislocation of the shoulder, hip, knee or spine, loss of sight (temporary or permanent), chemical or hot metal burn to the eye or any penetrating injury to the eye, injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours, unconsciousness caused by asphyxia or exposure to harmful substance or biological agent, acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin, acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or toxins or infected material or any other injury leading to hypothermia, heat induced illness or to unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

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What is a Reportable Dangerous Event or Occurrence

Reportable dangerous events/occurrences (as potentially affecting the Parish) include: collapse, overturning or failure of load-bearing parts of lifts and lifting equipment; explosion, collapse or bursting of any closed vessel or associated pipework; plant or equipment coming into contact with overhead power lines; electrical short circuit or overload causing fire or explosion; any unintentional explosion, misfire, or failure of demolition to cause the intended collapse; projection of material beyond a site boundary; injury caused by explosion; accidental release of a biological agent likely to cause severe human illness, or collapse or partial collapse of a scaffold over five meters high or erected near water where there could be a risk of drowning after a fall.

How to Report a Death or Major Injury

If there is an accident connected with work and a Parish employee/volunteer, or self-employed person working on Parish premises, or a member of the public, is killed or a major injury is suffered we must notify **HSENI** without delay, for example by telephone.

Then we must complete an accident report form, an NI2508, and send the completed form to **HSENI** within 10 days of the incident.

How to Report an Over-Three-Day Injury or a Dangerous Event/Occurrence

If there is an accident connected with work (including an act of physical violence) and a Parish employee/volunteer, or a self-employed person working on Parish premises, suffers an over-three-day injury we must complete an accident report form, NI2508 and send the completed form to **HSENI** within 10 days of the incident.

An 'over-3-day injury' is one which is not "major" but results in the injured person being away from work or unable to do their full range of their normal duties for more than three days.

How to Report a Disease

If a doctor notifies the Parish that an employee/volunteer suffers from a reportable work-related disease, then we must complete a report of a disease form, an NI2508A, and send the completed form to **HSENI**.

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PROCEDURE NO 4

FIRE SAFETY

GENERAL GUIDANCE

All Parish Centre/Church Events, for example, Children’s Church, Easter Vestry, Christmas Bazaar, Sunday/Monday Coffee, Parish Lunches, Cinema Club etc, must have the safety measures described below in place.

External organisations booking the Parish Centre/Church should complete the appropriate Booking Form, which includes confirmation that they will comply with conditions and procedures described below.

BEFORE THE EVENT:

1. Appoint an Evacuation Team with the following responsibilities:

One (or more than one as required) steward(s) to assist any person(s) suffering from disability make a safe and speedy exit

Two stewards (1 for each exit) to ensure evacuation through each of the emergency exits

Two stewards (1 for each exit) to lead evacuees from the emergency exits to the appropriate designated area and ensure access to church grounds is kept clear for emergency services vehicles

One steward to dial 999 then ensure the building has been evacuated (toilets/kitchen etc should be checked provided no personal risk is involved)

All stewards appointed must be familiar with and, in the event of an alarm, follow the instructions on Page 2

2. Put in place arrangements telling those assembled about evacuation procedures (see PAGE 3)
3. Immediately prior to the event the nominated person(s) must check that all emergency exits are operating properly. The area outside the Parish Centre main hall double door emergency exit must be kept ‘car free’.
4. Numbers attending events/services should not exceed the following: Main Hall (120), Kajiado Room (54), Choir Room (30), Columbanus Room (50), and the number of seats provided in the Church
5. In the event of frost or snow take all steps necessary, including spreading salt from the yellow bunkers, to avoid slips and falls
6. Ensure the double pink painted gate at the side of the church is unlocked and opened to facilitate possible evacuation to *Groomsport Road*
7. If a member of the Parish Team is attending another Church premises or any other location and a fire alarm is activated, they must comply with the fire procedures at that location and assist if required and if safe to do so

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8. These instructions may be adapted where small numbers are involved but any adapted measures must have the approval of the Working Group

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FIRE PROCEDURES TO BE FOLLOWED IN THE PARISH CENTRE WHEN PEOPLE ARE EXPECTED TO ASSEMBLE

IN THE EVENT OF AN ALARM:

1. The fire alarm should be triggered automatically but if not, as soon as a fire is discovered or suspected, a member of the Evacuation team should raise the alarm immediately by pressing the nearest Alarm Button.
2. The stewards responsible for main fire exits should take steps immediately to calmly evacuate the Centre via the appropriate exit(s).
3. The nominated steward should ring 999 and, as the evacuation commences, provided there is no personal risk involved, check that all parts of the building have been evacuated and ensure all doors are closed.
4. The stewards responsible for conducting those evacuated to the assembly point(s) should link with the exit stewards and move people calmly to the assembly point(s).
5. All those evacuated should gather at the assembly points, these are:
 - The top left hand corner of the car park at the rear of the Parish Centre
 - The *Groomspout Road* footpath in either directionIn each case people should gather well away from areas at which emergency vehicles are likely to arrive.
6. Once at the assembly points those in charge should, as far as possible, check the safe evacuation of Children, visitors, staff, guests etc (**Children's Church/Creche/Nursery Leaders should check using roll books**).
7. The stewards should continue to ensure access is clear for Fire Service vehicles.
8. No one should return to the Parish Centre until permission is given from a member of the Fire Service.

THE FOLLOWING PRINCIPLES SHOULD BE APPLIED IN ALL ALARM SITUATIONS PROVIDED NO RISK IS INVOLVED

- **Attempts to extinguish fire should be made using the extinguishers provided**
- **Electrical power should be switched off**
- **First Aid kits should be taken to the evacuation point and First Aid given if necessary**
- **Responsible persons should check no one remains in any of the buildings**
- **Where any person or persons visiting or attending events in the Parish Centre or Church is identified as disabled a conversation should take place to establish what steps may be necessary to ensure safe and speedy evacuation**

FIRE PROCEDURES TO BE FOLLOWED IN THE PARISH CENTRE DURING EVACUATION

FIRE SAFETY INSTRUCTIONS TO BE ANNOUNCED (WEARING HI VISIBILITY WAISTCOAT) BEFORE EVENTS IN CHURCH AND PARISH CENTRE

- 1. IN THE EVENT OF AN ALARM IT WILL BE ESSENTIAL TO FOLLOW THE INSTRUCTIONS GIVEN BY THE STEWARDS (WHO WILL BE WEARING HIGHLY VISIBLE WAISTCOATS)**
- 2. EVACUATION WILL BE VIA THE EMERGENCY EXITS. POINT THESE OUT AND THE EXISTENCE OF THE GREEN SIGNS**
- 3. IN THE EVENT OF AN EMERGENCY THE STEWARDS WILL INDICATE WHICH OF THE EXIT(S) ARE TO BE USED TO LEAVE THE BUILDING**
- 4. ADDITIONAL STEWARDS WILL LEAD YOU TO THE SAFETY OF THE FIRE ASSEMBLY POINTS EITHER AT THE TOP OF THE UPPER CAR PARK OR IN BALLYHOLME ROAD**
- 5. SHOULD IT BE NECESSARY TO EVACUATE TO BALLYHOLME ROAD PLEASE STAY ON THE FOOTPATH BUT MOVE WELL AWAY FROM THE FRONT GATE OF THE CHURCH.**
- 6. IN THE UPPER CAR PARK PLEASE STAY AWAY FROM THE ENTRANCE. PLEASES DO NOT ATTEMPT TO DRIVE HOME**
- 7. THE ASSEMBLY POINTS MUST BE KEPT CLEAR AT ALL TIMES TO PERMIT EASY ACCESS FOR EMERGENCY VEHICLES**

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PROCEDURE NO 005

TRANSPORT

Whilst Road Safety is controlled by road traffic laws and enforced by the Police, the Select Vestry is responsible for the overall H&S policy in respect of Parish transport. This responsibility is managed by the, H&SWG who will work closely with transport co-ordinators in this regard. Any necessary training/guidance will be provided on induction.

- The H&SWG will ensure that there is:
 - Appropriate access to relevant policies and procedures
 - Compliance with H&SWorksNI guidance in this regard
- All staff and volunteers acting as drivers on Parish activities are required to:
 - Co-operate with the H&SWG on transport matters and attend any training sessions
 - Take cognizance of all advice/guidance provided including the Parish Lone Worker policy/procedure
 - Meet the standard of a competent driver; be fit and healthy for driving duties and have adequate insurance cover for Parish driving activities (see separate volunteer driver's advice leaflet)
 - Ensure that their vehicle is fit for purpose and that it is safe and well maintained, with appropriate seatbelts and head restraints fitted correctly
- Ensure that: (a) all journeys undertaken are properly planned, including consideration of weather conditions; (b) sufficient time has been allowed for completion within any prevailing timescales (including adequate breaks on long journeys); and (c) that, where mobile telephones are carried, telephone hands-free kits are used if necessary (it is Parish policy to encourage the use of such). **NB It is an offence to use a non hands-free telephone whilst driving**
- The above responsibilities reflect the H&SWorksNI guidance to Charity and Voluntary Organisations, and are taken as the benchmark for Parish H&S guidance in respect of the use of staff/volunteer vehicles for Parish activities

PROCEDURE NO 006

LONE WORKER

- A Lone Worker is defined as anyone who works in isolation from their colleagues without close or direct supervision
- Examples of lone workers within the Parish are: Rector, Curate, Parish Administrator, Sexton, Lay Assistant, Youth Leader, Children's Worker, and Church Volunteers
- All staff and volunteers are required to make full/proper use of any lone working advice provided and take reasonable care of their own health and safety in respect of lone working and report unusual incidents for the information/safety of others
- Training will be provided on induction and on a regular rolling basis thereafter
- Key areas include; home/hospital visits, representing the Parish at functions/events, lone travel on Parish business etc

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PROCEDURE NO 007

MANUAL HANDLING

- All Parish Staff/Volunteers will:
 - Make full and proper use of any system of work provided for their use in relation to manual handling operations
 - Avoid manual handling operations where reasonably practicable if there is a risk to staff/volunteers' health and safety through their undertaking
 - Not perform any manual handling operations unless they have undergone Manual Handling training
 - Recognise that it is their sole responsibility to carry out a risk assessment, pertaining to the actual task, before performing the operation
- Training will take place at induction and on a regular rolling basis thereafter
- Visitors are not required to perform any manual handling operations on behalf of the Parish while they are on the premises

PROCEDURE NO 008

ELECTRICAL SAFETY

- The Parish H&SSC, through the Glebe Wardens, will ensure that:
 - All electrical appliances (whether fixed, portable, transportable or hand-held) in the Parish are inspected and maintained to the appropriate standard of safety and that a record of inspections is maintained by the Parish Administrator. The H&SWG is responsible for ensuring an audit of records is conducted
 - All electrical assets are individually tagged/numbered and logged in the Inventory of Work-Related Equipment and Plant
 - All staff/volunteers are provided with appropriate electrical PPE
- All staff, volunteers, parishioners and contractors are required to:
 - Report all defects/concerns to the Parish Office
 - Obtain prior approval for any portable electrical equipment brought onto Parish premises/grounds
 - Ensure that all portable electrical equipment is switched off and disconnected when not in use for long periods
 - Ensure cables/leads are positioned and protected so as not to constitute a tripping hazard or be subject to damage
 - Only use Parish electrical equipment for the purpose provided
 - Make full and proper use of any electrical PPE provided for their use
- The Sexton is responsible for the regular, visual inspection of all assets and ensuring that any necessary repairs/inspections are carried out/replacements obtained
- **NB No member of staff/volunteer will attempt any electrical repairs**

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PROCEDURE NO 009

WORKING AT HEIGHTS

- The H&SCC, through the H&SWG, will, as far as is reasonably practicable:
 - Ensure that any activities that could result in a fall are identified
 - Make a suitable and sufficient assessment of the risk to staff/volunteers **before** working at height, and record this process. Consideration should be given to individual capabilities when working at height. The risk associated with the activity must be reduced to the lowest level
 - Ensure that work at height is properly planned and organised, including planning for emergencies and rescue
 - Select work equipment that is suitable for the task. If in doubt consult the H&SWG
 - Ensure that the place where the task is to be undertaken is safe. This should include the provision of features to prevent a fall, unless this would mean that it is not reasonable practicably for the work to be done
 - Ensure equipment required for working at height is inspected and maintained at suitable intervals by a competent person as outlined in the manufacturers' instructions and as required by legislation. For further information on inspection and maintenance contact the Glebe Wardens
 - Ensure that suitable and sufficient steps are taken to prevent, so far as reasonably practicable, the fall of any material or object from a height
 - Not permit anyone to work at height if there is suspicion of their being intoxicated or that their work may be influenced by alcohol, or drugs (either prescribed or illegal).
 - When contractors are carrying out work at height ensure that they are aware of this policy and its contents if there is a significant risk of injury to themselves and others

- All staff and volunteers are required to:
 - Co-operate with the H&SWG in making full and proper use of any PPE/control measures provided (see Procedure No. 011 p21)
 - Bring to the attention of the H&SWG any shortcomings/defects in the control measures
 - Any necessary training will be provided on induction and thereafter on a regular rolling basis

- Definitions:
 - **Fall** - the act of dropping from one position to a lower position, by force of gravity.
 - **Trip** - a stumble/misstep caused by striking one's foot against an object, so as to lose one's balance
 - **Working at Height** - Work in any place (including a place at ground level, or below ground level) from which a person could fall. This includes accessing or leaving a place of work, except by using a permanent stairway. The definition of "working at height" is wide-reaching, but action is only necessary where the risk of injury is significant. The main difference between tripping and falling is the distance which an individual is likely to travel downwards after (s)he falls over

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PROCEDURE NO 010

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

- The Sexton will be responsible for COSHH compliance and will carry out Parish responsibilities arising from risk assessment in respect of minimising/controlling any likely exposure of staff, volunteers, parishioners, visitors and contractors to any hazardous substances
- All staff and volunteers are required to:
 - Make full and proper use of any PPE/control measures provided (see Procedure No. 011 below)
 - Bring to the attention of the Sexton any shortcomings/defects in the control measures
 - Present themselves for health surveillance procedures if deemed necessary
 - Provide, for the purpose of such health surveillance, such information about their health as may be requested by the Parish appointed medical advisor
 - Any necessary training will be provided on induction
- Contractors are expected to have their own COSHH policy and procedures

PROCEDURE NO 011

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- The Parish H&SWG will ensure that:
 - All activities within the Parish are assessed for any requirement for PPE
 - All staff/volunteers are provided with appropriate PPE equipment and any necessary training in its usage
 - PPE is checked regularly and replaced (if necessary), and safely stored/maintained
- All staff, volunteers, and parishioners are required to:
 - Not interfere with, nor misuse, any PPE provided to safeguard their health and safety
 - Make full and proper use of PPE provided for their use e.g. protective clothing/footwear, hard hats, eye/ear protection, hi-visibility jackets.
 - Recognise that it is their sole responsibility, to carry out a risk assessment, pertaining to the actual task, before performing the operation
- Any necessary training will take place at induction and every 12 months or on legislative changes
- Contractors are responsible for the provision of appropriate PPE for their staff

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PROCEDURE NO 012

ENVIRONMENTAL SAFETY

- The Select Vestry is committed to the environment and it is Parish policy to promote energy conservation, minimise waste and eliminate release of pollutants. This will be achieved by considering environmental and community impacts in all Parish activity and planning
- All staff and volunteers are required to:
 - Make full and proper use of any environmental PPE/control measures provided
 - Bring any shortcomings/defects in the control measures to the attention of the Glebe Wardens
- Any necessary training will be provided on induction
- Contractors are expected to comply with this policy and to have their own environmental policy and procedures

PROCEDURE NO 013

CONTRACTOR MONITORING

- The Select Vestry, in recognition of its responsibilities to prevent/minimise the likelihood of an accident occurring as a direct cause of contractor actions, has delegated its contractor monitoring process to its Glebe Wardens
 - The Glebe Wardens will ensure that, as far as reasonably practicable:
 - All contractor activities that could result in an accident are identified, remedial action taken and/or stopped if necessary.
 - All contractor work is properly and safely planned, including emergency response and, and that any equipment used is operated by competent persons in accordance with manufacturers guidelines.
 - All H&S requirements are met, including any requirements for 'hot work' permits, and notification of the presence of any asbestos (if known)
- All staff and volunteers are required to bring to the attention of the Glebe Wardens any shortcomings/defects in the contractors operations
- Contractors must comply with all statutory regulations and this policy

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PROCEDURE NO 014

OFFICE ERGONOMICS

The H&SWG will ensure that the following issues are adequately controlled within the office environment;

- Ventilation and lighting
- Heating and temperature
- Hazardous materials

- This will be achieved by:
 - Ensuring that all equipment and furniture comply with legal ergonomic requirements,
 - Ensuring all workstations are designed and set-up in an ergonomically correct manner
 - Ensuring staff and volunteers are trained on:
 - Workstation arrangement,
 - Correct VDU ergonomic operating procedures
 - Typing techniques
 - Posture / exercise
 - Work habits
 - Manual handling techniques

- Additionally this office ergonomics policy is structured so to ensure that staff and volunteers working with VDU's are trained on the correct ergonomic procedures to prevent repetitive stress injuries, visual fatigue, and mental stress.