



St Peters Church, Aylesbury

Health and Safety Policy Document

Adopted by the StPA DCC on: 2nd June 2021

General statement

We are committed to the Health, Safety and Welfare of our members of staff our volunteers and the members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. We will consult with you about Health and Safety and provide you with the information, instruction, supervision and training that we consider is necessary.

We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a healthy and safe work and worship environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises

This policy will be reviewed regularly and revised as necessary.

Organisation and Responsibility.

The overall responsibility for Health and Safety lies with the **District Church Council (DCC)**

The following people are deemed Responsible Persons for Health and Safety:

- **Name / Responsibility**
- **Pete Wheeler (Incumbent)**
- **Trevor Blackman (Churchwarden)**

If you need any more information or have any concerns about Health and Safety, please contact one of the people above.

Members of staff and volunteers are reminded that they are responsible for their own Health and Safety AND the safety of the others in the premises.

The DCC will be responsible for discussing matters surrounding Health and Safety. This committee meets regularly, and will devote time to Health and Safety issues at each

meeting. Any member of the committee should be contacted to discuss and raise safety issues with this committee.

Procedures and Safety Arrangements:

Hazardous Substances

We only use domestic cleaning or horticultural products. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

Ensure that the door to the Chemical Cupboard is always locked shut and all chemicals are correctly stored in the cupboard.

Electrical equipment and wiring

The electrical wiring within the building will be inspected every four years. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations).

No person is to make any alterations to the electrical installation without prior agreement from the Responsible Persons

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not use electrical appliances without a current test label affixed.

Do not overload sockets, avoid using extension leads and take care to prevent tripping hazards when laying cables.

First Aid

A First Aid kit is available and located in a **cupboard in the kitchen and is clearly marked**. If the contents of the First aid kit are used, the Responsible Person must be informed.

Suitable trained and competent persons should only administer first aid.

First aid kits will be checked regularly by the Responsible Persons to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

Accident Reporting

We will keep an accident book and record details therein.

Our Accident Book is kept **on top of Filing cabinet**

Fire Extinguishers

The Fire Extinguishers within the premises will be annually examined and tested as recommended by the Service Company. The Service Company will also advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be kept in the Health & Safety folder.

Fire extinguishers will be examined for damage and use regularly.

Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.

Fire extinguishers should only be used by persons competent and trained in their safe use.

Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

Working at Height

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. Where we have provided Steps and Ladders, we will provide training and checks to ensure the safety of this equipment. Do not use equipment you do not know how to use!

Risk Assessment

The Team Leader will identify hazards and perform a Risk Assessment. The outcome of this assessment will be recorded and kept in the Health and Safety Folder. The significant findings of this assessment will be made available to Staff and Volunteers through information, instruction and training.

Where actions are needed to reduce or eliminate risk, the Team Leader will decide a time scale by which the corrective actions are to be completed. This will be based on the principle of "As Low as Reasonably Practicable".

Any person discovering a hazard must inform the Responsible Persons as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.