

ST MATTHEW CHURCH, CROYDON.

HEALTH AND SAFETY POLICY

Revision 2

Date: January 2017

Last Review Date: 2025

Approved by St Matthew's PCC 8 July 2025

To all employees, voluntary workers and contractors.

It is important that you read this document carefully and understand your role in and the overall management of health and safety at our church.

INTRODUCTION

The Policy is set out as follows:

- A General Statement of Policy
- B Organisation and Responsibilities
- C Arrangements
 - 1. Accidents and First Aid
 - 2. Fire Safety
 - 3. Electrical Safety
 - 4. Gas Equipment Safety
 - 5. Hazardous Substances
 - 6. Safety of Plant and Machinery
 - 7. Slips, trips and falls
 - 8. Lighting
 - 9. Working at high level
 - 10. Food preparation
 - 11. Manual handling
 - 12. Display Screen Equipment
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 - 14. Child Protection
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Appendix 1: Named Responsible Persons

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SECTION A

GENERAL STATEMENT OF POLICY

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

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, grounds and any associated building.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the PCC, relevant sub-committees and at the AGM.

Signed

.....
Vicar

Date.....

Next Review Date.....

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SECTION B

ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Vicar

Overall responsibility for health and safety is that of the Vicar who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel as noted in the list in Appendix 1. As new projects emerge, the names of responsible persons will added to the list.

2. Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary lies with the Churchwardens.

3. Responsibility of the Parochial Church Council (PCC)

The PCC has general responsibility to ensure that the health and safety policy is implemented.

4. Responsibility of the Health and Safety Officer (H&SO)

The responsibility for the day to day implementation of the arrangements outlined in this policy lies with the H&SO as follows:

1. be familiar with health and safety regulations as far as they concern church premises
2. be familiar with the health and safety policy and arrangements and ensure they are disseminated to all relevant parties
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure that the church and hall building is clean and tidy
5. ensure that the grounds are properly maintained including the safety of walls and trees etc.
6. ensure that the safety equipment and clothing is provided and used by all personnel where

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this is required

7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
8. ensure that adequate access and egress is maintained
9. ensure that adequate firefighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed.
11. investigate all reported accidents and report to the Vicar, Churchwardens and the PCC.

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5. Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises. Whenever possible they should carry a functioning mobile phone.

Employees and voluntary workers must therefore,

1. comply with safety rules operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the Church Office
4. report all accidents (however minor) injuries, near misses or other potential safety hazards as soon as possible to the Church Office.
5. not misuse anything provided in the interests of health and safety

6. Responsibility of Hirers of the Hall, other rooms or the Church

All persons and organisations that hire, or use, any part of the Church building and grounds have a responsibility to co-operate in the implementation of this health and safety policy and take reasonable care of themselves and others whilst on the church premises.

Hirers must therefore:

1. comply with safety rules operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the Church Office
4. report all accidents (however minor) injuries, near misses or other potential safety hazards as soon as possible to the Church Office.
5. not misuse anything provided in the interests of health and safety

7. Responsible Persons

See Appendix 1

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SECTION C

ARRANGEMENTS

This section sets out our arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1.0 Accidents and First Aid

A First Aid Box is located on top of the coat rack next to the kitchen and is kept fully stocked and equipped by the Church Office.

All accidents, incidents and near misses including those occurring during a hiring must be entered in the accident book which is kept with the First Aid Box and which must be completed at the time of the incident.

Report all accidents, as soon as possible, to the Church Office and complete an accident report for our insurer's records. Where appropriate a RIDDOR report will also be completed.

The accident book is to be reviewed annually by the H&SO and the Churchwardens.

2.0 Fire and Evacuation

Our policy is to fulfil our obligations under the current version of the Regulatory Reform (Fire Safety) Order or its successor. In order to achieve this, we undertake the following:

1. maintain a Fire and Evacuation Policy
2. to carry out an assessment of the fire risks in the church buildings and to review the resulting risk register every 2 years or when there has been a substantial change to the building or to the Regulations
3. to check that a fire can be detected in a reasonable time and that people can be warned
4. to check that people who may be in the building can get out safely including if necessary the provision of emergency lighting and fire signage
5. to provide reasonable firefighting equipment
6. to check that those in the building know what to do if there is a fire
7. to regularly check that firefighting equipment is in place and is serviceable and that there is an annual maintenance contract in place with a reputable company
8. ensure that bonfires are not set in the church grounds

The fire/emergency evacuation procedure is contained in the Fire and Evacuation Policy

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The fire extinguisher locations and maintenance record are recorded in the Fire Equipment Register

3.0 Electrical safety

Plugs, cables and sockets are to be inspected before use to ensure that there are no loose connections or worn flexes or trailing leads. Report any defects to the Church Office. Minor repairs (replacement of fuses etc.) can be undertaken by a competent employee or voluntary worker but more significant repairs must be carried out by a qualified electrician.

A proportion of our portable electrical equipment will be tested by a qualified electrician on a rolling annual basis. A Register is to be maintained in the Church Office of all portable equipment kept on the premises.

The fixed electrical system will be inspected and tested by a competent contractor who is a member of the National Inspection Council for Electrical Installation Contracting (NICEIC) or other equivalent body at intervals of not more than 5 years and the resulting report actioned.

The lightning protection system will be examined and tested by a competent specialist company at intervals of not more than 2 years.

We will not sell any second hand electrical goods unless they have been tested by a suitably qualified person and recorded as such by us.

Misuse and abuse of electricity is a significant cause of fires and injury. Faulting electrical equipment can kill. All employees and voluntary workers and hirers must observe the following:

1. visually check all electrical equipment before use
2. report all faults to the Church Office
3. do not attempt to use or repair faulty equipment except as noted above
4. do not use portable electrical equipment in the premises unless it has been tested as noted above and added to our register of equipment
5. electrical equipment that is not in use is to be switched off and where possible disconnected
6. flexible cables are to be protected and positioned so that they do not constitute a trip hazard and are not subject to mechanical damage

4.0 Gas equipment safety

Our gas boilers and any other gas equipment is maintained and serviced annually by a competent contractor who is registered with the Gas Safe Register. Any work required for safety is to be actioned immediately.

Portable gas equipment is not to be used in the premises unless a specific permit has been issued from the Church Office.

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5.0 Hazardous substances

Hazardous substances include but are not limited to all substances marked with any of the following words, 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or, dangerous for the environment.

Where possible the use of hazardous substances has been eliminated but where this is not possible our safety arrangements are as follows:

1. Data sheets or product information provided by the manufacturers is used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.
2. Minimum quantities of these materials are to be stored.
3. Chemicals are not to be mixed.
4. Chemicals are not to be stored in unmarked containers.

6.0 Safety of Plant and Equipment

Employees, voluntary workers or hirers must not operate plant or equipment that they are not trained and authorised to use.

Equipment must be switched off before any work or adjustments are made.

Ladders may only be used when other equipment such as tower scaffolds or mobile elevated platforms cannot be used and then only for work of short duration provided that they can be safely secured.

Persons must not work on their own unless they have means of communication and have notified the Church Office of the details and the location of the work being undertaken and have agreed a procedure to ensure that their safety is checked by another person.

7.0 Slips, trips and falls (Condition of floors, steps and paths)

In order to reduce as far as it is reasonably practicable the risk of slips, trips and falls regular inspections are to be made of all floors and stairs in the church premises and all paths and steps in the church grounds. Particular note is to be made of moss, algae and leaves on paths. Any defects are to be reported to the Fabric Team.

Salt will be available to treat the paths in the church grounds in icy weather.

Snow will be cleared from the paths in the church grounds as soon as practicable.

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8.0 Lighting

In order to ensure that the church premises are adequately lit regular inspections are to be carried out to ensure that all of the lights are working. Defective bulbs etc are to be reported to the Church Office and replaced as soon as possible.

9.0 Working at high level

Only approved contractors and/or competent authorised voluntary workers may work at high levels subject to a risk assessment having been carried out and the necessary safety provisions being in place.

10.0 Preparation of food

Our policy to minimise the health risks in food preparation is to require that all users of the kitchen including Hirers follow the appropriate regulations governing the preparation and storage of foodstuffs as noted in the guidance displayed in the kitchen.

11.0 Manual handling (lifting, carrying and moving loads)

Our policy is to eliminate the need for manual handling as far as reasonably practicable but where this is not possible a risk assessment is to be carried out and where necessary the appropriate equipment provided to ensure that risk to the handlers is minimised.

12.0 Display Screen Equipment (DSE)

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

1. stability and legibility of the screen
2. contrast and brightness of the screen
3. tilt and swivel of the screen
4. suitability and location of input devices
5. scope to adjust chair and desk configuration
6. operative's assessment of the work environment

A copy of the risk assessment will be kept in the Church Office.

13.0 Hazardous buildings/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. In order to achieve this, the buildings are regularly inspected by the Fabric Team and any defects are recorded and prioritised for repair. Where necessary temporary measures are to be taken to ensure that there is no risk of accident or injury pending permanent

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repair.

An Asbestos Register is kept in the Church Office. The remaining known asbestos has been identified and encapsulated. The Asbestos Register is to be shown to all, and signed by, contractors before they work in the building.

All glazing below waist height in relation to the adjacent floor level and in and beside doors is to comply with the Building Regulations.

14.0 Child/vulnerable adults protection

Our policy is to ensure that adequate safeguards are taken in the selection of persons wishing to work with children and vulnerable adults. A separate Child Protection and Vulnerable Adults Policy exists and this is in accordance with Diocesan requirements.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

A permanent record, addition to the accident records, will be maintained of all accidents/injuries involving children and vulnerable adults.

15.0 Personal Safety

Our policy is to ensure that employees or voluntary workers who are working by themselves on church premises should make sure that someone knows where they are going and when they will be back. They should always carry a mobile phone and ensure that the front door is latched.

16.0 Risk Assessments

All risk assessments are to be reviewed on a regular basis to ensure that risks are adequately identified and are being adequately managed.

17.0 Contractors

Anyone entering church premises for the purpose of carrying out work, other than as 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:

1. have their own Health and Safety Policy (where required by law) a copy of which has been given to the Church Office
2. provide evidence to the Church Office that they hold appropriate public and employer's liability insurance
3. comply with all the requirements of this Health and Safety Policy and co-operate with the

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- church officials in providing a safe place of work and a safe system of operation
4. where plant and machinery is brought onto the church premises by contractors they must be able to show that it has been inspected and tested in accordance with the relevant regulations to ensure its safe operation
 5. where contractors use sub-contractors the responsibilities under this document remain with the contractor
 6. for all works a contractor's working and storage area will be defined to which the contractor will be restricted
 7. 'Hot Work Permits' will be applied to all 'hot' work
 8. sign the Asbestos Register record
 9. apply the provisions of the CDM Regulations
 10. provide product and maintenance information before the completion of the works.

18.0 Sale of Second Hand Goods

Our policy is to ensure that any second hand items sold through church organised events have been visually checked prior to sale to eliminate any which seem hazardous by their nature or condition. Such items are to be safely disposed.

19.0 Use of Church or Hall for public performances

Our policy is to ensure that where the church building is used for public performances by outside parties that the Hirer accepts and implements this Health and Safety Policy.

20.0 Health and Safety Law poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the Lobby.

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SECTION D

RISK ASSESSMENT

(For Fire Risk Assessment see separate sheets)

Risk Rating Matrix						
		Severity				
Likelihood		L	M	H		Risk
	L	1	2	3		Low
	M	2	4	6		Medium
	H	3	6	9		High

Hazard	Who/what is affected	Level of risk High, Medium, Low (LxS)	Control measures	Further or on-going actions by
General				
Electrical installation	Employees, voluntary workers, contractors, users	1 x 3 = 3 Medium	See Section C items 3, 6 and 17	
Gas installation	Employees, voluntary workers, contractors, users	1 x 3 = 3 Medium	See Section C items 4, 6 and 17	
Hazardous substances	Employees, voluntary workers, contractors, users	1 x 2 = 2 Low	See Section C item 5	
Slips, trips and falls	Employees, voluntary workers, contractors, users	2 x 2 = 4 Medium	See Section C item 7	
Working at height	Employees, voluntary workers, contractors	1 x 3 = 3 Medium	See Section C items 9 and 17	

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Hazard	Who/what is affected	Level of risk High, Medium, Low (LxS)	Control measures	Further or on- going actions by
Food Poisoning	Users	1 x 2 = 2 Low	See Section C item 10	
Manual Handling	Employees, voluntary workers, contractors	1 x 2 = 2 Low	See Section C item 11	
Personal Safety	Employees, voluntary workers,	1 x 3 = 3 Medium	See Section C item 15	
Child/ Vulnerable Adult Safety	Users	2 x 2 = 4 Medium	See Section C item 14	
Specific				
Bell rope	Employees, voluntary workers, users	1 x 2 = 2 Low	To be checked by Sides Persons before use.	
Uncontrolled Storage/ Fire Risk/ Trip Hazard	Employees, voluntary workers, users	3 x 2 = 6 High	Storage to be reviewed and fire risk and trip hazards identified.	
Roof access	Employees, voluntary workers,	3 x 2 = 6 High		
Trailing lead to Service projector	Employees, voluntary workers, users	3x2=6 High	Protective strips provided	Purchase additional strips as necessary.
Boiling water dispensers	Employees, voluntary workers, users	3x2=6 High	Access to kitchen restricted to adults trained in use of boilers	Consider warning signs
Hardwood steps and stairs	Employees, voluntary workers, users	3x2=6 High	Leading edges highlighted with tape	Renew tape with slip resistant nosing tape
Candles in the Congregation	Users	2x2=4 Medium	Safety advice given at each event	

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Hazard	Who/what is affected	Level of risk High, Medium, Low (LxS)	Control measures	Further or on- going actions by

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APPENDIX 1

NAMED RESPONSIBLE PERSONS

TITLE	POSITION/NAME
Health and Safety Officer	Churchwarden
Fire Safety Officer	Churchwarden
First Aiders	
Safeguarding Officer	
High Level Working	Chair of Fabric Team
Accident book/ Accident reporting	Parish Administrator
Fire Extinguishers	Parish Administrator
Emergency evacuation	Churchwardens / sides persons
Portable electrical appliances	Parish Administrator
Fixed Electrical Equipment	Parish Administrator
Gas Equipment	Parish Administrator
HazChem	Churchwarden
Building Defects	Churchwarden / Chair of Fabric Team
Food Preparation	Chair of Events team
Manual Handling	Churchwarden
Display Screen Equipment	Churchwarden
Personal Safety	Churchwarden
Contractors	Churchwarden / Chair of Fabric Team