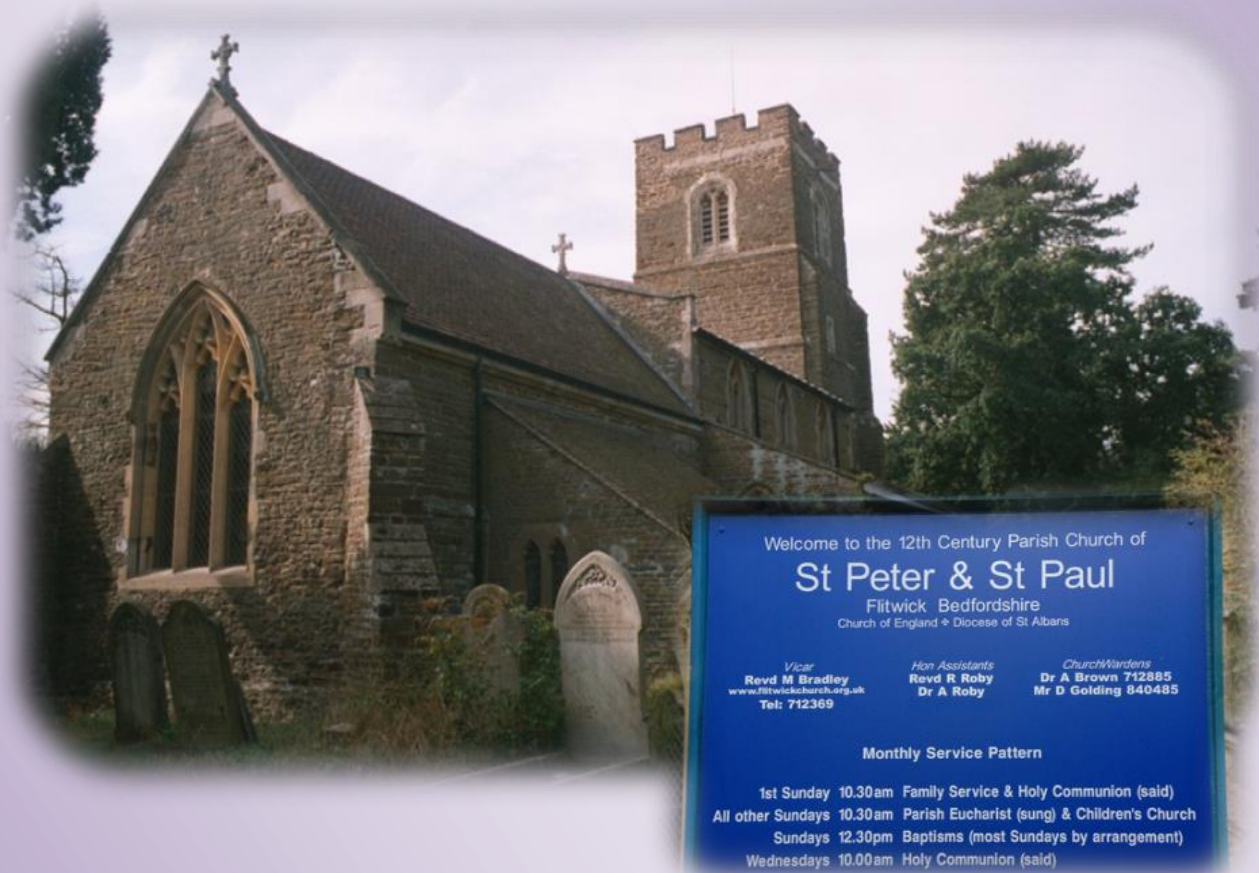


St. Peter & St. Paul with St. Andrew, Flitwick



Health and Safety Policy

Revision 5.2: March 2016

Distribution

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Members of PCC	Parochial Church Council
Noticeboard	St Peter & St Paul
Noticeboard	St Andrew
Website	www.flitwickchurch.org

Document control

Change control table:

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1.0	Initial release	August 2009	Initial version
2.00	Update	June 2013	Reviewed and amended
3.00	Rewrite	July 2014	Major update to include: <ul style="list-style-type: none"> Churchyard and Tower procedures Risk Assessments and Procedures as appendices Asbestos List of hazardous substances, plant and machinery, portable and electrical appliances.
4.00	Update	November 2014	Updated to: <ul style="list-style-type: none"> Remove incumbent's name for vacancy period Add references to external material Link to the Church's Safeguarding Policy
5.00	Update	December 2015	<ul style="list-style-type: none"> Updated with name of new incumbent Added external lighting and seasonal actions. Updated Food Hygiene procedures.
5.10	Update	March 2016	<ul style="list-style-type: none"> Minor amendments following review.
5.20	Update	March 2016	<ul style="list-style-type: none"> Updated churchyard procedures to include bonfires.

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Preface - Our Health and Safety Policy

This Health & Safety Policy applies to both churches in the parish:

- St Peter and St Paul (Parish Church), Church Road, Flitwick;
- St Andrew's Church and Hall, Windmill Road, Flitwick;

and has been prepared in accordance with the provisions of the Health and Safety at Work Act 1974 and the Regulations made under it.

It must be displayed on noticeboards at both churches and made available to all employees, voluntary workers, contractors and visitors of either church.

The Policy consists of three sections and a set of appendices.

- Section A –** General statement of Policy
Section B - Organisation and Responsibilities
Section C - Arrangements
Appendices - Supporting Documentation

Important Note to All:

Health & Safety is everyone's responsibility. The success of this Policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for Health and Safety.

A - General Statement of Policy

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

We will also endeavour to protect, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may attend the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the Policy are set out within this policy document.

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 is 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, and sub-committees where they exist and employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health and Safety matters.

Signed..... Date: 31st March 2016

(Vicar)

Signed.......... Date: 31st March 2016

(Churchwarden)

Signed.......... Date: 31st March 2016

(Churchwarden)

B - Organisation and Responsibilities

1.0 Responsibilities of the Vicar

Overall responsibility for Health and Safety is that of the Vicar.

The incumbent or in the case of an interregnum, the Churchwardens 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 new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2.0 Responsibilities of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below:

Mr Ciaran Diver

Mr David Watson

3.0 Responsibility of the Parochial Church Council

The Parochial Church Council (PCC) has general responsibility to ensure that the Health and Safety Policy is implemented, maintained and adhered to.

4.0 Responsibility of the Health and Safety Officer

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Mr Ciaran Diver

The responsibility of the Health and Safety Officer shall be to:

- Be familiar with Health and Safety Regulations as far as they concern church premises.
- Be familiar with the Health and Safety policy and arrangements and ensure that they are observed.
- Ensure so far as is reasonably practicable, that safe systems of work are in place.
- Ensure the church, Chapter House and hall are clean and tidy.
- Ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut (except for areas of conservation).
- Ensure that safety equipment and clothing is provided and used by all personnel where it is required.

- Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate instruction or training.
- Ensure adequate access and egress is maintained.
- Ensure that adequate firefighting equipment is available and maintained.
- Ensure that food hygiene regulations and procedures are observed.

5.0 Responsibilities of employees and voluntary workers

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

Employees and voluntary workers must therefore:

- Comply with this Policy, safety rules, operating instructions and working procedures.
- 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.
- Not operate machinery, climb ladders, or do activities that may increase the risk of injury if taking medications that may cause drowsiness or impair judgment or reaction time.
- Not undertake activities that are likely to present an increased risk to their health and wellbeing if suffering from a medical condition.

It is advisable to carry a mobile phone in case the church telephone is not accessible in the event of an emergency.

6.0 Responsible persons

The following are responsible for safety in particular areas:

- Generally: Churchwardens
- Bell ringing: The Tower Captain
- Child protection: Safeguarding Officer
- Choir: Choirmaster
- Churchyard: Churchyard Manager
- Sunday School: Sunday School Leader
- Training/Instruction: Churchwardens
- Accident reporting: Health and Safety Officer

Refer to the vicar or churchwardens for the latest named individual for the above.

C- Arrangements

This section sets out our arrangements to minimise as far as reasonable practicable risks to the Health and Safety of employees, voluntary workers, members of the congregation, visitors and contractors.

7.0 Accidents and First Aid

First aid boxes are located:

- In the corridor by the kitchen door at the Parish Church.
- In the kitchen on the server wall at St Andrew.

Trained/qualified first aiders are listed by the First Aid boxes and on the vestry and front window noticeboards.

First Aid boxes will be checked regularly to ensure the contents remain sufficient and in date. Out of date items will be removed and contents replenished as necessary.

The Accident book is located:

- In the top right hand drawer of the desk in the vestry at the Parish Church.
- In the tall cupboard on the right at St Andrew.

ALL ACCIDENTS and incidents must be entered in the accident book on an accident report form and our insurers advised.

Lettings to outside organisations must be advised, in writing that in the event of an accident, details must be entered in the accident book.

Accident books and accident records must be reviewed regularly.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995: These accidents will be reported by the Health and Safety Officer.

8.0 Fire Safety

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

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general Health and Safety risk assessments.
- A check that people who may be in the building can get out safely including if necessary the provision of emergency lighting and fire signage.
- Provision of reasonable firefighting equipment.
- A check that those in the building know what to do if there is a fire.
- A regular check that our firefighting equipment is in place and that there is an annual maintenance contract with a reputable company.

8.1 Fire extinguishers

Fire extinguishers at the Parish Church are kept in the locations as identified on the plan in Appendix 1.

Fire extinguishers at St Andrew's are kept by the entrance.

These extinguishers noted are checked every month by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above must be checked annually by **WEST ONE FIRE**.

8.2 Fire alarm system

There is no fire alarm system extant.

There are battery operated smoke detectors in the escape routes at the Parish Church namely within the ringing room in the bell tower, in the old vestry, and in the corridor between the Chapter House and vestry.

At St Andrew's there are two smoke detectors mounted on the hall ceiling.

These detectors must be tested regularly and batteries replaced as necessary.

8.3 Other fire protection equipment

A fire blanket is located by the cooker in each kitchen. This will be must be checked annually by **WEST ONE FIRE**.

8.4 Evacuation procedure

At the Parish Church, two copies of the Fire Emergency Procedures are located on the window ledge by the font for use by the Sidemen/Fire Officer. A copy of this procedure is included in Appendix 6.

For large services and concerts, where the congregation exceeds 200 our procedures for stewarding/evacuation are as follows:

- A Fire Officer will be appointed by the Vicar or churchwardens and made aware of the fire procedures.
- All designated fire doors must be unlocked before the service/event commences and be clearly indicated as fire exits.
- A check must be made that all doors are operable and opened.
- Where possible, a steward or nominated member of the Church will be allocated to each door and have responsibility for persons in specific zones of the church.
- The Fire Officer and any stewards will be reminded of the fire procedures and shown the location of all fire extinguishers.
- A whistle or hand alarm and a torch which are kept in a box behind the font at the back of the church will be made available to the Fire Officer before the service. These will be checked beforehand to ensure that they are in good working order.

- In the event of an emergency (fire/bomb/threat, etc. an announcement to leave the building will be made by the Vicar/Duty Churchwarden.
- All persons will assemble in the roadway outside the Lychgate.
- The emergency services will be contacted immediately by a nominated person using the telephone in the corridor or by mobile phone.

8.5 Evacuation drills

Where practical, fire evacuation drills will be carried out annually at both churches, including Children's Church and Messy Church. Where this is not practical, the congregation will be periodically informed of the evacuation procedure in the event of a fire. This is particularly important when there are large congregations present such as at the Christmas Carol Services.

8.6 On discovery of a fire

- Immediately raise the alarm.
- Telephone the emergency services.
- Check the entire building including the Tower, Toilets and Chapter House for occupants.
- Attack the fire if possible within your capability using the appliance provided, but without taking personal risk.
- If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is 'people before property'.
- Evacuate to the designated assembly point.
- Ensure clear access for the emergency vehicles.

9.0 Electrical Safety

- A list of all our portable electrical appliances is maintained by the Churchwardens. A copy is included within Appendix 2.
- Every month plugs, cables, and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs will be reported by a churchwarden to our electrician **Mr David Bateup** for action.
- At least every two years all our portable electrical equipment will be tested by a competent contractor to ensure that all appliances are safe. Any unsafe equipment will be disposed of safely.
- Only use appliances that have been PAT tested and are in date. If it is necessary for an individual to bring their own untested electrical device for one-off use, such as a laminator or CD player, then it must be undamaged, in good working order, and can only be operated by that individual.

- No electrical equipment is to be brought onto the premises and for general use until it has been tested by the approved person and entered in the electrical equipment record. (See Appendix 2)
- Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person, any defects will be reported to our electrician for action.
- At least every two years our fixed electrical equipment will be tested by a qualified electrician and any remedial works carried out.
- Every five years our lightning conductor system will be tested by a competent specialist firm of lightning conductor engineers.
- Every five years all electrical circuits will be tested and certified by a qualified electrician.
- Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
 - Visually check all electrical equipment before use.
 - Report all faults immediately to the responsible person.
 - Do not attempt to repair faulty equipment.
- It is our policy NOT to sell second hand electrical equipment.
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.
- Do not cover or obstruct any heating units or air vents.
- Do not overload electrical circuits or plugs/sockets.
- Do not store flammable material in electrical cupboards.

10.0 Gas equipment safety

The gas boilers must be maintained and checked at least annually by a competent contractor who is Gas Safe registered. Any work required for safety must be implemented immediately.

A Carbon Monoxide detector is located in the boiler room off the Chapter House corridor. This should be tested on a regular basis and if necessary the battery changed.

Do not store combustible items near to sources of ignition.

Keep all storage space tidy and as free of combustible materials as possible.

Do not store flammable material in the boiler rooms or near any gas appliance.

11.0 Hazardous substances

The responsible person will maintain a list of all hazardous substances used on church premises. See Appendix 3.

Where possible, we have eliminated the use of hazardous substances. Where it is not possible, our safety arrangements are as follows:

- Hazardous substances include substances marked as “harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment”. Data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage and action taken in the event of an accident.
- Do not mix chemicals.
- Do not store chemicals in unmarked containers.
- Ensure hazardous substances are stored and identified appropriately.
- Cleaning agents must be stored in childproof containers and kept securely out of reach of children.
- Where possible, mowing equipment must be emptied of petrol before storage and the tank sealed tight to prevent the escape of petrol vapour.
- Petrol must not be stored within either church building.

12.0 Asbestos

Details of asbestos used within the church premises are contained with Appendix 4.

Regular inspections of any asbestos will be undertaken by the responsible person to ensure that its condition has not deteriorated.

No work should be undertaken within these areas until a risk assessment is undertaken and appropriate safety measures put in place.

Under no circumstances should asbestos be removed, repaired or disposed of by anyone other than a suitably qualified professional.

13.0 Safety of plant and machinery

The person responsible will maintain a list of all plant and machinery. A copy of this is included in Appendix 2.

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

- Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- Machinery must be switched off before any adjustments are made.

- After carrying out any maintenance or adjustments, all safety guards must be put back in place before the machinery is used.
- Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
- Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used, provided they can be safely secured.
- All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements. This is separately documented in a Schedule of Works.
- Persons may not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked.
- The following list of plant and equipment must be tested by a competent person in accordance with an inspection programme:
 - 21inch petrol rotary motor mower (at the church).
 - Petrol trimmer/brush cutter.
 - Leaf blower
 - Grass mower at St. Andrew's.

14.0 Slips, trips and falls

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

- All floors and stairs in the church and hall.
- All paths and steps in the churchyard.
- Particular note to be made of moss, algae and leaves on paths. Any defects must be reported to a churchwarden who will arrange for repair or remedial work to be carried out.

15.0 Lighting

In order to ensure that the church is adequately lit and inspection will be made every week by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to the churchwardens, who will ensure that the safety procedure for their replacement is followed.

16.0 Working at height

Any procedure above 1.8m high is deemed work at height.

Only a trained competent person or contractor may carry out such operations.

The appropriate instruction or training will be given to persons requiring authorisation to work at height within the church boundaries and buildings.

Detail of work undertaken and by who will be reported at PCC meetings as a record.

Persons working at height should not work unaccompanied.

17.0 Preparation of food

- Our policy is to follow good practice and any regulations in so far as they apply, in the preparation and storage of foodstuffs.
- We ensure that all food handlers are informed of good practice for food handling. See Appendix 11.
- We ensure all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

When preparing or serving food:

- Wash hands thoroughly in the sink provided before and after handling food and use a clean towel or paper towel to dry hands.
- Any open cuts or sores should be covered by a waterproof plaster. The First Aid box in the kitchen contains plasters, if required.
- Ensure all surfaces coming into contact with food are washed and disinfected, as necessary.
- Raw and cooked foods should be prepared in separate areas of the kitchen using different chopping boards and utensils.
- The fridge should be checked every time it is used to ensure that it is at the appropriate temperature.
- Use by dates must be observed. Out of date food must be discarded and disposed of in an appropriate manner.
- Keep children out of the kitchen at all times.
- Owing to the possibility of food allergies, keep food including biscuits out of reach of small children.
- Exercise due care when operating the cooker. If in doubt, seek advice before use.
- Damp tea-towels should be removed and cleaned after use and not left out to dry on the rail.

- All foodstuffs must be stored so as to prevent possible contamination and access by vermin. If food has been left uncovered or unsealed overnight, it should be discarded.
- Food waste must be removed from the premises when finished using the facility and not left in the waste bin overnight.
- Any suspected presence of vermin (rats, mice, etc.) or infestation of insects (ants, cockroaches, wasps, etc.) must be reported to a churchwarden for appropriate action.

18.0 Manual handling

- Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
- Where it is not possible to avoid the need to move heavy or bulky loads, a risk assessment must be undertaken and, where possible, lifting aids used for these items.
- The necessary instruction or training will be given to all those employees and voluntary workers who are required to undertake manual handling.
- Only those persons who have received the appropriate instruction or training are authorised to undertake manual handling tasks.

19.0 Hazardous buildings/components

- Our policy is to ensure that our buildings are safe and without risks to the health safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every month by the responsible person.
- Any defects are noted and reported to the churchwardens and procedures put in hand for repairs.
- Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- A check is made of all glazing to ensure that any glass in the buildings windows below waist height and in doors and beside doors below shoulder height is of safety material or is protected against breakage.

20.0 Churchyard and Grounds

This section applies to the churchyard at St. Peter & St. Paul's church and the grounds surrounding St. Andrew's church.

20.1 General Precautions

- Inspect the area prior to mowing or strimming:
 - Be aware of any trip hazards such as loose paving slabs, uneven paths, holes, protruding grave stones and surrounds, etc.

- Check area and remove any loose debris (stones, rubbish, small branches). Note that there may be beer cans, broken glass and discarded hypodermic needles concealed in the grass as the churchyard is often frequented by groups of youths.
- Check area for wildlife such as slow worms, grass snakes, toads, frogs, hedgehogs, etc.
- Check that the gravestones are stable and in a reasonable state of repair. Gravestones in a dangerous state should be carefully laid on the ground and reported to a churchwarden to enable appropriate action to be taken.
- Take extra care when conditions are icy or slippery.
- Do not leave sharp tools lying around. Lock them away when finished.
- When using petrol for the mowing equipment, keep the can in a safe place, away from direct sunlight, and out of sight of anyone that may be tempted to take it for malicious purposes.
- Be careful of any poisonous plants, nettles, brambles and wasp nests.
- Never use electrical equipment when conditions are wet.
- When using electrical equipment, use an RCD (Residual Current Device) to prevent electric shocks and cut the flow of electricity when a cable or flex is cut through.
- Check that all equipment is in a safe condition before use. If in any doubt, do not use and report to a churchwarden for attention.
- Ensure machinery is switched off and disconnected from any electrical supply before making any adjustments.
- Ensure safety guards on equipment, where fitted, are used at all times.
- Avoid mowing too close to kerbs around gravestones as this could damage the mower or result in debris being thrown.
- Hand tools should be inspected for defects such as damaged blades and loose handles, and should be kept sharp and clean. Gloves reduce a person's ability to detect when a tool is slipping and should therefore not be worn when using wooden-handled, sharp-edged tools such as billhooks and slashers.
- Remember that all tools, whether powered or otherwise can be dangerous if not used properly. Ensure that you understand how to use them properly and safely before use. If doubt, do not use and seek advice.
- Training or instruction must be given by a competent person (Churchyard Manager or previously trained person) before using the mower, strimmer or brush cutter. Under no circumstances should these be operated without the proper instruction.
- Lock away chemicals such as weedkillers and insecticides. Varieties deemed as 'organic' or 'bio' does not make them safe for children or animals.

- Ensure that weedkiller is used sparingly and appropriately with due consideration to wildlife, flowers and lichens in the churchyard.
- Ensure that chemicals are used in accordance with the manufacturer's instructions and that the precautions on the label are followed.
- Personal Safety Equipment such as goggles, hard hats, suitable gloves and steel toe capped boots must be worn when using machinery. Shorts and sandals should not be worn when operating such equipment. Tuck in loose items of clothing.
- Never leave a barbecue unattended and make sure the flames are extinguished after use. Ensure suitable fire equipment is available should the barbecue get out of control.
- Note that the churchyard is a public area. Be observant and ensure any persons remain at a safe distance when working in the churchyard. If necessary a sign should be displayed at the entrance to alert people that work is in progress.

20.2 Using a step ladder in the churchyard or grounds

- Never work sideways. Directly face the work.
- Do not overstretch. Ensure the ladder provides enough height for the job.
- Never leave tools on the platform at the top of the ladder.
- Ensure the ladder's rungs are structurally sound and not damaged, rusty or dented.
- Check the ladder has rubber feet to prevent it slipping.
- Make sure the ladder's feet are on solid, even ground.
- Keep the steps clean and dry.
- Keep one hand firmly on the ladder when working.
- Do not leave prunings on the rungs of the ladder. They could become slippery and create a trip hazard.
- Ask for someone to hold the ladder if working at height.

20.3 Personal safety equipment

- Always make sure the correct Personal Protective Equipment (PPE) is worn to avoid a serious injury when working in the churchyard. This is particularly important when operating machinery such as mowers, strimmers, chainsaws and hedge-trimmers.
- PPE can include steel-toe capped boots, goggles, ear-defenders, gloves etc. Always consult an expert if you are unsure what you should be wearing for a job.
- Wear gloves to lower the risk for skin irritations, cuts, and certain contaminants.

- Use insect repellent containing DEET. Use protection against diseases caused by mosquitoes and ticks. Wear long-sleeved shirts, and trousers tucked in your socks.
- Lower the risk of sunburn and skin cancer. Wear long sleeves, wide-brimmed hats, sun shades, and sunscreen with sun protective factor (SPF) 15 or higher.
- Whilst it is accepted that experienced, competent members of the church can carry out minor work, major felling, pruning or working at height (above 1.8m) must only be carried out by a professional contractor. Only persons suitably qualified and equipped with the appropriate safety equipment should operate chainsaws.
- Persons that are allergic to insect bites or stings, must ensure that adequate precautions are taken and that they have access to suitable medication should the need arise.

20.4 Bonfires

Composting plant material is much better for wildlife than burning, however if a bonfire is required then it should be in the designated area with little botanical interest and away from the church building and trees. The same burning site should be used each time and this should be kept small as thistles, docks and nettles tend to colonise burnt ground.

The procedure to be followed when setting a bonfire is included within Appendix 12.

20.5 External Lighting

The external lighting at both churches should be checked periodically to ensure that they are operating correctly. Any faults should be reported to the churchwardens for remedial action.

The path lights at the Parish Church should be switched on whilst the building is in use and there is insufficient nature light. They should remain on until the premises have been vacated in case of an emergency evacuation. A key is available for this purpose inside the Chapter House corridor by the telephone.

20.6 Seasonal Arrangements

In Autumn and Winter, it may be necessary to clear the church path of debris and leaves. This may be done with a stiff brush or leaf blower.

Algae on the path under the Lychgate may present a slip hazard when wet and therefore should be cleaned away using a brush or power washer.

In the event of snow, ice or heavy frost, the path should be gritted using rock salt using the salt and spreader stored in the old vestry. A snow shovel can be found in the old vestry to remove snow from the path.

Before each Winter the stock of rock salt in the old vestry should be checked and additional bags purchased should supplies be deemed insufficient.

21.0 Tower Tours

Ecclesiastical Insurance does not recommend providing tours of the church tower to members of the public. However, if tours are organised the procedure listed in Appendix 8 must be adhered to.

22.0 Child and Vulnerable Adults Policy

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

A permanent record will be maintained of all accidents involving children and vulnerable adults.

Our Safeguarding Policy contains additional Health and Safety guidance particularly when working with children or vulnerable adults. It is important that the Safeguarding Policy is read in conjunction with this Health and Safety Policy.

Refer to the separate Safeguarding Policy available on the noticeboards and church website for further information and instruction.

23.0 Risk Assessments

Risk Assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet the obligations under The Management of Health and Safety at Work Regulations 1999. A template Risk Assessment Form is included in Appendix 13 for this purpose.

Risk Assessments should also be undertaken for activities or events held away from the premises organised by our Church or at which our Church is directly represented. This could include sponsored walks, Messy Cathedral, outings, and social gatherings, etc.

The following completed Risk Assessments have been included as Appendices to this Policy:

- Appendix 5: Fire Risk Assessment
- Appendix 7: Churchyard Risk Assessment
- Appendix 8: Tower Tours Procedure with Risk Assessment

24.0 Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including self-employed, must abide by the following:

- Have their own Health and Safety policy and be able to provide a copy.
- Produce evidence that they have the appropriate public and employers' liability insurance in place. A record of this evidence will be maintained.

- Comply with all the requirements of this Health and Safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
- Where plant and machinery is brought onto the church premises 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 own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.
- All contractors will be given detailed instruction regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake.
- This permit to work will also specify any safety procedures they must undertake.

25.0 Personal Safety

It is important to remember one's personal safety when coming to either church.

- If you are intending to be at the church on your own:
 - It is advisable to tell someone where you are going.
 - Preferably carry a mobile phone for use in case of emergency.
 - Be alert, especially at the Parish Church, as it is secluded.
 - Watch out for wildlife as they can jump out and startle.
- At night, remember that the access route may be poorly lit so it is advisable to bring a torch.
- Be careful of uneven surfaces and low hanging branches.
- Report any suspicious activity to the police by telephoning 101 (or 999 in an emergency – such as a crime in progress).

26.0 Information and enforcement

Further information on some aspects of Health and Safety within a church environment can be found on the Diocesan website under the following URL:

<http://www.stalbans.anglican.org/finance/dac-advice-leaflets/>

Health and Safety Executive information:

Address:

A W House
6-8 Stuart Street
Luton
Bedfordshire
LU1 2SJ

Tel: 0845 3450055

Fax: 01582 444320

27.0 Health and Safety Law poster

A copy of the HSE poster "*Health and Safety Law – what you should know*" is displayed in the vestry of the Parish Church.

APPENDICES

APPENDIX 1 – Parish Church Fire Evacuation Routes

APPENDIX 2 – List of Plant Equipment, Machinery and Portable Appliances

APPENDIX 3 – List of Hazardous Substances

APPENDIX 4 – Asbestos File

APPENDIX 5 – Fire Risk Assessment

APPENDIX 6 – Fire Evacuation Procedures

APPENDIX 7 – Churchyard & Grounds Risk Assessment

APPENDIX 8 – Tower Tour Procedures

APPENDIX 9 – Accident Procedures

APPENDIX 10 – List of First Aiders

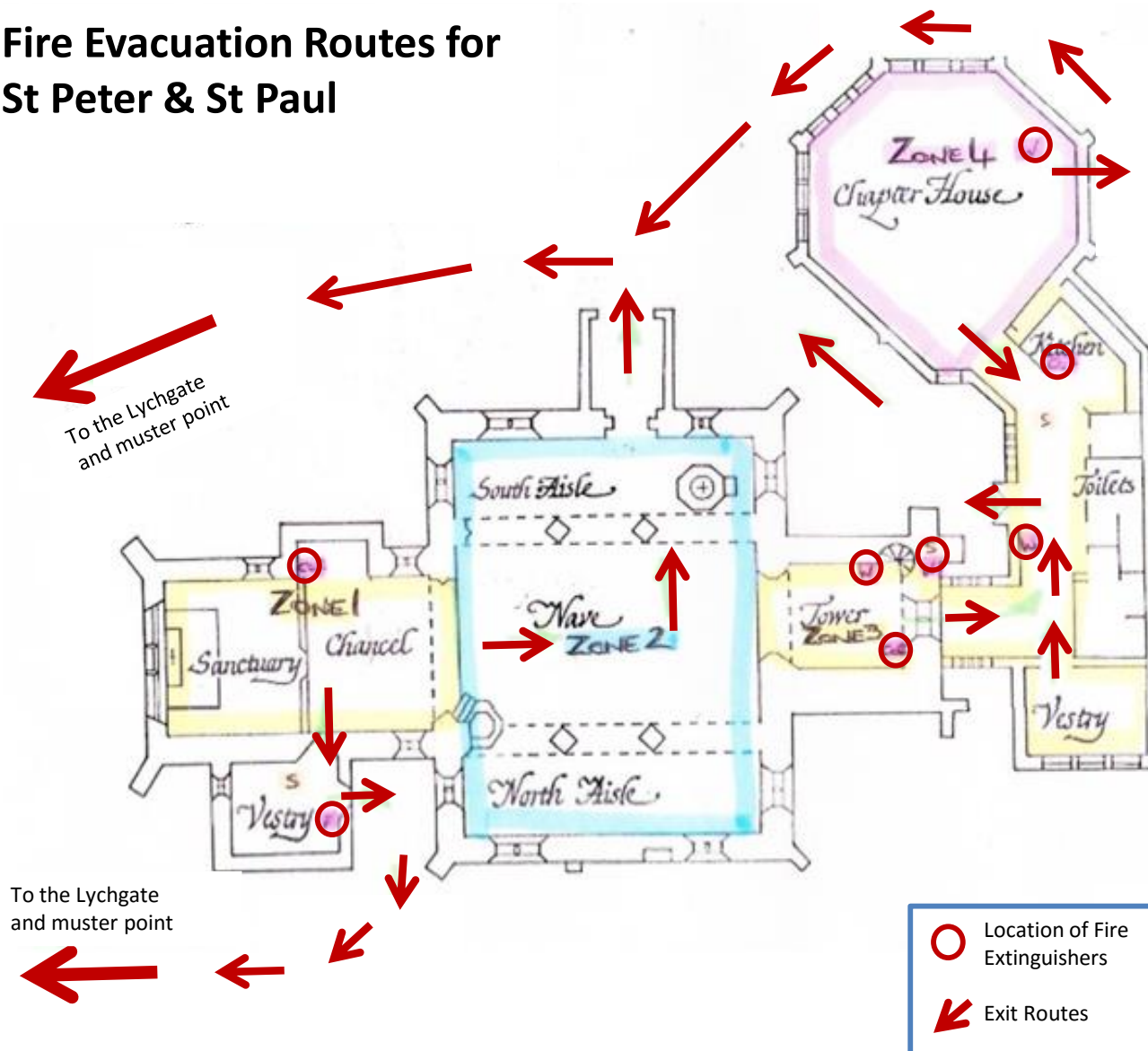
APPENDIX 11 – Food Hygiene Procedure

APPENDIX 12 – Churchyard Bonfire Procedure

APPENDIX 13 – Risk Assessment Template

APPENDIX 1 – Parish Church Fire Evacuation Routes

Fire Evacuation Routes for St Peter & St Paul



APPENDIX 2 – List of Plant Equipment, Machinery and Portable Appliances

Location	Equipment	Storage	Safety Checks
St Peter & St Paul	Petrol Mower	Old Vestry	Inspection before use Annual service
	Strimmer/Brush Cutter/Leaf Blower	Old Vestry	Inspection before use Service as required
	Fridge/Freezer	Kitchen	Annual PAT test*
	Electric Water Heater	Kitchen	Annual PAT test*
	Electric Kettle(s)	Kitchen	Annual PAT test*
	Gas Appliances (if fitted)	N/A	Regular inspection and service by Gas Safe engineer
	Patio Heaters (x2)	Chapter House	Annual PAT test*
	Church Organ	Chancel	Annual service Annual PAT test*
	Fan Heater	By organ	Annual PAT test*
	Sound System	Chancel	Annual PAT test*
	Electric Keyboard	North Aisle	Annual PAT test*
	Roof Alarm	Tower	Annual PAT test*
	Heater	Tower	Annual PAT test*
	Photocopier	Vestry	Annual PAT test*
	Electric Stapler	Vestry	Annual PAT test*
	Projector	Vestry	Annual PAT test*
	Computer Speakers	Vestry	Annual PAT test*
	Portable CD Player	Vestry	Annual PAT test*
	Vacuum Cleaners (x2)	Old Vestry	Annual PAT test*
	Wireless Router	Power in Boiler Room off Chapter House corridor	Annual PAT test*

Location	Equipment	Storage	Safety Checks
St Andrew's	Mower	In shed/hall	Inspection before use Annual service
	Electric Water Heater(s)	Kitchen and Toilets	Annual PAT test*
	Electric Kettle(s)	Kitchen	Annual PAT test*
	Vacuum Cleaner	Cupboard	Annual PAT test*
	Wall Heaters	Mounted on walls	Annual PAT test*

* Annual PAT test: PAT testing must be undertaken at least every two years and preferably annually if the equipment is used regularly.

APPENDIX 3 – List of Hazardous Substances

Location	Substance	Storage	Notes
St Peter & St Paul	Cleaning Fluids (bleach, cream cleaners, floor polish, soaps, etc.)	Stored in under sink unit within kitchen	Minimal quantities stored. Children are not permitted to enter the kitchen areas.
	Residual Paint for touching up purposes	Stored in old vestry	On shelves or in metal filing cabinet out of reach of children.
	Anti-theft “Smartwater” paint	Stored in safe within boiler room	Locked securely away.
	Petrol for mowing equipment	Not stored onsite	Tanks emptied when work completed.
	Liquid fuelled candle lighters	Metal desk in vestry	Minimal fuel. Separate lighter fuel not stored on the premises.
St Andrew’s	Cleaning Fluids (bleach, cream cleaners, soaps, etc.)	Stored in under sink unit within kitchen	Minimal quantities stored. Children are not permitted to enter the kitchen.

APPENDIX 4 – Asbestos File

St Peter & St Paul

The only identified use of asbestos is within the Heating Chamber located underground on the south side of the church.

Asbestos has been used to line some areas of the ceiling and walls to reduce the risk of fire.

The chamber is locked securely and access is only allowed for authorised persons.

A notice highlighting the presence of asbestos is affixed to inside of the door to the chamber.

Contractors are made aware of the presence of asbestos when working within the chamber so that adequate precautions can be taken.

St Andrew's

The only identified asbestos at St Andrew's is within the material used in the construction of the corrugated roof as was common practice when the building was erected. The roof was professionally inspected in 2009 and deemed to be safe. At that time it was stated that the roof will not present a risk to health provided it remains intact and undisturbed.

Under no circumstances should asbestos be removed, repaired or disposed of by anyone other than a suitably qualified professional.

APPENDIX 5 – Fire Risk Assessment

GENERAL DESCRIPTION OF PREMISES:

Church and Chapter house with Kitchen; vestry; male, female and disabled toilets; boiler room; and bell tower.

The maximum congregation at St. Peter and St Paul's is 220 (170 seated and 50 standing).

The church building is arranged on one level with the exception of the Tower which contains the bell ringing chamber and access to the tower roof by a spiral staircase.

A copy of the Fire Evacuation Route for the Parish Church is included in Appendix 1.

Fire Exits at St Andrew's are the main entrance doors and the door at the back of the kitchen.

A Risk Assessment based on the Ecclesiastical Insurance template is included with this Appendix.

Note that Ecclesiastical Insurance undertook a valuation for insurance purposes of the potential repair costs in the event of a fire at St Peter & St Paul in July 2015. A copy of their report is with the Churchwardens, Treasurer and within the church files.

Fire risk assessment

Details of organisation

1	Name of organisation	Assessment undertaken by
	St Peter & St Paul and St Andrew's	Ciaran Diver
2	Address	
	St Andrews Church, Windmill Road, Flitwick	
	St Peter & St Paul's Church, Church Road. Flitwick, MK45 1AE	
	Postcode	MK45 1AE
3	Date	Review date
	30th June 2014	1st July 2015
4	Area assessed	
	St Andrews Church, Windmill Road, Flitwick	
	St Peter & St Paul's Church, Church Road. Flitwick, MK45 1AE	

Under Additional controls you should note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Fire risk details

	Hazards/risks/persons <i>Note existing situation</i>	Additional controls <i>Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented</i>
1	What are the fire risks? <i>Note details of any flammable liquids, combustible materials, ignition sources and persons at risk</i> <p>IGNITION SOURCES:</p> <p>Gas cooker in the kitchen: Gas Boiler to warm air duct from external boiler room Gas boiler in room off Chapter House corridor Candles used during services Electronic equipment Petrol mowing equipment.</p> <p>Persons at risk are those using the church facilities at the time.</p>	<p>The following measures and controls are already in place:</p> <p>Gas explosion – regular servicing and certification, annually</p> <p>Combustion – good housekeeping, storage practices, care with naked lights</p> <p>Faulty electrical apparatus – regulated and recorded testing, annually</p> <p>Candles – instruction at the time of use and supervision of each occasion</p> <p>Mowing equipment – petrol to be removed and stored away from the premises.</p> <p>Smoke alarms fitted in both buildings.</p> <p>Portal Heaters – adequate clearance when in use and disconnected from mains when not in use.</p> <p>Boiler Room door to be kept closed and locked when not in use.</p>

	Hazards/risks/persons <i>Note existing situation</i>	Additional controls <i>Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented</i>
2	<p>Can a fire be detected in a reasonable time and people be warned?</p> <p><i>Note details of any automatic fire detection system or other means by which fire can be detected</i></p> <p>FIRE WARNING – smoke alarms: in the Chapter house corridor, boiler room, Bell tower under the ringing floor, and in the old vestry. By appointed persons using a whistle.</p> <p>Smoke alarms (x2) on the ceiling in St Andrew's church.</p> <p>FIRE FIGHTING – Extinguishers sited as on the plan at the back of the church.</p> <p>FIRE EMERGENCY PROCEDURE – Located on church noticeboard in porch and beside the font by the main entrance for attention of Fire Wardens, Sidesmen and Users.</p> <p>FIRE EMERGENCY PROCEDURE to be announced at the commencement of any service where a significant number of people who are not familiar with the church layout are present (for example at Christmas Eve services).</p>	
3	<p>Can people in the building get out safely?</p> <p><i>Note details of fire exit doors, escape routes, emergency lighting and signage</i></p> <p>By the direction of suitably equipped, appointed ushers from the four zones of the building to the Fire Escape doorways marked on the plan at the back of the church.</p> <p>Follow the Fire Escape Route direction signs.</p> <p>St Andrew's:</p> <p>Fire exits are at the entrance doors and at the back of the kitchen.</p> <p>Assemble outside the car park.</p> <p>St Peter & St Paul:</p> <p>Fire exits are at the entrance doors, the rear of the church and in the old vestry.</p> <p>Fire exits for the Chapter House are at the entrance doors and to the side of the building.</p> <p>Assemble outside by the Lychgate.</p>	

Fire risk details (continued)

	Hazards/risks/persons <i>Note existing situation</i>	Additional controls <i>Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented</i>
4	<p>Is there adequate firefighting equipment? <i>Note details of existing fire extinguishers, hose reels, etc.</i></p> <p>FIRE FIGHTING:</p> <p>Extinguishers sited as on the plan at the back of the Parish Church and by the entrance doors in St. Andrew's</p> <p>Fire blankets are located within the kitchen at both churches.</p>	
5	<p>Do people know what to do if there is a fire? <i>Note details of any written evacuation procedures</i></p> <p>Details of the evacuation procedure are included within Appendix 2 of the Health & Safety Policy.</p> <p>Two copies are located for the sidesmen at the back of the church on the widow ledge by the font.</p>	

Fire risk details (continued)

	Hazards/risks/persons <i>Note existing situation</i>	Additional controls <i>Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented</i>
6	<p>Is a regular check made that firefighting equipment is in place, are people trained in its use, is it regularly maintained?</p> <p><i>Note details of existing procedures for checking and maintaining firefighting equipment and training</i></p> <p>Visual inspections of all equipment is conducted on a regular basis.</p> <p>Sidesmen and churchwardens have knowledge on their use.</p> <p>Fire extinguishers are checked and certified at both churches on an annual basis.</p>	<p>Ensure people are adequately trained on the use of extinguishing equipment on an ongoing basis.</p>
7	<p>What effect would a fire have on our neighbours?</p> <p><i>Note risks of spreading fire and evacuation on neighbouring premises</i></p> <p>Both churches are sufficiently far away from neighbouring premises so as not to present an undue risk.</p>	

APPENDIX 6 – Fire Evacuation Procedures

Note below is the general evacuation procedure. In certain circumstances, an alternative plan may be required, if the only escape route is blocked by fire.

For example, the bellringers would need to go to the top of the Tower closing the door behind them and wait for the fire brigade to arrive.

Fire Emergency Procedure



In the event of a fire, the alarm will be raised by the Vicar or Sidesman/Verger using a whistle.

Upon discovering a fire:

- Raise the alarm. Those with a whistle should operate it immediately.
- Evacuate the building via the shortest exit route. Remember that a fire could be blocking an exit route and therefore an alternative route may be required.
- Using the phone in the Chapter House lobby or someone's mobile phone; call the fire brigade on 999 giving the address, Flitwick Parish Church, Church Road Flitwick.

On hearing the fire alarm:

- Switch off electrical appliances, close windows and doors behind you (only if it is safe to do so).
- Leave the building through the nearest fire exit door **DO NOT RUN**.
- Report to the muster point which is in the road outside the Lychgate.

Evacuation of the premises:

- The Vicar, Sidesmen or Verger are responsible for ensuring that everyone in their charge evacuates the building without delay, using all available exits.
- All occupants should exit in single file.
- Stay at the muster point and report to the designated Fire Warden (so that you are registered as being out of the building).
- DO NOT re-enter the building.

Fire escape routes:

- Keep fire escape routes clear of combustible materials at all times.
- Never block or lock fire doors.
- Ensure all Sidesmen are familiar with the location of all escape routes and extinguishers, and areas where people may be gathered.
- Fire escape routes are clearly marked on the plan attached and are the main entrance to the church, the old vestry, and the rear door to the Chapter House.

Arrangements for fighting fires:

- Do not attempt to operate an extinguisher unless you are familiar with its operating instructions and suitability for use.
- You may attempt to put out the fire if you are familiar with the correct one to use and how to operate it and **ONLY** if you feel confident and safe to do so.
- If you choose to do so ensure that your safe exit is clear.
- **On no account** allow members of the public/congregation to fight the fire.

Responsibilities of Sidesmen/Vergers:

- If you are the FIRE WARDEN you can conduct a search of the building only if it is safe to do so.
- Only do so whilst making your own passage to safe exit.
- All areas should be checked to ensure that they have been vacated. Remember to check the Chapter House, toilets, vestry and tower.
- On completion of any search make the results known to all duty officials.

Arrangements for visitors:

- Ensure that any visitors to the church are aware of the procedures and exits in case of fire.

Procedure at assembly points:

- Assemble the people together.
- Record all names and count heads.
- Ask if anyone knows of someone who has not come out of the building.
- Await the all clear from the Fire Warden or Fire Brigade officer in charge.

Fire Brigade arrival on site:

- The Fire Warden should receive the Fire Brigade on site and direct them to the area where the fire is and impart relevant information relating to the situation and site layout.

Fire safety training:

- Fire training will be available to all Sidesmen and Vergers whenever an appointment arises.
- Anyone wishing to receive training should make it known to the Churchwardens.

General Fire Safety

If an alarm sounds evacuate the building immediately.

Do not overload electrical circuits and plugs/sockets.

Only use appliances that have been PAT tested and in date.

Switch off all appliances that are not in use and at the end of a service/gathering.

Do not store combustible items near to sources of ignition.

Keep all storage space tidy and as free of combustible materials as possible.

Watch your housekeeping.

APPENDIX 7 – Churchyard & Grounds Risk Assessment

Details of organisation	
1	<div> <div>Name of organisation</div> <div>Assessment undertaken by</div> </div> <div> <div>St Peter & St Paul and St Andrew's</div> <div>Ciaran Diver</div> </div>
2	<div>Address</div> <div> <div>St Andrews Church, Windmill Road, Flitwick</div> <div>St Peter & St Paul's Church, Church Road. Flitwick, MK45 1AE</div> <div>Postcode</div> <div>MK45 1AE</div> </div>
3	<div> <div>Date</div> <div>Review date</div> </div> <div> <div>30th June 2014</div> <div>1st July 2015</div> </div>
4	<div>Area assessed</div> <div>Maintenance of Churchyard and Grounds</div>

Risk assessment calculator

Likelihood

The likelihood of something happening can be graded as:

- 1** = Low (seldom)
- 2** = Medium (frequently)
- 3** = High (certain or near certain).

Severity

The severity of injury if something does happen can be graded as:

- 1** = Low (minor cuts and bruises)
- 2** = Medium (serious injury or incapacitated for 3 days or more)
- 3** = High (fatality or a number of persons seriously injured).

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood by the severity.

This will give a rating from 1 to 9.

Risk rating matrix

	3	3	6	9
Likelihood	2	2	4	6
	1	1	2	3
		1	2	3
				Severity

The implementation of additional controls can then be prioritised as follows:

Risk rating:

1 – 2 = low priority

3 – 4 = medium priority

6 – 9 = high priority

- With low priority, no action at all may be required
- With medium priority, additional control measures may be required or a different method of working adopted
- With high priority, it may be necessary to stop the particular activity, or restrict access to the area until action has been taken

Risk Assessment Matrix

Hazards / Risks	Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (L x S)	Additional Controls Required (by whom and when)
General Safety	Anyone carrying out work within the churchyard or grounds.	<p>Ensure all persons are familiar with the Health & Safety policy.</p> <p>Ensure any updates to the Health & Safety Policy are communicated in a timely fashion.</p> <p>Ensuring that all incidents are reported, recorded and appropriate measures put in place to prevent recurrence.</p>	1	1	1	<p>Regular reviews of the policy.</p> <p>Ensuring any new persons are aware of the Health and Safety Policy and procedures.</p>
Electrocution	Persons operating electrical equipment may be electrocuted or receive an electric shock.	<p>Undertaking annual PAT testing.</p> <p>Ensuring proper training or instruction has been given prior to being allowed to operate equipment.</p> <p>Visual inspection by the operator before use.</p> <p>Ensuring safety guards are in place at all times.</p> <p>Not using equipment in wet conditions.</p> <p>Using a RCD to cut power in the event of an electrical problem.</p>	1	2	2	n/a

Hazards / Risks	Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (L x S)	Additional Controls Required (by whom and when)
Serious Injury (such as lacerations or loss of limbs)	Persons using mechanical equipment such as the mower, strimmer or brush cutter.	<p>Carrying out regular servicing.</p> <p>Ensuring proper training or instruction has been given prior to being allowed to operate equipment.</p> <p>Visual inspection by operator before use.</p> <p>Ensuring that safety guards where fitted are in place at all times.</p> <p>Ensuring area is clear of debris safe before commencing work.</p> <p>Not using equipment if on any medication likely to impair operator's ability to use.</p> <p>Ensuring suitable Personal Protection Equipment is worn (goggles, gloves, ear protectors, suitable footwear and clothing)</p> <p>Only permitting trained professionals to use machinery such as chainsaws when working at height.</p> <p>Keeping other people at a safe distance whilst working.</p>	1	2	2	n/a

Hazards / Risks	Persons Affected	Existing Controls	Likelihood (L)	Severity (S)	Risk Rating (L x S)	Additional Controls Required (by whom and when)
Cuts/Abrasions	Persons undertaking pruning, clearing or mowing.	Ensuring suitable Personal Protection Equipment is worn (googles, gloves, suitable footwear and clothing) depending on the job in hand. Ensuring tools are checked prior to use.	2	1	2	n/a
Falling from height	Persons undertaking pruning may be injured if they fall from height.	Ensuring persons comply with the working at height procedure within the Health & Safety Policy. Only using contractors for major cutting back or for work that requires the person to work from height (standing over 1.8m). Ensuring other people remain at a safe distance when pruning to avoid being struck by falling debris.	1	2	2	n/a

APPENDIX 8 – Tower Tour Procedures

St Peter and St Paul Flitwick

Procedures for Conducting Tours in the Tower

On certain occasions Tower tours may be conducted e.g. Church Fete, to show visitors the bells, the ringing chamber and to give ringing demonstrations.

The purpose of this document is to set out the procedures that should be followed to ensure that such tours are carried out safely.

Procedures:

1. Due to space restrictions on the stairs and in the belfry, tours should consist of no more than 6 visitors at a time.
2. Visitors should be accompanied at all times by a responsible person. For the purposes of these procedures a responsible person would be deemed as one of the adult ringers or a Churchwarden.
3. Whilst unlocked/open the tower door should be manned at all times to ensure that visitors cannot go up the tower unaccompanied.
4. Prior to going up the tower the responsible person conducting the tour must advise visitors of the following:
 - a. That sensible footwear is required to climb the stairs. Visitors wearing inappropriate footwear (e.g. flip flops or stiletto heels) should not be allowed to go up the tower.
 - b. That the staircase is very steep and cramped, that the steps are uneven and of unequal heights and that there is no handrail.
 - c. That there is low headroom through the doorways to the ringing chamber and belfry.
 - d. That the belfry is cramped, dusty, poorly lit and that there are trip hazards.
 - e. That under no circumstances must they touch any of the bell ropes or bells unless advised that it is safe to do so.

Tours of the Church Tower

We treat the safety and comfort of our visitors very seriously, so please take time to read the points below.

Anyone wishing to enter the Tower must note and accept the following:

- Visitors entering the Tower do so at their own risk.
- There are approximately 80 steps. The spiral staircase is very steep and cramped, and the steps are uneven and of unequal heights, and there is no handrail.
- To enter the Tower visitors must be fit enough to climb the steps unaided.
- Children may enter the Tower provided that they are accompanied by a responsible adult and can climb the steps unaided. Children must not be carried.
- Sensible footwear is required to climb the stairs. Visitors wearing inappropriate footwear (e.g. flip flops or stiletto heels) will not be allowed to go up the Tower.
- The staircase is poorly lit. Sunglasses must not be worn. Reactive lenses should be given time to adjust to the light before entering the Tower.
- There is low headroom through the doorways to the ringing chamber and belfry.
- The belfry is cramped, dusty, poorly lit and that there are trip hazards, so care must be exercised at all times.
- Under no circumstances must visitors touch any of the bell ropes or bells unless advised that it is safe to do so.
- The number of people entering the Tower at any one time will be restricted to ensure the safety and comfort of others.
- Anyone under the influence of alcohol or drugs must not enter the Tower.
- The organisers reserve the right to refuse entry to any person that in their opinion may present a risk to themselves or other persons.
- If you have any queries or concerns, please discuss these with a member of the Tower team.

We do want you to enjoy your visit, so please take time to look around and ask questions.

APPENDIX 9 – Accident Procedures

IN CASE OF ACCIDENT

- Anyone who has an accident whilst on church property should enter the details in the ACCIDENT BOOK and contact Ciaran Diver, Churchwarden so that the details can be recorded and if necessary and/or reported to the Health and Safety Executive.
- Anyone responsible for persons on the property should do the same.
- The ACCIDENT BOOK is in the top right hand drawer of the desk in the vestry.
- Contact telephone numbers: (T) 01525 712815 (M) 07983 457799
- If assisting someone injured and if possible administer First Aid to the patient from the FIRST AID box (adjacent). If you do not feel competent follow the instructions below and make the patient comfortable until help arrives.
- If the accident is beyond the scope of FIRST AID or there is no first aider or 'competent person' use a mobile phone or the church phone in the corridor, press 999 and request an ambulance to attend **St Peter & St Paul's Church, Church Road, Flitwick, MK45 1AE.**
- If there is a 'dangerous occurrence' during a period on church property this must also be reported in the same fashion.
- If you are on your own make sure that someone knows of the incident *before* or immediately after leaving the building.
- On NO ACCOUNT conceal or neglect to report any accident or dangerous occurrence.

Note: The adjacent First Aid box is for general accidents. A First Aid box for catering accidents such as knife cuts and burns is available in the kitchen on the wall by the front counter. A cold compress is also stored in the kitchen freezer to reduce inflammation.

If any items are used from the First Aid box, please inform the vicar or a churchwarden so that the stock can be replenished.

St Peter & St Paul (corridor)
March 2016

IN CASE OF ACCIDENT

- Anyone who has an accident whilst on church property should enter the details in the ACCIDENT BOOK and contact Ciaran Diver, Churchwarden so that the details can be recorded and if necessary and/or reported to the Health and Safety Executive.
- Anyone responsible for persons on the property should do the same.
- The ACCIDENT BOOK is in the top right hand drawer of the desk in the vestry.
- Contact telephone numbers: (T) 01525 712815 (M) 07983 457799
- If assisting someone injured and if possible administer First Aid to the patient from the FIRST AID box (above). If you do not feel competent follow the instructions below and make the patient comfortable until help arrives.
- If the accident is beyond the scope of FIRST AID or there is no first aider or 'competent person' use a mobile phone or the church phone in the corridor, press 999 and request an ambulance to attend **St Peter & St Paul's Church, Church Road, Flitwick, MK45 1AE.**
- If there is a 'dangerous occurrence' during a period on church property this must also be reported in the same fashion.
- If you are on your own make sure that someone knows of the incident *before* or immediately after leaving the building.
- On NO ACCOUNT conceal or neglect to report any accident or dangerous occurrence.

Note: The above First Aid box is for catering accidents such as knife cuts and burns. A general First Aid box is available in the corridor wall outside the kitchen. A cold compress is also stored in the freezer to reduce inflammation.

If any items are used from the First Aid box, please inform the vicar or a churchwarden so that the stock can be replenished.

St Peter & St Paul (kitchen)
March 2016

IN CASE OF ACCIDENT

- Anyone who has an accident whilst on church property should enter the details in the ACCIDENT BOOK and contact Ciaran Diver, Churchwarden so that the details can be recorded and if necessary and/or reported to the Health and Safety Executive.
- Anyone responsible for persons on the property should do the same.
- The ACCIDENT BOOK is in the kitchen in the tall cupboard inside the door on your right.
- Contact telephone numbers: (T) 01525 712815 (M) 07983 457799
- If assisting someone injured and if possible administer First Aid to the patient from the FIRST AID box (above). If you do not feel competent follow the instructions below and make the patient comfortable until help arrives.
- If the accident is beyond the scope of FIRST AID or there is no first aider or 'competent person' use a mobile phone, press 999 and request an ambulance to attend **St Andrew's Church, Windmill Road, Flitwick.**
- If there is a 'dangerous occurrence' during a period on church property this must also be reported in the same fashion.
- If you are on your own make sure that someone knows of the incident *before* or immediately after leaving the building.
- On NO ACCOUNT conceal or neglect to report any accident or dangerous occurrence.

Note: If any items are used from the First Aid box, please inform the vicar or a churchwarden so that the stock can be replenished.

St Andrew's (kitchen)
August 2014

APPENDIX 10 – List of First Aiders



Our First Aiders are:

Helen Butler
Stephanie Diver
Stephanie Freeman
Wendy Harris
Lorraine Kean
Marion Tucker

Revised: December 2015

Note: The above list should be checked annually and updated as appropriate to ensure that it remains current.

APPENDIX 11 – Food Hygiene Procedures

The following notice should be displayed in the kitchen of each church.

Food Hygiene

When preparing or serving food:

- Wash hands thoroughly in the sink provided before and after handling food and use a clean towel or paper towel to dry hands.
- Any open cuts or sores should be covered by a waterproof plaster. The First Aid box in the kitchen contains plasters, if required.
- Ensure all surfaces coming into contact with food are washed and disinfected, as necessary.
- Raw and cooked foods should be prepared in separate areas of the kitchen using different chopping boards and utensils.
- The fridge should be checked every time it is used to ensure that it is at the appropriate temperature.
- Use by dates must be observed. Out of date food must be discarded and disposed of in an appropriate manner.
- Keep children out of the kitchen at all times.
- Owing to the possibility of food allergies, keep food including biscuits out of reach of small children.
- Exercise due care when operating the cooker. If in doubt, seek advice before use.
- Damp tea-towels should be removed and cleaned after use and not left out to dry on the rail.
- All foodstuffs must be stored so as to prevent possible contamination and access by vermin. If food has been left uncovered or unsealed overnight, it should be discarded.
- Food waste must be removed from the premises when finished using the facility and not left in the waste bin overnight.
- Any suspected presence of vermin (rats, mice, etc.) or infestation of insects (ants, cockroaches, wasps, etc.) must be reported to a churchwarden for appropriate action.

Thank you for your co-operation.

Flitwick PCC
(January 2016)

APPENDIX 12 – Churchyard Bonfire Procedure

Making a fire within the church grounds

SAFETY GUIDELINES

- Any bonfire must be set in the designated area away from the church building and wildlife.
- If the bonfire is likely to be of sufficient size so as to cause concerned neighbours to call out the Fire Brigade, it is advisable to inform the Fire Service in advance on 01234 845000.
- Check the site and weather conditions. Never underestimate the potential reach of a fire or the strength of the wind.
- Never light a fire on peat, or in areas with underground root systems or low branches.
- Discourage spectators.
- Check the structure is sound and does not have small children or animals inside it before lighting it.
- Never use paraffin, petrol or methylated spirits to light or revive a fire.
- Have only one person responsible for lighting the fire. That person, and any helpers, should wear suitable clothing e.g. a substantial outer garment made of wool or other low-flammable material.
- Make sure that the person lighting the fire and any helpers know what to do in the event of a burn injury or clothing catching fire.
- Never leave a fire unattended.
- Ensure you can extinguish a fire quickly in case of emergency. Keep either a bucket of water, fire beaters or a pile of earth and a shovel close at hand.
- You must always ensure that any fire you make is fully extinguished before leaving the premises.
- Extinguishing a fire with water: let the fire die down. Spread out the ashes and douse with water, being careful to avoid any steam that rises.
- Without water: let the fire die down. Spread out the ashes. Cover thoroughly with earth or soil. Do not use this method after dry weather, on peaty soil, or in areas with underground root systems.

APPENDIX 13 – Risk Assessment Template

General risk assessment form

Details of organisation

1 Name of organisation

Assessment undertaken by

2 Address

Postcode

3 Date

Review date

4 Area assessed

Risk assessment calculator

You need to grade both the likelihood and severity from 1 to 3. The grades are then multiplied together to give a risk rating.

Likelihood

The likelihood of something happening can be graded as:

- 1** = Low (seldom)
- 2** = Medium (frequently)
- 3** = High (certain or near certain).

Severity

The severity of injury if something does happen can be graded as:

- 1** = Low (minor cuts and bruises)
- 2** = Medium (serious injury or incapacitated for 3 days or more)
- 3** = High (fatality or a number of persons seriously injured).

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood by the severity.

This will give a rating from 1 to 9.

Risk rating matrix

	3	3	6	9
Likelihood	2	2	4	6
	1	1	2	3
		1	2	3
			Severity	

The implementation of additional controls can then be prioritised as follows:

Risk rating:

1 – 2 = low priority

3 – 4 = medium priority

6 – 9 = high priority

- With low priority, no action at all may be required
- With medium priority, additional control measures may be required or a different method of working adopted
- With high priority, it may be necessary to stop the particular activity, or restrict access to the area until action has been taken

For advice and guidance on Risk Assessments, please see the Ecclesiastical Insurance website.

Risk details

Under additional controls you should note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Hazards/risks/ persons affected	Existing controls	Likelihood (L)	Severity (S)	Risk rating (L x S)	Additional controls

Likelihood

1 = Low (seldom)

2 = Medium (frequently)

3 = High (certain or near certain)

Severity

1 = Low (minor cuts and bruises)

2 = Medium (serious injury or incapacitated for 3 days or more)

3 = High (fatality or a number of persons seriously injured)

Risk Rating

1 – 2 = low priority

3 – 4 = medium priority

6 – 9 = high priority