



Health and Safety Policy

Date approved by the PPC	17.04.26
Due for review	April 2029

Church details

Address: Summers Street, Swindon, SN2 2HA

Email: admin@staugustines-swindon.co.uk

Phone: 07776 458278

Purpose

This policy sets out our arrangements for ensuring we meet our health and safety obligations to clergy, volunteers, our congregation and anyone visiting our premises. We aim, as far as is reasonably practicable, to control of the health and safety risks arising from our activities.

The PCC has overall responsibility for the health and safety and the operation of this policy.

Scope

Everyone shares responsibility for achieving safe conditions; you must take care of your own health and safety and that of others, observe applicable safety rules and follow instruction for the safe use of equipment.

You should report all accidents (however minor), injuries, near misses and any health and safety concerns immediately to the church administrator.

You should co-operate with the PCC on health and safety matters, including the investigation of any incident.

General Principles

Training:

The PCC will ensure that volunteers are given adequate training and supervision to perform their work competently and safely.

Equipment:

Volunteers must use equipment in accordance with any instructions given. Any equipment fault or damage must immediately be reported. Do not attempt to repair equipment unless trained to do so.

Accidents and First Aid

First-aid boxes are kept in the kitchen and at the rear of the main church in the west corner. There is a small burns kit in the kitchen.

The risk of injury to volunteers and attendees is considered to be low. Leaders will be reminded regularly that all minor accidents or near misses are to be recorded in the accident book (kept in the Vestry), or on an accident form and returned to the Vestry. The forms are kept with the first-aid kit.

All major accidents and incidents and cases of work-related ill-health will be reported to the Health and Safety Executive (HSE). Full details of reportable accidents and incidents can be found in Appendix 1.

Fire Safety

All volunteers and visitors should familiarise themselves with the fire safety instructions, which are displayed near the fire exits.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point in Aldi car park.

Fire drills take place at least once per year and must be taken seriously. We also carry out regular fire risks assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

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.
- a check that a fire can be detected in a reasonable time and that people can be warned.
- a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage.
- to provide 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 is serviceable, and that there is an annual maintenance contract in place with a reputable company.

For further information please see Fire & Evacuation Policy

Electrical Safety

All users of electrical equipment should take responsibility for checking that the equipment they are using is in a safe condition – a quick but thorough visual check is all that is needed to identify most potential hazards. Any faulty items should no longer be used and should either be removed or labelled, 'do not use', to avoid others using them. Any faults must be reported.

Bi-annually, our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it, and can correctly interpret the results. Any unsafe equipment will be safely disposed of.

Hazardous Substances

There are no substances which are subject to the Control of Substances Hazardous to Health Regulations (COSHH) stored or used in the building with the exception of small quantities of domestic cleaning products stored in the kitchen and the small cupboard in the porch. These must be kept in their original containers to ensure clear labelling.

Manual Handling (lifting, carrying and moving loads)

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 loads, we will carry out risk assessments and make use trolleys where possible.

Risk Assessments

Any activity that could potentially cause harm to people, property, or the environment will be risk assessed. The purpose is to assess the risks to health and safety of volunteers and visitors as a result of our activities, and to identify any measure that need to be taken to control those risks.

Safeguarding

The Parish Church of St Augustine of Canterbury, Even Swindon operates a Safeguarding policy. A copy of the full policy is available from the parish room noticeboard / Church website.

Appendix 1: Accident Recording and Reporting

The Parish Church of St Augustine of Canterbury will take all reasonable action necessary to prevent accidents to employees, volunteers, visitors and others who may visit church premises.

We are governed by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). RIDDOR guidance stipulates that certain accidents or 'dangerous occurrences' (that is near-miss events) must be recorded and reported to the HSE using the official form found at: www.hse.gov.uk/riddor/report.htm

Good practice would suggest that all other accidents requiring first aid treatment should be recorded in the accident book which can be found in the Vestry. Outside of church opening hours, accident forms can be used which are kept with the first aid kits (The first-aid boxes are kept in the Kitchen and at the rear of the main church in the west corner). This enables monitoring of accidents to allow poor practice and high-risk activities to be identified.

If a major accident occurs or a near-miss occurs, the responsible person (usually the group leader) should inform the Church office on 07776 458278 immediately and the official form on the link above completed. Further details of what constitutes a major accident can be found below.

For employees:

- Any accident which causes death.
- Any accident which causes major injury, including:
 - fracture (other than to fingers, thumbs and toes);
 - amputation;
 - dislocation of the shoulder, hip, knee or spine;
 - loss of sight (temporary or permanent);
 - chemical or hot metal burn to the eye or any penetrating injury to the eye;
 - injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
 - any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
 - unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- Any accident which results in the individual not being able to carry out their normal work duties for seven consecutive days following (but not including) the day of the accident.

For members of the public (i.e. all non-staff users of the church premises):

- Any accident which causes death.
- Any accident which results in the individual being taken to hospital for treatment from the scene of the accident.

Dangerous occurrences

The following near-miss incidents are also recordable and need reporting:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Explosion, collapse or bursting of any closed vessel or associated pipe work;
- Failure of any freight container in any of its load-bearing parts;
- Plant or equipment coming into contact with overhead power lines;
- Electrical short circuit or overload causing fire or explosion;
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- Accidental release of a biological agent likely to cause severe human illness;
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- Malfunction of breathing apparatus while in use or during testing immediately before use;
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- Collapse or partial collapse of a scaffold over five meters high, or erected near water where there could be a risk of drowning after a fall;
- Unintended collision of a train with any vehicle;
- Dangerous occurrence at a well (other than a water well);
- Dangerous occurrence at a pipeline;
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- A dangerous substance being conveyed by road is involved in a fire or released.

Appendix 2:

Emergency Information for Users of St Augustine's Premises

The following information will be available in the entrance foyer of the church building(s), providing emergency details and contact information for all users of the building(s):

EMERGENCY INFORMATION

FIRE

In the event of a fire please:

1. Activate the fire alarm using one of the mobile alarms/ shout of 'FIRE – EVACUATE!'
2. Evacuate the building to the assembly point in Aldi Car Park.
3. Call 999.

GAS FAULT

The emergency gas shut off is in the kitchen under the work surface to the right of the cooker.

ELECTRICAL FAULT

To turn the electricity off in an emergency, use the electrical fuseboards which can be found in the electrical cupboard in the SE corner of the choir (just beyond the sound system).

WATER LEAK

The water stopcock is located in the porch area, outside the door of the left hand side toilet.

FIRST AID

The first aid kits are located in the Kitchen and in the rear of Church (West corner). There is a small Burns kit located in the Kitchen.

All minor accidents / incidents requiring first aid should be recorded on an Incident Report Form (located in each First Aid kit) and returned to the Church office (Vestry).

Major accidents / incidents (requiring hospitalisation) or near-misses must be reported immediately (contact Church Admin on 07776 458278).

REPORTING PROPERTY ISSUES

For non-urgent matters outside of church opening hours, please email admin@staugustines-swindon.co.uk

For urgent problems outside of church opening hours, please contact Church Admin on 07776 458278.