



# Trinity United Reformed Church

*Torr Lane, Hartley, Plymouth, PL3 5NY.*

[www.trinityureplymouth.org.uk](http://www.trinityureplymouth.org.uk)



HEALTH AND SAFETY POLICY DOCUMENT

FEBRUARY, 2018

## General Statement

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

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

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

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

This policy will be reviewed regularly and revised as necessary.

## ORGANISATION AND RESPONSIBILITY

The overall responsibility for Health and Safety lies with the Elders.

The following people are responsible for Health and Safety:

### Name / Responsibility

Matthew Pun - Health & Safety Officer.

Richard Lock - Management.

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

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

The Church Management Committee will be responsible for discussing matters surrounding Health and Safety. This committee meets every month, during which at least 10 minutes will be devoted to Health and Safety issues. Any member of the committee should be contacted to discuss and raise safety issues with this committee.

## PROCEDURES AND SAFETY ARRANGEMENTS

### CHEMICALS

All hazardous substances stored on the premises are kept under lock and key. General Cleaning fluids are available for use.

### ELECTRICAL EQUIPMENT AND WIRING

The electrical wiring with the building(s) will be inspected annually, or at a duration that has been suggested by the contractor performing the tests. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formally the IE Wiring Regulations).

No person is to make any alterations to the electrical installation without prior agreement from the Management Committee.

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or at a duration that has been suggested by the contractor performing the tests.

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

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, the maximum safe current from a 13A socket is 3Kw (3,000 watts). Avoid using extension leads whenever possible and prevent tripping hazards when laying cables.

### FIRE EXTINGUISHERS

The Fire Extinguishers within the premises will be periodically examined and tested as recommended by the Service Company. The Service Company will also advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be displayed for one year (or until the next inspection and test), after which it will be kept on file.

A map showing fire extinguisher positions is on the notice board at the building entrance beside the door to the small hall.

Fire extinguishers will be examined for damage monthly by the Health and Safety Officer.

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

### IF A FIRE IS DISCOVERED

Raise the alarm. Telephone 999 and call the Fire Brigade. Vacate the premises by the shortest route closing all doors and windows, ensuring all other users exit the premises and congregate in the car park next to the pavement. After initial emergency call contact Bookings clerk/ Management Chairperson.

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

## FIRST AID

First aid kits are available: One in the Kitchen and one in the vestibule. They are clearly marked. If the contents of any first aid kit is used the Health and Safety Officer must be informed and details recorded in the accident book. Suitably trained and competent persons should only administer first aid. First aid kits are checked monthly by a competent designated person to ensure that the contents have not been used or the 'use by' date has not been reached and that no medicines or other preparations are contained within the kit.

## SMOKING

It is against the Law to smoke within any part of the Premises.

## ASBESTOS

The whole premises have been surveyed by a qualified surveyor and no asbestos has been found on the premises.

## RISK ASSESSMENT.

The Management will identify hazards and perform a Risk Assessment. This will be reviewed annually and the outcome of this assessment will be recorded in the Health and Safety Book by the Health and Safety Officer and kept in the Health and Safety Folder.

The significant findings of this assessment will be made available to Staff and Volunteers through information, instruction and training.

All who lift, carry or maintain church property are required to be conversant with the guidelines and safety requirements stipulated by the Management Committee and to have signed a copy of same and passed it to the Health and Safety Officer or a member of the Management Committee.

See appendix A.

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

Any person discovering a hazard must inform the Safety Officer or Management as soon as possible.

In the case of serious and immediate danger, the correct emergency procedures must be followed.



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## RISK ASSESSMENT

The Risk Assessment was modified by the Management Committee in October 2017. Members to identify any potential hazards in order to protect all who use the premises. This Assessment will be reviewed annually and the review recorded in H&S Book c/o Health & Safety officer.

## AREA AROUND THE PREMISES

Cars will be parked outside the Church / Hall area so please be aware. The yellow striped area should always be kept clear for Fire Exits, all steps and ramps are highlighted with a white edge and Church steps and Cellar steps have a rail to be used at all times.

## CHURCH

A hand rail is provided to assist access to the chancel, pulpit, choir area.

Keep chairs and other objects away from Fire Exit doors which are clearly marked. When accessing the Balcony area make sure another person always is present and secures the bottom of the ladder. Steps from Church to corridor are highlighted and be aware of cupboard on the left side.

Candles must only be lit and snuffed out by an approved person.

## BACK HALL

Keep chairs and other objects clear of Fire Exits which are clearly marked.

## OFFICE

Keep the floor area clear and do not stack any regularly used items on top of cupboards. The Duplicator, Computer, Printer and remote controlled Heater need a permanent mains connection. DO NOT disconnect them from their mains supply. The ancillary components associated with the computer automatically disconnect when the computer is powered down. Disconnect all other electrical appliances when not in use.

## MAIN HALL

Use stage area with care and always access via the steps using the hand-rail. Keep Fire Doors clear at all times, no chairs or tables or other objects to be in these areas. Stack-able chairs should not be stacked more than 4 high.

## KITCHEN

This is a working area and extra care needs to be taken. Keep Tidy and Clear at all times. Turn off supplies of utilities when not in use. Extra care to be taken when using the wall water heater, making sure that the red handle is not knocked if some-one is working at the sink. Floors in the kitchen and toilets may be wet so extra care needs to be taken. The Hot water urn must only be transported from room to room with only cold water. After use please make sure the water is cold before transporting.

## SMALL HALL

Care to be taken when stacking chairs, no more than 4 high, and at no time is anything to be placed in front of Fire Exit Doors.

## GENERAL

The Cellar, Organ Loft and Church balcony will only be used by authorised persons, and never by children or persons over 75 years of age.

The Health & Safety Officer will at all times store under lock and key all hazardous cleaning materials.

First aid boxes are situated in the Kitchen and Church Vestibule.

In the event of fire all must assemble in the car park next to the pavement and each organisation leader to be responsible for checking that all are present. At no time re-enter the Building until it has been checked to be safe.

A professional Fire Risk Assessment was carried out in July 2014.

Chairperson of Management.

Richard Lock

**TRINITY URC CHURCH  
TOR LANE  
HARTLEY  
PLYMOUTH PL3 5NY**

**VOLUNTEER INDUCTION TRAINING FORM**

Trinity Church Insurers are insisting that any church member who takes part in any task within the church premises which may have Health and Safety issues, be given training before such tasks are undertaken. The Management Committee have discussed this and have listed the following potential risk areas and what would be considered suitable advice.

**PLEASE READ THESE CAREFULLY AND IF YOU AGREE TO THESE CONDITIONS PLEASE SIGN AND RETURN THE FORM TO JILL STIDSON.**

*If you are under 11 years old, over 80 years old, or are pregnant then the church insurers forbid you to do any such duties!*

**Lifting Advice** – always lift from a squatting position and with a straight back; do not lift objects with a bent back and avoid twisting at the same time as lifting. Do not lift more than two stacking chairs at a time and objects over 12 kg should always be lifted by two or more people.

**Ladders** – never use a ladder alone; **two** people are always needed and **three** when removing objects from the church balcony.

**Electrical Safety** – do not change light bulbs, or do any changes to electrical equipment but report any problem to Graham Runnalls or John Pasmore. Access to the main fuse box in the church corridor is forbidden to all unauthorised persons and any work to this fuse box or any electrical fittings is only to be done by a competent person with a second person in attendance.

**Tripping** – be aware of all steps and carpets, especially when carrying objects. All trailing electrical leads to be protected with matting strips.

**Tea Urns** – if these are moved at all, they should be moved empty and never full of hot water to avoid the risk of scalding.

**Chair Stacking** – According to style, the metallegged chairs never more than **four** chairs high in any hall, the all plastic chairs never more than eight high. No chairs to be stacked in the main hall porch, as **this** limits access for users with large wheel chairs.

**Accidents** – any accident within the church premises must be recorded in the accident book which is found inside the first aid kit in the kitchen. There is also a second first aid kit in the vestibule.

**Maintaining Security of the Building**

1. Ensure entrance door is locked before the start of meetings and afterwards.
2. Windows are secure, and all lights off after leaving building.
3. Be aware of fire procedure in the event of fire, i.e. exits and position of extinguishers.
4. Position of water stop-cock in the event of plumbing problem (front wall in car park, adjacent to Sungates)
5. Position of gas cut off tap (in cupboard in all access toilet)  
Details and Information please see the wall chart in entrance hall corridor.

**I have read the above instructions and agree to abide by them**

Signed

Date