

# The Church of St. Patrick Drumbeg

## Health and Safety Policy

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## 1. **INTRODUCTION**

The management of health and safety is an integral part of our business and is given the highest priority.

We accept our responsibility for providing a clean and safe environment in which all our people can work. It is our duty to take whatever reasonable measures are necessary for accident and fire prevention and to protect the Health, Safety and Welfare of our rector, parishioners, employees, contractors and any visitors to our premises.

This policy is non-contractual. The guidelines required to meet our objectives and for the implementation of this policy are detailed within our Health and Safety Manual which is kept in the [Rectors Office](#).

Detailed policies on specific aspects of Health and Safety referred to in this policy can be found in the [Health and Safety Manual](#) which is held in the [Rectors Office](#).

## **2. SCOPE OF THIS POLICY**

We can only make this policy work with the full co-operation and understanding of all our employees and workers and this policy therefore applies to everyone.

We all need to ensure we carry out our work in a safe manner. All employees and workers have responsibilities under the Health and Safety at Work (NI) Order 1978 and should report any potential risk (such as faulty equipment or process) to the appropriate manager, and follow all health and safety instructions that may affect them, their colleagues or the public.

Any neglect of health and safety requirements will be regarded as a serious disciplinary matter. Where an action or neglect is so dangerous as to constitute gross misconduct, the employee concerned will be liable to summary dismissal and even prosecution.

## **3. AIMS OF THIS POLICY**

We regard compliance with health and safety legislation as the minimum standard to be adhered to: our aim is to reduce the number of accidents and work-related illness to the lowest level practicable. We also aim to ensure that all equipment is safe and will provide personal protective equipment (PPE) if necessary. So far as is reasonably practicable we will also ensure that we provide whatever training is necessary for employees and workers to understand the equipment they work with and to be aware of any potential risks to them.

Information will be provided about any particular hazards or dangerous substances related to individual roles. Safety notices will be displayed throughout the workplace and will be clear and prominent.

## **4. LEGAL CONSIDERATIONS**

The following pieces of legislation apply to this policy:

- The Health and Safety at Work (NI) Order 1978
- The Workplace Health, Safety and Welfare Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Corporate Manslaughter and Corporate Homicide Act 2007
- Plus all regulations and Codes of Practice relevant to our working environment.

## **5. ORGANISATION AND RESPONSIBILITIES**

### **The Rector**

The Rector is ultimately responsible for ensuring:

- The effectiveness of our overall accident prevention and safety training programme.
- That the proper operating practices and procedures to prevent risk and/or injury are adhered to and encouraged.
- That all the [Select Vestry](#) is aware of their roles and responsibilities in health and safety matters.

- That adequate resources are allocated to meet the requirements of this policy as regards instruction, information, supervision and/or training.
- That he leads by example in terms of compliance with our health and safety procedures.

### **The Select Vestry**

The Select Vestry are responsible for:

- Providing leadership and promoting a responsible attitude towards health and safety amongst those they manage or supervise.
- Leading by example in terms of compliance with our health and safety procedures, and never "turning a blind eye" to any instances of non-observance.

### **Health and Safety Officer**

The Health and Safety Officer is responsible for:

- Monitoring and auditing our health and safety procedures and working practices to ensure they are upheld and that we continually strive to make progressive improvements in health and safety.
- Promoting awareness of health and safety issues throughout the business and ensuring that all employees and workers are aware of our policy and rules and regular consultation is undertaken with them about issues of health and safety within our workplace.
- The maintenance of safety records, investigation of accidents, provision of accident statistics and keeping a watching brief on safety legislation. Full investigation of accidents will be carried out by this person with a view to the prevention of future occurrences. This person is also responsible for ensuring that notifiable occurrences and accidents are reported under RIDDOR.
- Conducting, maintaining and updating our risk assessments; reviewing our working practices and assessing any risks to the health and safety of our employees (or of agency workers, contractors, or visitors to our premises) arising out of the performance of their duties; ensuring that the introduction of any new equipment, substance or working practice into the workplace is properly considered by testing, examination and consultation with employees and establishing sufficient preventative measures to address any identified risks. Risk assessments are carried out regularly or whenever there is a significant change to working practices.
- Ensuring our obligations in respect of our COSHH assessment, control and monitoring of hazardous substances are met.
- Ensuring that periodic inspections of fixed electrical installations and portable electrical appliances are carried out by a competent person at the intervals indicated by legislation and industry requirements.
- Ensuring that our Fire Risk Assessment is complete and up to date; that fire-fighting equipment is inspected and serviced at least annually and records are kept and employees trained to use this equipment properly; that fire drills and inspections take place on a regular basis; that any remedial action is taken to ensure quick and safe evacuation; and that the appropriate number of fire wardens are "in post" and fully trained.
- Ensuring that separate risk assessments are undertaken for pregnant workers, any young people who work for us and any disabled employee or worker.

- Ensuring that our obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment and display screen equipment are met.
- Ensuring we have an appropriate number of fully trained first aid personnel and that the first aid box/s are checked on a regular basis and restocked where necessary.
- Ensuring that prompt action is taken regarding any reported damaged or defective equipment.
- Ensuring that any necessary statutory notices and signs are clearly displayed and all relevant statutory registers are provided and used in the workplace.
- Prompting the regular review and monitoring of this policy.

## **Rector and Supervisor**

The Rector and Supervisor will:

- Ensure that each new employee is given induction training which covers the precautions and procedures appropriate to his/her specific job and is given a copy of our health and safety policy and any safety rules applicable to his/her job; told of the procedures for reporting accidents; made familiar with the routine in case of fire or other emergency that might require evacuation of the premises; shown the location of first aid boxes, fire exits and fire-fighting equipment; and is introduced to the first aid personnel, fire wardens and the Health and Safety Officer. This also applies to any new workers, agency workers or contractors working under the direction of the manager/supervisor/team leader.
- Ensure that those reporting to them are only allocated tasks that they are able to carry out in a safe manner and for which they have been given the appropriate information, instruction and/or training.
- Ensure that those reporting to them follow our safety rules and procedures and that a good level of housekeeping is maintained.
- Ensure that those reporting to them are provided with any necessary protective clothing and that this is worn as instructed.
- Take appropriate action with regard to all reported defects and complaints relating to health and safety.
- Review the health and safety policy periodically and ensure that safety checks have been carried out in their area of operation.
- Ensure all accidents that occur in the workplace are recorded, using the appropriate form and that copies are completed immediately and returned to the Health and Safety Officer.
- Ensure that the proper operating practices and procedures to prevent injury are adhered to and encouraged, and also that they themselves set a good example in safe behaviour.
- Ensure any remote workers complete a health and safety checklist and that their equipment and location receive an annual inspection organised by the Health and Safety Officer.
- Keep up to date with health and safety matters applicable to our operation.

## **All employees and workers**

All employees and workers have a responsibility to do everything they can to prevent injury to themselves, their fellow workers and others affected by their actions or omissions at work. They are required to:

- Ensure they are aware of all their responsibilities regarding health and safety.
- Follow safe working practices and not remove or alter any safety devices on equipment.
- Ensure that they are fully trained in the use of all equipment that is relevant to their job.
- Record all accidents or injuries or "near misses" that occur in the workplace, using our Accident Report form, and seek first aid treatment where appropriate; also report any accidents or injuries to them which occur at customer/client or supplier sites to the appropriate authority on those premises, as well as to our Health and Safety Officer.
- Inform their manager or the Health and Safety Officer of any serious or imminent danger and report any shortcomings that they see in our safety arrangements.
- Seek guidance from their manager if they are in any doubt concerning any health and safety issue.
- Follow our general safety rules and maintain a good system of housekeeping, including keeping workspaces tidy.
- Inform any visitors with whom they are meeting of any health and safety risks and precautions they must take.

### **6. AUTHORITY TO STOP WORK**

All members of the Senior Management Team have the authority to stop dangerous or illegal practices and, if necessary, to require workers to stop work.

### **7. CONSULTATION**

Effective safety performance will only be achieved by enthusiasm and interest at all levels within our business. We will consult with staff via our Health and Safety Committee by informing them of any changes to working practices, amendments to our safety procedures or changes in legislation. In addition, all employees and workers are encouraged to raise any issues regarding health and safety with their manager or with the Health and Safety Officer.

### **8. SAFETY INFORMATION AND INSURANCE**

The Health and Safety at Work poster is displayed [in both the Church and Church Hall](#).

All employees and workers are provided with a copy of our Health and Safety Policy and Guidelines on joining our business.

Any significant hazards and risks identified will be assessed and the findings recorded in writing. Copies of our risk assessments and COSHH assessment are kept with the [Health and Safety Manual](#) in the [Rectors Office](#) and will be supplied to individuals as appropriate.

Our risk assessments will be regularly reviewed to ascertain if any new hazards have been introduced into the workplace, to ensure existing control measures are still adequate and to incorporate any changes of legislation or best practice. Additional individual assessments of risk will be undertaken for pregnant employees, young workers and any disabled employees or workers and updated when necessary. Where employees work from their home, an individual risk assessment will be carried out for their home working activities by the [Health & Safety Officer](#).

In line with the COSHH Regulations, the least hazardous type of any substance will be purchased and used in order to minimise risks to our employees and others. Cleaning materials, such as bleach and methylated spirits, will always be kept in their original containers with the caps secured, and in a suitable storage area. Copies of COSHH data sheets are kept with the [Health and Safety Manual](#) in the [Rectors Office](#).

Our fire risk assessment will identify the fire hazards on and around our premises; the control measures needed to reduce fire risks to as low as reasonably practicable; and our arrangements in the event of a fire. Our fire regulations and evacuation procedures are displayed in [both the Church and Church Hall](#). All employees and workers are instructed to read these carefully and to know what to do in the event of a fire. All employees and workers will receive appropriate fire safety information and instruction at induction and at regular intervals thereafter. Any changes in the evacuation plan or fire risk assessment will be immediately circulated to all relevant employees and workers. Fire wardens will be appropriately instructed and trained to carry out their designated fire safety tasks. Details of our fire wardens will be circulated to all employees and also displayed in prominent positions throughout our premises for the benefit of all workers and visitors. Evacuation drills will be held at regular intervals and recorded in the Fire Safety Log Book. Any remedial action required to improve the effectiveness of evacuation drills will be carried out where practicable. All inspections, maintenance and safety checks will also be recorded in the Fire Safety Log Book.

The first aid box is kept in the [toilet in the Church and the Kitchen of the Church Hall](#). Users are requested to inform the [Health and Safety Officer or Sexton](#) if any replacement items are needed. The names and contact details of our first aiders are listed in [both the Church Porch and the foyer of the Church Hall](#). Our first aiders are fully trained and should be contacted in the event that anyone requires first aid treatment. Employees should make us aware of any pre-existing medical conditions they may have, which the first aider, appointed person or emergency services may need to be made aware of in the event of an accident or injury. All such information will be kept in confidence.

A copy of our current employers' liability insurance is displayed in [both the back foyer of the Church and main foyer of the Church Hall](#). **Copies of the out-of-date certificates and of our insurance details will be kept for 40 years.**

## **9. HAZARD AND ACCIDENT REPORTING**

All employees and workers must report any potential hazard or unsafe working practice to their manager or the Health and Safety Officer. If the hazard or unsafe working practice presents an immediate danger, it should be reported to the most senior person present at the time.

This person has the authority to take immediate action to alleviate the danger, including the stopping of any work until further action is taken.  
Any damaged or defective equipment should be reported to the appropriate manager immediately.

All accidents should be recorded in the Accident Book which is kept in the [Kitchen of the Church Hall and in the Church Porch](#). No personal information will be kept in the accident book once an entry has been made. Once an entry has been made the completed entry will be removed, reviewed and then kept in a separate secure location away from the accident book for future reference.

All reported accidents and incidents will be investigated by the nominated persons and findings passed onto the [Health and Safety Committee](#).

## **10. HEALTH AND SAFETY RULES**

A copy of our general health and safety rules is given to each new employee on joining us and is also displayed [in both the foyer of the Church and foyer of the Church Hall](#). All workers, agency workers and contractors should also be advised of these and be required to comply with them.

## **11. INDUCTION AND TRAINING**

A comprehensive induction training schedule will be the responsibility of the line manager of each new employee. We will provide general training, with necessary health and safety sections, for all employees as well as job-specific training to ensure they are able to carry out their job without risk to themselves or others. Job-specific, professional development and refresher training will be provided as necessary to ensure continued competence and, where relevant, to maintain membership of professional institutions.

## **12. SMOKING**

Our premises and vehicles are designated "no smoking" areas and this must be observed at all times by all employees, workers, agency staff, contractors and visitors. Failure on the part of employees to comply with this request may lead to disciplinary action.

For further details, see our smoking policy, a copy of which is kept in the [Rectors Office](#).

## **13. ALCOHOL AND ILLEGAL DRUGS**

No employee will be allowed to work on the premises under the influence of alcohol and/or unlawful drugs. If you are taking any prescribed medication which is likely to make you feel drowsy or have any other side-effects which may be a risk to your safety, please mention this to [Rector](#).

Under no circumstances, whilst performing your duties as an employee, are you permitted to consume or bring alcoholic drinks or illegal drugs onto our premises.

On occasions, consumption of alcohol at church social events is permitted at [the discretion of either the Rector or the Select Vestry](#). However, such consumption must be reasonable and managers must remember their position of responsibility and ensure that anyone consuming alcohol acts in a responsible manner and does not drive or operate machinery when clearly not in a fit state to do so.

Should you come to work and be taken ill, please report to the [Rector or Sexton](#) before leaving the premises and he/she will ensure you are able to get home safely.

Illegal drugs are not allowed onto any of our premises. Any employee who is found with these substances or whose ability to work is impaired due to them may be suspended and subject to disciplinary action and possibly dismissal.

Any employee with an addiction should speak in complete confidence to the [Rector](#), who will assess the situation and provide relevant guidance and referral to professional assistance.

We currently do not undertake any routine or random testing for drugs or alcohol.

For further details, see our Drugs, Alcohol and Substance Abuse Policy, a copy of which is kept in the [Rectors Office](#).

#### **14. PREGNANT WOMEN AND THOSE OF CHILD BEARING AGE**

A separate risk assessment covering pregnant women and those of child bearing age is regularly reviewed by the Health and Safety Officer. Once we are informed that an employee is pregnant or is breast-feeding, a specific risk assessment will be undertaken for that individual.

All necessary steps will be taken to reduce any risk to the employee or her child.

#### **15. YOUNG WORKERS**

A specific risk assessment will be carried out before employing a young person (any person who has not attained the age of 18), and also for any work experience placements. In particular, we will consider the inexperience, lack of awareness or risks and immaturity of young persons; the fitting-out and layout of the workplace and workstations; the nature, degree and duration of exposure to physical, biological and chemical agents; the form, range and use of work equipment and the way it is used; the organisation of processes and activities; the required training as regards health and safety and other specified risks.

In addition, we will provide the parent and/or school/college with comprehensible and relevant information on any risks to health and safety identified by the assessment and the preventative and protective measures taken.

## **16. MANUAL HANDLING**

All reasonable effort is made to limit the need for manual handling within the business. However, where necessary, any employees at risk from manual handling activities will be provided with information and training on safe handling to prevent potential injuries.

For further details, see our manual handling policy, a copy of which is kept in the [Rectors Office](#).

## **17. VDU USERS**

Regular risk assessments are carried out for those employees who use VDUs on a regular basis and reasonable measures taken to reduce the risk of repetitive strain injury. In addition, training will be provided to the users on the safe use of the equipment, and an assessment of each workstation will be undertaken, and reviewed whenever new equipment is introduced or a workstation relocated. We will meet the cost of regular eyesight tests and also the provision of spectacles for VDU use where these are deemed necessary.

Employees who use laptops for prolonged periods of time (either in the workplace or other locations) will be provided with a docking station to allow their laptop to be set up in line with the requirements of the Regulations.

For further details, see our Display Screen Equipment (DSE) policy, a copy of which is kept in the [Rectors Office](#).

## **18. SECURITY**

All reasonable efforts are made to provide secure premises and to ensure that staff can enter and leave our premises safely.

Access to any potentially hazardous areas is limited to authorised persons. When leaving work at the end of a shift, employees are responsible for locking away confidential documents or valuable items.

Anyone working on site or alone on our premises should be made aware of our lone workers' policy (a copy of which is available in the [Rectors Office](#). and ensure that they comply with the safety rules relating to lone workers.

## **19. MEDICAL CHECKS AND HEALTH SURVEILLANCE**

If any medical tests are necessary prior to an employee joining, this will be made clear on the offer letter and in the contract.

It is a term in all of our employment contracts that employees should undergo a medical examination at any time should we have concerns about their health or safety and feel this to be necessary.

## **20. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

If we are unable to protect employees or workers from risk by other control measures, we will provide suitable and appropriate personal protective equipment (PPE). We will ensure employees are involved in the selection process for any necessary PPE, and that it is appropriate for the hazards highlighted; the working conditions; and the employee's needs. PPE will be provided free of charge for employees and workers exposed to risks, and will be replaced at regular intervals as necessary.

For further details, see our policy on PPE, a copy of which is kept in the [Rectors Office](#).

## **21. ELECTRICAL EQUIPMENT**

To minimize the risk of fire, all fixed and portable electrical equipment will be maintained and tested in accordance with the manufacturer's instructions and/or BS 7671 and the Electricity at Work Regulations 1989, to ensure there is no damage to plugs or leads and that the correct rating of fuses are in use, i.e. be subjected to Portable Appliance Testing (PAT). **Certificates and records of the Portable Appliance Tests** will be kept in a [Folder in the Rectors Office](#). Whilst there is no statutory frequency for inspection and testing, it is recommended that testing be done every **two years**.

**Electrical Appliances brought into the premises by activity group leaders should be subject to the same testing.**

Any faulty electrical equipment found within the premises should be withdrawn from service and reported immediately to the **Sexton**. Unauthorised persons should not attempt to repair faulty electrical equipment.

## **22. SAFETY SIGNAGE**

We will provide and display relevant instructional, prohibitive and warning safety signs throughout the workplace to highlight hazards present and the control measures necessary.

## **23. DRIVING ON BUSINESS**

Employees are only permitted to drive their own vehicles for business use if these are taxed, MOT'd (if appropriate) and insured for business use, and they have provided a copy of their driving licence to the [Health and Safety Officer](#). An employee who is involved in any motor vehicle accident whilst on business; receives any endorsement points to his/her driving licence; or is banned from driving a vehicle must report this as soon as possible to the [Health and Safety Officer](#).

For further details, see our Driving on Business Policy, a copy of which is kept in the [Rectors Office](#).

## **24. STRESS AT WORK**

We view stress as an adverse reaction to excessive pressure, and not a disease or weakness. An employee who feels that the demands of his/her job are causing pressure or stress, either temporarily or permanently, should discuss this with his/her manager who will recommend appropriate guidance and assistance.

We also appreciate that on occasions, situations may arise outside of work which can result in additional pressure on the individual. We will aim to react appropriately to any circumstances we are made aware of.

For further details, see our policy on stress at work, a copy of which is kept in the [Rectors Office](#).

## **25. ADDITIONAL PRECAUTIONS**

In addition to our general health and safety rules, separate rules apply to those who are involved in such activities as operating a ‘cherry picker’ type of device or using cutting machinery.

A copy of these will be issued as appropriate and any necessary training provided.

## **26. RELATED POLICIES AND DOCUMENTS**

We also have the following related policies and documents: Accident Report Form; Display Screen Equipment Policy and Self-Assessment Form; Drugs, Alcohol and Substance Abuse Policy; Personal Protective Equipment Policy; Manual Handling Policy; Use of Chemicals at Work Policy; Smoking Policy; Search Policy; Lone Workers Policy; Stress at Work Policy; Driving on Business Policy; Assessment of Pregnant Workers Policy; Disability Equality Policy; Mobile Phone Policy; Out of Hours Emergency Procedures Policy; Working from Home Policy; Use of Ladders Guidelines; Fire Safety Policy; First Aid at Work Policy and First-Aid Box Checklist.

The above is not an exhaustive list and the exact scope of the Policy support documents can be found in the sections of the Health and Safety Manual.

## **27. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY**

This policy will take effect from **15<sup>th</sup> June 2016**. The [H&S Manager](#) has overall responsibility for implementing and monitoring this policy, which will be reviewed on an [annual basis](#).

### **POLICY REVIEW DATES**

<b>9<sup>th</sup> February 2018</b>			