

# **BALLYHOLME PARISH – CHURCH OF ST COLUMBANUS – HEALTH AND SAFETY POLICY**

## **Introduction**

Ballyholme Parish – Church of St Columbanus (the Parish) - is a parish of the Church of Ireland in the Anglican Communion. Ballyholme is in the United Dioceses of Down and Dromore and one of nine parishes in the Area Deanery of Clondeboye. The Parish operates an administration office in Bangor, Co. Down for the provision of support to its ministry and parishioner services.

## **Health and Safety at Work (NI) Order 1978**

### **Health and Safety Statement**

Our statement of general policy is:

- To ensure, so far as is reasonably practical, the health and safety of all members of the Parish including staff, volunteers, parishioners, visitors, contractors and others who may visit the Parish and its associated buildings and grounds
- To provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, contractors and volunteers
- To provide information, instruction, training and supervision for staff and volunteers to ensure they are competent to perform their duties
- To prevent accidents and cases of work related ill-health and to provide adequate control of the health and safety (H&S) risks arising from our work activities
- To regularly review and revise our policy, particularly in the light of any changes to our buildings or activities
- To include Health and Safety on the agenda for all Vestry meetings
- To implement emergency procedures – including evacuation in case of fire or other significant incident
- To ensure the safe storage and handling and use of substances
- To engage and consult with our staff, contractors and volunteers on matters affecting their health and safety

Signed \_\_\_\_\_  
**(Chairman - Select Vestry)**

Signed \_\_\_\_\_  
**(Secretary - Select Vestry)**

Date \_\_\_\_\_

Date \_\_\_\_\_

Review Date \_\_\_\_\_

# **BALLYHOLME PARISH – CHURCH OF ST COLUMBANUS HEALTH AND SAFETY POLICY**

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### **Note:**

**References in this document to ‘the Council Booklet’ refer to the publication ‘HEALTH AND SAFETY in Churches and Places of Worship’ received in the Parish Office under cover of an explanatory letter from Ards and North Down Borough Council dated 16 March 2018**

### **1 Responsibilities**

Overall responsibility for health and safety lies with the Rector to ensure arrangements are in place to comply with regulations and codes of practice.

The Select Vestry is accountable for this Policy and ensuring its provisions are implemented. Health and Safety will be on the agenda for all Vestry meetings.

The Health and Safety Sub Committee (H&SSC) will be responsible for drafting and updating this Policy and its procedures. The H&SSC will comprise at least one member of the Select Vestry and additional nominees as necessary.

All volunteers, contractors, parishioners, and premises users 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 premises or business and must therefore:

- Comply with safety rules, operating instructions and working procedures
- Use protective clothing and equipment, as provided, when 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

## **2 Risk Assessments**

Risk Assessments of the church building, Parish Centre and the surrounding areas will be undertaken by the H&SSC.

A Fire Risk Assessment of the church building and Parish Centre will be undertaken by the H&SSC

Risk Assessments of plant, machinery, kitchen and substances will be undertaken by the H&SSC in conjunction with those responsible.

The findings of the risk assessments and any actions required will be reported to the Select Vestry for approval.

Those responsible will ensure actions required are taken and report back to the Select Vestry when implemented.

The risk assessments will be reviewed annually in September or more often if needs dictate.

Risk Assessment documents and instructions (Annex A) will be issued by the H&SSC for completion to all regular premises users (e.g. Children and Youth Workers, youth organizations, choir, table tennis etc) each September.

The Parish Administrator will issue Risk Assessment documents and instructions to those booking Parish premises for particular events. Bookings will not be confirmed until return and approval of the assessment.

The Glebe Wardens will advise contractors of any risks pertaining to the work they are carrying out. Contractors must have their own H&S Policy in place.

The H&SSC has written the procedures contained in the annex. With those other procedures outlined in the Council Booklet these aim to reduce or eradicate risks identified during assessment and must be followed at all times. Where applicable they are cross-referenced in appropriate sections of the Policy.

### **3 Arrangements**

#### ***Consultations***

The H&SSC will initiate consultations with staff and volunteers on matters concerning their H&S.

The H&SSC will remind all premises users by letter annually in September of their obligations to review and update their health and safety arrangements under this policy, which is available to them on the Parish website and in the Parish Office.

#### ***Plant and Equipment***

The Glebe Wardens are responsible for:

- identifying and listing all plant and equipment needing maintenance and for ensuring effective maintenance procedures are drawn up implemented and recorded
- ensuring there is no unauthorised use of Plant and Equipment
- following the guidelines in pages 22 and 23 of the Council Booklet in connection with electrical and gas equipment.
- reporting any H&S problems arising with plant and equipment to the H&SSC Chairman
- checking that new plant and equipment meets health and safety standards before purchase.
- ensuring annual maintenance of Fire Extinguishers is undertaken by an approved contractor and recorded in the Parish office.

#### ***Safe Handling and Use of Substances***

The Sexton is responsible for:

- identifying all substances which need a Control of Substances Hazardous to Health (COSHH) assessment and for undertaking the appropriate assessment.
- placing on record that all actions identified in the assessments including the use of Personal Protective Equipment (PPE) are implemented. For all hazardous substances, e.g. cleaning products, the correct method of use will be determined by the manufacturer's product information.
- ensuring that all relevant users of such substances are informed about the COSHH assessments as appropriate, and will ensure that, before they are purchased, any new substances can be safely used.
- Following the relevant sections of the guidelines in the 'CLEANING' section on page 20 of the Council Booklet.

COSHH Assessments will be reviewed every 12 months.

#### ***Information, Instruction and Supervision***

The Parish Administrator is responsible for:

- ensuring display of the ***Health and Safety Law in Northern Ireland*** poster, the Parish Health & Safety Statement and issue any appropriate leaflets.
- providing day to day H&S advice liaising with the H&SSC and/or Glebe Wardens as required.

The Pastoral Assistant to the Elderly is responsible for:

- Ensuring drivers and passengers are aware of procedures to be followed to avoid transportation risk. Transport arrangements are set out in the document 'VOLUNTEER DRIVERS' published by Volunteer Now in February 2014 and held in the Parish Office.

### ***Competency and Training***

The H&SSC will provide Induction Training for all employees.

This policy incorporates a series of Procedures which must be followed in appropriate circumstances. The Procedures cover Fire Safety, Contractor Monitoring and the Church Wardens Health and Safety Duties. Other necessary procedures are contained in the Council Booklet and in relevant documents, all available in the Parish Office.

The H&SSC will identify and arrange necessary training in connection with the various Procedures.

The Parish Administrator will monitor training and keep necessary records.

### ***Accidents, First Aid and Work Related Ill Health***

The Sexton and/or Glebe Wardens will ensure all floors, stairs, paths and steps are free from accident hazards.

All members of staff attend First Aid training organized by the Parish on a bi-annual basis and should the need arise will administer first aid.

First Aid Boxes are located in the Parish Centre kitchen, corridor and in the Church at reception.

A defibrillator is located in the Parish Centre corridor and in the church on Sundays.

First Aid refresher training is organised on a regular basis. A list is held by the Parish Administrator and is reviewed annually to ensure cover is in place for appropriate organizations

The Parish Administrator will maintain the accident book and record all accidents or work related ill-health. All accidents, however minor, will be reported to the H&SSC.

The Parish Administrator will report all accidents/incidents to the Health and Safety Executive for Northern Ireland. The reporting procedures are set out on page 26 of the Council Booklet.

The H&SSC will appoint an appropriate person(s) to investigate any reportable accident or illness.

## ***Monitoring***

The H&SSC will undertake a thorough review of Health and Safety policy and procedures annually following the Easter Vestry, in anticipation of the beginning of the new Parish activities season in September.

The Glebe Wardens, or Parish Administrator as appropriate, will ensure anyone entering Parish premises to carry out work, other than Parish staff or voluntary workers, is regarded as a contractor and must follow the guidelines outlined in this Policy and in Procedure no.2.

The Parish Administrator will ensure all regular checks required by this Policy are properly undertaken and recorded.

The Sexton will monitor cleaning arrangements to ensure the various risks outlined in the 'CLEANING' section on page 20 of the Council Booklet are reduced or eliminated.

## ***Emergency Procedures***

The Sexton will check escape routes, fire extinguishers, emergency lighting and alarms on a weekly basis. A record of these checks will be maintained in the Parish Office

Parish Staff/Church Organisations/other regular premises users will rehearse Parish Centre emergency evacuation procedures every 6 months. A reminder to this effect will be included in the annual September letter to premises users requesting their organizations Risk Assessment and advising them of their H&S responsibilities. The September letter provides a Risk Assessment pro forma accompanied by instructions for completion, fire safety guidance and detailed procedures to be followed by Sunday School and Youth organizations in the event of an emergency (Annex A).

The Sexton/Church Wardens/Premises Users (enlisting assistance as necessary) will ensure exits and pathways are salted/cleared in the event of winter conditions.

The Church Wardens will ensure the steps set out in Procedure 3 are followed.

## ***Food Safety***

Vestry has delegated food safety on Parish premises to Karen Baker, Pastoral Assistant to the Elderly. Karen holds (insert qualifications/experience). Karen organizes training in food hygiene for all kitchen volunteer helpers and provides active supervision when the kitchen is in use. The kitchen is subject to regular inspection by Ards and North Down Council who regularly update advice to ensure standards are adequately maintained.

## **4 Day to Day Responsibilities**

Day to day responsibility for implementation of the measures and procedures in this policy lies with those nominated as follows:

### **Health and Safety Sub Committee**

- Annual Review
- Consultations
- Annual letter to users
- Induction Training
- Ongoing Training
- Investigate Reportable Accidents or Illnesses

**Parish Secretary (currently Leslie Adams):**

- H&SSC administration
- Liaison with Vestry
- Initiating staff consultation(s)
- Monitoring accident/ill-health investigations

**Parish Administrator (currently Kelly McCullough):**

- Maintenance of first-aid boxes and defibrillator
- Administration of H&S training
- Keeping H&S training records
- Displaying necessary H&S Posters
- Providing H&S information and advice to staff, volunteers and contractors
- Providing employees working elsewhere with relevant Lone Worker info
- Keeping an Accident book and immediately reporting all Health or Safety incidents to the H&SSC Chairman
- Reporting accidents/incidents to the Health and Safety Executive for Northern Ireland
- Ensuring the Procedures under the heading 'Display screen equipment' in page 13 of the Council Booklet are implemented.
- Ensuring all H&S checks/maintenance etc are undertaken as scheduled by those responsible and properly recorded
- Ensuring organizations/individuals booking Parish premises are informed of Health and Safety requirements and undertake event Risk Assessment(s) before the booking is confirmed.

**Sexton (currently Ann Brown):**

- Identifying hazardous substances used for cleaning etc on Parish premises
- Ensuring substances can be safely used and if necessary informing staff of any restrictions
  - Conducting necessary checks of signs, doors, alarms and fire extinguishers and recording in an appropriate log
  - Ensuring with the Glebe Wardens all floors, stairs, paths and steps are free from hazards.
  - Ensuring with the Glebe Wardens all lighting is adequate and bulbs replaced following suitable precautions
- Conducting necessary pre use checks of ladders
- Monitoring cleaning arrangements to avoid risks
  - Ensuring (with appropriate help) exits and pathways are salted/cleared in the event of winter conditions.

**Glebe Wardens (currently Geoff Hewitt and Stephen Baker):**

- Identifying and listing all plant and equipment needing maintenance
- Ensuring effective maintenance procedures are drawn up and implemented.
- Ensure annual maintenance of Fire Extinguishers
- Reporting any H&S problems arising with plant and equipment to the H&SSC Chairman
- Implementing H&S actions approved by SV as a result of Risk Assessment or other incident and reporting back to Vestry

- Maintaining a list of all portable electrical appliances and regularly inspecting and recording to ensure no loose connections, worn flexes or trailing leads.
- Ensuring contractors follow the H&S guidelines in Procedure 2
- Checking that new plant and equipment meets health and safety standards before purchase.
- Ensuring with the Sexton all floors, stairs, paths and steps are free from hazards
  - Ensuring with the Sexton all lighting is adequate and bulbs replaced following suitable precautions
- Monitoring maintenance work to avoid risk
- Ensuring the electrical and gas instructions in the Council Booklet are followed.

**Church Wardens (currently Rory Wilson and Yvonne Manogue):**

- Ensuring implementation of the organizational and emergency provisions relating to the Church building set out in Procedure 3 are followed.

**Youth and Children's Workers (currently Andrew Watson and Paula Lown)**

- The Youth and Children's Workers will undertake the Risk Assessments covering all the activities organised by them throughout the year, requested from all organizations each September. Where risks requiring follow up action(s) are identified these will be brought to the attention of the H&SSC and/or the Vestry as appropriate.

**PROCEDURE 1 (PAGE ONE)  
FIRE SAFETY FOR EVENTS IN ST COLUMBANUS**

**SAFETY MEASURES TO PUT IN PLACE BEFORE EVENTS**

**All Organizers (Staff and Volunteers) of Parish Centre/Church Events must have the safety measures described below in place. Most importantly all team members must be fully briefed using the information in the 3 pages of this procedure.**

**External organisations booking the Parish Centre/Church must complete the appropriate Booking Form, which includes confirmation that they will comply with the contents of the 3 pages of this procedure**

***BEFORE THE EVENT:***

1. The event organizer must Appoint an Evacuation Team (which may include the event organizer) with the following responsibilities:

A person(s) to check immediately prior to the event that all emergency exits are operating properly. The area outside the Parish Centre main hall double door emergency exit must be kept 'car free'

A person to dial 999 in the event of an emergency and ensure the building has been evacuated (toilets/kitchen etc should be checked provided no personal risk is involved)

A person(s) (or more than one as required) to help anyone requiring assistance make a safe and speedy exit

An appropriate number of people (1 for each exit), wearing hi-vis waistcoats, to lead evacuees through the emergency exits and on to the appropriate designated area(s). Then ensure entrances to church grounds are kept clear for emergency services vehicles and to avoid accident

A person to tell those assembled about evacuation procedures (see PAGE 3)

2. The event organizer should also ensure:

Numbers attending events/services should not exceed the following: Main Hall (120), Kajiado Room (54), Choir Room (30), Columbanus Room (50), Church (250 seated, 60 standing, additional 20 seated in chancel)

In the event of frost or snow take all steps necessary, including spreading salt from the yellow bunkers, to avoid slips and falls

The double gate at the side of the church is unlocked and opened to facilitate possible evacuation to Groomsport Road

Hi-vis waistcoats for those leading to designated areas are obtained from the Parish Office

## **PROCEDURE 1 (PAGE TWO)**

### **FIRE SAFETY FOR EVENTS IN ST COLUMBANUS**

#### **PROCEDURES TO BE FOLLOWED IN THE EVENT OF AN ALARM**

1. The fire alarm should be triggered automatically but if not, as soon as a fire is discovered or suspected, a member of the Evacuation team should raise the alarm immediately by pressing the nearest Alarm Button.
2. Those appointed for main fire exits should take steps immediately to calmly evacuate the Centre via the appropriate exit(s) and lead evacuees to the appropriate assembly point(s)
3. The appointed person should ring 999 and, as the evacuation commences, provided there is no personal risk involved, check that all parts of the building have been evacuated and ensure all doors are closed.
4. All those evacuated should gather, and remain until advised otherwise, at the assembly points which are located at:
  - The top left hand corner of the car park at the rear of the Parish Centre
  - The *Groomsport Road* footpath in either direction taking care to avoid traffic

At either point people should gather well away from areas at which emergency vehicles are likely to arrive. The persons in hi-vis waistcoats must ensure evacuees to the car park do not commence exiting by car so creating a traffic obstruction for emergency vehicles.

6. No one should return to the Parish Centre until permission is given from a member of the Fire Service.

**PROVIDED NO RISK IS INVOLVED**

## THE FOLLOWING PRINCIPLES SHOULD BE APPLIED IN ALL ALARM SITUATIONS

- Attempts to extinguish fire should be made using the appropriate extinguishers
- Electrical power should be switched off
- First Aid kits should be taken to the evacuation point and First Aid given if necessary
- Responsible persons should check no one remains in any of the buildings
- Where a person or persons visiting or attending events in the Parish Centre or Church is identified as requiring assistance a conversation should take place to establish what steps may be necessary to ensure safe and speedy evacuation

### **PROCEDURE 1 (PAGE THREE)**

#### **FIRE SAFETY FOR EVENTS IN ST COLUMBANUS**

##### **FIRE SAFETY ANNOUNCEMENT BEFORE EVENTS IN CHURCH AND PARISH CENTRE**

- 1. IN THE EVENT OF AN ALARM PLEASE FOLLOW THE INSTRUCTIONS GIVEN BY THE STEWARDS WEARING HI VISIBILITY WAISTCOATS**
- 2. EVACUATION WILL BE VIA THE EMERGENCY EXITS. POINT THESE OUT AND GREEN SIGNS**
- 3. THE STEWARDS WILL INDICATE WHICH OF THE EXIT(S) ARE TO BE USED TO LEAVE THE BUILDING**
- 4. THE STEWARDS WILL POINT AND THEN LEAD YOU TO THE SAFETY OF THE FIRE ASSEMBLY POINTS EITHER THE TOP OF THE UPPER CAR PARK OR THE GROOMSPORT ROAD FOOTPATH**
- 5. SHOULD IT BE NECESSARY TO EVACUATE TO BALLYHOLME ROAD YOU MUST STAY ON THE FOOTPATH BUT MOVE WELL AWAY FROM THE FRONT GATE OF THE CHURCH.**
- 6. IN THE UPPER CAR PARK PLEASE STAY AWAY FROM THE ENTRANCE. PLEASE DO NOT ATTEMPT TO REMOVE CARS**
- 7. THE ENTRY POINTS MUST BE KEPT CLEAR AT ALL TIMES TO PERMIT EASY ACCESS FOR EMERGENCY VEHICLES**
- 8. REMAIN AT THE EVACUATION POINT UNTIL ADVISED OTHERWISE**
- 9. DO NOT ATTEMPT TO RE-ENTER THE BUILDING UNTIL THE 'ALL CLEAR' IS GIVEN**



## **PROCEDURE 2**

### **CONTRACTOR MONITORING**

The Select Vestry, in recognition of its responsibilities to prevent/minimise the likelihood of an accident occurring as a direct cause of contractor actions, has delegated its contractor monitoring process to its Glebe Wardens.

The Glebe Wardens will ensure:

Contractors provide a copy of their Health and Safety Policy (where required by law)  
Provide evidence that they have appropriate public and employer's liability insurance in place.

Cooperate with church officials in providing a safe place of work and a safe system of operation

Where plant and machinery is brought on to church premises check the equipment has been inspected and tested to ensure safe operation

Contractors are provided with instructions regarding the areas they are permitted to work and the extent of the work they are authorised to undertake

staff and volunteers are required to bring to the attention of the Glebe Wardens any shortcomings/defects in the contractors operations

When contractors need to undertake 'Hot Works' they should undertake a thorough written risk assessment of the proposed job. This risk assessment shall be included in a 'Hot Work Permit' form, copies of which are available from the Parish Office or Glebe Wardens. The permit form must be completed in advance and in full and must be submitted to the Glebe Wardens for approval before work commences. The contractor must ensure that all procedures and precautions mentioned in the report are carried out as described.

Contractors must comply with all statutory regulations and the requirements of this policy

## **PROCEDURE 3**

### **HEALTH AND SAFETY PROCEDURES FOR CHURCH WARDENS**

- On arrival at Church/Parish Centre ensure driveways, paths & steps are clear of obstacles/spillages that could endanger users

- Collect Defibrillator from Parish Centre and place in Church (return defibrillator to the Parish Centre at end of last service)
- Ensure orderly entrance/exit of parishioners/attendees to/from the Church
- Ensure maintenance of order and general safety during services. Ensure that the appropriate H&S announcement is made by the Clergy/Wardens at the beginning of any event. Direct and control orderly exit (to assembly points) of parishioner/attendees in the event of an emergency (e.g. fire) requiring the evacuation of the Church
- Ensure that any trailing cables/wires in the Church are either removed or suitably secured and covered, so as to minimise likelihood of trip incidents
- Attend to any parishioners/attendees taking ill - by providing/facilitating first aid as necessary and arranging formal medical assistance (999 if appropriate)
- Care to be taken when removing/replacing Communion Rail centre piece as this is heavy and may require 2 persons to do so
- Lock and secure all external doors at end of last service (ensuring all persons have left), and set intruder alarm, bearing in mind presence of cash in the Vestry safe.
- Be mindful of Lone Working issues and consider awaiting the arrival of a fellow Warden/Clergy before beginning duties. Further guidance in this regard can be found in the Lone Worker section of the Parish H&S Policy Document which is available in the Parish Office and on the website
- If frost present – spread salt on all driveways, paths & steps – **NB - As this will invariably take a considerable amount of time Church Wardens are advised to check weather forecast the evening before to assess the possibility of salting being required.**
- In the event of a snowfall, steps must be taken to clear and salt Church and Parish Centre access driveways, paths and steps accordingly, using the shovels and brushes provided. Again it is recognised that this will be time-consuming and therefore Church Wardens should consider enlisting the immediate assistance of the Sexton and Glebe Wardens, (and if necessary, any staff/Vestry members/parishioners who will be willing to help. – **NB - Care must be taken to avoid accidents etc during this operation.**

## ANNEX A

### HEALTH AND SAFETY IN THE PARISH CENTRE - YOUR RISK ASSESSMENT

The Parish Health and Safety Group has prepared the attached Risk Assessment guidelines for all users of Parish premises. The guidelines point out that those responsible for the organizations using our premises need to complete a Risk Assessment identifying hazards which could result in harm to users. They must then decide on the action(s) required to avoid this harm and appoint suitable persons to ensure action is taken. To assist you with this process the table below lists hazards which have already been identified in the Parish Centre Risk Assessment (available to view in the Parish Office). The table also provides space for hazards you may identify in addition to those listed, and for checks needed if you are engaged in activities away from Parish premises.

**PLEASE READ THE GUIDELINES AND, WITH COLLEAGUES AS NECESSARY, UNDERTAKE THIS RISK ASSESSMENT.**

**Ballyholme Parish \_\_\_\_\_ (please name your activity/event/organization)**

<b>ACTIONS REQUIRED</b>	<b>PERSON(S) APPOINTED</b>
Provide appropriate supervision where large numbers are involved (especially children) entering/leaving the Centre and Car Parks.	
In icy conditions ensure salt is spread from bunkers and re-spread if necessary.	
Share the attached Fire Safety Guidance and additional fire guidance for young people with other team members. Practice the evacuation drill.	
Keep corridors and fire exits clear.	
Check floors especially toilets regularly for spillages. Know where cleaning equipment is kept and clear up or isolate spillages immediately. If needed use the mops, brushes and gloves provided. Avoid use of cleaning chemicals unless essential. Put cleaning products away securely. Share attached guidance on use of hazardous substances with other team members.	
Seek permission before bringing electrical equipment in to the Parish Centre. Monitor the use of electrical equipment to avoid trailing leads (tape to floor). Do not use damaged electrical equipment. Check safety plugs are in place.	
Where working at a height is unavoidable share the attached guidance with other team members. Ladders must be checked before use. Do not stand on chairs.	
Where moving heavy or awkward objects is unavoidable share the attached guidance with other team members. Put equipment away carefully to avoid injury from falling objects. Stack tables and chairs carefully and to permitted maximum. Use trolley to move chairs. Seek guidance from Parish Staff if necessary.	
Exclude under 16's from the Parish Centre Kitchen unless supervised by an appropriate adult. Do not permit the use of unfamiliar kitchen equipment.	
If you plan to run activities away from the Parish Centre/Church please nominate a responsible person from your team to check Health and Safety precautions at the location including whether First Aid Kit and Defibrillator are in place. If not, you must make appropriate arrangements before the activity proceeds.	Please name responsible person(s):
Please list any unique risks which you have identified connected with your own programme or activities and the actions necessary to eliminate or reduce these:	Please name responsible person(s):

Completed by \_\_\_\_\_ Signature \_\_\_\_\_  
 (Please print name)  
 Position in Organization \_\_\_\_\_ Date \_\_\_\_\_

## **BALLYHOLME PARISH HEALTH AND SAFETY – YOUR RISK ASSESSMENT GUIDELINES**

### **WELCOME TO YOUR GUIDELINES**

Everyone involved in running Parish Organizations or using Parish premises has a responsibility to ensure their activities comply with Health and Safety Legislation and the Parish Health and Safety Policy. Activities must be conducted in a safe manner without risk to the health or safety of members or participants. These guidelines aim to help you fulfil that role.

### **PARISH HEALTH AND SAFETY POLICY**

Please read the Parish Health and Safety Policy Document as a guide to understanding your responsibilities. This is available on the Parish Website at [www.ballyholmeparish.co.uk](http://www.ballyholmeparish.co.uk)

### **WHO'S IN CHARGE ?**

**A responsible person must be appointed to oversee the health and safety aspect of everything you do and everyone participating.** Responsibilities may then be delegated to helpers e.g. to take headcounts, check toilets, make safety announcements (you can print these from the Policy Document) etc.

#### GETTING ORGANISED

The responsible person will need to spend some time getting organised. He/she will need to think through the activities and/or the event and what needs to be done to keep participants safe by eliminating risks. Although your activities may be based in one location **please** also think about safety and risks in other parts of the premises such as car parks and toilets likely to be used by your members. You should also think about the risks involved if you are organizing activities away from Parish premises and check that adequate safety measures are in place.

#### KNOW THE CORRECT PROCEDURES

When thinking about your activities be sure you are familiar with the correct health and safety procedures. A summary of these is attached. They will need to be applied where

- an emergency evacuation is required
- hazardous substances such as cleaning chemicals are being used
- activities take place at a height e.g. hanging decorations
- electrical equipment is being used
- bulky or heavy items are being handled
- transport has been organised to facilitate participant's arrivals and departures

Where you identify activities not included above which are peculiar to your organization/event you will need to determine your own procedures (**this will be especially important where your membership includes people with disabilities or where you are dealing with children and young people**).

#### COMPLETE YOUR RISK ASSESSMENT

As it is likely your organization's activities/event will require members to use some or all of the procedures listed above, plus procedures peculiar to your organization, you will need to undertake and write up a Risk Assessment using the following steps

- **Identifying possible hazards** – any object or situation that might cause harm
- **Asking who might be harmed** – your own people first but don't forget others who may be around
- **Assessing the level of risk** – decide whether the risk is already under control and if not what steps do you need to take
- **Sharing your findings** – make sure everyone involved understands the risk and the controls which apply
- **Reviewing as you go** – keep an eye during and after the activity that things go as planned and revise the controls if necessary

**The conclusions from your Risk Assessment should be contained in the Risk Assessment document provided with these guidelines under the heading 'ACTIONS REQUIRED'. Those which are common to all Parish Centre users are already included but please add those peculiar to your unique activities or which may arise when you are away from Parish premises. The name(s) of the persons appointed to ensure the risks are properly dealt with should be entered in the column alongside.**

#### SHARE OUT THE RESPONSIBILITIES

Many of the roles essential for the avoidance of risk may be delegated. You may wish to think about appointing persons to

- clean up spillages from toilet sinks, in kitchen or elsewhere
- check corridors and emergency exits are kept clear from obstructions
- tape down electrical equipment leads to avoid trips
- spread salt in frosty weather
- look out for and assist those who have special needs
- act as stewards should an evacuation be required

#### FIRE OR OTHER EMERGENCY

In the event of an alarm the delegated persons should ensure rapid evacuation to the pre - announced assembly points and check everyone is present. Main entrances should be kept clear for emergency vehicles. If fire is discovered attempts to extinguish should only be made where no personal risk is involved. Please remember the Parish Health and Safety Document requires ALL organizations to rehearse their emergency evacuation procedure TWICE annually. The Parish Health and Safety Document contains further advice on fire safety and fire safety announcements which you can print for your use.

#### USING THE PARISH CENTRE KITCHEN

If your activity/event involves the use of the Parish Centre kitchen persons with the necessary training must be in charge.

#### THANKS

We appreciate everything your organization is doing to ensure that risks to your members, our staff, parishioners and visitors are reduced to a minimum. Your cooperation is vital. If you have concerns on Health and Safety matters please register these in the Parish Office following which a member of the team will get in touch.

#### **FIRE SAFETY GUIDANCE**

- Those working with children and young people should follow the guidance in this section and the further guidance below
- Practice good housekeeping to help prevent fires starting (keep exits clear etc)
- Practice fire drills twice a year

- Appoint stewards to guide people out through the emergency exits (yellow jackets are available)
- Make your announcement pointing out fire exits and tell folk stewards will take charge should there be an alarm
- Stewards should be briefed to lead evacuees to the appropriate assembly point (EITHER top of car park OR Groomsport Road)
- If safe check toilets/kitchen
- At assembly point check everyone is present (headcount or attendance register as appropriate)
- At assembly points keep entrances for emergency services clear (don't have evacuees driving out of car park)
- Don't return to the Parish Centre until given permission

#### **WORKING WITH HAZARDOUS SUBSTANCES GUIDANCE**

- Cleaning substances should be used and stored safely
- Follow safety instructions
- Use Personal Protective Equipment (PPE)
- Seek Sexton's advice where necessary

#### **WORKING AT HEIGHTS GUIDANCE**

- Do you really need to work at height?
- Check the step/ladder before use - Is it suitable for the job?
- Is it stable at the bottom/what type of surface is it to be used on?
- Does it fully open/Does it lock into place?
- Have someone with you
- Only use a stepladder for short duration work
- Only carry light materials/tools (max. 10kg) & Do not over-reach
- Avoid using top steps & Keep both feet on the same rung throughout
- Ensure that there is a safe handhold available on the steps/always have a rung at hand height

#### **MANUAL HANDLING GUIDANCE**

- Manual Handling is the lifting, lowering, pushing, pulling, supporting or carrying of a load by hand or bodily force
- Do you have to move it/Where are you moving it to/Can you lift it?
- Can it be moved by mechanical means/handling aids?
- Don't lift/handle more than can be easily managed/Don't risk it – get help!
- Adopt a stable position/start in a good posture/Get a good hold and keep load close to waist
- Keep head up and avoid twisting the back or leaning sideways
- Move smoothly, put down - then adjust
- Don't store heavy equipment where it might cause injury by falling

#### **TRANSPORT GUIDANCE**

- When planning your journey take account of weather conditions
- Please don't use your mobile while driving
- Don't overload
- Be sure your Driving Licence and MOT are up to date
- Tell your insurance company you will be carrying passengers
- Be sure you are physically able to assist disabled or infirm passengers

#### **ACTIVITIES/EVENTS AWAY FROM PARISH PREMISES**

- When planning your event check that H&S measures are in place at the location
- If necessary make your own H&S arrangements (for example, take along First Aid Kit and Defibrillator)

### **PROCEDURE TO BE FOLLOWED IN THE PARISH CENTRE BY SUNDAY SCHOOL AND YOUTH ORGANIZATIONS IN THE EVENT OF AN EMERGENCY EVACUATION**

#### **PREPARING BEFOREHAND**

1. The Sunday School and all other young people's groups using the Parish Centre should familiarise themselves with these procedures.

2. Leader(s) must appoint an Evacuation Team with the following responsibilities:
  - At least one person to assist any young person(s) or others suffering from disability make a safe and speedy exit
  - A person for each exit to ensure evacuation via the emergency exits
  - A person at each emergency exit to lead evacuees away from the exits to the appropriate designated area and ensure access to church grounds is kept clear for emergency services vehicles (young people should be kept well away from areas where emergency vehicles are likely to arrive)
  - A person to dial 999 and ensure the building has been evacuated. Toilets, kitchen etc should be checked provided no personal risk is involved and doors closed on leaving.
3. Teachers/Leaders should keep their roll books with them at all times.
4. Put in place arrangements for telling the young people about evacuation procedures
5. Before activities commence a nominated person(s) must check that all emergency exits are accessible and operating properly
6. Once in place procedures should be rehearsed early in the Church year and again at an appropriate midpoint.

#### **IN THE EVENT OF AN ALARM:**

1. The alarm should be triggered automatically but if not, as soon as a fire is discovered or suspected, a member of the Evacuation Team should raise the alarm by pressing the nearest Alarm Button.
2. The members of the Team responsible for the main fire exits should take steps immediately to calmly evacuate the Parish Centre using the appropriate exit(s).
3. The nominated person should ring 999 and, as the evacuation commences provided there is no personal risk, check that all parts of the building have been evacuated. Following evacuation all doors should be closed provided no risk is involved.
4. Teachers/Leaders responsible for leading those evacuated to the assembly points should link with the Exit Team members and move people calmly to the assembly point(s).
5. All those evacuated should assemble at the appropriate designated area(s), these are:
  - The top left hand corner of the car park at the rear of the Parish Centre
  - If it proves necessary to exit by the Church front gate assemble on the footpath in either direction well away from the likely stopping points for emergency vehicles
  - At the assembly point(s) Teachers/Leaders should check against roll books that all young people are present
6. On Sundays adults who are not an immediate part of the evacuation team should proceed to the crèche and provide necessary assistance provided there is no risk involved.
7. Team members should continue to ensure access is clear for Fire Service vehicles.
8. No one should return to the Parish Centre or Church until permission is given from a member of the Fire Service.