

# Health and Safety Policy

**Name of church**

Christ Church Morningside

**Address**

6a Morningside Road

Edinburgh

EH10 4DD

**Date: November 2014**

**Review date: November 2015**

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it. The policy is in three sections:

**Section A** - General statement of policy

**Section B** - Organisation and responsibilities

**Section C** -Arrangements

**To all employees, volunteers and contractors:**

*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.*



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## **A General statement of Policy**

Our policy as far as 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, training and supervision as they need for this purpose.

We also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit 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 below.

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 has 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 Vestry and employees and volunteers will be consulted on a regular basis in order to seek their views on health and safety matters.



**Very Revd. Susan Macdonald**  
**Rector**  
**Email: [susan@6a.org.uk](mailto:susan@6a.org.uk)**

**Alex Barrett**  
**Health and Safety Officer**  
**Email: [alex@6a.org.uk](mailto:alex@6a.org.uk)**

**Next Review date: November 2015**

## **B Organisation and responsibilities**

### **1 Responsibility of the Rector**

Overall responsibility for health and safety is that of the Rector: who 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 Responsibilities of the Church Wardens**

Responsibility to ensure that the arrangement outlined in this policy are carried out and updated as necessary is with the Rector and People's Wardens.

### **3 Responsibility of the Vestry**

The vestry has general responsibility to ensure that the health and safety policy is implemented.

### **4 Responsibility of the Health and Safety Officer**

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

**Alex Barrett**

The responsibility of the health and safety officer is to:

- i. Be familiar with health and safety regulations as far as they concern church premises.
- ii. Be familiar with the health and safety policy and arrangements and ensure they are observed. Ensure so far as is reasonably practicable, that safe systems of work are in place.
- iii. Ensure the church hall and centre are clean and tidy.
- iv. Ensure the church grounds are properly maintained including the safety of trees and that the grass is kept cut.

- v. Ensure that safety equipment and clothing is provided and used by all personnel where this is required.
- vi. Ensure that all plant, equipment and tools are properly maintained and in good condition and all operators have received appropriate training.
- vii. Ensure that adequate access and exits are maintained.
- viii. Ensure adequate firefighting equipment is available and maintained.
- ix. Ensure that food hygiene regulations and procedures are observed.

## **5 Responsibility of employees and Volunteers**

All employees and volunteers have a responsibility to co-operate 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 volunteers must therefore:

- i. Comply with safety rules, operating instructions and working procedures.
- ii. Use protective clothing and equipment when it is required.
- iii. Report any fault or defect in equipment immediately to the appropriate person.
- iv. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- v. Not misuse anything provided in the interests of health and safety.

## 6 Responsible persons

The following are responsible for safety in particular areas and may delegate as appropriate:

### 1 By Activity

| Activity                             | Office Bearer  |
|--------------------------------------|--|
| Accident book/Accident Reporting (1) | Health and Safety Officer                                    |
| Fire Extinguishers (2.1)             | The Factor   |
| Emergency Evacuation (2.4)           | Health and Safety Officer<br>Rector's Warden/People's Warden |
| Portable Electrical Appliances (3.1) | The Factor   |
| Fixed Electrical Systems (3.4)       | The Factor   |
| Gas Equipment (4)                    | The Factor   |
| Hazardous Substances (5)             | The Factor<br>Health and Safety Officer                      |
| Plant and Machinery (6)              | The Factor   |
| Condition of Floors and stairs (7.1) | The Factor   |
| Condition of Church Grounds (7.2)    | The Factor   |
| Light Bulb Changing (8)              | The Factor   |
| Working at High Levels (9)           | The Factor   |
| Food Preparation (10)                | Convenor of Hospitality Committee                            |
| Manual Handling (11)                 | The Factor   |
| Display Screen Equipment(12)         | The Factor   |
| Building Defects/Glazing             | The Factor   |
| Child Protection (14)                | PVG Coordinator  |
| Personal Safety (15)                 | Health and Safety Officer                                    |
| Outings (16.1)                       | Rector's Warden/ People's Warden                             |
| Contractors (17)                     | The Factor   |
| Choirs/Music                         | Director of Music  |
| Health and Safety training           | Health and Safety Officer                                    |

### 2 By Area

Church hall and Church Centre The Church Manager and Health and Safety Officer.



## C Arrangements

(Implementation of the policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, volunteers, members of the congregation, visitors and contractors

### 1 Accidents and First aid

First Aid boxes are located in

|                        |                                |
|------------------------|--------------------------------|
| <b>Hall kitchen</b>    | wall cupboard to right of sink |
| <b>Church Centre</b>   | in the pantry                  |
| <b>Front of church</b> | in the bottom of the bookcase  |

The Accident Books are located in:

**Hall kitchen**  
**Centre Pantry**

All accidents and incidents are entered in the accident book or on an accident report form and further action taken as necessary.

If the church, church hall or church centre are let to outside organisations they are told in writing that in the event of an accident, details must be entered in the Accident Book . A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed.

## RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

The following procedure must be reported in the event of serious incident. These accidents will be reported by the person in charge of the event/booking”.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirements to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than three days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences as defined by the regulations.

There are three requirements for reporting as follows

- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **ten days** on official form **F2508**.
- Accidents involving the injured person losing **more than three consecutive days** work (excluding the day of the accident but including any days which would not have been working days )but which do not fall into the above category must be reported in writing within **ten days** on form **F2508**.
- reportable diseases as defined by the regulations must be reported in writing to the enforcing authority on form **F2508A**. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations .Reportable diseases include certain poisonings infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

## *Accident Reporting*

A call should be made to the Incident Control Centre who will take the relevant details from you over the phone. You will be sent a copy for your records. The ICC consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority and you will be sent a copy of the information recorded which you can file –this meets the RIDDOR requirement to keep records of all reportable incidents .

You can also send reports by post or email,

[www.riddor.gov.uk](http://www.riddor.gov.uk)

Tel.0845 300 9923

Fax. 0845 300 9924

Email :riddor@connaught.plc.uk

Incident Contact Centre,

Caerphilly

Business park,

Caerphilly

CF83 3GG

## *Recording*

Full details of all accidents and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

## 2 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 risk 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 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.

### 2.1

#### *Fire Extinguishers*

Fire extinguishers are kept in the following locations:

| <b>Location</b>          | <b>Type of extinguisher and capacity</b> |
|--------------------------|--|
| Quiet room Church centre | Water                                    |
| Hall/kitchen             | Powder, Carbon Dioxide                   |
| Church Hall              | 2x Water                                 |
| Church entrance          | 2x Water (One front , one back)          |

The extinguishers noted above checked annually to ensure that they are still in place and have not been discharged.

## 2.2

### *Fire Alarm System*

|               |                                       |
|---------------|---------------------------------------|
| <b>Centre</b> | checked by the Church Manager monthly |
| <b>Hall</b>   | checked by the Church Manager weekly  |

## 2.3

### *Other fire protection equipment*

*Note other fire equipment eg. fire blankets Responsibility for checking and maintaining*

**Health and Safety Officer:**

## 2.4

### *Evacuation procedure*

See Annex A

## 3 Electrical safety

- i. A list of all our portable electrical appliances is maintained by the responsible person.
- ii. Every **year** 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 needed will be reported to:  
The Factor for action.
- iii. Every **Year** all 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.

- iv. Every **month** a visual inspection will be carried out of the fixed electrical; installation by the responsible person. Any defects will be reported to:  
The Factor/Health and Safety Officer for action.
- v. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.
- vi. At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
- vii. It is our policy not to sell any second –hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
- viii. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and volunteers must observe the following:
  - a. Visually check all electrical equipment before use.
  - b. Report all faults immediately to the responsible person.
  - c. Do not attempt to use or repair faulty equipment.
- ix. No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.
- x. Electrical equipment should be switched off and disconnected when not in use for long periods.
- xi. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### **4 Gas Equipment Safety**

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register .Any necessary work required for safety is implemented immediately.

#### **5 Hazardous Substances**

The responsible person will maintain a list of all hazardous substances used on church premises. Where possible we will have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows

For all hazardous substances ,which 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 to take in the event of an accident .For example dish washer products and toilet cleaning products.

A list is held in the Health and Safety file in the office

## 6 Safety of Plant and Machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

1. Employees and volunteers must not operate plant or machinery that they are not trained and authorised to use.
2. Employees and volunteers must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.
4. After carrying out maintenance and adjustments ,all guards must be replaced before the machinery is used.
5. 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.
6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
7. 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.
8. Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured . This may necessitate the use of ladder ties.
9. Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements. See Church inventory.
11. Persons are advised not to 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 on. See lone working policy on page 24.

12. The following items of plant are tested by a competent person in accordance with an inspection programme.

## **7 Slips, trips and falls-condition of floors, steps and paths**

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

1. All floors and stairs in the church, centre and hall.
2. All paths and steps in the church grounds. Particular note will be made of moss, algae and leaves on the paths. Any defects will be reported to **The Factor** who will arrange for repairs or remedial measures to be carried out.

## **8 Lighting**

In order to make sure the church is adequately lit an inspection will be made every **Month** by the responsible person to ensure that all lights in the church, hall, centre and churchyard are working. Any bulbs that require replacing will be reported to:

**The Factor** who will ensure that the bulbs are replaced following appropriate procedures.

## **9 Working at high Levels**

The following areas are designated as high levels:

**the church**

Only the following persons may work at high level

**Approved Contractors**

## **10 Preparation of Food**

Food Hygiene Regulations apply whether you sell publicly or privately, for profit or for fund raising .The only exception is for food cooked at home for private consumption.

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training.
3. We ensure that the appropriate assessment of risk is carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Food stuffs may only be prepared in the following areas:

### **Hall Kitchen/Centre Pantry**

6. When food is prepared there must be a person who hold a food hygiene certificate present.
7. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

## **11 Manual Handling-lifting, carrying and moving loads**

1. Our policy is to eliminate the need for manual handling as far as reasonably practicable.
2. Where it is not possible to avoid the need to move loads ,we will carry out risk assessments and make use of lifting aids ,including trolleys ,lifts and hoists as far as possible.
3. The necessary training will be given to all those employers and volunteers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

A portable trolley is available in the Office for moving boxes and other equipment.

## 12 Display Screen Equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

1. Stability and legibility of the screen.
2. Contrast and brightness of the screen.
3. Tilt and swivel of the screen.
4. Suitability of keyboards, desk and chairs.
5. The work station environment.
6. The user friendliness of the software.

Daily work routine will involve periods away from the screen .Where necessary risk assessments will be carried out by the responsible person.

## 13 Hazardous Buildings /Glazing

1. 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 **Quarter** by the responsible person.
2. Any defects noted are immediately reported to the **Factor** and procedures put in hand for repairs.
3. Where necessary ,temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check is made of asbestos in the building by a competent person noting its location, type and condition .Where necessary, asbestos will be removed by a licensed contractor .Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be effected.
5. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and besides

doors below shoulder height is of safety material or is protected against breakage.

#### **14 Child Protection and Vulnerable Adults -**

Church events involving children and vulnerable adults must conform to the guidance of The Scottish Episcopal Church for the Protection of Vulnerable Groups. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms should be obtained for trips away from the Church and any particular needs of individual children noted.

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

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

External hirers holding regular events must sign a declaration to say that the appropriate PVG clearances have been obtained.

#### **15 Personal Safety**

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons to their homes and handling cash and other valuables.

All Lone workers should receive a copy of the lone working policy (Annex B) and sign to say they have received and understood it.

#### **16 Risk Assessments /activities**

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 our obligations under the management of Health and Safety at Work Regulations 1999.

For all hazard activities, you need to carry out risk assessments and introduce procedures that must be followed.

These procedures need to be based on your own situation .There are guide lines produced by Ecclesiastical in our Guidance Notes for Churches.

The following activities will require risk assessments. You will then need to write them in this health and safety policy:

- Fetes, including the use of bouncy castles.
- Sponsored walks, visits and outings.
- Church grounds maintenance.
- Erection of temporary staging.

## **17 Contractors**

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

1. Have their own health and safety policy(where required by law)and be able to provide a copy of the same.
2. Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained.
3. 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.

4. Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may also 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.
6. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake.

Particular care needs to be taken for 'hot works' and a separate Hot work permit is available

## **CDM Regulations**

The construction (Design & Management) Regulations apply to all construction work in Great Britain. You should be aware of your responsibilities under these regulations. As a 'client' - an individual or organisation for whom construction work is being carried out, you have a number of specific duties under the CDM Regulations; however you can appoint a competent person to assist you in the discharge of these duties if you wish. The approved Code of Practice to the CDM Regulations summarises the duties of the client as follows:

- Check the competence and resource of all appointees.
- Ensure there are suitable management arrangements for the project including welfare facilities.
- Allow sufficient time and resources for all stages.
- Provide pre-construction information to designers and contractors.

A project is notifiable to the HSE if the construction phase will be longer than 30 days or 500 person days of construction work and for such projects clients must

- Appoint a CDM co-ordinator.
- Appoint a Principal contractor.
- Make sure construction work does not start unless there are suitable welfare facilities and a construction phase plan is in place.
- Provide information relating to the health and safety file to the CDM co-ordinator.

Retain and provide access to the health and safety file.

## **18 Information and enforcement**

### **Environmental Health Service Information:**

East Neighbourhood office

101 Niddrie Mains Road

Edinburgh

EH16 4DS

Tel. 0131 529 3030

Email : [environmentalhealth@edinburgh.gov.uk](mailto:environmentalhealth@edinburgh.gov.uk)

### **Employment Medical Advisory Service Information:**

(The medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters .)

Regional HSE Office to contact the Medical Advisory Service:

Belford House

59 Belford Road

Edinburgh

EH4 3UE

### **Health and Safety Executive**

Information Line 0845 345 0055

HSE Books 01787 881 1165

## **19 Health Safety Law Poster**

A copy of the HSE poster 'Health and Safety Law –what you should know' is displayed in the Church Office.

Any further copies are available from HSE Books or HMSO bookshops.

ISBN9780717663149(standard version)



# **FIRE EVACUATION PLAN FOR SUNDAY 10AM SERVICE AND OTHER MAJOR SERVICES IN CHURCH**

## **Roles and Responsibilities for Duty Firewarden Rector and People's Wardens Sidesteamers**

*Christ Church Morningside Registered Charity SC003009  
November 2012*

### **On Duty FireWarden**

1. Put on Yellow Jacket  
(this will be stored near lectern)
2. Announce to the congregation that an evacuation is taking place – and where the exits are  
(make congregation aware if any exits are not usable, and to remain calm)
3. Go outside to the first assembly point (front steps) to wait for fire brigade.  
If area at front steps is becoming too full and there is a risk of fire engines not getting in - direct evacuation to 2nd meeting point – outside Charlie Miller (round corner to right and just past Tesco)

## **Rector and People's Wardens**

1. Dial 999 (Give details and location)
2. Go to the Disabled Exit (if usable) and direct people out. Encourage non disabled people to use other exits till all disabled have exited  
(if disabled exit is blocked then other exits will have to be used and rest of congregation will have to exit before taking the disabled to the top of the steps)
3. Once church empty head to 1st meeting point – area at front steps ( if area at front steps is becoming too full and there is a risk of fire engines not getting in - direct evacuation to 2nd meeting point – outside Charlie Miller)

## **On Duty Sidesteam**

1. Go to your Allocated Exit (if usable) and direct people out. (if exit is blocked then stand by your exit and direct people to other exits)
2. Once church empty head to 1st meeting point at front steps.  
If area at front steps is becoming too full and there is a risk of fire engines not getting in - direct evacuation to 2nd meeting point – outside Charlie Miller (round corner to right and just past Tesco)

## **Notes**

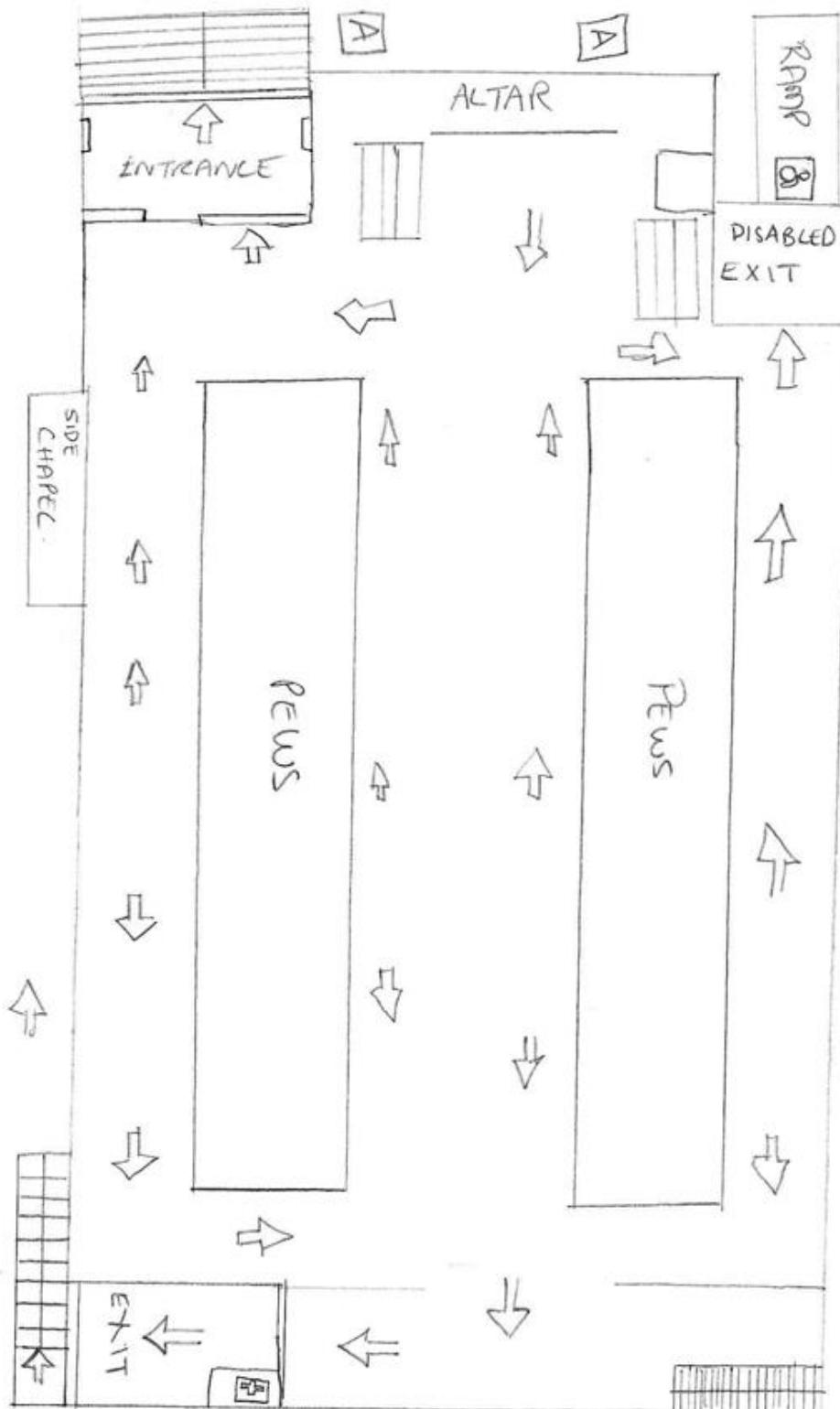
When you are on duty your exit will be the door that you are at to hand out the books – please can you sit near this exit during the service when you are on duty

Alex Barrett, Health & Safety Officer  
Email: alex@6a.org.uk

# MAIN SERVICE FIRST EVACUATION PLAN

1ST ASSEMBLY POINT - FRONT CHURCH STEPS

2ND ASSEMBLY POINT - FRONT OF CHURCH MILLE



## **Annex B Lone Working Policy**

### **1. Introduction**

At times, many church employees and volunteers will be in situations where they are a 'lone worker'. The recommendations below try to be realistic about what can and cannot be put in place. Whilst it must be recognised that the Church, does not have the structure associated with a large business, its aim is to be concerned about the safety of employees and volunteers. For the purpose of this policy 'worker' refers to both employees and volunteers.

Many lay employees work on a part-time basis from their own home and are entitled to expect systems to account for their safety there too.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

Additional information can be downloaded from the website of the Suzy Lamplugh Trust at

[www.suzylamplugh.org.uk](http://www.suzylamplugh.org.uk) under Campaigns & Community.

## 2. Scope of the policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of Christ Church Morningside

‘Lone workers’ includes employees and volunteers such as, but not limited to, area and pastoral visitors, sacristans, holy dusters and flower arrangers, worship leaders, open church stewards.

Clergy, manager and office staff working at their main place of work where:

- Only one person is working on the premises (including during normal office hours<sup>1</sup>)
- People work separately from each other, e.g. in different locations
- People working outside normal office hours, e.g. cleaners, clergy, worship leaders, director of music

Those working away from their fixed base where:

- One worker is visiting another agency’s premises or meeting venue
- One worker is making a home visit to an individual
- One worker is working from their own home.

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<sup>1</sup> Monday to Thursday 9am to 3pm, Friday 9am to 1pm

### 3. Aims of the Policy

The aim of the policy is to: -

- Increase staff and volunteer awareness of safety issues relating to lone working;
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far is reasonably practicable;
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working to the Church Manager
- Reduce the number of incidents and injuries to staff / volunteers related to lone working.

### 4. Responsibilities

**The employer** is responsible for:

- Assessing 'reasonably foreseeable risks' – identifying, evaluating and managing risks associated with lone working;
- Ensuring that employees have a means of summoning help if necessary;
- Ensuring that contact details for employees and their next of kin are kept on file
- Keeping a record of any health issues that might affect an employees and volunteers ability to work alone safely;
- Providing resources for putting the policy into practice;

- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed;
- Ensuring that all staff and volunteers are aware of the policy;
- Identifying situations where people work alone and considering alternative arrangements, where appropriate;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident;
- Providing a personal alarm to be used by those who work alone in the church and provide training for its use.

**Employees** are responsible for: -

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy

## **5. Guidance for Risk Assessments of Lone Working**

- Is the person medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker?

- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Is any known risk attached to a client(s)?
- Has an alternative to a home visit been considered?
- Has safe travelling between appointments been arranged?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?
- Has the lone worker in locked church ensured others know of their location?

## 6. **Good Practice for Lone Workers**

- All staff leaving the workplace (or home) to undertake work-related tasks alone should consider leaving details of where they are going and their estimated time of arrival back at base.
- When arranging one-to-one meetings, staff should consider whether contact could take place in an environment where confidentiality could be maintained but others would be in the vicinity
- Lone workers should have access to adequate first-aid facilities which are located as follows:
  - Church – on bottom shelf of hymn bookcase at front of church next to the side chaple
  - Centre- in the pantry
  - Hall – in the kitchen cupboard  
(first aid sign on cupbboard door)



- Lone workers should be carry their mobile phone with them and/or use the personal alarm provided.

## **Christ Church Good Practice**

### General

- No lone working advised before 7.30am and after 10.30pm

### Church and Hall

- Those leading midweek services should ensure that if they are alone proper measures are taken to ensure their safety. This also applies to Open Church volunteers.
- Those working alone should keep the doors locked to prevent others wandering in.
- No ladders should be used without someone else being present or another person being aware of their use and regular phone checks being made.
- It is not good practice for one person to be on duty for Open Church

### Church Centre (outside office hours)

- Those working alone should keep the doors locked to prevent others wandering in.
- No ladders should be used without someone else being present or another person being aware of their use and regular phone checks being made.

## Church Office

- The two doors in the office should be kept locked.
- Visitors that are not known can be dealt with via reception window.

## Clergy and Pastoral Visitors

- Adequate steps should be taken to ensure visits are not made alone to people they do not know. Without breaching pastoral confidence, if at all possible others should be aware of their whereabouts when visiting.

Alex Barrett

Anne Burnett

Susan Macdonald

Health & Safety Officer

Church Manager

Rector

