

# **Peebles Old Parish** **Church of Scotland**

## **Health & Safety** **Policy Papers**

- Contents:-**
- 1. Health & Safety Policy**
  - 2. Roles & Responsibilities**
  - 3. Formal Procedures for:-**
    - 1. Fire Safety**
    - 2. Electrical Safety**
    - 3. Routine Inspections**
    - 4. Risk Assessments & Risk Management**
    - 5. Accident Reporting**
    - 6. Counter Terrorism Risk Assessment**
    - 7. First Aid**
    - 8. Communication of H&S Information**
    - 9. Forward Planning**
  - 4. Fire Safety Risk Assessment**  
**+ Example of Risk Assessment Form**
  - 5. Counter Terrorism Advice.**

## **PEEBLES OLD PARISH CHURCH OF SCOTLAND**

### **The Health and Safety Policy Statement for the Congregation of Peebles Old Parish Church of Scotland.**

#### **The general policy is:-**

- To provide adequate control of the health and safety risks arising from all of the Congregation's activities;
- To provide and maintain safe premises and equipment;
- To prevent accidents, so far as reasonably possible;
- To maintain safe and healthy working conditions and premises;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees, when required;
- To ensure all employees are competent to do their tasks, and to give them adequate training if necessary;
- To consult with employees and any relevant persons on matters affecting their health and safety.

#### **Responsibilities and Risk Assessment**

Responsibility for health and safety matters rests with the Health and Safety Officer, the Fabric Convener and the Food and Hygiene Officer who will carry out regular risk assessments (including fire safety, security and theft assessments) for all the Congregation's properties. The Health and Safety Officer, the Fabric Convener and the Food and Hygiene Officer will be responsible for dealing with the health and safety matters arising on a day to day basis. It will be their responsibility to ensure, as far as is reasonably practicable, that employees, members of the Congregation and members of the public generally are not exposed to avoidable risks. Employees, volunteers and those using the Church Halls should take appropriate steps to protect their own health and safety and all potential risks or concerns should be reported to the Health and Safety Officer and Fabric Convener as soon as possible.

#### **Accidents & First Aid**

- A first aid box will be kept in the Church Hall kitchen.
- All accidents and cases of work related ill health will be recorded in the Accident Book which is placed in the Church and the MacFarlane Hall kitchen.
- The Health and Safety Officer will be responsible for reporting accidents to the Local Authority where there is an obligation to do so.

## **Emergency Procedures**

### **Fire and Evacuation**

The three designated Officers will be responsible for ensuring that fire risk assessments are undertaken and implemented and that appropriate fire safety measures and evacuation procedures are in place.

### **Management of Asbestos**

Appropriate measures to deal with any related asbestos risk management will be undertaken promptly.

### **Use of Halls**

All users of Halls, particularly non-Congregational groups and their leaders are reminded that they are required to take all reasonable steps to ensure that their activities are safe and the persons they are responsible for are not subject to risk. In particular all users and leaders should be aware of fire safety procedures.

On behalf of Peebles Old Parish Church of Scotland.

Signed Calum Macdougall, Minister.

Date 11. 02. 2009.

## **PEEBLES OLD PARISH CHURCH OF SCOTLAND**

### **HEALTH AND SAFETY MANAGEMENT SYSTEM**

The Health and Safety Management system for Peebles Old Parish Church will address the issues of legal compliance and follow best practice procedures in addition to using the guidance from the HSE publication HSG65 “Successful Health and Safety Management”.

#### **1. HEALTH AND SAFETY ROLES AND RESPONSIBILITIES**

##### **1. The Health and Safety Officer**

The Health and Safety Officer will:-

- (1) be responsible overall for all Health and Safety matters.
- (2) have regular meetings with the Church’s Fabric Convener and the Food and Hygiene Officer to provide safe premises, to discuss safe practices and procedures and to control measures to minimise risk.
- (3) together with the Fabric Convener and the Food and Hygiene Officer arrange to conduct hazard spotting inspections of fabric, fire fighting, security and other risk factors on a regular basis. (at least every six months)
- (4) oversee that fire extinguishers have been checked annually.
- (5) arrange to review emergency plans for the safe evacuation of people from all Church premises in the event of a fire on a regular basis.
- (6) note all communications from the Law Department of the Church of Scotland regarding Health and Safety matters

##### **2. The Church Fabric Convener**

The Church Fabric Convener will:-

- (1) work with the Health and Safety Officer in attending to provide safe premises, to discuss safe practices and procedures and to control measures to minimise risk.
- (2) work with the Health and Safety Officer in conducting hazard spotting inspections of fabric, fire fighting and other risk factors on a regular basis. (at least every six months)
- (3) arrange to have all fire extinguishers checked annually.

##### **3. The Food and Hygiene Officer**

The Food and Hygiene Officer will:-

- (1) work with the Health and Safety Officer in attending to provide safe kitchen premises, to discuss safe practices and procedures and to control measures to minimise risk, (inc. exposure to harmful substances).
- (3) work with the Health and Safety Officer in conducting hazard spotting inspections of fire fighting and other risk factors in the kitchen on a regular basis. (at least every six months).

#### **4. The Minister**

The Minister or Moderator of the Kirk Session will:-

- (1) be responsible for agreeing policy, practices and procedures.
- (2) advise the Health and Safety Officer on any main issues in connection with the safety of congregational property and premises.

#### **5. The Church Officer (Beadle)**

The Church Officer will:-

- (1) note the above detailed roles and responsibilities and refer to the appropriate person on any matter or concern for a Health and Safety matter.

#### **6. The Church Administrator**

The Church Administrator will:-

- (1) note the above detailed roles and responsibilities and refer to the appropriate person on any matter or concern for a Health and Safety matter.
- (2) note the advice given in the HSE guidance document on the safe use of visual display equipment.

#### **7. The Hall Keeper**

The Hall Keeper will:-

- (1) note the above detailed roles and responsibilities and refer to the appropriate person on any matter or concern for a Health and Safety matter.

#### **8. All Leaders of Organisations, Groups, etc. using Church Premises**

A leader of any organisation or group using Church premises will be responsible for ensuring:-

- (1) that members of the organisation or group are not exposed to avoidable risks.
- (2) that members of the organisation or group are informed of practices and procedures in relation to discovering a hazard, discovering a fire, fire evacuation and accident reporting.

2.

## **FORMAL PROCEDURES**

### **1. Fire Safety**

- (1) We will display notices or fire action signs to indicate what should be done when a fire is discovered.
- (2) We will display fire action signs to indicate an evacuation procedure.
- (3) We will clearly mark all fire exits.
- (4) We will display fire action signs to indicate assembly points.
- (5) We will always arrange to have fire exits clear of obstacles.
- (6) We will arrange to have all fire extinguishers checked annually.
- (7) We will ensure that all combustible material is removed from Church premises.
- (8) We will provide warning signs to highlight hot surfaces and the dangers of covering grills and having combustible materials close to them.
- (9) We will communicate to all persons the importance of switching off electrical equipment when locking up a room to ensure it is left in a safe condition.
- (10) It will be the responsibility of the Health and Safety Officer in conjunction with the Fabric Convener and other officers of the Church to see that all the fire safety procedures above are carried out effectively.

### **2. Electrical Safety** (to comply with Electricity at Work Regulations 1989)

- (1) We will ensure the periodic inspection of fixed wiring (every five years) and arrange for remedial action to be taken when wiring is found to be in a poor condition.
- (2) We will arrange for an annual inspection of all portable electrical appliances (i.e. appliances which are connected to the mains supply via a plug top).
- (3) We will compile a record (inc. a test record) of all portable electrical equipment.
- (4) We will use competent electrical contractors for any work in the Church and Church premises.
- (5) We will communicate to all persons the importance of switching off electrical equipment when locking up a room to ensure it is left in a safe condition.
- (6) It will be the responsibility of the Health and Safety Officer in conjunction with the Fabric Convener and other officers of the Church to see that all the electrical safety procedures above are carried out effectively.

### **3. Routine Inspections**

Active monitoring and hazard spotting routine inspections should be carried out to cover: -

- (1) The Church interior
- (2) The Session House
- (3) The Song School
- (4) The Church boiler room
- (5) The Bell Tower
- (6) The MacFarlane Hall
- (7) All steps, pathways and entrances
- (8) The exterior of Church and premises.

#### **4. Risk Assessments and Risk Management**

In conducting the routine inspections due regard to assessing and managing risks will be of paramount importance since the process of risk assessment is a legal responsibility.

Areas such as walkways, flooring, warning signs and highlighting hot surfaces should be considered. The use of ladders is very important and it will be our policy that ladders are used only for low risk and short duration work.

#### **5. Accident Reporting (inc. Incident reporting and investigation)**

Accident reporting books (HSE Accident Book BI 510) will be made available in the Church and in the MacFarlane Hall. Each book will contain instructions for the completion of an accident record.

The Health and Safety Officer will be responsible for all reports of accidents and all accidents will be investigated thoroughly.

#### **6. Counter Terrorism Risk Assessment**

There will be a need, in conducting routine inspections to consider the potential threats to security by acts of terrorism.

Our aim will be to protect all people in our Church and our valuable assets by identifying measures to reduce risks, by being vigilant and on the lookout for suspicious behaviour through observation and the use of security systems such as CCTV, having adequate lighting and locking doors to unoccupied parts of the building.

#### **7. First Aid**

A First Aid box will be available in the kitchen of the MacFarlane Hall.

The stock of items in the first aid box will be checked regularly and items replaced when necessary.

#### **8. Communication of Health and Safety Information**

The information contained in this Health and Safety policy will be communicated to all officers of the Church and to all leaders of organisations using Church premises.

#### **9. Forward Planning**

- (1) Consider the possibility of installing a fire alarm system in the MacFarlane Hall.
- (2) Consider a safer approach path from the swimming pool car park.
- (3) Consider the need for training to raise the competence of those charged with key Health and Safety responsibilities.