



The Benefice of Haydon Bridge & Beltingham with Henshaw



Health and Safety Policy for The Parish of Beltingham with Henshaw and The Parish of Haydon Bridge

Our policy, **so far as is reasonably practicable**, is to provide and maintain safe and healthy working conditions, equipment and systems of work for the Vicar, all our volunteer helpers and casual labour. We will, **so far as is reasonably practicable**, provide information, training and supervision.

We will 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 churches, churchyards and any associated buildings.

In this policy, we set out the arrangements we will make, and the duties we will allocate, to implement the policy.

The policy will be reviewed on a regular basis, and appropriate changes will be made in the light of any changes to our buildings or our activities.

A regular report on Health and Safety will be on the PCC agenda.

Signed(Vicar) . Date.....

Review date.....

Organisation and Responsibilities

Overall responsibility for health and safety is on **the Vicar**, the Rev'd Dr Benjamin Carter. Specific responsibilities may be delegated to church personnel.

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with **the Churchwardens**, Adrian Storrie, Dave Thornhill and Anne Galbraith.

The **PCC** has general responsibility to ensure that the policy is implemented.

The person responsible for the day to day implementation of the arrangements is **the Health and Safety Officer** for the parish. That responsibility is to

- Be familiar with H and S Regulations insofar as they affect church premises
- Be familiar with this policy and ensure its observance
- Ensure **so far as is reasonably practicable that safe systems of work** are in place
- Ensure that the churches and the parish room are clean and tidy
- Ensure the churchyards are properly maintained, including the safety of monuments, tombstones and trees, and that grass is kept cut
- Ensure that adequate access and egress is maintained
- Ensure adequate fire fighting equipment is available and maintained

The safety officers are "currently the Churchwardens in Beltingham with Henshaw, and Susan Bell in Haydon Bridge.

All voluntary helpers have a responsibility to co-operate in the implementation of this policy and to take reasonable care of themselves and others whilst on church business or premises. This includes complying with safety rules, reporting any faults or defects to the churchwardens, reporting all accidents, injuries, or safety hazards, and not misusing anything provided for health and safety purposes.

Responsible Persons

The Vicar: Rev'd Dr Benjamin Carter, The Vicarage, Haydon Bridge, NE47 6LL Tel: 01434 688196

The Churchwardens: Anne Galbraith, The Old Vicarage, Beltingham, Bardon Mill NE47 7BZ Tel: 01434 344702. Adrian Storrie, Barcombe Grove, Westwood, Bardon Mill NE47 7JF, Tel: 01434344494 or Dave Thornhill Tel: 07810336537.

The Health and Safety Officer: Currently, the Churchwardens.

The Safeguarding Team: Dave Thornhill 07810 336537, Helen Rudge 344489, William Green 601115, Cathy Duffy

Arrangements for the implementation of this Policy

First Aid - First Aid boxes are located in Beltingham church by the side of the main door, and in Henshaw in the kitchen by the heater. For Haydon Bridge the first aid kit and accident book are in the vestry.

The Accident Book is located by the side of the main door in Beltingham, and beside the first aid box in the kitchen in Henshaw.

Accidents - Accidents should be noted in the accident book, and **notification sent to the church insurers if appropriate (ie not minor accidents). This information must be given in writing to any outside organisation using or hiring the Parish Room in Henshaw.**

Where **the accident is major, or results in a fatality**, the accident must be reported by the quickest practicable means under the Report of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to the LA Environmental Health Department, and the appropriate form F2508 completed and returned within 10 days. Advice may be sought from the Health and Safety Executive if in doubt.

Fire - To ensure general fire safety, **so far as is reasonably practicable**, an assessment has been made of the fire risks in the church and parish room. A regular check is made of our fire extinguishers, and there are safety blankets in both churches, near the altar where candles are most frequently used. Instructions for wardens and deputy wardens on duty, and sidespersons on duty all contain information about evacuation procedures and their responsibilities in case of fire. The vestry doors are unbolted during church services and other activities in the church. All fire equipment is subject to a maintenance contract and regular checks by warden.

In the event of a fire being discovered, the drill is to immediately raise the alarm, telephone the emergency services, evacuate the building to the designated gathering points (see below), check the building for occupants and clear the access for emergency vehicles. If it is possible, the fire will be attacked with the extinguishers on site, but the general rule to be observed is “people before property”.

The designated gathering point for Henshaw is the school car park, and for Beltingham it is in the lane beside the postbox in the wall of The Old Vicarage. In Haydon Bridge, it is the churchyard.

Electrical safety - regular electrical safety checks, including PAT checks on equipment are carried out by accredited contractors who are members of NICEIC or ECA and records maintained in the church logs. Remedial work is carried out on their recommendations. Users of the churches and parish room are reminded to switch off all electrical equipment (with the exception of the organ fan in Beltingham and the organ heater in Henshaw) and disconnect it when not in use. Light bulb replacement and servicing to overhead heaters are undertaken by contractors using their own equipment for working at height. In Haydon Bridge the electricity supply for the boiler is kept switched on, and for the oil tank 'watchman'. We will shortly be installing CCTV and that will also be on constantly.

Lightning conductor safety – at intervals of no longer than four years, a lightning conductor survey is carried out by a competent specialist firm.

Slips, trips and falls – regular inspections are made of paths, steps and floors to ensure that the danger of slips, trips and falls are minimised. Warning notices are displayed at the entrance to the churchyards.

Child Protection and Safeguarding – a policy on safeguarding has been approved by the PCC, and a safeguarding group is in place. Notices informing visitors and those using the church of this policy

and the names of the key individuals are displayed in each church. Wardens and other appropriate church members have received safeguarding training. This policy will be reviewed regularly by the PCC, bearing in mind guidance from the Diocesan Safeguarding Officer.

Personal safety – as our churches are both in relatively isolated positions, in general we ask those involved in activities such as cleaning and flower arranging to work with others.

Managing cash – regular weekly collections are counted and noted by both the sidespersons and the gift aid recorder. A record is noted in the parish register, and the money is deposited in the locked safe in either church, awaiting collection by the gift aid recorder.

Contractors – in engaging contractors, it is expected that they will have their own health and safety policy, will be able to produce evidence of the public and employers' liability insurance, and will co-operate with church officials in operating to a safe system of work. Where hot works are involved, this must be made clear so that the wardens can obtain approval from their insurers.

Information and enforcement – if you have any queries or concerns about health and safety in any of the churches in the Benefice, you should raise your concerns either with the Vicar, Rev'd Dr Benjamin Carter (Tel: 01434 688196) or with any of the Churchwardens, Adrian Storrie (01434 344494), Dave Thornhill (07810336537, or Anne Galbraith (01434 344702). Or alternatively, you may contact the Health and Safety Executive – 08701 545500.