

# **Health & Safety Arrangements Ferintosh Parish Church & Church Hall, Conon Bridge**

## **Health and Safety Policy Support Statement**

The Trustees of Ferintosh Parish Church are committed to ensuring the Health and Safety of all people entering our premises. In drawing up this Health and Safety Policy General Statement of Intent we will endeavour to fully implement this policy.

**Signed**         *S MacDonald*

Minister of Ferintosh Parish Church, Conon Bridge

**Dated**         **7<sup>th</sup> October 2018**

**Signed**         *M McLauchlan*

Session Clerk, Ferintosh Parish Church (On behalf of the Trustees of Ferintosh Parish Church)

**Dated**         **7<sup>th</sup> October 2018**

All staff, volunteers and hall users will be made aware of the health and safety policy statement and it shall be posted on the health and safety noticeboard.

### **1.Ferintosh Parish Church – Organisational Responsibilities**

The Trustees of Ferintosh Parish Church, have day-to-day responsibility for all health and safety matters at Ferintosh Parish Church and Church Hall. They will ensure that:

The local health and safety administrator:

- Is the focal point on site for health and safety;
- Liaises with Minister, Trustees of Ferintosh Parish Church and General Trustees of the Church of Scotland on policy issues;
- Carries out duties as identified in HSMP03: Health and Safety Assistance.

Minister and Trustees of Ferintosh Parish Church:

- Carry out duties as defined in HSMP02: Roles and Responsibilities

The employees, volunteers and hall users:

- Carry out duties as identified in HSMP02: Roles and Responsibilities

## **2.Ferintosh Parish Church – General Arrangements**

### **2.1 Management of Health & Safety**

The Health and Safety Administrator will ensure that quarterly health and safety inspections of the premises and health and safety reviews are carried out in February, May August and November. Copies of inspections and reviews will be made available to the Minister and Session Board.

All staff and volunteers have the responsibility of reporting any hazard to as per the guidance in HSMP09.

Resources are available in the budget plan for general maintenance of equipment and these will be used to make safe any hazard identified. If the maintenance budget is depleted funds from other budget headings may be used at the discretion of the Treasurer and finance committee.

The Health and Safety Administrator will communicate with the Trustees and more specifically the Fabric Committee Convenor regarding any perceived hazards. All hazards identified will be detailed and listed and a careful check will be made to ensure work undertaken to remove the hazards is recorded, dated and actioned.

### **2.2 Risk assessment**

The Health and Safety Administrator will ensure that suitable and sufficient risk assessments of the Church, Church hall and grounds are undertaken on an annual basis covering the activities carried out by Ferintosh Parish Church.

This risk assessment will be held in the health and safety toolkit folder file and brought to the attention of all Trustees, staff and volunteers.

Consideration should be given for activities held off-site involving Church groups. If appropriate a written risk assessment should be undertaken. It is the responsibility of the lead person for the group to ensure that this is carried out and that if necessary an appropriate risk assessment is in place. A copy of the risk assessment should be given to the Health and Safety Administrator.

### **2.3 First aiders**

There are First Aiders available on the premises: All First Aiders have attended and passed a HSE certified course (Emergency First Aider at Work). They will attend an annual half day refresher course and a re-certification course every three years.

Persons requiring first aid should be taken if possible, to an available meeting room/quiet area and a first aider called to attend. When no first aiders (or emergency first aiders) are on the premises an appointed person should deal with any accidents.

First aid kits are held in the Creche, Kitchen and Church (Window beside organ) and contain only approved items. First Aid personnel are responsible for keeping the first aid supplies well stocked and items re-ordered as necessary.

There is no on-site defibrillator (AED). The nearest defibrillator is in the Spar shop at the top of the High Street, Conon Bridge. All first-aid trained staff should receive training in use of a defibrillator.

### **2.4 Accidents and incident reporting**

All accidents will be recorded in the Accident Book by the Health and Safety Administrator and should be passed onto the Minister. Accidents of a more serious nature, which require further medical attention, will be reported immediately to the Health Safety Administrator or in their absence a Trustee. It is the responsibility of the Trustee to pass on all relevant details to the Health and Safety Administrator.

If any employee or visitor receives an electric shock or injures their head or back, the Health and Safety Administrator is to be made aware immediately.

All accident and near misses will be investigated and a report sent by the Health and Safety Administrator to the Session Board within 72 hours.

Certain accidents, diseases and dangerous occurrences are reportable by law to the Health & Safety Executive. In these cases, the Health and Safety Administrator should be notified immediately and will ensure that the Authority is notified as a matter of urgency.

The member of staff who is first on the scene of an accident should ensure that area is made safe.

Any act of violence and aggression to staff, visitors or contractors must be reported immediately to the Health and Safety Administrator.

## **2.5 Contractors working on-site**

It is essential that any persons working on site, (e.g. cleaners, contractors, etc) work in a safe manner and that care is taken to ensure the safety of staff and visitors. Before any work begins, and regularly during the contract, the Health and Safety Representatives will meet with the contractors to exchange health and safety information and agree necessary safety arrangements. This will include hazardous substances used, noise or dust produced, use of equipment etc.

Trustees engaging contractors to undertake work are responsible for monitoring them while on site. All contractors must be made aware of the Health and Safety policy.

## **2.6 Electricity at Work**

All portable appliances are inspected and tested (Visual, Insulation & Continuity) once each year by the Fabric Committee engaged contractor(s). Faulty items are repaired or disposed of where repairs are not possible. Failed electrical items are to be quarantined and are not to be used.

Only competent persons will be allowed to carry out portable appliance inspection and testing and only electrical contractors are allowed to carry out electrical works on the fixed installation.

Staff and visitors must not bring electrical equipment on to the premises without first informing the Health and Safety Administrator.

## **2.7 Fire and Emergency Arrangements**

### **Fire risk assessment**

In accordance with Fire Safety Act 2005 and Fire Safety (Scotland) Regulations 2006, a Fire Risk Assessment was carried out by Thomas MacGregor and Roderick Urquhart on Saturday 24<sup>th</sup> February 2018. The assessment will be reviewed annually or earlier if deemed necessary by the Health and Safety Administrator

Taking into account the fire prevention measures observed at the time of the fire risk assessment it could be considered that the hazard from fire at these premises was "**low**".

Taking into account the nature of the buildings and the occupants as well as the fire protection and procedural arrangements observed at the time of the fire risk assessment, it was considered that the consequences for life safety in the event of fire would be: "**slight harm**" (*Slight harm- outbreak of fire unlikely to result in serious injury or death of any occupant*).

The risk to life from fire at the premises was deemed to be "**tolerable**"

*(Tolerable- no major additional controls required. However there might be a need for improvements that involve minor or limited cost).*

All Trustees will be made aware of the contents of the fire risk assessments by display of the fire risk assessment on the health and safety noticeboard. Fire actions will be addressed by the Fabric Committee with the support of the Finance Committee and the Health and Safety Administrator.

Fire door checks are carried out weekly by the Health and Safety Administrator or other Trustee and recorded in the appropriate Fire logbook.

### **Fire arrangements**

All persons at risk should be able to vacate the premises safely within the shortest possible time. Church and hall users should ensure that escape routes remain clear of obstructions at all times.

### **Maintenance of fire alarms & fire fighting equipment**

The Fabric Committee Convenor will arrange for contractors to visit annually to test the fire alarm system. There is a schedule of all site fire extinguishers and emergency lights which are inspected as per current recommendations by the Health and Safety Administrator.

The fire alarm is tested weekly **every Saturday between 9am and 10am**, unless the hall and or Church is in use by the Health and Safety Administrator or other Trustee.

Any missing or faulty fire-fighting equipment should be reported to the Health and Safety Administrator or the Fabric Committee Convenor who shall ensure that the necessary action is taken.

All fire-fighting equipment is serviced by contractors who also inspect the fire panel and detectors. The current contractor responsible for the servicing of all fire-fighting equipment and alarms is **MacGregor Fire Protection, 19 Harbour Road Inverness IV1 1SY**

### **Monitoring**

The Health and Safety Administrator will check at regular intervals to ensure that the arrangements for fire safety are being maintained and advise on matters as required.

### **Fire training**

All staff and visitors should familiarise themselves with the fire arrangements, (e.g the escape routes and the assembly point, types of extinguishers available on site and their locations.

All staff/ volunteers should have regular training on fire safety and should receive a health and safety induction that includes fire safety arrangements.

### **Fire evacuations**

The premises are not covered by Fire Wardens. In the event of a fire or other serious incident requiring the evacuation of the premises, the Trustees and members of the congregation on 'door duty' will assist in the evacuation of the Church. In the event of the Church Hall requiring to be evacuated the following should be observed.

#### **During the morning Church service:**

FYF Sunday Club and Creche leaders will be responsible for raising the alarm and ensure the safe evacuation of all persons to the assembly point.

#### **At all other times**

It will be the responsibility of the main hall user/group leader to raise the alarm and ensure the safe evacuation of all persons to the assembly point.

Fire evacuations should be carried as per the Fire Action Plan displayed. The assembly point is at the bottle banks at the far end of the carpark.

#### **Action by person discovering a fire: (Church hall)**

- Operate the nearest break glass point;
- Call 999/112 for the Fire and Rescue Service
- Make your way to the fire assembly point

#### **Action by person discovering a fire: (Church)**

There is no fire alarm system in the Church. If a fire is discovered

- Raise the alarm by shouting "FIRE"
- Call 999/112 for the Fire and Rescue Service
- Make your way to the fire assembly point

Staff and volunteers are **NOT** expected to fight fires using extinguishers other than to put out a small fire, aid someone trapped by a small fire or to aid in evacuating the building if blocked by fire.

#### **Action on hearing the alarm:**

Everyone should leave the building by the nearest available route (as identified in the Fire Action Plans) and assemble at the Fire Assembly Point in the car park by the bottle bank.

A fire drill will be carried out a minimum of once per year and logged in the Fire Log Book held in the small meeting room in the Church Hall

Fire evacuation reports and debriefs will be carried out by the Health and Safety Administrator.

#### **Meetings held out with normal Church service times**

Any groups using the Church premises for meetings should familiarise themselves with the Fire Action Plan. It is the responsibility of the person holding the meeting that they advise group members on the fire evacuation plan and procedures prior to the start of the meeting.

### **2.8 Emergency evacuations other than Fire**

The fire drill procedure will also be followed if the premises has to be evacuated for any other serious incident, for example, due to bomb threat (when the police must be notified immediately) or gas escapes (Scottish Gas to be contacted).

#### **Reporting**

All incidents involving fire, bomb threats, gas escapes or chemical spills must be reported to the Health and Safety Administrator who will inform the Trustees.

#### **Visitors to the building and meetings**

All visitors should be made aware of the evacuation procedures for the building and receive a health and safety briefing. In the event of an evacuation, hosts should take visitors with them. Those hosting or chairing meetings must make attendees aware of evacuation procedures prior to the meeting or training course.

Consideration should be given to who may require additional help in the event of an evacuation. This may involve the appointment of someone to assist the individual. (i.e buddy system)

## **Evacuation Chairs**

There are no evacuation chairs available for use however there is a wheelchair that could be used in the event of an emergency. The wheelchair is located in the cupboard under in the stair in the Church. Training must be provided to members of the Welcoming Committee on the safe use and operation of the Wheelchair.

## **Staff induction**

New volunteers, for example, FYF, Creche, and Sunday Club should be the nearest available fire exit and route to the assembly point. It is the responsibility of the Group leader/senior team member to do this.

## **Responsibility**

- Responsibility for safe evacuation of the Church and Church hall rests with Trustees as 'the employer' Please ensure that any instructions issued by them are carried out without delay.
- All staff should familiarise themselves with the location of various Fire Exits, Call Points, and Escape routes.

## **Re-entry to buildings after an evacuation**

- Staff should not try to re-enter the building at any time until authorised or directed to do so by the Health and Safety Administrator or Fire and Rescue personnel (if present).

## **2.9 Purchases**

When purchasing new furniture for the premises, the Trustees will ensure the purchases conform to British Safety requirements.

## **2.10 No Smoking Policy**

The buildings and grounds are both no-smoking areas Appropriate signage is in place to remind members of the public.

## **2.11 Hygiene**

Suitable ladies, gent's and disabled toilets are provided. There is also a kitchen available for use in the Church Hall.

## **2.12 Violence / Aggression on the premises**

Guidance is provided to all staff/ volunteers in the procedure HSP17 Violence at Work.

Any incident of violence or abuse should be reported to the Health and Safety Administrator as soon as possible who may choose to report the matter to the police. Written accounts of the incident/witness statements should be completed as soon as possible after the incident by the member of staff involved and by any witnesses and given to the Health and Safety Administrator. These may be needed as evidence in any subsequent legal proceedings. The Health and Safety Administrator will ensure that the incident is recorded.

## **2.13 Control of Substances Hazardous to Health**

The Trustees will ensure that any substance used on the premises, which may be harmful to health is identified and a material safety data sheet requested /obtained from the supplier. Advice will be sought from the Health and Safety Advisor regarding the need for carrying out COSHH risk assessments. COSHH records will be held in a suitable folder.

If a hazardous substance must be used then suitable control measures must be put in place (e.g. protective clothing may have to be worn) if identified by risk assessment. Any chemicals no longer used on the premises will be disposed of in a responsible manner.

## **2.21 Housekeeping and Premises**

### **2.21.a Cleaning**

The premises will be kept clean, free from dust and obstructions at all times, for example, chairs in the halls should not be left in front of heaters or blocking firefighting equipment/ means of escape.

### **2.21.b Waste Disposal**

General waste is disposed of in rubbish bins, where possible items should be separated for recycling purposes. Bins are emptied at the end of each day by the users of the premises. First aid waste will be placed in a plastic bin liner and double bagged before disposal.

### **2.21.c Access by Stepladders**

If staff need to work at height stepladders should be used where required. Staff should not stand on chairs or tables. Ladders and stepladders must be inspected as part of an inspection regime and also prior to use.

### **2.21.d Flooring Hazards**

If any floor surfaces become slippery, uneven or worn the Health & Safety Administrator or Fabric Committee Convenor should be informed. Remedial action will be taken and a warning sign will be put in place.

### **2.21.e Ventilation**

The only means of ventilation is by opening doors and or windows. It will be the responsibility of the hall users to ensure that the all windows and doors are closed and securely locked at the end of a meeting.

### **2.21.f Maintenance Repairs**

Any routine maintenance work is arranged and monitored by the Fabric Committee. Items requiring repair should be reported to the Fabric Committee Convenor.

### **2.21.g Lighting & Temperature**

Non-operational lights in rooms or in the open plan area should be notified to the Fabric Committee Convenor.

### **2.21.h Vehicles on Site**

There is limited parking available in the public car park beside the Church. Users of the carpark do so at their own risk. Care should be taken in the car park due to pedestrians.

### **2.21.i Slip/trip risks (Paths and outdoor areas)**

In the event of snow/ice conditions all paths in the Church grounds should be kept clear to avoid the risk of injury. It is the responsibility of the on-duty Church Officer to ensure that all paths in the church grounds are kept clear and free of snow and Ice. Suitable equipment (shovels, grit/salt) will be provided. Damaged/ raised paving slabs should be reports to a member of the Fabric Committee and the Health and Safety Administrator.

## **2.22 Machinery & Equipment**

All items of equipment purchased should have manufacturers' instructions providing guidance for the safe operation of the item. All staff should must use the equipment safely.

All equipment should be inspected before use and any items of equipment damaged or not working properly should be reported immediately to the Fabric Committee Convenor or the Health and Safety Administrator.

## **2.23 Manual Handling**

It is the policy of the Trustees to take all necessary steps to prevent reasonably foreseeable injury to staff and volunteers from manual handling of loads at work. Anyone requiring to undertaken manual handling operations should use manual handling equipment provided. Further advise should be obtained from the Health and Safety Administrator.

## **2.24 Noise**

The regulations require employers to have noise assessments carried out where employees are likely to be exposed to 85 decibels or more or a peak sound pressure of 200 Pascal. If the noise level rises above 85 decibels the Health and Safety Advisor should be informed.

It is extremely unlikely that noise levels created by the staff and equipment will be such that they will constitute a major health hazard. However, any concerns relating to noise levels should be addressed to the Trustees or Minister.

## **2.25 Record Keeping**

The law requires that records are kept in several areas of health and safety management. These could be used as evidence that the Trustees of Ferintosh Parish Church are complying with their legal obligations.

A checklist of what needs to be done, when and by whom is kept by the Health and Safety Administrator. This is available for inspection by the external authorities when they visit.

Records will be kept of:

- Policies/ Organisation
- Plans
- Risk assessments (Office, manual handling, DSE,)
- Electrical tests
- Testing of portable electrical equipment
- Maintenance of machinery and equipment
- Training records
- Monitoring reports (Active and Reactive)
- Inspections and reviews
- Accidents and investigations
- Near misses
- Incidents of violence and aggression
- Audits

## **2.26 Staff/ Volunteer Information & Training**

All staff/ volunteers must receive training on health and safety at appropriate intervals. It is the responsibility of the Trustees to ensure that this undertaken.

The Health & Safety Policy for the premises will be brought to the attention of all staff and visitors. A copy of the policy will be placed on noticeboard. Health and safety alerts and other communications received from the General Trustees of the Church of Scotland will be disseminated to all Trustees, staff and volunteers and kept in the Health and Safety File by the Health and Safety Administrator.

Health and Safety will feature on the agenda of Session meetings.

### **2.27 Visitors to the premises**

It is the responsibility of Trustees to ensure visitors (including contractors) to the premises are safe at all times. Meeting hosts will make visitors aware of local arrangements.

### **2.28 Display Screen Equipment**

At present Display Screen Equipment (DSE) is rarely used within the Church or Church however should this change, anyone using DSE will need to be appropriately trained in its use. Manufacturer instructions on the safe use of the equipment must be followed at all times

Any health problems which arise and which may be due to DSE should be discussed with the Health & Safety Administrator or Trustees.

### **2.9 Contact details for the Health and Safety Administrator**

Mr Thomas MacGregor  
102 Birch Drive  
Maryburgh  
Ross-shire  
IV7 8ES

Tel: 01349 866181  
Mob: 07748227208