

ST JOHN & ST LUKE
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CLAY HILL

Parish of St John & St Luke, Clay Hill

The Parochial Church Council of the Ecclesiastical Parish of
St John the Baptist and St Luke the Evangelist, Clay Hill, Enfield

Registered Charity number 1151418

Health and Safety Policy

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Clay Hill Health and Safety Policy

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Clay Hill Health and Safety Policy

1. Introduction

The Parish of St John and St Luke. Clay Hill, Enfield comprises the following three buildings:

ST LUKE'S CHURCH	Phipps Hatch Lane, Enfield, EN2 0HL
ST JOHN'S CHURCH	Strayfield Road, Enfield, EN2 9JF
ST JOHN'S (JEAN PRICE) HALL	Strayfield Road, Enfield, EN2 9JF

The principal address of the parish for communications is:

Clay Hill Vicarage, 92 Browning Road, Enfield, Middlesex, EN2 0HG

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 2 General Statement of Policy

Section 3 Organisation and Responsibilities

Section 4 Arrangements for Implementation of the Policy which includes sections dealing with specific aspects of implementation.

To all staff, voluntary helpers and contractors:

The success of this policy depends 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.

2. General Statement of Policy

Our policy, so far as is 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 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 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 in section 3.

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 annually by the Parochial Church Council (PCC) and as events or legislation change requires 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 PCC and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

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3. Organisation and Responsibilities

3.1 Responsibility of the Vicar

The Vicar has overall responsibility for Health and Safety and to ensure that arrangements are in place to satisfy health and safety regulations and appropriate codes of practice. During a vacancy, this will devolve to the Churchwardens. Specific responsibilities may be delegated to church personnel.

The name of the Vicar is contained in Section 5.1.

3.2 Responsibility of the Churchwardens and Hall Manager

The Churchwardens and Hall Manager are responsible for ensuring that the arrangements outlined in this policy are carried out and updated as necessary.

The names of the Churchwardens and Hall Manager are listed in section 5.2.

3.3 Responsibility of the Parochial Church Council (PCC)

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

3.4 Responsibility of the Health and Safety Officers

Health and Safety Officers are responsible for the day-to-day implementation of the arrangements outlined in this policy and to:

- be familiar with health and safety regulations as far as they concern church and church hall premises - as far as is reasonable.
- 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.
- ensure the churches and hall are clean and tidy.
- ensure church grounds are properly maintained including the safety of monuments, memorial plaques and crosses and trees and that grass is kept cut.
- ensure that all plant, equipment and tools are properly maintained and in good condition.
- ensure that adequate access and egress is maintained.
- ensure adequate firefighting equipment is available and maintained.
- ensure that food hygiene regulations and procedures are observed.

The Health and Safety Officers and are listed in section 5.3.

3.5 Responsibility of employees, voluntary workers and contractors

All employees, voluntary workers and contractors 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, voluntary workers and contractors must therefore:

- comply with safety rules, operating instructions and working procedures.
- use protective clothing and equipment when it is 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.

3.6 Responsible Persons for safety by building

The persons responsible for safety in each building are listed in section 5.4.

3.7 Responsible persons for safety by activity

The persons responsible for safety in particular activities are listed in section 5.5.

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4. Arrangements for Implementation of the Policy

4.1 Accidents and First Aid

The Vicar, churchwardens, employees and volunteers are aware of the location of first aid facilities and members of the congregation will be permitted to use them on a self-help basis unless a willing trained first aider is present who will then administer first aid as required.

First aid boxes are located in:

St Luke's Church:	Refectory
St John's Church:	Kitchen (behind organ)
St John's Hall:	Kitchen

First aid boxes will be checked periodically and replenished as required. Blank accident sheets will be kept with each first aid box and returned to the responsible officer if completed.

The accident book(s) are located in:

St Luke's Church:	St Luke's Sacristy Desk
St John's Church and Hall:	St John's Church Vestry Desk

All accidents and incidents are entered in the accident book. Major accidents or incidents should also be recorded on an Accident Report Form and building insurers advised by the Parish Administrator. The name of the Parish Administrator is contained in Section 5.7.

If the church hall is let to an outside organisation, the organiser is told in writing that in the event of an accident, details must be reported to the Vicar (for the churches) or Hall Manager.

Accident books and accident records are regularly reviewed.

4.1.1 RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

These accidents will be reported by the responsible person.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement 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 Vicar 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.

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4.1.2 Accident reporting

A responsible person should complete the appropriate online report form using the HSE RIDDOR website: <http://www.hse.gov.uk/riddor/>. The form will then be submitted directly to the RIDDOR database. A copy will be provided for parish records.

A telephone service is remains for reporting fatal and specified injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Our parish is classed as being in the London area

Incident Contact Centre, Rose Court
2 Southwark Bridge, London, SE1 9HS

4.1.3 Recording

Full details of all accidents, disease 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.

4.1.4 Defibrillator

A defibrillator has been installed in a lockable cabinet on the exterior of the main porch of St Luke's church and has been registered on "The Circuit" database.

4.2 Fire Safety

It is parish policy is to fulfil its obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- to assess the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
- to check that a fire can be detected in a reasonable time and that people can be warned
- to 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
- to check that those in the building know what to do if there is a fire
- to regularly check that all firefighting equipment is in place and is serviceable and that there is an annual maintenance contract in place with a reputable company.

The maximum capacities of the buildings are considered to be:

St Luke's Church:	500
St John's Church:	120
St John's Hall:	30

The Vicar or service leader to be responsible for ensuring all designated emergency exits are unlocked, unbolted and the curtains and outer doors are secured in the open position prior to all services and functions when there are members of the public present and closed securely after a building is vacated.

Sides-persons will monitor that the emergency exit routes are kept clear in each church.

The use of buggies, pushchairs and similar is restricted to designated areas in each church.

All disabled persons will be considered and helpers provided whilst using parish buildings should that be deemed necessary. Any disabled person without their own helper will have a fire warden to assist if emergency evacuation is needed.

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4.2.1 Fire Extinguishers and Fire Blankets

Fire extinguishers and fire blankets are kept in the following locations:

Building	Location	Equipment
St Luke's Church	By west door	Foam
	Lady Chapel	Foam
	Choir Vestry (by meter cupboard)	Foam
	Choir Vestry (by meter cupboard)	Carbon Dioxide
	Refectory (by vestry corridor)	Carbon Dioxide
	Organ (front right side)	Carbon Dioxide
	Refectory Kitchen	Fire Blanket
	Lady Chapel	Fire Blanket
	By west door	Fire Blanket
St John's Church	Chancel	Foam
	Vestry	Water
	Kitchen behind organ	Carbon Dioxide
	By Main door	Foam
	Opposite Pulpit	Fire Blanket
St John's Hall	By door into porch	Foam
	Kitchen	Fire Blanket
	By kitchen door	Carbon Dioxide

The position of all extinguishers and fire blankets will be prominently marked with a regulation sign.

The fire extinguishers and fire blankets are checked every month by the responsible person to ensure that they are still in place and that fire extinguishers have not been discharged.

The extinguishers listed above are checked annually by:

Green Tree Safety Ltd
Weylands Treatment Works, Molesey Rd, Walton-on-Thames, KT12 3PB

4.2.2 Fire Detection Systems

Smoke and heat detectors are installed in St John's hall.

These are self-tested at least monthly by the responsible persons and by Green Tree Safety Ltd annually.

4.2.3 Evacuation Procedure

All disabled persons will be considered and helpers provided whilst using the parish facilities should that be deemed necessary. Any disabled person without their own helper will have a fire warden to assist if emergency evacuation is needed.

All key personnel are informed of the location of the assembly point and the need to report to the senior person present that they and all persons for whom they are responsible have safely vacated the building if there is an emergency.

For large services, concerts and other functions where the congregation/audience/attendance exceeds 50, the procedures for stewarding/evacuation are as follows:

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' or 'Wheelchair' symbol
2. A check must be made that all doors can be opened
3. A trained steward must be allotted to ensure that all exit doors are unlocked and accessible.
4. The Vicar or group leader will be responsible for ensuring that all people have left the building

People should be evacuated as quickly as possible and firefighting should be left to the professional fire service. Accordingly, fire extinguishers should only be used in exceptional circumstances.

Emergency lighting is available in both churches and St John's hall.

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In the event of an emergency, an announcement to leave the building will be made by the Vicar, churchwarden or group leader.

Persons will assemble at the following locations:

St Luke's Church:	In Hilly Fields Park opposite the church
St John's Church:	By the Lych gate on the corner of Strayfield Road and Clay Hill
St John's Hall:	By the Lych gate on the corner of Strayfield Road and Clay Hill

For the churches during a service, visitors to the church are directed to the assembly point only if they need to meet up with family, otherwise they are requested to disperse.

The emergency services will be contacted immediately by the service leader, churchwarden or group leader or a nominated person using a mobile phone.

4.2.4 Evacuation Drills

Fire evacuation drills should be carried out every year.

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed, and that less able members of the congregation are catered for.

4.2.5 If you discover a fire (no matter how small)

1. Immediately raise the alarm.
2. Telephone the emergency services.
3. Check the building for occupants.
4. Do not attack the fire using the appliances provided unless to save life and without taking personal risk.
5. Assist in the evacuation of the building, ensuring that all doors are closed behind you. The general principle is people before property.
6. Evacuate to the designated assembly point.
7. Ensure clear access for emergency vehicles.

4.3 Electrical Safety

Every year all plugs, cables and sockets will be inspected by competent qualified contractors to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the responsible person for action.

Every year all parish portable electrical equipment will be tested (PAT) by a competent qualified 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.

Every month a visual inspection will be carried out of the fixed electrical installation by the responsible person who will then initiate appropriate corrective action.

Every five years, the fixed electrical systems of all buildings 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.

Every year, all lightning conductor systems will be inspected and tested by a competent specialist firm of lightning conductor engineers.

It is parish policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person.

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Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees, contractors and voluntary workers must observe the following:

1. Visually check all electrical equipment before use to ensure it is fit for purpose prior to each use. This includes, but is not limited to, ensuring the cable and plug are undamaged and the equipment shows no obvious sign of a fault.
2. Report all faults immediately to the responsible person.
3. Do not attempt to use or repair faulty equipment unless competent and authorized to do so.
4. No person is allowed to bring any portable electrical appliances into a church or hall building without prior authorisation. Exceptions are made for mobile phone and laptop chargers, providing cables etc are visually checked to ensure they are fit for purpose prior to use.
5. All electrical equipment brought for use on the premises must be in safe and good working order and, where appropriate, have been PAT tested within the last twelve months. It must be used in a safe and proper manner in accordance with the manufacturer's or supplier's requirements and recommendations.
6. Electrical equipment should be switched off and disconnected when not in use for long periods.
7. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

Where there are Residual Current Detection (RCD) protection circuits, they are checked monthly (preferably, but at least three monthly) to ensure the safety device is functioning correctly.

4.4 Gas Equipment Safety

All gas heaters and any other gas equipment are maintained and checked annually by a competent qualified contractor who is registered with the Gas Safe Register.

Any necessary work required for safety is implemented immediately arranged by the responsible person.

4.5 Control of Substances Hazardous to Health (COSHH)

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, the safety arrangements are set out below.

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:

Name of substance:	Bleach
Hazard level:	Low
Storage:	Must be kept in locked cupboard in the hall
Protective clothing:	Wear overalls and gloves
Accidents:	If splashed in eyes wash immediately with copious amounts of water

Only low risk anti-bacterial spray, washing up liquid, hand wash fluid and metal cleaner are allowed in areas accessible to the public or volunteers for everyday use.

Domestic products other than the above are stored in locked cupboards and only accessible to persons authorised by the Vicar or a churchwarden. Only domestic cleaning products are used and any commercial grade products are only permitted to be used by contractors if they carry out specific risk assessments for those products.

Persons given access to the COSHH store are required to read and follow any safety instructions on the container and / or packaging.

Holy water fonts (stoups) should be subject to cleaning prior to refilling with holy water to reduce the build-up of harmful bacterium and algae.

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All refrigerators are maintained to current standards including monitoring the temperature to ensure it does not rise above 5°C for more than a few minutes after opening for access. A refrigerator thermometer is therefore provided for every refrigerator to monitor the temperature.

A system to ensure no perishable food or drink are left in a refrigerator/freezer after a user has vacated the premises has been adopted.

Contractors are responsible for their own COSHH risk assessment of any commercial grade products.

Chemicals must not be mixed.

Chemicals must not be stored in unmarked containers.

4.6 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:

- Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- Voluntary workers are responsible for their own safety when using either their own or borrowed equipment.
- Machinery must be switched off before any adjustments are made.
- After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- 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.
- Appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- 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.
- 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 to prevent slippage. This may necessitate the use of ladder ties or stops.
- Any defect and damage found to any item of plant, machinery or ladders must be reported to the responsible person.
- All plant and machinery will be inspected monthly by the responsible person and regularly maintained and a schedule kept of maintenance requirements. This includes:
 - Petrol lawn mower locked in a shed at St John's church
 - The large 'A' frame ladder, used for changing light bulbs at St Luke's Church
 - The triple extending ladder at St Luke's church
 - The tower at St Luke's church
 - The long single ladder at St John's church
 - Vacuum cleaners at St Luke's church and St John's church
 - Steam cleaners at St Luke's church and St John's Hall
 - The photocopier in St Luke's church Choir Vestry and printer in St John's church vestry
- Persons must not 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.

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4.7 Hazardous Buildings/glazing

It is parish policy 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 five years by the Church Architect.

Any defects noted are immediately reported to Vicar / Churchwardens and procedures put in hand for repairs.

Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

All glazing is regularly checked in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

4.8 Asbestos

A periodic check is made of any 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 affected.

Asbestos surveys of parish buildings have revealed the presence of Asbestos Containing Material (ACM) in St Luke's church (choir vestry toilet cistern) and St John's church (disused outside toilet cistern). These are controlled by a policy of non-disturbance.

Any other suspected asbestos identified in parish buildings will be sampled and analysed by a company competent to do so. It will then be controlled or removed as appropriate. Until analysis is completed, if the risk is considered to be significant then the area will be sealed and put out of bounds.

Any contractors working in the areas where there is known or suspected ACMs will be informed of the hazard and this will be documented in the Permit to Work issued to them by the Parish.

The asbestos register may be consulted before contractors are permitted to carry out work to ensure they do not disturb it without suitable precautions.

4.9 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, stairs and steps in the churches and hall
2. All paths and steps in the churchyards and gardens.

Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the responsible persons who will arrange for repairs or remedial measures to be carried out.

4.10 Lighting

In order to ensure that each building is adequately lit, an inspection will be made every week by the responsible person to ensure that all lights in a church, hall and churchyard are working. Any bulbs that require replacing will be reported to the Churchwarden who will ensure that the bulbs are replaced following appropriate safety procedures.

4.11 Preparation of Food

We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.

No children under the age of 12 is permitted in the kitchens in St Luke's church refectory and St John's hall. Children between 12 and 16 are permitted with the supervision of a responsible adult.

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All food handlers have received adequate supervision, instruction and training.

An appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.

Foodstuffs may only be prepared in the kitchens in St Luke's church refectory and St John's hall.

Notices warning of and advising about food allergens are clearly posted in both food preparation areas.

Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected using anti-bacterial spray.

All hirers who wish to provide foodstuffs are advised of the facilities and procedures in the booking agreement.

4.12 Storage

Storage areas are to be kept accessible, clean and tidy. All items no longer required will be disposed of. Electrical distribution cupboards will only be used for storage if space permits them to be sufficiently segregated from the electrical supply, preferably in metal containers and the items are stored in such a way as they do not supply accelerants to potential electrical fires. Wet items will not be stored in Electrical distribution cupboards.

If permission to store toys is given to a group using St John's Hall then the group leader has the responsibility of regularly checking the toys. They must ensure they are hygienic, not damaged and are suitable for the age group for whom they are intended.

4.13 Working at high levels

The following tasks involve working at designated high levels:

- Changing light bulbs.
- Spring cleaning – windows and interior glazing.
- Gutter and gulley cleaning.
- Decorating.
- Organ tuning and maintenance in organ lofts.
- Testing smoke detectors.

Only the following persons may work at high level:

- Contractors with suitable competencies employed for a specific job.
- Competent and trained church members with back up present.

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 to prevent slippage. This may necessitate the use of ladder ties or stops.

The use of ladders is only permitted by competent persons with the authority of the Vicar or their representative. Permission will not be granted unless that ladder is the most appropriate equipment to access the height where work is to be carried out, the work is low risk and of less than 30 minutes duration.

No person may work up a ladder unless a second person is supervising/helping and the ladder has been assessed for serviceability and suitability for the task and secured to prevent slipping.

Ladders will be secured to prevent unauthorised access and use.

Maintenance of high-level lighting is on a planned maintenance basis to reduce the frequency of working at height.

Every effort will be made to see that work is carried out safely and only conducted when others are present.

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4.14 Manual Handling – lifting, carrying and moving loads

The need for manual handling is eliminated as far as is reasonably practicable.

Where it is not possible to avoid the need to move loads, risk assessments are carried out and use made of lifting aids, including trolleys, lifts and hoists as far as possible.

The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

To reduce the risk of injury from the moving, placement and removal of awkward, heavy or bulky items, only those deemed physically and mentally fit will be asked to carry out manual handling tasks. Despite their willingness, they will not be permitted to move the item if they are not considered to be competent.

Before moving tables and chairs, all volunteers / church members must ensure that they assess the risk to themselves and enlist help accordingly.

Chairs in all buildings should not be stacked more than five high to reduce the risk of tipping on a child.

Heavy or bulky items should not be moved unless by persons physically and mentally capable of doing so.

As a general rule, no item that cannot be lifted by one hand will be stored on a shelf above shoulder height unless there is a safe means of placement and removal and the risk of it falling is very low. A step ladder is not considered a safe means of placement of heavy or bulky items.

4.15 Personal Safety and Lone Working

Assessments need to be undertaken to assess the risks to persons working alone in a church or hall and handling cash and other valuables.

The Vicar or nominated person will undertake a check at the end of the working day to ensure no person who is known to have been working alone is still in a parish building but has safely vacated it. Where keys have been issued then a check will be made to see if they have been returned will suffice.

Should the Vicar suspect a person may still be in any parish building, they or their nominated person will attempt to telephone the individual, or if necessary, make a physical check of the building.

All persons working alone will be requested to carry a mobile phone or other means of communicating with the emergency services, if required.

No person, despite the above, will be permitted to work alone if the task is considered to be of a significant risk e.g. working up ladders, or with heavy machinery.

When lone working in any building the doors are kept locked.

Collection monies are always counted in the presence of at least two people who must not be from the same family.

Persons carrying parish money may not travel alone.

4.16 Training

Only persons trained and experienced in its use may operate equipment where specific instructions or training are deemed necessary for safe operation.

Safe operating instructions will be made available in manufacturers handbooks or locally produced work instructions.

Persons allowed to work with ladders or other equipment designed for working at height are to be trained on all safety precautions necessary before access is granted

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4.17 Safeguarding

A separate Parish Safeguarding Policy Statement policy exists and is in use for all activities organised by the parish. That policy statement is subject to annual review by the PCC.

Once children's groups have finished, parents are responsible for their children's activity and safety.

Parents should ensure that children are not placing themselves or others in danger (especially from hot drinks or heating units).

No person under the age of 16 will be employed or allowed to carry out voluntary work unless with parental permission and with regard to safeguarding requirements.

No person under the age of 18 will be employed or allowed to carry out voluntary work unless with suitable and sufficient supervision by a competent person.

The name of the Parish Safeguarding Officer is contained in Section 5.6.

4.18 Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

Permits to work will be provided:

- to any contractor prior to commencing work in the parish if they request one
- where the parish considers the risks are significant enough to warrant one.

All contractors, including the self-employed, must abide by the following:

1. They must be suitably qualified/competent to carry out the work.
2. They must have their own Health and Safety Policy and accept responsibility for others who may be affected by the work carried out
3. They must 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 are brought onto the church premises by contractors, they must confirm where necessary that the equipment has been inspected and tested to ensure its safe operation; where necessary to provide protective covering to avoid damage to the premises.
5. Contractors may only 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. This 'permit to work' will also specify any safety precautions they must undertake.
7. Where contractors are issued with keys for a contracted period of time, they are still to report/text to a responsible person to confirm they have safely left and locked the buildings.

In certain circumstances, for example for larger contracts, further particular provisions may apply including appointment of a qualified CDM co-ordinator.

4.19 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.

The following activities have been risk assessed and continually or appropriately monitored and updated as required:

- Lone working
- Fetes
- Sponsored walks, cycle rides, visits and outings

Clay Hill Health and Safety Policy

Should any activity be identified via risk assessment where the risk would increase because of pregnancy, recent child birth, or breast feeding, then a new specific risk assessment will be completed for that activity and appropriate changes to protect the mother and child will take place.

4.20 Information and Enforcement

Environmental Health Service Information:

Address:	London Borough of Enfield, Civic Centre, Silver Street, Enfield, EN1 3XA
Tel.	020 8379 1000
Website:	http://www.enfield.gov.uk/

4.21 Health and Safety Law poster

Copies of the HSE poster “Health and Safety Law – what you need to know” are displayed in the Sacristy of St Luke’s Church and in the vestry of St John’s Church.

Clay Hill Health and Safety Policy

5. Named Persons and Officers

5.1 Vicar

Rev'd Mitzi James

5.2 Churchwardens and Hall Managers

St Luke's Church Churchwardens: Ian Buswell

St John's Church Churchwarden(s): Doreen Addy

St John's (Jean Price) Hall Manager: Ian Buswell

5.3 Health and Safety Officers

St Luke's Church: Ian Buswell

St John's Church: Doreen Addy

St John's (Jean Price) Hall: Ian Buswell

5.4 Responsible Persons by Building

Building	Responsible Persons
St Luke's Church	St Luke's Churchwardens
St John's Church	St John's Churchwarden(s)
St John's (Jean Price) Hall	St John's Hall Manager

5.5 Responsible Persons by Activity

	Activity section	St Luke's Church	St John's Church	St John's (Jean Price) Hall
All activities excepting those listed below		St Luke's Churchwardens	St John's Churchwarden(s)	St John's Hall Manager
Emergency evacuation	4.2.3	Service Leader/ Group Leader	Service Leader/ Group Leader	Service Leader/ Group Leader
Food preparation	4.10	Activity Organiser	Activity Organiser	Activity Organiser
Child protection/ safeguarding	4.12	Safeguarding Officer	Safeguarding Officer	Safeguarding Officer
Activities and outings	4.16	Group Leader/ Activity Organiser	Group Leader/ Activity Organiser	Activity Organiser
Personal safety	4.14	Individual Responsibility	Individual Responsibility	Individual Responsibility
Choirs/music		St Luke's Organist	St John's Organist	

5.6 Parish Safeguarding Officer

Mrs Cheryl Graham

5.7 Parish Administrator

Mrs Mary Englefield