

# Health & Safety Local Policy

(In addition to the Church in Wales' H&S Policy Document)



PONTYPRIDD MINISTRY AREA  
ARDAL WEINIDOGAETH PONTYPRIDD

## **FOREWORD**

Good health is one of the most prized possessions that any of us can hope for and the health and safety legislation is aimed at preserving this possession by requiring that our activities be carried out without risk to health or safety.

In achieving this, it is important that our acts and omissions do not cause injury or ill health to any of our colleagues, fellow workers, residents or visitors while attending or staying in Pontypridd Ministry Area (P.M.A.) premises. Failure to comply with the requirements can impose penalties on employers and employees alike.

Whilst some may feel that regulations are an intrusion into personal liberty, they are provided and designed to protect our health and safety in the long term.

Every member of clergy, employee, volunteer or contractor, so far as is reasonably practicable, is responsible in his or her own right for their own safety and for the safety of others, who either visit or work in P.M.A.premises.

Consequently, it is essential that all adhere strictly to the laid down procedures identified in the Church in Wales Health & Safety Policy Document. In order to make this work locally, this document is a local policy which each Ministry Area Council (M.A.C.) member needs to be familiar with.

The purpose of this local health and safety policy is not just to repeat the commitment and arrangements outlined in The Church in Wales' Health and Safety Policy document but to identify areas of specific responsibility on a local level and to make a positive commitment to reflect those ideals and arrangements, on a local basis as they affect every Church in the Parish.

The M.A.C. needs to clearly understand that the Health and Safety Executive (H.S.E.) see him or her as the person responsible for ensuring that the necessary procedures, practices and controls are firmly in place and for maintaining the required health and safety standards outlined in The Church in Wales' H&S Policy document at a local level.

## RESPONSIBILITY FOR HEALTH AND SAFETY

### GENERAL POLICY STATEMENT

for

**The Pontypridd Ministry Area**

**The Ministry Area Council** will continue to take care of the health and safety of all employees and other persons who attend the various activities in the premises, having regard to his or her statutory obligations under the Health and Safety at Work Act 1974, including any other regulations made under this legislation.

**The Ministry Area Council** will also pay due attention to the need for conducting his or her undertaking in such a way to ensure, so far as is reasonably practical, that persons not in The Pontypridd Ministry Area employ who attend these Church premises or who may be affected by its influence and work activities, are not exposed to risk.

In respect of the moral responsibilities to employees and persons attending the church site, for whom he or she has a special duty of care, **The Ministry Area Council** will endeavor to provide the best possible conditions of work and service facilities, which affect the health, welfare and safety of all who work in and use these premises.

**The Ministry Area Council** will make maximum use of any guidance or arrangement to consult with employees on matters concerned with health, safety and welfare of people who may at any time come directly within the premises.

Signed:

\_\_\_\_\_  
Pontypridd M.A. Leader

Date:

\_\_\_\_\_

Signed:

\_\_\_\_\_  
Chair of Pontypridd M.A.C.

Date:

\_\_\_\_\_

## **EMPLOYEE/ VOLUNTEER RESPONSIBILITIES**

Each employee/volunteer has a duty to read and understand the Pontypridd Ministry Area's (P.M.A.) Health and Safety Policy, to co-operate at all times in complying with statutory and company safety requirements and to take reasonable care for the health and safety of themselves and any other person who may be affected by their actions or omissions.

## **ACCIDENT REPORTING**

Employees and the M.A.C. must ensure that all accidents/injuries at work are recorded in the Church accident book as soon as practical after any incident (ie less than 4 hours after an incident). The M.A.C. H&S Co-ordinator must be informed of all accidents/incidents *within 24 hours*.

Any accident/injury occurring away from the center whilst on Church business must be reported in to the H & S Lead by telephone immediately.

Any instance of a notifiable incident as listed in the schedules of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995** (R.I.D.D.O.R.) must be reported to the H&S Co-ordinator immediately so that appropriate action can be taken. In such cases, the M.A.C. member of the Church concerned will ensure that the site is not disturbed until an investigation of the accident has been carried out.

Notifiable incidents include death, major injury (Schedule 1), an over 3-day injury, a dangerous occurrence (Schedule 2) and a work related disease (Schedule 3).

In the event of a notifiable incident, the M.A.C.'s H&S Co-ordinator will inform the R.I.D.D.O.R. Incident Contact Centre by telephone (0845 300 9923), or website: [www.riddor.gov.uk](http://www.riddor.gov.uk) without delay.

The M.A.C. will be informed by sending a copy of the accident investigation or by telephone if a major incident.

## **C.O.S.H.H.**

The **Control of Substances Hazardous to Health Regulations 2002** (C.O.S.H.H.) and the **Control of Substances Hazardous to Health (Amendment) Regulations 2003** not only cover the use and storage of chemical cleaning products but also paints, solvents, oils, emissions of dusts and fumes or any product that can be hazardous to health.

Wherever possible, non-hazardous products should be used in preference to those

displaying a hazard label. Where hazardous products cannot be avoided, the Safety Data Sheet must be obtained, and the information made available to persons using the product. All chemicals should be stored in a locked cupboard or storeroom.

For The P.M.A. to comply with these regulations, the under mentioned procedures have been established and should be implemented and kept under constant review.

1. A chemical register will be compiled at each Church, which identifies all the chemicals and substances used on the premises, identifying those that require an assessment of risk to be carried out.
2. A written assessment of the potential hazards will be carried out of the substances in use, outlining the risks that might exist and identifying any controls that may be considered necessary.
3. Every member of the work force (including volunteers, new starters and staff) will be given induction training on the C.O.S.H.H. regulations, including the use of the chemicals at their specific location.
4. The introduction of new chemical substances will be strictly monitored and refresher training arranged as applicable.
5. There will be a strict responsibility for keeping training records.

### **ELECTRICAL SAFETY (Incl P.A.T. Testing)**

The **Electricity at Work Regulations 1989** identify fundamental principles of electrical safety that should be applied to all electrical equipment, systems and work activities in order to prevent danger and risk of injury. The Regulations require safe conditions to be established wherever danger may arise from electric shock, electric burn or electric arc, fire or explosion initiated by electricity. Employers, self-employed people and employees all have duties of compliance with the regulations so far as they relate to matters within their control, and these persons are all known as duty holders. Additionally, employees are required to co-operate with their employer so far as is necessary for the employer to comply with the Regulations.

The M.A.C. will ensure that maintenance and testing will be carried out at regular and prescribed intervals by competent and experienced personnel. The frequency and type of maintenance of equipment will depend on the type of equipment and when and where it is used. Only properly trained and suitably qualified people will be employed to install, maintain, test and examine electrical circuits and apparatus.

### **FIRE SAFETY**

Fire safety is the subject of several pieces of legislation that are aimed at preventing and controlling fire on the premises that may pose a risk to people and property.

These include the **Fire Precautions Act 1971**, the **Workplace (Fire Precautions) Regulations 1997** as amended in **1999**, **Management of Health and Safety at Work Regulations 1999** and **Building Regulations 1991 Part B**. Fire Safety Regulations are enforced by the Fire Authority.

Between them, the Workplace (Fire Precautions) Regulations and the Management of Health and Safety at Work Regulations (as amended) require a specific fire risk assessment of the premises and people using them in the event of fire.

To ensure fire safety on Pontypridd Ministry Area premises, the M.A.C. will:

- Ensure that a fire risk assessment of the premises is carried out considering all employees and all other people who may be affected by a fire in the premises;
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded if more than five people are employed);
- Provide and maintain adequate fire precautions as are necessary to safeguard those who use your premises; and
- Provide information, instruction and training to employees/volunteers about the fire precautions in the premises.

The risk assessment will help to decide the nature and extent of existing fire precautions and any which need to be provided. The results of a fire risk assessment must be discussed at the Centre safety meeting.

In order that all persons using Pontypridd Ministry Area premises are aware of the fire safety arrangements, a written fire action procedure will be produced at each Church and issued to all responsible persons and a copy kept available on the notice board. This fire action procedure will include a plan of the premises indicating the location of firefighting equipment and the means of escape.

## **FIRST AID PROVISIONS**

The **Health and Safety (First-Aid) Regulations 1981** provide a framework for first aid arrangements that can be suited to different types of premises and activities. The objective is that adequate and appropriate first aid facilities are provided to cover the number of persons on the premises and the activities taking place and to provide treatment for the purposes of preserving life and minimising the consequences of injury or illness until medical help can be obtained or provide treatment of minor injuries which do not require the help of a medical practitioner or nurse.

Whilst first aid provisions are made predominantly for the benefit of employees, the Pontypridd Ministry Area will ensure that suitable provisions are made for all volunteers and members of the public who may visit a centre.

The minimum first aid provision at any location is:

- A suitably stocked first aid box;
- An appointed person to take charge of first aid arrangements \*.

It is also important to remember that accidents can happen at any time. The first aid provision needs to be available at all times that people are on the premises.

\* This person does not need to be a qualified first-aider, but does need to take responsibility of dialling 999/112 in an emergency and to make regular checks of the first aid kit to ensure a good supplies of materials.

## **HOUSEKEEPING**

The **Workplace (Health, Safety and Welfare) Regulations 1992** require, either directly or indirectly, that the management of premises ensure that it is maintained in a clean condition. Although this will be generally applied to most Pontypridd Ministry Area premises, the more stringent requirements of the **Food Safety (General Food Hygiene) Regulations 1995** will be applied to premises where catering is carried out.

Poor housekeeping is a contributory factor in many accidents and can be an indicator of poor managerial control. The carrying out of inspections, to ensure the appropriate levels of housekeeping are maintained, is an important factor in preventing accidents and also preventing fire risks that might arise.

Housekeeping inspections should take account of obstructed fire exits and gangways, liquid and other spillages that have not been removed, the incorrect storage of flammable substances, including packaging materials such as wood waste, evidence of smoking in restricted areas, evidence of infestation, abandoned equipment in internal and external areas and incorrect refuse storage.

## **MANUAL HANDLING**

Manual handling is *'the transporting or supporting of loads by hand or by bodily force'*. The **Manual Handling Operations Regulations 1992** impose a duty on the Pontypridd Ministry Area to avoid, wherever possible, the need for manual handling tasks that involve a risk of injury. Where this is not reasonably practicable, a risk assessment of the tasks must be undertaken, and appropriate steps taken to reduce the risk of injury to the lowest level. Employees & volunteers must make use of any systems of work established to reduce the risk of injury during manual handling.

The following procedures will be implemented where manual handling tasks are required.

- a) The M.A.C. will carry out assessments, with some possible co-operation from workplace representatives. Such assessments may include the need for guidance from a safety consultancy resource.
- b) Professional advice from a qualified occupational health nurse or practitioner may be used, if the assessment identifies the need i.e. concern regarding ergonomics, kinetics.

Where necessary, employees involved in manual handling will be given suitable training and equipment.

### **OFFICE SAFETY**

Office environments are generally low risk but just as susceptible to accidents as other places of work and some of these can be serious. Slips, trips & falls and manual handling injuries are the main contributors. Where offices are situated on Ministry Area premises they shall be treated with the same degree of importance as any other work area. This includes the need to provide and maintain good housekeeping and tidiness, adequate lighting, sufficient workspace, a healthy environment and unobstructed access and egress.

The M.A.C. will ensure that all statutory assessments with regards to Display Screen Equipment, Manual Handling etc. are carried out to identify any potential problems and to minimise the risk of injury or ill health. Safety inspections of the office will be carried out annually.

Administrative/clerical personnel will be made aware of any hazards within their office environment (e.g. display screen equipment, manual handling) and provided with suitable training to make them aware of good working practices and the procedures to be followed. Supervisors shall ensure that good standards are maintained. The health and safety provisions shall also cover trainees, visitors and anyone else affected by the activities of the office. All office accidents will be recorded in an accident book.

### **OUTSIDE CATERING AND CHARITABLE EVENTS**

Temporary arrangements provided at outside activities can increase the risk of accidents if they are not properly planned and managed. Consideration will be taken of the suitability of the actual site, the type of facilities to be provided, the number of people to be catered for and the number of people required to safely operate the event. Hazards can arise in the dispensing of hot water beverages and the use of temporary electrical installations.

The M.A.C. will ensure that a risk assessment of the activities is completed during the planning stage and that controls are in place to deal with any identified hazards. Staff and volunteers taking part in the event will be informed of the arrangements to ensure the safety of all concerned. First aid provisions at the event may need to be supplemented to fulfil the needs of the people attending the event.



## **PERSONAL PROTECTIVE EQUIPMENT**

The fundamental principle with regard to compliance with the **Personal Protective Equipment at Work Regulations 1992** is that, where there is no other reasonably practicable way of avoiding or adequately controlling a particular health and safety risk, any personal protective equipment (P.P.E.) provided must be suitable for the task. An assessment of the risk(s) will establish which particular characteristics the P.P.E. should have in order to provide adequate protection to the employee/volunteer.

Once the specific requirements have been identified, the responsibility for the provision and purchase of such equipment is that of the employer. The M.A.C. must accept responsibility for ensuring that suitable P.P.E. is provided, properly used, suitably stored and that regular checks are carried out on the condition and maintenance of the equipment, although this does not exclude the wearers' responsibility. Employees/volunteers required to use P.P.E. will be given instruction and training to enable it to be used effectively.

## **RESTRICTED AREAS**

A number of restricted areas exist in all Pontypridd Ministry Area premises. This refers to locations where access is restricted to authorised personnel in the interests of safe working practices. These specific areas, where applicable, will be listed and identified by safety signs. Examples are:

1. Chemical storage cupboard;
2. Kitchen and catering area;
3. Boiler room;
4. Plant room;
5. Electrical switchgear and
6. Confined spaces

## **RISK ASSESSMENT**

In order that the P.M.A. fulfils its responsibility under Section 2 of the **Health and Safety at Work etc Act 1974** and the **Management of Health and Safety Regulations 1999** in ensuring the health and safety of all persons involved in or affected by its activities, a suitable and sufficient risk assessment will be carried out of the premises, activities and materials involved. There are many hazards that are a feature of the premises rather than of the activities within them. The M.A.C. must ensure that, initially, a hazard assessment is completed for their premises to identify the significant risks to health and safety.

Where potential hazards are identified, a documented risk assessment will be carried out to detail any required actions. The first priority is to eliminate the hazards, so far as is reasonably practicable, and thereby remove the risks. Where hazards cannot be eliminated, control measures must be put in place to minimise the risks.

The results of any risk assessment must be discussed at the Church Committee and brought to the attention of employees/volunteers involved in the situation so that the measures can be effectively implemented. The M.A.C. (via the H&S Co-ordinator) must also be informed of the results of all risk assessments.

### **SLIPS, TRIPS AND FALLS**

Slips, trips and falls are a major contributor to non-fatal accidents at work. The M.A.C. will identify areas of risk and put controls measures in place to manage them. Church committee members and employees/volunteers will be encouraged to report all such defects in the premises. Cleaning and maintenance workers will be trained in the correct use of cleaning and safety equipment so that additional slip and trip hazards are not introduced into an area.

All premises will be adequately lit to avoid stumbling. Good housekeeping will avoid obstructions to pedestrian areas. Where temporary hazards are likely to exist then adequate warning signs or barriers must be used. If weather conditions create an additional hazard outside, suitable precaution will need to be taken to minimise the risk of injury.

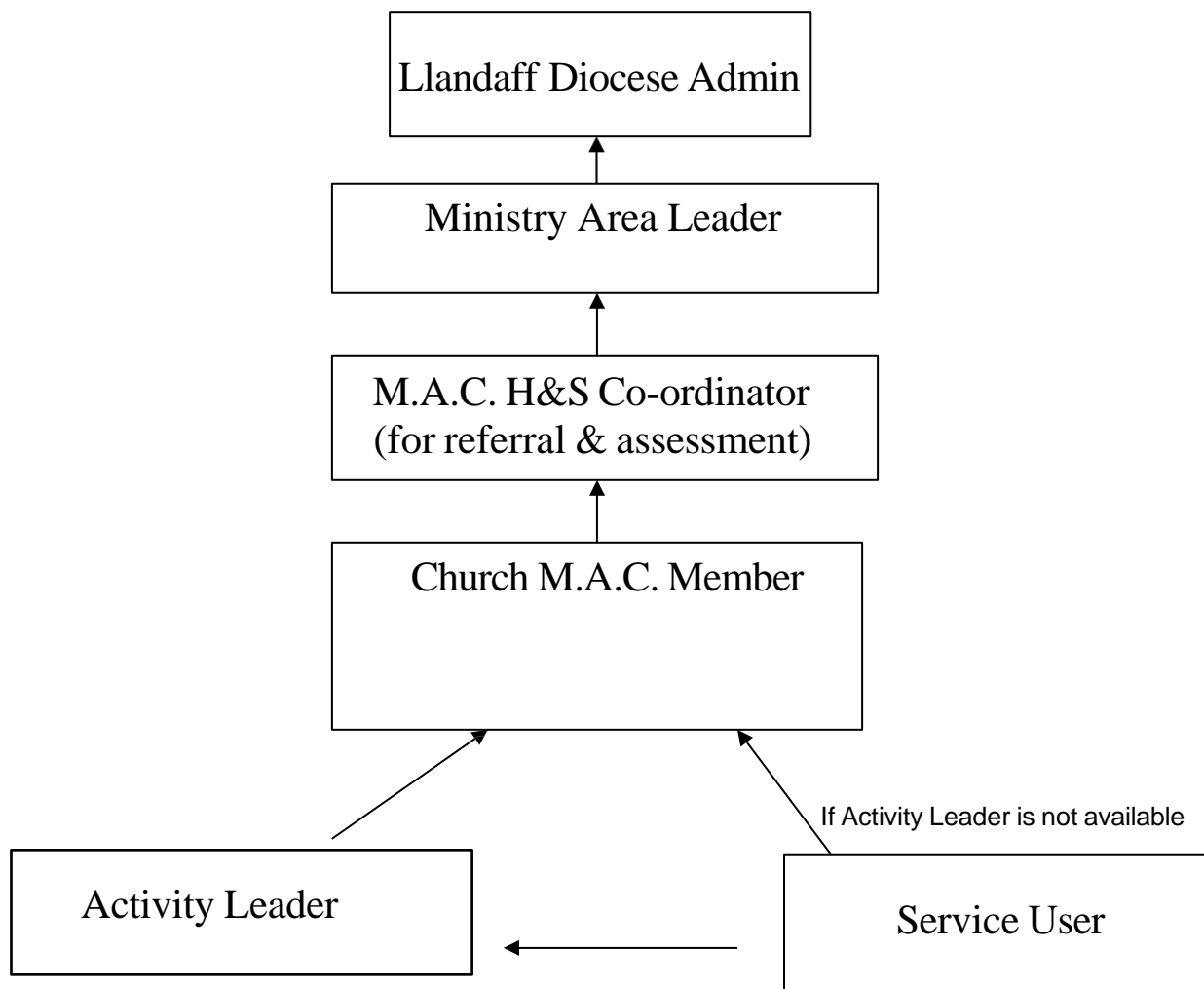
### **STEPS AND LADDERS**

In order that all step ladders, fixed and extending ladders are maintained in a safe usable condition, all components will be regularly inspected for signs of damage or weakness. The painting of wooden steps and ladders should be discouraged as this could so easily cover up defects and weaknesses. Where more than one ladder exists on the premises, the M.A.C. will ensure that a ladder register is compiled identifying each item of equipment with a letter code and serial number.

Ladders ideally should only be used for access and not as a working platform. Where a ladder is used, all necessary precautions shall be taken to prevent incidents arising. The foot of the ladder should be supported on a firm and level surface and the top should be securely fixed.

APPENDIX  
A

## Management of Health & Safety



Correct at 10.03.18

APPENDI  
X B

## **Measurement of Checks**

### Daily Checks

Ensure all areas are clear from trip/slip hazards

### Weekly Checks Fire Log Book

### Monthly Checks

Emergency Lighting Test (if present)

### Quarterly Checks

Check First Aid box contents

Seasonal checks (eg. moss build up/ condensations causing wet patches)

### 6 Monthly Checks Activity Risk Assessments Review COSHH List Ladder Checks

### Annual Checks

Building Risk Assessments (including grounds/graveyards) PAT Testing of equipment