St Mark's Church, St Mark's Crescent, S10 2SG

Health and Safety Policy

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 A – General statement of policy
Section B – Organisation and responsibilities
Section C – Arrangements

To all employees, voluntary helpers and contractors:
The success of this policy will depend 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.

A 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, church grounds 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 below. 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 regularly 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 (should it be required) for all Parochial Church Council, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.
Date: 15th September 2026
Review Date: September 2027
Signed



Beth Keith Vicar

Stuart Bennett
Churchwarden

Frances Gray Churchwarden

B Organisation and Responsibilities

1) Responsibility of the Incumbent

Overall responsibility for health and safety is that of the incumbent (or the Churchwardens during a vacancy), who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new events and projects emerge, the names of responsible persons will be notified and the list amended accordingly.
Incumbent: Beth Keith

2) Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below:
Churchwarden: Dilys Noble

3) Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

4) Responsibility of the Health and Safety Officer

The Health and Safety Officer carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy.
Health and Safety Officer: Martin Godley

The responsibility of the health and safety officer shall be to:

1 be familiar with health and safety regulations as far as they concern church premises.

2 be familiar with the health and safety policy and arrangements and ensure they are observed.

3 ensure so far as is reasonably practicable, that safe systems of work are in place.

4 ensure the church and rooms, if applicable, are clean and tidy.

5 ensure that the church and church grounds are properly maintained and are fit for purpose.

6 ensure that safety equipment and clothing is provided and used by all personnel where this is required.

7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.

8 ensure that adequate access and egress is maintained.

9 ensure adequate firefighting equipment is available and maintained.

10 ensure that food hygiene regulations and procedures are observed.

5) Responsibility of employees and voluntary workers

All employees and voluntary workers 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 and voluntary workers must therefore:

1 comply with safety rules, operating instructions and working procedures.

2 use protective clothing and equipment when it is required.

3 report any fault or defect in equipment immediately to the appropriate person.

4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible

5 not misuse anything provided in the interests of health and safety.

6) Responsible persons

The following are responsible for safety including preparing associated risk assessments.

1. By activity	Name/ Position
Accident book/Accident reporting (1)	Churchwarden/incumbent
Fire extinguishers and equipment (2.1-2.3)	Martin Godley
Emergency evacuation (2.4)	Martin Godley
Portable electrical appliances (3.1)	Martin Godley
Fixed electrical system (3.2 & 3.4)	Tim Moore /electrician
Gas equipment (4)	Briony Tayler
Hazardous substances (5)	Tim Moore
Plant and machinery (6)	Martin Godley (mowers) Finance and Fabric Committee (other)
Condition of floors and stairs (7.1)	Tim Moore
Condition of churchyard (7.2)	Briony Tayler
Light bulb changing (8)	Martin Godley
Working at high levels (9)	Martin Godley
Food preparation (10)	Briony Tayler
Manual handling (11)	Briony Tayler
Display screen equipment (12)	Incumbent (Line manager for Church Administrator)
Building defects/glazing (13)	James Oliver
Safeguarding Children, Young People and Adults (14) Personal safety (15)	Duncan Lennox Incumbent
Outings (16)	Organiser (with permission from PCC where required)
Contractors (18)	Tim Moore, James Oliver & Briony Tayler

C Arrangements (implementation of the policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1) Accidents and first aid

First aid boxes are located in the Narthex of the main church (in the first cupboard), in the downstairs kitchen on the shelf above the sink, and the upstairs kitchen on the windowsill. The first aid boxes are checked and stocked by the Operations Co-ordinator.

The accident book is located in the church corridor.

All accidents and incidents will be entered in the accident book as soon as possible.

Accident books and accident records are regularly reviewed by the Health and Safety Officer and Standing Committee, including consideration of whether our insurers need to be advised.

If the church or church rooms are let to outside organisations, they will be told in writing that in the event of an accident, details must be entered in the accident book.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These accidents will be reported by the responsible person.
Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (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 form F2508.

- ☐ accidents involving the injured person losing **more than seven 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 **fifteen 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 employer 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.

Accident reporting
Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

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.

2) Fire safety

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

- ☐ an assessment of 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.
- ☐ a check that a fire can be detected in a reasonable time and that people can be warned.
- ☐ a 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
- ☐ a check that those in the building know what to do if there is a fire.
- ☐ a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire Extinguishers

Fire extinguishers are kept in the following locations.

Location	Type of extinguisher and capacity
Next to the coffin porch	Water
Behind the organ	CO2
Behind the pews on the choir side	Water
By the vicar's entrance door	Water
By the lounge door going out to the corridor	CO2
Opposite the downstairs disabled toilet	Water
By the entrance to the office	Water
By the entrance to the upper room from the church	Water
In the upstairs kitchen	Powder
In the office	Powder

The extinguishers noted are checked regularly by Martin Godley to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by JPS of Sheffield.

2.2 Fire alarm system

The fire alarm system is checked annually by Chubb.

2.3 Other fire equipment

Fire blankets are available in both kitchens.
Other fire equipment such as fire blankets are checked annually by Martin Godley.

2.4 Evacuation procedure

For large services and concerts, where the congregation exceeds 200 people our procedures for stewarding/evacuation are as follows:

1. A check must be made by the caretaker or warden that all fire doors can be opened and are not blocked:
    1. Coffin porch at the front of church
    2. Side door (door between the lounge and stairs)
    3. Vicar's door
    4. Main entrance
2. A member of clergy, warden or other appropriate person should inform those attending of the routes out of church in case of evacuation at the start of the event:

Area of church	Exit doors
Front pews, choir stalls and sanctuary	Coffin porch
Rear pews	Side door (door between the lounge and stairs) Vicar's Main entrance
Lounge	Side door (door between the lounge and stairs) Main entrance
Upper room	Side door (door between the lounge and stairs) Main entrance LIFT MUST NOT BE USED

3. In the event of an emergency (fire/bomb threat, etc.), and if safe to do so, an announcement to leave the building will be made by the warden (in the case of a service) or caretaker (in the case of a concert)
4. Only those who have been trained to use fire extinguishers should attempt to use them, and only if they feel confident in tackling the blaze, otherwise they should evacuate.
5. Persons will assemble in the church car park.
6. A mobile phone will be held by the warden/caretaker who will be responsible for contacting the emergency services.

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. Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk.
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property.
6. Evacuate to the church car park.
7. Ensure clear access for the emergency vehicles.

3) Electrical Safety

1. A list of all our portable electrical appliances is maintained by the responsible person.

2. Every quarter plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to Finance and Fabric Committee for action.

3. Every year all our portable electrical equipment will be tested by a competent 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.

4. Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to Finance and Fabric Committee for action.

5. Every five years, our fixed electrical system 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.

6. At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

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

(i) Visually check all electrical equipment before use

(ii) Report all faults immediately to the responsible person.

(iii) Do not attempt to use or repair faulty equipment.

(iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.

(v) Electrical equipment should be switched off and disconnected when not in use for long periods.

vi) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

4) Gas equipment safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

5) Hazardous Substances

1. The responsible person will maintain a list of all hazardous substances used in the church/hall.

2. Where possible, we have eliminated the use of hazardous substances. Where this is not possible (for example, cleaning products), our safety arrangements are as follows:

3. For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, explosive, oxidising or dangerous for the environment', product information provided by the manufacturers is used to

determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

4. Do not mix chemicals.

5. Do not store chemicals in unmarked containers.

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:

1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.

2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.

3. Machinery must be switched off before any adjustments are made.

4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.

5. 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.

6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.

7. 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.

8. 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. This may necessitate the use of ladder ties.

9. Any defect and damage found to any item of plant or machinery must be reported to the responsible person.

10. All plant and machinery will be regularly maintained, and a schedule kept of maintenance requirements.

11. Persons must not work with plant and machinery 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.

12. The following items of plant and equipment are tested by a competent person in accordance with an inspection programme:
    Lift: Inspected annually
    Ladders: Inspected monthly
    Mowers: Inspected annually every spring

7) 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, regular inspections by the responsible person or delegated other of:

1. all floors and stairs in the church and hall, and

2. all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to Finance and Fabric Committee who will arrange for repairs or remedial measures to be carried out.

8) Lighting

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

9) Working at high levels

The following areas are designated as high levels: Tower, church ceiling, upper windowsills in the main body of church, lights in the narthex, windowsill by the Piper Window.

Only approved contractors and competent volunteers may work at high level.

The following procedures must be followed:
When using ladders, more than one person must be present.
Lights in the main church (excluding narthex) should only be changed by a trained person.
Safety harnesses would only be used by an outside contractor with their own insurance.
Only competent volunteers are allowed to light candles in the upper windowsills and windowsill by the Piper Window.
When working in the Tower, at least one other person must be aware when the work is being carried out.
A mobile phone must be carried at all times.

Only the following work is authorised without special agreement: replacing light bulbs, lighting candles in the windowsills.

The appropriate training will be given and a system of recording will detail who is working where at any time.

10) Preparation of food

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

2. We ensure that written guidance about the safe preparation, handling and cooking of food is available to all church groups who cook in the lounge kitchen and upstairs kitchen.

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

4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.

5. Food stuffs may only be prepared in the lounge kitchen or upstairs kitchen.

6. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

11) Manual handling – lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.

4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12) Display Screen Equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- ☐ stability and legibility of the screen
- ☐ contrast and brightness of the screen
- ☐ tilt and swivel of the screen
- ☐ suitability of keyboards, desks and chairs
- ☐ the work-station environment
- ☐ the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

13) Hazardous buildings/ glazing

1. Our policy is 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 quarter by the responsible person.

2. Any defects noted are immediately reported to Finance and Fabric Committee and the procedures put in hand for repairs.

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

4. A check is made of all asbestos in the building by the responsible 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.

5. A check is made of all glazing 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.

14) Safeguarding Children and Adults

St Mark's has separate policies on Safeguarding Children and Young People and Safeguarding Adults. The policy and any associated procedures are reviewed and where necessary, revised and updated annually, taking into consideration the latest legislation.

15) Personal safety

St Mark's has a Lone Worker Policy to assess and manage the risks to persons working alone in the church. Lone workers should be made aware of this policy and discuss its implications with their line managers.

16) Dogs/Animals in church

In accordance with advice given by our insurers, Ecclesiastical, St Marks PCC have decided that dogs and other animals should not be brought into church services. Exceptions to this are Guide Dogs and Assistance Dogs. This decision will be reviewed in the light of future experiences.

17) Risk assessments/activities

Risk assessments to be prepared for all church activities and services. using the proforma on page 14 and 15 of this document. Either the person responsible for the activity or service, the Health and Safety Officer, or a competent person will complete the risk assessment proforma in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. The risk assessment will be shared with the team conducting the activity or service. Completed risk assessments will be kept on file by the Operations co-ordinator.

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

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same.

2. Produce evidence that they have appropriate Public and Employers Liability insurance in place. A record of this will be maintained.

3. 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 is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation

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.

CDM Regulations
The Construction (Design & Management) Regulations apply to all construction work in Great Britain.
You should be aware of your responsibilities under these regulations.

As a 'client' – an individual or organization – for whom construction work is being carried out, you have a number of specific duties under the CDM Regulations; however, you can appoint a competent person to assist you in the discharge of these duties if you wish. The Approved Code of Practice to the CDM Regulations summarises the duties of a client as follows:

- ☐ check the competence and resource of all appointees.
- ☐ ensure there are suitable management arrangements for the project including welfare facilities.
- ☐ allow sufficient time and resources for all stages.
- ☐ provide pre-construction information to designers and contractors.

A project is notifiable to the HSE if the construction phase will be longer than 30 days or 500 person days of construction work, and for such projects, **clients** must:

- ☐ appoint a **Principal designer**.
- ☐ appoint a **Principal contractor**.
- ☐ make sure construction work does not start unless there are suitable welfare facilities, and a **construction phase plan** is in place.
- ☐ provide information relating to the **health and safety file** to the **CDM co-ordinator**.
- ☐ retain and provide access to the health and safety file.

18) Information and enforcement

Sheffield City Council Environmental Enforcement Team

Email: environmentalservicesadmin@sheffield.gov.uk
Telephone: 0114 203 7410
Address: 2-10 Carbrook Hall Road
Sheffield
S9 2DB

Employment Medical Advisory Service

Telephone: 0114 291 2300
Fax: 0114 291 2379
Address: Foundry House
3 Millsands
Riverside Exchange
Sheffield
S3 8NH

Health and Safety Executive
Information Line: 0845 345 0055
HSE Books: 01787 881165

Insurers
Ecclesiastical
0345 777 3322 churches@ecclesiastical.com
Policy number – 04XPG0267385

19) Health and Safety Poster

A copy of the HSE poster "Health and Safety Law – what you should know" will be displayed in the church ground floor corridor.

Parish of St Mark, Broomhill and Broomhall Activity Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		-				

Activity:

Date of 1st Risk Assessment:

Location:

Date/Time/Frequency:

Date:

Please return the completed form to: office@stmarksheffield.co.uk

Completed risk assessments to be stored on the shared drive of St Mark's Church Team Site under Risk Assessments.