



HEALTH AND SAFETY POLICY

Name of Church: St James' Southbroom Devizes

Address: St James' Church

Church Walk

Devizes SN10 3AA

Introduced: January 2009

Most Recent Review: May 2017

Next Review: May 2020

INTRODUCTION

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:

- A. General Statement of Policy
- B. Organisation and Responsibilities
- C. Arrangements

Note: Instructions and Guidance are in italics

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The PCC also has an adopted Safeguarding Policy, held in a separate document available on the church web site

NOTE 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.

SECTION 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, 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 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 regularly be on the agenda for meetings of the 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.

Signed:
Rev Keith Brindle, Vicar

Date: May 2017

Review Date: May 2020

This policy should be reviewed at regular intervals. The interval will depend on the level of your activities and the extent of change. Where there is a high level of activity the policy may need to be reviewed annually. As a minimum it should be reviewed every five years.

SECTION B

ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Vicar

Overall responsibility for health and safety is that of the Vicar the Revd Keith Brindle 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 projects emerge, the names of responsible persons will be notified and the list amended accordingly.

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:-

Mr Paul Jakeman
Mrs Clare Kent (Until 2017 Visitation)

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 following person carries the responsibility for the day to day implementation of the arrangements outlined in this policy:-

Mr Mike Wilmott, PCC Member

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 hall, if applicable, are clean and tidy
5. Ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut

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 fire fighting 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 helpers 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 in particular areas:-

Allocate responsibilities either by the area of the church or by activity or a combination of both. Alternatively, you may wish to arrange responsibilities in some other way. (The numbers in brackets relate to the appropriate section of the policy).

These lists are not exhaustive.

1.	By Activity	Name
	Accident Book/Accident Reporting (1)	Angela Kendall
	Fire Extinguishers (2.1)	Mike Wilmott
	Emergency Evacuation (2.4)	Mike Wilmott
	Portable Electrical Appliances (3.1)	Noel Woolrych
	Fixed Electrical System (3.4)	Mike Wilmott
	Gas Equipment (4)	Mike Wilmott
	Hazardous Substances (5)	Mike Wilmott
	Plant and Equipment (6)	Mike Wilmott
	Condition of Floors and Stairs (7.1)	Mike Wilmott
	Condition of Churchyard (7.2)	Mike Wilmott
	Light Bulb Changing (8)	Mike Wilmott
	Working at High Levels (9)	Mike Wilmott
	Food Preparation (10)	Clare Kent
	Manual handling (11)	Mike Wilmott
	Display Screen Equipment 12)	Noel Woolrych
	Building Defects/Glazing (13)	Mike Wilmott
	Safeguarding (14)	Clare Kent
	Personal Safety (15)	Mike Wilmott
	Contractors (17)	Mike Wilmott
	Bell Ringing	Colin Smith
	Choirs/Music	Martin Alford/Peter Kent
	Fetes and Outings	Organiser of the event
2.	By Area	Name
	Ringing Chamber	Colin Smith.
	Bell Chamber	Colin Smith

SECTION 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.

Note: General guidance is given but you will need to detail your own arrangements where appropriate. You should refer to the various guidance notes produced by Ecclesiastical Insurance and other guidance produced by the Health and Safety Executive.

There are a number of places where you need to insert the interval for inspections. This could be weekly, monthly, quarterly or annually. The period you choose will depend on your own situation and experience.

1. ACCIDENTS AND FIRST AID

The First Aid box is located in the Church Office (Cupboard on wall backing onto church). There is a smaller one on the window sill in the Ringing Chamber and another one in the church kitchen. A defibrillator is also in the church office with the first aid box. There is a further First Aid box in the Parish Centre Kitchen.

Trained/qualified First Aiders are: Clare Kent; Noel Woolrych

The accident book is located in the Church Office - same location as First aid box.

All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised where necessary.

Accident books and accident records are regularly reviewed.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive should be obtained. The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- any fatality to employees or non-employees including volunteers.
- major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work).
- Injuries to non-employees which require the injured person to be taken straight to hospital for treatment.

RIDDOR

These accidents will be reported by the Responsible Person.

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

2. GENERAL 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:

1. 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 copy of the *St James' Fire Risk Assessment* is included as Appendix 1; the *Parish Centre Fire Risk assessment* as Appendix 2; *Estcourt Room* as Appendix 3)
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. 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.
4. To provide reasonable fire fighting equipment.
5. A check that those in the building know what to do if there is a fire.
6. A regular check that our fire fighting 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 <i>(e.g. Organ Loft)</i>	Type of Extinguisher and Capacity <i>(e.g. Carbon Dioxide 2kg)</i>
West porch (main entrance)	Water 9kg
Church (under balcony area/mobile)	Water 9kg & Carbon Dioxide 2kg
Outside kitchen/bottom of stairs	Powder 6kg
Balcony	Water 9kg & Carbon Dioxide 2kg
Church office	Carbon Dioxide 2kg

The extinguishers noted above are checked every month by the Responsible Person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by Churches Fire Security Chandlers Ford Tel. 0870 608 4350.

2.2 Fire Alarm System

(Note – If you have a fire alarm system, note below details of the procedures for checking and maintaining the system and who has responsibility to ensure this is done)

A smoke detection system exists in the ceiling under the balcony and is maintained by the electrician employed by the church, currently CS Electrics

2.3 Other Fire Protection Equipment

(Note – If you have other fire equipment (e.g. fire blankets, hose reels, etc., note below the procedures for checking and maintaining them and who has responsibility to ensure this is done)

A fire blanket is installed in the church kitchen and is checked on a monthly Basis by the Responsible Person.

2.4 Evacuation Procedures

For large services and concerts, where the congregation/audience exceeds 100 our procedures for stewarding/evacuation are detailed below.

(Note – The following is a suggested evacuation plan. This must be adapted to meet your own requirements or insert your own plan).

1. The designated fire exit doors (via the church office and onto Church Walk) must be unlocked before the service/event commences and are clearly marked as fire exit using the “Running Man” symbol. The route through the office must be kept clear. The main entrance at the west end must also be kept unlocked and available as an exit.
2. A check must be made that all doors on these routes can be opened.
3. A trained steward (Churchwarden/Sunday warden) must be allotted to each door and have responsibility for persons in a specific part of the church.

Area of Church <i>(e.g. Nave)</i>	Exit Door(s) <i>(e.g. West Doors)</i>
Balcony/Ringing chamber	West door
Tower room/kitchen	West door
Area under balcony	West door
Office/Priest's vestry	Office/east door
Dais/Soldiers Corner	Office/east door
Forward of front pillars	Office/east door
Remainder of church	West door

4. Responsibility for using a fire extinguisher lies with the Churchwarden/Sunday Warden.
5. If emergency lighting is not available, torches must be available for each steward.
6. In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the Churchwarden.
7. Persons will assemble on The Green adjacent to the children's play area.
8. The emergency services will be contacted immediately by a nominated person using the telephone located in the church office, or their mobile.
9. If the alarm is raised during office hours when only staff are present, the assembly point shall be the pavement at the junction of Brickley Lane and London Road.

2.5 Evacuation Drills

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 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 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 designated assembly point.
7. Ensure clear access for the emergency vehicles.

3. ELECTRICAL SAFETY

1. A list of all our portable electrical appliances is maintained by Noel Woolrych.
2. Every quarter plugs, cables and sockets will be inspected by Mike Wilmott to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs required will be reported to CS electrics for action.
3. Every year all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.
4. Every quarter a visual inspection will be carried out of the fixed electrical installation by Mike Wilmott. Any defects will be reported to CS electrics for action.
5. Every five years, as part of the quinquennial inspection of the fabric, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary

remedial work will be carried out.

6. At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers. Currently, our system is tested annually each January by Wiltshire Steeplejacks, who provide us with a Test Certificate
7. It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
8. 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 Mike Wilmott.
 - 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 (Noel Woolrych) 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 so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. GAS EQUIPMENT SAFETY

1. Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor, WS Swift, who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately.

5. HAZARDOUS SUBSTANCES

The Responsible Person will maintain a list of all hazardous substances used in the church.

Where at all possible, we have eliminated the use of hazardous substances. The only hazardous substances used are cleaning fluids. Our safety arrangements are as follows:-

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”, are stored in the locked cupboard in the south porch. Data sheets or product information provided by the manufacturers and displayed on the product containers 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. Outside of the cupboard and adjacent to it is a Belfast sink with cold water taps for washing.

Do not mix chemicals.

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 or two person operation.
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.

(List all your items of plant and machinery and the rules and procedures for their use, including the appropriate personal protective equipment needed. In most cases when using machinery, boots, gloves, eye protection and overalls should be worn).

In certain situations, such as when working in the Bell Tower, head protection and ear protection may be necessary.

Other items of plant and machinery could include the following: ladders, lawnmowers, strimmers, chainsaws.

Item	Rules and Procedures
Ladder	To be used only with a minimum of two people and only under supervision of competent person, such as Churchwarden, Vicar, church architect, PCC member.

The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

(You must detail here those items of plant and equipment that require inspection by a competent person such as an engineering insurance company inspector or engineer. Such items will include a font cover with a counter-balanced lifting mechanism, lifts, hoists and other lifting equipment).

Item	Inspection Arrangements
Gas boiler	Only by CORGI registered gas engineer

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, an inspection will be made every quarter by the Responsible Person of all floors and stairs in the church and hall, and 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 the Responsible Person who will arrange for repairs or remedial measures to be carried out. Salt for preventing/treating ice on paths is kept in the west porch cupboard.

8. LIGHTING

In order to ensure that the church is adequately lit, an inspection will be made every quarter by the Responsible Person to ensure that all lights in the church, and churchyard are working. Any bulbs which require replacing will be reported to the Responsible Person who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed. In the case of high-level

lights, bulb replacement may be done on a regular basis when the equipment is available, rather than individual replacement.

9. WORKING AT HIGH LEVELS

The following areas are designated as high levels:-

Interior: all ceilings; area above arches, including all pendant and wall-mounted lights

Exterior: Nave parapets, all roof areas, church tower, external walls

Only the following persons may work at high level:

Approved contractors, Church architect; Churchwarden and Health and Safety Officer and competent volunteers approved by Churchwarden and/or H & S Officer.

The following procedures must be followed:

Any work done at high level must be with a minimum of two people and there must be access to a telephone, either via the fixed line in the church office or a mobile.

Any high level work must be agreed prior to commencement with either a churchwarden or Property working Group Leader.

The appropriate training will be given where required.

10. PREPARATION OF FOOD

(Your procedures must state where, when, how and by whom food may be prepared. You should consult the local Environmental Health Officer to see if your premises need to be licensed or if any improvements are needed. Food Hygiene Regulations apply whether you sell publicly or privately, in a hall or marquee, for profit or for fund-raising. The only exception is for food cooked at home for private consumption).

Nearly all the food eaten in the church at events such as Alpha meals; marriage preparation or Sunday lunches is prepared off-site at people's homes and is for private consumption, not being sold. Where food is prepared on-site:

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training.
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 following areas:-
Church Kitchen
6. We ensure that all hirers who wish to provide food stuffs 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. Manual handling is considered to relate mainly to loads such as furniture, not the weekly movement of musical instruments by members of the music group.
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. A privately owned sack-truck is available for small loads from the Health and Safety Officer.
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.

(Note below all manual handling tasks, e.g. moving portable nave altar, erecting temporary staging, opening lid of cope chest. Note the number of persons required to complete the task and the method to be followed, including details of any equipment required).

Handling Task	Method, Persons, Equipment
<i>Movement of altar</i>	<i>Slide on floor by no fewer than three men at any one time</i>

12. **DISPLAY SCREEN EQUIPMENT**

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

1. Stability and legibility of the screen
2. Contrast and brightness of the screen
3. Tilt and swivel of the screen
4. Suitability of keyboards, desks and chairs

5. The work station environment
6. 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 Health and Safety Officer.

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 Health and Safety Officer.
2. Any defects noted are immediately reported to the Responsible Person 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 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.
5. An asbestos survey of the building has been carried out and is attached as appendix 5 to this policy. Where necessary, asbestos will be removed by an approved contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.

Remember that a faculty application may be necessary. Archdeacons can often sanction temporary repairs pending permanent arrangements being approved.

14. SAFEGUARDING & PROTECTION of CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

Your procedures should include a policy on child protection issues as set out in the current Church of England House of Bishop's Policy Document or The Church in Wales document The Cure of Souls. The activities undertaken by youth groups require special attention. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms should be obtained for trips away from the Parish and any particular needs of individual children noted.

The Church has a Parish Safeguarding Representative, Clare Kent. The Church has a Safeguarding Policy that is reviewed annually by the PCC. Due to the importance of safeguarding, and the increasing length of the Policy it is held as a separate document in its own right on the church web site and not as an appendix to this policy.

A permanent record will be maintained of all accidents involving children. Similar arrangements apply for young people and vulnerable adults.

15. PERSONAL SAFETY

Risk Assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables. Procedures must be drawn up, including the appropriate control measures. A guidance note concerning personal safety is available from Ecclesiastical. The General Risk Assessment is attached as Appendix 4

16. 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.

For all hazardous activities, you need to carry out risk assessments and produce procedures that must be followed. These procedures need to be based on your own situation. However, there are guidelines produced by Ecclesiastical Insurance in our Guidance Notes for Churches.

The following activities will require risk assessments. You will then need to write your own procedures and include them in this health and safety policy.

1. *Fetes, including the use of Bouncy Castles*
2. *Tower Tours*
3. *Change Ringing Bells*
4. *Sponsored Walks*
5. *Churchyard maintenance, including grave digging.*
6. *Erection of temporary staging.*

Refer to Ecclesiastical Guidance Notes to help you draw up your own procedures.

17. 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 evidence 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.

Particular care needs to be taken for “hot works” and a separate “ Hot Work Permit” is available from Ecclesiastical.

Certain work to the church will be subject to The Construction (Design and Management) Regulations 2007. In summary, this includes new buildings, alterations, repairs, restoration, temporary structures and even re-decoration and conservation work which:

- *last for more than 30 days*
- *involve more than 500 person days of work*

A CMD Coordinator, Designer and Principal Contractor need to be appointed and a Health and Safety File produced.

You will need to refer to your Church Architect.

The Health and Safety Officer will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

18. INFORMATION AND ENFORCEMENT

Environmental Health Service Information:

Address: Wiltshire Council
County Hall, Trowbridge

Tel: 01225 713000

Contact name if known: N/A

Employment Medical Advisory Service Information:

(The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters. Enter here the address and phone/fax numbers of your regional HSE office where you can contact the Medical Advisory Service).

Address: 2, Rivergate Bristol BS1 6EW
Tel: 0300 003 1647
Contact name if known: N/A

Health and Safety Executive Contact e-mail: hse.infoline@natbrit.com

19. **Health & Safety law poster**

A copy of the HSE poster 'Health and Safety Law - what you should know ' is displayed in the Church Office.

This advice and information is given in good faith and is based on our understanding of the current law. Neither Ecclesiastical Insurance Group plc nor its subsidiaries accept any liability whatsoever for any errors or omissions which may result in injury, loss or damage, including consequential or financial loss. It is the responsibility of the Insured or any other person to ensure that they comply with their statutory obligations and any interpretation or implementation of the above is at the sole discretion of the Insured or other party who may read these notes and use this document.

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Appendix 1

Church Fire Risk Assessment Form

St James' Church, Southbroom, Devizes

Assessment undertaken by: Mike Wilmott

Date: 15/11/2008; updated most recently 01/01/2017

Area assessed: whole church

What are the fire risks?

Church office - electrical equipment; wall-mounted heater

Body of church - candles; electrical equipment; combustible upholstery, chairs, books, paper.

Kitchen - cooker, electrical equipment.

South porch - boiler

Balcony /Tower room- electrical equipment; combustible upholstery, chairs, books, paper; choir robes.

Priests vestry and ringing chamber - risks assessed as negligible

The risks are accidental - electrical equipment overheating; candle setting fire to paper/foilage; and deliberate - arson attack by setting fire to combustible material.

The persons at risk are staff in the church office; any person in priest's vestry; congregation; visitors; bell-ringers.

Additional controls required to reduce the risk to an acceptable level:

- Keep matches for candles out of sight in office/priests' vestry
- Ensure any waste bin in church emptied weekly
- Keep top of office door open when church building open and office in use (discourage arson)
- Ensure all candles extinguished at end of service/when church locked
- Ensure electrical equipment PAT tested
- Ensure choir robes kept in closed cupboards
- Ensure nothing stored against wall mounted heater in office
- Ensure drapes and upholstered chairs are fire retardant
- Lock building and alarm it overnight

Can a fire be detected in a reasonable time and people warned?

There are smoke detectors in the ceiling of the ground floor rooms at the west end and fire alarms in the church outside of the office door; at the west end under the balcony; and outside of the kitchen in the south porch.

Additional controls required to reduce the risk to an acceptable level - none

Can people in the building get out safely?

The Fire Exit route is signed through the church office. The main exit is signed via the west door. The area at the west end of the church is equipped with emergency lighting. All fire

extinguishers; fire alarms and exits are signed with fluorescent signs. Torches are kept in the Priest's Vestry; church office and ringing chamber in the event of electricity failure. Churches Fire Security has assessed the building and all recommendations have been implemented.

Additional controls required to reduce the risk to an acceptable level - none

Is there adequate fire fighting equipment?

Churches Fire Security have inspected the building and provided the necessary fire fighting equipment. This consists of:

- Porch - water filled extinguisher;
- Church ground floor - water filled extinguisher & CO2 extinguisher - mobile stand so can be moved to wherever required but normally kept in open area adjacent to meeting room;
- Kitchen - fire blanket, powder extinguisher outside of door on external wall
- Balcony - water filled extinguisher & CO2 extinguisher;
- Church office - CO2 extinguisher

Additional controls required to reduce the risk to an acceptable level - none

Do people know what to do if there is a fire?

Sound the alarm and leave the building

From the office, the fire exit is out of the back door onto Church Walk

From the main body of the church, there are two exits - the main exit through the west door or the fire route through the church office. Those less abled and those in wheelchairs should be evacuated through the west door.

The assembly point for the office is the pavement at the junction of Brickley Lane and London Road. The assembly point for the church is on the Green adjacent to the children's play area.

The churchwardens on duty will be responsible for evacuating the building and checking before any service that the exit routes are clear.

Additional controls required to reduce the risk to an acceptable level - ensure that churchwardens and leadership team are aware of their responsibilities and know what to do.

Is a regular check made that fire-fighting equipment is in place, are people trained in its use and is it regularly maintained?

The presence of the equipment is checked by the Health & Safety Officer on a monthly basis.

Churches Fire Security carry out an annual check on the fire-fighting equipment and replace/refill any extinguishers as necessary. These checks are recorded on the extinguishers themselves. The church was re-assessed for fire risk by Churches in November 2008 following the re-ordering and the necessary equipment and signage provided.

Churchwardens are expected to be able to operate the extinguishers in the event of a fire.

Date FRA approved by PCC: January 2009 & reviewed most recently January 2017;

Date due for review: January 2020

Appendix 2

Fire Risk Assessment Form

Southbroom Parish Centre, Devizes

Assessment undertaken by: Mike Wilmott

Date: 19/11/2008; reviewed most recently January 2017

Area assessed: Southbroom Parish Centre

What are the fire risks?

Parish Centre kitchen - cooker, electrical equipment; oil-fired boiler

Remainder of parish centre - electrical equipment - locked in cupboard;

The risks are accidental - electrical equipment overheating; material left on cooker; and deliberate - arson attack by setting fire to combustible material.

The persons at risk are those people using the parish centre.

Additional controls required to reduce the risk to an acceptable level:

- Ensure any waste bin is emptied weekly
- Ensure electrical equipment PAT tested
- Ensure nothing stored against oil-fired boiler
- Ensure cooker plates turned off when not in use
- Lock building and car park when not in use

Can a fire be detected in a reasonable time and people warned?

There is a smoke detection system and emergency lighting installed in the main hall and entrance corridor. This will alert anyone in the building to the presence of a fire.

Additional controls required to reduce the risk to an acceptable level - none

Can people in the building get out safely?

The Fire Exit is directly from the hall into the adjacent car park. The main exit is at the north end and would be more accessible from the kitchen, store and toilets. Both exits are signed using fluorescent pictograms and both hall and corridor are provided with emergency lighting. All fire extinguishers; fire alarms and exits are signed with fluorescent signs. Churches Fire Security has assessed the building and all recommendations have been implemented.

Additional controls required to reduce the risk to an acceptable level - none

Is there adequate fire fighting equipment?

Churches Fire Security have inspected the building and provided the necessary fire fighting equipment. This consists of:

- Hall - two water filled extinguishers (9kg each);
- Kitchen - 2 fire blankets, powder extinguisher.

Additional controls required to reduce the risk to an acceptable level - none

Do people know what to do if there is a fire?

Sound the alarm and leave the building

From the main hall, the fire exit is on the eastern side of the building out into the car park. From the kitchen, storeroom, toilets, the shortest route is via the main entrance on the northern side. The assembly point for both is in the parish centre car park. Details of the evacuation procedures and assembly point are displayed on fluorescent signs. A telephone for calling the emergency services is located in the kitchen.

Additional controls required to reduce the risk to an acceptable level - ensure that those hiring the hall know the fire routes and evacuation procedure.

Is a regular check made that fire-fighting equipment is in place, are people trained in its use and is it regularly maintained?

The presence of the equipment is checked by the parish centre caretaker on a monthly basis.

Churches Fire Security carries out an annual check on the fire-fighting equipment and replace/refill any extinguishers as necessary. These checks are recorded on the extinguishers themselves. The parish centre was re-assessed for fire risk by Churches in November 2008 and the existing arrangements approved.

Additional controls required to reduce the risk to an acceptable level -none.

Date additional controls implemented:

Date FRA approved by PCC: January 2009

Date last reviewed: January 2017

Date for next review: January 2020

Appendix 3

Fire Risk Assessment Form

Estcourt Room, Southbroom, Devizes

Assessment undertaken by: Mike Wilmott

Date: Original Assessment 17/04/2017

Area assessed: Estcourt Room, including kitchen and toilet

What are the fire risks?

Kitchen - electrical equipment; oil-fired boiler

Main Room – electrical equipment; heaters; furniture;

The risks are accidental - electrical equipment overheating; electrical heaters obstructed; and deliberate - arson attack by setting fire to combustible material.

The persons at risk are those people using the Estcourt Room.

Additional controls required to reduce the risk to an acceptable level:

- Ensure any waste bin is emptied weekly
- Ensure electrical equipment PAT tested
- Ensure nothing stored against heaters
- Lock building when not in use

Can a fire be detected in a reasonable time and people warned?

There is a smoke detection system installed in the main room and kitchen. This will alert anyone in the building to the presence of a fire.

Additional controls required to reduce the risk to an acceptable level - none

Can people in the building get out safely?

The Fire Exit is directly from the main room onto Estcourt Street, with the main entrance onto Estcourt Terrace providing a second route out via the vestibule. The exit direct from the main room would be more accessible from the kitchen, whilst the main entrance is easily accessible from the main room and toilet. Both exits are signed using illuminated pictograms. All fire extinguishers; fire alarms and exits are signed with fluorescent or illuminated signs. There are also 'break-glass' alarms in the main room.

Additional controls required to reduce the risk to an acceptable level - none

Is there adequate fire fighting equipment?

The premises were formerly occupied by Wiltshire Council. Churches Fire Security have inspected the building and provided the necessary fire fighting equipment. This consists of:

- Hall – Foam spray extinguisher;
- Kitchen - fire blanket, CO2 extinguisher

Additional controls required to reduce the risk to an acceptable level - none

Do people know what to do if there is a fire?

Sound the alarm and leave the building

The exits from both fire exits lead directly onto the public highway (pavement).

Is a regular check made that fire-fighting equipment is in place, are people trained in its use and is it regularly maintained?

The presence of the equipment is checked on a monthly basis.

Churches Fire Security carry out an annual check on the fire-fighting equipment and replace/refill any extinguishers as necessary. These checks are recorded on the extinguishers themselves.

Additional controls required to reduce the risk to an acceptable level -none.

Date additional controls implemented: None required

Date FRA approved by PCC: May 2017

Date due for review: April 2020

Note – the building is currently part of the wider Former Southbroom Junior School premises, owned and insured by the Diocese but with an interest held by the Southbroom PCC and access made available by the Diocese with agreement by the PCC to assist in payment of the bills.

Appendix 4.

Risk Assessment for St James Church Southbroom Devizes

Assessment undertaken November 2005 - updated 2007 & revised most recently January & April 2017 by Mike Wilmott, PCC

List of Significant Hazards	List of people who are at risk from significant hazards	Existing Controls	Action Needed	Review
Church Office				
Risk of assault of lone worker	Church Administrator Lone clergy person Foodbank worker Family Life Coordinator	Panic alarm Telephone Stable door Doors lockable Outside lights Spy hole in outside door	NFA	Jan-20
Trip hazard into church	Church Administrator Other office users	Steps kept swept clean Outside light	NFA	Jan-20
Slip on outside steps	Church Administrator Others opening church	Steps kept swept clean Salt provided for ice	NFA	Jan-20
Church Building				
Fire	Congregation Visitors	Fire extinguishers in building Smoke detectors fitted Emergency lighting & signage provided Front doors unlocked when building in use Office unlocked from inside during services as fire exit Candles kept away from materials & extinguished on locking building	Checked annually	Jan-20
Stepladder	Those using them	H & S policy on usage	NFA	Jan-20
Hazardous cleaning materials	Those using them/children	Kept in locked cupboard. Instructions on containers. Water adjacent if required	NFA	Jan- 20
Ringing chamber & bell chamber				
Bells left up	Those accessing chambers	Ringers tie ropes carefully. Tower access kept locked. Ringing Chamber and bell Chamber locked	NFA	Jan-20
Churchyard				
Access to building	Congregation/visitors	Steps painted white Ambulant disabled rail Level access from Church Walk	Regular repaint	Jan- 20
Falling branches from trees	Visitors	Trees regularly inspected	Continue Regular inspections	Jan-20
Loose tombstones	Visitors/children	Tombstones checked	Continue regular inspections	Jan-20

Crammer	Churchyards visitors	Wall rebuilt and gentle slope incorporated thereby reducing risk of vertical drop and Indicating change of level	NFA	Jan-20
Parish Centre				
Fire	Visitors	Smoke alarm fitted Fire blanket in situ Emergency Exit signs in place Fire extinguishers in place	Checked annually	Jan-20
Estcourt Room				
Fire	Visitors – Groups using room	Smoke alarm fitted Emergency Exit signs in place Fire extinguishers in place	Checked annually	Jan 20

This Risk Assessment should be read in conjunction with the St James' Church Health & Safety Policy that sets out the responsibilities and arrangements for health and safety.

Appendix 5

St James' Church Asbestos Survey

Background

The church building at St James Southbroom was erected in 1838, although the tower at the west end dates from the medieval period (15th century). The former choir vestry (now church office) was added in the 1930's. Despite its relatively recent date, the interior has been subject to numerous internal alterations, most recently in 2008 when the interior was comprehensively re-ordered. Full details of the condition of the church prior to re-ordering can be found in the Statement of Significance prepared by the Church for the faculty application made in 2006.

The asbestos survey was carried out to assist the PCC in its duties to prevent exposure of its employees and those carrying out construction work in the building to asbestos, in accordance with the requirements of the Control of Asbestos at Work Regulations 2002.

The initial survey was carried out on Saturday October 14th 2006 by the Church Architect, Peter Kent RIBA and Mike Wilmott, Churchwarden and Chartered Town Planner. This update has been prepared in November 2008 following the completion of the re-ordering works and was updated by Mike Wilmott in December 2011.

Summary of findings

The church building appears to be free of asbestos. In the first survey, one possible site was identified where asbestos may have been present. This was the ceiling tiles in the roof of the Priest's Vestry. However, subsequent investigation following a roof leak has indicated that they are compressed board, not containing asbestos.

In the initial survey, there was also concern about whether asbestos may have been present in the Tower Room where the organ was located; and insulating the water pipes underground at the west end of the church. The organ was removed and the Tower Room redecorated in 2008. No evidence of asbestos was found. The hot water pipes at the west end were exposed during re-building works and were found to be uninsulated. As they were leaking, they were replaced with new piping.

Detailed survey

Church office - floor is stone/concrete under a carpet covering. Ceiling - plaster on concrete. Walls - stone and plaster. The office is in the former choir vestry, built in the 1930's and converted to an office in 2005. Heating is wall mounted electric fire installed in 2005.

Priest's Vestry - floor is stone under a carpet covering renewed in 2008. Ceiling - preformed ceiling tiles. Walls - plaster on stone. No heating.

Chancel - Floor is carpet renewed in 2008 on suspended timber joists overlying tiled floor and stone steps. Walls - plaster on stone (much re-plastered in 1990's). Ceiling - plaster and timber.

Nave - Floor is carpet installed in 2008 on top of parquet insets and tiled floor. Pitch covering beneath tiles and waterproof membrane below parquet floor. The floor of the west end under the balcony is concrete laid in 2008 with floor coverings. Internal walls at west end are plaster board, whilst external walls are plaster on stone. Ceiling of main part of Nave is modern plasterboard, installed when interior was redecorated in 1990's. The ceiling under the balcony is plasterboard installed in 2008 when the new balcony was erected. The heating of both the nave and chancel is by uninsulated hot water pipes and radiators that run around the interior of the building and that are from a modern gas boiler installed in its current form in the south porch in 2011.

South porch - Floor is tiled. Walls - stone. Ceiling - modern plasterboard. Modern boiler installed in 1990's. Cupboard and sink installed in 2008, with modern plasterboard and tiled/concrete floor.

West entrance - Floor is tiled and matting. Ceiling - plaster. Walls - painted stone.

Gallery - New construction dating from 2008.

Tower Room - completely renewed in 2008. Floor is timber with carpet covering. Walls - plaster on stone. Ceiling is vaulted and part timber/part stone, cleaned and renewed in 2008.

Tower - stone

Ringing chamber - timber suspended floor. Walls - stone, painted. Ceiling - timber suspended joists visible.

Clock floor - timber floor. Walls - stone. Ceiling suspended timber joists.

Bell chamber - timber floor. Walls - stone. Ceiling - concrete with steel support. Outer side forms tower roof.

Mike Wilmott, Churchwarden 2006, Property Group Leader 2008 and 2011. Reviewed in 2017 – no changes required.

NB – The Parish Centre was built in 1975 and there is no evidence of asbestos use in its construction; The Estcourt Room is much older, but is currently under the ownership of the Diocese.

Appendix 6

St James Southbroom Devizes Maintenance Log book & Contact numbers

Church	Date Checked	Due Date	Contact	Tel/E-mail	Notes
Lightning Conductor	29/01/2016	June-2018	Wiltshire Steeplejacks P Silk	01225 761330 www.wiltshiresteeplejacks.co.uk	Annual inspection Anti vandal guard And paint installed April 2011
Roof	Visual inspection March 2017	March 2018	H & S Officer		Quinquennial inspection in 2014. Loose slates fixed
Paint/stain doors	Jan 2017		Chaz Bird (now moved)	01380 723869	Radiators painted 2008 Doors painted/stained Spring 2009
Fire extinguishers	05/2016	May 2017	Churches Fire Security Ltd Fire House, Chandlers Ford.	0870 608 4350 sales@churchesfire.com	Annual inspection Equipment & signage checked
Church boiler (Gas-fired)	2016	May 2017	WS Swifts	01380 726284	New boiler installed 2011.
Downpipes	Repainted 2011	N/A	Gaigers Northgate St, Devizes	01380 722412	Quinquennial in 2009 Blocked downpipe repaired Spring 2008
Church clock	2011		Cumbrian Clock Co. Dacre Workshops, Dacre Penrith, Cumbria, CA11 OHH	01768 486933 info@clockmaker.co.uk	Hour chimes repaired 2011
Parish Centre					
Boiler (oil fired)	May 2016	N/A	WS Swifts	01380 726284	
Churchyard					
Trees	2013	2018	Mark Sharples		Carried out works after safety inspection – check every 5 years
Grass	Annual contract		FA Coles & Son	01380 813904	
Insurance					
Parish Centre	Annual June	21/06/	Ecclesiastical Insurance	01202 729756	5 yr contract
Church	Annual December	25/12/			ends 2017
Contacts					
Electrician	Name		CS Electrical		01672 595011
			Electrical Contractor		

Heating Engineer	WS Swifts Services	Barbara/Tony Swift	01380 726284	
Church Architect	Peter Kent	Peter Kent	01380 725688 peter@pka-architects.com	
Church glass	Salisbury Cathedral Stained Glass	Sam Kelly	01722 555144 glass@salcath.co.uk	Repair our stained glass & diamond paned glass

Appendix 7

Tower Access & Tour Risk Assessment Form

St James' Church, Southbroom, Devizes

Assessment undertaken by: Mike Wilmott

Date: 22/11/2008. Reviewed 29/11/2011 & checked April 2017

General

The church tower is the oldest part of the church dating from the 15th century. Access to it has to be carefully controlled as the stairs are narrow and steep and the exit onto the Tower itself is through a small door. There are trip hazards on the tower top floor from the supports for the weathercock. The battlements mean that there is not an even wall around it. There are further risks from the fact that the tower gives access to the ringing chamber and the bell chamber.

Controls put in place to minimise the risk

The access to the Tower is via a door from the church porch that is kept locked at all times. Key holders are identified on the church key holders' list. A locked door also controls secondary access from the Tower room. The door onto the tower roof is padlocked, as are the other access doors from the Tower into the ringing chamber; store room and bell chamber.

The steps have been levelled to minimise the risk of falling and a metal railing runs from the foot of the tower to the ringing chamber, with a gap for the tower door access. Beyond this, a canvas rope provides a handhold up the remainder of the tower stair to the roof exit.

The Tower steps are well lit, with spare bulbs (bayonet) kept in the church office. The Ringing chamber; store room and bell chamber are all electrically lit, with switches just inside each door.

As the tower is built of stone, fire risk is assessed as low (verified by Churches Fire Security). The few electrical items in the Ringing chamber (two heaters and fan) are PAT tested. A water filled fire extinguisher is in the porch at the foot of the tower and a CO2 extinguisher is accessible via the balcony or the ground floor of the church.

Access to the Tower and Tower Tours

There is no general right of access to the Tower. For bell ringers, access is controlled by the Tower Captain. For contractors, access must be arranged via the Vicar, Churchwarden, Property Group Leader, Church Architect or Tower Captain. The contractor must confirm entrance and exit and the door at the foot of the tower must be kept shut at all times to prevent unauthorised access.

Tower Tours generally only take place during Church Open Days. Visits at other times must be accompanied by one of the responsible people listed in the paragraph above and on no account should be unaccompanied. Those accompanying visitors must brief them as per the instructions set out for the tour below.

Tower Tours on Open Days must be led by a person authorised by one of the responsible people and should have a second authorised person at the end of the group to summon help

in the event of an emergency. Groups should not exceed ten visitors. Any children under the age of 16 must be accompanied by an adult.

Before beginning the tour, the tour leader must brief the group on the difficulty of the climb, the size of the exit door onto the roof, the narrowness of the stairs and the dangers on the roof itself. Access to the storeroom is forbidden and access to the ringing chamber and bell chamber may only be permissible with the permission of the Tower Captain.

Before leaving the roof of the Tower, the leader of the tour must ensure that all visitors have begun their descent and at the foot, must ensure that all visitors have safely descended and left the tower.