

**THE HEALTH AND
SAFETY POLICY**

FOR

**ALL SAINTS' CHURCH,
MILFORD-ON-SEA**

AND

**ST MARY'S CHURCH,
EVERTON**

Approved by the PCC on Weds 20th September 2017

HEALTH AND SAFETY POLICY

Applicability

1. This health and safety policy applies to all employees, volunteer workers, volunteers and congregation of the whole parish ie. the churches of All Saints', Milford on Sea and St Mary's, Everton whilst on church property.

Responsibility

2. Whilst recognising that everyone has a responsibility to be aware of, abide by, contribute to and improve the health and safety environment, the incumbent, the Reverend Dominic Furness, has ultimate responsibility for health and safety matters within this church. In his absence this responsibility will be assumed by the Church Warden.

Authority

3. This policy is issued under the authority of the Incumbent. It is also the responsibility of every member of the PCC. It is to be formally reviewed by the PCC once in any 12 month period for continuous improvement and checked for errors and omissions.

The Policy

4. The PCC recognises and accepts its responsibilities for providing, as far as is reasonably practicable, a safe and healthy environment for all those who use church premises by, amongst other arrangements:
 - a) Assessing the risk to the health and safety of all those who use church premises.
 - b) Maintaining the church premises in a condition that is safe and without risk.
 - c) Providing and maintaining a means of access and exits which are safe.
 - d) Ensuring safety and absence of risk, where possible, to health in connection with the use, handling, storage and transport of articles and substances.
 - e) Providing information, instruction, training and supervision as appropriate.
 - f) Being open and alert to suggestions to improve health and safety standards.
 - g) Keeping this policy up to date with regular reviews.
 - h) Maintaining a formal record of all health and safety occurrences, accidents etc and ensuring that the lessons from them are considered for inclusion in this health and safety policy.
 - i) Ensuring appropriate funding and other resources are made available to implement this policy.

Methodology

6. The policy will be implemented by delegating responsibility for risk assessment and risk management. (see below) It is accepted that we may not have the necessary expertise and that specialist advice may need to be sought and provided.
7. The parish topics and their associated responsible officers are:
- | | |
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| a. Occurrences, suggestions and formal reviews | Revd Dominic Furness
(Wardens in his absence) |
| b. First aid | Mrs Annabel Taylor |
| c. Food safety | Mrs Sarah Richardson |
| d. Fire safety | Mr Rob Askin |
| e. Working at height | Mr Terry Bufton |
| f. Lifting and transporting heavy loads | The Churchwardens |
| g. Electrical Safety | Mr Terry Bufton |
8. The geographical areas of responsibility and their associated responsible officers are:
- | | |
|----------------------------|--|
| a. All Saints' Church | Churchwardens |
| b. St Mary's Church | St. Mary's Churchwardens |
| c. The Church Office | Lesley Prince |
| d. All Saints' Church Hall | Mr Mike Fitz Gibbon |
| e. St Mary's Church Hall | Mrs Vera Peters |
| f. The Parish Churchyard | Mr Dennis Eason |
| g. The Vicarage | Revd Dominic Furness
(Wardens in his absence) |
| h. 43 Carrington Lane | Churchwardens |
| i. St Mary's Grounds | Mrs Vera Peters |

Policy for:

- a) Accidents/Incidents, suggestions and formal Reviews
- b) First aid
- c) Food safety
- d) Fire safety
- e) Working at height
- f) Lifting and transporting heavy loads
- g) Electrical Safety
- h) All Saints' Church
- i) St Mary's Church
- j) The Church Office/ Resources Room
- k) All Saints' Church Hall
- l) St Mary's Church Hall incl. St Mary's Grounds
- m) The Parish Churchyard
- n) The Vicarage
- o) 43 Carrington Lane, Milford-on-Sea

A POLICY FOR ACCIDENTS/INCIDENTS, SUGGESTIONS AND REVIEWS

Introduction

This Section lays down the policy for recording significant health and safety events and the method for ensuring that lessons for preventing recurrence. It also provides for anyone to make a suggestion for improving our health and safety system.

The position of our Health and Safety Officer is currently vacant. The Vicar therefore takes on this responsibility.

Accidents/Incidents/Occurrences

Occurrences involving injury are to be recorded at the time of the event in one of the accident forms kept with the first aid kits. Occurrences not involving injury, but could involve potential injury, are to be recorded by the member of staff that is present at the time. Where possible, details of witnesses are to be included. Suggestions for future improvement will also be welcomed.

Suggestions

Everyone is encouraged to take an active part in the working and improvement of our health and safety system. A "Suggestions Book" will also be kept by the Administrator in the Church Office in which suggestions can be entered. People may, if they would prefer, just tell the person responsible for the specific area, but then that person must enter the suggestion in the suggestions book.

Reviews

The incumbent (or in his absence Churchwardens is to ensure that the following reviews are carried out and that recommendations for further action are pursued.

- The whole Health and Safety Policy is to be reviewed once in every 12 month period. Intermediate or partial reviews may also be required and parts of sections may be amended and reissued as required for continual improvement. **The PCC should approve these changes annually.**
- The accident, non-injury occurrences and suggestions forms are to be inspected and signed by the Vicar/wardens. These forms should be consulted/reviewed during reviews of the policy.

B POLICY FOR FIRST AID

First Aid Provision

Where a large event is taking place it is desirable to nominate a first aider/nominated person. This person should be appointed by the leader/organiser of each event or service. They can either be a qualified first aider or an "Appointed Person". An Appointed Person is not qualified but is fully aware of what to do in an emergency and have access to a mobile phone, first aid box and blankets. They should either be fully aware of all the first aid equipment or, **for outside events organised by the church**, should carry with them the first aid box, first aid forms and blanket.

The leader/organiser/Churchwardens at such events should seek out a suitable person (ideally arrange cover before hand) or at the event. First Aid kits are available in the halls and churches (and the mower shed) together with accident report forms and blankets. **There is a spare first aid box in the church office that should be taken to any off site events. Please do not remove a first aid box from any other area as it may be needed.**

Accident Report forms should be recorded for all incidents, they record:

- Date and time,
- How the accident occurred,
- Nature of injury,
- Treatment given and by whom,
- Disposal of casualty to home, hospital, GP etc.

Remember these forms must be accurate - in the event of a complaint they could be used as evidence in any court case and must be completed correctly and accurately at the time of the incident.

Accident Report forms are examined by the Vicar, and if necessary will be reviewed by the Vicar and the Churchwardens to ensure that lessons identified from the accidents are implemented. All serious cases are to be reported immediately to the Vicar. Fatal accidents are to be reported to the Police and the local Health and Safety Authority.

Signs

Signs must be displayed in the churches and halls indicating the location of first aid boxes, emergency telephone numbers and the location of the nearest telephone.

Use of Church Facilities by External Organisations

Groups/organisations hiring the facilities of the churches/halls are to be made aware of the desirability of providing first aid cover for large events. Similarly they should have their own insurance cover.

Mrs Annabel Taylor
First Aid Co-ordinator

C POLICY FOR FOOD SAFETY

Anyone preparing food in the kitchens within the church halls must comply with the following.

- For major functions - **if cooking food in the kitchen, as opposed to presenting already cooked food,, ideally this** should be supervised by a person holding a food hygiene certificate. Wear protective aprons, keep hair tied back and wash hands frequently.
- Ensure that the hand washing sink is visible and used for its intended purpose.
- Before preparing food, wash down all work surfaces, chopping boards and knives in hot soapy water.
- Ensure all perishable foods are stored in the fridge and all food covered with cling film until served.
- Use oven gloves for removing hot dishes from the oven.
- Ensure cookers and urns are turned off both on the appliance and the mains after use.
- The dishwasher should be used for most washing up – only if one or two items should hand washing be used, then use hot soapy water and rinse before drying. Cutlery may need to be soaked in a bucket of hot soapy water before washing and rinsing.
- Pay particular attention to water or grease on the floor. Mop it up immediately and then display the “caution wet floor” notice in an appropriate position.
- When laying tables for functions ensure there is room between tables for easy access and exit. Never leave trolleys or other obstacles in the gangways.
- Use bowls reserved for vegetable preparation for their intended purpose.
- Left over food is to be disposed of and not stored.
- All dishcloths, teacloths and tablecloths are to be washed after every function.
- Cookers to be cleaned and fridges to be cleaned and emptied after each event.
- All rubbish is to be correctly disposed of.
- **Very young children and elderly/infirm adults should not normally use the kitchen. Animals (ie. dogs etc) are not normally** permitted in the kitchen.
- If children are best kept out of the kitchen (ie not a special session for children cooking in the kitchen) the red poster indicating “No children allowed” should be displayed on the kitchen door.
- The kitchen **external** door must **not** be used as a route into the hall, for health and safety reasons the **hall** front door only should be used.

D POLICY FOR FIRE SAFETY

Our policy is to fulfil our obligations under Regulatory reform (fire safety) order 2005. In order to achieve this, we undertake the following:

1. An assessment of the fire risks in the churches and associated buildings, is to be completed (by the organiser of the service or event) before any events including - large Church attendances (festivals, school & large memorial services). Also any service that includes the use of candles outside the chancel eg Christingle.

2. A check that a fire can be detected in a reasonable time and that people can be warned.

3. Emergency exits are signed and illuminated when the electricity fails.

4. Hall users should check / ensure exits are not blocked or locked.

5. To provide reasonable fire fighting equipment. Soda water extinguishers are situated throughout the buildings and CO2 extinguishers (for electrical fires) are in the bell tower base **and organ loft** in All Saints and in the hall kitchens. (And in St Mary's they are outside the Choir Vestry and kitchen door in the hall). These are inspected and serviced annually. Appropriate training should be given.

6. Notices are displayed to ensure that those in the building know what to do in the event of a fire. Attention to these notices are to be drawn to users. **An order to evacuate must be clearly given if an evacuation when necessary.**

If You Discover a Fire (No matter how small)

1. Immediately raise the alarm.
2. Telephone the Emergency Services.
 - a. Telephone in All Saints' Hall.
 - b. Mobile in First Aid Box at St Mary's
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. Assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is **People** before **Property**.
6. Ensure clear access for the emergency vehicles

The Assembly Points in case of Fire are:

All Saints' Church Flagpole at the far end of the churchyard (near main road/vicarage)

All Saints' Hall The Lytchgate near All Saints' Church

St Mary's **Under the Oak Tree outside the Church Hall.**

E POLICY FOR WORKING AT HEIGHT

Overriding Principles

No one is to use a ladder or step-ladders unless they personally feel totally confident in doing so. Ladders should only be used for minor jobs of short duration which only require the use of one hand. The maximum vertical load is not to exceed 125 kg.

Safe Use of Ladders

- Ensure that the ladder is suitable for the job, of suitable length and appropriately constructed. Metal ladders are not suitable for use where live electrical circuits exist.
- Position the ladder on a firm, level and dry surface.
- Set the ladder against a structure capable of supporting it at an angle of 75°.
- Both the bottom and top of the ladder should be secured, preferably by tying to a fixed object.
- Never stand on the top 4 rungs and with sectioned ladders always allow at least 3 rungs overlap between sections.
- Before use, check the ladder to ensure its general condition is sound and that it is clean and dry. Additionally check that there are no cracks, the rungs are straight and secure and that the styles (outside uprights) are undamaged.
- If an adult is securing the bottom of the ladder by stepping on the bottom rung then that individual is to wear a hard hat if heavy tools are in use above them.
- Keep your body facing the ladder and do not reach out sideways.
- Hold the ladder with at least one hand at all times.
- Wear strong shoes or boots with dry soles and a good grip.
- Do not use a ladder in strong winds or in rain.

Safe Use of Step-ladders

- The general principles of the use of ladders apply also to step-ladders.
- Domestic step-ladders are not to be used to gain access above 2 metres.
- The working platform is to be used for holding tools or materials. The platform should never be used to stand on.
- The steps must have a mechanism to prevent the legs from spreading out.
- Before use, carry out the same checks as for ladders but additionally ensure that the hinges are serviceable and secure.

Inspection

In addition to the user's before-use checks, every ladder and step-ladder is to be inspected in detail by an individual with engineering experience. This inspection is to be carried out at least annually and a record made of the inspection against the ladder's serial number. Within this parish, these inspections will be undertaken by Terry Bufton who is an Engineer with suitable experience.

Terry Bufton

F POLICY FOR LIFTING AND TRANSPORTING HEAVY LOADS

General. Our policy is to eliminate the need for manual handling as far as is possible. Where it is not possible to avoid the need to move heavy loads, a specific risk assessment will be carried out by The Churchwardens and an appropriate solution, using lifting aids if necessary, will be devised. Significant manual handling, such as setting up the staging for a major performance, is rare and specific training will be given by The Churchwardens/Peter Leech for each event. Only trained persons will be permitted to move heavy loads. A heavy load for individual lifting purposes is a maximum of 20 Kg, but this may be reduced depending on shape and size of the person.

Extant Tasks. Some minor moving tasks exist and occur routinely. Below is a table of such tasks and guidance on the discharge.

<u>Handling Task</u>	<u>Method</u>
All Saints' altar frontals box and altar frontals.	Two persons are to lift the box lid and carry the altar front using the lifting pole.
Mobile Pulpit and Prayer Desks Communion Rails and Kneelers	Move with great care, four persons are required to move these items.
New Altar	Needs lifting, at least two people.
All Saints' portable altar. (old Altar)	Push on castors on a flat surface to its required position. Four persons are required if moving the altar off the flat platform.
All Saints' electronic piano.	Two persons are to lift the piano into its position. Lifting equipment will be necessary if the piano is to be moved a significant distance. (Terry suggests deleting this as the piano is on wheels)
Folding tables in church halls.	Folding Tables in Church Hall: Follow colour coding when stacking, Always use restraining strap when on trolleys, Use lever for lifting legs. Two persons are to move, erect and fold these tables. They are heavy and can easily trap fingers.
All Saints' Church hall TV.	One person may move the TV on its castors within the hall but 2 must work together to move it elsewhere.
Pianos	Two people may move a piano on its castors within the hall. Pianos are not to be moved elsewhere by untrained persons without specialist lifting equipment.

General Principles.

- A list of all our portable electrical appliances will be maintained by a Responsible Person. In the case of All Saint's Church and Hall this will be Terry Bufton and for St Mary's Church and Hall this will be the Churchwardens for St. Mary's.
- No portable electrical appliance is authorised for use unless it is included on one of these lists.
- Portable electrical appliances brought onto church premises for temporary and specific purposes remains the responsibility of the user and the principles of this policy are advisory.
- Every quarter, all portable electrical equipment is to be inspected by the Responsible Person. The inspection is to include general condition, loose plugs and worn cables.
- Every year a PAT test (Portable Appliance Testing) will be carried out by a professionally qualified electrician and a record label will be affixed to each appliance.
- Every year the fixed electrical installations in church premises will be visually inspected by the Responsible Person. Any defects will be reported to the individual responsible for the building for action.
- Every 5 years our fixed electrical system will be inspected and tested by a competent contractor who is a member of the National Council for Electrical Installation Contracting or other approved body.

Action by Users.

- Visually inspect all electrical equipment before use.
- Report all faults, or apparent faults, to the Responsible Person.
- Do not attempt to use or repair faulty electrical equipment.
- No electrical equipment is to be brought onto church premises for permanent or regular use before it has been entered into the equipment register by the Responsible Person.
- Electrical equipment is to be switched off and disconnected when not in use for long periods.
- Flexible cables should be so positioned and protected that they do not constitute a tripping hazard nor are subject to mechanical damage.

Terry Bufton

H RISK ASSESSMENT FOR ALL SAINTS' CHURCH, MILFORD-ON-SEA

Risk Assessment. The building is old and visited by members of the public on a routine basis.

<u>Area of Concern</u>	<u>Associated Risk</u>	<u>Mitigation</u>
Central Heating Boiler	Risk of explosion or gassing.	Michael Iles is responsible for ensuring the boiler is serviced annually by a GAS SAFE registered engineer
Glass doors	Possibility of cuts if person fell against the door	No action taken. Transfers and handles on glass doors act as a warning.
Path to church if dark	Trip hazard	External lights are provided. They are to be checked quarterly.
Fire	Occupants need to be able to leave the building in case of a fire	Signs indicate the fire exit. Fire extinguishers in place and inspected annually. No chairs are to be placed down main aisles for services or events
Uneven flooring	Trip hazard	The floor will be checked regularly by one of the church wardens
Accidents	Inadequate or inappropriate treatment of injuries	Section F will be adhered to in order to try and prevent any potential accidents. First aiders/ "appointed person" should deal with any incidents
Climbing within or outside the church	Possibility of falling from height. Risk of electrocution if the task involves bulb changing	Access will be gained in accordance with our working at height policy – Section E. Electrical power to the lights will be switched off before bulbs are changed
Electrical distribution board in the crèche (now the toilet)	Board is covered but unlocked. Risk of electric shock	Warning notices are to be displayed. Children in the crèche are to be supervised by at least one adult
Electrical sockets	Risk of electric shock	Sockets are to have child-proof covers when not in use
Bells and Bell Tower	Risk of severe injury	A strict safety code is published by the Tower Captain and displayed in the Bell Tower. It is to be strictly adhered to. Only persons authorised by the Tower Captain or under the direct supervision of a trained person are to enter the bell ringing area when the bells are being rung or left up. As a matter of general principle the bell tower and ringing area are to be locked unless access is needed for a specific purpose
Bell Tower	Risk of falling Loud noise from bells – hearing protection needed if working in the tower.	The Steeple Keeper is responsible for ensuring that bellringers with a need to climb the bell tower are correctly trained. Only trained persons or those under direct supervision of trained persons are to climb the tower
New servery (2017)	Risk of scalding	Only persons authorised by the Coffee Rota co-ordinator are to use the news ervery
Locking and unlocking the church	Risk of tripping in a dark church	All persons holding church access keys are to be trained on how to operate the lighting system to ensure that the church is sufficiently lit before moving around inside it
Portable chairs	Risk of falling off the trolley	Minimal risk if stacked correctly. A church warden will check during and after stacking

Records. The Churchwardens are to ensure that the names of all persons authorised to train others, together with their qualifications, are listed in a formal record held in the Church Office. Similarly a record is to be kept of all those trained in the specific discipline concerned.

I RISK ASSESSMENT FOR ST MARY'S CHURCH, EVERTON

Risk Assessment. A risk assessment has been carried out for the church and all risks are now considered to be low. The building is small and relatively modern. Topics of particular health and safety relevance and their mitigating actions are shown in the table below.

<u>Area of Concern</u>	<u>Associated Risk</u>	<u>Mitigation</u>
Glass panelled doors	Possibility of severe cutting if person fell against the door	All church doors are now covered with safety film
Fire	Occupants need to be able to leave the building in case of a fire	Fire extinguishers are in place and inspected annually by Fireguard Services. New Fire Door installed
Uneven flooring	Trip hazard in the main entrance	The sill under the main entrance door has been painted white to increase visibility
Accidents	Inadequate or inappropriate treatment of injuries.	Section F will be adhered to in order to try and prevent any potential accidents. First aiders or an "appointed person" should deal with any incidents.
Electric bulb replacement	Possibility of falling from height	Access will be gained in accordance with our working at height policy – Section E.
Doors	Children catching fingers in hinge line of doors.	Keep an eye on small children if they approach the doors.

Joan Cocks
Myra Campbell
Churchwardens for St. Mary's

J RISK ASSESSMENT - CHURCH OFFICES

Whilst the Church Office and Resources Room are predominantly used by the Administrator(s), Youth Minister and the Family Workers, it is recognised that other members of the church use the Resources Room.

Equipment:	Details:	Recommendations:
Photocopier	Risk of fire	Location of Extinguisher - Just outside door. Extra boxes of Paper not to be stored near copier - reduces risk.
Guillotine		Low risk
Electrical Equipment	Risk of electric shock	Abide by electrical equipment policy – Section G
Deliveries	Risk of tripping, hazardous substances	Stored safely ASAP
Wires from PC's etc	Trip hazard	Use a cable tidy if in walkways (ie. not under desks)
High Shelves	Risk of falling	Step stool/Dalek - No standing on chairs – See Section E
High Windows	Risk of falling	Step stool/Dalek - No standing on chairs – See Section E
Power Points	Young children poking or playing with - Risk of electric shock	Most socket covers are in use
Use of kettle	Risk of scalding	Keep kettle on cabinet in the office Kettle not to be used when children are present
Filing Cabinets	Toppling risk	Heaviest documents low down. Safety feature - only able to open one drawer at a time
PCs	Risk to eye-sight and possibility of RSI.	Meet Display Screen Equipment Regulations. Provide suitable wrist supports
PC-users' chairs	Risk of back injury	New chairs provided in 2012
Laminator	Very hot to touch	Low risk.
QUIET Room		
Bookcase	Filled with books	Could tip - not secured to the wall
High Cupboards		Use step ladder for access

Lesley Prince/Caralyn Kydd-Coutts
Church Administrator

K RISK ASSESSMENT FOR ALL SAINTS' CHURCH HALL

Risk Assessment. Adults are generally aware of the risks in a kitchen, and young children and pets are already excluded in accordance with our food hygiene policy at Section C.

Area of Concern	Associated Risk	Mitigation
Central Heating Boiler	Risk of explosion or gassing	Annual Boiler service by a GAS SAFE engineer
Gas water heating used for washing-up	The gas heater works automatically and minor scalds could occur	Care is required but risk is no greater than a domestic kitchen. Notice will be posted to indicate the potential risk
Lyncat boiler used for hot drinks	Water drawn off can be near boiling point and a risk of scalding exists	Greater care is needed than in a domestic kitchen and a notice will publicise this fact
Dishwasher	Opening/closing door Hot water/steam	Only Competent persons to operate dishwasher
Fire	Occupants need to be able to leave the building in case of a fire	Signs and lights indicate exits. Fire extinguishers are in place and inspected annually
Cleaning fluids	Inappropriate access to such fluids could result in burns or poisoning	Cleaning fluids are kept in a locked cupboard. COSHH Safety sheets provided.
Children	Kitchens are potentially dangerous for children. Particular risks are cutting and scalding. Children catching fingers in hinge line of doors.	Children are not permitted access to the kitchen unless supervised. Keep an eye on small children if they approach doors.
Chairs	Toppling hazard when chairs are stacked	Chairs are only to be stacked 5 high in designated locations
Folding tables	Potential lifting hazard during setting up and removal. Fingers can also be injured by being pinched in the mechanism	Two people must lift the tables. See Section F. Warning signs will indicate that care is needed to avoid injury to fingers
Accidents	Inadequate or inappropriate treatment of injuries	Section B is adhered to. External organisations are informed about responsibilities when they book the hall
Car parks	The car parks surround the hall and pedestrians leaving the hall could be at risk of being hit by a moving car	The main entrance (hall) has a protective barrier, hence low risk. The kitchen door is a fire exit only ... ensure the kitchen is not used as a thoroughfare
Dividing "wall" in Committee Room and Purgavie Room	Great care should be used not to trap fingers	Use carefully, ensure two people are used to move the dividers into place
Sharp Knives	Danger of sharp knives	Sharp knives to be locked away.

Churchwardens

L"1" RISK ASSESSMENT - ST MARY'S CHURCH HALL

Risk Assessment. A risk assessment has been carried out for the church hall and all risks are considered to be low. The building is modern and the management team pro-active. Topics of particular health and safety relevance and their mitigating actions are shown in the table below.

<u>Area of Concern</u>	<u>Associated Risk</u>	<u>Mitigation</u>
Central Heating Boiler	Risk of explosion or gassing	Annual Boiler service by a GAS SAFE engineer
Glass panelled doors	Possibility of cutting if person fell against the door, but panels are quite small	No action taken due to structure of door
Fire	Occupants need to be able to leave the building in case of a fire	New signs and lights indicate the fire exits. Fire extinguishers are in place and inspected annually by Fireguard Services.
Cleaning fluids	Inappropriate access to such fluids could result in burns or poisoning	Cleaning fluids are kept in a locked cupboard
Kitchen	Whilst no unusual risks exist in this kitchen, kitchens are potentially dangerous for children. Particular risks are cutting and scalding	Children are never permitted access to the kitchen without supervision
Chairs	Toppling hazard when chairs are stacked	Grey Chairs are only to be stacked 5 high and in the designated locations, red chairs in 8's in secure places
Folding tables	Potential lifting hazard during setting up and removal	Care will be taken to ensure the loads remain within the capabilities of individuals. See Section F
Accidents	Inadequate or inappropriate treatment of injuries	Section B is adhered to. External organisations are informed about their responsibilities when they book the hall
Electric bulb replacement	Possibility of falling from height	Access will be gained in accordance with our working at height policy – Section E
Windows	Possibility of someone falling against windows or putting hand through window	All windows are toughened glass
Doors	Children catching fingers doors.	Keep an eye on small children near the doors.

L “2” RISK ASSESSMENT – ST MARY’S CHURCH GROUNDS

Trees	Trees falling on car park or on any people in the area	Trees checked professionally every 3 years and by appointed person of church every other 2 years.
Car parks	The car parks surround the hall and pedestrians leaving the hall could be at risk of being hit by a moving car	Young children need to be monitored.

Suggest we add Recommendation that after any storm/storm damage churchyard/ground are checked for loose branches etc.

A risk assessment has been carried out and the overall risk has been found to be low. The main danger is the interaction between pedestrians and cars in the car park and the adjacent road. To mitigate this, the areas are separated by rope at waist height on top of wooden posts.

Vera Peters

M RISK ASSESSMENT FOR ALL SAINTS' CHURCHYARD

Risk Assessment. A risk assessment has been carried out for the parish churchyard and all risks are now considered to be low. Topics of particular health and safety relevance and their mitigating actions are shown in the table below.

Area of Concern	Associated Risk	Mitigation
The Mower shed – for storage of mowers	Small quantities of petrol are stored in the shed and could cause a fire	A notice is to be displayed in the shed prohibiting smoking and the running of mowers
Strimmer	Danger from flying debris and from noise	Ear defenders and goggles are provided and are to be used by the operator
Mowing machines	The noise level is assessed as low but continual exposure could raise stress levels.	Ear defenders are provided and may be worn
Maintenance of or damage to machinery	Faulty equipment could cause injury if not operating within its design specification	Faults to be reported immediately to Dennis Eason
Tombstones	Tombstones could fall and cause injury	Volunteers are to report any potentially loose tombstones immediately. Dennis Eason to inspect annually
Trees	Trees or parts of trees could fall and cause injury Recommendation that after any storm, the churchyard/grounds are checked for loose branches etc.	Dennis Eason is responsible for ensuring that all trees are assessed annually. A record of assessments is to be kept in the Church Office
Uneven ground	By its very nature the churchyard is uneven and a potential risk hazard to mowers and visiting members of the public	Mowers are to be warned and encouraged to flatten areas of significant undulation
First aid	Risk that volunteers may not have immediate access to first aid equipment in case of minor injury	First Aid Box available in mower shed. Injuries are to be reported and an Accident Report Form should be completed. These are available from the church first aid box in the church and the first aid box in the hall kitchen.

Dennis Eason

N RISK ASSESSMENT FOR THE VICARAGE

A risk assessment has been carried out in the Vicarage and its grounds. It is, of course, a private dwelling but some meetings are occasionally held there. In its current condition, the risk is assessed as being low. The following points are pertinent.

- Smoke alarms are correctly situated and serviceable.
- **There is a Fire Blanket in the Vicarage kitchen.**
- The gas boiler is checked annually by GAS SAFE engineers.
- A door separates the garage and utility room.
- The garden is separated from the car parking area by gates.
- The waste bin and coal bunker are separated from areas where people may congregate.
- If the Vicarage is open to visitors with children recommend use of socket safety covers for any special events involving very young children in relevant areas.

Revd Dominic Furness
Vicar

0 RISK ASSESSMENT FOR 43, CARRINGTON LANE, MILFORD-ON-SEA

Explanatory note:

The property at 43 Carrington Lane is owned by the Milford-on-Sea PCC and is let to tenants by the letting Agents (Martin's).

As at January 2013 This Section is not applicable until the house is no longer rented out by the church itself.

Usage of 43 Carrington Lane by the Church.

If the family Workers go back to being tenants then the home is used for activities and group gatherings and is used occasionally by other children's groups related to the Church. The home is used for hospitality and meetings of the Satellite team.

Potential Risks	How we can mitigate risk	Action to be taken
Electrical sockets - children could electrocute themselves	Plug Covers on sockets	Done
Kitchen Cupboards – children could gain access to harmful chemicals	Door stoppers applied to cupboards	Done
Cooker – young people use for activities	A Leader must be present to oversee and ensure safety procedure followed	Produce rules for kitchen to pin up when in use.
Garden – used for games but there are uneven surfaces which raise the possibility of injury	We will stay away from the edge where the problem is. A working party from the Church could landscape the small area in question	Keep clear of area – cordon off with tape/cones
Garden – washing line base sticks up which raises the possibility of tripping, leading to injury	This is in the area of the above so we just stay away	Put an orange bucket over the base as an additional precaution.
Outside shed not safe	A wooden fence acts as a barrier to the part of the garden where the shed is. Ensure young people supervised	Done on a regular basis. It works to put a fence there.
Smoke alarms	Smoke alarms are correctly situated and serviceable	
The gas boiler	The gas boiler is checked annually by CORGI engineers	
The garden and parking area	The garden is separated from the car parking area by gates	