

**THE HEALTH AND  
SAFETY POLICY**

**FOR**

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

**AND**

**ST MARY'S CHURCH,  
EVERTON**

**Approved by the Parochial Church Council 23<sup>rd</sup> October 2019**

### 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, 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 every 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.
  - 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. This should be reviewed by the PCC annually.
  - i) Ensuring appropriate funding and other resources are made available to implement this policy.

**Please note that for the purpose of this policy a “child or children” are considered to be anyone under the age of eighteen years old.**

## METHODOLOGY

5. 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.
  
6. The parish topics and their associated responsible officers are:
  - a. Occurrences, suggestions and formal reviews      The Vicar  
(Wardens in his/her absence)
  - b. First aid      Mrs Annabel Taylor
  - c. Food safety      Mrs Kate Pinnell
  - d. Fire safety – All Saints’ Church/Church Hall      Mr Rob Askin/Dr James Soper
  - e. Working at height      Mr Terry Bufton
  - f. Lifting and transporting heavy loads      The Churchwardens
  - g. Electrical Safety      Mr Terry Bufton
  
7. The geographical areas of responsibility and their associated responsible officers are:
  - h. All Saints’ Church      Churchwardens
  - i. St Mary’s Church      St. Mary’s Churchwardens
  - j. The Church Office      Lesley Prince/  
Caralyn Kydd-Coutts
  - k. All Saints’ Church Hall      Mr Stewart Gillespie-Smith
  - l. St Mary’s Church Hall and grounds      Mrs Vera Peters
  - m. The Parish Churchyard      Mr Dennis Eason

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### 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, or in their absence the church wardens.**

### 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 on an accident / incident form 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.

**The Accident and Incident file should be reviewed annually by the PCC, for more urgent incidents this should be brought to the PCCs attention at the earliest opportunity.**

### 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/her absence the Churchwarden(s)) is/are 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.

### 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 and be aware of allergies and procedures for that if using the kitchen.

Mrs Annabel Taylor  
First Aid Co-ordinator

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

- Before preparing food, wash down work surfaces, chopping boards and knives in hot soapy water. If possible use an anti bacterial spray and kitchen roll on work surfaces.
- Different utensils and chopping boards **MUST BE** used to keep raw and cooked foods separate (see colour codes on wall)
- For major functions - if cooking food in the kitchen, as opposed to presenting already cooked food, this should ideally be supervised by a person holding a food hygiene certificate. (We do not have approval from NFDC to cook food on the premises)
- Wear protective aprons, keep hair tied back and wash hands frequently, between handling different foods.
- Ideally use blue disposable gloves for preparing and serving food.
- Ensure that the hand wash sink is visible and used for its intended purpose.
- Ensure all perishable foods are stored in the fridge and all food is covered.
- Use oven gloves provided 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 washing up – only if there are one or two items should manual washing up be done, then use hot soapy water, rinse before drying. Cutlery may need to be soaked in 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 ensure there is room between tables for easy access and exit.
- Never leave trolleys or other obstacles in the gangways or in front of fire exits.
- Leftover food is to be disposed of or taken away, not left in the fridge.
- All tea towels 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 in the Biffa bin. Replace black bag in bin from tub on windowsill. If possible, take recycling home with you.
- Children under 12 years old and elderly/infirm adults should not use the kitchen due to insurance purposes. Adults over the age of 80 are not covered by our insurance.
- No animals are permitted in the kitchen.
- The red poster indicating “No children allowed” should be displayed on the kitchen door at all times. (This rule excludes sessions organised for children and youth.)
- 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.
- The zip boiler over the sink is boiling water for hot drinks, the Rennai boiler on the far side supplies hot water for washing up, washing hands etc.
- The poster about allergies should be displayed for events.

## 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 **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 is 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 Lychgate near All Saints' Church

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

Rob Askin/James Soper  
and St Mary's Churchwarden

### **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 ideally be undertaken by Terry Bufton who is an Engineer with suitable experience, or one of the Churchwardens.

Terry Bufton

## F POLICY FOR LIFTING AND TRANSPORTING HEAVY LOADS

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.

<b><u>Handling Task</u></b>	<b><u>Method</u></b>
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, two to four persons are required to move some of these items. (minimum of two people).
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.
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 should 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.

The Churchwardens

**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.

<b>Area of Concern</b>	<b>Associated Risk</b>	<b>Mitigation</b>
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 toilet	Board is covered but unlocked. Risk of electric shock	Warning notices are to be displayed. Children to be supervised by at least one adult
Electrical sockets	Risk of electric shock	Electric sockets are to have child-proof covers when not in use
Servery (added 2017)	Risk of scalding	Only persons who have received on site training are to use the servery
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
Sharp Knife	There is one sharp knife in the church server.	Knife to be locked away in the filing cabinet in church

Bells and Bell Tower	Risk of severe injury	<p>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.</p> <p>As a matter of general principle the bell tower and ringing area are to be locked unless access is needed for a specific purpose.</p>
Bell Tower	<p>Risk of falling</p> <p>Loud noise from bells – hearing protection needed if working in the tower.</p>	<p>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.</p>

**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.

**Myra Campbell**  
Churchwarden 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.

<b>Equipment:</b>	<b>Details:</b>	<b>Recommendations:</b>
Photocopier	Risk of fire	Extinguisher - Just outside door. 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
Power Points	Young children poking or playing with - Risk of electric shock	Most sockets are in use. Children supervised by parent during any visits.
Use of kettle	Risk of scalding	Keep kettle table height, no lower. On Fridge or cabinet in the office
Filing Cabinets	Toppling risk	Got rid of 4 drawer cabinets, two drawer safer. 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	Can get very hot to touch	Low risk.
<b>QUIET Room</b>		
High Cupboards		Use step ladder for access
High Cupboards	One cupboard doesn't fasten	Occasionally falls open, needs securing
Socket Covers	Risk of electric shock	Supervision by parents

Lesley Prince/Caralyn Kydd-Coutts,  
Church Administrators

## 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, Section C.

<b>Area of Concern</b>	<b>Associated Risk</b>	<b>Mitigation</b>
Central Heating Boiler	Risk of explosion or gassing	Annual Boiler service.
Rinnai 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
Zip boiler used for hot drinks	Instant Boiling Water/ Water can be near boiling point and a risk of scalding exists	Greater care is needed than in a domestic kitchen and a notice publicises 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.
Dividing "wall" in Committee 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.
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

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 proactive. Topics of particular health and safety relevance and their mitigating actions are shown in the table below.

<b><u>Area of Concern</u></b>	<b><u>Associated Risk</u></b>	<b><u>Mitigation</u></b>
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.

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.

<b><u>Area of Concern</u></b>	<b><u>Associated Risk</u></b>	<b><u>Mitigation</u></b>
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 <b>Dennis Eason</b>
Tombstones	Tombstones could fall and cause injury	Volunteers are to report any potentially loose tombstones immediately. <b>Dennis Eason</b> 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.	<b>Dennis Eason</b> 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