

ST. HILDA'S CHURCH, WARLEY WOODS

HEALTH AND SAFETY POLICY, INCLUDING A POLICY FOR LONE WORKERS

General Statement

This policy was formally adopted at a meeting of St. Hilda's Parochial Church Council on 10 March, 2020 and the next review date will be 2021.

As a church, we understand that we owe a duty of care to ensure the safety of those who visit or use our church, hall or church grounds. We are also aware that, as an employer and controller of premises, we have to meet the requirements of Health and Safety Law. As we have at least five employees, we are required to have a written Health and Safety Policy and it is intended that this document should meet our duty under Section 2{3} of the Health and Safety at Work Act 1974.

This Policy intends to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, church grounds and any other building for which we are responsible. This will be in accordance with good practice and any other relevant statutory provisions which may apply.

The Parochial Church Council accepts the overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We have appointed a member of the church to have specific responsibility for this Policy and its implementation. We will keep Health and Safety matters under review each year. We will monitor the effectiveness of the Policy and amend it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays their part in its implementation. A copy of this Policy will be kept in church and made available to others on request

DETAILS

The member of the church with overall responsibility for implementing this Policy is:

RICHARD HAYNES

This person will ensure that:

The standards set out in this Policy are implemented and maintained
Where required, specialist Health and Safety assistance is obtained
Any hazards reported to them are rectified without delay
Only competent persons carry out repairs, modifications, inspections and tests
Any accidents are investigated, recorded and reported if required

Relevant Health and Safety documents and records are maintained
They keep up to date on Health and Safety matters relevant to the church
Set a personal example on matters of Health and Safety

Churchwardens, who have day-to-day responsibility for implementing the Policy, are

GERALD POOLE and SUE ROUND

They will ensure that:

All employees and volunteers are aware of their Health and Safety responsibility
Adequate precautions are taken as per the policy and related risk assessments
Adequate information and training is provided for those who need it
Any hazards or complaints are investigated and dealt with as soon as possible
If defects cannot be corrected straight away, interim steps are taken to prevent danger
All accidents are reported in line with this policy
Advice is sought if clarification regarding the implementation of this Policy is needed
Set a personal example on matters of Health and Safety

All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises. They will ensure that they:

Read this policy and understand what is required of them
Complete their work, taking any necessary precautions to protect themselves and others
Comply with any safety rules, operating instructions and other working procedures
Report any hazard, defect or damage so that this might be dealt with
Warn any new employees or volunteers of known hazards
Attend any training required to enable them to carry out their duties safely
Do not undertake any repair or modification unless competent to do so
Do not misuse anything provided in the interests of Health and Safety

ARRANGEMENTS

We will, if necessary, appoint someone who is competent to assist us in meeting our Health and Safety obligations and record details of this person.

We will complete risk assessments to identify what we need to do to comply with Health and Safety law. We will record our findings, implementing any necessary precautions. We will review and revise these when we suspect they are no longer valid.

We will provide necessary information and training for our employees where necessary and keep a record of what is provided. We will also give relevant information to contractors or others who may need this to complete their work safely.

We will provide adequate first aid facilities including - as a minimum - a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information to employees and volunteers.

Our first aid box is located on the window sill in the inner porch of the church.

Our person in charge of first aid arrangements is Richard Haynes

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

One accident recording book is kept on the shelf adjacent to the war memorial in the inner church porch and the second in the kitchen of the church hall.

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

If we employ contractors, we will ensure that they have their own Health and Safety Policy and Employers Liability Insurance by asking to see copies of the relevant documents.

Our Health and Safety Risk Assessments, records and other documents are kept in the Parish Office and those for the church only are in the Vicar's vestry.

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be rectified as soon as is practicable, bearing in mind that a Faculty may be required. Where necessary, temporary arrangements will be made to prevent danger until permanent repairs can be made. This will include glazing.

We will ensure that the boundary walls/fences of our grounds are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

Where maintenance, refurbishment or restoration work is planned, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction {Design and Management} Regulations and comply with these if necessary.

We will ensure that electrical equipment, fixed machines and portable appliances are maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

Where we intend to hold large or unusual concerts, services or fund-raising events, we will identify any additional precautions that are necessary and implement these.

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our finding, implementing any necessary precautions. We will review and revise these where we suspect they are no longer valid.

We will ensure that any heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

We will ensure that hazardous substances are stored, used and disposed of in accordance with the manufacturer's instructions, taking any necessary precautions that are specified.

We will ensure that any lifting equipment is properly maintained and inspected thoroughly on a regular basis by a competent person. We will avoid the need for lifting or carrying heavy objects as far as possible. Where this is not practical, we will make use of lifting aids such as trolleys or take other precautions, such as team lifting.

We will ensure that on those occasions where we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions {such as hand rails or lighting} remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to maintain pathways in winter weather.

Where possible we will try to avoid the need to work at a height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Any work equipment {including hand tools} that we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment {e.g. ladders} will be regularly checked to make sure they are safe. We will keep records of the checks we make.

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.

PARISH OF ST. HILDA, WARLEY WOODS, DIOCESE OF BIRMINGHAM

POLICY AND PROCEDURES FOR THE SAFETY OF LONE WORKERS

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1. Introduction: Why do we need a policy for the safety of lone workers?

This policy arises from concern for ensuring the safety of people who are in situations of working alone at St Hilda's. It applies to employees, sessional workers and volunteers. It recognises that both the Parochial Church Council (PCC) and the individuals to whom this policy applies have responsibilities to be aware of risks and to make decisions about any practical measures which will be taken to manage those risks.

Our Ecclesiastical Insurance includes cover for people who work alone. Insurance guidance about personal safety advises that risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting people into their homes and handling cash and other valuables.

This St Hilda's policy for the safety of lone workers starts with principles, derived from relevant law and guidance, on which the policy is based. It contains a summary of relevant

legislation and definitions of the terms used. It lists the jobs and roles within the Church and church premises which involve working alone for at least some of the time.

The second part of the policy provides guidance on the usual process to be followed when completing a risk assessment. The first stage of a risk assessment is to identify the hazards or main sources of potential harm or adverse health effects arising from working alone. The second stage is to identify the risks arising from each role and activity and to consider the severity of those risks.

The third stage of a risk assessment is to decide how each risk will be managed i.e. whether it can be reduced or removed or whether it is acceptable for it to continue, but with a heightened level awareness and all possible safety measures in place. The fourth stage is the recording of a personal safety plan for each role. A generic personal safety plan can be done for a group of people who have similar roles and responsibilities, but each person needs to be aware of what this contains, needs to indicate what they agree to follow, and needs to have scope to add any risks and safety measures which apply specifically to that individual.

The fifth stage is implementation of the personal protection plan. Some of the safety measures can be put in place by the individuals concerned, and some which involve decisions and/or allocation of resources will require approval and action from the PCC. The sixth and final stage will be to review each risk assessment, at regular, specified intervals and whenever there is a change of risks, roles or responsibilities or person.

Appendix A shows Ecclesiastical Insurance's guidance on 'a personal safety plan for Church People'. Appendix B is a risk assessment check list, designed to help a person or persons to work through the stages of a risk assessment for lone workers at St Hilda's, and to have a record which can be retained centrally and personally, for future reference. This risk assessment check list is divided into sections for identifying hazards, risks, personal safety measures and PCC safety measures. It is in the form of tick boxes so that it is easier to use. The statements in the tick boxes are partly derived from Ecclesiastical Insurance's personal safety plan (Appendix A).

It is only necessary to tick those boxes which apply to the particular risk assessment, and there are spaces at the bottom of each section to include any hazards, risks and safety measures which apply specifically to that individual. The suggested statements in the tick boxes and the content of any completed risk assessments should not be confused with the policy itself. The policy for the safety of lone workers is a statement of principles, strategy and procedures, approved by the PCC and reviewed annually. The content of each risk assessment can be reviewed and changed at any time and it does not need to go to the PCC for approval unless decisions and/or allocation of resources are required from the PCC.

2. Statement of Principles

2.1 This policy applies to all employed people and all people working on a voluntary basis in the Church, Church Hall, grounds and other premises for which the Parochial Church Council of St. Hilda's holds responsibility.

2.2 Lone workers should not be put at more risk than other employees.

2.3 The Law (see Section 2. below) requires employers to consider carefully, and then deal with, any health and safety risks for people working alone

2.4 A sensible and proportionate approach should be taken by all who are involved in the risk assessment process

2.5 Every person, who works alone in the premises or grounds of St

Hilda's should be aware of their own responsibility to take reasonable care of themselves and of other people affected by their activities. They should be aware of hazards and risks and take all possible safety measures.

2.6 Each person should be consulted about the risk assessment for their own areas of work because this is the Law and because they best know about any hazards and risks.

2.7 For each person who works alone, there should be a systematic, written individual assessment of hazards, risks and a personal safety plan

2.8 The process should be overseen and co-ordinated by a person or a group of persons, on behalf of the Parochial Church Council which has overall responsibility for the health and safety of employees and volunteers who work alone in the Church grounds or premises.

3. Relevant Law

3.1 The Health and Safety at Work Act 1974

This applies to employees. It is criminal law aimed at protecting employees and others who may be affected by work activities. It is enforced mainly by the Health and Safety Executive and local authorities. It includes an employer's duty to assess and control

any risks from lone working. It also requires employers to protect people other than those at work, including volunteers and members of the public from risks to their health and safety arising out of, or in connection, with their work activities.

Section 2 requires an employer to ensure, as far as is reasonably practicable, the health, safety and welfare of employees.

Section 3 defines similar duties which are owed to other workers, such as temporary, agency workers, contractors and self employed people working for them.

3.2 The Management of Health and Safety at Work Regulations 1999

These also apply to employees and state how risk assessments are to be carried out, taking into account any special needs such as pregnancy and young workers. Employers who have five or more employees must record the significant findings of all risk assessments.

3.3 Civil Law and the Duty of Care

Under the common law, voluntary organisations and individual volunteers have a duty of care to each other and to others who may be affected by their activities. When something goes wrong, individuals can sometimes sue for damages using the civil law. For a negligence claim to succeed, the injured person must show that the defendant had a duty to take reasonable care towards them, and that they have suffered injury through a breach of that duty.

4. Definitions

4.1 A Lone Worker

A Lone Worker is an individual who spends all or some of their time working alone, either as an employee or as a volunteer.

4.2 A Hazard

A hazard is a potential source of harm or adverse health effect on a person or persons.

4.3 A Risk

A risk is the likelihood that a person may be harmed or may suffer adverse health effects if exposed to a hazard.

5. Job and Voluntary Roles which include Lone Working at St Hilda's

5.1 Employees

Current employees on the pay roll of St Hilda's or Church of England, Birmingham, whose job roles sometimes involve them being alone on Church premises or in the grounds, are: the Vicar, the Curate, the Parish Administrator, the two Organists, the Church Hall Cleaner, and the Children and Families' Missioner.

5.2 Self Employed People and Contracted Workers

This includes people who are paid on a sessional basis and whose roles sometimes involve them being alone on Church premises or in the grounds, for example the two Vergers, and Visiting Clergy.

5.3 Volunteers

People who work at St Hilda's as volunteers and whose roles sometimes involve them being alone on Church premises or in the grounds include: the two Church Wardens, the Site Supervisor, the sound and vision Technician, Lay Readers, Church cleaners and all other people who have duties of a voluntary nature.

6. Identification of Hazards for Lone Workers at St Hilda's

The main sources of potential harm or adverse health effect on a person or persons arising from lone working are:

- **Accessibility to all members of the public**
- **The unpredictable behaviour of some members of the public**
- **Limitations on ability to call for assistance when needed due to illness, injury, threat, attack or (inadvertently or deliberately) being locked in.**

7. Assessment of Risks

7.1 Identification of the Risks

For each role and activity, whether the person is employed, self employed or a volunteer, and in consultation with that person, there should be a systematic written identification of the risks i.e. the different likelihoods that the person may be harmed or may suffer adverse health effects if exposed to one of the hazards of lone working.

7.2 Assessment of the Risks

It might be helpful to consider each risk in terms of whether it has a low, medium or high likelihood of something happening, together with a high, medium or low grading of the possible severity of the impact. This can sometimes help to decide both the priority rating of a risk and the resulting level of action which might be required. Risk rating matrixes are available as additional tools for an assessment of this kind.

8. Safety Actions and Measures

8.1 Safety Measures

After completing a risk assessment, the next step is to put in place safety measures, and to be clear about the extent to which each of these will remove, reduce or manage each identified risk.

8.2 A 'Personal Safety Plan for Church People'

Ecclesiastical Insurance, in their Policy and Guidance Notes also provide an outline of a 'Personal Safety Plan for Church People' which should be made known to all to whom the content would apply.

9. Regular Reviews of Risk Assessments and Personal Safety Plans

9.1 Annual Review

For each risk assessment and personal safety plan, there should be an annual review which is recorded in writing.

9.2 Changes of Role or Personnel

The risk assessment, personal safety plan and wider safety measures should be reviewed every time there is a change to the nature of a role which involves lone working and also every time there is a change of the person who is within that role.

10. References

In addition to sharing from our work experience, the following references have been used in writing this policy:

- [HSE: Information about health and safety at work www.hse.gov.uk](http://www.hse.gov.uk)
- <http://www.ecclesiastical.com/ChurchMatters/Images/Church%20insurance%20health%20and%20safety%20policy%20with%20guidance%20notes.pdf>
- <http://www.ecclesiastical.com/ChurchMatters/Images/Personal%20safety%20plan.pdf>
- 'Practical Church Management. A Guide for Every Parish' James Behrans (2008)

Appendix A:

A Risk Assessment Record and Personal Safety Plan for Lone Workers in the premises and grounds of St Hilda's Parish Church

Name of Worker Employee/ Sessional Worker or Volunteer?

Role Location

Details of Lone Working

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| Hazard | | Tick if applicable |
|---------------|---|--------------------|
| H1 | Accessibility to all members of the public. | |
| H2 | The unpredictable behaviour of some members of the public. | |
| H3 | Limitations on ability to call for assistance when needed due to illness, injury, threat or attack. | |
| H4 | | |
| H5 | | |
| H6 | | |

| Risk | | Tick if applicable |
|-------------|--|--------------------|
| R1 | a sudden onset of illness | |
| R2 | an episode or worsening of an existing illness | |

| | | |
|-----|---|--|
| R3 | injury due to falling | |
| R4 | injury due to an accident | |
| R5 | injury due to an unexpected assault | |
| R6 | Lack of escape route | |
| R7 | inability to call for help | |
| R8 | inability to receive a response to a call for help | |
| R9 | other people unlocking a locked door without your knowledge | |
| R10 | lack of access to keys to lock or unlock a door | |
| R11 | a key which does not unlock the door from the inside | |
| R12 | feeling trapped in an unsolicited conversation | |
| R13 | being alone with an angry person | |
| R14 | feeling threatened, pressurised or afraid | |
| R15 | being asked for help in ways which are beyond your scope or means | |
| R16 | | |
| R17 | | |
| R18 | | |
| R19 | | |
| R20 | | |

| Personal Safety Measures | | Tick if applicable |
|---------------------------------|--|--------------------|
| PS1 | Never be alone in the Church or Church Hall with the doors unlocked, no matter for how short a time. | |
| PS2 | Whenever possible, have someone else with you. | |
| PS3 | Do not leave keys lying around. | |
| PS4 | Ensure you have an escape route. | |
| PS5 | Ensure that someone else knows where you are. | |
| PS6 | Always have a mobile phone with you and ensure that it is | |

| | | |
|------|---|--|
| | easily accessible | |
| PS7 | Ensure that you know how to speed dial the emergency services from your phone. | |
| PS8 | Ensure you have access to a personal attack alarm if these are provided. | |
| PS9 | Attend any training or awareness sessions offered to you about managing risk and about how to respond to angry or potentially violent people and about first aid. | |
| PS10 | Ensure that you know where the first aid equipment is and how to use it. | |
| PS11 | | |

| Parochial Church Council Safety Measures | | Tick if applicable |
|---|---|--------------------|
| PCC1 | A clear policy that no one should be alone in the Church or Church Hall with the doors unlocked, no matter for how short a time. | |
| PCC2 | A policy of ensuring that in consultation with the individuals concerned, risk assessments are completed and safety measures are put in place for all employees, temporary workers, sessional workers and volunteers whose duties include lone working. | |
| PCC3 | A policy of ensuring that risk assessments and safety measures are regularly reviewed. | |
| PCC4 | An intercom, or security chain on the Church Hall door, so that the Parish Administrator and the Children and Families' Missioner can know who is at the door. | |
| PCC5 | An inventory of who holds keys to the Church and Church Hall. | |
| PCC6 | A quality check of these keys to ensure that the door keys work for both locking and unlocking from the inside as well as the outside. | |
| PCC7 | Provision of personal attack alarms to all who might need them. | |
| PCC8 | Provision of training or awareness sessions about managing risk and about how to respond to angry or potentially violent | |

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|-------|--|--|
| | people and about first aid. | |
| PS9 | Access to adequate first aid equipment | |
| PCC10 | Provision of CCTV cameras from Spring 2017 | |

The Safeguarding Group of St Hilda's Parochial Church Council, March 2020