

## **FIRE, HEALTH AND SAFETY POLICY**

### **All Souls Parish Church Harlesden**

**This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.**

**To all employees, voluntary helpers and contractors:** The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

**Date: 11<sup>th</sup> September 2024**

#### **A: GENERAL STATEMENT OF POLICY**

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose. We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made. In order to ensure that health and safety matters are kept constantly under review, an item on health and safety is on the agenda for all meetings of the Parochial Church Council, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

It is the responsibility of the whole church community and those who use its premises to create an awareness of precautions and measures regarding safety that should be observed in and out of church building. The aim of this policy is to minimise the risk to all who belong to our community or who use our buildings by ensuring that responsible persons know how to protect themselves and what to do in emergencies, including basic first aid and other safety procedures.

An EMERGENCY PLAN is found as Appendix 1 to this policy. This is the standard procedures in case of an emergency, such as a fire or bomb alert, when the building is evacuated. Exit routes are clearly displayed throughout the premises. A practice drill is carried out at least once a year. All people using the premises are made aware of the routine in the event of emergency, including the position of the assembly point. There is a PLAN OF THE CHURCH (see Appendix 2) which is available for the use of emergency services showing the site of fire extinguishers, electricity and gas inlets, mains waters stop cocks etc.

The Vicar, the churchwardens and the PCC are responsible for ensuring that the buildings provide safe and healthy surroundings for those who use them and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The premises and grounds are kept clean and tidy. Any equipment/hazardous substance are locked away and clearly labelled. All equipment is to British Standards and is maintained regularly.

## **B: ORGANISATION AND RESPONSIBILITIES**

### **1. Responsibility of the Vicar (Revd Dr Adam Dobrzynski)**

who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

### **2. Responsibility of the Churchwardens (Ron Bruno-Snelling and Lewis Evans)**

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted above.

### **3. Responsibility of the Parochial Church Council**

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

### **4. Responsibility of the Fire, Health and Safety Officer (Courtney Mawanda)**

This person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy: The responsibility of the health and safety officer shall be to:

- be familiar with health and safety regulations as far as they concern church premises
- be familiar with the health and safety policy and arrangements and ensure they are observed
- ensure so far as is reasonably practicable, that safe systems of work are in place
- ensure the church and hall, if applicable, are clean and tidy
- ensure the churchyard is properly maintained including the safety of monuments, and trees, and that grass is kept cut
- ensure that safety equipment and clothing is provided and used by all personnel where this is required
- ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- ensure that adequate access and egress is maintained
- ensure adequate firefighting equipment is available and maintained
- ensure that food hygiene regulations and procedures are observed
- carry out an annual Fire, Health and Safety walk with a member of the PCC and report to the PCC.

### **5. Responsibility of employees and voluntary workers**

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church themselves and others whilst on church business or premises. Employees and voluntary workers must therefore:

- comply with safety rules, operating instructions and working procedures
- use protective clothing and equipment when it is required
- report any fault or defect in equipment immediately to the appropriate person
- report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- not misuse anything provided in the interests of health and safety

## 6. Responsible persons.

The following are responsible for safety in particular areas:

<b>By Activity</b>	<b>Name/position</b>
Accident Book/Incident Recording	Churchwardens
Fire extinguishers	Courtney Mawanda – Fire, Health and Safety
Emergency evacuation	Vicar and Courtney Mawanda
Portable Electrical Appliances	Vicar
Fixed Electrical System	Vicar
Gas Equipment	Vicar
Hazardous Substances	Vicar
Plant and Machinery	Vicar
Condition of floor and stairs	Churchwardens
Condition of churchyard	Jerry Nakitende, Rebecca Lule and Dinah Simbwa
Light bulb changing	Vicar
Working at high levels	Vicar
Food Preparation	May Roberts
Manual Handling	Vicar
Display Screen Equipment	Gaius Umeh
Building Defects and glazing	Churchwardens
Safeguarding and Child Protection	Jean Lewis and Ingrid Bruno Snelling
Personal Safety	Jean Lewis
Fairs and Outings	Vicar and Jean Lewis
Contractors	Vicar
Choirs/music	Ron Bruno Snelling
Health and Safety Training	Vicar and Jean Lewis

## C. IMPLEMENTATION OF THE POLICY

### I. Accidents and first aid

First aid boxes are located in:

- The entrance area of the church hall
- The kitchenette in the Hub area of the church
- The Sacristy
- The First Aid Corner in the church.

Contents: scissors, bandages, plasters (single and strip), cotton wool, sterile gauze, disposable gloves, and aprons. Supplies are also kept of eye baths, and slings. The Health and Safety Officer is responsible for checking the contents of the first-aid boxes every other month and for replenishing stock.

The First Aid Corner at the back of church has a wheelchair, a mat, a first aid box and a sharps bin. There is also a list of First Aiders. The wheelchair is for use in the church only and must not be removed.

Trained/qualified first aiders are:

Ifeoma Umeh (Team Leader), Jean Lewis, Deborah St Louis, Ingrid Bruno Snelling.

The accident books are located in: The First Aid corner in the church and in the entrance area of the hall (copies are kept in the safe.)

Nominated First Aiders at All Souls are clearly identified. They are able to deal with minor incidents requiring first aid. If an accident occurs on the premises and first aid is required one of the qualified First Aiders should be requested to give assistance. Any accident on the premises, even those not requiring First Aid, must be recorded on the form in the Accident Book in the First Aid corner. This should be completed and SIGNED by the person who had the accident.

All accidents and incidents are recorded on an Accident report form (a specimen Accident report form is at Appendix 6.) They are kept in a folder in the safe. If necessary, the Insurance Company is informed.

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered on an accident book report form found in the Accident Book in the entrance area of the church hall. Accident records are regularly reviewed.

### **These accidents will be reported by the responsible person.**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting, as follows:

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508n
- accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within fifteen days on form F2508n
- reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain Musculo-skeletal disorders.

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

Recording. Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

## **2. Fire safety**

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. We have undertaken the following:

- an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out as part of our general health and safety risk assessments
- a check that a fire can be detected in a reasonable time and that people can be warned and get out safely, and that they know what to do in the event of a fire, through an annual evacuation drill. A report on this will be made to the PCC.
- the provision of emergency lighting and fire exit signage
- the provision of reasonable firefighting equipment, that is properly checked and maintained by a reputable company.
- It is the policy of the PCC and in line with Government Legislation that smoking is not permitted within the church buildings. No-smoking signs are displayed prominently around the building.

- The Vicar and the designated key holders, including those who rent the premises, are responsible for the security of the building, including, before, leaving the premises, ensuring that all candles are extinguished, that all the windows are closed, that the doors are locked and secure, and that the security alarm is set. A list of Keyholders is available.

## 2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of Extinguisher	Capacity	Person Responsible
Hub – Church Entrance	Water	9 Litre	Courtney Mawanda
Church – hall door	Foam	6 Litre	Courtney Mawanda
Church – vestry door	CO <sub>2</sub>	2 Kg	Courtney Mawanda
Hall - entrance	Water CO <sub>2</sub>	9 Litre 2Kg	Courtney Mawanda
Hall Fire Exit	Water	9 Litre	Courtney Mawanda
Hall Kitchen	CO <sub>2</sub> Fire Blanket	2 Kg	Courtney Mawanda

The extinguishers noted are checked every month by the responsible person to ensure that they are still in place and have not been discharged and a record is made of this. The extinguishers noted above are checked annually by Morgan Fire Protection Ltd.

## 2. 2 Fire alarm system

The fire alarm system is tested weekly by Vicar and Courtney Mawanda and this is recorded. The system is maintained by Morgan Fire Protection on a six monthly basis. The Vicar and the Fire, Health and Safety Officer have the responsibility of ensuring this is done.

## 2. 3 Other fire protection equipment

There is a fire blanket in the hall kitchen. This is checked weekly by May Roberts.

## 2. 4 Evacuation procedure

For large services and concerts, where the congregation/audience exceeds 150 our procedures for stewarding/evacuation are as follows:

- All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the ‘Running Man’ symbol and a check made that all doors can be opened
- Fire Marshals must be allotted to each door and have responsibility for persons in a specific part of the church. They will appoint deputies to assist and if absent:

Location of Fire Exit	Fire Marshalls	Area
Church entrance (the Hub)	Courtney Mawanda	Hub and toilets
Church/hall connecting doors	Lewis Evans	Church and Vestry
Hall entrance	Ron Bruno-Snelling	Hall Flat, Hall Carpark
Main hall fire exit	Richelle John	Hall, toilets, and kitchen

- Responsibility for using each fire extinguisher will be given to named and trained stewards: see 2.1 above.
- In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Vicar or churchwarden or Fire Officer. *As soon as the fire alarm sounds, all children and adults should stop what they are doing and walk out of the building through the nearest exit. Fire Marshals have been appointed to assist in the safe evacuation of*

children and adults and to ensure that their designated area is clear. Fire doors and emergency exits should never be blocked nor locked but, should a normal exit be blocked for any reason, then the nearest exit should be used. All people should walk out of the building calmly and gather at the Assembly Point (see below.) The Fire Officer, Courtney Mawanda, identified by a high visibility jacket, is responsible for calling and liaising with Emergency Services. No-one should re-enter the buildings until the Fire Officer has given the all clear. Sunday School and Creche Registers should be checked to ensure that all the children are present.

- Assembly Point. Persons will assemble in the church carpark outside the Vicarage Flat at 3a Station Road.
- The emergency services will be contacted immediately by the Fire, Health and Safety Officer using a mobile phone or the public telephone located outside the Telephone Exchange adjacent to the church.

## **2. 5 Evacuation drills**

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

## **2. 6**

If you discover a fire (no matter how small)

- 1) Immediately raise the alarm
- 2) Telephone the emergency services
- 3) Check the building for occupants
- 4) Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
- 5) If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
- 6) Evacuate to the designated assembly point
- 7) Ensure clear access for the emergency vehicles

## **3. Electrical safety**

- 1) A list of all our portable electrical appliances is maintained by the responsible person
- 2) Every quarter plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs required will be reported to the Vicar for action
- 3) Every two years all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of
- 4) Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to for action
- 5) Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out
- 6) Annually our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers (Rodells)
- 7) It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained
- 8) Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
  - a. Visually check all electrical equipment before use

- b. Report all faults immediately to the responsible person
- c. Do not attempt to use or repair faulty equipment
- d. Electrical equipment brought onto the premises and used (by hirers of the hall for instance) must have a recent PAT test (less than two years.)
- e. Electrical equipment should be switched off and disconnected when not in use for long periods
- f. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage
- g. Musical and other equipment. Ensure all equipment is safe and nothing is cracked or broken. All musical instruments, and any electrical equipment should be safely stored after use. Trailing leads must be safely secured as they present a considerable hazard.

#### 4. Gas equipment safety

- 1) Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately
- 2) Use of appliances using LPG (liquid petroleum gas) are prohibited on the premises.

#### 5. Hazardous substances

The responsible person will maintain a list of all hazardous substances used in the church/hall. Where possible, we have eliminated the use of hazardous substances:

- flammable substances such as paint or petrol are not permitted to be stored on the premises
- chemicals are never mixed
- all containers are clearly marked with the substance they contain
- all potentially hazardous substances (such as cleaning fluids and floor polishes) are kept in a locked store (locations: hall – Nursery Office; boiler house; hub boiler room.)
- Any chemicals must be covered by the COSHH (Control of substances Hazardous to Health) Register. Any person using chemicals should check the substance against the COSHH Register and follow procedures laid down for its use, control and exposure to it.
- Paper and other substances that are easily ignited must not be stored near boilers or in the boiler house.
- The church has carried a survey of asbestos on its premises. This survey is kept in the Sacristy and is available for contractors. It is reviewed triennially.

Where it is not possible to eliminate the use of these substances our safety arrangements are as follows:

<b>Hazardous Substance</b>	<b>Hazard</b>	<b>Hazard Level</b>	<b>Storage</b>	<b>Correct Method of use</b>	<b>In event of accident</b>
Washing and cleaning liquids	Toxic	Low	Locked in Hub boiler room	Rubber gloves	If splashed in eyes wash out with a lot of water
Floor Polish	Toxic	Low	As above	Rubber gloves	
Asbestos	Toxic	Low – if not touched. Otherwise High	Survey of asbestos in Sacristy	Specialists only	Specialist care
Pigeon droppings	Toxic	High	In Turrets	Specialist removal	

## 6. Safety of plant and machinery

The responsible person maintains a list of all items of plant and machinery (see below.) The procedures for checking and rules for use are as follows:

- 1) Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- 2) Employees and voluntary workers must not ride on any parts of machinery not intended for that use
- 3) Machinery must be switched off before any adjustments are made
- 4) After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- 5) Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects
- 6) The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- 7) Persons under the age of 18 may use hand tools only and are not permitted to operate any power-driven item of plant or machinery
- 8) Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided, they can be safely secured. This may necessitate the use of ladder ties
- 9) Any defect and damage found to any item of plant or machinery must be reported to the responsible person
- 10) All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
- 11) Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on
- 12) Protective clothing. Those cleaning the church and in the case of accidents involving blood, people should wear plastic gloves. These are available in the cleaning cupboard and in First Aid boxes. There is a Sharps Bin in the First Aid Corner of the church for the disposal of needles and other sharps.
- 13) The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

<b>Plant and machinery</b>	<b>Storage</b>	<b>Maintenance and Safety</b>	<b>Protective clothing</b>	<b>Authorised user</b>
Electric Lawnmower	Vicarage garden shed	PAT test/use safety RCD adaptor	Shoes must be worn	Vicar
Electric hedge trimmer	Vicarage garden shed	PAT test/use safety RCD adaptor	Gloves and goggles	Vicar
Ladders	Vicarage garden	Visual check. Instructions on ladder	None	Always two people
Vacuum cleaner	South side Turret	PAT test	None	

## 7. Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the responsible person of

- 1) all floors and stairs in the church and hall, and



- 2) all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the *churchwardens* who will arrange for repairs or remedial measures to be carried out.
- 3) The church will be regularly cleaned; and all areas, internal and external are kept free from rubbish. The area around the bins in particular will always be left clean and tidy.
- 4) Animals are not allowed within the perimeter of the church grounds for health and safety reasons, though exceptions are made for working dogs; namely, guide dogs and hearing dogs. Should a dog foul an area of the grounds, the area must be cleared up immediately, as there is the possibility of serious infections, e.g. toxocariasis.

## **8. Lighting and heating.**

In order to ensure that the church is adequately lit, an inspection will be made every quarter by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to Vicar who will ensure that the bulbs are replaced following appropriate safety procedures. All areas where workers and volunteers are operating must be adequately heated and ventilated.

## **9. Working at high levels**

The following areas are designated as high levels:

- Interior: church; clerestory, canopy of the altar, area above the entrance, ceiling window in the Hub, hall; ceiling and lights
- Exterior: all roofs, turrets, Chancel gable

Only the following persons may work at high level: approved contractors.

Only the following work is authorised without special agreement: replacing light bulbs

## **10. Preparation of food and food hygiene.**

- 1) We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs. No food can be cooked on the premises except by those listed at 6 below. Food cannot be sold for profit or for fundraising.
- 2) We ensure that all food handlers have received adequate supervision, instruction and training
- 3) Children are not permitted in the kitchen.
- 4) We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
- 5) Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
- 6) Food stuffs may only be prepared in the following areas: hall kitchen and hub kitchenette
- 7) The following persons, who have received the appropriate training, will supervise the preparation and serving of foodstuffs: Gillian Nickie, May Roberts.
- 8) We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures. Basic hygiene practices are observed, such as washing their hands before handling foodstuffs and tying back long hair and using rubber gloves when serving food. Areas where food is served should be cleaned before use. Soap must always be available in the toilets and in the kitchen. Rubbish bins and the areas around them should be kept clean and tidy. All rubbish must be put in plastic bags before being placed in bins. The bin lids must be shut. No rubbish should ever be placed beside bins. Recycling is encouraged but tins and bottles should always be rinsed. Broken glass and electrical items must never be placed in a recycling bin.
- 9) Eucharistic ministers distributing the host during Holy Communion will use alcohol rub to ensure their hands are clean and a blessing will be given using the back of the hand. Those

distributing the chalice will use a clean purificator to carefully wipe the chalice after use. The practice, known as “intinction” (whereby the communicant dips the host in the chalice), although common in other churches, is not permitted on hygiene grounds. Those unable to receive the chalice in the usual way, for whatever reason, must receive it in the host (bread) only. Church members are discouraged from wearing lipstick when receiving the chalice.

## **11. Manual handling – lifting, carrying and moving loads**

Some items, such as tables and chairs, can be heavy or awkward to handle. People moving equipment need to be aware of how to lift and carry safely. No more than three stacking chairs should be carried at a time. All equipment should be returned to its designated storage area and the tables and chairs to their trolley. For large or awkward items more than one person should assist in the movement. Ladders or steps should be used for items at a higher level. When a ladder is used one person should hold the ladder. On no account should chairs or tables be used for moving items to a higher level, or for changing light bulbs etc.

- 1) Our policy is to eliminate the need for manual handling as far as is reasonably practicable
- 2) Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible. This will normally be done by approved contractors.
- 3) The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling and only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

## **12. Display screen equipment**

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments: stability and legibility of the screen, contrast and brightness of the screen, tilt and swivel of the screen, suitability of keyboards, desks and chairs, the work station environment, the user-friendliness of the software. Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

## **13. Hazardous buildings/glazing**

- 1) Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected annually by the responsible person and quinquennially by the Inspecting Architect.
- 2) Any defects noted are immediately reported to the PCC and the procedures put in hand for repairs
- 3) Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
- 4) A check has been made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected. These are held in the Sacristy bookcase.
- 5) A check has been made of all glazing in the buildings to ensure that any glass in windows below waist height and indoors and beside doors below shoulder height is of a safety material or is protected against breakage

## **14. Child protection and Safeguarding Vulnerable Adults**

Our Safeguarding Policy and procedures are those of the Diocese of London. A copy of this is found on our website [www.allsoulsharlesden.com](http://www.allsoulsharlesden.com)

The activities of youth groups require special attention. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms are obtained for trips away from the parish and any particular needs of individual children noted. Before any outing a risk assessment is made. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the leader always takes a first-aid kit and list of emergency telephone numbers. A copy of this is left behind with the Vicar or other responsible person. Similar considerations for vulnerable adults apply. A statement upholding our procedures is made at each annual church meeting and be suitably recorded. A permanent record will be maintained of all accidents involving children.

## **15. Personal safety**

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church (for instance, giving lifts to elderly, disabled people and to children), accepting persons into their homes and handling cash and other valuables.

See the appropriate Documents and Policies available on our website [www.allsoulsharlesden.com](http://www.allsoulsharlesden.com)

## **16. Car Parking**

Car parking is a concern as it can be a hazard for those who use the church. Drivers parking cars in the church cartilage need to show consideration towards others. Children must not play in the car park. Cars must not be parked on the paths leading to the entrance of the church or the church hall.

## **17. Risk assessments/activities**

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. For all hazardous activities, risk assessments are made and procedures that must be followed introduced.

The following activities will require risk assessments.

- fairs (bouncy castles may not be used on the premises.)
- sponsored walks, visits and outings
- churchyard maintenance
- erection of temporary staging.

A Risk assessment form is available at Appendix 5

## **18. Contractors**

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- 1) have their own health and safety policy (where required by law) and be able to provide a copy of the same
- 2) produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- 3) comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation

- 4) where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- 5) contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
- 6) all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake. Particular care needs to be taken for 'hot works' and a separate Hot work permit is available from Ecclesiastical.
- 7) When not in use, any equipment that contractors bring into church premises should be stored in a safe place. No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas. Contractors will need permits to park within the curtilage. Contractors should, if in appropriate, be given a copy of our Asbestos Management Policy and Emergency Plan.

## **19. CDM Regulations**

The Construction (Design & Management) Regulations apply to all construction work in Great Britain. As a 'client' – we realise we have a number of specific duties under the CDM Regulations. We will normally appoint our Quinquennial Architect to assist us in the discharge of these duties which includes:

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

A project is notifiable to the HSE if the construction phase will be longer than 30 days/or 500 person days of construction work.

## **20. Environmental Health Service Information:**

Address: Health and Safety, Environment and Neighbourhood Services, Brent Civic Centre, Engineers Way, Wembley, Middlesex, HA9 0FJ

Tel: 020 8937 5252; Email: [environmentandprotection@brent.gov.uk](mailto:environmentandprotection@brent.gov.uk)

Employment Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters: Address HSENI, Longbridge House, 16/24 Waring Street, Belfast, BT1 2DX; Tel: 028 9034 7487; Email: [emasmail@hse.gov.uk](mailto:emasmail@hse.gov.uk); Freephone: 0800 0320 121  
London Region HSE office: Rose Court, 2 Southwark Bridge, London SE1 9HS.

Health and Safety Executive Information Line: 0845 345 0055

## APPENDIX I

### ALL SOULS EMERGENCY PLAN

Location: Station Road, London, NW10 4UJ  
Date last completed/reviewed: 11<sup>th</sup> September 2024

<b>Total number of floors in building</b>	2	<b>Number of staircases used as exit routes</b>	1	<b>Number of final exits</b>	4
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<b>Maximum number of employees in the building</b>	1	<b>Maximum number of users in the building</b>	300	<b>Location of electrical meter cupboards</b>	Cupboard in Sacristy and Cupboard in church hall lobby	<b>Location of Gas shut off points</b>	Boiler House and Cupboard in main hall
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<b>Description of premises</b>	Church, Church hall, Church hall flat (on first floor with external staircase)	
<b>Use of Premises</b>	Worship, support groups, community groups, residence	
<b>Detection and alarm system</b>	Main Fire Panel – In Hub entrance area (Church) – church hall lobby The two panels are linked Alarm points can be found by the main hall fire exits and by both Fire Panels	
<b>Location of firefighting equipment</b>	All Firefighting equipment is wall mounted with details of usage signage above Only those trained in its use should use Firefighting equipment Location of firefighting equipment is as follows:	
	<b>The Hub</b>	By entrance 1 x 9ltr Water
	<b>The Church</b>	By organ steps 1 x 2kg CO <sup>2</sup>
		By Fire Exit into hall 1 x 6ltr Foam
<b>The Hall</b>	Kitchen (behind door) 1 x 2kg CO <sup>2</sup> , Fire blanket	
	Lobby 1 x 9ltr Water	
	By Fire Exit in main hall 1 x 9ltr Water	
<b>Key escape routes</b>	Key Escape Routes are marked with 'fire exit' signage. These are: <ul style="list-style-type: none"> <li>• Front Door entrance to church</li> <li>• Side doors into church hall</li> <li>• Side doors from main church hall</li> <li>• Entrance to church hall</li> </ul>	
<b>Action on discovering a fire</b>	In the event of a fire people are instructed to leave the building by the nearest exit. They are also instructed not to collect personal belongings	
<b>Warning if there is a fire</b>	- In the event of a fire the fire alarm will sound throughout the building - Warning lights strategically positioned throughout the building will flash red	
<b>Calling the Fire Brigade</b>	The Fire Warden is responsible for telephoning the fire brigade. This should be done as soon as the alarm is activated	
<b>Evacuation of the Premises</b>	<b>Physical Changes to the building activated in case of emergency:</b> <ul style="list-style-type: none"> <li>• None</li> </ul> <b>Action:</b> Fire Warden <ul style="list-style-type: none"> <li>• Call Fire brigade</li> <li>• Notify residents of the hall flat</li> <li>• Take fire safety file and first aid kit to assembly point</li> <li>• Leave the building by the nearest fire exit</li> <li>• Liaise with the fire brigade on their arrival</li> </ul>	

	<ul style="list-style-type: none"> <li>Once advised by the fire brigade that it is safe to do so, people can be allowed back into the building</li> <li>To check all persons have left the designated area</li> </ul> <p>First Aiders</p> <ul style="list-style-type: none"> <li>Leave building by the nearest fire exit</li> <li>Go to assembly point and collect first aid kit from receptionist</li> <li>Triage/ Administer first aid as needed</li> <li>Liaise with fire warden</li> <li>Update ambulance service on arrival</li> </ul>
<b>Fire Warden and responsibilities</b>	<p>The Fire Warden is: Courtney Mawanda</p> <ul style="list-style-type: none"> <li>To ensure that everyone has heard the alarm</li> <li>To ensure the safe evacuation of people in the event of fire</li> <li>To check all persons have left the designated area and report persons unaccounted for</li> <li>To take appropriate action in the event of a fire</li> <li>To liaise with the emergency services on their arrival</li> <li>To raise awareness of Fire safety and procedures</li> <li>To play a leading part in fire drills</li> <li>To assist with Fire safety at All Souls</li> <li>To identify and report fire hazards</li> </ul>
<b>Deputy Fire Warden and responsibilities</b>	<p>The Deputy Fire Warden is: Lewis Evans</p> <ul style="list-style-type: none"> <li>To ensure that everyone has heard the alarm</li> <li>To ensure the safe evacuation of people in the event of fire</li> <li>To check all persons have left the designated area and report persons unaccounted for in the absence of the fire warden</li> <li>To report to the responsible to the responsible person that the area is clear</li> <li>To liaise, in the absence of the fire warden, with the emergency services on their arrival</li> <li>To take appropriate action in the event of a fire</li> <li>To raise awareness of Fire safety and procedures</li> <li>To play a leading part in fire drills</li> <li>To assist with Fire safety at All Souls</li> <li>To identify and report fire hazards</li> </ul>
<b>Arrangements for people with disabilities</b>	Individual Personal Emergency Evacuation Plans (PEEPs) are prepared for people with a disability
<b>Arrangements for others at risk</b>	Individual Personal Emergency Evacuation Plans (PEEPs) are prepared for any other person thought by any staff member to be particularly at risk
<b>Assembly and roll call point</b>	<p>Outside Vicarage in front carpark. Names will then be checked off against the Registers. First Aiders – Ifeoma Umeh (Team Leader), Deborah St Louis, Ingrid Bruno Snelling, Jean Lewis</p>
<b>Liaison with emergency services</b>	<p>1<sup>st</sup> – Courtney Mawanda (Fire Warden) 2<sup>nd</sup> – Lewis Evans (Deputy Fire Warden)</p>



### APPENDIX 3

<b>Work Place</b>	<b>Risk</b>	<b>Level</b>	<b>Controls</b>	<b>Persons</b>
<b>Church/ Hall</b>	Violence Hazards Medical Condition Women & children	Medium Low Low Med/high	Ensure all exterior doors are locked when alone Have mobile phone on you at all times Do not use steps or ladders or operate equipment which requires more than one person and ensure all electrical equipment is PAT tested Lone workers to be aware of First Aid boxes and to notify Vicar/churchwardens of pre-existing medical conditions No children to be alone in church/hall	Fr Adam (Vicar) Churchwardens Christie Osula (Sacristan) Theo Hobson (Youth Group) Ifeoma Umeh (First Aiders Team Leader)
<b>Vicarage</b>	Violence Hazards Medical Condition Women & children	Medium Low Low Low	See above and.... Use Video bell to establish identity of caller and the purpose of the call. Do not see person alone unless their identity and purpose is well established.	Fr Adam (Vicar) Guests
<b>Home Visits</b>	Violence Hazards Medical Condition Women & children	Low Low Low Low	Wherever possible home visits should be done in pairs and groups. Lone visits should only be made to people well known to the volunteer. A prior record of the visit made	Fr Adam (Vicar) Churchwardens Pastoral Assistants Eucharistic Ministers Hospital volunteers



Accident Report Form

# Accident record

**1 About the person who had the accident**

Name .....

Address .....

Postcode .....

Occupation .....

**2 About you, the person filling in this record**

▼ If you did not have the accident write your address and occupation.

Name .....

Address .....

Postcode .....

Occupation .....

**3 About the accident** *Continue on the back of this form if you need to*

▼ Say when it happened. Date / / Time

▼ Say where it happened. State which room or place.

▼ Say how the accident happened. Give the cause if you can.

▼ If the person who had the accident suffered an injury, say what it was.

▼ Please sign the record and date it.

Signature .....

Date / /

**4 For the employee only**

▼ By ticking this box I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the health and safety functions given to them by law.

Signature .....

Date / /

**5 For the employer only**

▼ Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). To report, go to page 4 of this book or go to [www.hse.gov.uk/riddor/report.htm2](http://www.hse.gov.uk/riddor/report.htm2).

How was it reported? .....

## APPENDIX 5

### Risk Assessment Form

(These forms are kept in the safe with the Accident Forms)

#### ALL SOULS CHURCH RISK ASSESSMENT FORM

Please read below before filling in this form. Afterwards return the completed assessment form to Churchwarden.

	ACTIVITY (name, date, time)	DESCRIPTION		
	Hazard(s)	Person(s) at risk	Degree of Risk	Control Measures
1				
2				
3				
4				
5				
6				

#### What is a hazard?

This is any item, aspect or condition of the activity which could reasonably expect to result in harm to one or more persons. For example: slipping/tripping, falling in sporting activities; fire from flammable substances; chemical spills or burns; working at a height or on a tower scaffold; manual handling of goods; incorrect temperatures or poor lighting; trailing leads.

#### Who is at risk?

Persons undertaking the activity are the most obvious, but consider whether other people, such as bystanders, visitors and particularly children or contractors, cleaners, caterers and caretakers, might also be hurt by the activity or its consequences.

#### What is the degree of risk?

You need to consider whether the worst outcome of injury is a fatality, a major injury, a minor injury or no injury at all, and how likely it is that this will happen. The degree of risk should be considered as HIGH, MEDIUM or LOW. Use the chart below to determine this.

	Likely	Probable	Possible	Unlikely
Fatal	High	High	High	Low
Major Injury (3+ days off work)	High	High	Medium	Low
Minor injury	Medium	Medium	Low	Low
No injury	Low	Low	Low	Low

**NB. A full written risk assessment must be prepared for any activity where the degree of risk is considered to be HIGH.**

#### What are control measures?

The aim is to make all risks small by either eliminating the hazard or adding to the precautions. Some controls which may be considered are: substitution by something less hazardous; using personal protective equipment; guarding the equipment; having a written procedure which is followed; supervision; training; having instructions/information/signs clearly displayed.