



St Martin's

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PARISH CHURCH OF ST MARTIN OF TOURS, RUISLIP

HEALTH & SAFETY POLICY

SECTION A POLICY STATEMENT

It is the policy of St Martin of Tours Church Ruislip that all activities in the church and its environs are undertaken in a way that, as far as is reasonably practicable, minimizes health and safety risk to members of congregations, employees, contractors, volunteers, Church Hall hirers, visitors and the general public.

The policy covers activities in the church itself, the church hall, the garden of remembrance, the graveyards to the north and south of the church and all vegetation within the church boundaries. It also covers the residential property 5, Wyteleaf Close, Ruislip HA4 7SP, which is used by Curates during their time with the church.

The church will, so far as is reasonably practicable, provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and many volunteers and will provide such information, training and supervision as they need for this purpose.

This policy will be kept up to date, particularly in the light of incidents that have occurred or when any changes to our buildings and activities have been made. To ensure this, the policy and the way in which it has operated will be reviewed every two years by the Parochial Church Council and appropriate changes made.

Vicar.....Revd. Canon Simon Evans.....

ChurchwardenMark Stimpson.....

Churchwarden Alan Seymour.....

November 2020

SECTION B.

ORGANISATION AND RESPONSIBILITIES

1. Health and Safety Responsibility of the Vicar

The incumbent Vicar of the church is responsible for ensuring that this Health and Safety policy is implemented, is adhered to and is maintained up to date.

He delegates responsibility for detailed implementation to the churchwardens but undertakes regular periodic checks to satisfy himself that the arrangements are working properly. He advises the churchwardens of any deficiencies uncovered by these checks and ensures improvements are implemented.

The Vicar ensures that a Health and Safety report is made at each PCC meeting by the Committee's Health and Safety Advisor, covering recent accidents and near misses, improvements made, impact of any new relevant legislation and any necessary changes to this policy.

2. Health and Safety Responsibility of the Churchwardens

Church Wardens are, by law, jointly responsible for all aspects of the Church's upkeep and in St Martin's the two Wardens support each other as much as possible. However, for practical reasons, churchwarden responsibilities in St Martin's are split. One churchwarden chairs the Fabric Committee which takes responsibility for the church building and its contents, the churchyard, the graveyards and all vegetation. The other churchwarden chairs the Hall Management Committee which takes responsibility for the church hall and its use by church groups and hirers and 5, Wyteleaf Close.

As well as the Churchwarden chairperson, each of the two committees comprises at least three other PCC members.

Detailed health and safety responsibilities of the two churchwardens are set out in paragraphs 2.1 and 2.2 below.

2.1 Churchwarden Chair of the Fabric Committee

The incumbent churchwarden who chairs the Fabric Committee acts as the responsible manager for his/her areas of responsibility, which include

- the church building and its contents, the churchyard, the graveyards, the garden of remembrance and all vegetation
- all activities carried out in those areas

He/she must

- 2.1.1 be familiar with this Health and Safety policy and ensure it is implemented in all Fabric Committee areas of responsibility
- 2.1.2 use diocesan and other sources to become familiar with health and safety regulations as far as they concern church premises
- 2.1.3 ensure, so far as is reasonably practicable, that safe systems are implemented for all work undertaken in Fabric Committee areas of responsibility
- 2.1.4 review each quinquennial report of the Diocesan Architect on the church building and implement all recommended actions over the five year period
- 2.1.5 ensure that gas and electrical services are regularly maintained and checked at the given statutory intervals by competent personnel
- 2.1.6 ensure that the fire alarm system is tested weekly and thoroughly checked every six months by competent personnel
- 2.1.7 ensure that adequate firefighting equipment is provided and that it is checked monthly and maintained annually
- 2.1.8 ensure that all emergency evacuation routes in the church are known to Sidesmen and Church Watch volunteers and are clear of any obstruction whenever the church is open
- 2.1.9 ensure that lightning protection equipment and conductors are checked and tested annually

by a competent contractor

- 2.1.10 ensure that defects or hazards reported by parishioners or others are channeled through to the parish administrator as soon as possible for priority to be assessed and rectification organised
- 2.1.11 ensure the church is kept clean and tidy and that, wherever reasonably practicable, the risk from tripping hazards is ameliorated.
- 2.1.12 ensure the churchyard is properly maintained including the safety of monuments, tombstones, paths, railings and steps and that grass and vegetation in all areas are kept cut and tidy
- 2.1.13 ensure the garden of remembrance is kept tidy, that pathways are clearly marked, that plaques are properly grounded and any animal or human disturbance is rectified as quickly as possible
- 2.1.14 arrange for periodic checks to be made on the church roof and gutters and organize cleaning/repairs as necessary
- 2.1.15 ensure adequate lighting is provided on pathways that are in use during hours of darkness
- 2.1.16 ensure that safety equipment and clothing is provided and used by all personnel where this is required
- 2.1.17 ensure that portable electrical appliances in the church are tested annually by a competent contractor and visually inspected six months after every contractor test by a competent person from the church
- 2.1.18 ensure adequate First Aid facilities are provided in the church and that they are regularly topped up
- 2.1.19 ensure that all church plant, ladders, tools and equipment are properly maintained and in good condition and that all operators have received the appropriate training
- 2.1.20 ensure that adequate access and egress is maintained whenever work is being undertaken
- 2.1.21 maintain in the Vestry a Maintenance Log Book which records the safety inspections carried in the Church out by external contractors and the nominated Responsible Persons
- 2.1.22 With the church Treasury team, ensure that the risk of assault on those handling church money or valuables in the church is as low as is reasonably practicable.

2.2 Churchwarden Chair of the Hall Management Committee

The incumbent churchwarden who chairs the Hall Management Committee acts as the responsible manager for his/her areas of responsibility which include

- the church hall building and its services
- all activities carried out in the hall

He/she must

- 2.2.1 be familiar with this Health and Safety policy and ensure it is implemented in all Hall Management Committee areas of responsibility
- 2.2.2 use diocesan and other sources to become familiar with health and safety regulations as far as they concern church premises
- 2.2.3 ensure, so far as is reasonably practicable, that safe systems are implemented for all work undertaken in Hall Management Committee areas of responsibility
- 2.2.4 ensure that gas and electrical services are regularly maintained and checked at the given statutory intervals by competent personnel
- 2.2.5 ensure that the fire alarm system is tested weekly and checked every six months by competent personnel
- 2.2.5 ensure that adequate fire-fighting equipment is provided in the church hall and that it is inspected monthly and maintained annually by competent personnel
- 2.2.6 ensure the church hall is kept clean and tidy and that tripping hazards are eliminated or, if not possible, made obvious
- 2.2.7 ensure the kitchen is kept clean and tidy
- 2.2.8 ensure that all storage areas and cupboards are kept tidy and safe

- 2.2.9 ensure that all cooking equipment, such as ovens and hobs, is kept clean by users and any defect discovered is reported immediately to the church administrator
- 2.2.10 ensure that safety equipment and clothing is provided and used by all personnel where this is required
- 2.2.11 ensure that portable electrical appliances in the church hall are tested annually by a competent contractor and visually inspected six months after every contractor test by a competent person from the church
- 2.2.12 ensure adequate First Aid facilities are provided in the church hall and that they are regularly topped up
- 2.2.13 ensure that all church hall access equipment, office equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 2.2.14 ensure that adequate access and egress is maintained whenever work is being undertaken
- 2.2.15 regularly check the inside of the building (floors, ceilings, windows, doors etc) and arrange for repairs to be made as necessary
- 2.2.16 arrange for periodic checks to be made on the hall roof and gutters and organize cleaning/repairs as necessary
- 2.2.17 maintain in the parish office a Maintenance Log Book which records the safety inspections carried out in the church hall by external contractors and the nominated Responsible Persons
- 2.2.18 ensure that all hirers of the church hall are issued with a copy of the "Regulations for the Letting of St. Martin's Church Hall Complex", ensure that the formal Hirers are made aware of what they can and cannot do in the hall complex and ensure that the formal Hirer is aware of the health and safety facilities and arrangements provided.
- 2.2.19 With the church Treasury team, ensure that the risk of assault on those handling church money or valuables in the Parish Office and between Parish Office and church is as low as is reasonably practicable.
- 2.2.20 Ensure that the curate's accommodation at 5 Wyteleaf Close is fully operational, clean and safe before a new curate moves in and deal with any health or safety issues if and when they arise during his stay.

3. Health and Safety Responsibilities of the Parochial Church Council (PCC)

The PCC has an overall responsibility for ensuring that the Vicar and the Churchwardens are fully implementing this Health and Safety Policy. Members monitor the implementation of the Health and Safety Policy, seek answers and gain assurance at PCC meetings. They do this by

- critical review of the minutes of the Fabric and Hall Management committees, each issue of which contains a Health and Safety section detailing any accidents or near misses in the period covered, actions taken, health and safety concerns and improvements made
- raising concerns expressed to them by church members

Each PCC agenda has a Fabric Committee and a Hall Management item and each set of PCC Minutes contains details of Health and Safety issues raised.

The PCC will also elect one of its members to act as Health and Safety Advisor to the Vicar, Church Wardens and the PCC itself. This individual need not have a Health and Safety qualification but should have experience of managing physical assets and people. The Health and Safety Advisor will look out for shortcomings in the

- maintenance of the Church and Church Hall
- way that maintenance work is undertaken
- training of church members who undertake safety critical activities such as Sidespersons, Responsible Persons testing or checking correct operation of equipment, those working at heights and those working alone

and advise and persuade the Vicar, Church Wardens and the PCC to initiate suitable improvements.

4. Health and Safety Responsibilities of the Parish Administrator

The Parish Administrator must

- 4.1 Keep the Accident Book available when the office is open and keep it safe when the office is closed
- 4.2 Help record accidents, incidents and near misses in the Accident Book.
- 4.3 Maintain a Quinquennial Report file so that work required and completed on the church fabric is available to the Fabric Committee, the Vicar and the Diocese when requested.
- 4.4 Keep the Church Wardens informed of any changes to the list of portable electrical appliances used in the church and the church hall.

5. Health and Safety Responsibilities of Responsible Persons

Particular church members have, because of their experience and knowledge, been asked to undertake certain safety inspections on a regular basis. These are detailed in Appendix 1 of Section C of this policy. Having agreed, these Responsible Persons must undertake their inspections thoroughly and then update the church or church hall Maintenance Log Books as appropriate.

6. Health and Safety Responsibilities 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 business or premises.

Employees and voluntary workers must therefore:

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

7. Insurance

However careful and thorough St Martin's personnel are in keeping the Church and Church Hall clean and safe for use, incidents caused by inclement weather, storms, lightning, vandalism, theft, age, slips, trips and falls, etc. will occasionally occur. The Church has an insurance policy with insurers Ecclesiastical to cover such incidents and the scope and premium is reviewed by the Church Wardens and the Insurers every two years. Public Liability cover is up to £5,000,000

8. Safeguarding

St Martin's Church has a Safeguarding Policy, independent of this policy document, which has been approved by the PCC and is reviewed every two years by that committee. Our policy is to protect and safeguard all who use the church or hall, particularly children, young people and adults at risk. We ensure that all those with responsibility for children and children's activities have the appropriate clearances.

Our Safeguarding Officer is Judith Kaplan and she ensures that all aspects of the Safeguarding Policy are fully implemented across all parts of the church's life.

All those who work with or supervise children have signed the self-declaration form on Child Protection and received a satisfactory DBS Disclosure certificate.

The Safeguarding Policy is displayed in the church porch and in the foyer of the church hall.

SECTION C

ARRANGEMENTS

1. Accidents and first aid

Following a risk assessment, first-aid boxes have been located in the vestry, kitchen, disabled toilet and Parish Office. Contents of each box have been tailored to the likely need in each area, such as burn plasters and cream in the kitchen. They are checked every month and topped up as necessary by the Responsible Person shown in Appendix 1.

Regular encouragement is given to parishioners, by the clergy, in church notices and through the parish magazine, to become first aiders. The goal is to have a trained and qualified first aider at all main services, at major events and whenever young persons are taking part in physical activity.

The Accident Book is located in the Parish Office.

All accidents, incidents and near misses that occur within the church boundaries must be entered in the Accident Book within a week of occurrence. When the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, the Parish Administrator must be informed, so that details may be entered in the Accident Book.

The Accident Book and accident records are reviewed monthly by a member of the Fabric and Hall Management committees.

Accidents that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) will be reported to the HSE's Incident Contact Centre by the Parish Administrator.

Either the HSE or church's insurers will be contacted if there is doubt about whether or not to report an accident.

2. Fire safety

Under the Regulatory Reform (Fire Safety) Order 2005 (FSO), all Churches and church halls are classified as 'places of public assembly'. St Martin's Church and church hall, both having capacities of between 60 and 300 people, are classified as being medium size. To comply with the Order, the church undertakes the following

- a) together with our Fire Alarm contractor, a bi-annual assessment of the fire risks in the church and associated buildings, the risks to our neighbours and any improvement required
- b) a six monthly check by our Fire Alarm contractor that a fire in any area is detected in a reasonable time and that all fire call points operate properly
- c) a weekly check from a different call point each week that the alarm sounds throughout the building
- d) a quarterly check that loss of electrical supply triggers the emergency lights and that the emergency lighting level is satisfactory for safe evacuation of the building
- e) in the ancient church where the three exit doors open inward and cannot be fitted with panic bars and modern signage, evacuation arrangements are described in paragraph 2.4 below. A three-monthly check is made that all exit doors open easily and that the route to and from the exit door is clear of obstruction.
- f) a monthly check is made to ensure that our firefighting equipment is in place and is serviceable. An annual maintenance contract is in place to thoroughly maintain our fire-fighting equipment
- g) to ensure that Sidespersons and Church Watch volunteers know what to do if there is a fire in the church

2.1 Fire extinguishers and Fire Blankets

Fire extinguishers in the church are kept in the following locations:

- A water extinguisher by the main west door for general areas inside the church

- Foam extinguishers by the High Altar and in the Vestry (for dealing with any accident with incense burners or candles used in services)
- A carbon dioxide extinguisher by the organ
- A powder extinguisher in the bell tower near both the electrical cabinets and the floor above the gas boiler

Fire extinguishers in the Church Hall are kept in the following locations

- Two water extinguishers in the foyer for non-electrical general use
- A carbon dioxide extinguisher in the Parish office for use on office equipment
- A foam extinguisher in the Bec room for non-electrical use
- A carbon dioxide extinguisher in the Bec Room for fires that occur in or near the main electrical distribution cupboard
- A carbon dioxide extinguisher in the kitchen
- A water extinguisher in the Small Hall for non-electrical general use
- A foam extinguisher outside the door to the gas central heating boiler in the Ladies Toilet

The extinguishers are checked every month by the responsible person, detailed in Appendix 1, to ensure that they are still in place and have not been discharged. The extinguishers noted above are checked annually by a qualified contractor, West One. The appropriateness of each extinguisher type is checked with the contractor each year.

Fire blankets are provided: in the vestry; in the Lady Chapel by the votive candle stand; near the second, small votive candle stand adjacent to the north aisle of the church; in the bell tower and in the Church Hall kitchen. They are included in the monthly and annual checks of fire-fighting equipment.

2.2 Fire alarm systems

Both the church and hall have independent fire alarm systems. These are under a maintenance contract which includes a full six monthly check. A weekly operational check of each system is carried out in accordance with the Maintenance Procedures listed in Appendix 1

2.3 Evacuation Routes

A three-monthly check that the evacuation routes through the external doors in the church are clear of obstruction inside and outside is undertaken by the Responsible Person shown in Appendix 1. Evacuation routes from the church hall are regularly used and so no programmed checks are made.

2.4 Church Response to Fire Alarm and Evacuation Procedures

All employees and voluntary workers are made familiar with escape routes from the church. The need to ensure that these routes are kept clear and unobstructed is emphasized.

2.4.1 Large Services and Concerts

For the main services in the church for which sidespersons are rostered, the **Church Response to Fire Alarm and Emergency Evacuation Procedure Main Services** has been developed. Some 46 sidespersons were trained in March and February 2020 and newcomers will be trained as and when necessary in the future.

2.4.2 Weddings, Funerals, School Services and Small Services

For other services in the church when sidespersons are not rostered, a further procedure has been developed. **Church Response to Fire Alarm and Emergency Evacuation Other Services**. The same principles are followed but onus is put on the clergy who will lead the service to appoint others to take on the roles that sidespersons would undertake in the main services procedure.

2.4.3 Other Church Open times

Being the Parish Church in Ruislip, the vicar, church wardens and PCC members all believe St Martin's should be open for as long as possible during the week. We encourage anybody wishing to pray, to light a candle for a loved one, to enjoy the peaceful atmosphere, to learn about the history or just to enjoy the architecture and stained glass windows, to come into the church from 7am in the

morning to 7pm in the evening, Mondays to Saturdays.

For some of those hours there are volunteers who work a roster pattern to ensure there is a presence in church. They provide a level of security, guidance and help in emergencies. However, for much of the time there is no church representative present and people are free to go to all parts of the church, including the bell tower.

Feedback clearly shows how much this open policy is appreciated. However, the policy carries with it a level of both security and safety risk. Only the main door of the church is open and that is the only means of escape should a fire start.

The north door does open to the outside of the church and it does provide a second exit. Emergency lighting illuminates the area around the door. However, the door might not be immediately obvious to a stranger.

We want to maintain our policy of openness but the north door is such an architectural feature that we would be very unlikely to get permission to make major changes.

For the present we believe the risk of a fire starting and suddenly leaving a person stranded inside the church without means of escape to be so low that our church open policy can remain.

2.5 Church Hall Evacuation Procedure

All employees, group leaders and hirers are made familiar with the fire alarm system, location of fire call points and escape routes from the church hall. Emergency exits are located at the south end of the main hall, the east side of the small hall and the main entrance. The doors are equipped with panic bars. The Bec Room also has its own emergency door fitted with a panic bar but this room is locked except when the room is in use. This emergency door is only for people in the Bec Room.

The need to ensure that these routes are kept clear and unobstructed is emphasized to leaders of all church groups and to hirers through the letting regulations

- 2.5.1 in the event of an emergency (fire/bomb threat, etc.), an announcement to leave the hall and proceed to the Assembly Point in the High Street by the old pump. will be made by the leader/hirer, pointing out the exit routes
- 2.5.2 when the evacuation appears complete, the leader/hirer must check that the hall is clear of persons and then call the emergency services, if necessary. If an area cannot be checked the leader/hirer must advise the emergency services when they arrive.

2.6 Re-Entry Procedure following Evacuation

When, after an evacuation of either the church or church hall where it has not been necessary to call the emergency services, the vicar/leader/person in charge/hirer can authorize re-entry when he/she is satisfied it is safe to do so.

If the emergency services have attended, re-entry must only be authorized when the emergency services person in charge has advised that it is safe to do so.

3. Electrical safety

3.1 Portable Electrical Appliances

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. However, the Regulations do not specify what needs to be done, by whom or how frequently.

In its leaflet on "Maintaining portable electrical equipment in low risk environments", the Health and Safety Executive recommends that

- A visual inspection is carried out from "between 6 months and 1 year" to "every 4 years", depending on type and use. St Martin's has chosen to do this every six months
- An inspection and test is carried out "between 1 and 2 years" and "not required", depending on type and use. St Martin's has decided to do this annually

A list of portable appliances in use in the church and church hall is maintained in the Maintenance Log Book kept in the Vestry for the Church and in the Parish Office for the Hall.

All our portable electrical equipment is tested annually 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 disposed of safely.

Six months after each annual test, plugs, cables and sockets on the portable electrical equipment are visually inspected by the Responsible Person detailed in Inspection/Test Schedule CI11 for the Church and CHI 10 for the Hall to ensure that there is no physical damage to the item and that there are no loose connections or worn or fraying leads. Any defective item or damaged cable will be removed immediately or clearly marked not to be used. Details will be reported to the Parish Administrator who will advise the relevant Churchwarden regarding repair or replacement.

3.2 Electrical Installation

Every five years, the fixed electrical systems in the church and in the hall are inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work is carried out by the contractor.

Every six months a visual inspection of the electrical cupboards, switches and sockets in the church and church hall is carried out by the Responsible Person detailed Inspection/Test Schedule CI10 for the Church and CHI 9 for the Hall. Any problems the Responsible Person cannot safely deal with or defects discovered will be reported to the relevant churchwarden for action.

Every year our lightning conductor system is examined and tested by a competent specialist firm of lightning engineers.

Flexible cables are positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. Gas equipment safety

Our gas boilers and any other gas equipment are 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.

An isolator which cuts off gas supply to the church central heating boiler, to the church hall central heating boiler and to the kitchen is located adjacent to the pathway leading to the church hall. This can be operated by church personnel or the fire brigade.

5. Hazardous substances

It is the church's policy that no flammable, highly flammable, extremely flammable or explosive substances are kept or used in the church or church hall.

Storage, in closed plastic containers in the gardener's shed situated between the New Churchyard and the church hall, of a small amount of petrol, not exceeding 15 litres, is permitted however. The shed is a brick built structure with a steel door locked by a padlock. The door is locked at all times except when the gardener is in or just outside the shed. This petrol is solely for the use in gardening machinery such as the lawnmower and strimmer.

Bleach and disinfectant are used in the kitchen and floor cleaning fluid is used by the hall cleaner. Just one container of each is allowed to be kept in the kitchen. Unopened containers are kept in a locked store cupboard to which only authorized church members and the church cleaner have a key. All products purchased must have, clearly marked on the container, the details for safe use and the action to take in the event of an accident.

Only chemical products purchased by the Parish Administrator are allowed to be used and she maintains a list of those products.

6. Plant and Machinery

St Martin's church has two items of plant, the bells and the clock, which are 150 and more years old and built when regard for personal safety was deemed much less important than it is in the 21st century. This equipment is out of bounds to all except a very few. Safety arrangements for working on these items are dealt with in paragraph 6.1 below.

Other plant includes

- a) gas central heating systems in the church and church hall which are maintained under contract.
- b) gardening equipment, just a petrol lawnmower, a petrol strimmer, a hedge cutter and wide range of other garden tools. These are maintained and used by a Responsible Person, Malcolm Roberts, who has the knowledge and experience to do so and are kept in the locked gardener's shed.
- c) one ladder in the church and three ladders in the church hall which are only used by appropriate volunteers who have the capability and experience to do so. The church hall ladders are kept in a locked store cupboard to prevent unauthorized use. Only authorized personnel are issued with a key to the store room.

Procedures for checking and rules for use of all plant and machinery are as follows:

- d) employees and voluntary workers must not operate plant or machinery that they are not trained on and authorised to use.
- e) employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- f) machinery must be switched off before any adjustments are made.
- g) after carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- h) 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.
- i) the appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- j) 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.
- k) ladders may only be used as described in paragraph 8.
- l) any defect and damage found to any item of plant or machinery must be reported to the Parish Administrator who will in turn inform the Responsible Person
- m) an item reported as defective must not be used until repair has been effected or until the Responsible Person advises it is safe to use.

6.1 Working in the Belltower on Bells and Clock and accessing the Belltower Roof

The church clock and its winding mechanism are accessed through a narrow spiral staircase leading to a platform area. A series of unguarded pulleys and wires connect the clock and chiming mechanisms to a group of heavy weights. Manually winding up the weights creates the energy for the clock to run for nearly a week. Three experienced volunteers are the only persons permitted to wind, adjust or make minor repairs to the clock and its mechanisms.

A risk assessment will be undertaken before the end of March 2021 to see if some risk can be removed at reasonable cost while accepting that the equipment design will always mean work on the clock will only ever be open to personnel experienced in working with unfenced machinery.

The church bells are located higher again in the bell tower up a small fixed ladder from the clock platform. Heavy rotating machinery, wooden stays, ropes, as well as dead pigeons make for an

industrial archeologist's dream but a churchwarden's nightmare. Only those members of the bell-ringing team with experience of the bell loft environment and with authorization from the bell captain are allowed access to the bell loft. Nobody should enter the bell loft without another person being present in the bell tower to help if problems occur.

Head and ear protection is mandatory for anybody entering the bell loft.

If significant repairs are needed, a specialist contractor is called in.

Access to the belltower roof, to fly a relevant flag from the flagpole or to undertake an inspection, involves clambering over bell loft rafters to get to the door opening onto the roof. This requires agility and a good sense of balance and should only be attempted when somebody else is present in the bell tower.

A further risk assessment will be carried out before June 2021 covering access to and working in the bell loft and access to the roof, to see if some risk can be removed at reasonable cost. In the meantime, person's wanting to access the roof must obtain the vicar's or a churchwarden's authority before doing so.

7. Lighting

Internal lighting was installed in the Church in 2018 with some 173 LED units each having an advertised 20 year life. Until 2023, any defects discovered will be reported to the Fabric Committee chairperson and the installation company contacted to replace any defective unit.

Church external lighting consists of Notice Board lighting, pathway lighting not attached to the buildings and floodlighting. Failed units spotted by church members and hirers are reported to the Parish Administrator. The Parish Administrator reports defects as they occur to the designated maintainer for rectification. A back-up check is made once every three months (ideally Jan, Apr, July and Oct)) by the Responsible Person detailed in Inspection/Test Schedule CI 6 shown in Appendix 1.

Church Hall lighting is mostly by fluorescent tubes. Failed units are spotted by the Parish Administrator during the course of her work and are reported by hirers. The Parish Administrator reports the defects as they occur to the designated maintainer for rectification. As a back-up, the Responsible Person in Inspection/Test Schedule CHI 7 detailed in Appendix 1 undertakes a three-monthly check and completes the Safety Inspection record accordingly.

Church Hall external lighting illuminates the pathway along each of the 4 sides of the building, with all luminaires attached to the hall. These are checked for proper operation every 3 months as described in Inspection/Test Schedule CHI 8 shown in Appendix 8.

Checks to confirm that emergency lights come on in both the church and in the church hall when the power supply is lost and that the level of illumination is satisfactory for emergency evacuation, are carried out once every six months by a competent contractor. For efficiency, the fire alarm system tests and the emergency lighting tests are undertaken simultaneously by the same contractor.

Three months after each contractor emergency lighting test, a similar test is undertaken by the Responsible Persons shown in Inspection/Test Schedules CI 4 and CHI 4 for the church and church hall respectively.

8. Safe Use of Ladders

St Martin's Church Ruislip follows the guidance provided by the Health and Safety Executive on the Safe use of ladders and stepladders.

8.1 Ladder Types Owned and Their Uses

There are three stepladders kept in a locked cupboard in the Church Hall and a further extendable leaning ladder kept on brackets in a corner of the bell tower in the church itself.

In the church hall, two of the three stepladders are of A-frame type and are used mainly to gain access to high level cupboards in the main hall and in the locked store cupboard. The third stepladder has small outriggers and is used for small maintenance tasks such as changing fluorescent tubes or ceiling tiles and gaining access to ceiling radiator valves. During redecoration, access towers are hired when working at high level.

The extendable ladder is used inside the church to gain access at high level to replace luminaires, to install and remove Eastertide candles on the rood beam and to investigate occasional rainwater leaks. It is used outside to gain access to the church and church hall roof, principally to clear gutters several times per year.

Contractors doing work for the church are required to use their own ladders or access towers in accordance with their own plan of work and risk assessment.

8.2 Who is permitted to use a Church ladder or stepladder

External hirers of space in the church hall are not permitted to store equipment or belongings in the hall and so have no need to use the church ladders. These ladders are kept in the locked store cupboard, affording no access to hirers.

8.2.1 A-frame ladders

Church groups like Brownies, Guides and other such groups affiliated to the church are permitted to store equipment in the hall and so do have to use a stepladder to remove or replace equipment in high level cupboards. The group leader is the responsible person who decides who should use the ladder. He/she will remove one of the A-frame ladders from the Storeroom and do a visual check that the ladder is sound. These ladders are similar to domestic internal ladders. The responsible person will only permit somebody with experience to use an A-frame ladder.

The church has a maintenance team of volunteers who undertake all the minor maintenance and repair tasks in the church, the church hall and on the roofs. Most are permitted to work at heights but not all. Most are happy to work at heights but some are not. Team members who need and are happy to use an A frame stepladder are made aware when becoming a team member of the three types of stepladder in the church hall and which is most appropriate in different locations and for different tasks. They are also told to make a visual check of the ladder before it is used.

All A-frame ladders owned by the church are checked for defects once every six months by a competent member of the maintenance team.

8.2.2 Extendable leaning ladder

Work that requires the use of the extendable ladder must always be undertaken by two or more persons. Gaining or dropping height on an extendable ladder needs a second person holding the ladder unless and until the ladder has been tied securely at the top.

Undertaking work from the extendable ladder is not permitted if the duration is longer than 15 minutes.

Only those persons in the maintenance team who are already experienced in the use and deployment of the ladder are permitted to use it. A bold notice adjacent to the ladder in its stored position in the bell tower emphasises this.

Persons new to the maintenance team who need to use the extendable leaning ladder must first be asked to confirm to one of the experienced members that they have read the HSE Guidelines for the safe use of ladders and stepladders. They must then, by one of the experienced members

- be shown how to check the ladder for damage
- be shown how to deploy the ladder inside and outside the church
- be shown the most appropriate locations for gaining roof access
- be made aware of all permanent hazards and how to safely overcome or avoid them
- be accompanied on the first and second deployment

The extendable ladder must be checked for defects by the experienced person prior to it being returned to the bell tower after use.

All those in the maintenance team sufficiently experienced to use the extendable ladder must deploy it once per year to maintain familiarity.

9. Preparation of food

We ensure that:

- a) we follow the appropriate regulations governing the preparation and storage of foodstuffs
- b) the appropriate assessment of risks is carried out for the foods to be prepared and stored, including storage at the correct temperatures
- c) before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
- d) all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

Entry to the church hall kitchen is key pad controlled and only authorized parishioners and authorized hirers are given the code. Hirers are made aware through the Hire Regulations that children and vulnerable adults are not permitted in the kitchen unless they are individually supervised at all times.

10. Manual handling – lifting, carrying and moving heavy loads

Our policy is to eliminate the need for manual handling of heavy items as far as is reasonably practicable. Where it is not possible to avoid the need to move heavy loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible. The necessary training will be given to all those employees and voluntary workers who are required to manually handle heavy loads.

11. 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:

- a) stability and legibility of the screen
- b) contrast and brightness of the screen
- c) tilt and swivel of the screen
- d) suitability of keyboards, desks and chairs
- e) the work station environment
- f) the user-friendliness of the software.

Daily work routines involve periods away from the screen.

12. Buildings/glazing maintenance and repair

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. Much of the church is over 600 years old and specialist knowledge is needed to determine what needs to be done. This is provided by the Diocesan Architect who provides a 5-yearly Quinquennial Report advising us of the work necessary and the level of urgency.

Defects found during operation of the church or church hall, leaks, broken windows, loose tiles, damaged woodwork, etc., are reported to the Fabric Committee or Hall Management Committee as appropriate and they will use members of the church maintenance team or external contractors to effect suitable repairs.

The only known asbestos in the two buildings is in the guttering of parts of the church hall. It is fully sealed. Should work in this area involve disturbing the asbestos or should asbestos be found elsewhere in the buildings, the affected area will be sealed until the asbestos is removed by a licensed contractor.

All glazing below waist height in the church and hall, including in doors, is of toughened safety glass.

13. Lone Working and Personal Safety

Risk assessments are undertaken to assess the risks to persons who might work alone in the church or church hall on such tasks as clearing gutters of leaves and debris, handling cash or other valuables and fronting members of the public in the parish office. As a result of one such assessment, an individual on his own is not now allowed onto the roof of the church hall or church. A second person must be present. The parish administrator is often alone in the church hall office and arrangements have been put in place for the door to be locked if the administrator feels uncomfortable with somebody coming into the hall

Following another risk assessment carried out to try to reduce the risk of slips, trips and falls, an inspection is now made on a three-monthly basis by the Responsible Person in Appendix 1, of all paths and steps in the churchyard and both north and south graveyards. Particular note will be made of moss, algae and leaves on paths. Any urgent situations will be isolated and reported to the relevant churchwarden. He/she will initiate a permanent solution as quickly as possible.

As stated in paragraph 6.1 above, over the next year it is planned to undertake risk assessments on

- a) work on the bells
- b) clock winding and maintenance
- c) accessing the bell tower roof

14. Criminal Attack, including Arson, Acid Throwing and Terrorism

Apart from minor larceny issues, the church has not had to face up to some of the wicked attacks that have been occurring, mostly in our large cities, recently.

From a criminal attack point of view, a fortunate thing for us is that vehicular approach to the church and church hall is not possible. Persons with criminal intent would have to approach the church and hall on foot or perhaps on a moped. Use of the latter would be limited because of narrow entrances and exits.

Precautions we do have include CCTV coverage inside and outside both the church and church hall and along pathways. Recordings are reviewed regularly to look for suspicious activity. Police help is sought if anything worrying is seen. During some parts of the day the church is manned by a Church Watch parishioner and there is a regular flow of clergy, parishioners, visitors, flower arrangers etc. The church hall is also busy every morning and most afternoons and evenings.

This flow of people would tend to put off persons implementing a daylight arson attack. At night, attacks could take place because the church area is empty but that at least removes the risk to people. If a daytime arson attack were to take place when the church and/or hall was occupied, the fire safety precautions described in paragraph 2 above should enable us to keep people safe.

If an acid throwing incident occurred, water is available in the church and in the church hall to douse the affected persons until an ambulance arrives. First aid kits in both buildings are available to keep wounds clean. The goal of having a qualified first aider available at all main services will give us the assurance that injured persons would receive immediate treatment.

We are vulnerable to a bomb throwing or suicide bomb attack. However, we have no indication that such horrendous crimes are at all likely in Ruislip and until advised otherwise by the police or security services, our Health and Safety policy will not cover such possibilities.

16. Itinerant Persons

Our church open policy does mean that itinerant persons are attracted to the shelter the church can provide, especially in the winter. Many of these persons have mental or addiction problems. As a caring church community, we do try to provide pastoral care and they do shelter in the church at times during the day. They are monitored through the CCTV cameras.

However, the church is locked at night and it is checked before locking to ensure that no one is left inside. We try to get itinerant persons engaged with social services, who are better equipped to deal with their issues.

17. Contractors

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

- a) have their own health and safety policy (where required by law) and be able to provide a copy of the same
- b) produce written evidence that they have appropriate Public and Employers' Liability insurance in place
- c) 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
- d) 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
- e) 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
- f) 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.

The Construction (Design & Management) Regulations apply to all construction work in Great Britain. As a 'client' – an individual or organisation for whom construction work is being carried out, we have a number of specific duties under the CDM Regulations. The Approved Code of Practice to the CDM Regulations summarises the duties of a client as follows:

- g) check the competence and resource of all appointees
- h) ensure there are suitable management arrangements for the project including welfare facilities
- i) allow sufficient time and resources for all stages
- j) 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, and for such projects, clients must:

- k) appoint a CDM co-ordinator
- l) appoint a principal contractor
- m) make sure construction work does not start unless there are suitable welfare facilities, and a construction phase plan is in place
- n) provide information relating to the health and safety file to the CDM co-ordinator
- o) retain and provide access to the health and safety file.

This responsibility will often be devolved to the diocesan architect for major works but could be a member of the church if the person had the relevant knowledge and experience.

18. 5 Wyteleaf Close

St Martin's Church owns the residential property at 5, Wyteleaf Close and uses it to house curates working for three years for the church. The relationship is a normal landlord/tenant arrangement whereby the church ensures the property is well maintained and the tenant reports defects if and when they occur. For safety reasons the church provides an annual check and service of all gas systems and a five yearly check of the electrical distribution system in the property.

Whenever a curate leaves, a thorough inspection of the property is undertaken to ensure any potential hazards are removed.

Appendix 1: HEALTH AND SAFETY PROGRAMME PROGRESS SHEET 09.11.20

Area	Subject	No	Document Status	Training Roll out	Responsible Person	Frequency	Implementation
Policy	Health and Safety Policy		Approved by PCC in 2018. Being Updated	N/A	Ian Keys	N/A	Review Nov 2020
Risk Assessments	Fire in Church		Completed	N/A	Ian Keys	N/A	Review Nov. 2020
	Fire in Church Hall		Completed	N/A	Ian Keys	N/A	Review Sept 2021
	Fire in Church Grounds		Issued.	N/A	Ian Keys	N/A	Review June 2021
	Winding/Maintaining Church Clock		Not started	N/A	John Ormshaw	N/A	Review Mar '21
	Maintaining & Repairing Church Bells		Not started	N/A	Judith Roberts	N/A	Review Mar '21
	Handling Money		Not started	N/A	Not identified	N/A	
Procedures	Church Response to Fire Alarm and Emergency Evacuation Main Services	P1	Completed	Training of 46 Sidespersons undertaken in Feb and Mar 2020	N/A	N/A	Completed
	Church Response to Fire Alarm and Emergency Evacuation Other Services	P2	To be completed post Covid 19				Target Mar 2021
	Church Hall Response to Fire Alarm	P3	Completed.		N/A	N/A	Completed
Church Inspections	Church Fire Alarm Test	CI 1	Completed	Completed	Mark Stimpson	Weekly	Underway
	Church Clock Winding & Repair	CI 2	Description completed, Maintenance plan to follow clock overhaul in 2021		John Ormshaw	Twice Weekly	
	Church Fire Extinguishers & Blankets Check	CI 3	Completed	Completed	Mike Burton	Monthly	Underway
	Church Emergency Lighting Test	CI 4	Completed	Completed	Colin Bailey	2 per year	Underway
	Church Evacuation Routes Check	CI 5	Completed	Completed	Michael Loosemore	3-Monthly	Underway
	Church Grounds Lighting Check	CI 6	Completed	Ready to train		3-Monthly	
	Review of Church Accident Book	CI 7	Completed	Ready	Fabric C'tee Chair	Pre- Meetings	
	Church Bells Maintenance & Repair	CI 8	To start post Covid alert		Judith Roberts	3-monthly	
	Church Grounds Inspection	CI 9	Completed	Completed	Mike Brown and Denise Lackenby	3-Monthly	First actions taken to lower loose crosses
	Church Electrical Inspection	CI 10	Completed	Completed	Ian Keys	6-monthly	Underway
	Church Portable Appliance Inspection	CI 11	Completed	Completed	Ian Keys	1 per year	Underway
	Church Boiler Contractor Maint'ce & Test	CI 12	Up to date	N/A		1 per year	Underway
	Church Lightning Conductors Insp'n & Test	CI 13	Up to date	N/A		1 per year	Underway
	Church Gutter Clearance	CI 14	In preparation				
Church Hall Inspections	Church Hall Fire Alarm Test	CHI 1	Completed	Completed	Robert Callen	Weekly	Underway
	Church Hall Fire Ext'uishes & Blankets Check	CHI 2	Completed	Completed	Robert Callen	Monthly	Underway
	First Aid Boxes in Church and Hall	CHI 3	Completed	Completed	Gill Dargue	Monthly	Underway
	Church Hall Emergency Lighting Test	CHI 4	Completed	Completed	Colin Bailey	2 per year	Underway
	Church Hall Ladder Inspection	CHI 5	Completed	Ready to train		6-Monthly	
	Review of Church Hall Accident Book	CHI 6	Completed	Ready	HMC Chairperson	Pre- Meetings	Underway
	Church Hall Internal Lighting Check	CHI 7	Completed	Ready to train		3-monthly	
	Church Hall External Lighting Check	CHI 8	Completed	Ready to train		3-monthly	
	Church Hall Electrical Inspection	CHI 9	Completed	Completed	Ian Keys	6-Monthly	Underway
	Church Hall Portable Appliance Inspection	CHI 10	Completed	Completed	Ian Keys	1 per year	Underway
	Church Hall Boilers Contractor Test Record	CHI 11	Completed	N/A			
	Church Hall Gutter Clearance	CHI 12	In preparation				
Operations	Church Hall Letting Regulations		Completed	Completed and issued	N/A	N/A	Underway