

The Parish church of Sarum St.Martin, Salisbury

Local Policy__*(Revised July 2012)*

The local policy appertaining to the H&S Policy is attached. A copy will be displayed in the church porch , St.Martin's Centre and on the church website.

Organisation_

Control and Accountabilities

The Rector and churchwardens are accountable for the safety of people who are employed by the PCC, and for ensuring that volunteers who lead particular activities are aware of their responsibilities and competent to discharge them. They are also responsible for ensuring that contractors are competent and briefed.

Employees are responsible for safety within their sphere of work. They discharge this by assisting in the preparation of risk assessments and ensuring that agreed precautions are implemented.

Volunteers who lead particular activities are responsible for ensuring health and safety within the activity. They discharge this by assisting in the preparation of risk assessments and ensuring that agreed precautions are implemented.

Competence

The Rector and churchwardens obtain health and safety advice as necessary by using a consultant.

Employees and volunteers will be given such briefing and training as is necessary to ensure competence.

Planning and Implementing_

Risk assessment and implementation of precautions

A risk assessment will be undertaken for each major activity. A list of major activities is in appendix 1.

Employees and volunteers will assist in the preparation of risk assessments.

Principal precautions will be detailed within risk assessments.

The Rector and churchwardens will ensure that a master register of risk assessments is kept in the church office and ensure that employees and volunteers who lead activities have a relevant copy. Copies of risk assessments are available from the office.

Monitoring Performance

Inspections

The Rector and churchwardens will inspect the workplaces/activities of employees and voluntary leaders annually.

Investigations

Employees and voluntary leaders will report accidents and near misses to the churchwardens. The churchwardens will carry out investigations and ensure that a record is entered in the accident book. If any contractor is injured this comes under RIDDOR 95 and may be referred to the HSE. They will also ensure that reportable accidents/incidents are notified to the enforcing authority (Salisbury City Council).

Review

The Rector and churchwardens will submit an annual report to the PCC at the meeting prior to the Annual Parochial Meeting. The safety policy and risk assessments will be reviewed every 2 years, or when there is a significant change in the activity concerned.

The Parochial Church Council (PCC) is the employer within the terms of the Health and Safety at Work (etc) Act 1974 (HSWA).

The PCC is committed to ensuring the safety of employees and of people who are not its employees but who may be affected by the manner in which the church conducts its undertaking, as required by the HSWA.

Non-employees will include (but not be restricted to) contractors, users and visitors to the church and church hall and grounds, and participants in church activities of all kinds.

The PCC will meet this commitment by ensuring that:

1	responsibilities and accountabilities are clearly defined
2	people are competent and briefed to discharge their responsibilities
3	sufficient financial and other resources are available
4	each significant workplace and work activity of employees is subject to risk assessment and principal precautions are defined and implemented
5	each significant church activity is subject to risk assessment and principal precautions are defined and implemented
6	workplaces and activities are monitored periodically
7	accidents, incidents and near misses are investigated, recorded and reported as necessary to the enforcing authority
8	the health and safety policy, risk assessments and precautions are reviewed periodically.

Details of the arrangements for discharging this policy are set out in the document " Sarum St.Martin, Salisbury ". Health and Safety Manual ", and can be inspected by arrangement during normal hours at the parish office. Copies of risk assessments are also available from the office.

for concerts and non-church major events in church.

1	The Rector/Churchwarden or representative will brief the event organiser in advance.
2	If the organiser is not familiar with the church layout, the Rector/Churchwarden or representative will meet the organiser at church and ensure that the organiser knows where emergency doors, keys, signs, fire extinguishers etc are situated.
3	At the close of the event, the organiser must ensure that all tables and seating is returned to the original positions, lighting switched off and all doors locked.
4	<p>Fire safety arrangements</p> <p>No highly flammable material permitted</p> <p>All exit doors and routes to be clearly signed. In the church these are verbally advised before an event.</p> <p>All exit doors to be unlocked and maintained easily opened from inside</p> <p>Aisle and exit routes to be kept clear.</p> <p>Organiser to be aware of position of fire extinguishers and exits.</p> <p>Telephone in Parish office/or own mobile phone to be used to call emergency services.</p> <p>Instructions to be announced at start of each event (see below for crowd management)</p>

5	<p>Seating layout and crowd management/evacuation</p> <p>The church has normal front facing seating capacity of 300 -. If the organiser wishes to exceed this for a front facing event, extra seating can only be subject to prior arrangement.</p> <p>The organiser should allocate stewards to go directly to each door in an emergency, to ensure that the door is opened. The stewards should stay by each door until the church is evacuated.</p> <p>The organiser should arrange for one person to be responsible for taking overall control in an emergency. That person should move to the front of the Nave in an emergency and instruct people to remain seated until directed to move (thus giving stewards time to get to exit doors).</p> <p>People to be requested to assemble in the car park against the Centre and away from the gates (thus keeping churchyard entrance clear),</p>
6	<p>Electrical lighting</p> <p>Both the entry lights and normal lights to be kept on during events (normal lights may of course be dimmed).</p>
7	<p>First Aid/illness</p> <p>The first aid box is in the kitchen area at the back of the church. Telephone to call emergency services is in the Parish office.</p> <p>All accidents must be recorded in the accident book located next to the first aid box.</p>
8	<p>Heating Controls are in the clergy vestry. The Rector/Churchwarden/rep. will confirm heating requirements with the event organiser. <u>Winter</u>. It is likely the heating controls will be set to “continuous” some time earlier on the day of the event to ensure a comfortable temperature.</p>

Appendix 1

List of major activities for which risk assessments are required	Responsibility
	The Rector and church wardens are responsible for ensuring that risk assessments are carried out. They depend on contributions from the people listed below.
Parish Office	Margaret Burbeck
Church operation and maintenance (including fire)	Churchwardens
Bell ringing	Jackie McFadden
St Martins Centre operation and maintenance (including fire)	Churchwardens
Hiring/use of church for concerts	Margaret Burbeck/ Jon Hampton

NOTE: risk assessments were reviewed in 2012

Copies of risk assessments are available from the Parish office

Sarum St.Martin has welcomed people with disabilities for many years.

The Church has a sound amplification systems including the loop system.

Wheelchair access is through the main west door, and through the main entrance into the centre. Both the church and the centre has wide door access to toilets. There is room for wheelchair positioning at the front and rear of the south aisle and anyone wishing to have communion or to receive a blessing, the clergy will administer communion in the body of the church to those who request it upon arrival at Church. The Church possesses a wheelchair for use on request.

A specific person can be available to assist any disabled person. Any request can be made upon arrival to a churchwarden or in advance to the Parish office on 01722 503123 or via email to

saintmartin.salisbury@gmail.com

Churchwardens: Mary Lilley

Robert Hayes

July 2012

www.sarumstmartin.org.uk