



CHRISTCHURCH
— C A M B O U R N E —

Health and Safety Policy

Policy last reviewed February 2024	Policy due for review February 2025	Last review conducted by: Stephen Robinson
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This policy was created from a template provided by The Church Office.

Health and Safety Policy Statement

Christ Church Cambourne

Church Meeting Address: Hardwick and Cambourne Primary School (Cambourne Campus), Sheepfold Lane, Cambourne, Cambridge CB23 6FR

Church Registered Address: 8 Playcross Close, Great Cambourne, Cambourne, Cambridge CB23 5AF

We are committed to the Health, Safety and Welfare of our members of staff, our members and members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all, by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. We will consult with you about Health and Safety and provide you with the information, instruction, supervision, and training that we consider is necessary.

We will maintain equipment and the church owned premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety. Our meeting address is managed by Hardwick and Cambourne Primary School, who are separately responsible for the maintenance of their premises.

You are asked to help us maintain a healthy and safe work and worship environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises

This policy will be reviewed regularly and revised as necessary.

Organisation and Responsibilities

1. **Responsibility of the Trustees**

Overall responsibility for Health and Safety is that of the Trustees.

2. **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 and rented premises.
- be familiar with the health and safety policy and arrangements and ensure they are observed
- assist employees, contractors, self employed and volunteers to comply with their health and safety responsibilities and duties

3. **Responsibility of employees and volunteers**

All employees and volunteers 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 volunteers 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

4. **Responsibility of Hardwick and Cambourne Primary School (“The School”)**

As we hire our main meeting building, the responsibility for site maintenance, including site electronics and fire alarm systems, are the responsibility of the school.

When Christ Church Cambourne become aware of any issues related to site maintenance, these will be reported to the school to resolve.

Arrangements

This section sets out our arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, members of the congregation, members of the public, visitors, and contractors.

1. ACCIDENTS AND FIRST AID

Several members of the church have received training in First Aid

First Aid boxes are located on the **information desk**.

An accident book is located in the **first aid kit**. All accidents and incidents must be entered in the accident book.

The nearest defibrillator is located at **Cambourne and Hardwick Primary School** and is accessible by a code provided by the East Anglia Ambulance Service by phoning 999.

2. FIRE SAFETY

The School is responsible for:

- Conducting fire risk assessments.
- Checking that a fire can be detected in a reasonable time and that people can be warned.
- Providing reasonable fire-fighting equipment.
- Checking that our fire detecting and fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.
- Providing fire evacuation routes.

The Church is responsible for:

- Checking that those in the building know what to do if there is a fire.

If a fire is discovered (no matter how small):

- Immediately raise the alarm
- Initiate evacuation of the building:
 - At Hardwick and Cambourne Primary School:
 - Everyone should exit by their nearest exit.
 - An Elder should open the side gate (which is locked by combination code) to allow children's groups to evacuate.
 - Children's group leaders to register children.
 - The fire assembly point is on the hard surface between Hardwick and Cambourne Primary School and Cambourne Village College.
 - Church Leaders to ensure that everyone who was in the building are accounted for.
 - At the Manse (and meetings at homes).
 - Everyone should exit by their nearest exit.
 - Fire assembly point is the pavement/grass outside the front of the house.
- Telephone the emergency services
- Check the building for occupants
- Attack the fire if possible, within your capability using the appliances provided, but without taking personal risk
- If it is 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 priority is people before property
- Ensure clear access for emergency vehicles

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3. ELECTRICAL SAFETY

The School is responsible for:

- Annual checks of electrical equipment provided by the school, including lights and plug sockets.

The Church is responsible for:

- Regular checks of plugs, cables to ensure there are no loose connections, worn flexes or trailing leads. Any repairs needed to be carried out by a competent electrician.
- Ensuring visual checks of electrical equipment before use for church purposes. Damaged or faulty equipment should be reported to the Health and Safety Officer.
- Ensuring flexible cables should be positioned to not cause a tripping hazard, using the trunking provided to cover cables reaching over walkways.
- Maintenance of the fixed electrical system of the Manse by a competent and suitably qualified electrician.

The Church is not responsible for:

- Checking or maintaining personal electrical equipment owned by residents of the Manse.

4. GAS EQUIPMENT SAFETY

The School is responsible for:

- Maintenance and servicing of the School heating system.
- Maintenance of any gas equipment within the building, such as in the kitchen.
- Ensuring any portable gas equipment (such as gas canisters) is stored securely and safely.

The Church is responsible for:

- Maintenance and servicing of the Manse heating system.
- Maintenance of any gas equipment within the building, such as in the kitchen.
- Ensuring any portable gas equipment (such as gas canisters) is stored securely and safely.

5. HAZARDOUS SUBSTANCES

The School is responsible for:

- Ensuring that hazardous substances, such as those used for cleaning, have been locked away.

The Church is responsible for:

- Ensuring staff and volunteers are provided with appropriate PPE when using hazardous substances for cleaning purposes.
- Ensuring staff and volunteers are provided with appropriate training.
- Ensuring chemicals are stored in clearly marked containers.

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6. SLIPS, TRIPS AND FALLS (condition of floors, steps and paths)

The School are responsible for:

- Routine cleaning of floors, steps and paths to reduce the likelihood of slips, trips and falls.
- Ensure paths are kept clear of moss, algae and leaves as far as is practically possible.
- Maintenance of floors, steps and paths.
- Displaying signage when floors are wet from routine cleaning.

The Church are responsible for:

- Cleaning up any spills that occur.
- Displaying signage when available when floors are wet after a spill.
- Reporting any maintenance issues related to floors, steps and paths to The School.

7. LIGHTING

The School are responsible for:

- Carrying out regular inspections ensuring that all lights in The School are working and replaced as necessary.

The Church are responsible for:

- Ensuring that all lights in The Manse are working and replaced as necessary.
- Ensuring lights are used when required so rooms are adequately lit when in use.

Tenants of The Manse are responsible for:

- Reporting any issues related to the lighting in The Manse to The Trustees for maintenance.

8. WORKING AT HIGH LEVELS

Only contractors or competent volunteers approved by the Health and Safety Officer may work at high levels, subject to the necessary safety provisions being in place. A high level is any level where an injury could result from a fall.

9. PREPARATION OF FOOD

The church are responsible for:

- Cleaning surfaces using antibacterial spray before and after use.
- Cleaning the church's plates, bowls and cutlery using washing liquid.
- Providing reasonable guidance to members contributing food to 'bring and share' events.

Those bringing food to events are responsible for:

- Identifying ingredients and allergen information as reasonably possible.
- Ensuring good hygiene (washing hands, surfaces and pots) when preparing food.
- Ensuring the food is kept at the correct temperature before serving.

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10. MANUAL HANDLING (Lifting, Carrying and Moving Loads)

The School are responsible for:

- Ensuring the rooms are provided clear of any heavy items which would need to be removed.
- Providing equipment for the moving of chairs (trolley) and tables (casters).

The Church are responsible for:

- Providing equipment to aid moving equipment (e.g. boxes with wheels).
- Providing wheels to move the piano between rooms.
- Ensuring boxes are provided so stored equipment is not heavy to lift.
- Providing the necessary training to all those employees and volunteers who are required to undertake manual handling.

Volunteers and staff are responsible for:

- Ensuring they do not lift heavy items beyond their capacity to do so.
- Ensuring additional people assist in the carrying of heavy items.

11. CONTRACTORS

Anyone entering church premises for the purpose of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

The School are responsible for:

- Appointing and supervising contractors for School maintenance.
- Informing The Church of any contractors due to be on site during church bookings.
- Ensuring contractors on site during services are clearly identifiable.

The Church are responsible for ensuring all contractors used for The Manse:

- Have their own health and safety policy and be able to provide a copy.
- Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
- Comply with all requirements of this health and safety policy and cooperate with the church officials in providing a safe place of work and a safe system of operation.
- Where plant and machinery is brought onto 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.
- 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.

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