



St Thomas a Becket Church Ramsey

HEALTH AND SAFETY POLICY

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.

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 building or activities. To ensure this, the policy and the way 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 will be 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.

B. Organisation and responsibilities

1. Responsibility of the rector

Overall responsibility for health and safety is that of the Rector who will ensure that arrangements are in place to satisfy health and safety arrangements 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

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

3. Responsibility of the PCC

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

4. Responsibility of Fabric and Finance Committee

The Fabric and Finance Committee carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy and will:

- check health and safety regulations as far as they concern the church premises
- have knowledge of 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 that adequate access and egress is maintained



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- ensure adequate firefighting equipment is available and maintained
- undertake safety checks as outlined in the health and safety policy and risk assessment
- ensure that food hygiene regulations and procedures are observed by ensuring volunteers have up to date training as appropriate
- review the accident log and take any appropriate actions as a result of issues raised
- notify all users of the church that they have a responsibility to keep the church free of trip hazards

Please note that the maintenance of the churchyard, tombstones and trees remains the responsibility of the Ramsey Town Council.

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 take reasonable precautions for their own safety and that of others whilst on church business or premises, including, but not limited to, the following:

- compliance with safety rules, operating instructions and working procedures
- use of protective clothing and equipment when it is required
- reporting any fault or defect in equipment immediately to an appropriate person
- recording all accidents (however minor, injuries, near misses or other potential safety hazards) in the accident book kept with the first aid kit. A copy of this is given to the victim and the original kept in a folder in the old safe in the clergy vestry. Notify the church wardens as soon as possible and record any faults in the repair folder stored at the back of church.
- not misusing health and safety equipment.
- volunteers using their own tools should ensure that
 - electrical items are in good working order and well maintained. If in doubt, electrical items ought to be PAT tested.
 - Reference can be made to the Health and Safety Executive here: <https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>
 - they are competent and experienced in using the tools.
 - manufacturers instructions are followed and suitable PPE is used/worn where recommended /required,



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6. Responsible persons

The following are responsible for safety in particular activities and areas:

Accident book and accident reporting	Churchwardens and appointed person
Emergency evacuation procedures	Churchwardens
PAT	Churchwardens
Fixed electrical	Churchwardens
Gas	Churchwardens
Hazardous substances	Churchwardens
Floors and stairs	Churchwardens
Churchyard	Ramsey Town Council and the Fellowes family
Lightbulbs	Fabric committee
Working at high levels	Churchwardens
Manual handling	Personal responsibility
Building defects/glazing	Churchwardens
Child protection	Safeguarding Officer
Personal safety	Churchwardens
Fetes and events	Organiser
Food preparation and hygiene	Level 2 and 3 qualified persons
Tower tours	Tower captain
Bellringing	Tower captain
Contractors	Churchwardens
Choirs/music	Organist and choirmaster
Health and safety training	Churchwardens
Main body of church	Churchwardens
Chapels	Churchwardens
Clergy vestry	Rector



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Choir vestry	Churchwardens
Ringing chamber	Steeple keeper
Bell chamber	Steeple keeper
Boiler room	Boiler keeper
Kitchen	Churchwardens
Toilets	Churchwardens
First aid box	Appointed person
Working at height	Churchwardens
Access to church roof	Tower captain and churchwardens



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IMPLEMENTATION of Health and Safety Policy

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, visitors and contractors.

1. Accidents and first aid

The first aid box is located on the small table on the ramp next to the toilet door. The HSE compliant accident book is located next to the first aid box. All accidents and incidents must be entered in the accident book and a copy given to the injured party. Accident books and accident records are regularly reviewed and the Ecclesiastical insurance company notified as appropriate. If the church is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book: The book must be made available during the period of hire

The church is unable to ensure that there is a trained first aider at every service but we meet the minimum first aid provision through:

- a) Some people holding valid first aid at work certificates:
 - Rachael Bellberry (March 2025)
 - Adam Southwell (also has undergone Fire Marshall training) (Dec 2026)
 - Charlotte Clarke (July 2025)
 - Sam Moss (Adult Basic Life Support and Anaphylaxis) (June 2025)
 - Hayley Challinor
 - Pip Cadman (paed) (Sept 27)
 - Christine Mudd Wingham (paed) (Sept 27)

- b) A suitably stocked first aid box which is maintained by Cathy Moulton. There is no mandatory list of requirements, but guidance would be for:
 - A leaflet giving general advice on first aid (e.g. HSE leaflet Basic Advice on First Aid at work)
 - 20 individually wrapped sterile dressings (assorted sizes), appropriate to the type of work (dressings may be of a detectable type for food handlers)
 - 2 sterile eye pads
 - 6 safety pins
 - 6 medium-sized individually wrapped sterile, unmedicated wound dressings – approximately 12cmx12cm
 - 2 large sterile individually wrapped unmedicated wound dressings approximately 18cmx18cm
 - 1 pair of disposable gloves
 - Individually wrapped wipes

- c) Having a clear procedure in the event of an accident or incident which is:
 - First aid must NOT be administered by anyone other than a qualified first aider if one is present
 - Call 111 or 999 as appropriate for directions on what action to take especially for the elderly.
 - Defibrillators (not all have 24-hour access) are available at:
 - Ramsey Golf Club
 - Jones Court, Great Whyte
 - One Leisure, Hollow Lane



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- Ramsey Health Centre
- Ramsey Fire Station has a portable one
- Old telephone kiosk near the Three Horseshoes

1.1. RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

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 **F2508**
- 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 **F2508**
- 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

1.2. Accident reporting

Go to 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).

1.3. Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book kept next to the First Aid box. 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. In order to achieve this, we undertake the following: an assessment of the fire risks in the church and the risks to our neighbours. This is carried out as part of our general health and safety risk assessments



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- a check that a fire can be detected in a reasonable time and that people can be warned
- a check that people who may be in the building can get out safely using annual fire practice
- fire doors not blocked and are all opened during large services
- to provide reasonable firefighting equipment
- a check that those in the building know what to do if there is a fire
- a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.
- Nothing is stored near heaters and the amount of flammable material is kept to a minimum
- Rubbish should be removed as soon as possible to the outside bins
- Flammable materials not to be stored in switch/fuse cupboards
- Access to fuse switch/fuse/control locations must not be blocked

2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher
Kitchen and toilet area	1 foam, 1 CO2
Outside choir vestry	1 foam 1 CO2
Outside clergy vestry	1 foam
Beside organ	1 foam 1 CO2
Ringling room	1 foam 1 CO2
Clock room	1 powder

The extinguishers noted above are checked every **month** by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by **Cromwell Fire**

3. Evacuation Procedure

- In the event of a fire the duty warden or officiating minister will take charge.
- If a fire is seen or suspected the officiating minister will announce the need to evacuate the building.
- The sidesmen will ensure both doors at the west end are fully opened and that the southwest door and north west door are opened.
- The duty warden will appoint a person to open the external door in the clergy vestry.
- The duty warden will appoint a person to dial 999 using the church phone located in the kitchen and clergy office or a mobile phone.
- The duty warden will appoint a person to check there is nobody in the tower



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- With the aid of torches (located in the tables where the hymn books are stored and clergy office) , or the emergency lighting:
 - The sidesmen will usher the congregation out through the doors at the west end. - - One sidesman will be responsible for ushering those in the south aisle out through the southwest door.
 - The other sidesman, assisted by the duty warden, will be responsible for ushering those in the centre and north aisles out through the west door.
 - The officiating minister will usher the choir and those in the front pews out through the clergy office
- Everyone should assemble on Abbey Green to ensure that everyone has been accounted for
- At a service with a small congregation where there is only one sidesman then the congregation will be ushered out through the west door or the south-east door if that is not possible

3.1 Evacuation during large services and events (more than 100)

- Before the service it is the responsibility of the duty warden to ensure that the northwest and southeast doors are unlocked and unbolted. It is also their responsibility to appoint a steward for each door in the event of an evacuation.
- The churchwardens will ensure that emergency lighting units are in place in the event of a power failure
- If the location of the fire is on or near the ramp – a portable ramp is stored in the porch (behind the red screen) to facilitate safe access for wheel chair users, buggies etc
- The congregation should be evacuated as follows:
 - South aisle through southwest door.
 - North aisle through northwest door.
 - Centre aisle through west door.
 - Front pews on south side through southeast door.
 - Front pews on north side through clergy vestry.

3.2 Evacuation Drills

Fire evacuation drills will be carried out **annually** for sidesmen and clergy

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed. All fire exits are clearly marked

If you discover a fire (no matter how small)

- Immediately raise the alarm
- Telephone the emergency services
- Check the building for occupants
- Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
- 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
- Evacuate to the designated assembly point on the green near the gatehouse
- Ensure clear access for the emergency vehicles



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4. Electrical safety

- A list of all our portable electrical appliances can be found in the church Terrier and Inventory
- People may bring their own electrical equipment but must comply with the Electricity at Work Regulations 1989 (EAW) which require that electrical systems, equipment and work activities are constructed, maintained and used in a way that prevents danger, as far as is reasonably practicable. This means that all equipment brought on to the premises must be safe, suitable for the job in hand and removed from the premises after use.
Reference can be made to the Health and Safety Executive here:
<https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>
- **Before each use plugs, cables and sockets must be inspected by the user to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed must be reported to the Churchwarden for action**
- All our portable electrical equipment no longer requires annual testing as we are a low risk environment (HSE publication **ISBN: 978 0 7176 6591 4**)
- Every 6 months a visual inspection is carried out of the fixed electrical installations by the Fabric and Finance Committee to check:
 - there are no signs of internal damage, overheating or water damage to the plug;
 - the correct fuse is in use and it's a proper fuse, not a piece of wire, nail etc;
 - the wires including the earth, where fitted, are attached to the correct terminal
 - the terminal screws are tight;
 - the cord grip is holding the outer part (sheath) of the cable tightly;
 - no bare wire is visible other than at the terminals.

Any defects will be reported to Churchwarden for action.

- 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
- At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers
- It is our policy not to sell any second-hand electrical goods.
- Access to fuse switch/fuse/control locations must not be blocked.
- 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:
 - Visually check all electrical equipment before use
 - Report all faults immediately to the responsible person
 - Do not attempt to use or repair faulty equipment
 - Electrical equipment should be switched off and disconnected when not in use
 - Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage



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5. Gas equipment safety

Our gas boiler, 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.

6. Hazardous substances

The responsible person will maintain a list of all hazardous substances used in the church. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

Substance	Hazard level	Storage	Accidents
Brasso	Medium	In plastic box in locked cupboard	Rinse with water, if swallowed seek medical advice
Window cleaner	Low	In plastic box in locked cupboard	Seek medical advice if swallowed
Pledge polish	Low	In plastic box in locked cupboard	Rinse with water, seek medical advice if swallowed

Detergents and washing materials are kept in a kitchen cupboard – a sign prohibits children accessing the kitchen and thereby any access to these materials.

In the cleaning H and S Policy it also clearly states that people must only use cleaning materials as directed on the label.

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 Fabric and Finance Committee of

- all floors and stairs in the church
- 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 **Churchwarden** who will arrange for repairs or remedial measures to be carried out if the problem is on church land or report it to the town council if this falls within their jurisdiction.

8. Lighting

In order to ensure that the church is adequately lit, an inspection will be made frequently to ensure that all lights in the church and churchyard are working. Any bulbs that require replacing will be replaced following appropriate safety procedures.

9. Working at high levels

- The following areas are designated as high levels:
Tower roof –authorised persons access only e.g. steplejacks: roofing contractors
- Only the following persons may work at high level:
Contractors



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- The following procedures must be followed:
Lone working Policy
- Only the following work is authorised without special agreement:
Replacing lightbulbs using ladder stored in the choir vestry which is visually checked before use

10. Preparation of food

The kitchen area has been awarded 5 stars by the local authority August 2024.

This means that:

- the kitchen is kept clean and maintained in good repair and condition to avoid, as far as reasonably practicable, the risk of contamination, particularly from animals and pests
- all stated procedures in the kitchen folder **MUST** be followed and recorded as having been completed
- appropriate facilities must be provided to maintain adequate personal hygiene, including hygienic hand washing, toilet, and, where necessary, changing facilities
- food preparation surfaces must be well maintained and easy to clean and disinfect
- adequate facilities must be provided for cleaning and disinfection of work utensils and equipment
- there must be an adequate supply of hot and/or cold water, including drinking water
- there must be adequate arrangements for the storage and disposal of waste
- there must be adequate arrangements for the storage of food at suitable temperatures and the monitoring of those temperatures
- food must be placed in a way that avoids contamination, so far as is reasonably practicable if you wash or clean food there must be adequate facilities to do this hygienically.
- People who are, or could be, ill must not prepare food
-

10.1 Food allergies

When someone eats a food that they are allergic to, their immune system mistakenly believes the food consumed is a harmful substance and creates antibodies to that food. The body is then sensitized to that food and the next time it is eaten an acute allergic reaction can be triggered. Physical symptoms of an allergic reaction include swelling (e.g. body, mouth and throat), leading to respiratory difficulty, vomiting and a change in skin colour. Ninety percent of all food allergies are from – milk, eggs, nuts, peanuts, soya, wheat and gluten containing cereals, lupin, fish, crustaceans, molluscs, celery, mustard, sesame seeds, sulphur dioxide and particularly affect young children.

Whenever food is served the list of FSA allergies will be displayed as a reminder for people to check.

All homemade cakes served in church must have a completed ingredients slip.

10.2 Food Handling certification

The following people have the appropriate food handling certificates:

- Janey Marsland, level 2 food safety and hygiene, food allergy awareness (Oct 24)
- Jackie Southwell (taken June 24)
- Judith Hyde (taken June 24)
- Pat Stokes (March 27)



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- Jane Cusworth (taken June 24)
- Adam Southwell (Taken Oct 23)
- Zac Marsland (Sept 24)
- Margaret Edwards (Taken Nov 23)

We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

11. Manual handling - lifting, carrying and moving loads

Employees and volunteers should take reasonable care to prevent injury to themselves and others. Where necessary advice should be sought from a competent person. The golden rule is 'if you're not sure you can lift something or think it maybe too heavy - DO NOT attempt to lift it.'

The PCC recognises that some movement of church furniture is required and that no-one should be put at risk. As a result, changes to the nave altar and choir stalls are under review.

12. Hazardous buildings/glazing

- 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 **continuously monitored** by the church wardens and Fabric and Finance
- Any defects noted are immediately reported to the **Churchwarden** or logged in the repair folder and the procedures put in hand for repairs
- Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
- Asbestos or possible asbestos has been identified in:
 - **Inside of boiler room door**
- Following advice from the specialist surveyor this asbestos is checked **annually** and professionally checked **every 5 years**. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected

13. Child protection

The designated safeguarding person will ensure the church is compliant with all current regulations and procedures.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded. It will also be a regular agenda item of the PCC meetings.

A permanent record will be maintained of all accidents involving children.

All adults in contact with children and vulnerable adults are DBS checked and appropriate paperwork and records kept are securely stored. Access to this documentation is strictly limited to maintain confidentiality.



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14. Risk assessment/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. The church has the following:

- **A general risk assessment of the premises**
- **A fire risk assessment**
- **A tower and bellringing risk assessment**

Risk assessments must be produced for:

- **Special services**
- **Fetes**
- **Flower festivals**
- **Tower tours**
- **Concerts**
- **Outside events – undertaken by the organisers of the event**

All risk assessments can be found in **the health and safety folder in the clergy vestry**

15. 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:

- have their own health and safety policy (where required by law) and be able to provide a copy of the same
- produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- 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
- 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
- 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
- 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.



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Information and enforcement

Environmental Health Services
Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

Tel 01480 38836

Health and Safety Executive
Woodlands
MK41 7LW

This policy was agreed in September 2024 and approved by PCC January 2025

Review will be annually

Next Review date: January 2026

Signed by:

Chair of PCC

Churchwarden