

The Parish of Central Exeter

Churches of St Mary Arches, St Olave, St Pancras, St Petrock, St Stephen

Giving breathing space; Living the values; Engaging with the city

Health and Safety: General Statement of Policy

It is the Policy of the Parochial Church Council of the Parish of Central Exeter (the PCC) that as far as is reasonably practicable, we provide and maintain a safe and healthy working environment for those who have a job to do within our churches, paid or unpaid, voluntary or contractual, and also for all those who attend services or events in our churches or are casual visitors.

We will review this policy each year and whenever there are significant changes to our buildings or the way they are used. We have a separate policy on safeguarding and this is included as a standard agenda item on the normal PCC meetings.

Signed:

Date:

Revd Sheila Swarbrick

Rector

Organisation and Responsibilities

The PCC

The PCC has a general responsibility to agree the Health and Safety policy of the Parish and ensure it is implemented. It may delegate specific responsibilities within the overall policy to other church personnel.

The Rector and Churchwardens

The Rector and churchwardens acting as a central management team are responsible for ensuring that the PCC's agreed policy is implemented, and for reviewing arrangements from time to time, where appropriate putting forward alterations and improvements to the PCC. They are responsible for ensuring that appropriate inspection, maintenance and repair or replacement of fabric, equipment and services is carried out by appropriately qualified people.

A report on Health and Safety should be made at least annually to the PCC.

The Health and Safety Officer

The H&S Officer is responsible for ensuring that risk assessments are undertaken and documented, and that these are maintained and reviewed. Issues arising should be referred to the Rector and Churchwardens. The H & S officer may also take any steps necessary if an emergency or need for rapid action arises, and inform the Rector and Churchwardens as soon as is practicable of actions taken.

The Buildings Officer

The Buildings Officer is responsible for organising repairs and maintenance of the buildings, fabric and equipment of our churches. Where the use of contractors is required, the Building's Officer should only use those agreed by the Rector and Churchwardens. The churchwardens must be informed of the nature and cost of repairs etc for entry into the church log books.

Caretakers

The caretakers are responsible for locking the main church door open when the church is open to the public, and ensuring the church is secure when it is closed. When opening a brief visual inspection should be carried out to ensure that nothing has happened that might adversely affect visitors or users of the church. When closing the church a check must be made that there is no-one left in the church.

Greeters

The Greeters are responsible for ensuring they have drawn the attention of the group/person hiring the church to the safety arrangements and any conditions attached to the use of that church.

All Church members

Members of the Parish have a general responsibility to comply with the safety rules that we operate and take care of their own safety and that of other church users. They should report any defects in the fabric, furniture or equipment to a churchwarden or other appropriate person, and not to attempt to use any equipment etc that appears to be defective.

Health and Safety Arrangements

This sets out the arrangements for each church to minimise as far as is reasonably practicable the health and safety risks to church members, users, visitors and contractors,

St Stephen's, St Petrock's, St Olave's and St Pancras'

Accidents and First Aid

A first aid box and accident book is kept in each church. The accident book should be completed whenever there is an accident. Hirers of St Stephen's are advised to bring their own First Aid Kit but hirers of any of the other churches in the parish are made aware of their location and when they must be used, by the greeter.

Church	Location of First Aid Kit and Accident Book
St Stephen's	Servery
St Petrock's	Cupboard 3
St Olave's	Vestry
St Pancras'	Servery

Hearing

Induction loops are provided at St Stephen's and St Olave's.

Fire safety

A fire safety risk assessment has been carried out for each church. This will be reviewed whenever changes are made to the buildings, or there are significant changes in use. Otherwise assessments will be reviewed every two years.

Fire Extinguishers

Fire Extinguishers are maintained by Universal Fire and Security (Plymouth) and located as follows:

Church	Location of fire extinguishers/fire alarms
St Stephen's	Extinguisher: 1x water spray in Caretaker Store (locked); 1x powder in servery (locked) Fire alarms: near Bow Door; main door; east wall (piano wall)
St Petrock's	1x foam & 1x CO2 both near glass porch/main door
St Olave's	1x CO2 on stairs to gallery; 1x fire blanket on staircase wall; 1x extinguisher missing from vestry
St Pancras'	1x H2O next to main door; 1x CO2 in servery; 1x foam & 1x CO2 in vestry accessed through servery

Fire Exits

Please below for locations of fire exits for each church.

Church	Location of fire exits
St Stephen's	Main door and Bow Door
St Petrock's	Main door
St Olave's	Main door
St Pancras'	Main door

In the event of a fire

People may tackle the fire by using extinguishers provided they can do so without risk to themselves. Otherwise they must call the Fire Brigade and evacuate the building. Occupants should congregate on the pavement opposite the church.

All hirers are made aware by the greeter of the location of extinguishers and exits. At any organised event with people seated, advice is given by the leader on what to do in case of an emergency.

Fire Alarm system

St Stephen's has an electronic fire alarm system. This is maintained regularly by Fortress (SW) Ltd.

Electrical safety

A full electrical safety check (inspection and testing) for each church is carried out every five years by a qualified contractor.

It is the responsibility of users of electrical equipment to report any faults or concerns about the safety of equipment to a churchwarden.

Any temporary cables in use crossing the floor of the church must be sited so as to minimise people having to walk over them, and should be taped down.

Hazardous Substances

A number of commercially available cleaning fluids (soaps and detergents) are kept in locked locations in each church. See Table below. Safety details are on the containers.

Church	Location of Hazardous Substances
St Stephen's	Caretaker Store - locked
St Petrock's	Locked cupboards
St Olave's	Vestry or basement - locked
St Pancras'	Servery - locked

Floors, steps and stairs

Any change in the quality of the floor surface should be reported to a churchwarden. Spillages of liquids should be mopped up as soon as is practical. All areas around entrance doors/porches and any steps or stairs must be left uncluttered at all times.

Church	Floors, steps and stairs
St Stephen's	The floors are in good condition; Access to the tower is (only via the vestry) prohibited except to authorised people.
St Petrock's	The nave floor is new and level. The glass covering of a tomb is safe to walk over. The chancel floor is mainly old ledger stones, and care should be taken. There is a step into the church which can be illuminated when dark. The Bell Tower is locked and access is prohibited except to authorised people (and those authorised by the Bell-ringers).
St Olave's	The nave floor is mainly stone ledgers with the pews built on plinths. There is no undue hazard but care should be taken. Movement around

	the church is more confined as there is more fixed furniture than the other 3 churches. There is a basement/cellar which is kept locked.
St Pancras'	The floor is in good condition and level with a step up to the chancel. The swing doors should be left shut to prevent pigeons entering.

Food Preparation

There are no facilities available to cook food in any of the churches. There are facilities to make hot drinks. Those involved should wear appropriate hand protection when working with fresh food. Food prepared in advance should be covered as appropriate whilst waiting to be served. All users of the servery should use the hand gel provided to wash their hands before serving food and drink.

Church	Food Preparation
St Stephen's	Food may be prepared in the servery and hot drinks made. All crockery and cutlery must be washed, and put away dry after use, and the servery left clean and tidy.
St Petrock's	Hot drinks may be made at the tea bar. The safety rules (clearly visible) regarding the raising and lowering of the sink hood must be followed. All crockery and cutlery must be washed, and put away dry after use, and the servery left clean and tidy and the hood replaced securely.
St Olave's	Hot drinks may be made in the vestry, but no crockery or cutlery is kept there. All crockery and cutlery must be taken away after use, and the vestry left clean and tidy.
St Pancras'	Hot drinks may be made in the vestry, but no crockery or cutlery is kept there. All crockery and cutlery must be taken away after use, and the vestry left clean and tidy.

Personal safety

There is always a risk when in a church alone. There are small personal alarms (kept in vestrys) available for people to use when alone in any of the churches, except St Petrock's. No-one is expected to do a church duty on their own. When a church is open to the public, the main door is locked open. The postcodes of the churches are displayed on the notice boards.

Church	Personal Safety
St Stephen's	A notice is displayed with the number to call for city centre security staff who will respond.
St Petrock's	It should be noted that users of the Day Centre (usually weekdays until 2pm) can see into the nave. A CCTV system is in use.

Security

The Vestry and Sanctuary areas are alarmed in St Olave's. The system is maintained by Tamar Security.

Car Parking

There is no car parking available at any of our churches. A permit to enter the High Street between 6.00am and 10.00am and after 6.00pm for delivery purposes (to St Stephen's) only is available from the church administrator.

Risk assessments

A fire risk and general risk assessment has been carried out for each church.
 A risk assessment for special events eg concerts, exhibitions and talks has been carried out
 A risk assessment for 'Stay and Play' has been carried out.

Appendix 1:

Key People/Contractors

Title/Group:	Names:
Rector	Revd Sheila Swarbrick
PCC	Keith Walton, Sheila Swarbrick, Betsy Allen, Sue Blow, Don Branton, Sarah Branton, Jessica Claridge, John Dobson, Michael Hall, Richard Skinner, Celia Smith, Averil Swanton
Churchwardens	Keith Walton, Sarah Branton, Betsy Allen
Caretakers	Jim Pilkington, Julie Richards
Health & Safety Officer/Parish Administrator	Mary Keaney
Buildings Officer	Don Branton
Greeters	Sarah Branton, Jessica Claridge, John Dobson, Cath Dobson, Doreen Hatt, Julie Richards, Bob Snowden, Averil Swanton, Mary Keaney
Fire Alarm Maintenance	Fortress (SW) Ltd
St Olave's alarmed vestry & sanctuary	Tamar Security
Fire Extinguisher Maintenance	Universal Fire and Security (Plymouth) 01752 511222
Water Heater (St Stephen's)	
Electrical Appliances	
Electrical	Tony Pinniger Electrical
General Building Maintenance	Gaydons
Safe, Keys and Locks	Guardian Security