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E A S T B O U R N E

Three-Year Full Review of Health and Safety in All Saints' Church, Eastbourne – January 2019

This note should be read in conjunction with the church's Health and Safety Policy dated 30th November 2015 ('the original policy'), the Effective Risk Management - Action List Summary (final review dated 22nd January 2016) and the Summary of Areas Outstanding - 1st March 2016. Also, the two, subsequent Annual Reviews of Health and Safety in All Saints' Church, Eastbourne undertaken in November 2016 ('the first review') and January 2018 (the second review').

This is a full, three-year review of the church's Health and Safety Policy and is designed simply to ensure the church remains compliant with the original policy, the first and second reviews and any subsequent changes in church life.

Executive Summary

Overall, it's considered (once again) the original policy remains robust and covers all necessary/key areas to ensure the church protects adequately all staff and people who serve, worship and visit the premises. No additional risk assessments, or policies, are considered necessary or required for activities that are being undertaken now that weren't being done three years ago. The policy has, as a result, been refreshed and updated and is now in place for a further three years (to November 2021) with annual reviews to be undertaken in the interim period (in/around November 2019 and 2020), as before.

However, there are a number of suggested actions that are aimed to focus upon areas that were highlighted during the original review (and the first and second reviews) and where they remain either outstanding/unresolved or flagged as ongoing action areas. These 'areas to address' are all highlighted under the various sections in the following pages as a 'one stop shop' for ease of reference, for review and to facilitate completion.

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Total areas to address = 39 (mostly ongoing actions and maintenance)

Fire Risk Assessment - All Saints' Church

Suggested Action	Action By	Action Criticality Level
Church Wardens, Deputy Wardens and Stewards at services and events are specifically aware of the need to ensure 'at risk' people are looked after in the event of an evacuation or other emergency.	Andy Turner & Hilary Dale	Medium
Visitors and those in charge at hired events are made aware of fire safety regulations.	Hilary Dale & Andy Anderson	Medium
Appointed fire marshals must receive appropriate refresher training (with a training schedule maintained alongside) and a list of marshals needs to be maintained/updated to reflect changes within the church.	Andy Turner	ACTIONED
Annual fire/evacuation drills must take place and be recorded.	Andy Turner	Medium
Employees need to have appropriate training on fire extinguishers and this should be recorded.	Andy Turner & Hilary Dale	Medium
Employees and visitors need to be aware that ONLY portable electrical equipment that has been tested can be used.	Hilary Dale	Low
Fire safety needs to form part of new employees' induction training.	Robert Lovatt & Andy Turner	Low
Fire safety awareness needs to be incorporated into an (updated) staff handbook and staff need to be aware of the assembly point in the event of an evacuation.	Andy Turner & Hilary Dale	Low

Review Comments:

Good evidence of progress here since the policy was installed, originally, in November 2015 and following subsequent annual reviews, as follows:

Verbal confirmation provided that visitors at hired events are made aware of fire safety procedures.

A message cascaded that only equipment that has been safety tested is able to be used in the premises – but does need re-enforcing regularly.

A fire/evacuation 'mock' drill was undertaken in June 2017, this needs to be undertaken annually.

Fire marshal training was delivered in February 2016, refresher training is being organised in February 2019.

Monthly fire-fighting equipment checks in place (but not being recorded).

Portable electrical appliances have been through a professional assessment in March 2017, refresh needed in 2020.

Fire Risk Assessment - The All Saints' Centre

Suggested Action	Action By	Action Criticality Level
Church Wardens, Deputy Wardens and Stewards at services and events are specifically aware of the need to ensure 'at risk' people are looked after in the event of an evacuation or other emergency.	Andy Turner & Hilary Dale	Medium
Visitors and those in charge at hired events are made aware of fire safety regulations.	Hilary Dale & Andy Anderson	Medium
Appointed fire marshals must receive appropriate refresher training (with a training schedule maintained alongside) and a list of marshals needs to be maintained/updated to reflect changes within the church.	Andy Turner	ACTIONED
Annual fire/evacuation drills must take place and be recorded.	Andy Turner	Medium
Monthly emergency/escape lighting system AND luminaire checks need to be undertaken and recorded.	Hilary Dale	Medium
Employees need to have appropriate training on fire extinguishers and this should be recorded.	Andy Turner & Hilary Dale	Medium
Employees and visitors need to be aware that ONLY portable electrical equipment that has been tested can be used.	Hilary Dale	Low
Fire safety needs to form part of new employees' induction training.	Robert Lovatt & Andy Turner	Low
Fire safety awareness needs to be incorporated into an (updated) staff handbook and staff need to be aware of the assembly point in the event of an evacuation.	Andy Turner & Hilary Dale	Low

Review Comments:

Again, good evidence of progress here since the policy was installed, originally, in November 2015 and following subsequent annual reviews, as follows:
 Verbal confirmation provided that visitors at hired events are made aware of fire safety procedures.
 A message cascaded that only equipment that has been safety tested is able to be used in the premises – but does need re-enforcing regularly.
 A fire/evacuation 'mock' drill was undertaken in June 2017 (in the church), this needs to be undertaken annually.
 Fire marshal training was delivered in February 2016, refresher training is being organised in February 2019.
 Monthly fire-fighting equipment checks in place (but not being recorded).
 Portable electrical appliances have been through a professional assessment in March 2017, refresh needed in 2020.

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However, there are still issues with fire doors being 'blocked' open – to allow free access, but without people realising the potential danger in doing so – and items being placed in front of fire escape doors and blocking escape routes. Also, the escape lighting system and luminaire checks are still not in place. The suggested action table reflects progress and further/ongoing actions needed.

General Risk Assessment

Suggested Action	Action By	Action Criticality Level
<p>(Electrical Safety) ('ES')</p> <p>Maintain the list of all portable electrical appliances (PEAs) and ensure all PEAs are Portable Appliance Tested (PAT) every 3 years</p> <p>Undertake a regular review of all plugs, cables, and the electrical system(s)</p> <p>Maintain the diary review process for all appliances, the fixed electrical installation and the lightning conductor system</p>	Hilary Dale	Low
<p>(Slips, Trips and Falls) ('STF')</p> <p>Install a diary process for regular inspection of all internal and external floors, steps, paths etc. and internal/external handrails to ensure always safe for use</p>	Hilary Dale	Low
<p>(Lighting) ('L')</p> <p>Install a diary process for regular inspection of all internal and external bulbs and lights ensuring those at height are always repaired/replaced by a suitably qualified external contractor</p>	Hilary Dale	Low
<p>(Manual Handling of Loads) ('MHL')</p> <p>A regular system needs to be in place to remind staff and volunteers of the church policy on MHL.</p>	Hilary Dale	Low
<p>Car Parking ('CP')</p> <p>Car parking should be 'policed' regularly and those found flouting clear guidance should be asked to remove their cars from the car park</p> <p>Groups renting or using the church or The All Saints' Centre facilities should be made aware of parking regulations and ensure, via the nominated leader(s), they make attendees aware of the church's safe parking policy</p>	Hilary Dale	Low

Review Comments:

All ongoing actions and maintenance.

Workplace Risk Assessment - Accidents and First Aid

Suggested Action	Action By	Action Criticality Level
Maintain the monthly diary system to review and re-stock all first aid boxes - as well as reviewing the Accident book/accident records to ensure we are complying with RIDDOR 2013 regulations	Hilary Dale	Low
Review the list of qualified first aiders quarterly to ensure (a.) the list is current and (b.) training is fully up to date and logged	Hilary Dale	Low
Each event at/in the church and The All Saints' Centre is reviewed to ensure we have sufficient, trained first aiders on duty at all times	Hilary Dale	Low

Review Comments:
All ongoing actions and maintenance.

Workplace Risk Assessment - Working at Height

Suggested Action	Action By	Action Criticality Level
Maintain a quarterly diary system to review Working at Height regulations to ensure staff and others are (a.) complying with the rules and (b.) fully trained and competent to use supplied equipment	Hilary Dale	Low
Maintain a quarterly diary system to inspect/review ladders, steps etc. used to ensure that they are safe to use with no flaws and other obvious defects	Hilary Dale	Low
Maintain an up to date list of qualified/trained external contractors who are able to work safely at height to cover all activities necessary to preserve church health and safety	Hilary Dale	Low

Review Comments:
All ongoing actions and maintenance.

Workplace Risk Assessment - Building Hazards, Glazing and Asbestos

Suggested Action	Action By	Action Criticality Level
To ensure that contractors working in the church are provided with access to the asbestos survey before they commence any work to ensure their safety and ONLY approved/licensed contractors (by The Health & Safety Executive) remove and work on asbestos with a written record of work maintained	Hilary Dale	Low
Install a diary system to undertake an annual maintenance visit to 1f Grassington Road to plan routine/essential maintenance - this will need to include any gas, electrical etc. systems to fulfil/discharge our obligations as a landlord	Hilary Dale	Low

Review Comments:
All ongoing actions and maintenance.

Specific Activity Risk Assessment - Personal Safety

Suggested Action	Action By	Action Criticality Level
Consider and implement a series of Volunteers Job Descriptions, designed to fit the tasks expected for each and every event where volunteers are undertaking church-related activities	Hilary Dale	Medium/Low
Design and publish an updated Staff Handbook and ensure this contains detailed and specific advice on personal safety and security (alongside HSE policy guidance) with any necessary training provided, where required/sought, ensure volunteers have access to their own copy of the Staff Handbook	Andy Turner	Low
Monitor the previously installed safe system of work (2015/2016) to incorporate a robust system of entry/access to the buildings to prevent unauthorised access by intruders, thieves etc. to preserve building and personal safety, take immediate action to resolve difficulties and areas of weakness/perceived threats, report any issues to PCC	Hilary Dale	Low

Review Comments:

A series of actions designed to maintain the good standards set since the initial review in November 2015 and to ensure staff and building safety is preserved.

Specific Activity Risk Assessment - Winter Night Shelter

Suggested Action	Action By	Action Criticality Level
Monitor and review the Winter Night Shelter Users Policy (to continue to incorporate all existing control measures in place), collaborate with Winter Night Shelter leadership (David Barrett and/or deputy) to deal with any emerging issues, monitor resolution, r report problems/issues and resolution(s) via PCC	Hilary Dale & David Barrett	Low

Review Comments:

An action reflecting ongoing maintenance.

Specific Activity Risk Assessment - Public Performances, External Outings, Clubs and Events

Suggested Action	Action By	Action Criticality Level
Monitor and review the Public Performances policy and ensure this is revised/revisited and refreshed periodically	Hilary Dale	Low
Church Wardens, Deputy Wardens and Stewards to be briefed at each public performance to be (a.) vigilant to public and building safety, (b.) to keep exits clear at all times and (c.) (where possible) to 'police' car parking	Hilary Dale (with Andy Anderson)	Low
Baptisms, weddings and funerals are always staffed by sufficient (qualified, trained and briefed) people to ensure the complete safety of people attending	Hilary Dale	Low
Ensure there are always sufficient numbers of trained/qualified fire marshals and first aiders on duty at all/any public performances relative to the numbers expected and they are trained to look out for the needs of vulnerable people	Hilary Dale (with Andy Anderson)	Low
Ensure all external outings, clubs and events are risk assessed on an occurrence by occurrence basis to ensure the complete safety of all participants	Staff and Volunteers	Low

Review Comments:

Again, a series of actions designed to maintain standards set since the initial review in November 2015 and to ensure staff and visitors' safety is paramount.

Specific Activity Risk Assessment - Bell Ringing and The Bell Tower

Suggested Action	Action By	Action Criticality Level
Monitor and review the Bell Tower (Bell Ringing) Policy and implement a training programme for those less experienced or new to campanology	Hilary Dale (with David Leworthy)	Low

Review Comments:
N/A

Specific Activity Risk Assessment - The Organ and The Organ Loft

Suggested Action	Action By	Action Criticality Level
Monitor and review the Organ Policy and a training programme for those less experienced or new to the organ, and those who need to enter the Organ Loft (undertake a risk assessment of the Organ Loft alongside/as part of this)	Hilary Dale (with Mark Fagan)	Low

Review Comments:
N/A

Review completed by:

Andy Turner
Church Warden
All Saints' Church, Eastbourne

Review Completed: 24th January 2019

For circulation to:

Vicar, Curate, Church Wardens, Church Administrator, PCC Members