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E A S T B O U R N E

Annual Review of Health and Safety in All Saints' Church, Eastbourne

This note should be read in conjunction with the 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.

This is the first annual review of the church's Health and Safety Policy (full review not due until 30th November 2018) and is designed simply to highlight any defects found that need addressing (with suggested dates) to ensure the church remains compliant with the original policy, and any subsequent changes in 'church life'.

Executive Summary

Overall, the original policy remains robust and covers all necessary/key areas to ensure the church protects adequately the staff, all who serve, worship and visit the premises. No changes, or additions, are considered necessary. The final two policies that were outstanding from the original review (the Bell Tower (Bell Ringing) Policy and the Organ Policy) were completed and approved by PCC in November.

However, there are a number of suggested actions that are aimed to focus upon areas that were highlighted during the original review and where it's unclear whether they have been looked at, or completed. 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 = 27.

Fire Risk Assessment - All Saints' Church

Suggested Action	Action By	Target Completion Date
Confirmation is needed that visitors at hired events are made aware of fire safety regulations	Andy Anderson	31/12/16
Confirmation is needed that employees, volunteers and visitors are aware that only equipment that has been safety tested is able to be used in the premises	Andy Anderson	31/12/16
A fire/evacuation drill needs to be undertaken every 6 months and action taken documented	Andy Anderson	31/1/17
Employees and volunteers need to have appropriate fire extinguisher training	Andy Anderson	31/1/17
A monthly review of fire-fighting equipment should take place and a system installed to show when checks have been undertaken	Andy Anderson	31/1/17
Fire-fighting equipment should be installed in the Bell Tower (completed 22/11/16)	Andy Anderson	31/3/17
Portable Appliance Testing ('PAT') should be undertaken quarterly on all portable electrical equipment, and be recorded	Andy Anderson	31/3/17

Initial Review Comments:

Good evidence of progress here with necessary fire safety training completed, fire-fighting equipment being professionally maintained and escape signage in place. However, no evidence seen that electrical testing is taking place, people are made aware of what equipment can be used and necessary evacuation drills have been held with wardens, welcomers etc. aware of their responsibilities in the event of an emergency. Also, unsure whether 'fire marshal' jackets and signage is/are available?

Final Review Comments: AT - Andy Turner, AA - Andy Anderson

Not all groups using the church premises are advised of fire safety regulations, a fire safety awareness briefing will be built into letting arrangements. Employees are aware that only equipment that has been safety tested can be used in the premises (pages 46. & 47. of the Employee Handbook). Volunteers and visitors are not, this will be re-enforced (and groups using the church premises will be informed as part of the fire safety awareness briefing). Fire/evacuation drills haven't yet been undertaken. AA will order Fire Marshal jackets and AA & AT will liaise to organise drills in January and July 2017. Employees and volunteers are aware of how to use fire extinguishers, this formed part of fire safety training undertaken in February 2016 - a Fire Safety Emergency Plan was issued (and remains available) which contains advice on how to use fire extinguishers. A monthly process to review fire-fighting equipment will be put in place and this will be recorded. A quarterly process will be put in place to test portable electronic equipment and this will be recorded. Ahead of this, a PAT machine will be obtained and AA will undertake proficiency training to enable correct testing to be undertaken.

Fire Risk Assessment - The All Saints' Centre

Suggested Action	Action By	Target Completion Date
Confirmation is needed that visitors at hired events are made aware of fire safety regulations	Andy Anderson	31/12/16
Confirmation is needed that employees, volunteers and visitors are aware that only equipment that has been safety tested is able to be used in the premises	Andy Anderson	31/12/16
Confirmation is needed that occupants are made aware that internal fire doors should be closed and all fire escape routes and doors should be free from obstructions	Andy Anderson	31/12/16
A fire/evacuation drill needs to be undertaken every 6 months and action taken documented	Andy Anderson	31/1/17
Employees and volunteers need to have appropriate fire extinguisher training	Andy Anderson	31/1/17
A monthly review of fire-fighting equipment should take place and a system installed to show when checks have been undertaken	Andy Anderson	31/1/17
A monthly review of the escape lighting system and luminaires should take place and a system installed to show when checks have been undertaken	Andy Anderson	31/1/17
Portable Appliance Testing (PAT) should be undertaken quarterly on all portable electrical equipment, and be recorded	Andy Anderson	31/3/17

Initial Review Comments:

Good evidence of progress here with necessary fire safety training completed, fire-fighting equipment being professionally maintained and escape signage in place. However, no evidence seen that electrical testing is taking place, people are made aware of what equipment can be used and necessary evacuation drills have been held. Also, no evidence that escape lighting checks are taking place.

Final Review Comments:

See comments on page 3.
 Staff and volunteers have been made aware that internal fire doors should always be closed and escape routes maintained free of obstructions. Additionally, visitors and groups using the church premises will be informed as part of the fire safety awareness briefing.
 A monthly process to review the escape lighting system and luminaires will be put in place and this will be recorded.

General Risk Assessment

Suggested Action (and Task/Activity)	Action By	Target Completion Date
(Electrical Safety) A list of all portable electrical appliances should be drawn up and maintained	Andy Anderson	28/2/17
(Electrical Safety) Install a process for a suitable qualified professional to examine, every 3 months, the fixed electrical installation and lightning conductor system	Andy Anderson	28/2/17
(Lighting) Confirmation needed that the external and internal lighting systems are inspected, every 3 months, by a competent/responsible person and that defects are reported, and addressed	Andy Anderson	31/12/16
(Manual Handling of Loads) ('MHL') Confirmation needed that staff and volunteers are aware of the church policy on MHL.	Andy Anderson	31/12/16

Initial Review Comments:

As highlighted above, simple confirmations needed to cover the majority of areas and an action around creating a list of portable appliances.
Car parking is a known problem area and the cost of dealing with re-surfacing, floor signage, parking spaces etc. has been investigated - a decision was taken at PCC in November not to progress this at present. However, measures are being taken to erect signs to promote safe parking and to absolve/protect the church from risk.

Final Review Comments:

A list of portable electrical appliances was drawn up in 2012 (326 items on the list), this will be refreshed as part of a five year review, in 2017.
The church was re-wired in 2013 (electrical sockets and lighting) and certification was given. No need for any review here in 2017. Certificates were also given when The All Saints' Centre was built in 2007, the electrical installation will be reviewed after 10 years i.e. in 2017. The lightning conductor system is checked/reviewed every 2 years.
Internal/external lighting inspections are undertaken.
Staff and volunteers are aware of the church MHL policy but will be re-enforced.
MHL is covered on pages 44. & 45. of the Employee Handbook.

Workplace Risk Assessment - Accidents and First Aid

Suggested Action	Action By	Target Completion Date
Confirmation needed that a monthly diary system is in place to check and re-stock all first aid boxes	Andy Anderson	31/12/16
A review of trained and qualified first aiders should be undertaken and an event(s) organised to train further staff and volunteers to ensure there is sufficient cover at all events that take place either in church or The All Saints' Centre	Andy Anderson	31/1/17
A list of all trained and qualified first aiders is to be published on the Health and Safety noticeboard	Andy Anderson	31/3/17

Initial Review Comments:

The major area to address here is to be aware of who in the church has a valid/current and recognised/relevant first aid qualification, to create a list of these people, their qualification/expiry date and then to set-up an event(s) to train further staff and volunteers. The ultimate aim, apart from maintaining boxes, is to ensure that a sufficient number of trained first aiders are always at an event that is being run in either the church or The All Saints' Centre to deal with any situations.

Final Review Comments: AA - Andy Anderson

A monthly system is already in place to review/re-stock first aid boxes. A review of first aiders is underway, there will be a note in Grapevine shortly to alert staff and volunteers to this and to ask them to contact AA with either/both details of a current qualification and interest in undertaking professional training. An event(s) will then be organised and a list drawn up/maintained on the back of this.

Workplace Risk Assessment - Working at Height ('WaH')

Suggested Action	Action By	Target Completion Date
Confirmation needed that staff and volunteers are aware of the church's WaH control measures and competent in the use of equipment, where necessary	Andy Anderson	31/12/16
Confirmation needed that ladders, steps etc. are inspected, every 3 months, by a competent/responsible person and that defects are reported, and addressed	Andy Anderson	31/12/16

Initial Review Comments:

None.

Final Review Comments:

Staff and volunteers are aware of the church's WaH control measures and are trained (or adequately supervised) in the safe use of steps and ladders. Inspections take place of all equipment - a new set of steps is about to be purchased to replace an older set.

Workplace Risk Assessment - Building Hazards, Glazing and Asbestos

Suggested Action	Action By	Target Completion Date
Confirmation needed that staff and volunteers are aware of the existence of asbestos in the church and not to disturb protection in place, also that any contractors undertaking work in the church are made aware of this and have access to the December 2005 survey	Andy Anderson	31/12/16
Confirmation needed that an annual maintenance visit is made to the Grassington Road ('GrR') and Desmond Road ('DRd') properties and that necessary work is undertaken to ensure the safety of occupants	Andy Anderson	31/12/16

Initial Review Comments:

As highlighted above, simple confirmations needed to cover the areas shown, no further actions considered necessary given the protection in place. However, we are aware of defects/issues at the two properties the church owns and measures should be put in place to remedy these during 2017 as the occupants are planned to vacate.

Final Review Comments:

Existing asbestos control measures in place are considered adequate. Annual reviews take place at both GrR and DRd, full reviews are due in 2017 as both properties are due to be vacated by current tenants and a programme of necessary work will be undertaken.

Specific Activity Risk Assessment - Personal Safety

Suggested Action	Action By	Target Completion Date
Confirmation needed that all staff and volunteers are aware of, and have access to, the church's Lone Working Policy ('LWP') in order to preserve their safety	Andy Anderson	31/12/16

Initial Review Comments:

None.

Final Review Comments:

All staff and volunteers are aware of the church's LWP and have access to the policy. A new door entry system is in course of being installed which will improve security further and will be able to log entry by specific individuals, this will replace key entry.

Specific Activity Risk Assessment - Winter Night Shelter

Suggested Action	Action By	Target Completion Date
None		

Initial Review Comments:
N/A

Final Review Comments:
None.

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

Suggested Action	Action By	Target Completion Date
Confirmation needed that the 'Additional Control Measures' outlined in SARA_003 (27/11/15) are in place and, as far as is known/practically possible to 'police', are always adhered to	Andy Anderson	31/12/16

Initial Review Comments:
None.

Final Review Comments:
Confirmation that Additional Control Measures and Ongoing Actions are undertaken on an ongoing and case-by-case basis.

Specific Activity Risk Assessment - Bell Ringing and The Bell Tower

Suggested Action	Action By	Target Completion Date
A handrail needs to be installed from the top to the bottom of the spiral steps in the Bell Tower to mitigate the risk of falling/injury	Andy Anderson	31/3/17

Initial Review Comments:
None.

Final Review Comments:
A rope has already been installed to allow safe ascent/descent.

Specific Activity Risk Assessment - The Organ and The Organ Loft

Suggested Action	Action By	Target Completion Date
None		

Initial Review Comments:
N/A

Final Review Comments:
None.

Review completed by:

Andy Turner
Church Warden
All Saints' Church, Eastbourne

Initial Review Completed: 16th November 2016
Final Review Completed: 21st November 2016

For circulation, post completion of the Final Review, to: Vicar, Church Wardens,
Church Manager, PCC