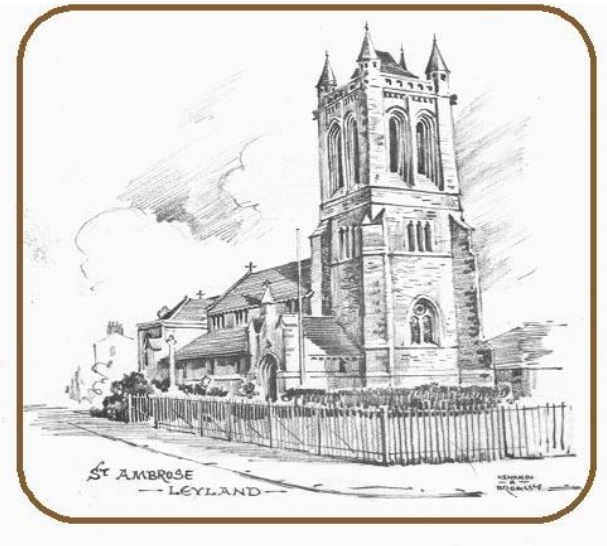
St. Ambrose Church

Leyland



Health and Safety Policy

And

Risk Assessments

Updated from October 2006 version (D. Adams)

Ollie Woodcock (PCC Secretary) and Ian Burt (Churchwarden)

November 2014: reviewed and updated November 2016

PAT testing amendment: January 2017

Minor revision: May 2018

Reviewed & updated: January 2019, January 2022, January 2023

Contents

1. Preface
2. St. Ambrose Health and Safety Policy (November 2016)
3. Appendix A: Fire Safety Poster
4. Appendix B: Safeguarding Poster
5. Risk Assessments table
6. Fire Evacuation Drill record

Preface

The church's existing Health and Safety Policy and Risk Assessment document was created in October 2006 by the then churchwarden, Mr. David Adams. The document was created following a full risk assessment carried out by members of the PCC and an advisor from the architects Grimshaw Townsend. It included full risk assessments of various parts of the Church and Halls and also included the Scout Hut. Fire Evacuation Plans etc were also included.

As there have been significant changes and improvements to the buildings since that date, together with changes in personnel and church officers, it has been necessary to review and re-write the policy document. However, the work undertaken in 2006 has been fully integrated into the current document. Changes to legislation regarding electrical testing necessitated an additional amendment in January 2017.

This new document is based upon the suggested Health and Safety policy provided by our insurers, Ecclesiastical, thereby ensuring that all elements required by laws such as the Health and safety at Work Act 1974, are fully met.

St. Ambrose Church Parochial Parish Council (PCC) has oversight and responsibility for:

- St. Ambrose Church and its environs including the Garden of Remembrance
- The Halls (known as Halls for All) which consist of the main hall, annexe, conference room and kitchen, together with toilet facilities etc.
- The car park.

The management and maintenance of the Halls is delegated to the Halls Management Committee. This committee is responsible for:

- Decisions related to the hiring and use of Halls by outside agencies and groups
- The maintenance of the internal and external parts of the building
- Issues regarding the use of spaces for events, performances and productions
- Ongoing minor repairs as logged in the report book

The PCC employs Halls Caretaker: Anne Marie Orton (from January 1st 2019) who is responsible for the day-to-day cleaning and maintenance of the Halls. The role is supported by a full job description and contracts re-created in October 2017 (and based on the original 2013 version) and is reviewed annually each November. The Caretaker contract and full job description was created in January 2019.

Since 2018, the church has obtained the advice and support of Tony Garretty, a Health & Safety Officer. He is retained to provide ongoing advice, support and training.

The church relies on volunteers to carry out many ongoing maintenance, security and safety roles. These include:

- The Gardening Team - care of the gardens, Garden of Remembrance, hedges (gardener employed to cut hedges from summer 2021) etc.
- The Halls Maintenance Team - painting and other DIY jobs carried out as needed in the Halls and Church.

- Flower Arrangers - responsible for the upkeep of all floral arrangements throughout the year.
- Authorised Lay Ministry (Pastoral Assistants) and Servers – responsible to the Vicar for sacristy and service-related work.
- Sidespeople - responsible for each service, safety of congregation, supporting the churchwardens, clergy and verger in any health and safety matters including access for the disabled, positioning of wheelchairs, prams etc and evacuation of the building should it be necessary.
- Halls Stewards &/or Halls Booking Officer/Managers – responsible for ensuring the safety and security of the Halls when being hired and used by outside agencies or groups.

Where appropriate, these volunteers have undertaken full DBS checks and they are made fully aware of appropriate health and safety issues and measures. It is the responsibility of each volunteer to ensure that they are cognisant of the health and safety policy and measures taken by the PCC to ensure the safety of all who use the church premises. Where appropriate, training has been given.

St. Ambrose Church Leyland Health and Safety Policy

Name: **St. Ambrose Church**

Address: **Moss Lane, Leyland PR25 4XA, Lancashire**

Date: (original) **November 2014**

Review date: **first review due November 2016 after which full reviews will be carried out at least every two years. (see front page)**

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, churchyard and any associated buildings.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and, 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, such as the Halls Management Team, and employees and voluntary workers will be consulted on a regular basis.

Review due: November 2016: Review completed and agreed by PCC at meeting on 24th November. Paper copy signed and filed in church office.

Interim review/update: November 2017

Full review November 2018:

Full review January 2019:

Full review January 2022

Full review January 2023

Full review January 2024

Full review January 2025

Signed: Paul Nelson. Date: 26.01.2025

J Singleton

Organisation and Responsibilities

The vicar, *Reverend Paul Robinson* has overall responsibility for this health and safety policy.
However, specific responsibilities are delegated to members of the church. These include:

- The churchwardens : *Mrs. Janet Singleton*
  Mrs. Louisa McFarlane

  The above persons are responsible for ensuring that the arrangements outlined in this policy are carried out and updated as necessary.

- The Parochial Church Council (PCC)

  Has general responsibility to ensure that the policy is implemented.

- The Health and Safety Officer Mr. Tony Garretty

Has responsibility for the day-to-day implementation of the policy. The H & S Officer should:
1. be familiar with health and safety regulations as far as they concern church premises
2 be familiar with the health and safety policy and arrangements and ensure they are observed
3 ensure so far as is reasonably practicable, that safe systems of work are in place
4 ensure the church and hall, if applicable, are clean and tidy
5 ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
6 ensure that safety equipment and clothing is provided and used by all personnel where this is required.
7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
8 ensure that adequate access and egress is maintained
9 ensure adequate firefighting equipment is available and maintained
10 ensure that food hygiene regulations and procedures are observed.

It is the responsibility of employees and voluntary workers 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 voluntary workers must therefore:
1 comply with safety rules, operating instructions and working procedures
2 use protective clothing and equipment when it is required
3 report any fault or defect in equipment immediately to the appropriate person
4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5 not misuse anything provided in the interests of health and safety.

Responsible persons

The following are responsible for safety in particular areas:

1. By activity

Accident book/Accident reporting	Mrs. Anne Marie Orton (Halls Caretaker)
Fire extinguishers	Walker's Fire Protection inspect annually
Emergency evacuation	Arranged annually by Mrs Ollie Woodcock
Portable electrical appliances	Regularly tested and subject to logged visual inspection annually. (December 2018)
Fixed electrical system	Inspected every 5 years
Gas equipment	Inspected with boiler maintenance programme annually (LMG)
Hazardous substances	Mrs. Anne Marie Orton
Plant and machinery	
Condition of floors and stairs	Halls Management/Maintenance Team
Light bulb changing	Maintenance team + contractors when necessary
Working at high levels	Own scaffolding used by trained persons and contractors
Food preparation	Mrs. Jackie Ball/ Mrs. Pauline Damp (available only for advice) Mrs Susan Moon Kitchen Captain 2023
Manual handling	
Display screen equipment	
Building defects/glazing	Mrs. Janet Singleton
Child protection	Mrs. Ollie Woodcock (Child Protection/Safeguarding)
Personal safety	
Fêtes and outings	
Contractors	Mrs. Louisa McFarlane
Choirs/music	Mr. Stephen Thackeray (Choirmaster/Organist)
Health and safety training	Halls Management Committee

Mr. Tony Garretty may be available to provide a range of training as and when necessary. Eg. Fire marshal, working at height etc.

2. By area

Main body of church	Rev. Paul Robinson
Chapels	Rev. Paul Robinson
Clergy vestries	Rev. Paul Robinson
Choir vestries	
Sacristy	Authorised Lay Ministers (Pastoral Assistants) + Servers
Organ loft	
Bell chamber	Mrs. Janet Singleton
Boiler room	Mrs. Janet Singleton
Kitchens	Mrs. Janet Singleton & Halls Management
Churchyard	Gardening Team
Church hall	Halls Management

Arrangements for the Implementation of the Policy

Accidents and First Aid

First aid boxes are located in:

At the back of church near the main door/sidesmen area.

In the kitchen in the Halls.

Trained first aiders include:

The following were trained in April 2022: Mr Alwyn Carroll, Mr Ian Burt, Mrs Ollie Woodcock, Mrs Susan Moon, Mrs Barbara Bidwell. (Full First Aid at Work certification for 3 years.)

Other members of the congregation have knowledge through their work/former work/out-dated certificates: eg. Jackie Ball, Pauline Damp, Barbara Gilbert, Janet Wilson

The accident book is located in: *Halls Kitchen*

Church: on top of the hymn books cupboard by the main door

All accidents or incidents taking place in the church, in the Halls or within the church grounds **must** be entered into the accident book as soon as possible.

Anyone hiring the Halls, either regularly or on a 'one-off' basis, must comply with this policy, recording any minor accidents or serious injury in the book provided. The accident book will be reviewed periodically to ensure that any faults/defects which may have caused an accident can be remedied forthwith. (RIDDOR 1995)

Fire Safety

We aim to fulfil the requirements of the Regulatory Reform (Fire Safety) Order 2005.

We therefore undertake:

- an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments.
- a check that a fire can be detected in a reasonable time and that people can be warned and a check that people who may be in the building can get out safely including, if necessary, the lighting and fire exit signage.
- 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 carried out by a reputable company. (A.B. Fire Protection of Preston.)

The contract to maintain fire extinguishers etc is held by Walker's (2023) Their agent undertook the most recent checks 5.1.23.

Fire extinguishers are sited in the church and in the Halls as follows:

Church	**Position**	**Type**
	Evington Chapel	foam
	Chancel	CO2
	St. Christopher's Chapel	Foam
	North aisle (near door)	Water
	South aisle (children's corner)	Water
	Office	CO2
	Vicar's vestry	foam
	Connecting corridor (outside office)	Water
Halls	Position	Type
Main hall	Stage (right)	Foam
	Stage (left)	Water CO2 (2 extinguishers)
	Fire exit door	Foam
	Rear of hall (by hatch)	Water
	Rear of hall (by window)	Water
Kitchen	By hatch	CO2 + Fire Blanket (on wall)
Entrance hall	Back wall	water
Small hall (annexe)	By main door	Water

Conference Room	By entrance door	CO2

(list dated 23.11.14)
Other fire safety equipment includes: fire blanket (Halls kitchen)(all renewed 2016)

All signage is deemed to be appropriate and alarms are fitted appropriately according to the advice given by the Fire Officer. Emergency lighting, smoke detectors and break glass alarm points are all maintained by the contracted company.

Monthly testing of the alarm systems etc is carried out by the churchwarden and/or an appointed person from the Health and Safety Committee/Halls Maintenance Team. Tests are recorded.

Evacuation Procedures

The maximum number of persons able to be seated for concerts and plays held in the large hall is _____
The small hall (annexe) is licensed for _100____ persons.

Designated assembly points:
Church: evacuate to Moss Lane and assemble on the far side of the car park, nearest the memorial. (Sidemen responsible for head count etc)
Halls: (Main hall, annexe, conference room: evacuate to car park nearest to the war memorial on Moss Lane. (Players, organisations hiring the Halls responsible for head count etc.)
People on stage or backstage evacuate to either backstage right and via door to car park, or backstage left down steps to grass area between halls and Bow Lane. *(Players, organisations hiring the Halls responsible for head count etc.)*

Fire exit routes are clearly displayed throughout the premises.

The St. Ambrose Fire Policy (see appendix A) is prominently displayed through the church and Halls.

Evacuation drills are carried out periodically. (see appendix) During church services, the responsibility for the safe evacuation of the congregation is regarded as being: sidesmen, churchwardens, officiating clergy. All are fully aware of the policy and procedures. Although no landline telephone is available within church premises, mobile phones are readily available to call the emergency services.

It is not recommended that members of the public use the fire extinguishers available unless they are either trained to do so or confident that they can handle to equipment safely. It is wise to close all doors and windows and call the fire brigade, even for small fires.

Electrical Safety

All portable electric appliances are regularly checked. Plugs, sockets and fixed electrical machinery is also checked and regularly maintained to ensure the safety of all equipment. A pattern of visual checks, together with maintenance and annual/bi-annual inspections ensure the safety of electrical equipment.

Changes to the law governing PAT in 2017 mean that testing is no longer to be carried out once every three years. Instead it is incumbent upon us as a PCC to ensure equipment is tested as often as necessary. An inventory of all equipment that falls under PAT legislation (within the Church or Halls) has been drawn up and all equipment is then to be certified by a suitable individual. (see appendix for inventory)The inventory will be made available to all users.

Any user of equipment that falls under PAT legislation will then be required to perform a visual inspection of said equipment. This should include;
1. Checking the plug for any obvious signs of damage
2. Checking the flex for any obvious signs of damage
3. Immediately unplugging any equipment that does not work

If the user has any concerns the following steps must be taken:-
1. The equipment in question must be unplugged, put to one side and must not be used under any circumstances
2. The inventory should be updated to show the item is suspect and needs testing.
3. The churchwardens and any Hall stewards present must be immediately informed.
4. The churchwardens can then arrange to have the item serviced, tested and certified by an electrician.

If any halls users bring in their own equipment it must be certified and they assume responsibility for its correct use and maintenance.
If users store electrical equipment in the Church or Halls they must be added to the appropriate Inventory and they must be certified, at the users expense, and evidence provided to the Halls For All management committee or PCC.
If any equipment is found to be on site without certification or without the steps outlined above having been completed, it will be removed without notice and may result in the user's arrangements with the Church being reviewed.

The organ is maintained through a contract. External and internal lighting, particularly that in the refurbished and extended Halls, church office etc all meet official regulations and guidelines. The fire alarm, fitted in July 2014, lightning conductor (tested annually by Osborne Delta) and other such electrical and alarm systems also meet with full approval.

When it is necessary to move electrical equipment, it is done with due regard to safety. Cables and extensions are used with care, ensuring that hazards are kept to a minimum and duly highlighted.

All electrical equipment is to be turned off when not in use.

Any electrical appliances bought or replaced will meet with full standards, have fixed plugs and will be maintained throughout their use.

Gas Safety

Gas is used to heat both the church and the Halls. A new boiler system was installed in the church in spring 2014. It has been fully approved by both the diocese and the installers who have been awarded the maintenance contract. (LMG Preston Ltd.) A gas safety check was carried out in the kitchens in December 2018 by Croston Plumbing.

Hazardous Substances

The Caretaker/cleaner is responsible for the safe storage and use of cleaning and other materials which may be deemed 'hazardous'. These include items marked as 'irritant, corrosive, toxic' etc. They are stored in a locked cupboard within a locked storeroom in the halls.

Safety of Plant and Machinery

Employees and volunteers must be made aware of the operating rules for each piece of equipment. These include:

- Lawn mowers and strimmers
- Ladders
- Tower scaffold
- Table and chair trolleys
- The lift in the Halls

All of the above are regularly maintained either through formal contracts or regular visual and operational checks carried out by members of the Halls Maintenance Team. Where necessary, (tower scaffold) operational instructions are displayed. There must always be at least 2 persons present when the above items are being used.

The following items are maintained through contract agreements:

- Lift in the Halls: inspected every 6 months by Tony Garretty (2022)

Slips, Trips and Falls: Condition of floors, paths and steps.

All floors, steps and paths are checked regularly by the churchwardens and members of the maintenance team. The Halls Cleaner/Caretaker and churchwardens keep a diligent eye out for any faults or defects which may be deemed a slip/trip hazard. These are noted in the Faults book for action as soon as possible. We ask that any hirers of the Halls who note a fault report it immediately to either the Halls Cleaner or to the churchwarden: *Mrs. Janet Singleton*

The Gardening Team and churchwardens regularly inspect the paths around the church, ensuring that moss/algae which may cause slippage, are removed. The low step near the entrance to the Halls is edged in white and external lighting is provided to highlight changes in levels from the church to the halls.

During the winter, when there is a danger of snow/ice causing trips and falls, every effort is made to use salt/grit bought for the purpose, on the paths into and around the church and halls.

Lighting

A completely new lighting system was installed in the church in 2020 as part of the Makeover project. LED's etc are expected to last a considerable time. Bulbs which can be replaced easily (ie. Those at an accessible height) will be changed. Any lights which are not easily accessible, such as those in the chancel arch or within the nave ceiling, have to be replaced by competent engineers using appropriate ladder/scaffolding equipment. This will be managed by the architect.
Lights in the Halls are also monitored. Bulbs are changed by the members of the maintenance team. Stage lighting is monitored and maintained by St. Ambrose Players. They have the

appropriate expertise and equipment to safely handle ceiling and other lights. Tony Garretty has implemented testing regimes to ensure that the electrical loads are not too great. Members of the congregation and/or hirers of the Halls who notice a faulty bulb should report the matter to the verger or churchwarden.

Working at High Levels

The following areas are designated as 'levels':

- The chancel arch (for placing the Advent Star etc)
- The nave (for access to lighting etc.)
- The baptistery (for access to bell rope, ceilings etc)
- Any ceiling area within the church or Halls

Only the following named persons should work in these areas:
(NB. Tony Garretty has provided training up to 2022)

- Contractors for electrics, painting, exterior/interior work. They will use approved machinery and ladders/scaffolding. They will have their own health and safety and insurance policies.
- St. Ambrose Players certified members for access to stage lighting and other equipment. (Players have their own insurance cover.)
- Volunteers who work on the maintenance team, who have experience in using the tower and ladders and who follow all regulatory procedures. *(No-one is allowed to work independently and without at least one other person in attendance.)*

Preparation of Food

The kitchen was extended and completely renewed during 2016. It is now a very modern catering type kitchen with full range, dishwashing etc facilities. As such, it has to meet strict health, safety and food hygiene regulations and standards. *All users must complete the kitchen log book.*

We ensure that:

- Surfaces are clean and hygienic before and after use. Cleaning materials are provided.
- Tea-towels are not used. Use the paper roll and cloths provided.
- The refrigerator, mainly used for storage of milk but occasionally for sandwich-making materials, is clean. Temperatures are checked weekly and recorded.
- Hirers are made aware of the facilities and requested to leave the kitchen in clean, tidy and hygienic state. They must complete the hirer's agreement form.
- Storage cupboards are kept closed to reduce dust etc.
- Only the notices provided by the Kitchen Captain (Mrs Susan Moon) &/or Halls Management team are permitted. These are statutory.
- Water heaters/boilers and kettles are serviced and maintained. Those using the water boiler are made aware of the dangers of steam, hot water splashes etc.
- Only those people who are fit and able to work in the kitchen do so. (There is no specific age limit but anyone who may be unsteady is dissuaded from volunteering.) Children are not allowed in the kitchen.
- Food handlers are provided with gloves (latex type) and have appropriate experience of using knives etc. *It is essential that, when using the kitchen at designated level 2 or 3, a certified food handler is present.* A central record of certified food handlers is maintained.

The following volunteers have food hygiene and handling qualifications (known Oct 2016):

Rev. Calum Crombie	Mrs. Margaret Atkinson	Mrs. Rita Braithwaite
Mrs. Jackie Ball	Mrs. Ann Langley	
Mrs. Pauline Damp	Mrs. Margaret Manley	
Mrs. Louisa McFarlane	Mrs. Janet Singleton	Mrs. Sheila Wharton
Mr. Tony Garretty		

A kitchen guide is provided in the kitchen. This lists all instructions for use of the equipment and machinery. It also carries information and guidance about hygiene and other regulations.

Manual Handling: lifting, carrying and moving loads

Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

The necessary training will be given to all those employees and voluntary wokers who are required to undertake manual handling. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

Trolleys are provided for the storage and movement of tables used in the halls. Chair trolleys are also available. (NB: Tony Garretty provided training to new handlers 2019-2022)

Display Screen Equipment

A completely new AV system was installed in the church in 2020 as part of the Makeover project. *Only those trained in using the system may use/amend it.* (Mr Adrian Pope, Mr Stephen Thackeray, Rev Paul Robinson) It is maintained and serviced by the installers.

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. Visual checks are carried out quarterly by the churchwarden and others. Concerns are noted and repairs arranged as necessary. If deemed necessary, temporary measures are taken to ensure the safety of a specific area.

Glass in the most recently created windows (eg 'Flower' window) meets all safety standards and is protected on the exterior. Glass doors and windows in the Halls and link corridor meet safety standards.

CCTV

A CCTV system was installed in June 2022. One camera covers Halls and Church entrances and paths and some of the car park. The display screen is housed in the Church Office and is monitored regularly by the churchwardens who use it to identify possible problems, inform the local police etc.

Safeguarding of Vulnerable Adults and Child Protection

The Safeguarding and Child Protection Officer is: *Mrs. Ollie Woodcock*
Our policies meet all diocesan and national requirements. The policy is made available of the website. Hirers are made aware of the church's policies. Safeguarding notices are posted in church and in the Halls. A central record of DBS clearances and safeguarding training is kept. Records are also kept of any incidents etc.

Risk Assessments

The risk assessments carried out in 2006 have been updated. (see appendix).
Since March 2020, Covid-19 Risk Assessments have been needed. These were created using Diocesan templates and updated as the pandemic progressed through 2020, 2021 and into 2022. These have been made available to the visiting public via the website and noticeboard. They were agreed by the PCC.

Covid-19 Risk Assessments

The first of these was created in May 2020. The version provided below is dated July 2021. Since September 2021 there has been a gradual relaxation of rules and guidance nationally. However, at all times the clergy and churchwardens have remained vigilant, making decisions to re-introduce the chalice etc as appropriate and safe. The offer is always made to refuse or accept prior to communion.

Should anyone wish to see the last version of the Covid-19 Risk Assessment: please see Ollie Woodcock. It will be provided electronically.

They Covid risk assessments are no longer in use (January 2023) but are retained for future use as necessary following government and diocesan guidelines. Certain measures have been retained. These include: offering wine at communion to those who wish to receive it, continued ban on use of the collection plate during the service.

Contractors

When it is necessary to use outside contractors for the maintenance, repair and development of church premises, we ensure that they:

1. have their own health and safety policy (where required by law) and be able to provide a copy of the same
2. produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
3. 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
4. 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

5. 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
6. 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.

We are aware of the Construction (Design and Management) regulations and, when necessary, endeavour to fulfil the requirements of the 'client'. (Allowing sufficient time, ensuring safety of contractors, following faculty guidelines etc.) Usually, the churchwarden acts as the CDM co-ordinator, liaising between the church and the contractor, when work is being undertaken.

Information and Enforcement

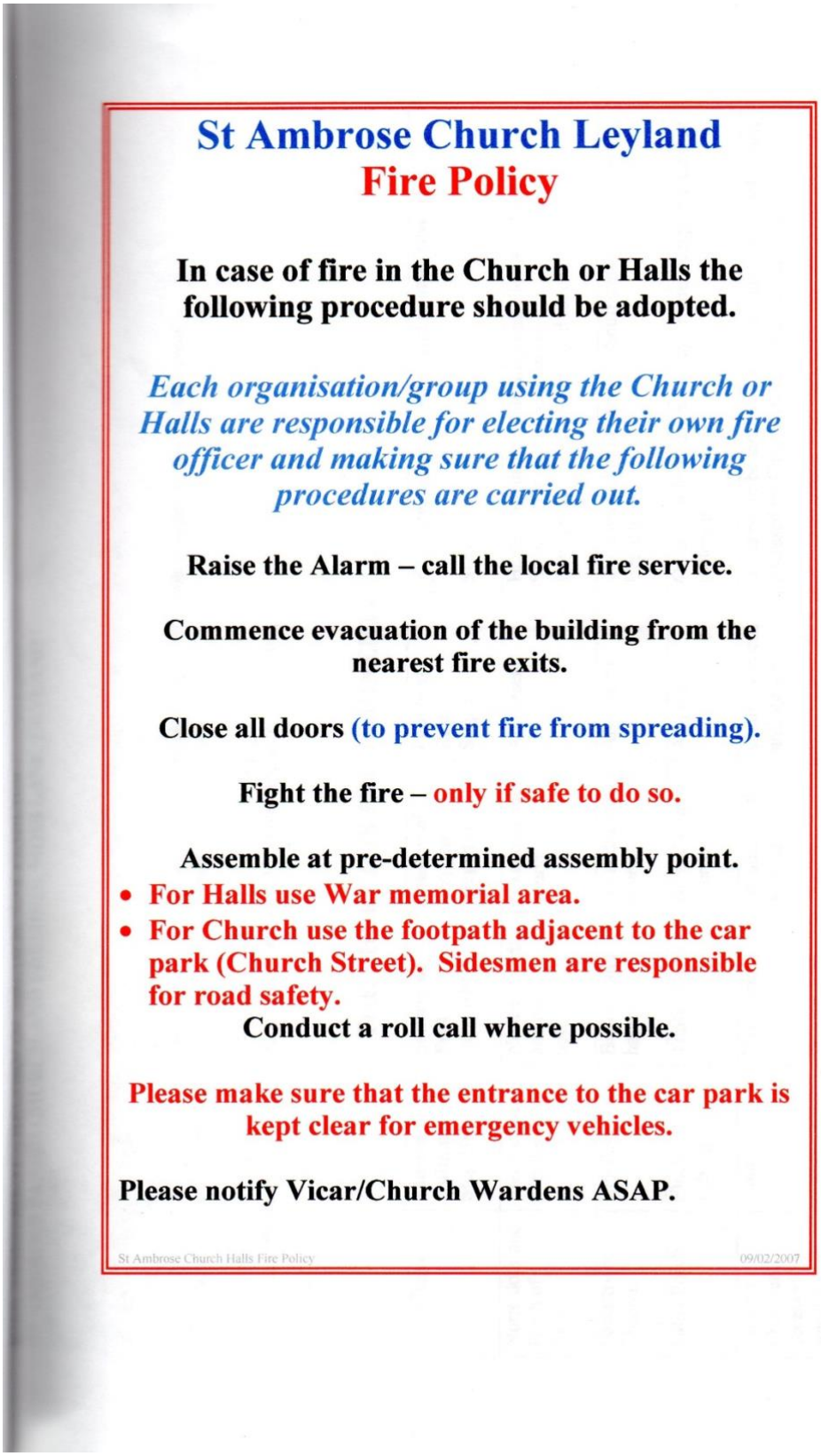
Environmental Health Service: www.southribble.gov.uk/content/health-and-safety
Employment Medical Advisory Service: Health and Safety Executive, Redgrave Court, Merton Rd., Bootle L20 7HS

Safeguarding Advisor for Blackburn Diocese: Sharon Halsall 01254 593415
sharon.halsall@blackburn.anglican.org

Health and Safety Executive
Information Line: 0845 345 0055 HSE Books: 01787 88116

Mr. Tony Garretty: 01772 466094 or 07961 393378

Appendix A: Fire Safety Policy



St Ambrose Church Leyland
Fire Policy

In case of fire in the Church or Halls the following procedure should be adopted.

Each organisation/group using the Church or Halls are responsible for electing their own fire officer and making sure that the following procedures are carried out.

Raise the Alarm – call the local fire service.

Commence evacuation of the building from the nearest fire exits.

Close all doors (to prevent fire from spreading).

Fight the fire – only if safe to do so.

Assemble at pre-determined assembly point.

- **For Halls use War memorial area.**
- **For Church use the footpath adjacent to the car park (Church Street). Sidesmen are responsible for road safety.**

Conduct a roll call where possible.

Please make sure that the entrance to the car park is kept clear for emergency vehicles.

Please notify Vicar/Church Wardens ASAP.

St Ambrose Church Halls Fire Policy 09/02/2007

Appendix B: Safeguarding Poster

St. Ambrose Church Leyland

Promoting a Safe Church

Christian communities should be places where all people feel welcomed, respected and safe from abuse of all kinds.

This church is committed to encouraging an environment in which all people, especially those who may be vulnerable for any reason, are able to worship and pursue their faith journey with encouragement in safety.

We welcome children and want them to be safe when they are on Church premises or attending a church run event.

To this end we have adopted Safeguarding policies recommended and promoted by the House of Bishops and by the Diocese of Blackburn.

Copies of our policies: 'A Policy for Safeguarding Children and Young People' and the 'Parish Policy Statement on Safeguarding Adults in the Church' are kept in the church office. They are also available on our website www.stambrose.info

Our Safeguarding and Child Protection Officer (Parish Safeguarding Officer) is:

Mrs. Anne (Ollie) Woodcock

She can be contacted at:

01772 456557 or 07725 812093

Safeguarding is everyone's business

If you have any concerns about a child/young person/adult's welfare please contact the Safeguarding Officer or the Vicar (Rev. Paul Robinson)

Sharon Hassall is the Diocesan Safeguarding Advisor.

01254 503070

In an emergency contact the Police or the Local Social Care Office

Childline: 0800 1111

St Ambrose Church Leyland

Risk Assessment Form January 2023

Areas assessed:

Church, Halls and grounds

Risk details:

Likelihood: 1 = Low (seldom) 2 = Medium (frequently) 3 = High (certain or near certain)

Severity: 1 = Low (minor cuts and bruises) 2 = Medium (serious injury or incapacitated for 3 + days) 3 + High (fatality or a number of persons seriously injured)

Risk Rating: 1 - 2 = low priority 3 - 4 = medium priority 5 – 9 = high priority

Area assessed	Hazards/risks/persons affected	Existing controls	Likelihood L	Severity S	Risk rating L x S
Church: Porch and aisles	Trips and falls due to slippery floor, carpet edging etc.	Maintenance, repair, checking floors before services etc.	1	1	1
Doors	Trapped fingers etc	Main door held back by retainer when in use, avoid through draughts which may cause doors to bang closed.	1	1	1
Bell tower /Ringing chamber	Trip/fall on steps	No unauthorised admittance. Personal lighting is provided.	1	2	3
Evington and St. Christopher Chapels	Candles (wax and flame) when being lit. Handling of incense burner.	Tapers and lighters provided. Care taken when lighting candles. Candles extinguished. Server trained in lighting & moving the burner.	1 1	1 1	1 1
Chancel	Trips/falls on steps at front and side.	Support for elderly and infirm as necessary. Infirm advised to remain seated when receiving the communion to avoid falls. White tape on chancel step edges to identify edges.	1	2	2

	Advent ring being knocked over/candle catching fire to robes etc.	Sidesmen/choir members etc to assist in direction and pointing out step to chapel at busy times (eg Harvest) Oil candles now used.	1	1	2
Organ	Electric faults causing fire or electrocution.	Regular maintenance by registered engineer. Fire extinguisher in chancel.	1	2	2
Vicar's vestry	Trapped fingers, cuts etc from use of files, safes and cupboards. Fire hazard created by paper storage etc.	Take care when using all cupboards, filing cabinets and safes. Do not stack books, folders too high. Do not carry unsafe loads from safe. Bend knees when lifting out from lower levels. Keep paper storage to a minimum. Use fire proof containers, safe etc for valuable records and papers. Extinguisher present.	1 1	1 2	1 2
Office	Trapped fingers from drawers and files, cuts from using scissors, paper trimmer, staplers etc. Electrical fire or electrocution when using the printers. Fire risk created by paper/card storage.	Take due care and attention when using equipment. Unplug machines when not in use. Only those who know how to operate the printers to use them. Keep paper storage to minimum. Fire extinguisher present.	1 1	1 2	1 2

Corridor	Trips and falls.	Take care when using steps. Regular maintenance or floor surfaces, especially when wet. Flower arrangers to check on water spills etc. Floor damage 2021.	1	1	1
Church throughout	Fire hazards: wooded furniture, hymn books, paper stores and linens of all types. Electrical faults-lights, switches, PA system, music systems, candles.	Regular checks of electrical equipment. PAT testing. Due care and attention. Ensure no stock-piling of papers etc. No smoking throughout. Fire alarms and extinguishers. Linens stored securely in purpose-built chests.	1	3	3
Flower arrangers	Trips and falls whilst arranging flowers. Cuts from pruners, stems etc. Arrangements collapsing.	All arrangers to take due care and attention. No climbing on chairs to reach heights. No working alone. Step ladder provided. Firm bases for arrangements. First aid kit. No working alone in church.	1	1	1
Churchwardens, cleaning team etc.	Trips and falls, cuts and bruises.	No climbing on chairs etc to reach higher. Use stepladders provided***. Avoid working alone. (If alone ie. Cleaner, have mobile phone with you*****)** First aid kit on site.	1	1	1
Boiler room	Electric and other fires. Faulty boiler causing burns etc.	Only authorised persons to access. No working alone. Appropriate precautions prior to servicing etc.	1	2-4	2-4

		Engineers to be suitably insured by their company.			
Choir vestry and toilets	Trips and falls, slippery floors, unsafe doors and hinges.	Routine maintenance and cleaning. No high stacks of chairs. Faults reported and signed until repaired. First aid kit accessible.	1	1	1
Stage	Trips and falls in semi-darkness, falling tools, scenery, lighting etc. Injury when moving scenery.	Secure all scenery and props. Tape any trailing wires. Use appropriate lighting when working/moving. Move scenery with care, lifting to support back and knees etc.	1	2	2
Steps from stage to lower main hall	Falling down steps.	Steep steps have a hand rail but all need to take care when using. No playing on steps notice.	1	2	2
Main hall	Slips, trips and falls. Fire risks when hall is in use due to electric faults, overloads, accidents etc. Overheating of equipment and/or electrical equipment left on after use.	Clean any spillages asap. Stack chairs at side in low piles. (8) First aid box. Fire signage, numerous fire extinguishers in hall and on stage. Exits must remain clear at all times. Limits on seating must be adhered to at all times.	1 1	1 3-5	1 3-5
Kitchen	Scalds/burns from water boiler, kettles etc. Burns from cooker. Trips, slips. Cuts when preparing food.	Due care and attention when using boilers and kettles, cookers etc. First aid kit. Signage for use. Wipe any spillages asap.	1 1 1	3 2 1	3 2 1

	Food hygiene: risk of contamination resulting in food poisoning etc.	Due care and attention. ***All users preparing food at level 2 of designated kitchen usage must have a Level 2 Food hygiene certificate.***	1	2	2
Toilets	Trips and falls	Regular cleaning & maintenance	1	1	1
Entrance hall	Trips and falls Accident when using lift.	Ensure no hazards left out, regular maintenance etc. Follow instructions for use. Any person in wheel chair should be securely seated. Notice to warn children to stay away.	1 1	1 2	1 2
Store room	Trips and falls, lifting injuries, head injuries from falling items. Bruises and cuts.	Store items safely with due regard to height, accessibility etc. Leave nothing on floor which could be fallen over.	1	2-3	2-3
Small hall	Trips and falls.	(See main hall above)	1	1	1
Annexe	Trips and falls.	(see main hall above)	1	1	1
Car park	Trips and falls.	Step edges painted white. Automatic lighting. Street lighting. Periodic maintenance & monitoring of condition of tarmac etc. Parking spaces clearly marked. Parking at own risk. *CCTV installed covers car park and entrances to church and Halls installed 2022.*	1	2	2

Ollie Woodcock

30/10/2014 / 28.11.14

Final copy to file 28.11.14

(Standing Committee meeting 4.11.14/PCC meeting 27.11.14 approved)

Reviewed: for PCC meeting 24.11.16

Amended for PAT legislation: 28.1.17 following approval at PCC meeting 26.1.17

Reviewed: 7.12.18/11.1.19 for PCC meeting 31.1.19

Final copy to file: 3.2.19

Reviewed: 31.12.22 for PCC meeting 26.1.23

Final copy to file:

Appendix C: Fire Evacuation Drills

St. Ambrose Church Leyland

Health and Safety

FIRE EVACUATION DRILLS

Fire Evacuation Drills have been carried out as follows:

Date	Area tested	Circumstances	Result
Sunday 19th June 2016	Church	8.30 am service. Fire drill warning/explanation given during the service. Whistle blown as the service ended. 10.30 am service Fire drill warning/explanation given at start of service. Whistle blown at end of service.	31 people present: 30 adults + 1 toddler Out of building within 1 minute using 2 exits. Assembled on far side of carpark. Count correct. Evacuation successfully completed within 3 minutes. Number present in church 78 including 10 children. However, 1 left before the end of the service and 3 left prior to drill to go to the halls. 74 people out of building in under 2 minutes. Assembled and counted on far side of car park in 3 minutes.
Thursday 14th July 2016	Church	10.00 am service. Fire drill warning/explanation given at the start of the service. Whistle blown at the end	42 people present including a number of elderly and infirm, using sticks, partially sighted etc. 1 child included in the count. All out of the building in 1 m 20 secs. Assembled and counted on car park in 3 m 25 secs.
Sunday 23rd July 2017	Church	10.30 am service. Fire drill warning/explanation given at the start of the service. Whistle blown at the end	58 present + 8 children and 4 adults from Sunday School. (72 total) 2 left to do teas in hall. All out of church in 1 m 25 secs using both exits, and counted within 2 m 30 secs.

Sunday 6th August 2017	Church	8.30 am service. Fire drill warning /explanation given during service. Whistle blown at end of service.	25 present + 1 child (pram). All out of church in 1 minute 30 seconds through main door exit. Counted within 2 m 30 seconds.
Thursday 10th August 2017	Church	10.00 am service. Fire drill warning/explanation given at start of service. Whistle blown at the end of the service.	40 adults + 1 child present. Significant number elderly and disabled. 2 persons using walking frames and many using sticks. All out of church in 3 minutes. Counted within 4 minutes.
Sunday 18th August 2019	Church	10.30 am service Notice of drill given at the beginning of the service.	45 + 1 baby were evacuated in just under 3 minutes. These included 2 persons on double crutches and 3 others using walking sticks. The claxton was used, together with shouts of 'fire'. The loud hailer/siren purchased following last year's drills is kept at the back of church. The batteries were flat as it had been left on 'siren'. The claxton worked well. It is kept in the Evington Chapel, near the AVA cupboard.
Thursday 29th August 2019	Church	10 am service. Notice of drill given at the beginning of the service.	39. This included one wheelchair, 3 using sticks and the majority being 60+. The claxton was used together with shouts of 'fire'. 38 people were evacuated to the muster point on the car park within 3 minutes. 1 person went to the toilet as the claxton sounded. 2 people saw her go. In the case of a real fire emergency, the fire brigade would have been informed on one missing person and whereabouts stated.

Sunday 8th September 2019	Church	8.30 am service. Notice of drill given at the beginning of the service.	25 + 1 child. This included 2 people with walking aids. The siren on the loud hailer was used. 26 people evacuated to the muster point and counted within 3 minutes.
Sunday 10th July 2022	Church	10.30 am service. Notice of drill given at the beginning of the service.	55 + 5 children. This included at least 4 people with walking aids or requiring support. The claxton was used. All evacuated to the muster point and counted within 3 minutes. (11.32-11.35am)
Thursday 14th July 2022	Church	10 am service. Notice of drill given at the beginning of the service.	22, many over 70. Evacuated to the muster point and counted in 4 minutes.
Sunday 19th July 2022	Church	8.30 am service. Notice was given at the beginning of the service.	19 evacuated to the muster point and counted in under 3 minutes.

Supervised, timed etc by Ollie Woodcock (Health and Safety) senior clergy present: DC, GA. (Sept 2021 Rev Paul Robinson PR)

The drills met evacuation procedures and timings. To be repeated annually. Logged within Health and Safety Policy and Procedures.

Mr. Tony Garretty conducted a fire evacuation drill with the Players in December 2018.

Please note: No fire evacuation drills were conducted during 2020 or 2021 due to enforced closures and restricted use brought about by the Covid-19 pandemic.