

Skipton Baptist Church

Health and Safety Policy

Skipton Baptist Church

Otley Street

Skipton

North Yorkshire

BD232 1ET

Date: March 2023

Review Date: March 2025

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in three sections:

Section A - General statement of policy

Section B - Organisation and responsibilities

Section C - Arrangements

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

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, churchyard and any associated buildings.

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 buildings or activities. To ensure this, the policy and the way in which 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 Trustees, 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.

Signed:

Phil Burns, Lead Minister

Date: March 2023

Review Date: March 2025

This policy should be reviewed at regular intervals. The interval will depend on the level of your activities and the extent of change. Where there is a high level of activity the policy may need to be reviewed annually. As a minimum it should be reviewed every five years.

B. Organisation and responsibilities

1. Responsibility of Lead Minister

Overall responsibility for health and safety is that of the Lead Minister, the Revd Phil Burns, together with the Trustees, who will ensure that arrangements are in place to satisfy health and safety regulations 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 Trustees

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

The Trustees have general responsibility to ensure that the health and safety policy is implemented.

3. Responsibility of the Health and Safety Officer(s)

The following people carry the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Bernard Harris and Martyn Leigh and Sarah Dunn

The responsibility of the health and safety officer(s) shall be to:

- 3.1 be familiar with health and safety regulations as far as they concern church premises
- 3.2 be familiar with the health and safety policy and arrangements and ensure they are observed
- 3.3 ensure so far as is reasonably practicable, that safe systems of work are in place
- 3.4 ensure the church and all other parts of the building(s) are clean and tidy
- 3.5 ensure the church grounds are properly maintained
- 3.6 ensure that safety equipment and clothing is provided and used by all personnel where this is required
- 3.7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 3.8 ensure that adequate access and egress is maintained
- 3.9 ensure adequate fire fighting equipment is available and maintained
- 3.10 ensure that food hygiene regulations and procedures are observed.

4. 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 to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- 4.1 comply with safety rules, operating instructions and working procedures
- 4.2 use protective clothing and equipment when it is required
- 4.3 report any fault or defect in equipment immediately to the appropriate person
- 4.4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- 4.5 not misuse anything provided in the interests of health and safety.

5. Responsible persons

The following are responsible for safety in particular areas:

These lists are not exhaustive.

5.1 By Activity

Accident book/Accident reporting (1)	Sarah Dunn, Chloe Heskin
Fire extinguishers and equipment (2.1&3)	Bernard Harris (external: fire alarm and extinguisher contractors)
Emergency Evacuation (2.4)	Trustees, Ministers and Activity Leaders
Portable electrical appliances (3.1)	David Green
Fixed electrical system (3.4)	Martyn Leigh
Gas equipment (4)	Martyn Leigh (external: KR Martin)
Hazardous substances (5)	Martyn Leigh
Plant and machinery (6)	Martyn Leigh
Condition of floors and stairs (7.1)	Martyn Leigh
Condition of church grounds (7.2)	Martyn Leigh
Light bulb changing (8)	Martyn Leigh
Working at high levels (9)	Martyn Leigh
Food preparation (10)	Marielyn Geddes and Steve Hudson
Manual handling (11)	Individuals perform own risk assessment
Display screen equipment (12)	Bernard Harris and Sarah Dunn
Building defects/glazing (13)	Martyn Leigh
Safeguarding (14)	Chloe Heskin and team
Personal safety (15)	All individuals
External events and outings (16.1)	Event organiser
Contractors (17)	Martyn Leigh
Band/music	Worship Leaders
Health and safety training	Bernard Harris and Sarah Dunn

5.2 By area

Main body of church	Room User and Duty Steward (Sunday morning)
Sound and vision area	Sound and vision technician(s)
Crèche rooms	Crèche and Little Sparks leaders
Baptistry	Minister performing baptism

Ministers' and staff offices	Ministers and Staff
Boiler room	Martyn Leigh
Kitchens	Marielyn Geddes and all users
Pathways and outside areas	Martyn Leigh
Church hall	All users
Memorial hall (youth wing)	All users
Food bank	Emma Jennings
The House	All Session leaders

Except where otherwise stated, this policy document applies to

- All activities in the church (including family centre and youth wing)
- All activities in “The House”
- All groups run by the Church operating away from the premises, unless that group has its own equivalent policy document
- Any external groups or organisations using or renting Church-owned premises, unless they have their own equivalent policy documents.

C. Arrangements

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

First aid boxes are located on the kitchen window sill and in the memorial hall (youth wing) and in the House (kitchenette area). There is also a mobile first aid kit for use away from the building.

Trained/qualified first aiders are Helen Burns and Chloe Heskin

The accident book(s) is/are located alongside each First Aid kit.

All accidents and incidents are entered in the accident book or on an Accident report form and our insurers advised.

If the church or any part of the building(s) are let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book
Accident books and accident records are regularly reviewed.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These accidents will be reported by the responsible person.

Tel 0845 3009923 / www.hse.gov.uk/contact/faqs.riddor.htm

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 or unable to perform their normal duties for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

For most types of incident the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1 of the Regulations). A report must be received within 10 days of the incident.

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately.
- accidents involving the injured person losing **more than seven consecutive days** work (excluding the day of the accident but including and days which would not have been working days) but which do not fall into the above category, must be reported within **fifteen days**

- accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- reportable diseases, as defined by the regulations, must be reported to the enforcing authority. 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 musculoskeletal disorders.

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 specified injuries only. Call the Incident Contact Centre on 0345 3009923 (opening hours Monday to Friday 8.30 am to 5 pm).

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. 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 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
- a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- to provide reasonable fire fighting equipment
- a check that those in the building know what to do if there is a fire
- a regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire extinguishers

Fire extinguishers will be provided, of the numbers, locations, type and capacity recommended by the professional company that supplies and maintains them.

The extinguishers are checked every quarter 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 the company that maintains them, and any replacements will be made at that time.

2.2 Fire alarm system

Note: if you have a fire alarm system, note below details of the procedures for checking and maintaining the system and who has responsibility to ensure this is done

There is a fire alarm system covering the main church site, and a separate one covering “The House”. Each alarm system is effective throughout the building, and there are detectors in all rooms and also in any voids. Trigger points are located in the Kitchen and the boiler room, and by all the main exits. The system will be tested at least fortnightly by Bernard Harris or Martyn Leigh, and a written record kept of these tests. It will also be inspected quarterly by the professional company that installed it.

2.3 Other fire protection equipment

Note: if you have other fire equipment eg fire blankets, hose reels, dry risers etc., note below the procedures for checking and maintaining them and who has responsibility to ensure this is done

There is a Fire blanket in the kitchen and memorial hall, and in “The house” kitchenette; all are inspected quarterly by the responsible person and replaced after any use.

2.4 Evacuation procedure

For large services and concerts, where the congregation/audience exceeds 150 our procedures for stewarding/evacuation are as follows:

- 1** All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
- 2** A check must be made that all doors can be opened, and that there are no obstructions to safe exit.
- 3** A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church

<u>Area of church</u>	<u>Exit door(s)</u>
Church	Rear church door
Family Centre	Main door
Youth wing	Exit leading via a ramp to Rectory Lane
Little Sparks	via church
Crèche	via family centre

See the written evacuation procedure, pinned to the main notice boards.

- 4** Responsibility for using fire extinguishers will be allotted to named and trained stewards
- 5** If emergency lighting is not available, torches must be available for each steward
- 6** In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building, or the sounding of the fire alarm, will be made by the Minister or event leader
- 7** Persons will assemble in the Bunkers Hill car park

8 The emergency services will be contacted immediately by a nominated person using any available mobile phone

2.5 Evacuation drills

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 If you discover a fire (no matter how small)

- 1 Immediately raise the alarm, verbally and by activating the fire alarm
- 2 Telephone the emergency services
- 3 Check the building for occupants
- 4 Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
- 5 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”
- 6 Evacuate to the designated assembly point
- 7 Ensure clear access for the emergency vehicles

3. Electrical safety

- 1 A list of all our portable electrical appliances is maintained by the responsible person
- 2 Every year plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to Martyn Leigh for action
- 3 Every 2 years all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of
- 4 Every year a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to Martyn Leigh for action
- 5 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
- 6 If applicable, at intervals of between two and a half and four years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers (not currently applicable for Skipton Baptist church)
- 7 It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment will be maintained if applicable
- 8 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
- No electrical equipment (other than personal mobile phones or portable computers) is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
- Electrical equipment should be switched off and disconnected when not in use for long periods
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

4. Gas equipment safety

1 Our gas boilers 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

2 Our arrangements for the use of appliances using LPG (liquid petroleum gas) are as follows: Not applicable, no such appliances at present

5. Hazardous substances

The responsible person will maintain a list of all hazardous substances used in the church buildings.

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident for example

Name of substance:	Liquid floor cleaner 'Flash'
Hazard level:	Low
Storage:	Must be kept in locked store room
Protective clothing:	Wear overalls and gloves
Accidents:	If splashed in eyes wash immediately with copious amounts of water

Details of all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident.

A hazardous substance record is available upon request.

Examples of other hazardous substances you might have are: petrol, pesticides, insecticides, and polishes. Some hazardous substances, such as asbestos, which may be found in boiler rooms or pigeon droppings in belfries, require specialist treatment and must only be touched

or removed by specialist contractors. (You must consult the local Environmental Health Officer in such circumstances.)

Do not mix chemicals.

Do not store chemicals in unmarked containers.

6. Safety of plant and machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- 1** Employees and voluntary workers must not operate plant and machinery that they are not trained and authorised to use
- 2** Employees and voluntary workers must not ride on any parts of machinery not intended for that use
- 3** Machinery must be switched off before any adjustments are made
- 4** After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- 5** Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects
- 6** The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- 7** Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery
- 8** Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties
- 9** Any defect and damage found to any item of plant or machinery must be reported to the responsible person
- 10** All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

(List all items of plant and machinery and the rules and procedures for their use, including the appropriate personal protective equipment needed. In most cases when using machinery, boots, gloves, eye protection and overalls should be worn. In certain situations, such as when working in the bell tower, head protection and ear protection may be necessary. Other items of plant and machinery could include the following: ladders, lawnmowers, trimmers, chainsaws.)

- 11** Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on

Risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- **Risk of violence** - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public.
- **Plant and equipment** - The plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- **Work at height** – working at height will not be undertaken when working alone.
- **Working under floors** - work under the floors or in confined spaces will not be undertaken when working alone.
- **Chemicals** - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- **Access and egress** - Some lone working may require access to locations which are difficult to access or exit. Where this is the case, an assessment will consider whether this type of task is suitable to be carried out by only one person.

12 The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

Item	Inspection arrangements
Heating system	Annually by KR Martin

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 responsible person of

- 1 all floors and stairs in the church and other parts of the building(s)
- 2 all paths and steps in the church grounds. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to Martyn Leigh or Jo Nixon who will arrange for repairs or remedial measures to be carried out.

8. Lighting

In order to ensure that the church is adequately lit, an inspection will be made every quarter by the responsible person to ensure that all lights in the church, other parts of the building(s) and church grounds are working. Any bulbs that require replacing will be reported to Martyn Leigh who will ensure that the bulbs are replaced following appropriate safety procedures.

9. Working at high levels

(1) The following areas are designated as high levels:

Highest storage units in the kitchen
 Loft above the upstairs office
 Any roof
 Family centre (above crèche room) storage area
 Void above the main worship area
 Lighting

The area around the baptistery, once the covers are removed

(2) Only those with explicit permission from the responsible person may work at high level:

(3) The following procedures must be followed:

Safe use of ladders

Do not work alone

Secure all objects

Risk assessments will cover all work currently undertaken whilst working at heights. Any job involving working at heights will have the following factors will be considered:

- Justification for working at height
- Planning and organisation of the work
- Selection, use and inspection of work equipment
- Competence of personnel
- Description and duration of work
- Access and egress
- Weather conditions
- Where appropriate fall protection
- Securing the work area
- Working on roofs

(4) Contractors: Prior to work commencing the contractor will be made aware of this policy for working at heights. The contractor will also be expected to provide a method statement that lists the control measures for working at height

(5) Only the following work is authorised without special agreement:

Replacing light bulbs

The appropriate training will be given and a system of recording will detail who is working where at any time.

10. Preparation of food

1 We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs

2 We ensure that all food handlers have received adequate supervision, instruction and training

3 We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures

4 Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected

5 Foodstuffs may only be prepared in the following areas:

Main kitchen and memorial hall (youth wing) kitchen

6 Only persons who have received the appropriate training may supervise the preparation and serving of foodstuffs.

7 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

According to the Manual Handling Operations Regulations 1992, **manual handling** means “any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force,” and extends to the force required to move or restrain any animate or inanimate object. It also includes “any twisting, bending, stretching or other awkward posture you may get in whilst doing a task”.

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person’s ability to hold/grasp the particular item in a safe and balanced manner.

Manual handling tasks in church generally includes moving furniture, stretching to reach shelves/storage, changing wall displays, moving heavy tables, screens or PA equipment, navigating workstation layouts.

According to the relevant regulations, the process for risk management is to avoid, assess and reduce any hazards. These will be explained in further detail below.

- (1) **Avoidance:** per legislation, Skipton Baptist Church will eliminate, as far as reasonably practicable, the need for relevant persons to carry out any manual handling tasks that involve a risk of injury. Where handling cannot be avoided, risk can be reduced by making use of lifting aids, including trolleys, lifts and hoists as far as possible
- (2) **Assessment:** where manual handling tasks are necessary and cannot be avoided, an assessment must take place.
- (3) **Identification** of hazardous manual handling tasks should take account of:
 - The nature of the load-weight, size, shape, ability to be firmly gripped, balance, animate/inanimate etc.
 - The actions/postural requirements involved in the task-reaching, leaning, lifting etc.
 - The time, distance, duration and frequency of the manual handling
- (4) The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
- (5) Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. Display screen equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- stability and legibility of the screen
- contrast and brightness of the screen, and the luminosity or otherwise of the background
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the work station environment
- the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

13. Hazardous buildings/glazing

- 1** 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 inspected every quarter by the responsible person
- 2** Any defects noted are immediately reported to Martyn Leigh and the procedures put in hand for repairs
- 3** Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
- 4** A check is made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected
- 5** A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage

14. Safeguarding

See separate policy document.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

15. Personal safety

Concerns of any employee or voluntary worker should be brought to the attention of Jo Nixon.

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes, visiting people in their homes and handling cash and other valuables.

Procedures must be drawn up, including the appropriate control measures. A guidance note concerning personal safety is available from Ecclesiastical Insurance Co.

16. Risk assessments/activities

Risk assessments, covering all areas of the church premises and all activities that carry a significant risk, will be made and revised at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

For all hazardous activities, risk assessments will be carried out and procedures introduced that must be followed.

17. 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:

- 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.

CDM Regulations

The Construction (Design & Management) Regulations apply to all construction work in Great Britain. You should be aware of your responsibilities under these regulations. As a 'client' - an individual or organisation for whom construction work is being carried out, you have a number of specific duties under the CDM Regulations, which the guidance on the legal requirements summarises as:

- Make suitable arrangements for managing a project. This includes making sure:
 - other dutyholders are appointed;
 - sufficient time and resources are allocated;
- Making sure
 - relevant information is prepared and provided to other dutyholders;
 - the principal designer and principal contractor carry out their duties;
 - welfare facilities are provided.
- A project is notifiable to the HSE if the construction phase will be longer than 30 days and have more than 20 workers on site simultaneously at any point in the project, or 500 person days of construction work.
- Clients must appoint principal designers and principal contractors as soon as practicable and before the start of the construction phase, so they have enough time to carry out their duties to plan and manage the pre-construction and construction phases respectively.

18. Information and enforcement

Environmental Health Service Information:

Craven District Council

1 Belle Vue Square
Broughton Road
Skipton
BD23 1FJ
01756 700600
contactus@cravenc.gov.uk
<https://www.cravenc.gov.uk/environmental-health/>

Employment Medical Advisory Service Information:
www.hse.gov.uk

Health and Safety Executive Information Line: 0300 003 1747
HSE Books: 01787 881165

19. Health and Safety Law poster

A copy of the HSE poster 'Health and Safety Law - what you should know' is displayed in:
Main kitchen and food bank