

Health, Safety & Wellbeing Policy

St Andrew's Church

Hatters Lane, High Wycombe, Bucks, HP13 7NJ

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Document Control — Version History

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1.1 (21/01/2019)	Restructured; sections after the signature moved to relevant documents; sections numbered; sections 2 & 3 inserted.	L. Cook	PCC	Rev. S. Dust	20/01/2020
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4.0 (16/01/2025)	Combined DSE, Fire Safety, Don't Walk By, Smokefree and COSHH policies; added the Arrangements section.	L. de Wouters	PCC	Rev. S. Dust	Jan 2026
5.0 (Jan 2026)	Removed building-project references; Churchwarden updated to Sharon James and H&S Officer to Willem Du Plessis; fire-alarm section updated to the new wireless system installed in the 2025 build; leftover review comments removed; contents list corrected; reformatted to St Andrew's house style.	W. Du Plessis	PCC	Rev. S. Dust	Jan 2027
5.1 (Jun 2026)	Fire alarm section finalised: system confirmed as sound-only (not monitored to an alarm-receiving centre); weekly test by Maintenance Manager on rotating call points confirmed; no live maintenance contract — action flagged. Red placeholder flags removed.	W. Du Plessis	PCC	Rev. S. Dust	Jan 2027

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Authorisation

1. General Statement of Policy

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.

To all employees, volunteers and contractors (including sub-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.

This policy applies to all activities run by St Andrew's Church, whether on our own premises or elsewhere. External organisations are expected to operate to their own health and safety policy and procedures, providing these are of a standard at least equal to this 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 volunteers, 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 (including sub-contractors), visitors and others who may be affected by church activities, whether in the church, its grounds or any associated buildings.

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 (PCC) and, where appropriate, its sub-committees. Employees and voluntary workers will be consulted on a regular basis to seek their views on health and safety matters.

2. Roles and Responsibilities

Vicar in Charge

Overall responsibility for health and safety is that of the Vicar, the Revd Simon Dust, 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 documents amended accordingly.

Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary rests with the Churchwardens:

- Luke Scott
- Sharon James

Parochial Church Council (PCC)

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

Health and Safety Officer

Willem Du Plessis carries out the responsibility for the day-to-day implementation of the arrangements outlined in this policy. The responsibility of the Health and Safety Officer is to:

- Be familiar with health and safety regulations as far as they concern church premises.
- Be familiar with the health and safety policy and arrangements and ensure they are observed.
- Ensure, so far as is reasonably practicable, that safe systems of work are in place.
- Ensure the church and halls, where applicable, are clean and tidy.

- Ensure the church grounds are properly maintained, including the safety of pathways, ramps, gardens and trees, and that grass is kept cut.
- Ensure that safety equipment and clothing is provided and used by all personnel where required.
- Ensure that all plant, equipment and tools are properly maintained and in good condition, and that all operators have received the appropriate training.
- Ensure that adequate access is maintained.
- Ensure adequate firefighting equipment is available and maintained.
- Ensure that food hygiene regulations and procedures are observed.

Employees and Voluntary Workers

All employees and volunteers 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, contractors (including sub-contractors) and volunteers must therefore:

- Comply with safety rules, operating instructions and working procedures.
- Use protective clothing and equipment when it is required.
- Report any fault or defect in equipment immediately to the appropriate person.
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- Not misuse equipment, facilities, signage, systems or resources provided in the interests of health and safety.

Responsible Persons

Responsible persons are responsible for ensuring compliance with this document in their allocated areas.

3. Monitoring and Compliance

This Health, Safety & Wellbeing Policy shall be communicated to all church employees, contractors, sub-contractors and, when relevant, volunteers by the responsible persons.

This policy will be kept up to date, particularly in the light of any legislative changes, changes to our buildings or activities, or any change in conditions that would require review. It will be reviewed regularly to evaluate its operation, and appropriate changes will be made as needed.

The Operations Manager and Vicar will review compliance with this policy on an annual basis. Any changes needed to ensure its effectiveness will be carried out as soon as is reasonably practicable. This policy can be reviewed at any time under the discretion of either the Operations Manager or the Vicar.

4. Related Documents

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Dangerous Substances and Explosive Atmospheres Regulations 2002
- Section 156 of the Building Safety Act 2022
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- COSHH Register
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- Health Act 2006

5. Arrangements

This section sets out our arrangements to minimise, so far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors. It covers: accidents and first aid; fire safety; electrical safety; gas equipment safety; COSHH; safety of plant and machinery; slips, trips and falls; lighting; working at high levels; preparation of food; manual handling; display screen equipment; smokefree; hazardous building/glazing; volunteer and visitor safety; personal safety; contractors; 'Don't Walk By'; risk assessments; and training and communication.

Accidents and First Aid

Several members of staff have received training in First Aid. Information on who is first-aid trained is available by the temporary entrance (side fire door) to church. First Aid boxes are located in the:

- Church office
- The worship area
- Hickman Hall servery
- St Andrew's Kitchen

A **DEFIBRILLATOR** is located on the external corner wall to the left of the entrance to the offices (as viewed from Hatters Lane), to the right of the temporary entrance / side fire door.

An accident book is located in the church office and in St Andrew's House kitchen. All accidents and incidents must be entered in the accident book and left in the church office to be filed securely. We will report to the enforcing authority and keep records of certain accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. To achieve this we undertake the following:

- An assessment of the fire risks in the church.
- 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.
- 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 serviceable, with an annual maintenance contract in place with a reputable company.

St Andrew's will ensure, so far as is reasonably practicable, the health, safety and welfare with regard to fire of all its employees, contractors, sub-contractors, volunteers and any other persons in its buildings. St Andrew's also acknowledges its responsibility to protect its buildings and assets from the threat of arson, the accidental outbreak of fire and the risk of serious disruption. St Andrew's is aware of and accepts its responsibilities under Section 156 of the Building Safety Act 2022, and is not a "higher-risk" building as defined in Section 65 of the Act.

Fire Safety Officer

The Fire Safety Officers (Rob Rayner and Willem Du Plessis) are responsible for:

- Maintaining the physical Fire Safety File found in the Church Office filing cabinet and all that it entails.
- Ensuring that fire risk assessments on St Andrew's buildings are conducted and reviewed periodically.
- Providing or ensuring the provision of advice and training in relation to the Fire Safety Policy.

- Monitoring and auditing the requirements of the Fire Safety Policy, investigating fire incidents, producing reports and taking necessary actions (which may require external professional assistance).

Fire Risk Assessments

St Andrew's has a legal requirement under the Regulatory Reform (Fire Safety) Order 2005 to assess its workplaces to ensure persons are not at risk of injury from fire and smoke. Fire Risk Assessments will be carried out for each building and reviewed periodically. This process prioritises any management or building improvements necessary to comply with legislation and best practice and to maintain the fire strategy for each building. If the fire safety of a building is compromised, even for a short period, the Fire Safety Officer will ensure a Temporary Fire Risk Assessment is completed so that adequate protective measures are in place in the interim.

Fire Equipment

St Andrew's has fire safety systems and fire protection measures installed throughout its buildings to protect all persons, buildings and their contents. All fire safety equipment must be kept free from obstruction so it is readily available in an emergency. Portable fire extinguishers must not be removed or repositioned without consultation with the Fire Safety Officer. Any damage to fire safety equipment must be reported immediately to the Fire Safety Officer.

Fire Extinguishers

Fire extinguishers are kept in the following locations:

Location	Type & Capacity
Front Entrance	Water 9 litre
Lounge	Water 9 litre
Kitchen	CO ₂ 2 kg
AV Room	CO ₂ 2 kg
Upper Room Landing	Water 9 litre
Worship Area Rear Fire Exit	Water 9 litre
Worship Area Front Fire Exit	CO ₂ 2 kg
Boiler Room	CO ₂ 2 kg
Hickman Hall entrance	Water 9 litre
Hickman Hall	Water 9 litre; CO ₂ 2 kg
Hickman Hall middle landing	Water 9 litre
Office entrance	CO ₂ 2 kg
St Andrew's House Hall	Water 9 litre; CO ₂ 2 kg
St Andrew's House Kitchen	CO ₂ 2 kg
St Andrew's House Lounge	Water 9 litre
St Andrew's House Meeting Room	CO ₂ 2 kg
St Andrew's House Vicar's Office	CO ₂ 2 kg

The extinguishers above are checked every month by the responsible person to ensure they are still in place and have not been discharged, and annually by a professional contractor to ensure all are in date and operational.

Fire Alarm System

A wireless (radio) addressable fire alarm system was installed across the refurbished areas during the 2025 building project by C T Walters Electrical Ltd, using Channel Safety Systems equipment. The main control panel is located adjacent to the main entrance and is designed to be expandable.

Detection and warning are provided by manual call points, optical smoke detectors, heat detector-sounders, a beam detector and radio sounders/beacons, with battery back-up in the event of mains failure. The system is sound-only and is not monitored by an alarm-receiving centre or connected to the Fire Brigade. On discovering a fire, staff and volunteers must dial 999 immediately.

Alarms can be manually activated at any call point. To silence or reset the system, use the keypad located at the main entrance and enter the authorised passcode. The passcode is held securely by staff and must not be shared with hirers or members of the public.

A weekly test of the fire alarm is carried out by the Maintenance Manager, using a different call point each week on a rotation basis, so that all call points are tested over time. The test day, time and call point used are recorded in the Fire Safety File.

Action required: St Andrew's does not currently hold a live specialist maintenance contract for the fire alarm system. Under the Regulatory Reform (Fire Safety) Order 2005, a life-safety alarm system should be serviced by a competent person at least annually, with records kept in the Fire Safety File. The Fire Safety Officer should arrange a maintenance contract as a priority. Commissioning certificates and cause-and-effect details from the 2025 installation are held in the Nexus Building Project file.

Emergency Lighting

Emergency lighting is installed throughout the church to ensure safe evacuation in the event of a power failure. It is regularly inspected and tested to ensure it remains fully functional, and any faults are reported and addressed promptly to maintain compliance with fire safety regulations.

Fire Doors

Fire doors must be kept closed at all times to maintain compartmentation of the building and to prevent the spread of fire, smoke and toxic fumes.

Other Fire Protection Equipment

Fire blankets are located in the main kitchen, the Hickman Hall servery and the St Andrew's House kitchen, and are checked monthly by the responsible person. Smoke detectors not connected to the alarm system are located in St Andrew's House Hall, at the top of the St Andrew's House stairs, in the Church Office and in the Boiler Room, and are checked monthly by the responsible person.

Means of Escape

Corridors, stairways and landings are escape routes and must be kept clear at all times of anything likely to cause a fire or accident or to impede evacuation. Final exit doors must be kept clear at all times, and cars must not be parked so as to block a final exit door. Any issues with means of escape must be reported immediately to the Fire Safety Officer.

Evacuation Drills and Plans

Fire evacuation drills will be carried out for relevant groups using the building. All employees and voluntary workers should ensure they are familiar with escape routes and keep them clear and unobstructed. St Andrew's Playgroup drills must be carried out once every half term (as required by OFSTED). As a church we do not formally run evacuation drills with the congregation; however, we maintain the following measures:

- Training for staff and volunteers, covering evacuation procedures, assisting individuals with mobility needs, and directing people to exits.
- Trained fire wardens among our staff to manage evacuations effectively.
- Comprehensive evacuation plans, including clearly marked fire exits and procedures tailored to the building layout.
- Regular fire risk assessment reviews to identify and mitigate potential hazards.
- Clear signage and communication, making evacuation routes easy to follow for all visitors.
- An ongoing commitment to keeping our fire safety measures updated and effective.

Evacuation Procedures — Disabled Persons

If you have a disabled person in your care and it is not possible for them to leave the building safely via the stairs or exits, determine the source of the emergency and either move together to a safe part of the building on the same floor or, if appropriate, remain where you are, having told the nominated person your location. The emergency services will remove disabled persons from the building in an appropriate and safe manner.

Fire Information

Fire Action Notices and evacuation instructions are posted throughout St Andrew's, normally adjacent to fire alarm call points or portable fire equipment. If there is a requirement for these to be in additional languages, this should be brought to the attention of the Fire Safety Officer. General Emergency Instructions for staff are posted throughout St Andrew's and cover fire safety and first aid procedures.

If You Discover a Fire (no matter how small)

- Immediately raise the alarm.
- Telephone the emergency services (999).
- Check the building for occupants.
- If trained to do so and it is safe, tackle the fire using the appliances provided, but without taking any personal risk.
- Evacuate to the assembly point on the area of grass below the church car park, unless directed by a nominated person to congregate in the Highcrest Academy drive.
- Ensure clear access for emergency vehicles.

Testing and Maintenance

Fire safety equipment (detection, alarm systems, emergency lighting, fire extinguishers and signage) and fire protection measures (fire doors, means of escape and final exit doors) are subject to testing, inspection and maintenance to ensure they are in good working order, with all documentation kept in compliance with St Andrew's Fire Safety Maintenance schedule located in the Fire Safety File.

Fire Safety File

The Fire Safety File assists St Andrew's in complying with the RRFSO 2005 and is the buildings' record of maintenance and tests carried out on the fire protection systems. The following records are kept, either physically or digitally on St Andrew's SharePoint site: fire drills; training records; fire incidents; fire equipment maintenance; fire risk assessments; and evacuation/emergency plans.

Electrical Safety

We will ensure that any electrical system, fixed machine and portable appliance is inspected, tested and maintained by a competent person to prevent danger. Any defective equipment will not be used until it is repaired or replaced.

- At regular intervals, plugs, cables and sockets are inspected for loose connections, worn flexes or trailing leads; repairs are carried out by the Maintenance Manager or a competent electrician.
- Every five years the fixed electrical systems of the church and St Andrew's House are inspected and tested by a competent NICEIC, ECA or other approved contractor.
- At intervals of not more than four years, the lightning conductor system is examined and tested by a competent contractor.
- All employees and voluntary workers must visually check electrical equipment before use, report faults immediately to the Health and Safety Officer, and not attempt to use or repair faulty equipment.
- Equipment should be switched off and disconnected when not in use for long periods; flexible cables must be positioned and protected so they do not constitute a tripping hazard or become damaged.

Gas Equipment Safety

Gas boilers and any other gas equipment are maintained and checked annually by a competent Gas Safe registered installer. Any necessary work required for safety is implemented immediately.

Control of Substances Hazardous to Health (COSHH)

The Church uses chemicals and other hazardous substances during the course of its work. To protect employees and others who may be affected, the Church complies with the general requirements of COSHH. The responsible person maintains a list of all hazardous substances used across the premises. Where possible the use of hazardous substances has been eliminated; where not, they are locked away and used only by persons with the appropriate experience, with personal protective equipment used where appropriate.

Procedure

A copy of the Material Safety Data Sheet (MSDS) is held on St Andrew's SharePoint for every product on site identified as harmful, obtained from the supplier or manufacturer. The Operations Manager reviews the MSDS to ensure they remain current. All products falling within the COSHH regime are subject to assessment.

Storage and Use of Hazardous Materials

All hazardous materials are stored in secure areas with ventilation where required, as identified in the relevant risk assessment. Care is taken to ensure that, in the event of a spill, hazardous mixing does not occur (for example mixing bleach with an acid). Hazardous material stores include spill containment; where in a dedicated room, drainage is not installed, or any drains present are covered and sealed unless in use. Spill-containment materials (absorbent granules, socks, etc.) are stored with the hazardous materials. Do not mix chemicals, and do not store chemicals in unmarked containers.

Maintenance of Systems

The Church arranges periodic inspections and maintenance of all ventilation systems (where installed), recorded in the Health and Safety file in the Operations Manager's office or in the appropriate folder on SharePoint. COSHH assessments and the register are reviewed annually unless there is reason to believe they are no longer valid (for example following an accident or a change of process or material). The date of review is recorded on the assessments.

COSHH Register and Risk Assessment

Name	Hazard	Storage	Protection	Accident Procedure
Dishwasher Fluid & Rinse	LOW	Covered area behind dishwasher when connected; unused bottles locked in cupboard in Gents Toilet	Overalls, gloves and goggles	If splashed in eyes, wash immediately with copious water
General cleaning products	LOW	When not in use, locked in cleaning cupboards (cleaners' store off lower corridor)	Gloves / goggles as needed	If splashed in eyes, wash immediately with copious water
Petrol for lawn mower	LOW	Garden shed	—	—
Descaler for coffee machines	LOW	Maintenance Office, St Andrew's House	Goggles and gloves	If splashed in eyes, wash immediately with copious water
Weed killer	LOW	When not in use, locked in cleaning cupboards	Goggles and gloves; avoid skin contact	If splashed in eyes, wash immediately with copious water

Safety of Plant and Machinery

- Employees and voluntary workers must not operate plant or machinery they are not trained and authorised to use, and must not ride on any plant or machinery not intended for that use.
- Machinery must be switched off before any adjustments are made, and all guards replaced before it is used again.
- Before use, a check must be made to ensure plant is in safe working condition, correctly adjusted and free of loose nuts, bolts or other defects.
- The appropriate PPE must be worn when operating any plant or machinery (commonly boots, gloves, eye protection and overalls; in some situations head and ear protection).
- Persons under the age of 18 may not use hand tools and are not permitted to operate any power-driven plant or machinery.

- Ladders may only be used when they can be safely secured (which may require ladder ties or a two-person operation).
- Any defect or damage to plant or machinery must be reported to the Health and Safety Officer; plant and machinery are regularly maintained and a maintenance schedule kept.

Slips, Trips and Falls (condition of floors, steps and paths)

To reduce, so far as is reasonably practicable, the risk of slips, trips and falls, regular inspections are made of floors and stairs in all buildings and externally. Particular note is made of loose carpets, mats and floor coverings; loose or uneven tiles, stone paving and floorboards; trailing leads and other obstructions; worn, steep or uneven steps and stairs; and moss, algae and leaves on paths. Any defects are reported to the responsible person and repairs carried out by the Maintenance Manager.

Guidance on Preventing Slips, Trips and Falls

- **Keep walkways clear:** ensure walkways, entrances and exits are free from clutter, trailing cables or obstacles; report or remove items left in walkways immediately.
- **Address spills promptly:** clean up spills as soon as they occur and use wet-floor signs (stored in the cleaning cupboards) to warn others.
- **Check flooring:** be vigilant about uneven flooring, loose carpets or worn areas and report these promptly.
- **Wear sensible footwear:** choose shoes with good grip and low heels; avoid flip-flops or other unsafe footwear.
- **Mind the stairs:** hold handrails, avoid carrying items that block your view, and ensure stairs are well lit and clear.
- **Use caution outdoors:** in wet or icy weather take extra care on outdoor paths and steps and use gritted pathways. Salt is available in the boiler room downstairs — please ask a member of staff for access.
- **Carry items safely:** avoid overloading yourself and maintain a clear line of sight.
- **Report hazards:** notify the Health and Safety Officer or responsible person of any hazard that could lead to a trip, slip or fall.

Lighting

To ensure the church is adequately lit, regular inspections are carried out to confirm all lights in all St Andrew's buildings are working and are replaced as necessary. The necessary safety precautions are followed for replacing bulbs at high levels.

Working at High Levels

Only contractors or competent volunteers and staff with appropriate training and experience may work at high levels, subject to the necessary safety provisions and risk assessments being in place. A high level is any level where an injury could result from a fall.

Preparation of Food

All the appropriate regulations governing the preparation and storage of foodstuffs are followed, as set out in St Andrew's Food Hygiene Policy.

Manual Handling (lifting, carrying and moving loads)

Our policy is to eliminate the need for manual handling so far as is reasonably practicable. Where it is not possible to avoid moving loads, we carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists, as far as possible. The necessary training is given to all those required to undertake manual handling, and only those who have received the appropriate training are authorised to undertake such tasks.

Display Screen Equipment (DSE)

The Church accepts its responsibility for ensuring that risks to health arising from Display Screen Equipment use are assessed, eliminated or reduced in accordance with the Health & Safety (Display Screen Equipment) Regulations 1992 (as amended 2002). Overall responsibility for policy implementation rests with the Operations Manager; all employees are obliged to adhere to and support the policy.

Definitions and Assessments

In most instances the Operations Manager takes the role of DSE Assessor; where workstation design is complex or critical tasks are performed, external expertise is consulted. "DSE Users" are employees, sub-contractors and volunteers who habitually use DSE as a significant part of their normal work ("significant" being approximately 2 hours per day and/or 10 hours a week). Assessments are carried out as a self-assessment by the DSE User and passed to the DSE Assessor to ensure required actions are completed. Re-assessments are carried out (in full) when there are changes to a User's workstation, equipment, environment or tasks.

"Hot" Desks

For DSE Users who hot-desk, a DSE assessment is carried out at the predominantly used desk (or a desk of their choice where several are used equally). It is then the user's responsibility to set up each workstation in line with the guidance provided by the DSE Assessor or external consultant.

Eye and Eyesight Tests

DSE Users are entitled to a free eye and eyesight test (requested on their behalf by the local DSE Assessor on completion of a DSE assessment), normally at intervals of not less than 2 years or as recommended by their optician. The Church will contribute to the cost of DSE-related glasses up to £60 per member of staff (e.g. basic frames and lenses); users selecting more expensive options (varifocals, tints, anti-scratch lenses, etc., where not required for the role) pay the additional cost directly to the optician.

Smokefree

It is our policy that all our workplaces are smoke free and that all employees, sub-contractors and volunteers have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace, including vehicles used on Church business. We want to protect everyone from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Procedure and Electronic Cigarettes

Appropriate 'no-smoking' signs are clearly displayed. Line Managers monitor the time taken for smoking breaks and, if excessive, ask staff to reduce it or make up the time. The use of electronic cigarettes ("e-cigarettes") is also prohibited in the workplace: although they do not produce smoke they produce a vapour that could be an annoyance or health risk, can resemble real cigarettes (making a ban hard to police), and are subject to limited regulation with unknown long-term health risks.

Non-compliance and Support

Any employee or sub-contractor not complying with this policy could face disciplinary procedures; visitors not complying will be asked to leave. Those who do not comply with the smoke-free law may be liable to a fixed penalty fine and possible criminal prosecution, and the Church may be fined up to £2,500. Support to stop smoking is available via the Let's QUIT website (www.quit.org.uk) and the NHS (www.nhs.uk/live-well/quit-smoking/ or the NHS smoking helpline on 0300 123 1044).

Hazardous Building / Glazing

Our policy is to ensure our buildings are safe and without risks to the health, safety and welfare of all who work in or use them. The church and associated buildings are regularly inspected and any defects reported immediately to the Operations Manager so repairs can

be arranged. Where necessary, temporary measures are taken to ensure there is no risk of accident or injury until permanent repairs can be carried out. A check is made of all glazing to ensure that glass in windows below waist height, and in and beside doors below shoulder height, is of a safety material or is protected against breakage.

Volunteer and Visitor Safety

Volunteers receive safety guidance relevant to their roles, and visitors are informed of any potential hazards during their time in the church. Safeguarding measures are in place for children and vulnerable adults, and we ensure evacuation procedures account for all individuals, including those with mobility challenges.

Personal Safety

Risk assessments have been undertaken to assess the risks to persons working alone in the church, travelling as part of their work or volunteer duties, accepting persons into their homes, and handling cash and other valuables. All staff have a duty of care to conduct themselves in a manner that promotes their own safety and that of others. Lone working is covered in detail in the St Andrew's Lone Working Policy.

Contractors

Anyone entering church premises to carry out work, other than an employee or voluntary worker, is regarded as a contractor. All contractors, including the self-employed, must:

- Have their own health and safety policy (where required by law) and be able to provide a copy.
- Produce evidence of appropriate public and employer's liability insurance; a record of this is maintained by the office on SharePoint.
- Comply with all requirements of this policy and co-operate with church officials in providing a safe place and system of work.
- Where plant and machinery is brought onto premises, demonstrate where necessary that it has been inspected and tested for safe operation.
- Use sub-contractors only with the express permission of church officials (responsibility remaining with the contractor).

Don't Walk By

St Andrew's understands that prevention is better than cure and endeavours to achieve "zero harm" through a zero-tolerance approach to hazards. We promote a 'Don't Walk By' policy so that hazards are removed before they can cause injury or illness (physical, mental, emotional or spiritual).

Objectives

- To promote a safe environment for all, with an aim of achieving "zero harm".
- To create a culture where, if something needs addressing, it is done by the person discovering it — a culture where the individual takes responsibility for their own health and safety and that of others.
- To encourage the reporting (verbally or in writing) of hazards, near misses and incidents so they are not repeated.

Common examples of hazards to report include: blocked fire exits or escape routes; frayed or exposed electrical cords; wet or slippery floors; loose or uneven flooring, mats or tiles; poorly stored materials that could cause trips or falls; overloaded sockets or poorly maintained electrical equipment; obstructions in walkways; signs of structural damage such as cracked walls or ceilings; and unsafe storage of hazardous chemicals.

Definitions

Term	Definition
Dangerous occurrence	One of a number of specific, reportable adverse events, as defined in RIDDOR 1995.

Term	Definition
Hazard	A potential source of harm — the potential to cause ill health or injury; damage to property, plant, products or the environment; production losses or increased liabilities.
Accident	An incident which results in death, injury, loss or damage.
Harm	Injury to or death of persons, or damage.
Incident	An unplanned, unexpected event which has the potential to lead to an accident, although it may not do so.
Near miss	An incident which did not show a visible result but had the potential to do so.
Risk	The combination of the probability of harm occurring and the severity of that harm.

Risk Assessments

We carry out regular risk assessments to identify potential hazards and implement appropriate control measures. These cover all church activities, including services, events and building use, and are reviewed annually or whenever significant changes occur.

Training and Communication

All staff and volunteers receive appropriate health and safety training for their roles. Key information, such as evacuation procedures and policy updates, is communicated through team meetings, email updates and notices on church premises. A copy of the insurance certificate and the HSE "Health and Safety Law" poster is displayed at the entrance to the Church Office.

Authorisation

Authorised by (signature):	
Name:	Simon Dust
Position:	Vicar
Date:	January 2026