



Diocese of Ely

**The Parish of All Saints' Harston**  
**HEALTH AND SAFETY POLICY AND FIRE RISK ASSESSMENT**

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 Standing Committee of the Parochial Church Council, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed

Vicar Rev'd Susan Bowden Pickstock

Reviewed: 31 May 2021



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**All Saints' Church, Harston**

**Fire Risk Assessment / Health and Safety  
the details**

**Accident book/Accident reporting**

An Accident Book is in the drawer of the table, to the left just inside the Main Entrance door. Incidents should be recorded on the form, one page per incident. The Churchwardens will check on a monthly basis to see whether an entry has been made. The page will then be removed and kept with the Inventory/Log Book.

**First Aid**

A St John's Ambulance First-Aid Kit is available at the back of the Church (on a plastic clip above the fire extinguisher) during services and events, but is kept in the Vestry at other times. The kit, which is based on a low-risk work environment, complies with current legislation and contains:

- ☒ HSE 10 person statutory box
- ☒ First Aid in an Emergency booklet
- ☒ 2 x Pack assorted washproof plasters (10-pack)
- ☒ 2 x No.16 eye pad
- ☒ 4 x Disposable triangular bandages
- ☒ 1 x Pack safety pins (6-pack)
- ☒ 6 x HSE medium dressing
- ☒ 2 x HSE large dressing
- ☒ 10 x Cleansing wipes
- ☒ 1 x SJS nitrile powder-free gloves

**Emergency services**

In dialling the emergency services, please quote the Church postcode: CB22 7NP

**Emergency evacuation**

In the event of an emergency, two exits are available: the Main Entrance (the North door) and the door into the Annexe which opens to the outside on the South side of the Church. Both these exits will be kept unlocked during services and events

**Sidespersons**

Sidespersons should be alert for anyone who may be at risk from tripping or falling, e.g. the elderly or infirm who may need a helping hand going up and down the steps when taking Communion.



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**Routine checks**

One of the Churchwardens or, in the absence of one of the Churchwardens, a designated sidesperson or member of the PCC is to carry out a visual check of the premises before a service or event for any possible hazard not already covered by the Risk Assessment, e.g. any movement of furniture that has taken place.

**Portable electrical appliances**

Portable electrical appliances are tested annually by a qualified electrician and the date of testing specified on a sticker.

When using the urn, attention must be paid to

- (i) the stable positioning of the urn,
- (ii) the safe positioning of the cable leading to it.

**Fixed electrical system**

An inspection is carried out annually by a qualified electrician.

**Maintenance work requiring steps/scaffolding**

All work requiring steps or scaffolding, e.g. the replacement of light bulbs or the cleaning of windows, must be carried out with a second person present.

**Movement of furniture**

Care must be taken whenever objects or furniture are to be moved. Several people may be needed to move large, bulky or heavy items. To avoid back strain when lifting, the body should be kept upright and the knees bent.

**Gas equipment**

The gas heaters are serviced annually by a Gas Safe accredited engineer.

**Fire extinguishers**

There are two carbon dioxide fire extinguishers, which are checked annually; one is fixed on the right just inside the Main Entrance door, the other is by the Vestry door. They may be used to extinguish electrical and liquid fires.

**Inflammable and hazardous substances**

All such items must be kept securely locked away when not in use.

**Candles and matches**

All candles and matches must be locked in the Vestry between services.



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**Outside Contractors**

Outside Contractors using the building (including those servicing the organ), whether inside or out, must verify with a member of the PCC, and adhere to their firm's Health and Safety Policy. They must be given a copy of this Church's Health and Safety documentation.

**Mowing/strimming equipment**

Volunteers using a mower or strimmer should wear suitably sturdy footwear and, in the case of a strimmer, eye protection. Safety instructions are posted inside the shed.

**Bell ringing**

Only a qualified ringer should maintain the bells and ropes.



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**health and Safety – risk assessment procedure**

**Our Risk Assessments are judged on:**

**A) Likelihood**

- = Low (seldom)
- = Medium (frequently)
- = High (certain or near certain)

**B) Severity**

- = Low (minor cuts and bruises)
- = Medium (serious injury or incapacitated for 3 days or more)
- = High (fatality or a number of persons seriously injured)

	<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>
<b>Likelihood</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
		<b>1</b>	<b>2</b>	<b>3</b>
				<b>Severity</b>

**Risk Rating:**

- 1 – 2 = low priority. No immediate action required.
- 3 – 4 = medium priority. Additional measures may be necessary.
- 6 – 9 = high priority. Action it may be necessary to stop the particular activity or restrict access to the area until action has been taken.

**Health and Safety – risk assessment check list/notes**

Entrance gate	
securely fixed, trip hazard?	<b>1</b>
Path	
potholes, loose stones or obstacles?	<b>1</b>
Porch	
step, disability access ramp?	<b>1</b>



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Wire grill	
secure fixings, snags, notice board secure?	<b>1</b>
Main entrance door	
step?	<b>1</b>
Tables/book stand	
stable?	<b>1</b>
Loose chairs	
trip/obstacle hazard/stacks stable?	<b>1</b>
Notice boards	
stable, snags?	<b>1</b>
Organ area	<b>1</b>
Cleaning cupboard area	<b>1</b>
External door South side	<b>1</b>
Norman Jones Annexe	<b>1</b>
toilet paper, liquid soap, paper towels?	
no obstructions for disabled users?	
Tower	
door locked?	<b>1</b>
Pews	
trip hazard, snags in wood?	<b>1</b>
Chairs linked or unlinked	<b>1</b>
Aisles	
uneven areas?	<b>1</b>
Pulpit	
steps, rail?	<b>1</b>



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Steps into Chancel carpet secure?	<b>1</b>
Altar step	<b>1</b>
External door opposite Vestry	<b>1</b>
Vestry	<b>1</b>
Churchyard gravestones stable?	<b>1</b>
ground uneven	<b>1</b>
Jean Hearn shed	<b>1</b>
Portable electrical equipment (vacuum hoover, urn)	<b>1</b>

**All items judged as low risk. No accidents have been reported in the last 20 years.**

### **Inspection Dates**

Fire Extinguishers:

Portable electrical appliances:

Fixed electrical system:

Gas equipment:

Whole premises risk assessment: June 2021