

Health and Safety Policy



Lisburn Cathedral

Health and Safety Policy Statement

Lisburn Cathedral

Address 24a Castle Street, Lisburn, BT27 4XD

We are committed to the Health, Safety and Welfare of our members of staff, our volunteers and members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all, by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them as required reference: Management of Health & Safety at Work Regulations (NI) 2000. We will consult with you about Health and Safety and provide you with the information, instruction, supervision, and training that we consider is necessary.

We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a healthy and safe work and worship environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises

This policy will be reviewed annually by the Select Vestry and revised as necessary.

Signed: *Very Reverend Sam Wright*

- Dean of Lisburn Cathedral

Date: *Thursday, 14 March 2024*

Organisation and Responsibilities

1. Responsibility of the Select Vestry

The Select Vestry are responsible for the overall health and safety of Lisburn Cathedral.

2. The responsibility of the Health and Safety Coordinator (member of select vestry) shall be 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
- assist employees, contractors, self-employed and volunteers to comply with their health and safety responsibilities and duties

3. Responsibility of employees and voluntary workers

All employees and voluntary helpers 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:

- 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
- use anything provided appropriately in the interests of health and safety

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, members of the public, visitors, and contractors.

1. ACCIDENTS AND FIRST AID

Several members of staff have received training in First Aid

First Aid boxes are located in the Coffee shop at rear of Cathedral building and in the kitchen in church hall

A Defibrillator is located in the on the wall in church Hall internal entrance

An accident book is located in the church office. All accidents and incidents must be entered in the accident book.

2. **FIRE SAFETY**

Our policy is to fulfil our obligations under the **The Fire Safety regulations (NI) 2010** and to assist as necessary the NIFRS regarding their powers reference **The Safety and Rescue Services (NI) 2006**

In order 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 fire-fighting 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 contract in place with a reputable company
- A separate fire risk assessment has been completed and reviewed in April 2023

If a fire is discovered (no matter how small):

- Immediately raise the alarm
- Telephone the emergency services
- Check the building for occupants
- Attack the fire if possible, within your capability using the appliances provided, but personal safety is the priority – If in any doubt, evacuate
- If it is 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 priority is people before property
- Ensure clear access for emergency vehicles, in particular, ensure the traffic barrier gate is open and access gates at Castle Gardens are opened
- Assist the Fire Service as required in site visits and any possible investigations

3. **ELECTRICAL SAFETY**

- a) At regular intervals, plugs, cables and sockets to be inspected to ensure there are no loose connections, worn flexes or trailing leads. Any repairs needed to be carried out by a competent electrician
- b) Every five years the fixed electrical system to be inspected and tested by a competent contractor who are registered electricians in Northern Ireland work to the UK national safety standard (BS 7671)
- c) At intervals of not more than five years the lightning conductor system to be examined and tested by a competent contractor
- d) 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 health and safety coordinator
 - Do not attempt to use or repair faulty equipment
 - Electrical equipment should be switched off and disconnected when not in use for long periods
 - Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to damage

4. **GAS EQUIPMENT SAFETY**

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

5. **HAZARDOUS SUBSTANCES**

Where at all possible, the use of hazardous substances has been eliminated. Where this is not possible, hazardous substances are locked away and only used by persons with the appropriate experience. Personal Protective Equipment is used where appropriate.

Do not mix chemicals.

Do not store chemicals in unmarked containers

An asbestos register is held in the church office

6. **SAFETY OF PLANT AND MACHINERY**

- i. Employees and voluntary workers must only operate plant or machinery that they are trained and authorised to use
- ii. Employees and voluntary workers must only ride on any plant or machinery intended for that use
- iii. Machinery must be switched off before any adjustments are made
- iv. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- v. Before using any item of plant or machinery, a check must be made to ensure it is in safe working condition, correctly adjusted and that there are no loose nuts, bolts or other defects
- vi. The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- vii. People under 18 must not use hand tools and are not permitted to operate any power-driven item of plant or machinery
- viii. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or a two-person operation
- ix. Any defect or damage found to any item of plant or machinery must be reported to the health and safety coordinator
- x. Any plant or machinery to be regularly maintained and a schedule kept of maintenance requirements

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, regular inspection to be made of floors and stairs in the church, hall and externally. Particular note to be made of moss, algae and leaves on paths. Any defects to be reported and repairs carried out.

8. LIGHTING

In order to ensure that the church is adequately lit, regular inspections to be carried out ensuring that all lights in church, are working and are replaced as necessary. The necessary safety precautions will be followed for replacing bulbs at high levels.

9. WORKING AT HEIGHTS

Only contractors or competent volunteers approved by the health and safety coordinator may work at heights, subject to the necessary safety provisions being in place. A 'height' is any level where an injury could result from a fall.

10. **PREPARATION OF FOOD**

- i. All the appropriate regulations governing the preparation and storage of foodstuffs to be followed
- ii. All food handlers to receive adequate supervision, instruction and training
- iii. The appropriate assessment of risks to be carried out for food preparation and storage, including storage at correct temperatures
- iv. Before any preparation commences, surfaces coming into contact with food to be washed down and disinfected
- v. Food safety certificate from Lisburn & Castlereagh Council is in place

11. **MANUAL HANDLING (Lifting, Carrying and Moving Loads)**

Our policy is to eliminate the need for manual handling as far as 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 workers who are required to undertake manual handling.

Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. **BUILDING / GLAZING Hazards**

Our policy is to ensure that our building is safe and minimise risks to the health, safety and welfare of all who work in or use it. In order to achieve this, the church is regularly inspected and any defects noted are immediately reported and the procedures put in hand for repairs.

Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

A check is made of all glazing in the building 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.

13. **CONTRACTORS**

Anyone entering church premises for the purpose 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:

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same
- Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained
- Comply with all requirements of this health and safety policy and cooperate with the church officials in providing a safe place of work and a safe system of operation
- Where plant and machinery are brought onto 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
- 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.

Review date: Wednesday 13th March 2024



Lisburn Cathedral

APPENDIX ONE

WORKING AT HEIGHT-----USING A STEPLADDER SAFELY

INTRODUCTION

Falls from a ladder can be dangerous and to prevent them we will adopt this guidance as an Appendix to our present Health and Safety Policy.

We want our Staff and Volunteers to understand how to manage work at height risk when using a stepladder to reduce risk and keep everyone safe.

This Appendix **ONLY** applies to use of the supplied stepladders to work at a height that you can reach when standing on the second step down from the top of the ladder. It does **NOT** apply to work at greater heights where more specific requirements are required.

Stepladders are not banned under health and safety law but can be a sensible and practical option for low-risk short duration tasks. The law calls for a sensible, proportionate approach to managing risk.

WHAT TO DO

CHECK THE STEPLADDER BEFORE YOU USE IT

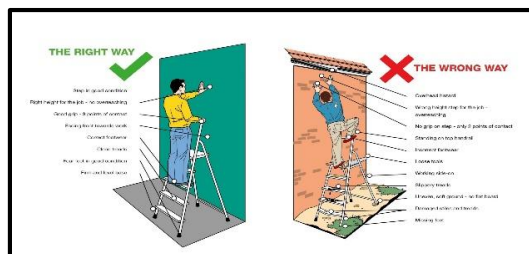
- Make sure there is no obvious damage to the stiles, feet, treads/rungs, platform or mechanism.
- Make sure the treads on the Stepladder are not damp or slippery.
- If any defects **Do Not Use** and report the faults to person in charge, a member of Select Vestry or Clergy
- Ensure the stepladder is suitable and stable for the intended use.
- The stepladder should be maintained and stored in accordance with the manufacturer's instructions.

WHEN USING THE STEPLADDER

- Make sure you are not alone. Ask someone to hold stepladder to provide extra security.
- Check stepladder is appropriate for the task, ensure all ladder feet are in direct contact with the ground and make sure stepladder is on firm level ground.
- Do not overreach.
- Only have light tools and material required.
- Ensure any locking devices are engaged.
- Position the stepladder to face the work activity if possible.
- Maintain 3 points of contact at the working position i.e. 2 feet and one hand.

REMEMBER

- Stepladders should only be used for low- risk short duration tasks.



REFERENCES

- 1) HSE.gov.uk/work-at-height/ index.htm
- 2) laddersassociation.org.uk
- 3) Lisburn Cathedral Health and Safety Policy (June 2023)

Date: 20th January 2024

