

THE MINSTER CHURCH OF ST CUTHBURGA, WIMBORNE
MINSTER

HEALTH & SAFETY POLICY & PROCEDURES

PREFACE

1. This is a "Controlled Document". As such any changes may not be made without the authority of the Rector and Churchwardens.
2. All changes are to be approved by the Parochial Church Council.
3. Details of all changes are to be advised to each copy holder and recorded in the Change Register of each copy.
4. A record of the number of copies of this document, together with the location of each copy and the identity of the body or person responsible for its care and up-date, is held by the Parish Office.
5. The Finance and Administration Manager is responsible for issuing details of change to each copy holder.
6. Providing that it can be made clearly, a minor change constituting a few words to a single sentence or paragraph may be made in manuscript and initialed by the person responsible for the care of each copy. Larger changes are to be made by replacement of individual pages(s) each of which will be up-issued by an increment of 0.1 for each change (e.g. a small change to a single page at Issue 1 will result in the issue of that page becoming Issue 1.1).
7. Changes to a full section of chapter require replacement and up-issue by an increment of 1 (e.g., A major change will result in Issue '1.0' being increased to Issue 2.0). At which stage any previously made manuscript changes are to be incorporated.

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1. Health and Safety Policy

It is the policy of the Rector and Churchwardens of the Minster Church of St Cuthburga to provide and maintain safe and healthy Working conditions for its employees and voluntary helpers and to provide such training and supervision as are needed for the purpose.

This policy extends to provision of safe and healthy environment for those attending worship and other activities as promoted by the Parochial Church Council.

Signed:


.....Rector


.....Churchwarden


.....Churchwarden


.....Date

2. Health and Safety Procedures

2.1 Purpose

2.1.1. The purpose of the procedures referred to in this document is to ensure that:

2.1.1.1 A healthy and safe environment is created and maintained for all Minster employees and volunteers.

2.1.1.2 Staff and key volunteers are appropriately trained and supervised in the execution of their duties.

2.1.1.3 Training provided is fit for purpose and meets with current legislation.

2.1.1.4 Activities of employees, representatives and associated bodies within the confines of the Minster are carried out in a safe and secure manner, and that these procedures meet with the requirements of current Health & Safety legislation.

2.1.1.5 In the event of an accident, Fire or any other emergency, the occurrence can be dealt with quickly and efficiently and if necessary, the Minster and or, Church House, can be evacuated in a safe and timely manner.

2.2. These procedures are periodically reviewed to ensure that they meet with current needs and any changes in legislation.

3.Responsibilities:

3.1 It is the responsibility of the Rector to ensure that arrangements are in place that satisfy health and safety regulations and appropriate Codes of Practice. This responsibility is overseen in general respects on a 'day to day' basis by the Churchwardens.

3.2 The **Minster Churchwardens** are the appointed **Minster Health and Safety Officers** and are responsible for the day to day implementation of the arrangements outlined in this document. These responsibilities include but are not limited to:

3.2.1 Familiarisation with health and safety regulations as far as they concern the Minster Church and its environs.

3.2.2. Familiarisation with the Minster Health and Safety Policy and Procedures.

3.2.3. . Periodic review of these procedures.

3.3 All Minster employees, group leaders and representative are responsible for ensuring that they are familiar with the "Wimborne Minster Health and Safety Procedures" and that their duties and the activities of their respective groups comply with them.

3.4 The Minster Finance and Administration Manager is responsible for ensuring that relevant procedures are notified to non-Minster personnel who may be using or hiring the Minster.

3.5 The Minster Vergers are trained in and responsible for the administration of First Aid during normal Minster open hours and at other such times as they may be on duty.

3.6 The Minster Vergers are responsible for the upkeep and replenishment of First Aid Kits which are situated in:

3.6.1.1. "Children's Corner

3.6.1.2. . The Vestry Vestibule

3.5.1. 3. The Bell Ringing Chamber

3.6.1. 4. Church House Parish Lounge

3.6.1. 4. Church House Hall

4. Review and Revision:

4.1. In the event that the need for any changes in these procedures is identified these

will be notified to the Rector and Churchwardens who will ensure that the proposed changes are addressed and documented. All such changes are notified to the PCC and to the relevant Minster staff and volunteers.

5. Accidents and First Aid

5.1. In the event of accident and injury during normal Minster 'open Hours' or at other time when on duty Verger is to be called and will be responsible for:

5.1.1. Administration of First Aid as appropriate.

5.1.2. . Summoning outside assistance as appropriate.

5.1.3. Notifying the Minster Health and Safety Officer of the occurrence

5.1.4 . Ensuring that details of the accident are recorded in the 'Accident Book'.

5.1.5. Ensuring all incidents are recorded in the 'Incident Book'.

6 Fire Fighting Equipment:

6.1. A list of all firefighting equipment and the location and type of each item is held by the Minster Safety Officer, who ensure that each item is serviceable in accordance with legislative and manufacturers requirements.

6.2. The types of firefighting equipment are appropriate to the area in which they are located.

6.3. The placing and type of equipment is based on advice provided by the local Fire Services Department who are periodically invited to review and comment on these matters.

7. Evacuation of the Minster:

7.1. In the event of fire or any other emergency that requires the Minster to be evacuated it is imperative that this is carried out and the Minster is evacuated in a safe

and speedy manner.

7.2. If necessary, the duty Verger or other senior Minster representative on duty will summon the appropriate Emergency Services.

7.3 In order to achieve speedy evacuation specific routes are designated with each area of the Minster. These routes are clearly indicated using signage that meets with current legislation and are shown on the Wimborne Minster Escape Diagram, a copy of which is to be found at Appendix "A".

7.4 Before the start of a service or any event when there are large numbers of people present a responsible member of the Minster staff will give clear and concise notification of the nearest exit routes from specific area within the Minster. The individual area and routes area are:

<u>Area occupied</u>	<u>Exit point</u>
West of the "crossing" and Baptistery	West Door
Nave, south side. Children's Corner & South Aisle	South Porch
Nave, north side, North Aisle, Consistory Court/Shop	North Porch
North Transept, Choir, Presbytery, St George's Chapel & Crypt	St George's Door
South Transept, Trinity Chapel, Clergy, Vergers' & Choir Vestries	South Porch / Vestry door

7.5 Assembly Points

7.5.1 The Assembly Point for those making an emergency exits for the Minster are

North Side	The Minster Green
South Side	North side of Kings Street

8. Reporting

8.1. In addition to the Accident Book, a record is also kept of all emergency occurrences and incidents. These are periodically reviewed to establish cause and appropriate steps taken to avoid future occurrences.

9. Risk Assessment

9.1 Risk assessments are carried out on all areas of the Minster and Church House and on activities that carry significant elements of risk.

9.2 Regular activities are the subject of generic risk assessments which are reviewed by the responsible person before each activity takes place.

9.3 A list of generic Risk Assessments is held by the Minster Safety Officer who is responsible for notifying the organiser of specific events of the provisions of the appropriate assessment.

9.4 It is the responsibility of the organiser of non-Minster events to provide the Minster Health & Safety Officer with an appropriate Risk Assessment for the event that they are responsible for. The requirement for this is stated on the event Booking Form provided by the Parish Office.

10. Material Safety Data Sheets (MSDS) and Consideration of Substances Hazardous to Health (COSHH)

10.1 From time-to-time materials are used for purposes such as cleaning that require special handling and precautions. In such cases manufacturers Material Safety Data Sheets are obtained and any special precautions notified to the users. COSHH assessments are also carried out in order to ensure that correct procedures are used for the task at hand and that the users are aware of any special precautions.

10.2 . Copies of Material Safety Data Sheets are retained in the Parish Office.

10. Documentation:

Documents and forms drawn up by the Minster and relating to Health & Safety bear a title to show the date of issue and the identity of the person responsible for their issue, upkeep and retention. These documents include:

- (i) Staff and Volunteer Training Records
 - (ii) Accident Book
 - (iii) Incident book
 - (iv) Evacuation Route Plan
 - (v) Risk Assessment Plan
 - (vi) Material Safety Data Sheets
 - (vii) COSHH Assessment Forms
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