



**The Parish of
St Georges and All Saints
Douglas
Isle of Man**

**Health and Safety
Policy**

March 2016

Issue 1

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1. 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 Parochial Church Council, 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

Vicar: _____

Date: _____

Review date: _____

2. Organisation and responsibilities

2.1 Responsibility of the Vicar

Overall responsibility for health and safety is that of the Associate Vicar

the Revd Alessandra Di Chiara

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.

2.2 Responsibility of the Churchwardens

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

For the church of St George
Margaret Rattigan
Scott Leonard-Morgan

For the Church of All Saints
Phill Watterson
Cath Cringle

2.3 Responsibility of the Parochial Church Council

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

2.4 Responsibility of the Health and Safety Officer

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

Ernie de Legh-Runciman

The responsibility of the health and safety officer 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
- ensure so far as is reasonably practicable, that safe systems of work are in place
- ensure that safety equipment and clothing is provided and used by all personnel where this is required

2.5 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:

- 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 anything provided in the interests of health and safety.

2.6 Responsible persons

The following are responsible for safety in particular areas:

Allocate responsibilities either by the area of the church or by activity or a combination of both. Alternatively, you may wish to arrange responsibilities in some other way. (The numbers in brackets relate to the appropriate section of the policy.) These lists are not exhaustive.

2.6.1 By activity

Activity	For the Church of St George Name/Position	For the Church of All Saints Name/Position
Accident book/Accident reporting (1)	Heather Paisley	Heather Paisley
Fire extinguishers and alarms (2.1)	Ernie de Legh-Runciman	Phill Watterson
Emergency evacuation (2.4)	Ernie de Legh-Runciman	Phill Watterson
Portable electrical appliances (3.1)	Ernie de Legh-Runciman	Phill Watterson
Fixed electrical system (3.4)	Ernie de Legh-Runciman	Phill Watterson
Hazardous substances (5)	Ernie de Legh-Runciman	Phill Watterson
Plant and machinery (6)	Ernie de Legh-Runciman	Phill Watterson
Condition of floors and stairs (7.1)	Scott Leonard-Morgan	Phill Watterson
Condition of churchyard (7.2)	Scott Leonard-Morgan	Phill Watterson
Light bulb changing (8)	Ernie de Legh-Runciman	Phill Watterson
Working at high levels (9)	Ernie de Legh-Runciman	Ernie de Legh-Runciman
Food preparation (10)	Margaret Rattigan	Cath Cringle
Manual handling (11)	Ernie de Legh-Runciman	Phill Watterson

Display screen equipment (12)	Ernie de Legh-Runciman	John Hill
Building defects/glazing (13)	Ernie de Legh-Runciman	Phil Watterson
Child protection (14)	Voirrey Collister	Sue Kewley
Personal safety (15)	Ernie de Legh-Runciman	Ernie de Legh-Runciman
Fêtes, events and outings (16.1)	Cath Cringle	Cath Cringle
Tower tours (16.2)	Ernie de Legh-Runciman	Not applicable
Bell ringing (16.3)	Ernie de Legh-Runciman	Not applicable
Contractors (17)	Andie Brown	Phil Watterson
Choirs/music	Nicholas Roberts	Les Hartill
Health and safety training	Ernie de Legh-Runciman	Ernie de Legh-Runciman

3. Arrangements (implementation of the policy)

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.

3.1 Accidents and first aid

First Aid Boxes are located in:

St Georges Church

1. Ground Floor Vestry
2. Choir Room
3. Ringing Chamber

All Saints Church

1. Church Lounge/Choir Vestry

Trained/qualified first aiders are:

Ernie de Legh-Runciman Heather Pailsey

The accident book(s) is/are located in:

St Georges Church	- Ground Floor Vestry
All Saints Church	- Church Lounge/Choir Vestry

All accidents and incidents are entered in the accident book or on an Accident report form. RIDOR reportable accidents must be reported to the church insurance company.

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed.

3.2 Accident reporting

RIDDOR. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

These accidents will be reported by the responsible person.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 as applied to the Island came into force in January 1993. Under these regulations) 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 for more than three days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting, as follows:

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **ten days** on official form **F2508**
- accidents involving the injured person losing **more than three consecutive days** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within **ten days** on form **F2508**
- reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form **F2508A**. 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 ascertain musculo-skeletal disorders.

The quickest and easiest way to report accidents is to call the Incident Contact Centre and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records. The ICC Consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority and you will be sent a copy of the information recorded which you can file – this meets the RIDDOR requirement to keep records of all reportable incidents. You can also send reports by post or email.

**Health and Safety at Work Inspectorate,
Ground Floor,
Murray House,
Mount Havelock,
Douglas,
Isle of Man,
IM1 2SF,
01624 685881**

3.3 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.

3.4 Fire safety

Our policy is to fulfil our obligations under Regulation 17 of the Management of Health and Safety at Work Regulations 2003 (Isle of Man 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 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 is serviceable, and that there is an annual maintenance contract in place with a reputable company.

3.5 Fire extinguishers

Fire extinguishers are kept in the following locations

St Georges Church

Location (eg organ loft)	Type of extinguisher and capacity (eg Carbon Dioxide 2kg)
Main Lobby	Water
Balcony (South, West End)	Water
Balcony (North, West End)	Water
1st Floor Office (North)	Water
Kitchen	
Chancel (pew end, altar end)	Fire Blanket

All Saints Church

Location (eg organ loft)	Type of extinguisher and capacity (eg Carbon Dioxide 2kg)
Church Porch	Water
Organ Cage	Carbon Dioxide
Boiler House	Powder
Kitchen	Fire Blanket

The extinguishers noted are checked every YEAR

The extinguishers noted above are checked annually by

Mann Fire Protection Ltd

Chubb Centre
11 Hills Meadow
Isle Of Man
Isle Of Man
IM1 5EB

01624 627 289

3.6 Fire alarm system

St Georges Church:

A fire alarm system is installed within the church. Smoke alarms are fitted within all parts of the building, and there are high level optical detectors. There is an automatic call system to the Isle of Man Fire and rescue Service, via ADT Ltd.

The system is maintained by:-

ADT Fire and Security
Security House
The Summit
Hanworth Road
Sunbury-on-Thames
Middlesex
TW16 5DB

Telephone 0844 800 1 999
Contract No Z93139

All Saints Church does not have an installed fire alarm system

3.7 Twice Monthly Fire Alarm Test Instructions.

(St Georges Church only)

1. Take alarm "off-monitor". Contact ADT control centre to tell them an alarm test will be performed.

Dial 0844 800 1 999. Press option 3 and quote contract no. Z93139. Ask for the system to be taken "off-monitor" for a fixed period of time, i.e. one hour.

2. Locate the chosen call point, and activate it. Insert the two pronged plastic key into the holes on the underside for the call point and push the lower face of the point downward. The alarm system should activate and the sounders sound. A red led should illuminate on the front of the call point. Remove the key, and push the front panel of the call point back into place. Check the led goes off.
3. Return to the system control panel. Check the alarm is indicating for the correct zone tested.
4. To silence the alarm, turn the ACCESS KEY 90° and press the SILENCE KEY.
5. To reset the alarm system, turn the ACCESS KEY 90° and press the RESET KEY. All LED's except the POWER LED should be off.
6. If desired, repeat items 2-5 for other call points.
7. Contact ADT (as in 1 above) to report you have finished the tests, and ask for the system to be put back "On Monitor". They will tell you how many call point you have operated as a confirmation of the operation of the system.
8. Record the test in the system log book

3.8 Other fire protection equipment

St Georges Church - Fire blankets are located in the ground floor kitchen and on the east end of the choir stalls.

3.9 Evacuation procedure

For large services and concerts, where the congregation/audience exceeds 100 the following evacuation plan must be in place.

- 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
- 3 A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church
- 4 Responsibility for using each fire extinguisher will be allotted to named and trained stewards
- 5 Torches must be available for each steward
- 6 In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the senior person present (usually the Vicar or Churchwarden)
- 7 **St Georges Church** - Persons will assemble in the northern side of the church on the grass area. **All Saints Church** – outside Parish Hall
- 8 At St Georges Church, the emergency services will be called automatically. The senior person present will contact the emergency services by telephone to confirm the nature of the emergency.. At All Saints Church, the senior person present will ensure that the emergency services have been called.

3.10 Evacuation drills

Fire evacuation drills will be carried out every year following the annual appointment of churchwardens and sidesmen.

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

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

- 1 Immediately raise the alarm
- 2 Telephone the emergency services, Stating that the fire is at St Georges Church, Upper Church St, Douglas or All Saints Church, Alexandra Drive, Douglas
- 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

3.12 Electrical safety

- A list of all our portable electrical appliances is maintained by the responsible person
- Every quarter. 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 for action
- Every year 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
- Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to a churchwarden for action
- 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
- It is our policy not to sell any second-hand mains powered electrical goods.
- 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 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

3.13 Hazardous substances

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

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
i.e. 'Flash'

Hazard level: Low

Storage: Must be kept in locked store room off vestry

Protective clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water

Detail 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.

3.14 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:

- Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- Employees and voluntary workers must not ride on any parts of machinery not intended for that use
- Machinery must be switched off before any adjustments are made
- After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- 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
- The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- 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
- 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
- Any defect and damage found to any item of plant or machinery must be reported to the responsible person
- 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
- The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.
 - The Bells
 - The Boiler and Heating System

3.15 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 month by the responsible person of:

- all floors and stairs in the church and hall, and

- all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to a churchwarden who will arrange for repairs or remedial measures to be carried out.

3.16 Lighting

In order to ensure that the church is adequately lit, an inspection will be made every month by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to who will ensure that the bulbs are replaced following appropriate safety procedures.

1.17 Working at high levels

The following areas are designated as high levels:

- Roofs
- High Level Lighting
- St George Church Tower Roof
- All Saints Church, Interior of Tower above ground level
- Loft

Only the following persons may work at high level

- Approved Contractors
- Persons who hold a currant "Working at Heights" certificate

The following procedures must be followed:

The contractors approved procedure for working at height.

Only the following work is authorised without special agreement:

- Changing florescent light tubes
- Changing spot lights in chancel

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

3.18 Confined Spaces

The following areas are designated as confined spaces:

- St Georges Church - the internal roof space is defined as a confined space

Only the following persons may work in confined spaces

- Approved contractors
- Persons who hold a currant "Confined Spaces" certificate

The following procedures must be followed:

The contractors approved procedure for confined spaces. A permit to work in the confined space will be issued by the church wardens on production of the contractor's written procedure

3.19 Preparation of food

The Food Hygiene Regulations 2007(Isle of Man) require that premises which are used occasionally for food preparation, and moveable or temporary premises such as marquees, follow the guidance for temporary premises.

The church will follow the advice given by the The Food Standards Agency Guidance 'Food Hygiene in their publication, A Guide for Business':

- temporary premises must be positioned, designed, constructed, kept clean and maintained in good repair and condition to avoid, as far as reasonably practicable, the risk of contamination, particularly from animals and pests
- appropriate facilities must be provided to maintain adequate personal hygiene, including hygienic hand washing, toilet, and, where necessary, changing facilities
- food preparation surfaces must be well maintained and easy to clean and disinfect
- adequate facilities must be provided for cleaning and disinfection of work utensils and equipment
- there must be an adequate supply of hot and/or cold water, including drinking water
- there must be adequate arrangements for the storage and disposal of waste
- there must be adequate arrangements for the storage of food at suitable temperatures and the monitoring of those temperatures
- food must be placed in a way that avoids contamination, so far as is reasonably practicable
- if you wash or clean food there must be adequate facilities to do this hygienically.

- We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
- We ensure that all food handlers have received adequate supervision, instruction and training
- 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
- Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected

- Food stuffs may only be prepared in the following areas:
- Only the following persons who have received the appropriate training may prepare and serve foodstuffs:
- We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

Every person working in a food handling area must maintain a high level of personal cleanliness. Suitable clothing must be worn, hair should be covered using a hat or hairnet whilst preparing food, and jewellery (except wedding rings) should not be worn. People suffering from, or suspected of carrying a disease transmittable by food, or with open wounds, skin infections, sores, or with diarrhoea must not handle food or enter a food handling area.

3.20 Manual handling lifting, carrying and moving loads

- Our policy is to eliminate the need for manual handling as far as is 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.

3.21 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
- 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.

3.22 Hazardous buildings/glazing

- 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 (eg quarter) by the responsible person
- Any defects noted are immediately reported to 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
- 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
- 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 Remember that a Faculty application may be necessary. Archdeacons can often sanction temporary repairs pending permanent arrangements being approved.

4 Safeguarding Policies

The Parish Child protection policy is as follows:

Parish Child Protection Policy:

PARISH OF St George & All Saints Douglas

The PCC of this church agreed and adopted the following policy on child protection at its meeting held on 27th January 2016

We commit ourselves to nurture, protect and safeguard all our members, particularly our children, young people and vulnerable adults.

We recognise that our work with children, young people and vulnerable adults is the responsibility of the whole church community.

We accept and endorse the principles of the Diocesan Guidelines.

We undertake to exercise proper care in both the selection and appointment, and the support, of those working with children, whether paid or volunteer.

We wish to support parents and carers who have responsibility for bringing up children.

Vicrey Collister & Sue Kewley has been appointed by the PCC as the Designated Person for Child Protection, to monitor compliance with these policies and procedures.

The PCC shall review this policy annually.

Signed: [Signature]
Vicar/Priest in Charge

Churchwardens C. Criner [Signature]
S.P. Haberman Augusta Rafter

Date: 27th January 2016

The policy for safeguarding of venerable adults in the church is:

Diocese of Sodor and Man Policy on Safeguarding Vulnerable Adults in the Church

We are committed to and adopt the House of Bishops Policy —

Promoting a Safer Church

1. We recognise that everyone has different levels of vulnerability and everyone may be regarded as vulnerable at some time in their lives.
2. As members of the diocese and within each parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their wellbeing in the life of the church.
4. We commit to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish will adopt the Diocesan policy on vulnerable adults.
10. Each person who works with vulnerable people will agree to abide by these recommendations.
11. The church has a nominated person who will represent the concerns and views of vulnerable people at parish meetings and to outside bodies.

This policy statement was adopted by St George & All Saints (Parish) and at the Parochial Church Council meeting.

This policy will be reviewed each year to monitor progress. Please detail separately the activities for vulnerable people in your church.

Signed: Incumbent [Signature]
Chair of PCC [Signature]
Churchwarden [Signature]
Vulnerable adults representative [Signature]

Dated 27th January 2016

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

A permanent record will be maintained of all accidents involving children.

The safeguarding policies of St Georges Church also follow the policies Church of England Bishops Council, which are published in two documents.

- Protecting All God's Children
 - The Policy for Safeguarding Children in the Church of England – 4th edition 2010
- Promoting a safe church
 - Policy for safeguarding adults in the Church of England – 1st edition 2006

These two documents are permanently on display on the welcome desk at the back of the church.

5 Personal Safety

Where personnel are working regularly working or based in St Georges Church, a written risk assessment must be performed. This risk assessment must address personal safety, health issues and security. This risk assessment must be performed before the specific person starts work. This risk assessment must be reviews on a 12 monthly basis.

Any persons alone within either St Georges Church or All Saints Church must carry on their person at all times a fully charges and working mobile telephone that is capable of making and receiving calls on The Isle of Man.

6 The Bell Tower and Bell Ringing - St Georges Church

This section specifically covers the management and operation of the bell tower at St Georges Church.

The tower of St Georges Church contains a set of 12 traditional English change ringing bells, set up as a 18cwt diatonic ring of 12. While the Ecclesiastical Insurance Company regards bell ringing as a low risk activity, care must be taken to ensure it remains so.

This document sets out the policies to be used in connection with the management of the bell tower. The following areas are addressed.

- Access by non-ringers
- Competence of bell ringers
- Training of bell ringers
- Children
- Maintenance of the bells
- Double bell ringing

6.1 Access to the tower.

The present policy is for the bells to be left up (in the set, ready to ring position). Hence, there is a danger of serious injury for non-ringers pulling the ropes or coming into contact with the bells.

Under no circumstances will unaccompanied non ringing visitors be allowed into the ringing chamber or above when bells are left in the up position.

The lower door to the staircase to the ringing chamber will be locked at all times when there are no competent, recognized ringers in the tower. Keys to the tower will only be held by competent, recognized bell ringers designated by either the Tower Captain or the Vicar. No keys to the tower will be kept in the ground floor key cupboard. However a list of key holders, with contact details, will be kept in this cupboard.

If access is required for short visits, arrangements will be made for the visitor will be met, escorted into the tower and supervised by a competent recognized bell, ringer. If prolonged access is required (i.e. for maintenance work), the bells will be rung down for the duration of the work, and a permit to work system will be used.

When bell ringers are not present within the ringing chamber, all ropes must be hoisted up to hooks set high on the ringing chamber walls.

6.2 Competence of Bell Ringers

The Tower Captain, or other person designated by the Tower Captain, must take reasonable steps to ensure that they are satisfied that all adult ringers (those aged 18 years and over) including visiting ringers are competent, in good health, and of suitable height and build. 'Competent' means that ringers have sufficient experience in the opinion of the Tower Captain or be in the process of being trained in bell ringing.

Junior ringers must be at least eight years old. Written consent must be obtained from a parent or guardian for each child to ring or to be taught to ring. Children must be in good health, and of suitable height, build and temperament. Children must be suitably experienced or be in the process of being taught to ring. It should be at the discretion of the Tower Captain as to whether or not a child is suitable. At least one responsible adult other than the Tower Captain (e.g. the parent of one of the children present, or an experienced adult ringer) must be present when children are in the bell tower.

In addition, all relevant procedures regarding Safeguarding, as defined by the Diocese of Sodor and Man, The Isle of Man Government and the Central Council of Church Bell Ringers will be adhered to.

6.3 Training of Bell Ringers.

Training of bell ringers in bell handling skills will only be carried out by the Tower Captain, or a teacher nominated by the Tower Captain. It is desirable that all bell ringing tutors have attended or are enrolled on the Integrated Teacher Training Scheme (ITTS), as run by the Association of Ringing Teachers (ARTS) with a view to becoming accredited by the ARTS.

All training will follow the schemes as laid down in the latest publications of ARTS. All pupils will be issued with a ITTS progress and record book, to record their instruction and training, and their level of competence.

6.4 Children

Children are welcome to visit the bell tower.

All relevant procedures regarding Safeguarding, as defined by St Georges Church, the Diocese of Sodor and Man, The Isle of Man Government and the Central Council of Church Bell Ringers will be adhered to.

All children visiting the tower must be accompanied by a supervision adult. The tower captain will ensure that the supervision adult is aware of the hazards of the bell tower. Visiting children must sit on chairs while ringing is in progress.

6.5 Maintenance of the bells

Maintenance of the bell shall only be carried out by or under the supervision of suitability experienced persons.

No maintenance shall be carried out with bells in the UP position.

At least two people will be present in the tower when maintenance is being carried out.

6.6 Double bell ringing

Double bell ringing (the ringing of two or more bells by one person) shall not be permitted, unless specifically approved by the Tower Captain.

Due to the additional Health and Safety risks involved, any person ringing two or more bells shall be closely supervised by another experienced bell ringer.

7 Risk assessments/activities

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk 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, you need to carry out risk assessments and introduce procedures that must be followed. These procedures need to be based on your own situation. However, there are guidelines produced by Ecclesiastical in our Guidance Notes for Churches.

The following activities will require risk assessments. You will then need to write your own procedures and include them in this health and safety policy:

- fêtes, including the use of bouncy castles
- tower tours
- change ringing bells
- sponsored walks, visits and outings
- churchyard maintenance, including grave digging
- erection of temporary staging.

Refer to Ecclesiastical guidance notes to help you draw up your own procedures.

8 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:

- 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 Employers' Liability insurance in place. A record of
- this evidence will be maintained
- 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
- 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
- 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
- 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.

Particular care needs to be taken for 'hot works' and a separate Hot work permit is available from Ecclesiastical.

9 CDM Regulations

The Construction (Design & Management) Regulations (as applied to The Isle of Man) 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; however, you can appoint a competent person to assist you in the discharge of these duties if you wish. The Approved Code of Practice to the CDM Regulations summarises the duties of a client as follows:

- check the competence and resource of all appointees
- ensure there are suitable management arrangements for the project including welfare facilities
- allow sufficient time and resources for all stages
- provide pre-construction information to designers and contractors.

For any significant projects, (usually costing £2,500 or more), a written contract between the church and the contractor should be put in place. This contract should follow the form of an industry recognised contract.

the church industry recognised contract such as the NEC3 Contract (Option A, fixed price with activity schedule) or the Chartered Institute of Building Small Works Contract for all appointments, including the appointment of architects, surveyors and subcontractors.

- appoint a CDM co-ordinator
- appoint a Principal contractor
- make sure construction work does not start unless there are suitable welfare facilities, and a construction phase plan is in place
- provide information relating to the health and safety file to the CDM co-ordinator
- retain and provide access to the health and safety file.

10 Information and enforcement

The Health and Safety at Work Inspectorate can be contacted at:

Health and Safety at Work Inspectorate,
Ground Floor,
Murray House,
Mount Havelock,
Douglas,
Isle of Man,
IM1 2SF,
01624 685881