



**THE CHAPEL AND SONG SCHOOL
ST JOHN'S COLLEGE, CAMBRIDGE. CB2 1TP**

HEALTH & SAFETY POLICY

Date: October 2018

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SECTION A

General Statement of Health & Safety Policy for St John's College Chapel and Song School

St John's College understands that it owes a duty of care to ensure the safety of those who visit or use the Chapel or the Song School. As such we have drafted this Policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

Our Policy, in accordance with the College's Health & Safety policy, is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the Chapel and Song School. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Chapel & Choir Department accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

The Dean of Chapel has specific responsibility for this Policy and its implementation. We will keep health and safety matters under review at annual intervals. We will monitor the effectiveness of the Policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This Policy will be brought to their attention. We will try to ensure that everyone involved with the Chapel and Song School plays his or her part in its implementation.

Further detail about the Chapel & Choir Department and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the Chapel Clerk's Office and made available to others on request.

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 Chapel Team meetings, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:  Date: 25 October 2018

Rev'd Canon Mark Oakley
Dean of Chapel
St John's College Chapel, Cambridge

Review Date: June 2019

SECTION B

ORGANISATION AND RESPONSIBILITIES

(1) Responsibility of the Dean of Chapel

Overall responsibility for health and safety in the Chapel and Song School is that of the Dean of Chapel

The Rev'd Canon Mark Oakley (Dean of Chapel)

who will ensure that:

- (a) Arrangements are in place to satisfy the College's Health & Safety Policy, Health & Safety Regulations and appropriate Codes of Practice
- (b) The standards set out in this Policy are implemented and maintained
- (c) Where necessary, specialist health and safety assistance is obtained
- (d) Any hazards reported to them are rectified immediately
- (e) Only competent persons carry out repairs, modifications, inspections and tests
- (f) Any accidents are investigated, recorded and reported as necessary
- (g) Relevant health and safety documents and records are retained
- (h) They keep up to date on health and safety matters relevant to the Chapel and Song School
- (i) Set a personal example on matters of health and safety

(2) Responsibility of the Chapel Clerk

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

Mr Stephen Stokes, Chapel Clerk

who will ensure that:

- (a) All employees and volunteers are aware of their health and safety responsibilities
- (b) Adequate precautions are taken as set out in this Policy and related risk assessments
- (c) Adequate information and training is provided for those that need it
- (d) Any hazards or complaints are investigated and dealt with as soon as possible
- (e) Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- (f) All accidents are reported in line with the requirements of this Policy
- (g) Advice is sought where clarification is necessary on the implementation of this Policy
- (h) Set a personal example on matters of health and safety

(3) Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety Policy and to take reasonable care of themselves and others whilst on Chapel or Song School business or premises.

They will ensure that they:

- (a) Read this Policy and understand what is required of them
- (b) Complete their work taking any necessary precautions to protect themselves and others
- (c) Comply with all safety rules, operating instructions and other working procedures
- (d) Report any hazard, defect or damage, so that this might be dealt with
- (e) Warn any new employees or volunteers of known hazards
- (f) Attend any training required to enable them to carry out their duties safely
- (g) Do not undertake any repair or modification unless they are competent to do so
- (h) Report any accident
- (i) Do not misuse anything provided in the interests of health and safety

(4) Responsible persons

The following are responsible for safety in particular areas of the Chapel and Song School:

(a) By activity

Accident Reporting	Chapel Clerk
Fire extinguishers	Chapel Clerk/College Fire Officer
Emergency evacuation	Chapel Clerk
Portable electrical appliances	Chapel Clerk/ Maintenance Department
Fixed electrical system	Maintenance Department
Gas equipment	Maintenance Department
Hazardous substances	Chapel Clerk
Plant and Machinery	Chapel Clerk/Maintenance Department
Condition of floor and steps	Chapel Clerk
Light bulb changing	Chapel Clerk/Maintenance Department
Working at high levels	Maintenance Department
Food preparation	Chapel Clerk/Catering Department
Manual handling	Chapel Clerk
Display screen equipment	Chapel Clerk
Building defects/glazing	Chapel Clerk/Maintenance Department
Safeguarding & Child Protection	Dean of Chapel
Personal safety	Dean of Chapel
Tower tours	Domestic Bursar
Bell ringing	Chapel Clerk
Contractors	Chapel Clerk/Maintenance Department
Choir/music	Director of Music
Health & Safety training	Dean of Chapel

(b)

By area

Main body of Chapel	Chapel Clerk
Ante Chapel	Chapel Clerk
Clergy vestries	Chapel Clerk
Song School	Chapel Clerk
Organ loft	Chapel Clerk
Chapel Tower, including Bell Chamber	Domestic Bursar
Boiler room	Maintenance Department
Kitchen	Chapel Clerk

SECTION C - ARRANGEMENTS (implementation of 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.

(1) Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review annually and revise these where we suspect they are no longer valid.

Risk assessments are available to cover all areas of the Chapel and Song School 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 & Safety at Work Regulations 1999. Risk Assessments are updated annually. They are stored electronically. Copies can be obtained from the Chapel Clerk (chapel@joh.cam.ac.uk) or the Choir Administrator (choir@joh.cam.ac.uk).

Risk Assessments will be carried out into the specific activities of the Choristers and Probationers when on College premises. Separate Risk Assessments will be carried out in respect of all external event and tours.

Separate risk assessments will be carried out for visits to the Chapel tower and on occasions when temporary staging is erected in the Chapel.

(2) Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

(3) First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

First Aid boxes are located in:

- Chapel Vestry
- Chapel Clerk's Office
- Forecourt Porters' Lodge
- Choir Administrator's Office
- Choir Office

Qualified First Aiders are:

- Stephen Stokes, Chapel Clerk
- Sophie Kirk, College Music Administrator
- Caroline Marks, Choir Administrator
- Fiona Whelan, Chorister Carer

(4) Accident Reporting

We will record accidents using the College Accident Reporting Forms. Copies of the forms can be obtained from the Chapel Clerk (chapel@joh.cam.ac.uk) or the Choir Administrator (choir@joh.cam.ac.uk).

All accidents and incidents are entered on an accident report form and, where appropriate, our insurers advised.

When the Chapel is let to an outside organisation, they are told in writing that, in the event of an accident, details must be recorded on an accident report form.

Accident forms are regularly reviewed by the College Health & Safety Officer.

(5) RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

These accidents will be reported by the responsible person.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) 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 or unable to perform their normal duties for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

The Chapel Health & Safety Officer must notify the Dean of Chapel and the College Health & Safety Officer of all incidents without delay. The College Health & Safety Officer must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1 of the Regulations). A report must be received within ten days of the incident.

- (a) Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately.
- (b) Accidents involving the injured person losing more than seven 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, will be reported within fifteen days.
- (c) Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- (d) 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 certain musculo-skeletal disorders.

Accident reporting

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 a.m. to 5.00 p.m.).

Recording

Full details of all accidents, disease and dangerous occurrences must be recorded in the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

(6) Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and Chapel utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

(7) Contractors

If we employ contractors, we make sure that they have their own health and safety policy and Employers Liability Insurance by asking to see copies of the relevant documents.

Anyone entering Chapel or Song School premises for the purposes of carrying out work, other than an employee of the College, a member of the Choir or a Chapel Volunteer, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- (1) Have their own health and safety policy (where required by law) and be able to provide a copy of the same
- (2) Produce evidence that they have appropriate Public and Employers' liability Insurance in place. A record of this evidence will be maintained
- (3) Comply with all the requirements of this Health & Safety policy and co-operate with the College officials in providing a safe place of work and a safe system of operation
- (4) Where plant and machinery is brought into the Chapel or Song School by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- (5) Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of College officials. However responsibility will remain with the contractors
- (6) All contractors will be given detailed instructions regarding 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 required from the College insurers before commencement.

(8) Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept electronically. Copies can be obtained from the Chapel Clerk (chapel@joh.cam.ac.uk) or the Choir Administrator (choir@joh.cam.ac.uk).

SECTION D – SPECIFIC ARRANGEMENTS (implementation of Policy)

(1) Fire safety

The College has completed a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. The College has a record of its findings, and has implemented necessary precautions. The College will review and revise these where it suspects they are no longer valid.

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

- An assessment of the fire risks in the Chapel and Song School and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general Health & 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

(1.1) Fire extinguishers

Fire extinguishers are kept in the following locations:

Location – Chapel	Type of extinguisher and capacity	
Vestry	Water	9 litre
Vestry	CO2	2 kg
Sanctuary (South)	Water	9 litre
Sanctuary (North)	Water	9 litre
Organ Loft	CO2	2 kg
Ante Chapel (First Court Door)	CO2	2kg
Ante Chapel (First Court Door)	Water	9 litre
Location – Song School	Type of extinguisher and capacity	
Top of Stairs	Water	9 litre
Top of Stairs	CO2	2kg
East end of Song School	Water	9 litre
East end of Song School	CO2	2kg

The extinguishers noted above are checked every week by the Chapel Clerk or College Fire Officer to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by Approach Fire & Safety.

(1.2) Fire alarm system

The fire alarm system in the Song School is checked and maintained every week. The Head Porter is responsible for ensuring that this is done.

(1.3) Other fire protection equipment

A smoke detector is fitted inside the organ case, which is connected to the Forecourt Porters' Lodge. There is no sounder in Chapel.

No other fire safety equipment is located in the Chapel

(1.4) Evacuation procedure

Chapel

For all concerts and services where extra seating is required our procedures for stewarding/evacuation are as follows. (see Annex 1)

- (a) All designated fire doors must be unlocked before the service/event commences
- (b) A check must be made that all doors can be opened
- (c) A trained steward must be allotted to each door and have responsibility for persons in a specific part of the Chapel

Area of Chapel	Exit Doors
A	Vestry Door
B	Chapel Court Door
C	1 st Court Door

- (d) Responsibility for using each fire extinguisher will be allotted to named and trained stewards
- (e) No Emergency Lighting is fitted. Torches are located under the Chapel Clerk's Seat and are checked on a monthly basis and prior to being issued to ensure that they are in full working order
- (f) In the event of an emergency (fire/bomb threat etc) an announcement to leave the building will be made by the Chapel Clerk. A megaphone will be stored in the Chapel for use in case of a power failure
- (g) Persons will assemble

A	Forecourt Car park
B	Centre of Chapel Court
C	Centre of 1 st Court

- (h) The emergency services will be contacted immediately by the Chapel Clerk, or any person who detects a fire, who will then advise the Forecourt Porters' Lodge of the location of the emergency.
- (i) A mobile phone will be held by the Chapel Clerk

Song School

- (a) All designated fire doors will be clearly marked as fire exits using the 'Running Man' symbol
- (b) A weekly check must be made that all doors can be opened
- (c) All fire corridors and staircases will be kept clear at all times
- (d) Emergency lighting must be kept in working order
- (e) In the event of an emergency (fire/bomb threat etc) the fire alarm will sound
- (f) Persons will assemble on the grass area of Forecourt Car park
- (g) The emergency services will be contacted immediately by the Chapel Clerk, or any person who detects a fire, who will then advise the Forecourt Porters' Lodge of the location of the emergency.

(1.5) Evacuation Drills (Chapel and Song School)

Fire evacuation drills must be carried out in the Song School every term. All employees, members of the Choir and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

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

- (a) Immediately raise the alarm
- (b) Advise the Forecourt Lodge to telephone the emergency services
- (c) Check the building for occupants
- (d) Attack the fire if possible and within your capability using the appliances provided, but without taking personal risk
- (e) 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 general rule is people before property
- (f) Evacuate to the designated assembly point
- (g) Ensure clear access for the emergency vehicles

(2) Electrical safety

The College will ensure that any electrical system, fixed machine and portable appliances are maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. The College will keep records of the checks made where appropriate.

- (a) A list of all our portable electrical appliances is maintained by the responsible person
- (b) Every month 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 the Maintenance Department for action
- (c) 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.
- (d) Every year a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Maintenance Department for action.

- (e) 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, ELECSA or NAPIT. Any necessary remedial work will be carried out
- (f) At intervals of not more than 2.5 years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers
- (g) It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained
- (h) 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:
 - (i) Visually check all electrical equipment before use
 - (ii) Report all faults immediately to the responsible person
 - (iii) Do not attempt to use or repair faulty equipment
 - (iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered into the electrical equipment record
 - (v) Electrical equipment should be switched off and disconnected when not in use for long periods
 - (vi) Flexible cables should be positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage

(3) Gas equipment safety

The College will ensure that:

- (a) The Chapel gas boilers and other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately. The College will keep records of the checks made where appropriate
- (b) Appliances fuelled by LPG (liquid petroleum gas) will not be used in the Chapel or Song School

(4) Hazardous substances

The Chapel & Choir Department only uses domestic cleaning substances and candle lighting fuel. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified.

The responsible person will maintain a list of all hazardous substances used in the Chapel and Song School.

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 eg

Name of substance:	Liquid floor cleaner - 'Flash'
Hazard Level:	Low
Storage:	Must be kept in locked store room off Vestry
Protective clothing:	Wear overall and gloves
Accidents:	If splashed in eyes wash immediately with copious amounts of water

Do not mix chemicals

Do not store chemicals in unmarked containers

(5) Safety of plant and machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and the rules for use are as follows:

- (a) Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- (b) Employees and voluntary workers must not ride on any parts of machinery not intended for that use
- (c) Machinery must be switched off before any adjustments are made
- (d) After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- (e) 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
- (f) The appropriate personal protective equipment detailed below must be worn when operating any part of plant or machinery
- (g) 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
- (h) 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
- (i) Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- (j) All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements
 - i. Ladders
 - ii. Hoover
 - iii. Floor Polishers
 - iv. Sound System
 - v. Water Boiler
 - vi. Webcasting equipment
 - vii. Organ
 - viii. Chamber organ
 - ix. Electric keyboard
- (k) 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
- (l) The following items of plant and equipment are tested by a competent person in accordance with an inspection programme

Ladders	Inspected yearly by an outside agency
Hoover	Visual Yearly and at each time of use
Floor Polishers	Visual Yearly and at each time of use
Sound System	Visual Yearly and at each time of use
Water Boiler	Visual Yearly and at each time of use
Webcasting equipment	Visual Yearly and at each time of use
Organ	Termly and at each time of use
Chamber organ	Termly and at each time of use
Electric keyboard	Yearly and at each time of use

(6) Slips, trips and falls – condition of floors, steps and paths

The College will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access.

The responsible person will make weekly checks to ensure that floors, coverings, and steps in the Chapel and Song School remain in good condition, free from obstruction and that any precautions (such as hand rails or lighting) remain adequate. The College will correct any defects identified.

Particular note will be made of moss, algae and leaves in the areas surrounding the Chapel and Song School. Any defects will be reported to the Maintenance Department or Head Gardener who will arrange for repairs or remedial measures to be carried out.

(7) Lighting

In order to ensure that the Chapel and Song School are adequately lit, an inspection will be made every week by the responsible person to ensure that all lights in the Chapel and Song School and the immediate areas outside are working. Any bulbs that require replacing will be reported to the Maintenance Department who will ensure that the bulbs are replaced, following appropriate safety procedures.

(8) Working at high levels

Where possible the College will try to avoid the need for work at height. Where this is not practicable, the College will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

The following areas are designated as high levels:

Any area which is above ground level as per Working at Height Regulations 2006

Only the Chapel Clerk, Chapel Cleaner, Choir Librarian and members of the Maintenance Department and approved contractors may work at high level

A risk assessment and a method statement must be completed prior to any work commencing. No work is authorised without a prepared risk assessment and method statement.

(9) Preparation of Food and Drink

On those occasions when refreshments are served are served in the Chapel and Song School, the Chapel Clerk will ensure that:

- (a) the appropriate regulations governing the preparation and storage of foodstuffs are followed
- (b) all food handlers have received adequate supervision, instruction and training
- (c) the appropriate assessment of risks is carried out for the foods to be prepared and stored in such a way as to avoid contamination
- (d) suitable arrangements are made for the disposal of waste
- (e) before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
- (f) Foodstuffs should only be prepared in the following areas:

Kitchens of College
Ante Chapel (drinks only)

- (g) Only the following persons who have received the appropriate training may prepare and serve foodstuffs:

St John's College Catering & Conference Department Staff
Designated Personnel - Dean, Chaplain, Chapel Clerk (all for drinks only)

- (h) We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

(10) Manual handling – lifting, carrying and moving loads

The College will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, the College will ensure that:

- (a) the College will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible
- (b) The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
- (c) Only those persons who have received the appropriate training are authorised to undertake manual handling tasks

(11) Display screen equipment

The College 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:

- (a) Stability and legibility of the screen
- (b) Contrast and brightness of the screen
- (c) Tilt and swivel of the screen
- (d) Suitability of keyboards, desks and chairs

- (e) The work station environment
- (f) 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 Chapel Clerk or Choir Administrator.

(12) Hazardous buildings/glazing

The College Maintenance Department regularly inspects the Chapel and Song School to make sure it is safe. The College will ensure that

- (a) Any defects noted are immediately reported and the procedures put in hand for repairs
- (b) Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
- (c) A check is made of any asbestos in the building by a competent person noting its location, type and condition and a register kept by the Maintenance Department. 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
- (d) 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) Safeguarding and Child Protection

The Chapel & Choir Department's Safeguarding and Choir Protection Policy for the Supervision and Care of the Choristers will be adhered to at all times. A copy of this Policy can be found on the Choir website via the following link:

www.sjcchoir.co.uk

The College will adopt a Safe Recruitment Policy for the following appointments within the Chapel Department:

Dean of Chapel
Chaplain
Chapel Clerk
Assistant Verger
Chapel Cleaner
Director of Music
Choir Administrator
Choir Marketing and Communications Officer
Secretary to the Director of Music, Dean of Chapel and Chaplain
Chorister Carer
Choir Librarian
Honorary Vocal Consultant
Director of St John's Voices
Lay Clerks
Organ Students
Choral Students
Volunteers members of the Choir

A review of the Chapel & Choir Department's Safeguarding and Child Protection Policy for the Supervision and Care of the Choristers will be carried out each year during the Lent Term by the Choir Advisory Committee. Any revisions will require the agreement of the College Council.

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

(14) Personal safety

The College will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.

Risk Assessments have been carried out to assess the risks to persons working alone in the Chapel and Song School, and handling cash and other valuables. The Risk Assessments are updated annually. They are stored electronically. Copies can be obtained from the Chapel Clerk (chapel@joh.cam.ac.uk) or the Choir Administrator (choir@joh.cam.ac.uk).

(15) Events

Where the College intends to hold large or unusual services, concerts or other events in the Chapel, it will identify any additional precautions that are necessary and implement these.

(16) Tower Tours

The Domestic Bursar is the College Officer responsible for health and safety in respect of tours of the Chapel Tower. The College has a policy and risk assessment for the Chapel Tower, which takes account of the size of the tower, the control of movement within the tower, the number of stewards available, and the ease with which persons can safely evacuate the tower in case of emergency.

(17) Information and enforcement

Environmental Health Service Information:

Environment Department Cambridge City Council
Mandela House
4 Regent Street
Cambridge
CB2 1BY.

Tel: 01223 457900

E-mail: env.health@cambridge.gov.uk

RIDDOR

H&SE
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

Tel: 0345 300 9923

Employment Medical Advisory Service
Bedford Office
Woodlands
Manton Lane
Manton Lane Industrial Estate
Bedford
MK41 7LW

Fax: 01234 220633

(18) Health & Safety law poster

Copies of the HSE poster 'Health and Safety Law – what you should know' are displayed at the following locations:

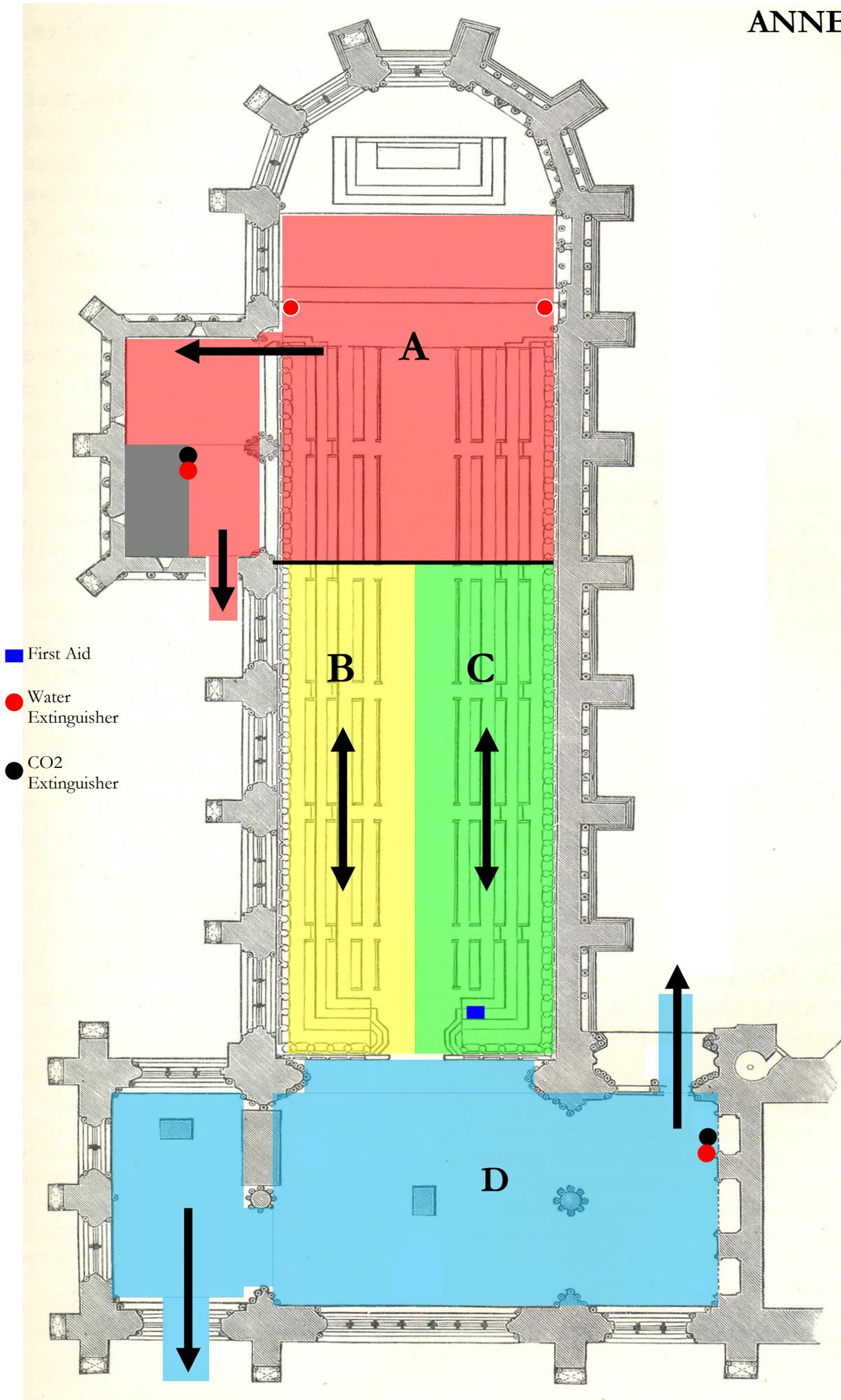
Vestry
Song School
Lobby of F Staircase, Chapel Court (opposite entrance door to Choir Office)

(19) Employer's Liability Insurance Certificate

Copies of the current College's Employer's Liability certificate are displayed at the following locations:

Vestry
Song School
Choir Office

Revised October 2018



IN AN EMERGENCY

Information for Stewards

Should an emergency arise

The performance will be stopped immediately

Put on yellow Hi-viz Jackets

Follow instructions given by Chapel Clerk

Door Stewards (3) to man and open all doors

Try to keep everyone calm

Upon instruction evacuation Stewards (3) to evacuate people
via exits as laid out on plan

Evacuation assembly points

- i Centre Forecourt Car park
- ii Centre Chapel Court
- iii Centre First Court

Report to Chapel Clerk in Chapel Court

Await further instructions

DO NOT PUT YOURSELF AT RISK