



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

HEALTH & SAFETY POLICY

Date: August 2013

CONTENTS

Section A

General Statement of policy

Section B

Organisation and responsibilities

Section C

Arrangements (implementation of the policy)

- 1 Accidents and First Aid
- 2 Fire safety
- 3 Electrical safety
- 4 Gas equipment safety
- 5 Hazardous substances
- 6 Safety of plant and machinery
- 7 Slips, trips and falls
- 8 Lighting
- 9 Working at high levels
- 10 Preparation of food
- 11 Manual handling – lifting, carrying and moving loads
- 12 Display screen equipment
- 13 Hazardous buildings/glazing
- 14 Child protection
- 15 Personal safety
- 16 Risk assessment/activities
- 17 Contractors
- 18 Information and enforcement
- 19 Health & Safety law poster
- 20 Employer's Liability Insurance Certificate

SECTION A

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

Our policy, in accordance with the College's Health & Safety policy is, so far as is reasonably practicable, 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 Chapel and the Song School.

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 & Safety matters are kept constantly under review, an item on Health & 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 & Safety matters.

Signed:



Date: 31 March 2014

**The Reverend D J Dormor
Dean
St John's College Chapel, Cambridge**

Review Date: August 2014

SECTION B

ORGANISATION AND RESPONSIBILITIES

(1) Responsibility of the Dean of Chapel

Overall responsibility for Health & Safety in the Chapel and Song School is that of the Dean of Chapel

The Reverend D J Dormor

who will ensure that arrangements are in place to satisfy the College's Health & Safety Policy, Health & Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to other College and Chapel personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

(2) Responsibility of the Chapel Health & Safety Officer

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

Mr Stephen Stokes, Chapel Clerk

The responsibility of the Health & Safety Officer shall be to:

- 1 be familiar with Health & Safety Regulations as far as they concern the Chapel and Song School premises
- 2 be familiar with the Health & Safety policy and arrangements and ensure they are observed
- 3 ensure so far as is reasonably practicable, that safe systems of work are in place
- 4 ensure that the Chapel and Song School are clean and tidy
- 5 ensure that the fabric of the Chapel is properly maintained, including the safety of monuments, tombstones and plaques
- 6 ensure that safety equipment and clothing is provided and used by all personnel where this is required
- 7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 8 ensure that adequate access and egress is maintained
- 9 ensure adequate fire fighting equipment is available and maintained
- 10 ensure that food hygiene regulations and procedures are observed

(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.

Employees and voluntary workers must therefore:

- 1 comply with safety rules, operating instructions and working procedures
- 2 use protective clothing and equipment when it is required
- 3 report any fault or defect in equipment immediately to the appropriate person
- 4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- 5 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:

1. By activity

Accident book/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
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

2 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) Accidents and First Aid

First Aid boxes are located in: Chapel Vestry
 Chapel Clerk's Office
 Forecourt Porters' Lodge
 Choir Administrator's Office

Qualified First Aiders are: Stephen Stokes, Chapel Clerk
 Caroline Marks, Choir Administrator

The accident books are located in: Chapel Clerk's Office
 Choir Administrator's Office

All accidents and incidents are entered on an accident report form and our insurers advised of any incidents reported to the Health & Safety Executive and other incidents on an individual basis as judged appropriate.

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.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These accidents will be reported by the responsible person.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and diseases to the enforcing authorities. Fatal accidents, major injuries, and injuries which involve the injured person being absent from work for more than three days will be reported to the enforcing authorities, as will diseases and certain dangerous occurrences, as defined by the regulations:

- Serious injuries or dangerous occurrences (as defined by the regulations) will be reported immediately. This will be followed by a report in writing within ten days on an 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, will be reported within ten days on form F2508
- Reportable diseases, as defined by the regulations, will be reported in writing to the enforcing authority on form F2508A.

If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the RIDDOR Incident Contact Centre should be obtained.

The following is a summary of the injuries or occurrences that must be reported (for further information, refer to the Regulations or contact the RIDDOR Incident Contact Centre):

- Any fatality to employees or non-employees including volunteers
- Major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work)
- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment
- 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 College 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.

(2) Fire safety

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

(2.1) Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity	
Vestry	Water	9 litre
Vestry	CO2	2 kg
SE of Ashton Tomb	CO2	2kg

Ante Chapel (Chapel Court Door) Water 9 litre

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 Rosedales

(2.2) 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.

(2.3) Other fire protection equipment

No other fire safety equipment is located in the Chapel

(2.4) Evacuation procedure

Chapel

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

- (1) All designated fire doors will be unlocked before the service/event commences
- (2) A weekly check will be made that all doors can be opened
- (3) A trained steward will 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

- (4) Responsibility for using each fire extinguisher will be allotted to named and trained stewards
- (5) 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
- (6) 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
- (7) Persons will assemble

A	Forecourt Car park
B	Centre of Chapel Court

- (8) The emergency services will be contacted immediately by the Porters using the telephone located in the Forecourt Porters' Lodge
- (9) A mobile phone will be held by the Chapel Clerk

Song School

- (1) All designated fire doors will be clearly marked as fire exits using the 'Running Man' symbol
- (2) A weekly check will be made that all doors can be opened
- (3) All fire corridors and staircases will be kept clear at all times
- (4) Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity	
Top of Stairs	Water	9 litre
Top of Stairs	CO2	2kg

- (5) Emergency lighting will be kept in working order
- (6) In the event of an emergency (fire/bomb threat etc) the fire alarm will sound
- (7) Persons will assemble on the grass area of Forecourt Car park
- (8) The emergency services will be contacted immediately by the Porters using the telephone located in the Forecourt Porters' Lodge

(2.5) Evacuation Drills (Chapel and Song School)

Fire evacuation drills will 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 they are kept clear and unobstructed

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

- 1 Immediately raise the alarm
- 2 Advise the Forecourt Lodge to telephone the emergency services
- 3 Check the building for occupants
- 4 Attack the fire if possible within your capability using the appliances provided, but without taking personal risk
- 5 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
- 6 Evacuate to the designated assembly point
- 7 Ensure clear access for the emergency vehicles

3 Electrical safety

- (1) A list of all our portable electrical appliances is maintained by the responsible person

- (2) 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
- (3) Every year all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of
- (4) 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.
- (5) 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
- (6) 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
- (7) 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
- (8) 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 into 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 so protected that they do not constitute a tripping hazard and are not subject to mechanical damage

4 Gas equipment safety

- 1 Our 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
- 2 Appliances fuelled by LPG (liquid petroleum gas) will not be used in the Chapel or Song School

5 Hazardous substances

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

6 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:

- (1) Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- (2) Employees and voluntary workers must not ride on any parts of machinery not intended for that use
- (3) Machinery must be switched off before any adjustments are made
- (4) After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- (5) 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
- (6) The appropriate personal protective equipment detailed below must be worn when operating any part of plant or machinery
- (7) 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
- (8) 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
- (9) Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- (10) 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

- (11) 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
- (12) 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

7 Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risks of slips, trips and falls, an inspection will be made every week by the responsible person of

- (i) all floors and stairs in the Chapel and Song School and
- (ii) all steps and ramps leading to the Chapel and Song School.

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

8 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.

9 Working at high levels

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

The following procedures must be followed:

A risk assessment and prepare a method statement must be completed prior to any work commencing

No work is authorised without a prepared risk assessment and method statement

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

10 Preparation of Food and Drink

- (1) We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
- (2) We ensure that all food handlers have received adequate supervision, instruction and training
- (3) 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
- (4) Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
- (5) Foodstuffs should only be prepared in the following areas:

Kitchens of College
Ante Chapel (drinks only)

- (6) 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, Lay Vicar, Chapel Clerk (drinks only)

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

11 Manual handling – lifting, carrying and moving loads

- (1) Our policy is to eliminate the need for manual handling as far as is reasonably practicable
- (2) 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
- (3) The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
- (4) Only those persons who have received the appropriate training are authorised to undertake manual handling tasks

12 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.

13 Hazardous buildings/glazing

- (1) 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 month by the responsible person
- (2) Any defects noted are immediately reported to the Maintenance Department 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
- (4) 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
- (5) 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.

14 Child protection

The College's Safeguarding and Child Protection Policy for the Supervision and Care of the Choristers will be adhered to at all times. A copy of this Policy is available on request from the Dean of Chapel.

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

Dean of Chapel
Chaplain
Priest Vicar
Chapel Clerk
Chapel Cleaner
Director of Music
Choir Administrator
Chapel and Choir Projects Assistant
Secretary to the Director of Music
Choir Librarian
Honorary Vocal Consultant
Lay Clerks
Organ Students
Choral Students
Volunteers members of the Choir

A review of the Safeguarding and Child Protection Policy for the Supervision and Care of the Choristers will be carried out each year during the Michaelmas 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.

15 Personal safety

Risk Assessments will be carried out to assess the risks to persons working alone in the Chapel and Song School and handling cash and other valuables.

Procedures will be drawn up, including appropriate control measures.

16 Risk Assessments

Risk assessments will be carried out on 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 will be carried out into the specific activities of the Choristers and Probationers when on College premises.

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

17 Contractors

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 & 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 onto the Chapel or Song School premises 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.

18 Information and enforcement

Environmental Health Service Information:

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

Tel: 01223 457900

Fax: 01223 457909

RIDDOR

Incident contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Tel: 0845 300 9923

19 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)

20 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 August 2013

