

Saint Matthew's Church Surbiton

HEALTH AND SAFETY POLICY



Address: **St Matthew's Avenue**
Surbiton
Surrey
KT6 6JQ

Date: **August 2023**
Review Date: **January 2026**

As a church, we understand that we owe a duty of care to ensure the safety of those who visit or use our church, hall or churchyard. We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law. In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. 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.

I Statement of Policy

Our 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 church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply. The Parochial Church Council (PCC) 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. We will appoint a member of the PCC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid. It is the duty of all employees, volunteers and users of the church premises 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 church plays his or her part in its implementation. Further details about our organisation and arrangements for managing health and safety are set out in this document. A copy of it will be kept in the church and made available to others on request.

Signed*:

Rev'd Caroline Kramer

*on behalf of the Parochial Church Council as agreed at a meeting on 18th March 2025

II Organisation and Responsibilities

1. The member of the PCC with overall responsibility for implementing our policy is: the vicar / Team Rector (Rev'd Caroline Kramer or successor) They will ensure that:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are rectified immediately
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church

- Set a personal example on matters of health and safety.

2. The Churchwardens have day-to-day responsibility for implementing our policy. They are Dave Hill and Jason Pennington.

They will ensure that:

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

3. All employees, volunteers and users of the church premises have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises. They will ensure that they:

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

III Arrangements - Those specific to St Matthews are shown in *italics*

This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities.

General Arrangements

1 Competent Assistance Where necessary, we will appoint someone who is competent to assist us in meeting our obligations under the Management of Health & Safety Regulations 1999. Where an appointment is made, we will record the details here. Our person appointed to assist us is: David Carter

2 Risk Assessment We will complete risk assessments to identify what we need to do to comply with health and safety law. *The assessments will be signed by the Churchwardens and the health & safety advisor.* We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

3 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.

4 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. Our first aid box is located in the kitchen.: Our person in charge of first aid arrangements is David Carter. *A list of qualified first aiders is placed on the notice board and kept up to date.*

5 Accident Reporting: *We will keep an accident book and record details therein. Our Accident Book is kept in the kitchen with the First Aid Box. Fatal accidents, specified injuries and dangerous occurrences must be reported immediately by the responsible person by the quickest practicable means (normally the telephone) to the Environmental Health Department of the Royal Borough of Kingston upon Thames under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The specified injuries are listed in Annex A.*

If the church or Sitzler Room are let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. Instructions where the first aid boxes and reporting forms are kept should be included in the hiring arrangements

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 church 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 & safety policy and Public and Employers Liability insurance by asking to see copies of the relevant documents.

8 Record Keeping: Our Health and Safety Risk Assessments, records and other documents are kept *in the office*.

IV Specific Arrangements

1 Asbestos:

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

2 Bell Ringing

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the notification of safety procedures to visiting bellringers.

3 Church Buildings

We will ensure that the fabric of our buildings is inspected *every 6 months by the Churchwardens and every 5 years by the inspecting architect* to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will

include glazing. *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.*

4 Church Garden

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe. Where our churchyard is formally closed, we will report any concern to the Local Authority or Parish Council.

5 Construction Work and Contractors

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

5.1 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:-

5.2 Have their own health and safety policy (where required by law) and be able to provide a copy of the same.

5.3 Produce evidence that they have appropriate public and employers liability insurance in place. A record of this evidence will be maintained.

5.4 Comply with all the requirements of this health and safety policy and co-operate with the Churchwardens in providing a safe place of work and a safe system of operation.

5.5 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.

5.6 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.

5.7 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.

5.8 The Church will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

6 Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

7 Electricity

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

7.1. A list of all our portable electrical appliances is maintained by the Churchwardens and kept in the office.

7.2. Every three months plugs, cables and sockets will be inspected by the Churchwardens to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the Churchwardens for action.

7.3. 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.

7.4. Every year a visual inspection will be carried out of the fixed electrical installation by the Churchwardens. Any defects will be reported to The Churchwardens for action.

7.5. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body). Any necessary remedial work will be carried out.

7.6. *The lightning conductor was installed in 2020. It was tested on 10th March 2023 by a competent specialist firm of lightning engineers and will be retested at intervals of not more than five years.*

7.7. *It is our policy not to sell any second hand electrical goods.*

7.8. *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:-*

- i) Visually check all electrical equipment before use.*
- ii) Report all faults immediately to the Churchwardens.*
- 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 in the electrical equipment record.*
- v) Hall hirers are responsible for the safety of any electrical equipment they bring in, it is recommended that they have it checked by a competent person*
- vi) Electrical equipment should be switched off and disconnected when not in use for long periods.*
- vii) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.*

8 Events

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

9 Fire

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

9.1 Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997. In order to achieve this, we undertake the following:

- 1. An assessment of the fire risks in the church and associated buildings. This is carried out either as a specific exercise or as part of our general health and safety risk assessments*

2. *A check that a fire can be detected in a reasonable time and that people can be warned.*
3. *A check that people who may be in the building can get out safely including if necessary the provision of emergency lighting.*
4. *To provide reasonable fire fighting equipment.*
5. *A check that those in the building know what to do if there is a fire.*
6. *A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.*

9.2 Fire Extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of Extinguisher and Capacity
<i>1 beside inner entrance door</i>	<i>Water</i>
<i>1 outside kitchen</i>	<i>Water</i>
<i>1 inside kitchen</i>	<i>Carbon Dioxide</i>
<i>1 inside office</i>	<i>Carbon Dioxide</i>
<i>1 beside south porch entrance</i>	<i>Water</i>

Any person who discharges a fire extinguisher must notify the Churchwardens as soon as possible. The extinguishers noted above are checked every 3 months by the Churchwardens to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by Churches Fire Ltd

9.3 Fire Alarm System

There are no fire alarm systems in the Church or Sitzler Room. There are fire sensor alarms in the kitchen and office. Any person who uses a fire blanket must notify the Churchwardens as soon as possible.

9.4 Other Fire Protection Equipment

Fire Blankets are kept in the kitchen. These are checked every 3 months by the Churchwardens to ensure they are still in place.

9.5 Evacuation Procedures

Procedures are set out in Annex B together with a plan of the church. An announcement would be made by the senior member of the clergy, and Churchwardens would move immediately to direct people to the nearest exit.

- 1. All designated fire doors must be unlocked before the service/event commences. The exits from the Church, including kitchen, office entrance and south porch will be clearly marked as fire exits using the "Running Man" symbol.*
- 2. A check must be made that all doors can be opened.*
- 3. Churchwardens (where present) are responsible for maintaining clear pathways to exits and encouraging people to evacuate calmly and quietly.*

<u>Area of Church</u>	<u>Exit Door(s)</u>
Nave	Main door or South Porch
Side Chapel	Main door
Chancel and choir	South porch
Parish Office	Exit to front garden of Rectory
Sitzler Room	Main door or garden
Kitchen	Main door or garden

- 4. As emergency lighting is not currently installed in the Church, torches are available in bags beside the exits.*
- 5. Persons leaving the Church will assemble in the front garden of the Rectory.*
- 6. The emergency services will be contacted immediately by a nominated person using either a mobile phone or the telephone located in the Office.*

9.6 Evacuation Drills

Fire evacuation drills will not be carried out. The churchwardens, welcomers, employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

If You Discover a Fire (No matter how small)

- 1. Immediately raise the alarm.*

2. Telephone the emergency services using mobile phone if office phone unavailable.
3. Check the building for occupants and evacuate the building.
4. Evacuate to the designated assembly point.
5. Ensure clear access for the emergency vehicles.

9.7 Critical or Dangerous Incidents

Such incidents can include such unusual events as: break-ins, intruders, threatening behaviour, terrorist threats etc where specialist outside assistance will be required.

Threat	Preventative Measures	Reactive Measures
Break-in and damage	All doors to be securely locked when church empty	Person who discovers break-in should ring 999 for police, do not touch anything, vacate the building and wait for police
Intruders	as above	Person who discovers intruders should ring 999 for police, do not tackle intruders - stay safe
Threatening behaviour (While church in use)	Church wardens or those in charge of activity to monitor attendees	Try to defuse situation calmly, if necessary call police
Bomb threats	Church wardens to make routine checks for unusual packages left in church	Person receiving threat should notify police immediately, Rector or Churchwardens to take charge of situation, instruct those present to stay still and await police instructions; do not evacuate building unless told to do so

10 Hazardous Substances

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified.

10.1 The Churchwardens will maintain a list of all hazardous substances used in the church premises. See table below.

Where at all 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.

Do not mix chemicals or store chemicals in unmarked containers.

<u>Name</u>	<u>Hazard</u>	<u>Storage</u>	<u>Protection</u>	<u>Accident Procedure</u>
Bleach	Low	Locked Cupboard by toilets	Wear rubber gloves when using	If splashed, wash with copious amount of water
Disinfectant	Low	Kitchen and Locked Cupboard by toilets		
Other cleaning materials	Low	Locked Cupboard by toilets		
Wood preservative	Low	Garage beside vicarage	Access by authorised person with key	
Masonry preservative	Low			
Paint	Low			
Leak sealant	Low			
Path & patio cleaner	Low	Garage by vicarage		

11 Heating Systems

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

11.1 The two gas boilers are located in a locked cupboard by the South Door. They and any other gas equipment are maintained and checked annually by a competent contractor who is a Gas Safe Registered gas installer. Any necessary work required for safety is implemented immediately.

11.2 In order to prevent burst pipes, the heating system will be programmed to operate in the event of freezing temperatures.

12 Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

13 Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions, including team lifting.

13.1 Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

13.2 Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, such as trolleys or dollyboard for chairs and tables as far as possible.

13.3 Advice will be given to all those employees and voluntary workers who are required to undertake manual handling.

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

<u>Handling Task</u>	<u>Method, Persons, Equipment</u>
Moving stacks of chairs	Special trolley provided
Moving tables	Dollyboard available
Moving piano	Wheeled frame available
Moving other items	Trolley available

14 Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in

such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

14.1. We ensure that we follow the appropriate Food Hygiene Regulations governing the preparation and storage of foodstuffs.

14.2. We ensure that all food handlers have received adequate supervision, instruction and training.

14.3. 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.

14.4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.

14.5. Food stuffs may only be prepared in the kitchen.

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

14.7 When serving food, we will ask if recipients if they have allergies and label food items which could contain nuts or other possible allergens.

15 Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as handrails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

16 Tower Tours

Where we plan to run tower tours, we will identify any specific precautions that are necessary. This will take 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. We will then implement these.

17 Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

The Churchwardens will maintain a list of all items of plant and machinery (at present consisting of a lawn mower and gardening equipment). The procedures for checking and rules for use are as follows:-

17.1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.

17.2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.

17.3. Machinery must be switched off before any adjustments are made.

17.4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.

17.5. 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.

17.6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.

17.7. Persons under the age of 18 may use hand tools and are not permitted to operate any power driven item of plant or machinery.

17.8. Any defect and damage found to any item of plant or machinery must be reported to the church wardens.

17.9. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

*17.10. **Ladders** may only be used when they can be safely secured. This will necessitate the use of ladder ties or two person operation. Any user must be adequately supervised. No-one may use a ladder unless there is someone else present*

<i>Ladder to organ loft Ladders to bell tower Movable ladder for use in pews Ladders in church</i>	<i>When not in use, ladders must be locked away, those which need to be left in the church must be tied and covered to prevent them falling or being misused.</i>
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18 Working Alone

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety. *This includes travelling on church business and handling cash and other valuables.*

19 Working at Height

Where possible, we will try to avoid the need for work at height. Where this is not practicable, we 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:-

Roof

Upper aisle arches

Clock

Areas accessed by ladders from ground level within the building.

Only persons authorised by the Churchwardens may work at high level:

Roof gutters and gulleys are only dealt with by approved contractors with their own H&S policy on working at heights and their own indemnity arrangements.

20 Lighting

In order to ensure that the church is adequately lit, an inspection will be made every month by the Churchwardens to ensure that all lights in the church, hall and churchyard are working. Any bulbs which require replacing will be reported to the Churchwardens who will ensure that those bulbs and all similar ones are replaced, and that the safety procedure for the replacement of bulbs is followed.

21. Information and Enforcement

Environmental Health Service Information

*Address: Royal Borough of Kingston upon Thames
Guildhall, Kingston upon Thames*

Employment Medical Advisory Service Information:

Address: HSE London Divisional Office

Tel: 020-7717 6000

Health and Safety Executive Information Line: 0845 345 0055

ANNEX A

Types of reportable incidents

Deaths and injuries

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

Types of reportable injury

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:

- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on [specified injuries](#) is available.

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days.

The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non fatal accidents to non-workers (eg members of the public)

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.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a '[specified injury](#)' (see above).

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work:

These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on [occupational diseases](#) is available.

Specific guidance is also available for:

[occupational cancers](#)

[diseases associated with biological agents](#)

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Further guidance on these [dangerous occurrences](#) is available.

Additional categories of dangerous occurrences apply to [mines, quarries, offshore workplaces](#) and relevant transport systems ([railways](#) etc).

Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the [Report of a Flammable Gas Incident - online form](#).

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.

Unsafe gas appliances and fittings should be reported using the [Report of a Dangerous Gas Fitting - online form](#).

Annex B

Emergency Evacuation Procedure

The chance of there being a major fire or other such incident in church, requiring emergency evacuation is remote but we must always be ready for such an eventuality.

- There are four exit doors:
 - the Porch Entrance,
 - the door to the kitchen and then into the garden,
 - the Parish Office door to the left hand side of the altar (NOT suitable for pushchairs and cannot be used as a wheel chair exit due to stairs.
 - the door by the Boiler room at the front of the church on the right.

The exits are marked with luminescent Green Emergency Exit signs.

- In the event of a fire being detected and evacuation being required the sidespeople or nominated persons ('fire wardens') will sound an air horn to draw attention to the incident. There is an air horn and a torch in the 'Fire' bag by each fire exit.
- The fire wardens will immediately make sure that those around them are clear what they should do and ensure all persons have evacuated.
- Use the exit nearest to where you are sitting or as otherwise directed by a fire warden.
- Once outside the building keep on moving so that those who are following behind can also get out to safety. Make your way to the VICARAGE FRONT GARDEN AREA but not into the road, which might cause a traffic incident.
- **Do not delay your exit by picking up your personal belongings.**

A senior person will be nominated to provide any information the Fire Brigade may need.

Address: St Matthew's Church St Matthew's Avenue KT6 6JQ

