

NORBURY PCC: HEALTH & SAFETY



26th June 2009

Policy and Procedure Part 1

This document sets out the Health and Safety policy and procedure that applies to Norbury PCC, Hazel Grove.

Approvals

Role	Name	Signature	Date

Norbury PCC: Health & Safety

POLICY AND PROCEDURE PART 1

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1. POLICY

Health and safety matters affect everyone. Norbury PCC is committed to the health and safety of its employees, volunteers, congregation, visitors to the church and anyone who carries out duties on behalf of the PCC, and to follow good practice as it applies to a parish church. Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions at Norbury, and to provide information, training and supervision as needed for this purpose.

Associated with this policy is a health and safety procedure that sets out how Norbury PCC intends to meet its policy. The procedure defines good practices, identifies relevant guidance material, allocates responsibilities, and provides the necessary forms and methods for managing health and safety matters efficiently. To make this policy and procedure effective, the active co-operation of everyone involved with Norbury church is required.

The policy and procedure will be kept up to date, particularly in the light of any changes to regulations, our activities and our buildings. To ensure this, the policy and procedure will be reviewed regularly and the appropriate changes made. In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

2. PROCEDURE – GENERAL CONSIDERATIONS

Guidance:	HSE: An Introduction to Health and Safety (INDG259 rev 1) HSE: Managing Health and Safety (INDG275) HSE: Health and Safety Law: What You Need to Know (04/09) Ecclesiastical: Guidance Notes on Church Health and Safety (G10/PD01 GN3 rev 1) Ecclesiastical: Church Health and Safety Policy (G10/CH/HS rev 2)
Forms:	Norbury PCC Policy and Procedure Acknowledgement Form

This procedure sets out how Norbury PCC intends to fulfil its commitments stated in its policy. Controlled documents, such as registers and forms, are used to implement the procedure where applicable, and these are referenced from this procedure. The procedure is designed to meet all applicable current legislation, and in particular the Health and Safety at Work etc. Act 1974 (HSW) and the Management of Health and Safety at Work Regulations 1999 (MHSW). The law states that employers with five or more employees must have a written health and safety policy / procedure, and Norbury PCC presently falls into that category.

This document uses the term “Norbury PCC”, which should be interpreted broadly to mean all the management of Norbury church, rather than just the Parochial Church Council. Where “employees” are mentioned, this term should be extended to volunteers with an on-going and extensive involvement with Norbury PCC.

The procedure applies to Norbury PCC and its closely associated organisations and activities. Examples of these include:-

- Services.
- Pastoral care work.
- Children and youth work.
- Choir, organist and music group.

- Office work.
- Mothers' Union and Men's Society.
- Bell ringers.

Examples of organisations that are specifically deemed to be outside the scope of this procedure include:-

- Brigade and Scouts.
- Norbury Amalgamated Sports Club.
- Churches Together.
- Outside organisations such as Christian Aid.
- Hirers of rooms (unless closely associated to Norbury PCC).
- Church members who undertake activities that are not managed by Norbury PCC.

These organisers must ensure that their procedures and activities meet current health and safety regulations as they apply to them, and Norbury PCC cannot accept responsibility for this.

The health and safety risk profile for Norbury PCC is considered to be low overall. Factors that lower the risk profile include:-

- Activities and events are planned in advance.
- Most activities and events follow a set pattern.
- Activities and events rarely involve physical activities.
- There are generally no dangerous activities and events.
- There is no manufacturing.
- There is no holding or distribution of goods.
- The staff turnover is low.
- The congregation is 'stable' with few leavers and comers.
- There are relatively few visitors from outside the congregation or established users of the facilities.

Factors that increase the risk profile include:-

- The number of activities and events is relatively large.
- Some activities and events are run by volunteers.
- There are activities involving children and young people.
- The congregation and numbers of users of the facilities are relatively large.
- The congregation is mostly elderly and some are frail.

In applying good practice, this shall mean official guidance (such as from the Church of England or a government body or a recognised quango) for small businesses or small and local charitable organisations in applicable parts. The HSE guidance has been used as default, and this guidance has in many cases been referenced in each section of this procedure as applicable. Further guidance is also available from the HSE website. Additional guidance is available from other organisations, such as Ecclesiastical Insurance and the Church of England, and some of this guidance has also been referenced.

It is recognised that all activities and events do carry a certain amount of health and safety risk, as does life in general. This means that irrespective of the amount of planning and foresight and preventive actions taken, it is likely that there will be some residual risks attached to all activities and events. In implementing this procedure, the health and safety risks will be reduced to an acceptable level, without imposing an unreasonable burden on Norbury PCC, or preventing Norbury PCC from carrying out its chief ecumenical and pastoral care duties as a local church for Hazel Grove.

This procedure covers the following areas:-

- Events and risk assessments
- Electrical and appliances safety
- Noise and place of work assessment
- Manual handling
- Slips, trips, falls and working at heights
- Driving
- Fire safety and hazardous substances
- First aid and incidents reporting
- Illness and stress
- Disability
- Training
- Records and data protection
- Intruder prevention, violence and lone working
- Contractors
- Buildings
- Churchyard and car park
- Sports fields

For administrative and practical reasons this policy and procedure has been split into two parts. This document is part 1. Part 2 is intended to cover the following areas:-

- Food safety
- Working with children and young people including child protection
- Employment matters
- Insurance matters
- Financial matters
- Ecumenical matters
- Pastoral care for the congregation and the public

This policy and procedure should be updated as regulations or circumstances change, and at least once every three years, to ensure that:-

- It reflects the current guidance on health and safety matters.
- It reflects the operations and practices of Norbury PCC.
- It is effective and provides an acceptable level of health and safety protection.
- It reflects and supports the intent of Norbury PCC on health and safety matters.

Once amended, the policy and procedure should be approved by at least two members of the PCC. These should be the chairperson (normally the incumbent or acting incumbent or his/her deputy) and one or both of the Church Wardens.

The chairperson of the PCC has overall responsibility for health and safety at Norbury church. A health and safety co-ordinator may be appointed for the practical management and implementation of the policy and procedure. The policy and procedure is managed under the Property Committee reporting to the PCC.

The approved policy and procedure shall be made available to all staff. This shall be recorded on the Policy and Procedure Acknowledgement Form. Consultation with staff and awareness training shall be made available as required. The health and safety law poster shall be displayed in the church office or other suitable location. As stated in the policy, health and safety affects everyone connected with Norbury

church, and everyone is expected to co-operate and comply with this policy and procedure, and actively work for its effective implementation and improvement.

To ensure the effectiveness of the procedure, a review by the PCC shall take place in accordance with the following schedule (ecumenical matters and pastoral care are included at each PCC meeting and are therefore not listed separately).

Month	Aspect to be Reviewed	Basis for Review
January	Policy General procedure considerations	Policy and Procedure Acknowledgement Form Confirm the health & safety responsible person Appoint health & safety coordinator (optional)
February	Events and risk assessments	Risk Assessment Register
March	Electrical and appliances safety Noise and place of work assessment Manual handling Slips, trips, falls and working at heights Driving	Appliances Safety Assessment Register Place of Work Assessment Register None Ladders, etc. Register None
April	APCM – general review	Church Annual Report
May	Fire safety and hazardous substances	Fire Protection Plan, Fire Risk Assessment
June	First aid and incidents reporting Illness and stress Disability Intruder prevention, violence, lone working	Incident Register, First Aider Register None None None
July	Working with children and young people Child protection	(See part 2 of this procedure) (See part 2 of this procedure)
August	No PCC meeting	Not applicable
September	Employment matters	(See part 2 of this procedure)
October	Training Records and data protection Food safety	None Data Security Assessment Form (See part 2 of this procedure)
November	Contractors Buildings Churchyard and car park Sports fields	None Quinquennial Inspection Report None None
December	Financial matters Insurance matters	(See part 2 of this procedure) (See part 2 of this procedure)

The outcome of the review is to be recorded in the corresponding PCC monthly minutes of meeting.

3. EVENTS AND RISK ASSESSMENTS

Guidance:	HSE: Five Steps to Risk Assessments (INDG163 rev 2) Ecclesiastical: Guidance Notes on Church Functions (G10/SC/GN/V1 print 09/07)
Forms:	Norbury PCC Risk Assessment Register Norbury PCC Risk Assessment Form

Risk assessments are the main means of ensuring that activities and events do not pose an unacceptable health and safety risk. Where no further instructions or guidance are given, then a risk assessment is the default method for demonstrating that an activity or event does not pose an unacceptable level of health and safety risk. This is not to say that all activities and events must have risk assessments, but over a period of time, it is expected that many of these will be formally risk assessed.

Some events are organised by Norbury PCC and are carried out repeatedly, e.g. bell ringing. In this case, the risk assessment for bell ringing should take note of the Guidance Notes on Church Health and Safety issued by Ecclesiastical Insurance with regard to change-ringing bells. Events that are not organised by Norbury PCC, e.g. by contractors, outside organisations and non-church members, should generally have public liability and indemnity insurance covering any activity they may organise or perform as part of the event.

Organisers of events should refer to the above referenced guidance by Ecclesiastical Insurance, which provides guidance on bouncy castles, bonfires and firework displays, parades and charity walks and candlelit services. Candles should be closely controlled when children are present (e.g. live candles are no longer used at the Christingle service). Note that additional insurance cover may be required for 'dangerous' events such as swimming, bonfire and firework displays.

The selling of certain goods at events should be restricted. This applies in particular to toys, which must carry the CE marking, furniture and soft furnishing (such as pillows and cushions), which must be manufactured and labelled since 1990 to meet standards for materials used, children's clothing, which must not have hood cords, and electrical and gas appliances, which should generally not be sold (see section on Appliances below).

To control and document the risk assessments, two forms are used:-

- A Risk Assessment Register is used to record required and completed risk assessments. A consecutive Reference Number is allocated from the register to individual assessments. The register also records the date of the assessment, the next due date (if applicable) and required corrective actions and that the risk assessment has been closed out.
- A Risk Assessment Form is used for documenting the assessment. This identifies the location and the activity or event and the reference number (allocated from the Risk Assessment Register). For each identified hazard or risk, the likely impact and the probability of the risk materialising is stated together with existing or scheduled controls in place and any additional controls (if applicable, otherwise state "none"). Finally, the form is signed by the 'Owner' of the location or activity/event and the Risk Assessor. A review signature may be added. A suitable replacement form may be used for documenting the risk assessment.

Norbury PCC uses a simplified Failure Mode Effect Analysis (FMEA) method for the risk assessment. The assessment is qualitative and based on experience related to church operations. The following three steps should be followed:-

- Identify hazards and sources of risk.
- Assess the implication and the likelihood that the risk materialises.
- Address the hazards and sources of risk until an acceptable level of residual risk has been reached.

Where the risk assessment determines that additional controls are required to be put in place, a new Risk Assessment Form should be completed once the additional controls have been implemented. The Risk Assessment Register should also be updated with the new Risk Assessment Form.

Note that risks that can be eliminated without undue effort, cost and inconvenience must be so done. Only where a risk cannot reasonably be eliminated should it be controlled or managed.

The risk assessment should normally be carried out by the person who has ownership or is responsible for the activity or event covered by the assessment plus a second person. It is desirable that at least one of the two persons should have some experience of carrying out risk assessments. Where this is not the case, the risk assessment may be retrospectively reviewed by a third person with such experience.

Risk assessments that are related to on-going activities or events should be re-performed every three years. The Risk Assessment Register is used for monitoring the due dates.

Once a Risk Assessment is no longer applicable, for example where it has been superseded by a later Risk Assessment Form, or the event the risk assessment relates to has taken place, the final column in the Risk Assessment Register can be 'ticked' to indicate that the risk assessment is 'closed'. Closed Risk Assessment Forms should not, however, be discarded, as any implications related to the risk assessment may not become apparent for many years afterwards (see section on Records and Data Protection).

4. ELECTRICAL AND APPLIANCES SAFETY

Guidance:	HSE: Electrical Safety and You (INDG231 print 11/05) HSE: Maintaining Portable Electrical Equipment in Offices, etc. (INDG236 print 4/04)
Forms:	Norbury PCC Appliance Safety Assessment Register

Electricity may kill. Electricity may pose a particular problem in wet areas, outdoors and in cramped locations with bare metalwork. Temporary installations, such as trailing cables, are specifically at risk from damage. Electrical installations must therefore be carried out by a registered electrician, and should be periodically inspected. The organ and the lightning conductor should be included in the inspection.

An RCD is used for outdoors and wet areas. If replacing a fuse, make sure the correct fuse rating is used, and do not assume a correctly rated fuse was fitted in the first place. Isolate as appropriate before inspecting any electrical installation or equipment, including appliances.

Appliances are used in the church office, kitchen and elsewhere and must be maintained so as not rendering the equipment unsafe. Portable equipment is particular at risk, since this may be damaged through frequent handling. The use of surge protection for sensitive electronics such as PCs and the electronic organ should be considered to reduce the risk of equipment damage from electrical sparks.

Most risks associated with electrical equipment can be identified through a simple visual inspection by a suitably knowledgeable person. Visual inspection entails ensuring that the equipment appears to be in good working order with no obvious deficiencies such as: damage, cracks, loose connections or wires, burn marks, etc. The electrical plug may be inspected where appropriate for items such as: correct fuse being used, terminal screws are tight, wires are not unduly exposed, cable grip is in place, etc. It should be possible to disconnect or isolate equipment. Attention should be paid to the use of equipment in wet areas or where equipment or wiring could be exposed to the elements or be physically damaged, e.g. through chaffing. There must be no risk that persons can come in contact with medium to high voltages (over 60 volts).

Visual inspection is sufficient for all class I (double-insulated) electrical equipment. Class II (earthed) equipment may in addition be safety tested (so called PAT) particularly if the visual inspection has revealed something not being totally satisfactory.

If an appliance through visual inspection is found to be unsatisfactory, it should either not be used or be safety tested. Testing should be carried out by an appropriately qualified, trained or knowledgeable person.

Visual inspection does not apply to gas appliances, which must be assessed by a CORGI register person. Particular attention should be paid to the risk from carbon monoxide poisoning and the ventilation of areas.

As a rule, visual inspection should be carried out annually. Gas appliances, such as cooker and boiler, should be inspected and where appropriate serviced annually by a CORGI registered person. New appliances should only be obtained from a reputable source. Where a second-hand appliance is obtained it should at least be visually inspected before it is used. Gas appliances must be installed by a CORGI registered individual.

Because of the potential dangers inherent with used portable electrical equipment, no second-hand electrical appliances should be sold by Norbury PCC, e.g. at the Christmas Fair. New electrical goods must carry CE marking, but it is advisable that these are also not sold. No gas equipment, new or second-hand, must be sold by Norbury PCC.

An Appliance Safety Assessment Register is used for capturing and managing electrical and appliances safety assessments as follows:-

- Record for each appliance the date of the assessment, type of performed assessment (visual, plug inspection, testing, etc.), who performed the assessment, the outcome of the assessment (pass or fail), and the next due date.
- Electrical installations should be inspected by a registered electrician every five years. The Appliance Safety Assessment Register is to be used for managing this event. All failed assessments must be acted upon in a timely manner.

Any records from assessments and inspections should be retained (see section on Records and Data Protection).

5. NOISE AND PLACE OF WORK ASSESSMENT

Guidance:	HSE: Workplace Health, Safety and Welfare (INDG244 rev 2) HSE: Noise at Work (INDG362 rev 1) HSE: Working with VDUs (INDG36 rev 3)
Forms:	Norbury PCC Place of Work Assessment Register Norbury PCC Place of Work Assessment Form

Norbury PCC aims at providing a suitable environment at work as required under the Workplace (Health, Safety and Welfare) Regulation 1992.

Excessive noise, particularly over a prolonged period of time, may eventually lead to permanent loss of hearing. Ear defenders are an effective tool to protect against noise. They should be used whenever it is deemed that hearing damage from excessive noise could occur.

The main source of “noise” at Norbury is the church bells. These are only operated by the bell ringers, who control who can be present, and who are responsible for the welfare of anyone present. Where appropriate, risk assessments will be used to address the risk of excessive noise. Noise is also covered by the Place of Work Assessment Form (see below).

Prolonged and incorrect use of VDU equipment may lead to upper limb disorders. Other types of work may also have inherent risks associated with them. Where appropriate the use of workstations and types of work shall be assessed to try to prevent problems. Two forms are used for managing this:-

- A Place of Work Assessment Register is used to record each assessed workstation and type of work performed by staff, the date of the assessment, the due date for the next assessment, and any salient outstanding actions arising from the assessment.
- A Place of Work Assessment Form is a questionnaire that is used as guidance in assessing a particular workstation or type of work performed by staff. The completed and agreed form should be signed by the person to whom the workstation belongs to or who performs the type of work being assessed plus the Assessor. Optionally it may also be signed by a third person reviewing the form.

The Place of Work Assessments, together with Risk Assessments, will be used to also address some of the other health and safety aspects covered by this procedure (see below). The Place of Work Assessment will be used to identify and confirm any Risk Assessments (existing and yet to be done) that apply to the particular individual covered by the Place of Work Assessment.

Any issues or actions arising from the assessment should be addressed in a timely manner where this is practicable.

6. MANUAL HANDLING

Guidance:	HSE: Getting to Grips with Manual Handling (INDG143 rev 2)
Forms:	None

Injuries arising from incorrect manual handling are the biggest source of lost workdays, so the risks should be taken seriously. Having said that, in general there is no regular handling of heavy or “awkward“ loads at Norbury. Occasional handling includes the moving of the communion railing. Staff should be aware of the correct handling procedures, which are clearly stated in the referenced HSE leaflet.

Manual handling issues are assessed through Place of Work Assessments (see above) and Risk Assessments (see above) as appropriate.

7. SLIPS, TRIPS, FALLS AND WORKING AT HEIGHTS

Guidance:	HSE: The Work at Height Regulations 2005 (INDG401 rev 1) HSE: Safe Use of Ladders and Stepladders (INDG402) HSE: Preventing Slips and Trips at Work (INDG225 rev 1)
Forms:	Norbury PCC Ladders, etc. Register

Falls from heights remain the single largest contributor to deaths at the workplace, so clearly must be taken very seriously. There is, however, only occasionally working at height at Norbury, such as changing ceiling or car park light bulbs and climbing the church tower. As a rule, working at height where a fall could lead to serious injury or death must be avoided if possible.

The access to the church tower in particular is difficult, and two persons must be present when climbing the tower. All access to the tower should be restricted to a minimum, and the public is not allowed access.

All work at height must be planned and risks assessed. Where appropriate this may include making a formal risk assessment.

Two persons should be present when working at height. When working at height, the correct equipment must be used. A tower scaffold is safer than a ladder and should be used where practicable. The equipment must be visually inspected before use to ascertain that it is not damaged and is safe to use. A tower scaffold must be visually inspected that it has been correctly assembled before it is used. Visual inspection should be by a second individual. A ladder must be secured. When working outside, the work should be postponed in inclement weather. The risk of items falling from height should also be taken into account, and the wearing of hard hats may be appropriate. The referenced guidance contains clear guidance on correct working practice at height.

Slips and trips are mostly less serious than falls from height, but they are the single most common cause of injuries at work. Slips and trips should be avoided as far as practicable. This means keeping floor areas free from clutter, trailing leads and any trip hazards, removing spillages as they occur, posting warning signs for wet floor areas, and keeping lighting in good order.

Serious slips and trips are usually preceded by several slips and stumbles that do not result in injuries, so any incident should be reported as appropriate as “learning points” (see section on First Aid and Incidents Reporting below).

Trips, falls and working at height issues are assessed through Place of Work Assessments (see above) and Risk Assessments (see above) as appropriate. All ladders, tower scaffold, etc. must be formally assessed at least annually, and the assessment should be captured on the Ladders, etc. Register.

8. DRIVING

Guidance:	HSE: Driving at Work (INDG382 print 09/03)
Forms:	None

Road traffic accidents are probably the greatest source of non-medical related serious injuries and deaths affecting us all. Although driving at work at Norbury is limited to mostly very local travel plus the occasional medium-to-long distance travel to places such as retreats and camps, all travel must be taken very seriously due to the possible consequences if something goes wrong.

In addition to the Highway Code, the above referenced guidance contains much useful information plus a reference list of further reading material.

Norbury PCC does not provide vehicles, and the driver (owner) is solely responsible for the safety of the vehicle used. The driver must ensure that the vehicle used is road worthy, regularly serviced and taxed. Lights and tyres should be checked at an appropriate interval. The screen wash should be topped up. Seatbelts must be worn at all times. Handheld devices such as mobile phones must not be used with the engine running. Headrests should be adjusted to the correct height to protect against whiplash injuries. The driver must also hold the appropriate and valid driver licence and vehicle insurance as these are not the responsibility of Norbury PCC.

The above applies also to where a vehicle and driver is hired, e.g. for church outings. Vehicles and drivers should only be hired from reputable organisations that have the necessary insurance cover (see section on Insurance in part 2).

All non-local travel must be planned, and in many cases should be subjected to a risk assessment. The driver must take into account factors such as weather conditions, travel in darkness, rest periods, road and traffic conditions, etc.

Driving at work issues are assessed through Place of Work Assessments (see above) and Risk Assessments (see above) as appropriate.

9. FIRE SAFETY AND HAZARDOUS SUBSTANCES

Guidance:	DCLG: Fire Safety Risk Assessment Large Places of Assembly (05 FRSD 03338g) DCLG: A Short Guide to Making Your Premises Safe from Fire (05 FRSD 03546) DCLG: Fire Safety Order 2005 (October 2007) HSE: COSHH – A Brief Guide to the Regulations (INDG136 rev 3) HSE: Fire and Explosion – How safe is Your Workplace? (INDG370 print 04/04) Ecclesiastical: Guidance Notes on Church Fire (G10/PD01 GN1 print 09/07)
Forms:	Norbury PCC Fire Risk Assessment Form Norbury PCC Fire Protection Plan

Fire represents a real risk to Norbury that could have a devastating impact and must be taken extremely seriously. Fire may result in smoke inhalation, loss of life, irreparable damage to the fabric and content of the church, and could seriously disrupt the operation of the church.

The chairperson of the PCC is the “Responsible Person” under the Fire Safety Order 2005 (FSO). The duties of the “Responsible Person” may be performed by the health and safety co-ordinator or someone else appointed by the “responsible person”. Day-to-day activities regarding fire safety (regular fire protection maintenance tasks) are to be carried out by the Vergers.

Extensive guidance on fire protection is given in the referenced documents. The first document applies to locations that can hold more than 300 persons. Norbury PCC will apply this guidance appropriately, as it is recognised that the number of occasions in a year when more than 300 persons are congregated at Norbury is likely to be less than ten. Also, generally the risk of fire is relatively low, with the main source of ignition being the kitchen area and the boiler, and with no significant sources of oxygen such as oxygen cylinders or ventilation system present.

The church is a listed grade two building and this puts limitations on the fire protection that can be put in place. The gallery is supported by cast iron pillars, there is a subterranean area for the boiler, and the church tower represents a particular risk with regard to detecting and escaping fire. There are no artefacts of such value as to influence or divert from the safe evacuation of the buildings in case of fire. No animals are kept on the premises.

Norbury PCC must also comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR). Norbury PCC does not store or handle any noteworthy quantities of hazardous substances, these being restricted to household cleaning agents and office equipment. There is not believed to be any significant quantities of asbestos. Lead is mainly restricted to the roof area.

Church Wardens, Verger and Sides Persons are as a rule present at all main services and events. These people play an important role in managing fire protection and ensuring the safe evacuation of the buildings in case of fire. At special services and events when the church is full, the fire evacuation routes are as a rule pointed out to the congregation.

To reduce the risk of fire, ‘safe’ behaviour should be followed. This entails:-

- Keeping aisles and escape routes free from obstacles.
- Keeping the buildings tidy and reduce the amount of combustible material as far as practicable.
- Not to bring flammable, hazardous or dangerous substances to Norbury without prior agreement.
- Not to leave source of ignition, such as candles, fires, cooker, etc. unattended when in use.
- Familiarise yourself with the Fire Protection Plan and the location of escape routes and fire fighting equipment.
- Report any situations that may increase the risk of fire.
- In the event of a fire follow the Fire Protection Plan and instructions that are given.
- Act calmly, yet decisively, and provide assistance where safe to do so.

Fire protection at Norbury is handled through a Fire Risk Assessment and a Fire Protection Plan that also includes hazardous substances. The Fire Risk Assessment document is designed to cover the following factors:-

- Identify all significant sources of ignition such as electrical fires, cooker, boiler, naked flames, candles, etc. Consider the risk of these becoming igniters of a fire. Deep fat fryers should not be used. If one is used, it must not be left unattended at any time. Portable heaters should generally be avoided, but if used must be of the convector or fan type fitted with a thermostat cut-out against overheating. Radiant type of heaters must not be used. It is good practice to switch off at the socket or fully disconnect portable heaters when not in use.
- Identify all significant sources of fuel, i.e. material that could easily burn and be able to sustain a fire, such as relatively large amount of paper, wood, cooking oil, etc. Consider how these sources of fuel can be reduced or contained.
- Identify any significant sources of oxygen, including oxidising material but excluding the air.
- Identify any hazardous substances and how these may cause harm to people.
- Identify who may be at risk in case of fire covering the various functions carried out at Norbury, such as services, other functions, bell ringing, office work, pastoral care, maintenance work (boiler, church tower clock) etc.
- Identify anyone who is considered to be particularly at risk, such as the elderly, infirm or disabled persons, children, lone workers and persons working in confined spaces. Consider how the fire risk to such persons can be reduced.
- Identify all escape routes and ensure that they are operational and practicable to use, e.g. ease of getting out through emergency exits, escape routes are clear from obstacles, and the length of the escape routes. Where appropriate escape routes and exit doors should be labelled.
- Identify safe assembly areas away from the buildings.
- Identify all emergency lighting and consider if adequate in case of a fire. Verify the operation of all emergency lighting.
- Identify all smoke alarms and gas (carbon monoxide) detectors and consider if their locations are adequate. Verify that all smoke alarms and gas detectors are operational through testing.
- Identify all fire doors and ensure that they are shut properly and that appropriate signs to that effect are clearly visible.
- Identify all fire fighting equipment such as a fire blanket for the kitchen and fire extinguishers throughout the building. Ensure that fire extinguishers are of an appropriate type and size and are operational through clear instruction on how to use them and that they are inspected / tested at least every two years.
- Identify all first aid boxes and that the content is appropriate and within use-by-dates.
- Identify where water can be drawn from for use by the fire services.
- Identify where gas and electricity can be isolated from.

A plan drawing of the buildings shall be clearly marked up with the location of the items listed above as appropriate. All the items above shall be evaluated as for the risk of a fire occurring and the risk that anyone comes to harm. As for all risk assessments the identified residual risks must be deemed to be acceptable. If this is not the case, then additional fire protection measures should be considered.

Based on the findings from carrying out the Fire Risk Assessment, a Fire Protection Plan shall be written. This document is designed to cover the following elements:-

- Identify the “Responsible Person.”
- Identify the person(s) responsible for day-to-day activities regarding fire safety (regular fire protection maintenance tasks).
- Identify the regular fire protection maintenance tasks.
- Identify the control measures of hazardous substances.
- Identify ‘safe’ behaviour with regard to fire safety.
- Identify the emergency telephone number to use in case of fire.
- Identify the safe assembly area.
- Identify the main steps to be taken in case of fire.

When the Fire Risk Assessment and the Fire Protection Plan have been finalised they must be approved by the “Responsible Person”.

A training session on fire protection for the staff shall be held yearly. The Fire Risk Assessment and Fire Protection Plan shall form the basis for the training and shall include a fire drill. The training event must be recorded by capturing the date of training, who performed the training and who was being trained. In addition, at least one member of staff (normally one of the Vergers) shall have attended basic training in fire safety provided by a competent organisation.

The Fire Protection Plan shall be displayed. The existence of the Fire Protection Plan shall be made clear to staff and regular visitors as appropriate and to outside organisations as part of any room hiring agreement.

The Fire Risk Assessment and the Fire Protection Plan shall be updated yearly or more frequently if significant changes to the buildings or staffing have taken place. Fire safety-related work and checks, apart from regular tasks, should as a rule be recorded.

10. FIRST AID AND INCIDENTS REPORTING

Guidance:	HSE: First Aid at Work – Your Questions Answered (INDG214 print 03/08) HSE: Basic Advice on First Aid at Work (INDG347 rev 1)
Forms:	HSE: RIDDOR Report of Injury Form HSE: RIDDOR Report of Disease Form Norbury PCC: Incident Register Accident Record form (hard copy only) Norbury PCC: First Aider Register

Properly administrated first aid can save lives. At least one person, usually one of the Vergers, shall be trained as first aider. A register should be maintained of individuals who have been trained in first aid, and a form is provided for this purpose. First aid training should be provided through an organisation that is approved by the HSE. Refresher training should take place as required by the first aid training certificate.

A first aid box shall be provided in the kitchen area. The location of all first aid boxes and their content shall be checked as part of carrying out the Fire Risk Assessment (see above).

In the case of a first aid event, the following basic steps shall be performed:-

- Ensure the injured person is prevented from further injury.
- Provide immediate emergency help, such as stopping profuse bleeding and freeing airways.
- Phone for medical help dialling 999 and stating our location as Norbury church, London Road, Hazel Grove, SK7 4RF and our telephone number as 0161-487 2390 (kitchen) and 0161-483 6325 (office). State briefly the extent of the injuries.
- Make the area safe to prevent others getting injured.
- Attend to the injured person. If breathing is satisfactory, put the person in the recovery position and cover with a blanket if appropriate. If not breathing, ensure airways are freed and start chest compressions and give mouth-to-mouth resuscitation. Do not unduly move an injured person. Do not apply any undue pressures unless attempting to stop profuse bleeding. Do not attempt to straighten what appears to be dislocated or broken limbs. Do not give anything to drink. Cool any burns with cold water or use dressings that have been soaked in water. Speak to the injured person to ensure he/she is conscious and remains calm by telling that help is on its way.
- Make sure that the ambulance has space to park in front of the entrance door, and meet the ambulance as it arrives.

Under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation) Norbury PCC must report to the HSE:-

- All serious injuries at work that result in three days or more absence.
- Where a member of the public is involved in an accident that results in a hospital visit.
- Certain cases of work-related diseases.

All such reporting shall be made on the HSE-supplied forms (referenced above) and shall be carried out by the person responsible for health and safety or the health and safety co-ordinator.

In addition to RIDDOR, all incidents, large and small, shall be recorded on a provided for Accident Record form held in the kitchen (this form is not available in electronic format). The main purpose of the Accident Record form is to ensure that all accidents, first aid instances, near misses and incidents are captured accurately at the time. On the form record the following information:-

- The date and time of the incident.
- The name of the person(s) affected by the incident.
- The location and nature of the incident.
- The immediate actions that were taken as a result of the incident.
- The outcome of the incident.
- Who recorded the incident and when.

The completed form should be handed to the church office or a church official.

An Incident Register shall log each Accident Record form that is raised. The Incident Register is used to ensure that all Accident Record forms are closed out in a timely manner and that recurring incidents patterns are noticed.

Church organisation and contractors should be made aware of the first aid provision as stated here, including the location of first aid boxes, the basic steps to be followed in case of a first aid incident, and

the need to record any incident on the Accident Record form. Outside organisations that uses the church premises, should be made aware of these first aid arrangements as part of their room hire agreement.

11. ILLNESS AND STRESS

Guidance:	HSE: Managing Sickness Absence and Return to Work (INDG399 print 10/04) HSE: Tackling Stress the Management Standards Approach (INDG406 print 03/05) HSE: Working Together to Reduce Stress at Work (INDG424 print 11/08)
Forms:	None

Norbury PCC wants employees to be as healthy as possible, and to facilitate return to work after an illness as soon as is practicable. Where the absence extends beyond three days due to illness, it is good practice to record the cause of the illness. It is also good practice to make reasonable arrangements to help the employee return to work following the illness. Where illness becomes a frequently reoccurring event, efforts should be made to ascertain if there are any work-related factors that are contributing to the illness.

Stress is one form of illness that can be difficult to spot and is often work-related. In recognition of this, the HSE has developed six management standards as a tool for addressing work-related stress. The standards are described in the above referenced guidance and cover:-

- The demands of an individual's job.
- The control an individual has over his/her work.
- The support that is received from management and colleagues.
- The relationships at work.
- The individual's role in the organisation.
- The management of work-related changes.

Illness and stress issues are taken into account during the Place of Work Assessments (see above) as appropriate.

12. DISABILITY

Guidance:	DWP: The Disability Discrimination Act – A Guide for Small Businesses (December 2005) DRC: Top Ten Tips for Small Businesses
Forms:	None

Norbury PCC welcomes disabled persons to the church buildings as visitors, as part of the congregation, and as employees and volunteers. Within the constraints of a grade two listed building, Norbury PCC aims to fully comply with the requirements of the Disabilities Discrimination Act (DDA), and provides the following aids to disabled persons:-

- There are marked disabled car parking spaces nearest to the entrance.
- There is space immediately in front of the entrance for Ring-a-Ride, taxis and other cars to drop off and collect disabled persons.
- There is a gently sloping ramp to the front door.
- The front door opens wide.
- There is a disabled toilet immediately inside the front door.
- There is wide space to get into the church and the Legh room with no thresholds.

- There is space at front of the nave for wheelchairs to attend the services. Aisles must not be blocked by wheel chairs.
- There is a hearing induction loop in church.
- At services, Church Wardens and Sides Persons are available to give assistance as required.
- There are some standard service sheets and hymn books in large print.

Disability issues are taken into account during the Place of Work Assessments (see above) and the Fire Risk Assessment (see above) as appropriate.

13. TRAINING

Guidance:	HSE: Health and Safety Training (INDG345)
Forms:	Norbury PCC: Training Attendance Form

Training needs are determined as part of the Place of Work Assessment (see above). This includes training on health and safety matters as stated in the section on General Considerations. Note also the requirement for annual fire protection training (see section on Fire Safety and Hazardous Substances).

Attended training events shall be recorded as follows:-

- Date of the training event and its location.
- Who delivered the training (including their organisation) and who received the training.
- The subject matter and level the training covered (e.g. introductory, basic, medium, advanced).
- Delivery method (e.g. classroom, web-based, hands-on, workshop) and length of training.

The Training Attendance Form, or a similar form, may be used for recording training events. Salient evidence from the training should be retained with the attendance form, such as copies of training certificates. Based on such evidence the form should be signed by a Reviewer, who for training organised by Norbury PCC would normally be the Trainer.

14. RECORDS AND DATA PROTECTION

Guidance:	ICO: Getting it Right – A Brief Guide to Data Protection for SMEs (v2.0 2008) ICO: Notification Exemptions – A Self-assessment guide (2007) ICO: Good Practice Note - Security of Personal Information (v1.0 2007)
Forms:	Norbury PCC: Data Security Assessment Form

All safety-related work should normally be recorded, although this can often be done in a summary form using one or several of the forms provided under this procedure. It is recommended that the forms are completed electronically, formatted to suit and printed and signed where applicable. Both the electronic and paper versions are to be retained.

Records should be kept safe. This entails:-

- Paper records are kept in folders or binders in such a way that they can be readily retrieved and searched.
- Electronic records are named and organised in folders in such a way that they can be readily retrieved and searched.

- Electronic records are backed up regularly using a file format that can be read by a commercially readily available application and operating system.
- Records are protected from unauthorised and accidental changes and in particular confidential records are protected from unauthorised access. For paper records this may mean a locked filing cabinet. For electronic records this may mean using unique and secret user identities and passwords (see below).

Where electronic records are held, the following good security practices should be adhered to:-

- Computers and storage devices should be protected against theft by being kept in locked buildings, rooms or drawers as applicable when left unattended.
- Computers should have up-to-date virus protection.
- Computers that are connected to the internet should have a firewall activated.
- Access to computers should only be for authorised users via unique user identity and password.
- Users must keep their password secret. Passwords must not be displayed.
- Strong password rules should be followed, i.e. not easily guessed (such as names of family members, pets, football teams, part of the address, car registration), minimum of six character length, use a mixture of upper and lower case characters, and a mixture of alphabet and non-alphabet characters (e.g. digits).
- If a password is suspected of having been compromised it should be changed.
- If the computer terminal is left unattended for any length of time, the screen should be locked (Ctrl+Alt+Del, lock computer).
- The screen saver should be activated after 10 minutes of inactivity. On re-activation the user should be forced to login again.
- Before accessing an external USB device such as a memory stick or a CD/DVD a virus scan should be made.
- Data should be backed up on a regular basis. Backed up data should be protected against unauthorised access, theft and fire, e.g. by being stored in a secure location away from the church buildings.
- Confidential data should not be divulged unless specifically required to be so. Generally, such data should not be put on external devices, such as memory sticks, CD/DVD or an individual's personal computer at home. Where data is stored on an external device, these must be protected against theft and unauthorised access to the data.
- Only reputable websites should be accessed.
- Only secure websites (those with starting address "https:") should be used for entering confidential data.
- Data should only be downloaded from reputable websites.
- Generally, only applications that Norbury PCC holds a current licence for should be used. Unlicensed applications should only be used where the application is commonly available and known, e.g. Adobe Acrobat Reader.
- Similar rules apply to operating systems. Where a computer can access the internet, only operating systems and internet browsers that are supported by security updates should be used.
- Applications or executable code should not be down-loaded from websites unless the website is known to be trustworthy.
- In general, applications should be updated with critical security patches. In some cases the firewall will require to be set to allow the updates.
- Only email addresses that are known or believed to be trustworthy should be responded to. Never reply to an email or open an email attachment unless the sender is known or believed to be trustworthy.

- In general, confidential information should not be sent via email as emails are not very secure.
- Be aware of fake websites, fake email addresses and fake callers.

Under the Data Protection Act 1998, personal information, particularly if held in electronic form, must be managed under certain conditions. Principally these are:-

- Only information that is essential for the operation of Norbury church should be held. Information for which the purpose of retention is not clear should be deleted or destroyed.
- Information should be accurate and should be kept up-to-date if practicable. Inaccurate and out-of-date information should be deleted or destroyed.
- The information should be held safely with access only given to those who need the information for the operation of Norbury church.
- The person whose information is being held, has the right to know what information is being held and for what purpose. Before passing on this information, the individual should identify him or herself unless already known to Norbury PCC.
- Information should not normally be passed to Third Parties unless there is a legal requirement to do so. The veracity of the Third Party should be established before passing on such information.

As a not-for-profit organisation and a church, for its “core business purposes” Norbury PCC is exempt from notification under the Data Protection Act. This does not exempt Norbury PCC from having to comply with the act.

Generally, records shall be kept for seven years. When disposing of or deleting obsolete records this should be done safely, e.g. confidential paper records should be shredded. When deleting confidential sensitive electronic records, the backup copy should also be deleted. Computers that are no longer used should be disposed of safely, e.g. by physically destroying the hard disk. The reason for this is that when deleting data in the normal way using the “Delete” button, only the path to the data is deleted but not the data itself.

Compliance with the above shall be achieved in two ways:-

- An annual assessment of the security arrangements by completing the Data Security Assessment Form.
- By inclusion of the salient data security questions in the Place of Work Assessment (see above) for individuals.

15. INTRUDER PREVENTION, VIOLENCE AND LONE WORKING

Guidance:	HSE: Violence at Work (INDG69 print 04/06) HSE: Working Alone in Safety (INDG73 print 11/05) National Churchwatch: Personal Safety Advice Factsheet Ecclesiastical: Guidance Notes on Church Security (G10/SC/GN/V1 print 02/08)
Forms:	None

To prevent unauthorised and unwanted access to the church buildings, all entry doors should be kept locked unless the doors are supervised. A register should be kept of key holders, including keys to the safe, and the register should be reviewed regularly to ensure that it is up-to-date. Norbury PCC uses a database for this purpose. When the church buildings are not in use, the burglar alarm must be activated.

Violence against church staff and members of the church could be a serious matter. Violence includes abusive or threatening behaviour and assault. The latter is usually rare, and verbal abuse is likely to be the most common instance of violence.

Incidents of violence should be recorded on the Accident Record form (see above) and should be evaluated within a reasonable period of time by the Health and Safety Responsible Person. An important aspect of the evaluation is to identify learning points to prevent future incidents of violence. In cases of assault, the corresponding Risk Assessment and/or Place of Work Assessment must be reviewed, and the incident reported to the police as applicable.

The Place of Work Assessment (see above) should be used to find out about any on-going, often low-level, issues of violence.

Lone working should be avoided if possible. Persons working alone should be consulted about the situation and to ensure that they are aware of the guidance as outlined here. The Place of Work Assessment (see above) can be used for assessing that the requirements for lone working are in place.

When working alone, the following guidance should be followed:-

- Doors should be kept locked.
- The door bell should only be answered if it is safe to do so.
- If necessary, get help from:-
 - Vergers.
 - Clergy and other staff.
 - Police and other emergency services.
- Take extra care when entering and leaving the church buildings at dark.

Lone working should not take place in the case of:-

- Working at height.
- Climbing the church tower.
- Working in confined spaces such as the boiler room or in the roof space.
- Performing electrical work, work on gas appliances or work affecting the gas supply.
- Other potentially high risk activities such as 'hot work' (see section on Contractors below).
- Working with children and the vulnerable (see part 2).

16. CONTRACTORS

Guidance:	HSE: Use of Contractors (INDG368 print 11/03) HSE: Guide on the CDM Regulations (INDG411 print 09/07)
Forms:	None

The employment of contractors needs to be controlled. Health and safety matters need to be taken into account and cannot just be delegated to the Contractor. In general, when engaging a contractor the following should be carried out:-

- Only a Contractor that is deemed to be suitable and competent should be selected for the work. Such selection may be determined on the basis of work previously performed, membership of a recognised trade association, a good health and safety record, level of understanding of health and safety matters, proposed health and safety arrangements, etc.

- The Contractor should be informed about the Norbury PCC health and safety arrangements, and in particular about evacuation procedures and routes, as applicable.
- The Contractor must be informed about known health and safety hazards and issues that could affect the work in hand. In particular, the Contractor must be told about the presence of any asbestos, lead or hazardous substances in the area of work. Similarly, if working at height, any surfaces that are weak and should not be walked upon should be pointed out.
- The Contractor should be asked to specify any health and safety implications for Norbury PCC, e.g. the introduction of dangerous machinery or material, or any 'hot work' such as use of welding kit or blow torches. For 'hot work' it is recommended that guidance is obtained from Ecclesiastical Insurance.
- The Contractor must have employer's liability compulsory insurance and public liability insurance that covers the activities to be performed. See section on Insurance in part 2.
- The level and arrangements for communication and supervision between Norbury PCC and the Contractor should be established.
- The use of any Sub-contractor by the Contractor should be clarified. Usually the Contractor is responsible for the selection and management of the Sub-contractor, but it is good practice that the arrangements are clarified, e.g. the level of supervision offered and the Sub-contractor's understanding of the health and safety arrangements.
- Welfare facilities that are commensurate with the aspects and duration of work should be provided by either Norbury PCC or the Contractor as agreed.

For more substantial work, or work deemed to carry a high degree of risk, a Risk Assessment should be performed and should cover the above points. The Risk Assessment can be carried out by the Contractor or jointly with Norbury PCC. A generic Risk Assessment may be adequate, but should be assessed for its adequacy and applicability. Minor and routine work would most likely not require a Risk Assessment.

Once work is under way, should any unsafe practices be observed, the work should be stopped and the Contractor informed. Work should not resume until it is safe to do so.

Major construction work (i.e. those lasting longer than 30 days) must be notified under the Construction, Design and Management (CDM) regulation. Such work must have a CDM co-ordinator, a principal contractor, a health and safety plan and a health and safety file. Note that specialist guidance may be required in this area.

Please refer to the section on Fire Safety and Hazardous Substances for information on identifying hazardous material and asbestos (Fire Risk Assessment). See also the section on Buildings regarding managing asbestos.

17. BUILDINGS

Guidance:	Ecclesiastical: Letting of Church Buildings (G10/GN/INS/11 print 10/06) HSE: Guide to Managing Asbestos in Buildings (INDG223 rev 3) HSE: Manage Asbestos (print 01/08)
Forms:	None

There are several buildings associated with Norbury PCC as follows:-

- The church and associated church rooms, such as the Legh room, etc. These buildings belong to Chester Diocese, but Norbury PCC is responsible for their management and upkeep.

- Various smaller buildings in the churchyard, such as the Sexton’s store (Hearse House) and sheds. Norbury PCC are the owner and responsible for the management and upkeep.
- The vicarage. The building belongs to and is managed and maintained by Chester Diocese.
- The Curate’s house at 27 Davenport Road. Norbury PCC is the owner and responsible for its management and upkeep.
- Various buildings on the sport field off Chester Road. NASC are the owner of the buildings and responsible for the management and upkeep.

The church building, associated rooms and churchyard buildings are subjected to a quinquennial inspection by Chester Diocese. The findings from the inspection are to be acted upon by Norbury PCC as appropriately. An Architect may be appointed to advise and help with specifying any required work, which may be subjected to approval by Chester Diocese ('faculty').

The church rooms may be hired by an individual or outside organisation ('Third Party'). The Third Party is responsible for health and safety matters. To this end, a formal hire agreement should be signed by the Third Party. The Fire Protection Plan including arrangements for fire evacuation, first aid and the recording of incidents (Accident Record form) are to be notified to the Third Party.

A critical consideration for buildings is the presence of asbestos. Asbestos has been identified as part of a Fire Risk Assessment for the church and associated rooms. The inspection revealed that asbestos only appears to be present as lagging of pipes in the cellar (boiler room). The state of the asbestos is good, and it is important that the pipe lagging is not disturbed. Should any work be required that necessitates the removal of the lagging, a qualified contractor must be used.

The Curate’s house is a residential building and is managed and maintained as such. When it is not used by a Curate, it may be rented out subject to approval by Chester Diocese. An established managing agent should be used for rental, and the building should be subjected to inspection with regard to gas and electrical safety and general state of repair.

18. CHURCHYARD AND CAR PARK

Guidance:	Diocese of Chester: Churchyard Safety (website 2009) National Churchwatch: Guidance on Security of Churchyards
Forms:	None

The churchyard is closed to new burial plots, although burial in existing plots and burial of ashes can still take place. Since 2008 Stockport Metropolitan Borough Council (SMBC) has taken over the responsibility for the whole churchyard. Due to a technicality in the past, around one third of the churchyard cannot be closed, but it is understood that SMBC has still accepted responsibility for this area as well. SMBC retains the right to be reimbursed by Norbury PCC for its costs relating to the still open area of the churchyard.

The responsibilities of SMBC are understood to include:-

- Safety of gravestones and ornaments. The owner of the gravestone and ornament is responsible in the first instance. SMBC is only responsible if the owner cannot be traced.
- Mowing the lawns.
- Safety and maintenance of trees and bushes.
- Cleaning and maintenance of paths and walls.

Norbury PCC remains responsible for the buildings in the churchyard, principally the Sexton’s store (Hearse House). Norbury PCC is also responsible for burial in existing graves and for the burial of ashes, although SMBC is responsible for the plots.

Norbury PCC is also responsible for the safety of the church car park. This includes ensuring that it remains reasonably flat, does not pose an unacceptable risk to slips and trips, and that trees and bushes do not pose a safety threat.

It should be noted that the car park is for the sole use of church business and it is not a public car park, although a public bridleway passes through the car park. Users of the car park should take all reasonable care. This includes protecting vehicles and content, for which Norbury PCC accepts no responsibility. Extra care should be taken at dark and it is advisable not to be alone in the car park when it is dark, although generally lighting is provided. In addition, users of the car park should:-

- Only use the car park for church business such as attending services.
- Follow the directional signs and drive at no more than 10 mph.
- Only park in designated spaces.
- Not block other vehicles and entry and exit routes for emergency vehicles.
- Not park in the areas with painted yellow lines.
- Not misuse the disabled spaces.
- Not enter the car park with vans, heavy goods vehicles, trailers, caravans, etc. unless agreed with Norbury PCC by prior agreement, e.g. for carrying out essential repair work.
- Lock their vehicles.

19. SPORTS FIELDS

Guidance:	UK Sport: Safety in Sport
Forms:	None

Although Norbury PCC is the trustee of the sports fields located off Chester Road, the fields are managed by the Norbury Amalgamated Sports Club (NASC). NASC consists of three sections:-

- Cricket.
- Lacrosse.
- Bowling.

NASC is responsible for all activities that take place on and off the sports fields. As trustees, the responsibilities of Norbury PCC are in the main limited to:-

- Ensuring that NASC is a “going concern”, i.e. officials are appointed and accounts are prepared.
- Ensuring that NASC has insurance cover in place.
- Ensuring that NASC has a child protection policy in place.

Norbury PCC has no responsibility for the welfare and health and safety of the members of NASC or for visitors, including the public, to the sports fields. It is the responsibility of NASC to ensure that the sports fields are safe to use. The requirement of a local authority safety certificate only applies to sports grounds with a capacity that exceeds 10,000 spectators and is not applicable to the Norbury sports fields.

20. ACRONYMS

The following acronyms have been used in this document.

APCM	Annual Parochial Church Meeting
CD	Compact Disc
CDM	Construction (Design and Management) Regulation 2007
CE	Conformité Européenne (French)
CORGI	Council for Registered Gas Installers
COSHH	Control of Substances Hazardous to Health Regulations 2002
DCLG	Department for Communities and Local Government
DDA	Disability Discrimination Act 1995 and amended 2005
DRC	Disability Rights Commission
DSEAR	Dangerous Substances and Explosive Atmospheres Regulations 2002
DVD	Digital Video Disc or Digital Versatile Disc
DWP	Department for Work and Pensions
FMEA	Failure Mode Effect Analysis
FSO	Fire Safety Order 2005
HSE	Health & Safety Executive
HSW	Health and Safety at Work etc. Act 1974
ICO	Information Commissioner's Office
MHSW	Management of Health and Safety at Work Regulations 1999
NASC	Norbury Amalgamated Sports Club
PAT	Portable Appliance Test
PC	Personal Computer
PCC	Parochial Church Council
RCD	Residual Current Device
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
SMBC	Stockport Metropolitan Borough Council
SME	Small Medium Enterprise
USB	Universal Serial Bus
VDU	Visual Display Unit

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