

Breadsall Church Health and Safety Policy

Building Works/Repairs Policy

1. Introduction

It is essential that the PCC manages any **major** work in a safe manner and in accordance with all appropriate regulations and standards. This policy defines the process to be followed.

2. Process

- 2.1 Plans for all works are to be drawn up in conjunction with an approved architect. The specification needs to make reference to any necessary safety and security arrangements that may be necessary.
- 2.2 A Faculty for all work will be applied for.
- 2.3 Details of the work are to be sent to the church insurers (currently Ecclesiastical) for confirmation of insurance cover for the application once the faculty is approved.
- 2.4 Any questionnaires related to the work from the insurers are to be completed and assessed before any work is undertaken.
- 2.5 If a Hot Work Permit is required, it will be sent with the questionnaire. The PCC should ensure that all procedures outlined by the insurer are implemented during the work. This document is to be passed to the architect for assessment and inclusion in any documentation.
- 2.6 If the works are likely to exceed the specified time period as agreed with the insurers, then the insurer must be informed immediately to ensure continuity of insurance cover.
- 2.7 In the event of a significant change to the church building, the insurer should be asked to undertake a resurvey of the building to ensure adequate cover is in place.
- 2.8 The PCC must comply with the provisions of the Construction (Design & Management) Regulations 2015 or its successor.
- 2.9 In the event the work involves lead, only a contractor who follows Lead Sheet Association standards shall be engaged.
- 2.10 Any electrical supply installations, whether temporary or permanent, shall be installed in accordance with the 'Regulations for Electrical Installation' as issued by the Institute of Engineering and Technology (IET), current edition, plus any amendments, under British Standard BS 7671.
- 2.11 All gas supplies to be installed by a Gas Safe Registered fitter. Gas supplies to appliances to be by fixed piping or armoured flexible tubing and visibly marked.
- 2.12 All contractors to have adequate Public Liability and Employers' Liability Insurance such that the covers protects the PCC should any claims be made against them. Cover for Public Liability to be at least £5,000,000. A copy of the schedule must be obtained from the contractor or written confirmation received from the insurers or their intermediary, setting out the period of insurance, indemnity limit and principle clauses.
- 2.13 The PCC is to check the following are to be put into place by the contractor:
 - health and safety plan
 - first aid facilities
 - site signage and warning of hazards and precautions necessary
 - prevention of access for the general public and children by means of adequate hoardings, fences and locked gates
 - any road closures or restrictions have received necessary Local Authority approval.