



**ST JOHN'S COLLEGE, CAMBRIDGE**

**CHAPEL & CHOIRS DEPARTMENT**

**CHAPEL & SONG SCHOOL**

**HEALTH & SAFETY POLICY**

**Revised September 2022**

**1. General**

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

Our Policy, to be read in conjunction with the College’s Health & Safety policy <https://bit.ly/38M77WN>, is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the Chapel and Song School. This will be in accordance with good practice and any relevant statutory provisions where they apply.

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

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 We will monitor the effectiveness of the Policy, amending it where we believe it is no longer valid.

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

Further details about the Chapel & Choirs Department and arrangements for managing health and safety is set out in this document. The document is available via the Chapel website [www.joh.cam.ac.uk/chapel-choir](http://www.joh.cam.ac.uk/chapel-choir) A copy of it will be kept in the Chapel Clerk’s Office and made available to others on request.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all Chapel Team meetings, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:  Date: 4 September 2022

**Rev'd Dr Mark Oakley**  
**Dean of Chapel**  
**St John’s College Chapel, Cambridge**

**Revised: September 2022**  
**Review date: September 2023**

## **2. Organisation and Responsibilities**

### **(i) Responsibility of the Dean of Chapel**

The Dean of Chapel has overall responsibility for implementing our Policy and ensuring 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 Chapel and Song School
- Set a personal example on matters of health and safety

### **(ii) Responsibility of the Chapel Clerk**

The Chapel Clerk has day-to-day responsibility for implementing our Policy and ensuring that:

- All employees and volunteers 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 is 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

### **(iii) All Employees and Volunteers** have a responsibility to co-operate in the implementation of this Policy and to take reasonable care of themselves and others while on Chapel or Song School 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 employee 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

### 3. Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

#### (i) General Arrangements

##### (a) Competent Assistance

The following people are appointed to assist us in meeting our health and safety obligations:

Head Porter/Health & Safety Manager	Steve Poppitt
Health & Safety Advisor	Bruce Pattinson
Deputy Head Porter/Fire Safety Officer	Sean Gladwell

##### (b) Risk Assessment

Risk assessments will be completed to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid. Risk assessments will be stored on the College SharePoint facility.

##### (c) Information and Training

Employees and Volunteers will be provided with any necessary information and training in a timely manner. The College will keep a record of what is provided. Relevant information will be provided to contractors and self-employed people who may need this to complete their work safely.

##### (d) First Aid

The College will provide adequate first aid facilities including a suitably stocked first aid box and a person who will take charge of the first aid arrangements. Relevant information will be provided for employees and volunteers.

First aid boxes are located: Vestry  
Under Chapel Clerk's seat  
Choir Administrator's Office

Defibrillator is located: Forecourt Porters' Lodge

The staff in charge of first aid arrangements are:

Chapel Clerk	Stephen Stokes
Choir Administrator	Caroline Marks
College Music Administrator	Sophie Kirk

**(e) Accident Reporting**

The College will keep a record of accidents. The College will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Accident forms can be downloaded from the College website.

**(f) Monitoring**

The Chapel Clerk will make periodic checks to ensure that our precautions remain effective and adequate. The College Maintenance Department will ensure that any lifting work or electrical equipment and other utilities are inspected as necessary to ensure that they remain safe. The College will keep records of the checks made.

**(g) Contractors**

Where contractors are employed, the College will ensure that they have their own health and safety policy and Public and Employers Liability Insurance by asking for a copy of the relevant documents.

**(h) Record keeping**

The Chapel, Choir and St John's Voices Health and Safety Risk Assessments are stored electronically on the College's SharePoint system. Paper copies are stored in the Choir Administrator's Office.

#### **4. Specific Arrangements**

##### **(i) Asbestos**

Responsibility for identifying and managing the presence of asbestos in the Chapel and Song School lies with the College Maintenance Department. The Maintenance Department will keep records of checks and assessments made, and provide relevant information to others who might need it (eg building contractors).

##### **(ii) Bell Ringing**

The Chapel bell is located over the Great Gate in First Court and is rung electronically. There are no bells located in the Chapel tower. Access to the Chapel Tower Bell Chamber is restricted to Maintenance Department staff and approved contractors only.

##### **(iii) Chapel Building**

The Maintenance Department will ensure that the fabric of the Chapel and Song School are regularly inspected to make sure they are safe. Defects will be repaired as soon as practicable. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

##### **(iv) Construction Work**

Where maintenance, refurbishment or restoration work is planned for the Chapel or Song School, the Maintenance Department will identify what needs to be done to ensure the safety of all those concerned before work starts. The Head of Capital Projects or Head of Maintenance will also determine if the College has any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

##### **(v) Display Screen Equipment**

Where employees use computers daily for continuous periods of an hour or more, workstations will be analysed to identify precautions, implementing these as necessary. The College will also provide information and training, and meet the cost of eyesight tests on request.

##### **(vi) Electricity**

The College 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. The Maintenance Department will keep records of the checks made where appropriate.

##### **(vii) Events**

Where it is intended to hold large services or concerts in the Chapel, the Chapel Department staff will identify any additional precautions that are necessary and implement these.

##### **(viii) Fire**

A specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire has been drawn up by the Deputy Head Porter and Chapel Clerk. The risk assessment will be reviewed regularly and revised where it is suspected it is no longer valid.

**(ix) Hazardous Substances**

The Chapel uses domestic cleaning products, candle oil and incense. These are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified.

**(x) Heating Systems**

The Maintenance Department will arrange for the heating system to be suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and records kept of the checks made.

**(xi) Lifting Equipment**

All lifting equipment used in Chapel is supplied and maintained by the Maintenance Department. The Maintenance Department is responsible for ensuring the equipment is properly maintained and thoroughly examined periodically by a competent person.

**(xii) Manual Handling**

Chapel Department staff will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, assistance will be sought from the Maintenance or Housekeeping Department, making use of lifting aids or other precautions such as team lifting.

**(xiii) Monuments and Plaques**

The Chapel Clerk will ensure that monuments and plaques in the Chapel are checked regularly to ensure they are kept in good repair.

**(xiv) Preparation of Food**

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

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

Foodstuffs should only be prepared in the following areas:

Kitchens of College  
Ante Chapel (drinks only)

Only the following persons who have received the appropriate training may prepare and serve foodstuffs:

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

The Chapel Clerk will ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

**(xv) Slips and Trips**

The College will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. The Chapel Clerk will make periodic checks to ensure that all floors, coverings and steps remain in good condition, free from obstruction and that any precautions (such as hand rails or lighting) remain adequate. Defects will be identified and corrected, records will be kept of the checks made. The College has arrangements in place to manage pathways leading to the Chapel in winter weather.

**(xvi) Tower Tours**

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

**(xvii) Work Equipment**

Any work equipment (including any hand tools) the College provides 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. The College will keep records of any checks made.

**(xviii) Working Alone**

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

**(xix) Working at Height**

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

## 5. Safeguarding & Child Protection

Note: The Chapel & Choirs Department Safeguarding Policy is separate from St John's College Safeguarding Children and Vulnerable Adults Policy and relates to activities within the Chapel & Choirs Department only.

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

<https://www.sjcchoir.co.uk/about/chapel-choir-safeguarding-policy>

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

Dean of Chapel  
Chaplain  
Chapel Clerk  
Assistant Verger  
Chapel Cleaner  
Director of Music  
Choir Administrator  
Choir Marketing and Communications Officer  
Assistant Organist  
Secretary to the Director of Music  
Choir Librarian  
Singing Teacher to the Choristers  
Director of St John's Voices  
Lay Clerks  
Organ Students  
Choral Students  
Volunteers members of the Choir

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

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