



## Health and Safety Policy

Approval and Reviews by the Parochial Church Council (PCC)

Type of Change	Date Approved by PCC	Changes Made
Annual Approval	March 19, 2024	Updated for 2024 to include references to supporting policies and generic names for role responsibilities.

This document has been prepared in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it.

It is a legal requirement that you read this document and understand your role and the overall arrangements for health and safety.

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. It's sometimes referred to as HSWA, the HSW Act, the 1974 Act or HASAWA.

The Health and Safety at Work etc Act 1974 (HSWA) protects employees and others who may be affected by work activities. This includes those volunteering for, or on behalf of your organisation.

**This policy is binding in respect of Holy Trinity Church, All Saints Luddington, and St Helen's Clifford Chambers.**



## Health and Safety Policy

**The allocation of duties for safety matters and the arrangements which we will make to implement the policy are set out below.**

- The policy will be kept up to date, particularly in the light of any changes to legislation, buildings or activities.
- To ensure that health and safety matters are kept constantly under review, an agenda item on 'Health and Safety' will be included for all meetings of the Parochial Church Council as well as All Saints and St Helen's team meetings.
- The policy itself will be reviewed at least annually and whenever appropriate changes are required to ensure it is operating as intended.

### 1. Allocation and Delegation of Responsibilities

The Parochial Church Council (PCC) through the Vicar, Churchwardens and Village Representatives accept their overall responsibility for this policy and will ensure that adequate resources are made available to achieve this objective and any decisions made will have due regard to it.

The PCC will appoint a person, hereinafter referred to as the Parish Officer, who will have specific responsibility for this policy, for its implementation at Holy Trinity Church and Parish Centre, and for ensuring it is implemented in all other premises which are the responsibility of the PCC.

These other premises, including All Saints' Church and St Helen's Church, will each have a nominated person to be responsible for their respective premises and who will liaise with the Parish Officer to ensure this Health and Safety Policy is being followed.

These people 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
- The policy is kept up to date on health and safety matters relevant to the church with all known or advised changes in the law
- Set a personal example on matters of health and safety.

They will also ensure that:

- All employees and volunteers are aware of their health and safety responsibility
- 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
- 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



### **Standing Committee**

The Parish Officer will report any H&S related issues to the Standing Committee if and when necessary and will be providing a general report twice a year.

The Standing Committee will review all incidents and accidents. The Parish Officer is responsible for the regular reporting on compliance processes and procedures that are set in place.

The Standing Committee will also monitor the overall effectiveness of the policy, recommending amendments to the PCC where it is no longer valid.

The PCC will receive a report from the Standing Committee not less than twice a year.

### **Employees and Volunteers**

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 at an Induction session when they first commence in their role and at an annual update thereafter.

They will ensure that they:

- Read the Health and Safety Policy and understand what is required of them
- Read the Risk Assessment for their place of work and the role they have undertaken
- 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.

The PCC will work to ensure that everyone involved with the church plays his or her part in the implementation of this policy.

## **2. Arrangements for Managing Health and Safety Issues**

This section sets out our general arrangements for managing health and safety and dealing with specific risks. Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations.

### **Risk Assessments**

We will complete risk assessments for each building, team or perceived risk 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.

### **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.

### **Incidents and 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 boxes are located as follows:

- All Saints' Church – Window Sill by Font
- Holy Trinity Church – North Transept
- Holy Trinity Church – By the Sound Desk
- Holy Trinity Parish Centre – Kitchen
- Holy Trinity Parish Centre – Main Office
- St Helen's Church – Under Welcome Desk

If needed, there is also a defibrillator to the left of the Main Door at the Parish Centre

The Parish Officer is in charge of the first aid arrangements at Holy Trinity Church and the Parish Centre. A person will be nominated at All Saints' Church and St Helen's Church to take on these responsibilities.

### **Accident/Incident Reporting**

We will keep a referenced set of Accident/Incident Report Forms with each First Aid box. All accidents and incidents must be recorded and a copy sent to the Parish Officer. We will collate and hold all completed Accident/Incident Report Forms on our IT system.

We 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

### **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.

### **Contractors**

Anyone entering the Churches and any associated buildings 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: -

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same, which shall be kept at the Parish Office or warden in the village Churches.
- Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained with the Church's Public Liability Certificates, in the Parish Office or warden in All Saints Luddington, and St Helen's Clifford Chambers.
- Comply with all the requirements of this Health and Safety Policy and cooperate with the clergy,



wardens and PCC in providing a safe place of work and a safe system of operation.

- Where plant and machinery are 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.
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the PCC. However, accountability will remain with the contractors. documents.

All contractors should register their attendance with the Parish Officer or nominated person when working on parish buildings or associated premises.

### **Record Keeping**

Our Health and Safety Risk Assessments, records and other documents are filed on our IT system

## **3. Specific Arrangements by Concern**

### **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.

### **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 an 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.

### **Candles Wax and Oil-Filled**

Candles are to be stored in a clean dry environment away from any sources of heat. Any lit candle should be kept away from all drapes, paper or any other form of combustible materials.

Candles should be used in the appropriate stand or stood in trays with a sand base. Where candles are at risk of causing harm to passers-by, a flame shield should be used. If candles are to be carried, then the proper candle holders must be used.

### **Church Buildings**

We will ensure that the fabric of our buildings is regularly inspected 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.

### **Churchyard**

Where the Parish is responsible, in open churchyards, we will ensure that boundary walls and gates are kept in good repair and that headstones are safe.

### **Construction Work**

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.

### **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.

### **Electricity**

We will ensure that any electrical system, fixed machine or portable appliance is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. All portable electrical appliances, including plugs, cables and extension leads to be inspected and tested annually by a qualified electrician. We will keep records of the checks made where appropriate.

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

- Visually check all electrical equipment before use.
- Report all faults immediately to the Health & Safety Officer.
- Do not attempt to use or repair faulty equipment.
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

### **Events**

All events are operated and controlled by the PCC. Where the need for a Premises Licence is required for entertainment and/or for the sale of alcohol, the licensee is the Vicar. A Senior Steward must be nominated and recorded for an event who is required to operate the event in every respect as set out in this policy and its accompanying procedures.

### **Fire**

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and action 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.

We have formulated the Fire Safety Management policy to help comply with our legal obligations to staff, volunteers, and visitors under the Fire Safety Order (2005). This includes the provision of a safe place of work where fire safety risks are minimised.

**Please refer to the Fire Safety Management Policy with Evacuation/Lockdown plans specific to each building.**

### **Food Hygiene**

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.

**Please refer to the Food Hygiene Policy**



## **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.

## **Hazardous Substances**

Where at all possible, we have eliminated the use of hazardous substances. Where hazardous substances are required to be used, we will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified. All flammable and irritant substances are kept locked in the appropriate storage areas.

All substances used have a COSHH specification. Please refer to the COSHH procedure. Dangerous substances (as marked on the bottle) may only be used with the permission of the Parish Officer or senior person on duty. Personal Protective Equipment must be used where appropriate.

## **Lighting**

Regular inspections will be carried out by the Parish Officer or nominated person to ensure that all lights in the Churches, any associated buildings and churchyards are working as expected and are replaced as necessary. The necessary safety precautions will be followed for replacing bulbs at high levels.

## **Manual Handling**

We aim to eliminate the need for manual handling as far as is reasonably practicable. Where it is not possible to avoid the need to move loads, an assessment will be carried out and use made of lifting aids, including trolleys, lifts and hoists as far as possible. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.

**Please refer to the separate Manual Handling Policy**

## **No smoking policy**

There is a No Smoking Policy in the Churches and any associated buildings.

## **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. All defects to be reported to the Parish Officer and repairs carried out. At Holy Trinity, the Town Council take responsibility for the Churchyard.

## **Working at Height**

All ladders and Tallscopes are to be stored under lock and key for security. The key should be held by the Parish Officer or other nominated person. There must always be at least one person on the ground at the base of a ladder, step ladder and Tallscopes when it is in use. A risk assessment is to be in place to support any significant Working at Height activity.

**Please refer to the separate Working at Height Policy**



### **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.

### **Working Alone**

We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety. Staff and volunteers are encouraged to avoid lone working where reasonably practicable, including home visits.

**Please refer to the Lone Working Policy.**

**This Policy should be used in conjunction with all relevant Risk Assessments**

**Dated:** March 19, 2024

**Next Review Date:** January 2025

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