

# Health and Safety Policy

This document is taken from:

<https://www.ecclesiastical.com/documents/church-health-and-safety-policy-template.pdf> on the 16<sup>th</sup> March 2021 and converted to Word.

## Our Health and Safety Policy

Name of Church:

*All Saints, Mattishall with St. Peter's, Mattishall Burgh*

Address:

*Church Plain, Mattishall, NR20 3QA*

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our **church, church rooms and churchyard**.

We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

Further information on implementation at [www.ecclesiastical.com/healthandsafety](http://www.ecclesiastical.com/healthandsafety)

You can also use the guidance prepared by the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk).

## General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

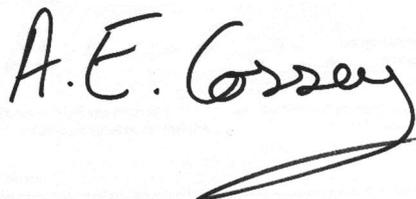
We will appoint a member of the PCC to have specific responsibility for this policy and its implementation. **That person's title will be "Parish Health and Safety Officer."** We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of 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 church plays his or her part in its implementation.

## Health and Safety Policy

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church **buildings** and made available to others on request.

**Signed\*:**

A handwritten signature in black ink that reads "A.E. Gossey". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

**\*on behalf of the Parochial Church Council as agreed at a meeting on: 26<sup>th</sup> May 2021**

**Date:**

**2<sup>nd</sup> August 2021**

## Organisation and Responsibilities

### 1. The Parish Health and Safety Officer is: David Rudling.

He 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 him 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.
- He keeps up to date on health and safety matters relevant to the church.
- He will set a personal example on matters of health and safety.
- Where necessary, he will enlist specialised help to assist us in meeting our health and safety obligations.

### 2. The Churchwardens have day-to-day responsibility for implementing our policy. They are: Susan Cossey and Alan Cossey.

They will ensure 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.
- They set a personal example on matters of health and safety.

3. All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

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

## Arrangements

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

### General Arrangements

#### Risk Assessment

We will complete risk assessments 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.

#### 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 in:**

- **All Saints' Church, Mattishall near the toilet.**
- **St. Peter's Church, Mattishall Burgh near the main door.**

#### **Our person in charge of first aid arrangements is:**

- **David Rudling.**

#### Accident Reporting

We will keep an accident book and record details therein. 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.

**Our Accident Book is kept with the First Aid Boxes in All Saints' Church, St. Peter's Church, the Church Room and the Church Office.**

#### 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

If we employ contractors, we make sure that they have their own health & safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

#### Record Keeping

**Our Health and Safety Risk Assessments, records and other documents are kept in Office 365 under Mattish**

### Specific Arrangements

#### 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 any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the notification of safety procedures to visiting bellringers.

#### 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

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

#### 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. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

#### Electricity

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

#### Events

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

#### Fire

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

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### Heating Systems

We will ensure that our oil heating system is suitably maintained and checked annually by a competent person. Any significant defects found will be corrected immediately or the system turned off until they have been corrected and we will keep records of the checks made.

### Hazardous Substances

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

### Lifting Equipment

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

### Manual Handling

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

### Oil Storage

Where we store large quantities of oil, we will take adequate precautions to ensure that oil cannot leak into the ground or any water course. This may include the provision of a double skinned plastic tank, an adequate bund, regular checks and proper maintenance, etc.

### Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

### 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, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

### Tower Tours

Where we plan to run tower tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower, the control of movement within the tower, the number of stewards available, and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.

### Working at Height

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

### 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.

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### Working Alone

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

### Next Steps

**If you need to complete any risks assessments, you should do so. These may help you develop your policy further if you need to.**

**Please make sure you keep copies of both documents together at an accessible location.**