



HEALTH AND SAFETY POLICY

General statement of policy

In accordance with the Health and Safety at Work Act etc. 1974, the Parochial Church Council for St Christopher's Church (PCC) is committed to providing safe and healthy working conditions, equipment and systems of work for its employees. The PCC also accepts its responsibility for the Health and Safety of any church members, visitors, volunteers and contractors who may use church property. The PCC expects all such people to act responsibly at all times and to have due regard for their own safety and the safety of others.

The aim of this policy is the effective management of risk, rather than its elimination, as it relates to the Health and Safety of people using church property.

The PCC will appoint a member of the PCC to have specific responsibility for this policy and for maintaining oversight of its effective implementation. In addition, it will make available adequate resources to ensure that any urgent Health and Safety matters identified are dealt with as quickly as possible.

Further detail about our arrangements for managing Health and Safety is set out in this document. A copy of it will be kept in the Parish Office, provided to all hirers of church property, and made available to others on request. This policy will be reviewed by the PCC annually and as events or legislation change requires.

Signed:

(on behalf of the Parochial Church Council as agreed) at a meeting on:

Date:

Key terms and definitions

For the purposes of this policy the following terms are taken to have the stated definitions.

- **accident** – an event causing injury, harm or ill health
- **church property**: the church building, outside areas or any other buildings for which the PCC is responsible
- **hazard** – anything with the potential to cause injury, harm or ill health
- **near-miss incidents** - events not causing harm, but having the realistic potential to cause injury or ill health
- **Parish Administrator** – the person employed to work in the Parish Office or, in their absence, the incumbent
- **PCC Member (H&S)** – the member of the PCC appointed to have specific responsibility for implementing this policy
- **risk** - the likelihood that exposure to a hazard will lead to a negative consequence
- **volunteer** – an unpaid person undertaking church work and/or involved in helping with church activities supported by the PCC

For the purposes of this policy the following abbreviations have the stated meanings:

- **COSHH** Control of Substances Hazardous to Health
- **DSE** Display Screen Equipment
- **H&S** Health and Safety (specific procedures in relation to the Health and Safety regulations)
- **HSE** Health and Safety Executive
- **PCC** Parochial Church Council for St. Christopher's Church, in the Deanery of Elmly in the Diocese of Guildford
- **RIDDOR** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Organisation and Responsibilities

- 1. The PCC Member (H&S) with overall responsibility for implementing our policy is named in the Appendix to the policy, together with their contact details and the date from which their appointment is effective.**

They will ensure that:

- a. the standards set out in this policy are implemented and maintained;
- b. the churchwardens are supported in their day-to-day Health and Safety responsibilities;
- c. hazards or complaints about H&S reported to them are assessed and, where appropriate, reported to the PCC standing committee so they can be addressed promptly;
- d. accidents and near-miss incidents are recorded and, where appropriate, reported according to the requirements of RIDDOR¹;
- e. risk assessments for specific activities are reviewed and signed off;
- f. relevant Health and Safety documents and records are retained in the Parish Office;
- g. the PCC is made aware of any specialist Health and Safety assistance, including training, that is required from time to time;
- h. any specialist Health and Safety advice is supplied by a competent person (as defined by the Health and Safety Executive²);
- i. they keep up to date on Health and Safety matters relevant to the church;
- j. they carry out a general risk assessment of church property annually and report their findings to the PCC; and
- k. they set a personal example on matters of Health and Safety.

- 2. The churchwardens have day-to-day responsibility for implementing our policy.**

They will ensure that:

- a. any church members, visitors, volunteers or contractors who may use church property are aware of this Health and Safety policy and of their responsibilities;
- b. hazards or complaints relating to Health and Safety are reported quickly to the PCC Member (H&S) so they may be assessed and, where appropriate, addressed promptly;
- c. advice is sought from the PCC Member (H&S) where clarification is necessary on the implementation of this policy;
- d. risk assessments are completed in line with this policy; and
- e. all accidents and near-miss incidents are reported in-line with the requirements of this policy.

¹ [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)

² [Getting Competent H&S Advice \[HSE\]](#)

- 3. All employees are required to:**
 - a. comply with any safety rules, operating instructions and other H&S procedures;
 - b. attend any training required to enable them to carry out their duties safely;
 - c. not misuse anything provided in the interests of Health and Safety; and
 - d. report to the churchwardens or the PCC Member (H&S):
 - i. any Health and Safety hazard, defect or damage
 - ii. any accident or near-miss incidents.

- 4. All those using church property for any reason are required to:**
 - a. comply with any Health and Safety advice provided;
 - b. take reasonable care of themselves and others; and
 - c. report to the churchwardens or the PCC Member (H&S):
 - i. any Health and Safety hazard, defect or damage
 - ii. any accident or near-miss incidents.

General Arrangements

This section sets out our general arrangements for managing Health and Safety and dealing with specific risks.

1. General Risk Assessment

A general risk assessment to identify what the PCC needs to do to comply with Health and Safety law will be completed by the PCC Member (H&S) annually and presented to the PCC.

The PCC will:

- a. discuss the assessment and any significant findings/recommendations made;
- b. implement any necessary actions to manage the risks identified; and
- c. record its decisions.

2. Risk Assessments for specific activities

- a. Hirers of, and leaders of specific activities on, "church property" are required to complete a PCC risk assessment form for their activity.
- b. For regular hirers or repeat activities, an up-dated risk assessment is required annually.
- c. Regular hirers may submit risk assessments using their own risk assessment form.
- d. Support for completion of the PCC risk assessment form may be sought from the PCC member (H&S) or the churchwardens.
- e. All risk assessment forms are required to be approved by the PCC Member (H&S) (or another authorised PCC representative) before an event or activity takes place.
- f. Copies of approved risk assessments will be stored in the Parish Office.

3. Information and Training

The PCC is committed to providing appropriate Health and Safety information and training to enable those using church property.

- a. Employees and volunteers will be given a copy of this Health and Safety policy and any additional training required for them to carry out their duties safely.
- b. Independent contractors and self-employed people working on church property will be given a copy of this Health and Safety policy and may request any other Health and Safety information they require to complete their work safely.
- c. Records relating to Health and Safety information and training will be kept in the Parish Office.

4. First Aid

The PCC is committed to making adequate first aid provision for any church members, visitors, volunteers and contractors using church property. This includes:

- a. a first aid box;
- b. a defibrillator; and
- c. information notices about calling an ambulance, giving location details of St. Christopher's Church.

Their locations are listed in the Appendix.

In addition, some PCC members and volunteers may hold appropriate First Aid qualifications and may be asked by the churchwardens to be present at specific events and/or to take charge of a First Aid incident when they are present. A list of appropriately qualified First Aiders is kept in the Parish Office.

5. Accident Reporting

A record of accidents and near-miss incidents is kept by the Parish Administrator and reviewed regularly by the PCC Member (H&S). Records of certain accidents to employees, volunteers and members of the public will be reported in accordance with the requirements of RIDDOR³.

6. Monitoring

The PCC will review its Health and Safety provision periodically to ensure that it remains fit for purpose for St Christopher's Church. Such a review will be least annually, on receipt of the general H&S assessment provided by the PCC member (H&S).

7. Use of contractors or self-employed workers

Where the PCC employs contractors or self-employed workers they will be required by the Parish Administrator to provide copies of their own Health & Safety policy and Public and Employers' Liability Insurance before commencing work on church property. These copies will be kept on record in the Parish Office.

8. Record Keeping

Health and Safety Risk Assessments, records and other relevant documents are kept in the Parish Office.

Specific Arrangements

9. Asbestos

In accordance with relevant regulations⁴, the PCC has taken steps to identify the presence of asbestos on church property through commissioning of an appropriate asbestos management survey. The information from such surveys shall be used to inform an asbestos management plan and copies of relevant records and checks, including marked up floor plans, are kept in the Parish Office. Such information shall be provided to others who might need it (for example, building contractors).

³ [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)

⁴ [Regulation 4 of the Control of Asbestos Regulations 2012.](#)

10. Church Buildings

The PCC will take appropriate measures to ensure that the fabric of the church property is inspected to make sure it is safe. This will happen at least every five years, in accordance with the requirements of the Church of England, when an inspection will be undertaken by an architect or chartered building surveyor approved by the Diocesan Advisory Committee. This is known as a Quinquennial Inspection. Any matters requiring urgent repair or maintenance to church property, however identified, will be dealt with soon as is practicable bearing in mind that a Faculty may be required before any work is commissioned. Where necessary, temporary measures will be taken to prevent danger until proper repairs can be made.

11. Construction Work

Where new building, maintenance, refurbishment or restoration work is planned to church property the PCC will identify what is required for the safety of all those concerned before work starts. The PCC will also determine if there are any responsibilities under the Construction (Design and Management) Regulations 2015 with which it needs to comply.

12. Display Screen Equipment [DSE]

In accordance with relevant regulations⁵, the PCC will arrange for a DSE workstation assessment where our employees and volunteers are required regularly to use computers daily, for continuous periods of an hour or more. The PCC will seek to reduce any risks identified by a DSE workstation assessment and will provide the relevant information, training, eye/eyesight tests (on request) and special spectacles if needed.

13. Electrical Equipment

To avoid danger, the PCC undertakes to maintain and have periodic checks made of any electrical system, fixed machines and portable appliances on church property. Following appropriate HSE Guidance⁶ on such appliances in low risk environments, employees and volunteers are asked to make basic visual checks of such items before use. Any defective equipment which may pose a danger should be reported to the churchwardens and should not be used until it is repaired or replaced.

14. Events

All events require a completed risk assessment in line with Section 2 of this policy. Where unusual (in size or nature) services, fundraising events or concerts are to be held, the PCC Member (H&S) may be asked by the PCC to advise on any additional precautions that are necessary to mitigate the risks identified.

15. Fire

Whilst fire, such as the lighting of candles, is a routine part of the life of the church the PCC is committed to avoiding accidental fires or explosions and fulfilling its responsibilities according to the Regulatory Reform (Fire Safety) Order 2005. The PCC will ensure that an appropriate fire risk assessment is in place, that necessary precautions are implemented, and that any assessment is reviewed regularly. Where there is a substantial change to church property, a significant change to the people using church property, a major change of activity or the addition of new equipment, the fire risk assessment will be reviewed.

⁵ [The Health and Safety \(Display Screen Equipment\) Regulations, 1992](#)

⁶ [Managing portable electrical equipment in low-risk environments INDG236\(rev3\), published 09/13](#)

16. Heating Systems

The PCC will ensure that any heating system is suitably maintained and checked annually by a suitably competent person who is registered with an appropriate organisation (e.g. the Gas Safe Register).

17. Hazardous Substances

In line with relevant COSHH regulations⁷ the PCC is committed to ensuring any substances hazardous to health used on church property are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified by COSHH guidance and advice sheets.

18. Manual Handling

Employees and volunteers are advised to read the HSE information⁸ about how to lift safely and to avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, use should be made of lifting aids (such as trolleys) or other precautions including team lifting.

19. Preparation of Food

As St Christopher's only supplies food on an occasional and small-scale basis, we are not required to register with the local authority and no food hygiene certificates are required.

On those occasions when food is prepared on church property, the activity leader must check that:

- a) work surfaces, utensils and equipment provided are clean before food preparation begins;
- b) food is stored in such a way as to avoid contamination;
- c) hand-washing facilities are provided; and
- d) there are suitable arrangements for the disposal of waste.

Those employees or volunteers involved in the preparation of food for church events may also be directed to practical information and tips on general food hygiene provided by the Food Standards Agency.⁹

20. Slips and Trips

In line with relevant legislation¹⁰, the PCC is committed to taking steps to control slip and trip risks on church property, balancing the level of risk against measures to control the risk in terms of money, time or trouble. The PCC will ensure periodic checks are made 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. The PCC will also seek to repair any issues identified and implement appropriate precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. There are also arrangements in place to manage pathways in winter weather.

21. Working at Height

Employees and volunteers are advised to try to avoid the need for work at height. Where this is not practicable, any work should be properly planned to identify suitable precautions. Any equipment, such as stepladders, should be suitable, stable and strong enough for the job proposed and any concerns about the condition of the equipment should be reported to the churchwardens so that such concerns can be investigated before use. Stepladders should only be

⁷ [Control of Substances Hazardous to Health Regulations 2002](#)

⁸ [Manual handling – good handling technique \[HSE\]](#)

⁹ [Providing food at community and charity events \[Food Standards Agency\]](#)

¹⁰ [Health and Safety Regulation \(a short guide\) \[HSE\]](#)

used for light work of short duration (a maximum of 30 minutes at a time). Employees and volunteers who encounter the need to use a stepladder on church property are advised to read the appropriate HSE information on the safe use of ladders and stepladders¹¹.

22. Work Equipment

Any work equipment (including any hand tools) provided to employees or volunteers to use in the course of their work will be suitable, in good condition and properly maintained. Any questions about how to use the equipment or concerns about the condition of the equipment should be reported to the churchwardens so that such concerns can be investigated before use.

23. Working Alone

The PCC accepts that the nature of some employee and volunteer roles may involve working alone. Working alone is not in itself against the law but the law requires the Health and Safety risks for people working alone to be properly considered and suitable precautions implemented to help ensure their safety. Therefore, in the first instance any employee or volunteer regularly working, or intending to work, alone should complete a risk assessment in line with Section 2 of this policy.

HEALTH AND SAFETY POLICY – APPENDIX

(identification of individuals, locations used and other information liable to be changed from time to time)

- I. The current nominated PCC Member (H&S): TBC
This nomination is with effect from: TBC
- II. The PCC Member (H&S) and the churchwardens may be contacted about Health and Safety matters via the Parish Office office@stchristopherschurch.org.uk
- III. Other PCC representatives currently authorised to approve Risk Assessments: none
- IV. First Aid – location of information and equipment
 - a. A first aid box is located in the Parish Office
 - b. A defibrillator is located on the bookcase near the main church door
 - c. Information notices about calling an ambulance, giving location details of St. Christopher’s Church are located by the bookcase near the main church door and in the Parish Office.
 - d. A list of qualified First Aiders is kept in the Parish Office
- V. Paper copies of information referenced in the footnotes of this policy are available on request from the Parish Office.

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| Next scheduled policy review date: January 2021 | Policy last reviewed: January 2020 |
| Key updates in this version: | <ul style="list-style-type: none"> • whole policy update |

¹¹ [Safe use of ladders and stepladders \(HSE\)](#)