



John's Parish Church

New Alresford, Hampshire



Health and Safety Policy

Introduction

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

All Health and Safety Management Systems are designed to control the risks to which they are exposed. It includes specific elements that are designed to provide appropriate protection in order to ensure that, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings is maintained.

The key elements of St. John's Health and Safety Management System are:

- *Policy* – this document
- *Identification* of key individuals and a description of their roles and responsibilities
- A *Safety Plan* that includes *Risk Assessments* for general and specific activities, each of which is assigned to a responsible person and for which review is undertaken, at regular intervals if so required
- *Method statements*, where appropriate, that detail how activities will be undertaken
- Appropriate *initial and refresher training* for those who need it
- *Reporting and Communication*, which will be achieved through regular review of activities at PCC meetings and progress/update meetings, as required, between key individuals
- *Monitoring* of activities and incidents

Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that 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 our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made. 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 meetings of the Parochial Church Council, and sub-committees (where appropriate) and employees and voluntary workers will be regularly consulted in order to seek their views on health and safety matters.

Organisation and Responsibilities

Responsibility of the Priest-in-Charge

Overall responsibility for health and safety is that of the Priest-in-Charge, who will ensure that arrangements are in place to satisfy Health and Safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

Responsibility of the Church Wardens

Responsibility to ensure that the arrangements outlined in this Policy are carried out and updated as necessary is with the Church Wardens.

Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the Health and Safety Policy is implemented.

Responsibility of the Health and Safety Officer

The responsibility of the Health and Safety Officer shall be to:

- be familiar with Health and Safety regulations as far as they concern church premises
- be familiar with the Health and Safety Policy and arrangements and ensure they are observed
- ensure so far as is reasonably practicable, that safe systems of work are in place
- ensure that the churchyard is properly maintained including the safety of monuments, headstones and trees
- ensure that safety equipment and clothing is provided and used by all personnel where this is required
- ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- ensure that adequate access and egress to church premises is maintained
- ensure that adequate firefighting equipment is available and maintained
- ensure that food hygiene regulations and procedures are observed

Responsibility of Employees and Voluntary Workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health and Safety Policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- comply with safety rules, operating instructions and working procedures
- use protective clothing and equipment when it is required
- report any fault or defect in equipment immediately to the appropriate person
- report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- not misuse anything provided in the interests of health and safety

Responsible Persons

The following are responsible for safety in particular areas:

Health and Safety Officer

Fire Officer

Buildings and Grounds Officer

Food Hygiene Officer