



## Our Health and Safety Policy

Name of Church:

Address:

IF YOU ARE A CHURCH WE UNDERSTAND THAT WE OWE A DUTY OF CARE TO ENSURE THE SAFETY OF THOSE WHO VISIT OR WORK AT THE CHURCH. WE ALSO KNOW THAT WHERE WE ARE AN EMPLOYER OR CONTROL PREMISES IN CERTAIN CIRCUMSTANCES. IN PARTICULAR WE KNOW THAT IF WE ARE AN EMPLOYER HAVING FIVE OR MORE EMPLOYEES WE HAVE DRAFTED THIS POLICY TO MEET OUR DUTY UNDER SECTION 3 OF THE HEALTH AND SAFETY AT WORK ACT 1974.

*Note on using this template:* IN THE WHOLE MOST CHURCHES ARE SMALL COMPARATIVELY LOW RISK ENVIRONMENTS. THIS POLICY REFLECTS THE TYPICAL ARRANGEMENTS REQUIRED AND HAZARDS ENCOUNTERED HERE. IT CAN BE ADAPTED TO COVER THESE SITUATIONS.

FOR LARGER OR CHURCHES THAT ARE MUCH LARGER WITH SIGNIFICANT NUMBERS OF EMPLOYEES VOLUNTEERS AND VISITORS YOU NEED MORE DETAIL. HERE YOU CAN USE THIS TEMPLATE TO HELP START TO DEVELOP THIS POLICY.

WE HAVE PROVIDED FURTHER INFORMATION AT [www.hse.gov.uk/healthandsafety](#)

YOU CAN ALSO USE THE GUIDANCE PREPARED BY THE HEALTH AND SAFETY EXECUTIVE AT [www.hse.gov.uk/hsa](#)

### General statement of policy

OUR POLICY IS TO ENSURE SO FAR AS IS REASONABLY PRACTICABLE AND WITHOUT UNDUE BURDEN THAT THE ACTIVITY OF ALL EMPLOYEES VOLUNTEERS CONGREGATION VISITORS AND OTHERS WHO MAY USE THE CHURCH WILL BE IN ACCORDANCE WITH GOOD PRACTICE AND ANY RELEVANT STATUTORY PROVISIONS

THE PAROCHIAL CHURCH COUNCIL ACCEPTS ITS OVERALL RESPONSIBILITY FOR THIS POLICY AND ANY DECISIONS WE MAKE WILL HAVE DUE REGARD FOR IT

WE WILL APPOINT A MEMBER OF THE COUNCIL TO HAVE SPECIFIC RESPONSIBILITY FOR THIS POLICY UNDER REVIEW AT APPROPRIATE INTERVALS WE WILL MONITOR THE EFFECTIVENESS OF THE POLICY

IT IS THE DUTY OF EACH EMPLOYEE AND VOLUNTEER TO EXERCISE PERSONAL RESPONSIBILITY AND TAKE CARE OF THEIR OWN AND OTHERS SAFETY WE WILL TRY TO ENSURE THAT EVERYONE INVOLVED WITH THE CHURCH PLAYS A PART IN THIS

FURTHER DETAIL ABOUT OUR ORGANISATION AND ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY IN THE CHURCH AND MADE AVAILABLE TO OTHERS ON REQUEST

Signed\*:

ON BEHALF OF THE PAROCHIAL CHURCH COUNCIL AS AGREED AT A MEETING ON

Date:

## Organisation and Responsibilities

1. The member of the PCC with overall responsibility for implementing our policy is:

They 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 AND MAINTENANCE

2. The Churchwardens have day-to-day responsibility for implementing our policy. They are:

They will ensure that:

- ALL EMPLOYEES AND VOLUNTEERS ARE AWARE OF THEIR DUTIES
- ADEQUATE PRECAUTIONS ARE TAKEN AS SET OUT IN THIS POLICY
- ADEQUATE INFORMATION AND TRAINING IS PROVIDED WHERE NECESSARY
- ANY HAZARDS OR COMPLAINTS ARE INVESTIGATED AND DEALT WITH AS APPROPRIATE

3. ALL employees and volunteers HAVE A RESPONSIBILITY TO COOPERATE IN THE IMPLEMENTATION OF THIS POLICY AND OTHERS WHILE ON CHURCH BUSINESS OR PREMISES

They will ensure that they:

- READ THIS POLICY AND UNDERSTAND WHAT IS REQUIRED AND ANY TRAINING REQUIRED TO ENABLE THEM TO DO SO
- COMPLETE THEIR WORK TAKING ANY NECESSARY PRECAUTIONS TO PROTECT THEMSELVES AND OTHERS
- COMPLY WITH ANY SAFETY RULES OPERATING INSTRUMENTS AND OTHER WORKING PROCEDURES
- Report any hazard, defect or damage, so that this might be dealt with
- DO NOT MISUSE ANYTHING PROVIDED IN THE POLICY
- WARN ANY NEW EMPLOYEES OR VOLUNTEERS OF KNOWN HAZARDS

ONLY INTERIM STEPS ARE TAKEN TO PREVENT DANGER

THE REQUIREMENTS OF THIS POLICY

NECESSARY ON THE IMPLEMENTATION OF THIS POLICY

HEALTH AND SAFETY

## Arrangements

THIS SECTION SETS OUT OUR GENERAL ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY AND APPLY TO OUR ACTIVITIES

### General Arrangements

#### Competent Assistance

WHERE NECESSARY WE WILL APPOINT SOMEONE WHO IS COMPETENT TO ASSIST US IN MEETING OUR OBLIGATIONS. WE WILL RECORD THE DETAILS HERE

OUR PERSON APPOINTED TO ASSIST US IS

#### Risk Assessment

WE WILL COMPLETE RISK ASSESSMENTS TO IDENTIFY WHAT WE NEED TO DO TO COMPLY WITH HEALTH AND SAFETY LEGISLATION AND TAKE NECESSARY PRECAUTIONS. WE WILL REVIEW AND REVISE THESE WHERE WE SUSPECT THAT THEY ARE OUT OF DATE.

#### Information and Training

WE WILL PROVIDE ANY NECESSARY INFORMATION AND TRAINING FOR OUR EMPLOYEES AND VOLUNTEERS. WE WILL ALSO GIVE RELEVANT INFORMATION TO CONTRACTORS AND SELF EMPLOYED PEOPLE WHO WORK FOR US.

#### First Aid

WE WILL PROVIDE ADEQUATE FIRST AID FACILITIES INCLUDING AS A MINIMUM A SUITABLY STOCKED FIRST AID BOX AND FIRST AID TRAINED PERSONNEL. WE WILL ALSO PROVIDE RELEVANT INFORMATION FOR EMPLOYEES AND VOLUNTEERS.

OUR FIRST AID BOX IS LOCATED IN

OUR PERSON IN CHARGE OF FIRST AID ARRANGEMENTS IS

### Accident Reporting

WE WILL KEEP AN ACCIDENT BOOK AND RECORD DETAILS THEREIN. WE WILL REPORT TO THE ENHANCING EMPLOYEES, VOLUNTEERS AND MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE REPORTING C

OUR ACCIDENT BOOK IS KEPT IN

### Monitoring

WE WILL MAKE PERIODIC CHECKS TO ENSURE THAT OUR PRECAUTIONS REMAIN EFFECTIVE AND ADAPTIVE. CHURCH UTILITIES ARE INSPECTED AS NECESSARY TO ENSURE THAT THEY REMAIN SAFE. WE WILL

### Contractors

IF WE EMPLOY CONTRACTORS, WE MAKE SURE THAT THEY HAVE THEIR OWN HEALTH AND SAFETY POLICY AND ACCESS TO THE RELEVANT DOCUMENTS.

### Record Keeping

OUR HEALTH AND SAFETY RISK ASSESSMENTS, RECORDS AND OTHER DOCUMENTS ARE KEPT

## Specific Arrangements

### Asbestos

WE WILL TAKE STEPS TO IDENTIFY THE PRESENCE OF ASBESTOS IN OUR BUILDINGS AND IF SO THAT RISK WE WILL ALSO PROVIDE RELEVANT INFORMATION TO OTHERS WHO MIGHT NEED IT ASSESSMENTS AND PLANS WE HAVE MADE

### Bell Ringing

WE WILL ENSURE THAT ADEQUATE PRECAUTIONS ARE IN PLACE TO PROTECT BELLRINGERS AND INCLUDE ANY EMERGENCY EVACUATION PROCEDURE A SAFE MEANS OF HEATING THE PROVIS NOTIFICATION OF SAFETY PROCEDURES TO VISITING BELLRINGERS

### Church Buildings

WE WILL ENSURE THAT THE FABRIC OF OUR BUILDINGS IS REGULARLY INSPECTED TO MAKE SU IN MIND THAT A FACULTY MAY BE REQUIRED THERE NECESSARY TEMPORARY MEASURES WILL 4HIS WILL INCLUDE GLAZING

### Churchyard

WE WILL ENSURE THAT BOUNDARY WALLS AND GATES ARE KEPT IN GOOD REPAIR WE WILL HAV WORK CARRIED OUT TO MAKE THEM SAFE (EADSTONES TOMBS AND MONUMENTS WILL BE CHE CHURCHYARD IS FORMALLY CLOSED WE WILL REPORT ANY CONCERN TO THE ,OCAL !UTHORITY

### Construction Work

THERE MAINTENANCE REFURBISHMENT AND RESTORATION WORK IS PLANNED FOR OUR CHURC THOSE CONCERNED BEFORE WORK STARTS WE WILL ALSO DETERMINE IF WE HAVE ANY RESPO 2EGULATIONS AND COMPLY WITH THESE IF NECESSARY

### Display Screen Equipment

7HERE OUR EMPLOYEES AND VOLUNTEERS FOR REGULARLY USE PERSONAL COMPUTERS AND ELECTRONIC MOBILE DEVICES WE WILL TAKE THE NECESSARY PRECAUTIONS IMPLEMENTING THESE AS NECESSARY 7E WILL ALSO PROVIDE INFORMATION TRAINING

### Electricity

7E WILL ENSURE THAT ANY ELECTRICAL SYSTEM FIXED MACHINE AND PORTABLE APPLIANCES ARE NOT BE USED UNTIL IT IS REPAIRED OR REPLACED 7E WILL KEEP RECORDS OF THE CHECKS MADE

### Events

7HERE WE INTEND TO HOLD LARGE OR UNUSUAL CONCERTS SERVICES AND FUNDRAISING EVENTS WE WILL TAKE THE NECESSARY PRECAUTIONS IMPLEMENTING THESE AS NECESSARY

### Fire

7E WILL COMPLETE A SPECIFIC RISK ASSESSMENT TO IDENTIFY WHAT STEPS ARE NECESSARY TO PREVENT FIRE AND TO MINIMIZE THE CONSEQUENCES OF FIRE FINDINGS IMPLEMENTING ANY NECESSARY PRECAUTIONS 7E WILL REVIEW AND REVISE THESE AS NECESSARY

### Heating Systems

7E WILL ENSURE THAT ANY OIL OR GAS HEATING SYSTEM IS SUITABLY MAINTAINED AND CHECKED REGULARLY AND CORRECTED IMMEDIATELY AND WE WILL KEEP RECORDS OF THE CHECKS MADE

### Hazardous Substances

7E ONLY USE DOMESTIC CLEANING OR HORTICULTURAL PRODUCTS AND PETROL 7E WILL ENSURE THAT WE FOLLOW THE MANUFACTURERS INSTRUCTIONS TAKING ANY NECESSARY PRECAUTIONS THAT ARE SPECIFIED

### Lifting Equipment

7E WILL ENSURE THAT ANY LIFTING EQUIPMENT IS PROPERLY MAINTAINED AND THOROUGHLY INSPECTED BEFORE USE

### Manual Handling

WE WILL AVOID THE NEED FOR LIFTING OR CARRYING HEAVY OBJECTS AS FAR AS IS POSSIBLE. WE WILL USE TROLLEYS OR OTHER PRECAUTIONS INCLUDING TEAM LIFTING.

### Oil Storage

WHERE WE STORE LARGE QUANTITIES OF OIL WE WILL TAKE ADEQUATE PRECAUTIONS TO ENSURE WE CAN INCLUDE THE PROVISION OF A DOUBLE SKINNED PLASTIC TANK, AN ADEQUATE BUND, REGULAR

### Preparation of Food

WE WILL ENSURE THAT ON THOSE OCCASIONS WHEN WE PREPARE FOOD WE USE A CLEAN AND SAFE METHOD OF FOOD IN SUCH A WAY AS TO AVOID CONTAMINATION. WE WILL PROVIDE HAND WASHING FACILITIES AND

### Slips and Trips

WE WILL IMPLEMENT SUITABLE PRECAUTIONS TO PREVENT SLIPS OR TRIPS, TAKING ACCOUNT OF THE ACCESS WE WILL MAKE PERIODIC CHECKS TO ENSURE THAT FLOORS, COVERINGS, STEPS AND STAIRS AND ANY PRECAUTIONS SUCH AS HAND RAILS OR LIGHTING REMAIN ADEQUATE. WE WILL CORRECT DEFECTS AND WILL HAVE ARRANGEMENTS IN PLACE TO MANAGE PATHWAYS IN WINTER WEATHER.

### Tower Tours

WHERE WE PLAN TO RUN TOWER TOURS WE WILL IDENTIFY HAZARDOUS AREAS AND TAKE PRECAUTIONS TO CONTROL OF MOVEMENT WITHIN THE TOWER. WE WILL IDENTIFY THE NUMBER OF STEWARDS AVAILABLE AND THE EMERGENCY. WE WILL THEN IMPLEMENT THESE PRECAUTIONS.

### Working at Height

WHERE POSSIBLE WE WILL TRY AND AVOID THE NEED FOR WORK AT HEIGHT. WHERE THIS IS NOT POSSIBLE WE WILL IDENTIFY SUITABLE PRECAUTIONS. WE WILL MAKE SURE THAT THESE ARE IMPLEMENTED INCLUDING THE USE OF ANY EQUIPMENT USED.

## Work Equipment

ALL WORK EQUIPMENT INCLUDING ANY HAND TOOLS PROVIDED AND REGULARLY MAINTAINED EQUIPMENT SUCH AS LADDERS WILL BE REGULARLY CHECKED TO MAKE SURE THEY ARE SAFE

## Working Alone

WE WILL IDENTIFY CIRCUMSTANCES WHERE OUR EMPLOYEES AND VOLUNTEERS WORK ALONE AND

## ▶▶▶ Next Steps

IF YOU NEED TO COMPLETE ANY RISK ASSESSMENTS YOU SHOULD FOLLOW OUR POLICY FURTHER INFORMATION PLEASE MAKE SURE YOU KEEP COPIES OF BOTH DOCUMENTS TOGETHER AT AN ACCESSIBLE LOCATION

