



## Role description for a Health and Safety Officer

**Role:** To take responsibility for the health and safety of all who use the Church buildings and premises of All Saints

### Role Requirements:

**To be:** To be a person of integrity, called by God and approved by All Saints church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

### To do:

- To produce, and keep updated, a risk assessment for the church and hall in respect of fire and of activities undertaken in the building.
- To be aware of health and safety regulations as far as they concern church premises, and to seek further guidance if needed.
- For those activities identified in the risk assessment as needing safe systems of work, to provide and communicate appropriate guidance to relevant people.
- To check regularly that the church and hall are kept clean and tidy.
- To check and record, at least once every three months, for any hazards in the grounds of the church.
- To check and record at least annually that adequate safety equipment and clothing is available and that all personnel are required to use it where this is needed.
- To check and record at least annually that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training; and advise the premises committee of any maintenance required before the next check is due.
- To check regularly that adequate access and exits are maintained.
- To check and record at least annually that adequate firefighting equipment is available and maintained, and advise the premises committee of any maintenance required before the next check is due.
- To check regularly that food hygiene regulations and procedures are observed.
- To produce, and keep updated, a health and safety policy to cover the above areas.
- To bring to the attention of the premises committee, the vicar and the churchwardens any matters of concern, and bring them to the PCC if not resolved within a reasonable time.
- To read and adhere to the church's Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy) ), including Safer Recruitment and Training requirements; and to adhere to all other policies of the church
- To attend an annual meeting with the Incumbent, for support and supervision

**Reports to:** The incumbent/Wardens

**Agreement:** I agree to being a Health and Safety Officer at All Saints Church, under the supervision of the incumbent and the Church Wardens. I agree to comply with all aspects of the All Saints Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy) ), including recruitment and training requirements; and all other church policies.

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

October 2017

Form approved