

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 church health and safety policy.
- To ensure that risk assessments for the church and hall are annually reviewed.
- Work with the churchwardens and the Premises Vision Group to ensure Fire Risk Assessments are produced and reviewed annually and action plans are executed as needed.
- 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 vision group 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 vision group of any maintenance required before the next check is due.
- To check regularly that food hygiene regulations and procedures are observed.
- 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), including Safer Recruitment and Training requirements; and to adhere to all other policies of the church
- To be part of the Administration & Communication Vision Group and to attend an annual meeting with the group.

Reports to: The Administration & Communication Vision Group Chair

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), including recruitment and training requirements; and all other church policies.

Name (print and sign): _____

Incumbent: _____

Date: _____