



Health and Safety Policy

The Parochial Church Council has responsibility to provide and maintain safe and healthy conditions, equipment and systems for all who attend our Church. This document seeks to outline the principles of that policy. It will be reviewed and updated at least annually.

Responsibilities

1. The PCC must consider all matters of advice on health and safety brought to its attention.
2. The Vicar responsible for the church and the Churchwardens must ensure the policy is carried out.
3. Volunteers, members of the congregation and the public should co-operate with the PCC to achieve healthy and safe conditions and to take reasonable care of themselves and others.
4. Whenever a health and safety problem is noticed which cannot be rectified immediately, the Vicar responsible for the church or Churchwardens must be informed.

Accidents

5. An Accident Book is kept in the Vestry.
6. All accidents should be reported to the Churchwardens and the Team Vicar.
7. The Vicar or Churchwardens must record the accident in the Accident Book.
8. Churchwardens are responsible for reporting accidents to outside authorities where required

Advice, Consultancy and Training

9. The PCC should take advice from the Diocese as appropriate, for example COVID measures.
10. Any provision for training in Health and Safety matters should be determined by the PCC.

Annual review

11. Churchwardens must make an annual inspection of the churchyard and church building and will report any concerns to the PCC for attention
12. The Church must instigate a Quinquennial Survey and act appropriately on its recommendations

Bell tower

13. The Bell must not be rung without the permission of the Vicar or Churchwardens



14. Annual checks of the bell and rope should be made by the Churchwardens

Cellar and Cellar Steps

- 15. The cellar steps must be kept clear of debris etc which make them slippery.
- 16. The cellar must be kept tidy.
- 17. Items for storage should be properly labelled and, if hazardous, their nature signalled.
- 18. Flammable items must be kept away from the boiler.

Contractors

- 19. All Contractors must adhere to this policy.
- 20. Contractors must act in accordance with industry standards related to the work they are undertaking.

Electrical

- 21. All frayed or loose wires, faulty sockets or faulty fittings must be removed and repaired.
- 22. All trailing wires must be covered or taped down to avoid tripping or injury.
- 23. All electrical circuit work should be undertaken by trained specialists.

Fire Safety and Hazardous Materials

- 24. All outside doors must be unlocked whenever the church is being used by the public.
- 25. A diagram indicating where the fire appliances are placed must be displayed on the Church Porch Noticeboard and at the back of the church by the hymn books.
- 26. Everyone is responsible for familiarising themselves with the diagram, in particular the location of fire exits and escape routes.
- 27. When the Church is used for events other than services eg. concerts, those attending must be made aware of the fire procedures at the start of the event.
- 28. The Churchwardens must ensure that sufficient fire extinguishers are in place and are properly maintained.
- 29. Everyone should ensure that escape routes are kept clear.
- 30. Care must be taken in the use of candles and naked flame.
- 31. Care must be taken in the storage of flammable and hazardous material.

First Aid

- 32. First Aid boxes must be kept in the church. One is located on the windowsill by the piano in the north aisle. Another is located in the Choir Vestry on top of the filing cabinet.
- 33. The Churchwardens must keep the First Aid boxes topped up. If any article inside the box is used a Churchwarden must be informed and the article refreshed.
- 34. The PCC does not undertake to provide a qualified first aider.



Lone Working

35. People using the church on their own must make sure someone else is informed and carry a mobile phone.

Maintenance and Repairs

36. The Churchwardens must be informed of any repair work that is required. If the Churchwardens determine the work requires specialist equipment or expertise then outside contractors should be engaged.
37. Any repair work that does not require the use of contractors must only be performed with the permission of the Churchwardens.

Safeguarding

38. The PCC must appoint a Safeguarding Officer.
39. The PCC must maintain a Safeguarding Policy.
40. Safeguarding must be a standing agenda item in PCC meetings.
41. The Safeguarding Policy must be reviewed on an ongoing basis and a report made at the APCM.

Smoking

42. No smoking is allowed inside the Church.

Storage

43. All items for storage should be properly labelled and, if hazardous, their nature signalled. They should be stored in a way to avoid any trips or personal injuries.

Steps

44. Areas with single or multiple steps must have appropriate floor markings or visible indications to avoid trips or stumbles.

Working at heights

45. The Churchwardens must assess the need to work at height as part of their "Maintenance and Repairs" responsibilities. Using the Working at Height regulations 2005 anyone needing to work at heights must properly plan and risk assess the situation, must employ necessary safety measures and must use appropriate equipment.