

**THE PARISH OF ST JOHN THE BAPTIST WESTBOURNE
WITH WOODMANCOTE**

HEALTH AND SAFETY POLICY

1 Introduction

As a church, we understand that we owe a duty of care to ensure the safety of those who visit or use our churches, hall or churchyard.

We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law as set out under Section 2(3) of the Health and Safety at Work etc. Act 1974.

2 General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the PCC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. Copies will be kept in both churches and the Parish Hall, and made available to others on request.

Signed*



*on behalf of the Parochial Church Council as agreed at a meeting on: *22 March 2023*

Date: 22 March 2023

3 Organisation

The member of the PCC with overall responsibility for implementing our policy is: (#NAME#)
who will ensure that:

- 3.1 The standards set out in this policy are implemented and maintained
- 3.2 Where necessary, specialist health and safety assistance is obtained
- 3.3 Any hazards reported to them are rectified immediately
- 3.4 Only competent persons carry out repairs, modifications, inspections and tests
- 3.5 Any accidents are investigated, recorded and reported if necessary
- 3.6 Relevant health and safety documents and records are retained
- 3.7 They keep up to date on health and safety matters relevant to the churches and hall
- 3.8 Set a personal example on matters of health and safety.

4 Responsibilities - PCC

The Churchwardens for the churches, and the Parish Hall Manager for the hall, have day-to-day responsibility for implementing our policy.

They will ensure that:

- 4.1 All employees and volunteers are aware of their health and safety responsibilities
- 4.2 Adequate precautions are taken as set out in this policy and related risk assessments
- 4.3 Adequate information and training are provided for those that need it
- 4.4 Any hazards or complaints are investigated and dealt with as soon as possible
- 4.5 Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- 4.6 All accidents are reported in-line with the requirements of this policy
- 4.7 Advice is sought where clarification is necessary on the implementation of this policy
- 4.8 Set a personal example on matters of health and safety.

5 Responsibilities - Volunteers

All volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

- 5.1 Read this policy and understand what is required of them
- 5.2 Complete their work taking any necessary precautions to protect themselves and others
- 5.3 Comply with any safety rules, operating instructions and other working procedures
- 5.4 Report any hazard, defect or damage, so that this might be dealt with
- 5.5 Warn any new employees or volunteers of known hazards
- 5.6 Attend any training required to enable them to carry out their duties safely
- 5.7 Do not undertake any repair or modification unless they are competent to do so

5.8 Report any accident

5.9 Do not misuse anything provided in the interests of health and safety.

6 Arrangements

6.1 Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

6.2 Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. The Churchwardens and Parish Hall Manager will keep a record of what is provided.

We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

6.3 First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

Our first aid box is located in:

St John the Baptist Church On the shelf near the North door

Parish Hall In both kitchens

Woodmancote On a shelf near the door on the West wall

6.4 Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Our Accident Book is kept in: The Church in Westbourne

6.5 Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make on our document filing system: *Box/Fabric and Premises*

6.6 Contractors

If we employ contractors, we seek confirmation that they have their own health & safety policy and Public and Employers Liability insurance and, where practicable, ask to see copies of the relevant documents.

6.7 Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept on our 'cloud' based document filing system: *Box/Policies and Procedures*.

7 Specific Arrangements

7.1 Asbestos

We have taken steps to identify the presence of asbestos in our buildings and have plans in place to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). The asbestos management plans are held on *Box/Fabric and Premises/Location/Asbestos*

7.2 Bell Ringing

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the notification of safety procedures to visiting bellringers.

7.3 Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a Faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

7.4 Churchyard

Our churchyard is closed and maintenance and upkeep are the responsibility of Westbourne Parish Council. Where we notice any matter of concern we will draw this to the attention of the Parish Clerk.

7.5 Construction Work

Construction work is normally supervised by our Architect with Diocesan approval. Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

7.6 Display Screen Equipment

We do not provide any display screen equipment.

7.7 Electricity

We will ensure that any electrical system, fixed machine and portable appliance is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate on *Box/Fabric and Premises/Location/Electrical*.

7.8 Events

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

7.9 Fire

We have complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We have recorded our findings, implementing any necessary precautions. We will review and revise these on a regular basis.

7.10 Hazardous Substances

We use only domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified.

7.11 Heating Systems

We will ensure that our gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately. We keep records of the checks made on *Box /Fabric & Premises/Location/Gas safety*

7.12 Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

7.13 Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions, including team lifting.

7.14 Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste. Hall kitchens are regularly inspected and certificated by the County Council and the certification displayed in the Hall window.

Procedures, checklists and other documentation pertaining to food safety are available at: *Box/Fabric and Premises/Hall/Food Hygiene.*

7.15 Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will check to ensure that floors, coverings and steps remain in good condition, free from obstruction and that any precautions (such as handrails or lighting) remain adequate. We will correct any defects identified, and record this in the church log book. The churchyard pathways are the responsibility of the Parish Council as the churchyard is closed. We will wherever possible alert the Clerk to the Council of any hazards that we notice.

7.16 Tower Tours

Where we plan to run tower tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower, the control of movement within the tower, the number of stewards available, and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.

7.18 Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as ladders) will be regularly checked to make sure that it is safe. We will keep records of any checks we make in the church log book.

7.19 Working Alone

We will identify circumstances where our volunteers work alone, and implement suitable precautions to ensure their safety.

7.20 Working at Height

Where possible, we will try to avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

8 REVISION HISTORY

VERSION	DATE	DETAILS	BY
Draft 1	07.09.22	First draft	Marjorie Kipling
Draft 2	08.03.23	Reviewed and updated	Standing Committee
1	22.03.23	Approved	PCC 22.03.23