

## Health and Safety policy statement

### Health and Safety at work act 1974.

This is the Health and Safety policy statement of

**St Mary's Parochial Church Council Barton upon Humber**

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work and other activities;
- to consult with our employees, volunteer helpers and church members on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances hazardous to health;
- to provide information, instruction and supervision for employees, voluntary helpers, church members and users of the Church Hall;
- to ensure all employees, voluntary helpers and church members are competent to do their tasks, and to give them adequate training and guidance;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Health and Safety will be an agenda item at all PCC meetings.

Signed: *D P Rowett.*

Vicar: **Father D P Rowett.**

Date: 21 March 2016

Approved by the PCC: 21 March 2016

Policy to be reviewed: **March 2017**

## Responsibilities

**Overall and final responsibility for health and safety is that of**

St Mary's Church Parochial Church Council (PCC)

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to**

The Church Wardens/Vicar/Curate

**To ensure health and safety standards are maintained or improved, the following people have responsibility in the following areas**

<u>Name/Position</u>	<u>Area of responsibility</u>
Church Wardens/Vicar/Curate	Main Church building and Church Hall
Choir Master	Choir Vestry/Choir Stalls
Tower Captain	Bell tower inc: Bell chamber/clock
Organist	Organ
Caretaker	Entrances/Porches/Fire exits/extinguishers

**All employees, voluntary helpers, church hall users and church members have a duty of care to:**

- co-operate with the Church Wardens/Vicar/Curate, supervisors on health and safety matters;
- not to interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and that of others.
- report all health and safety concerns to the Vicar or Church Wardens.

## Health and safety risks arising form our work & other activities

**Risk assessments will be undertaken by**

Robert Smith

**The findings of the risk assessments will be reported to**

The Vicar/Church Wardens/PCC

**Action required to remove/control risks will be approved by**

The Vicar/Church Wardens/PCC

The Church Wardens will be responsible for ensuring the action required is implemented

St Mary's Parochial Church Council will check that implemented actions have removed/reduced the risks

**Assessments will be reviewed at least every 6 months or when the work or other activities change, whichever is soonest.**

## **Consultation with employees, voluntary helpers and church members**

**Representatives(s) are**

Volunteer helpers/Congregation

**Consultation with employees, voluntary helpers and church members is provided by**

The Vicar/Curate/Church Wardens

## **Safe plant and equipment**

The Vicar/Curate & Church Wardens

**Will be responsible for identifying all equipment/plant needing maintenance. They will also ensure effective maintenance procedures are drawn up.**

The Vicar/Church Wardens/PCC

**Will be responsible for ensuring that all identified maintenance is implemented.**

**Any problems found with plant/equipment must be reported without delay to**

The Vicar/Church Wardens

St Mary's Parochial Church Council (PCC)

**Will check that all new plant and equipment meets health and safety standards before it is purchased or used.**

## **Information, instruction and supervision**

**The Health and Safety Law poster, and information leaflets are displayed and available in the**

Church Hall Vestibule

**Health and safety advice is available from**

Robert Smith

**Supervision of young workers/volunteers/trainees will be arranged/monitored by**

The PCC

## **Competency for tasks and training**

**Induction training will be provided for all employees, voluntary workers by**

The PCC

**Job specific training will be provided by**

The PCC

**Training records are kept at/by**

The Vicarage by the Parish Secretary

**Training will be identified, arranged and monitored by**

Vicar/PCC & Health and Safety Advisor

## Accidents, first aid and work related-ill health

**First aid boxes are kept at the following locations**

Main Church near the Font.  
In the Kitchen of the Church Hall

**The appointed person(s)/first aider(s) are**

Mavis Nutbrown

**All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept by/at**

Church Hall Vestibule

The Vicar/Church Wardens/PCC

**are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or local authority) NB: *Only those incidents which are classed as reportable to the enforcing authorities***

**Health surveillance is required for the following tasks**

Use of cleaning materials (For e.g.: Bleaches/ Disinfectants and any other substances identified under COSHH regulations)

**Health surveillance will be arranged where applicable and records will kept by/at**

The Vicar /Church Wardens at the Parish Office

## **Monitoring**

Health and Safety representative/Vicar/PCC

**will check our working conditions, and to ensure our safe working practices are being followed; we will carry out regular and unannounced inspections and record our findings and implement any improvements required.**

The Vicar/Church Wardens & Health and Safety representative

**are responsible for investigating accidents/ work-related causes of sickness absences and to act on investigation findings to prevent a recurrence.**

## **Emergency procedures – Fire and Evacuation**

St Mary's Parochial Church Council (PCC)

**are responsible for ensuring the fire risk assessment is undertaken and implemented.**

**Escape routes fire exits are checked (free of obstructions and operation) every week by (and recorded)**

Caretaker

**Fire extinguishers are checked every week by (and recorded)  
Fire extinguishers which are found to be faulty are to be serviced or replaced as soon as possible. (All fire extinguishers will be serviced annually by an approved contractor)**

Caretaker