

Health and safety policy

This is the statement of general policy and arrangements for:

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

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

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| St Mary's Church & Applethwaite Centre (Name of company) |
| Incumbent & St Marys PCC (Name of employer) |
| Incumbent, Church Wardens & Centre Manager |

| STATEMENT OF GENERAL POLICY | RESPONSIBILITY OF: Name/Title | ACTION/ARRANGEMENTS (customise to meet your own situation) |
|---|--|---|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. | Incumbent, Church Wardens & Centre Manager | <p>The Incumbent / Church Wardens / Centre Manager are to make themselves aware of this policy and the contents of the H&S guidance booklets produced by Ecclesiastical Insurance [hard copies in the Church office & electronically on the office computer]. They should so far as is reasonably practicable comply with this policy & the guidance notes, see details in risk assessment section below.</p> <p>If they concerns about H&S issues they should consult with the Church H&S Advisor as to the need for a formal risk assessment. If H&S hazards are serious and significant a relevant risk assessment will be completed and actions arising out of those assessments implemented.</p> <p>Church Wardens should include any H&S issues in their report to the PCC at every PCC meeting, even if it is only a negative report.</p> <p>As the Centre Manager & Parish Administrator may at times be 'Lone Workers' they are issued with & trained to use 'Personal Alarms' which activate the Church emergency alarm system. The front door is also fitted with a door alarm system that sounds throughout the building to make them aware if anyone has entered the Church building when they are not in the front office. The front office is lockable and contains the main phone line for contacting the emergency services.</p> |
| To provide adequate training to ensure employees are competent to do their work. | Incumbent, Church Wardens & Centre Manager | Staff and subcontractors given necessary health and safety induction and provided with appropriate training and personal protective equipment. Staff will have regular performance appraisals with the a member of the PCC management team or the incumbent. . |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health. | Incumbent, Church Wardens & Centre Manager | Staff are routinely consulted on health and safety matters as they arise, but will also be formally consulted at regular team and performance appraisal meetings or sooner if required. |
| To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: www.communities.gov.uk/firesafety . | Incumbent, Church Wardens & Centre Manager | <p>Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.</p> <p>Fire hazards, safety precautions & emergency evacuation are detailed in the Fire Risk Assessment</p> |

Health and safety policy

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| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances. | Incumbent, Church Wardens & Centre Manager | Toilets, washing facilities and drinking water provided. A defect & maintenance system is in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Cleaning services are provided by external contractors and volunteers. Volunteers only use cleaning substances commonly found in domestic homes. Cleaning substances are only to be kept in the cleaners cupboard. |
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|---|--|--------|--|
| Health and safety law poster is displayed: | Main Office | | |
| First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923 | North aisle by the office / Kitchen / Choir vestry | | |
| Signed: (Employer) | See signature sheets | Date: | January 2012 |
| Subject to review, monitoring and revision by: | Church Wardens & Centre Manager | Every: | 6 months months or sooner if work activity changes |

Employers with five or more employees should have a written health and safety policy and risk assessment.
For further information and to view our example health and safety policy go to www.hse.gov.uk/risk
For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: hse.infoline@connaught.plc.uk.
Combined risk assessment and policy template published by the Health and Safety Executive 09/09

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Company name: **St Mary's Church & Applethwaite Centre**

| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
|--|--|--|---|---|----------------------------|--------------------------------------|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | <ul style="list-style-type: none"> ■ General good housekeeping. ■ All areas well lit, including stairs. ■ No trailing leads or cables. ■ Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening. | <ul style="list-style-type: none"> ■ Constant monitoring by Centre Manager & Church wardens. Log any defects found and ensure action is taken to correct them. | All staff, to monitor Centre Manager | From now on 01/1/12 | Review every year |
| Child Protection | See Child Protection Policy | See Child Protection Policy | See Child Protection Policy | Incumbent / PPC / Church Wardens | | |
| Childrens Activities | See Specific Risk Assessments | Controls listed in Risk Assessments | Risk Assessments held electronically in RA folder | Incumbent / PPC / Church Wardens | | |
| Fire Hazards | See Fire Risk Assessment | Controls listed in Fire Risk Assessment | Fire Risk Assessment held electronically in Fire Safety folder | Incumbent / PPC / Church Wardens | | |
| Guidance Notes from Ecclesiastical Insurance | These cover: - 1. Fire Safety 2. General Health & Safety 3. Church Security 4. Church Functions & Events | These should be consulted regularly, but specifically if any Church or Centre activities are being planned. | Copies are held: - 1. On the office computer 2. Hard copies in the office H&S file | Incumbent / PPC / Church Wardens | | *Hint , tab here for new row* |

Assessment review date: 1 year (usually within one year, or earlier if working habits or conditions change)

For information specific to your industry please go to www.hse.gov.uk.

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