



Barrow and Wolds Group

✦ HOLY TRINITY ✦ ST. MARY ✦ ST. ANDREW ✦ ST. MARY

The Benefice of Barrow upon Soar with Walton le Wolds
and the Benefice of Wymeswold and Prestwold with Hoton

Health and Safety Policy

General statement of policy.

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

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.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. Whilst not having the designated number of employees, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

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 employees, volunteers, congregation, visitors and others who may use the church, church hall, church grounds 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 Councils (PCC) accept their 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.

The PCCs will have specific responsibility for this policy and its implementation and may appoint identified individuals or sub committees to have overview of Health and Safety. 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 We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 employee and 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.

A copy of this policy will be kept in the church office and made available to others on request.

Organisation and Responsibilities.

The members of the PCCs for The Benefice of Barrow upon Soar with Walton le Wolds and the Benefice of Wymeswold and Prestwold with Hoton will have overall responsibility for implementing our policy.

They will ensure that:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are rectified as soon as possible
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church
- Set a personal example on matters of health and safety.

The Church Wardens together with the Priest in Charge have day-to-day responsibility for implementing our policy. The PCCs may appoint a designated person or sub-committee to have responsibility for health and safety.

They will ensure that:

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

All employees and volunteers' employees, volunteers, congregation, visitors and others who may use the church, Trinity Rooms or church grounds 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:

Read this policy and understand what is required of them

- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

General Arrangements:

This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities.

Competent Assistance.

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations.

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.

Information and Training.

We will provide any necessary information and training for our employees and volunteers in a timely manner. We 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.

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.

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.

Monitoring.

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any 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.

Contractors.

If we employ contractors, we make sure that they have their own health & safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

Letting of church premises.

We will ensure that external organisations using the church hall are informed, through a bookings letter, of the fact that they are primarily liable for any accident or injury which arises out of their activities whilst using the premises.

Record Keeping.

Our Health and Safety Risk Assessments, records and other documents are kept in the Church Office.

Specific Arrangements.**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.

Church grounds

We will liaise with those organisations responsible for the maintenance of Church Grounds to ensure that boundary walls and fences, gates, paths and steps are kept in good repair.

Construction Work.

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.

Display Screen Equipment.

