

# **PCC of All Saints' Weston with St. Mark's Shavington**

## **Health and Safety Policy**

### **Scope**

This document defines the Health and Safety Policy to be adopted in the parish of All Saints' Weston with St. Mark's Shavington in the Diocese of Chester.

This document does not cover Safeguarding matters - reference should be made to the Parish Safeguarding Policy document.

### **Issue Record**

Issue 1: 23<sup>rd</sup> September 2019.

### **Review**

This policy shall be reviewed, revised if necessary and re-adopted annually by the PCC.

### **Responsibilities**

The Churchwardens are responsible for ensuring that health and safety matters arising from risk assessments or day to day observation are dealt with as appropriate. The Churchwardens can call upon such advice and assistance as necessary to implement the arrangements.

All those entering or using the church premises shall take reasonable steps to ensure their own health and safety, and the health and safety of others who may be affected by what they do. No person shall interfere with or misuse anything provided in the interests of health and safety. Significant hazards must be reported to a Churchwarden as soon as possible.

Contractors carrying out work on our church premises are responsible for the health and safety of themselves, their employees, and any subcontractors engaged in the work; and for the health and safety of church users who may be affected by the conduct of their work.

The PCC shall include Health and Safety as an agenda item at all regular PCC meetings.

### **Specific Requirements**

Requirements relating to a range of health and safety related topics are contained in the Appendix to this Policy.

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### **Policy statement**

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, churchyard or any other building for which we are responsible. 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 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.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the churches and halls, published on the Parish website and paper copies made available to others on request.

Signed\*:

Date:

\*on behalf of the Parochial Church Council as agreed at a meeting on 18<sup>th</sup> September 2019

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### **Appendix - Specific Requirements for ensuring compliance with the Health and Safety Policy**

#### **Accident Reporting and Recording**

All injuries and cases of work-related ill health shall be recorded in an Accident Book. Accident books shall be kept in each church vestry and hall kitchen.

The Churchwardens shall notify/report injuries & dangerous occurrences to the appropriate authority where there is an obligation to do so.

#### **Asbestos**

Each church and hall shall have an asbestos survey undertaken by a specialist contractor. The survey results shall be kept in an asbestos register and where the presence of asbestos has been identified, appropriate precautions such as sealing and labelling shall be taken and no work shall be undertaken that will disturb any asbestos unless a suitably qualified contractor is employed and the contractor is provided with a copy of the asbestos register for reference.

#### **Electrical Safety**

The fixed electrical installations in the churches and halls shall be inspected and tested at intervals not exceeding 5 years by a suitably qualified contractor. Records of such inspections shall be kept for a period of not less than ten years. Any defects found shall be corrected as soon as reasonably practicable. Unsafe equipment shall not be used until it has been repaired.

All church-owned portable appliances shall be tested ("PAT test") annually by a suitably qualified contractor. Records of such inspections shall be kept for a period of not less than three years. Any defects found shall be corrected as soon as reasonably practicable. Unsafe equipment shall not be used until it has been repaired.

All portable appliances shall be checked by the user before each time of use to ensure there are no obvious defects such as damaged plugs or frayed leads. Defective equipment shall be reported and shall not be used until it has been repaired.

#### **Fire Precautions**

Specific fire risk assessments shall be undertaken for the churches and halls. The findings shall be recorded and all necessary measures shall be taken promptly to reduce fire risk and ensure adequate evacuation procedures. The risk assessment shall be reviewed annually.

Fire-fighting equipment shall be inspected monthly to ensure it is in serviceable condition and annually by a suitably qualified contractor. Records of annual inspections shall be kept for a period of not less than three years. Any defects found shall be corrected as soon as reasonably practicable. Unsafe equipment shall not be used until it has been repaired.

Fire exits shall be checked for operability before every event held on church premises.

Emergency lighting and smoke detectors shall be checked monthly.

All sidespersons and group leaders using church premises shall ensure that they are familiar with the location and use of fire extinguishers, emergency exits and evacuation procedures.

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### **First Aid**

First aid boxes shall be kept in each church vestry and hall kitchen. The boxes shall be checked monthly to ensure the contents are complete and in date. Eye wash bottles shall be kept in each kitchen and shall be checked monthly.

### **Food Hygiene**

Whenever food or drink is prepared on church premises, appropriate food hygiene precautions shall be taken in order to prevent food poisoning, the risk of allergic reactions or transferred infections.

### **General Safety**

The churches, halls and churchyards shall be kept clean and tidy. All grounds, trees and grass shall be managed so as not to present a risk to safety. Internal and external lighting shall be checked monthly. Any defects found shall be corrected as soon as reasonably practicable.

### **Gas Safety**

Gas boilers and heaters shall be subject to an annual safety inspection by a suitably qualified contractor. Records of such inspections shall be kept for a period of not less than five years. Any defects found shall be corrected as soon as reasonably practicable. Unsafe equipment shall not be used until it has been repaired.

### **Hall Hire**

All those who use/hire church halls for meetings, events, etc. shall take steps to ensure that their activities are safe so far as reasonably practicable. The PCC's Health and Safety Policy shall apply to the use of the church halls. Group leaders and members of groups shall comply with the Policy as a condition of using/hiring the church halls.

### **Hazardous Substances**

Hazardous substances such as cleaning chemicals shall be stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified. Hazardous substances shall be stored securely in a locked cupboard or storeroom with appropriate warning notices on display.

### **Large Events**

Prior to holding large or unusual concerts, services or fundraising events, a risk assessment shall be undertaken to identify any additional precautions that need to be implemented.

### **Manual Handling**

The need for lifting or carrying heavy objects shall be avoided as far as is possible. Where this is not practical, lifting aids shall be used or other precautions shall be taken.

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### **Risk Assessment**

The PCC shall ensure that a suitable and sufficient assessment of the risks to health and safety arising from church activities and premises is made and reviewed as necessary.

The findings shall be recorded and all necessary measures shall be taken promptly to reduce risks. These risk assessments shall be reviewed whenever any changes take place that render the initial assessment void.

### **Slips & Trips**

Suitable precautions shall be implemented to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access.

Floors, coverings, steps and pathways shall be checked monthly for condition, potential obstructions and adequacy of any precautions (such as hand rails or lighting). Any defects found shall be corrected as soon as reasonably practicable.

During winter weather when snow or ice is present, external paths and steps shall be treated to reduce the risk of slips and falls.

Trailing electrical cables shall be checked for trip risks before every event held on church premises. Cable protectors shall be fitted where trailing cables cross walkways.

### **Work Equipment**

All work equipment (including any hand tools) provided by the church shall be suitable for purpose, kept in good condition and properly maintained. Such equipment shall be inspected each time before use. Ladders and stepladders shall be inspected annually; records of such inspections shall be kept for a period of not less than three years. Any defects found shall be corrected as soon as reasonably practicable. Unsafe equipment shall not be used until it has been repaired.

### **Working Alone**

Circumstances where our employees and volunteers work alone shall be identified and appropriate precautions implemented to ensure their safety.

### **Working at Height**

The need for working at height shall be avoided as far as is possible. Where this is not practical, work shall be properly planned to identify suitable precautions. These shall be implemented, including the provision of any training and checks to ensure the safety of any equipment used.