

## Health and Safety Policy

### 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 employees, 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 ensure that adequate resources are made available to achieve this objective. Any decisions we make have due regard for it. We appoint churchwardens as representatives of the PCC to have specific responsibility for this policy and its implementation.

We keep health and safety matters under review at appropriate intervals. We monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 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 the policy is kept in the church and made available to others on request.

Signed: Father John Thackray

*Parish Priest/Churchwardens*

Date: 8<sup>th</sup> December 2021

Review Date:

## St Mary Stoke, Ipswich December 2021

Overall responsibility for health and safety is with the **Parish Priest** who will ensure that the arrangements and appropriate codes of practice, that satisfy Health and Safety regulations, are in place.

*(Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended as necessary.)*

The **Parish Priest** also ensures 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 immediately
- 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
- He keeps up to date on health and safety matters relevant to the church
- He sets a personal example on matters of health and safety.

The **Churchwardens** have day-to-day responsibility for implementing our policy and 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
- They set a personal example on matters of health and safety.

All **employees and 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 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

**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.

Our First Aid Box is located in the vestry.

**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 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.

**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.

**Record Keeping Our Health and Safety Risk Assessments**

Records and other documents are kept in: the vestry and the vicarage.

## St Mary Stoke, Ipswich

December 2021

### Specific Arrangements

#### **Asbestos**

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

#### **Church Buildings (including Hall)**

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe and tidy. 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.

#### **Churchyard** (Responsible authority: Ipswich Borough Council)

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe. Headstones, tombs and monuments will be checked regularly to ensure they are properly maintained. As our churchyard is formally closed, we will report any concern to the Local Authority (Ipswich Borough Council).

#### **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**

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

#### **Electricity**

We will ensure that any electrical system, fixed machine and portable appliances 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.

#### **Emergency Exits**

The emergency exits will be clearly marked.

The exit from the Church is via the Choir Vestry, vestry passage and North door. During services these will be unlocked, with the key left in the final outside door.

## St Mary Stoke, Ipswich

December 2021

### **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 they are safe. We will keep records of any checks we make.

### **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.

### **Fire**

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

### **Heating Systems**

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

### **Hazardous Substances**

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

### **Lifting Equipment**

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

### **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, on the rare occasions that we do, in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

## St Mary Stoke, Ipswich

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### **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 make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

### **Working Alone**

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

### **Working at Height**

Where possible we will try and 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.