

**GENERAL STATEMENT OF POLICY**

**ORGANISATION &  
RESPONSIBILITIES**

**Incumbent or Priest In Charge** - as per contract of employment and mandatory training

**Churchwardens** - as laid out in Churchwardens Handbook

**PCC members** - as per agreed devolved responsibilities - (also reference churchwardens handbook)

**Safeguarding Officer** - as per CofE training responsible for all safeguarding matters including DBS checks

**Health & Safety Officer** - responsible for H&S policies and collation of risk assessments

**Verger** - Safe, orderly running of services and life events and day to day organisation of the Church

**Sexton** - Health and Safety work and maintenance duties working with H&S Officer

**Sidespeople** - duties as laid out in Sidespeople document

**Captain of the Bells** – as per the duties required of the person and for the safety the Bell Tower and Ringing Chamber

**Volunteers** - carry out duties as directed by Responsible Person

Note 1) Responsible Person can be any of the above noted persons with allocated role duties but more specifically the Incumbent, Verger, H&S Officer or Sexton

Note 2) Key persons noted above will all have received training appropriate for their roles and will have specific duties noted in other documents as appropriate

<b>By Activity</b>	<b>By Area</b>
Accident book / Accident Reporting	Main body of the Church
Fire extinguishers	Barn Centre
Emergency Evacuation	Kitchen Area in Barn Centre
Fixed Electrical System	Clergy Vestry
Hazardous substances	Choir Vestry
Portable electrical appliances	Ringing Chamber
Plant & Machinery	Bell Chamber
Condition of Floors, Stairs and Pathways	Boiler Room
Safeguarding	Churchyard
Implementation of Policies and Risk Assessments	