

St Mary's Parish Church Barton upon Humber
Health & Safety Policy

This document has been prepared in accordance with the provisions of the Health & Safety at work etc Act 1974 and the regulations made under it.

The policy is in three sections:

Section A – General statement of policy.

Section B – Organisation and responsibilities.

Section C – Arrangements.

The success of this policy will depend on everyone's co-operation. It is important that you read this document carefully and understand your role in managing this policy within St Mary's church.

The policy will apply to all employees, voluntary helpers and contractors.

General statement of policy

St Mary's Health & Safety policy, so far as reasonably practical is to provide and maintain safe and healthy conditions, equipment and systems of work for all employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as reasonably practical, the health and safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and church hall.

The allocation of duties for safety matters and the arrangements that we will make to implement this policy are set out below.

This policy will be reviewed and kept up to date, particularly if there are any changes to our buildings or activities. To ensure this, the policy and the way which it is implemented will be reviewed regularly and any changes that are necessary will be made.

In order to ensure that Health and Safety matters are kept constantly under review, an item on Health and Safety will be on the agenda for all meetings of the PCC and sub committees where they exist and employees and voluntary helpers will be consulted to seek their views on Health and safety matters.

Signed

David Rowett

Parish Priest

Date: 28 November 2022.

Review date: November 2023.

Organisation and responsibilities

1. Responsibility of the Parish Priest

Overall responsibility for Health and Safety is that of the Priest in Charge
Father David Rowett & the PCC.

Who will ensure that arrangements are in place to satisfy Health and Safety regulations and appropriate Codes of practice. Specific responsibilities may be delegated to church personnel. (e.g. church wardens)

As new projects emerge, the names of responsible persons will be notified and the list amended.

2. Responsibility of the Church Wardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Church Wardens.

Mr James Tannock Church Warden.
Position Vacant Church Warden.

3. Responsibility of the Parochial Church Council

The Parochial Church Council has overall responsibility to ensure that Health and safety Policy is implemented.

4. Responsibility of the Health and Safety Officer(s)

The following person(s) carries the responsibility for the day to day implementation of the arrangements outlined in this policy.

Name(s) Father David Rowett, Church Warden(s): James Tannock & PCC Secretary Robert Smith.

The Responsibility of the Health and safety Officer(s) shall be to:

1. be familiar with Health and Safety Regulations as far as they concern church premises.
2. be familiar with Health and Safety policy and arrangements and ensure they are observed.
3. ensure as so far as reasonably practical, that safe systems of work are in place.
4. ensure the church and hall are clean and tidy.
5. ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees (North Lincolnshire Council & PCC)
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required.
7. ensure that all plant, equipment and tools are properly maintained and in good condition, and where necessary all operators have received training.
8. ensure adequate access and egress is maintained.
9. ensure adequate fire fighting equipment is available and maintained.
10. ensure that food hygiene regulations and procedures are observed.

5. Responsibility of employees and voluntary helpers

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this Health and Safety policy and to take reasonable care of themselves and others whilst on church business and premises.

1. comply with safety rules, operating instructions and working procedures.
2. use protective clothing and equipment when it is required.
3. report any fault or defect in equipment immediately to either the Parish Priest or a Church Warden, PCC Secretary.

4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible to either the Parish Priest or a Church Warden, PCC Secretary.
5. not misuse anything provided in the interests of health and safety.

6. Responsible persons

The following are responsible for health & safety in particular areas of the church:

<u>By activity</u>	<u>Name/position</u>
Accident book/accident reporting	James Tannock Church Wardens Rev David Rowett & the PCC
Fire extinguishers	Caretaker
Emergency evacuation	Clergy, Church Wardens & Sidesmen/women
Portable electrical appliances	PCC
Fixed electrical system	PCC
Gas equipment	PCC
Hazardous substances	PCC, Caretaker & Cleaners
Condition of floors	PCC
Condition of churchyard	North Lincolnshire Council & PCC
Light bulb changing	PCC
Working at high levels	PCC
Food preparation	All Cooks kitchen staff (Social Committee)
Manual handling	PCC
Building defects	PCC
Child protection	PCC
Personal safety	PCC
Events	PCC
Bell ringing	Tower Captain
Tower Tours	N/A
Contractors	Church Wardens/PCC
Choir/Music	Rev Alan Wright & Geoffrey Brown
Health and Safety training	PCC

Everyone has responsibility for their own, and others Health & Safety.

<u>By Area</u>	<u>Name/Position</u>
Main body of the Church	Church Warden(s) & PCC
Chapels	Church Warden(s) & PCC
Clergy Vestry	Church Warden(s) & PCC
Choir Vestry	Rev Alan Wright, Geoffrey Brown & PCC
Sacristy	Church Warden(s) & PCC
Organ	Geoffrey Brown & PCC
Ringling chamber	Tower Captain & PCC
Bell chamber	Tower Captain & PCC
Boiler room	Caretaker, Church Wardens & PCC
Kitchen	Church Warden(s) & Social Committee & PCC
Church Hall	Caretaker, Church Wardens & PCC

The PCC have overall corporate responsibility for Health & Safety.

*Reviewed: November 2023.
Next Review November 2024.*