

## **St Benedict's Church Health and Safety Policy**

Our policy is to provide a safe and healthy environment for everyone who comes to worship or visit here, to enjoy the various activities that the church provides. This extends to other organisations which make use of the of the Church and to contractors who may be working here, although, in these cases it is expected that will also have their own up-to-date policies in place together with nominated contacts in the event of issues arising.

In order to ensure that our policy works effectively, we have a chain of responsibility from the Vicar, the Church Wardens to the PCC. In addition there may be others who, because of their particular knowledge in a specific area, e.g. the ringing and bell chambers, would keep a check on safety in that area.

It is important to point out that everyone in church has a part to play in the success of our policy simply because any individual may spot/identify a potential hazard that no-one else has seen. In bringing it to the attention of someone directly responsible for Health and Safety at St Benedict's, the policy itself may be further strengthened.

The policy document is kept in the church vestry and there is an electronic copy also, that can be made available for inspection by anyone wishing to see it: we hope everyone will take advantage of this. Also, it will be reviewed at suitable intervals for updating to make sure it remains fit for purpose.

Finally, something Biblical to help everyone remember how to best take care of themselves and others in Church:-

**B**e **A**ware

**U**se **C**ommon-sense

**T**ell someone

**S**tay Safe

## **Health & Safety Policy (Details)**

Church:- St. Benedict's

Address:- St Benedict's Mount, (off Hunsbury Hill Road)  
West Hunsbury,  
Northampton NN4 9UG

As a church we understand that we have a duty of care to ensure the safety of those who visit, use our church, hall or churchyard.

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.

Further information can be found at: [www.ecclesiastical.com/healthandsafety](http://www.ecclesiastical.com/healthandsafety).

Help can also be sought from the Health and Safety Executive at: [www.hse.gov.uk](http://www.hse.gov.uk)

### **General 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 health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any building/area that 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 will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of The PCC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals including at the first PCC meeting following the Annual Parochial Church Meeting (APCM). We will monitor the effectiveness of the policy, amending it 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 their 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 church vestry and made available upon request.

Signed:

Date:

## **Organisation and Responsibilities**

1.

*The member of the PCC with overall responsibility for implementing our policy is:*

***Revd. Jason Griffiths***

**They will ensure:**

- 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;
- they keep up-to-date on health and safety matters relevant to the church;
- set a personal example on matters of health and safety.

2. *The Churchwardens have day-to-day responsibility for implementing our policy, they are:*

***Marion Angus and Alison Marlow***

**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 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.

3.

*All employees and volunteers have a responsibility to co-operate 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 may 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;
- report any accident;
- do not misuse anything provided in the interest of health and safety.

## **Arrangements**

*This section sets out our general arrangements for managing health and safety and dealing with specific risks.*

### **General Arrangements**

#### **Risk Assessments**

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:- **kitchen (on top worktop to the right of cooker).**

Our person in charge of first aid arrangements is:- **Marion Angus**

#### **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.

Our accidents Book is kept in:- **kitchen (on top worktop to the right of cooker).**

#### **Monitoring**

We will make periodic checks to ensure that our precautions remain adequate and effective. We will also ensure that any lifting 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 will make sure that they have their own Health and 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 safety documents are kept in:- **church vestry (on left of table-top).**

## **Specific Arrangements**

### **Asbestos**

We no longer have any asbestos/asbestos related products in church. Any remaining items were removed from site using a registered asbestos-disposal contractor prior to installation of new boilers in February 2017. We hold details of this work with our other health and safety records.

### **Bell Ringing**

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting and the notification of safety procedures to visiting bellringers.

### **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.

### **Churchyard**

We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

### **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.

### **Electricity**

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

### **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 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 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 and petrol. 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.

## **Manual Handling**

We will avoid the need to for lifting or carrying heavy objects as far as possible. Where this is not practicable, 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 in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

## **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 handrails 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 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.

## **Work 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 checked to make sure they are safe. We will keep records of any checks we make.

## **Working Alone**

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

