

General Statement of Policy

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church, church rooms 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 (H&S) Law.

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, the churchyard, the church rooms and any other buildings 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 H&S. We will ensure that adequate resources are made available to achieve these objectives. 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 H&S matters under review at appropriate intervals. We will monitor the effectiveness of this policy, amending it where we believe it to be no longer valid.

It is a 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 details about our organization and arrangements for managing H&S are set out in this document. A copy is kept on the church noticeboard by the Link door and on the church's website and will be made available to others on request.

Amended as requested and approved by St Peter's Wolvercote PCC at its meeting on 17 January 2023

Date of next review: January 2024

St Peter's Wolvercote Health & Safety Policy

Organisation and Responsibilities



1. The member(s) of the PCC with overall responsibility for implementing our policy are:

The Church Wardens

They will ensure that:

- The standards set out in the policy are implemented and maintained
- Where necessary, specialist H&S assistance is obtained
- Any hazards reported to them are rectified as soon as feasible.
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant H&S documents and records are retained
- They keep up to date on H&S matters relevant to the church
- Set a personal example on H&S matters

2. The Church Wardens have day-to-day responsibility for implementing our policy. They are:

Edward Wates and Chantal Gewers (2022/23)

They will ensure that:

- All employees and volunteers are aware of their H&S responsibilities
- Adequate precautions are taken as set out in this policy and related Risk Assessments (RA's)
- Adequate information and training is provided for those that need it
- Any hazards or complaints are investigated and dealt with as soon as feasible
- 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 H&S matters

3. 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 will ensure that they:

- Confirm they have 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 rule, operating instructions and other working procedures
- Report any hazard, defect or damage immediately, so that it 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 repairs or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of H&S

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Arrangements for implementing the H&S Policy



Competent Assistance:

Where necessary we will appoint someone who is competent to assist us in meeting our H&S obligations. That person is:

Wayne Prescott, Caretaker and Maintenance Manager

Risk Assessment (RA):

Risk assessments will be carried out **before new processes or activities are introduced**. Also before changes are introduced to existing processes or activities, including when products, machinery, tools, equipment change or new information concerning harm becomes available. The person introducing the new process or activity, or changing an existing process or activity is responsible for carrying out the risk assessment. A risk assessment template is available to [download here](#). shall record findings and the implementation of any necessary precautions. Completed RA's shall be stored in the Parish Office and reviewed annually by member(s) of the PCC with overall responsibility for implementing the Health and Safety policy to ensure validity.

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 – at a minimum – a suitably stocked first aid box and a person who will take charge of first aid arrangements. We will also provide relevant information for employees and volunteers.

Our four first aid boxes (restocked Dec 2022, valid three years) are located:

- Outer vestry
- Parish Rooms corridor by entrance to kitchen
- Parish Room kitchen
- Old School room kitchen area

The person in charge of first aid arrangements is: **Val Tate, Deputy Churchwarden**

The following persons were awarded the FAA Level 3 Award in Emergency First Aid at Work (RQF) on 5 November 2022, valid for three years from date of achievement.

Philippa Berry, Chantal Gewers, De Grant, Sarah Pepys, Wendy Sobey, Val Tate, Edward Wates.

Jack Sobey has successfully completed the [Rescue Emergency Care Outdoor First Aid](#) (16hr) course, valid for three years until January 2025.

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.

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An Accident Book is kept in the **Parish Office** . There are **accident report forms** by each of the three **First Aid boxes** in **St Peter's Rooms**



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. Records of checks are held in a central register.

Contractors:

If we employ contractors, we make sure that they have their own H&S policy and Public Liability Insurance by asking to see copies of the relevant documents.

Record Keeping:

Our H&S Risk Assessments, records and other documents are kept in **The Parish Office**

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 (e.g. building contractors). We will keep records of the checks, assessments and plans we have made.

Bell Ringing:

We will ensure adequate precautions are in place to protect bell ringers and others who may enter the ringing area and bell chamber, according to the specific RA's produced by the Bell Ringers' Association.

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 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 annually to ensure they are properly maintained.

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 & 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

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necessary. We will provide information, training, eyesight tests (on request) and special spectacles if needed.



Electricity:

We will ensure that any electrical system, fixed machine and portable appliances are maintained so as to prevent danger and regular PAT tests carried out. 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 or events, we will carry out a risk assessment to identify any additional precautions that are necessary and implement these.

Fire:

We will commission annual Fire Risk Assessments to be carried out by a professional agency 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.

Hazardous Substances:

We only use domestic cleaning, sanitising, horticultural products and petrol. We will ensure that any flammable items are stored in our fireproof safe, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are needed.

Heating Systems:

We will ensure that the 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.

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 for lifting or carrying heavy objects as far as possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or take other precautions including lifting teams.

Preparation of Food:

We will ensure that on those occasions when we prepare food, we clean and disinfect work surfaces, 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 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.

Work Equipment:

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Any work equipment (including hand tools) we provide will be suitable, in good working 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 the checks we make.



Working at Height:

Where possible we will try and avoid the need to 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.

Working Alone:

We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety in accordance with our Lone Working Policy. It is advised that anyone working alone has a mobile phone with them.

Approved by St Peter's PCC on 17 January 2023