

## **PARISH OF WADDESODN, WESTCOTT AND UPPER WINCHENDON**

### **HEALTH AND SAFETY POLICY STATEMENT**

As a church, we understand that we owe a duty of care to ensure the safety of those who visit or use our churches. 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 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. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 will 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 it will be kept in the church and made available to others on request.

#### **Organisation and responsibilities**

1. The member of the PCC or local representative with overall responsibility for implementing our policy is:

Waddesdon – Val Homewood, Church Warden

Sarah Siepman Church Warden

Westcott –

Winchendon – Peter Bridger, PCC committee

Ben Eales, Health and Safety lead

They will ensure that:

(a) 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

(b) 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, and set a personal example on matters of health and safety.

(d) The Leadership team 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 risk assessments. Adequate information and training are 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,

All PCC members and volunteers, are required 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: 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 this might be dealt with. Do not undertake any repair or modification unless they are competent to do so.

This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities.

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here. Our person appointed to assist us is: Ben Eales.

### **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.

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. First aid boxes are located at the back of each Church

### **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. We will make periodic checks to ensure that our precautions remain effective and adequate.

### **Utilities and equipment**

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.

### **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.

### **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 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. Where our churchyard is formally closed, we will report any concern to the Local Authority or Parish 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.

### **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. 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.

### **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.

**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.

**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 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. We will have arrangements in place to manage pathways in winter weather. their safety.

**Working at Height**

Where possible, we will try to 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.

Approved at PCC Meeting date.....20<sup>th</sup> September 2022.....

Signed Reverend Caroline .....