

Health & Safety Policy

General Statement of Policy

As a good safety record goes hand in hand with good working practises and high standards it is our policy to provide and maintain so far as reasonably practicable safe and healthy working conditions, equipment and systems of work for all our employees whether working in our premises or on other locations, and to provide such information, training and supervision as may be necessary for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

We will periodically review the effectiveness of this policy and any necessary changes, particularly to take account of changes in working arrangements, are made and implemented.

Responsibilities

Responsibility of the Vicar

Overall responsibility for health and safety is that of the Vicar, who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate codes of practise. Specific responsibilities may be delegated to church personnel.

Responsibility of the Churchwardens

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

Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure the health and safety policy is implemented.

Responsibility of the Health & Safety Officer

The Health and Safety Officer, (Operations Manager) carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy.

The responsibility of the health and safety officer shall be to:

1. be familiar with health and safety regulations as far as they concern church premises.
2. be familiar with the health and safety policy and arrangements and ensure they are observed.
3. ensure so far as is reasonably practicable, that safe systems of work are in place.
4. ensure the church and hall, if applicable, are clean and tidy.
5. ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut.

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 that all operators have received the appropriate training
8. ensure that 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.

Responsibility of employees and voluntary workers

All employees and voluntary workers 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 or premises. Employees and voluntary workers must therefore:

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 the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. Not misuse anything provided in the interests of health and safety.

Arrangements

The health and safety risk assessment outlines the majority of the risk control arrangements but detailed below are some key points.

Accidents & Near Misses

If, whilst on duty, you have an accident or a near miss, whether concerned with people, including volunteers, congregation and members of the public, vehicles, property or equipment, you must, as soon as possible, inform the Health & Safety Representative and fill out the near miss book or accident book.

First Aid

First Aid Kits can be found in the following locations:

1. Kitchen
2. Office

In the interest of hygiene, please do not treat injuries in the kitchen. Ensure all bloodied areas are disinfected. It is the responsibility of the Operations Manager to ensure first aid kits are fully equipped. If you have used first aid equipment please inform him.

Pip n Jay Church does not undertake always to provide a qualified first aider, but staff and volunteers will be informed if there is one.

Fire Safety

If you discover a fire you should raise the alarm immediately by shouting 'Fire, Fire, Fire' repeatedly. Emergency exits are located around the building as directed by the appropriate *Health & Safety Policy*

legend. Employees and Volunteers are expected to familiarise themselves with emergency escape routes and locations of fire fighting equipment. Employees and volunteers also have a responsibility for ensuring that escape routes are kept clear. Any problem doing this should be reported to management.

The operations manager is responsible for ensuring the appropriate number and type of fire fighting equipment are in place and properly maintained. Fire extinguishers are located in the following areas:

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| 1. Nave Main Entrance – Water & CO2 | 5. South End of Extension Corridor – Water & Co2 |
| 2. SE Corner of Nave – Water & CO2 | 6. Kitchen – Fire Blanket |
| 3. Chancel – Water | 7. Bell Ringing Chamber - Water |
| 4. North End of Extension Corridor – Water & CO2 | |

In all situations the congregation and members of the public are encouraged to make a speedy exit from the building leaving use of fire fighting extinguishes to those who have been trained. Fire evacuations are practised once a year.

Consultancy and Training

Pip n Jay will ensure it has access to advice from the Health & Safety Executive (HSE). Official contact with the HSE should only be made by, or with the consent of the Vicar or Operations Manager.

Any Provision for training in health & safety matters will be authorised by the Operations Manager and carried out by an HSE approved body.

Smoking

In accordance with legislation, the Organisation has a no smoking policy which bans smoking in the workplace. The organisations premises are no smoking premises and any other premises that it may establish in the future will also be no smoking premises.

Smoking is strictly prohibited on the organisations premises except in the designated areas; these areas are external to all premises.

Operations Manager: _____

Vicar: _____

Church Warden: _____

Church Warden: _____

The policy outlined above will be reviewed by the PCC on an annual basis in July.