



(The Parishes of: - Christ Church, Bradford on Avon; St Peter's Monkton Farleigh; St James, South Wraxall; St Nicholas, Winsley)

Our Health and Safety Policy

Name of Church: CHRIST CHURCH, BRADFORD ON AVON

Address: Mount Pleasant, Bradford on Avon, BA15 1SJ

Date: **Agreed by PCC on: Thursday 5th October 2017**

Review Date: **September 2018**

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

The Policy has three sections:

Section A – General Statement of Policy

Section B – Organisation and Responsibilities

Section C - Arrangements.

A. General Statement of Policy.

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our 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 is reasonably practicable, the health safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

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

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes 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 Parochial Church Council, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed: Rector

Rwd Am Keating

Date: 26th October 2017

Review Date: September 2018

Section B - Organisation and responsibilities

Responsibility of the Rector.

1. Overall responsibility for health and safety is that of the Rector

The Revd. Ann Keating

Specific responsibilities may be delegated to Church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2. Responsibility of the Churchwardens when appointed

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary in conjunction with the Health and Safety Officer, as noted below:

Churchwarden.

3. Responsibility of the Parochial Church Council

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

4. Responsibility of the Health and Safety Officer

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

MR TONY GREEN

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 as far as is reasonably practicable that safe systems of work are in place
4. Ensure that the church is clean and tidy
5. Ensure that the churchyard is properly maintained including the safety of monuments, tombstones and trees and that the grass is kept cut in conjunction with Wiltshire County Council

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.

5. 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.

6. Responsible Persons.

The following are responsible for safety in particular areas:

Bell Tower:	David Godwin
Nave and West Door Lobby:	Tony Green
Lady Chapel:	Tony Green
South Door Lobby:	Tony Green
Organ and Choir and Chancel:	Tony Green
Vestry:	Tony Green

Section C.

Arrangements (implementation of the policy)

1. Accidents and First Aid

First aid boxes are located at the **back of the church**

The accident book is located in the **Vestry**

All accidents and incidents are entered into the accident book and insurers are advised.

Accident books are regularly reviewed.

RIDDOR reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995.

All serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately following the official processes. www.hse.uk/riddor

2. Fire Safety

Our Policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) order 2005. In order to achieve this, we undertake the following:

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments.
- A check that a fire can be detected in a reasonable time and that people can be warned
- A check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- To provide reasonable fire fighting equipment.
- A check that those in the building know what to do if there is a fire
- A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire Extinguishers

Fire extinguishers are kept in the following locations.

Location: One at the back of the Church

Two by the organ

One in Basement/Boiler Room

The extinguishers noted are checked every year by:

BATH FIRE & SAFETY

3. Lone Working

Risk assessments are undertaken to assess the risks to persons working alone in the Church and those handling cash and other valuables.

4. Working At Heights

Risk assessments are undertaken to assess the risks to persons working at heights within the Church.