



Health & Safety Policy

Organisation and Responsibility

Priest in Charge

The Priest in Charge has overall responsibility for health and safety.

Revd Craig Grocock

The Priest in Charge will ensure that arrangements are in place to satisfy health and safety regulations. 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.

Churchwardens

The Churchwardens have responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary.

John Guilford & Liz McBride

Parochial Church Council

PCC has general responsibility to ensure that the health and safety policy is implemented and for appointing the Health & Safety Adviser. The PCC will be regularly discuss matters surrounding Health and Safety. Any member of the PCC can be contacted to discuss and raise issues relating to health and safety.

Health and Safety Adviser

The Health & Safety Adviser is appointed by PCC and is responsible for advising the Priest in Charge, Church Wardens and PCC on the measures necessary to comply with health and safety law and to implement this policy.

Vikki Hall

The Health & Safety Adviser shall:

- be familiar with health and safety regulations ;
- be familiar with this health and safety policy and arrangements and monitor its implementation; and
- ensure risk assessments are carried out as necessary including supporting group leaders and other volunteers in carrying out risk assessments and implementing appropriate control measures.



Employees and voluntary workers

All employees and volunteers 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:

- comply with safety rules, operating instructions and working procedures
- use protective clothing and equipment when it is required
- report any fault or defect in equipment immediately to the appropriate person
- report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- not misuse anything provided in the interests of health and safety

Responsible persons

The following are responsible for health and safety in respect of the area / activity listed below:

By activity:

Accident book/Accident reporting	Church Wardens (see page1)
Asbestos	Fabric Committee (see page 3)
Bell ringing	Tower Captain (see page 3)
Building defects/glazing	Fabric Committee
Child protection / Safeguarding	Safeguarding Officer – Victoria Lee
Cleaning	Verger – Fliss Harris
Condition of floors and stairs	Fabric Committee
Condition of churchyard	Fabric Committee
Contractors	Fabric Committee
Emergency evacuation	Church Wardens
Fire extinguishers	Church Wardens
Fixed electrical system	Fabric Committee
Food preparation	Tom Hauley Room Committee (see page 3)
Gas equipment (boiler)	Fabric Committee
Maintenance (general – inc light bulb changing)	Fabric Committee
Plant, machinery & equipment	Church Wardens
Opening & closing of Church	Verger
Portable electrical appliances	Fabric Committee
Tower tours / access	Tower Captain

By church group:

Church premises	Fabric Committee	Nic Lee (Chair) John Guilford, Will Jones, Bill Timson, Bob Sherman
	Tom Hauley Room Committee	John Stringer (Chair), Sally Stringer, Charles Catt, Corinna Bennett, Helen Johnson, Rosemary Scott, Will Jones, Kelly Jones, Graham Gee
	Churchyard	Bob Sherman
	Memorial Garden (development)	Philip Keeping
	Flower Guild	Jo House
	Bellringers, bell tower & ringing chamber	Will Jones (Tower Captain)
	Julian Group	Tony Stubbs
	Powerhouse	Lesley Jones
Meetings, courses & events (various locations on & off church premises)	Home Groups	Home group leaders
	Courses (Alpha, Quiet Days, Lent & Advent courses)	Course leaders
	Social Committee (Christmas Fayre, Carnival, coffee rota, Harvest Supper)	Sally Stringer & LizMcBride
Young People (on & off church premises, inc trips)	Messy Church	Nikki Mon & Liz McBride
	Icon	Ann Clucas
	Little Saints	Gemma Took & Liz Kitchener
	Open the Book	Gemma Took
	Bumps & Bundles	Kelly Jones
Adult community outreach (on & off church premises inc trips)	Holiday at Home	Sue Boniface
	Tom Hauley Room Lunches	Elaine Barnden
	Pastoral Team	Nikki Moon
	Street Reps	Fliiss Harris
	Supporting Communities	Nikki Moon
	Bereavement Group	Jill Winter

If you need any more information or have any concerns about Health and Safety, please contact one of the people above.