



## St Mary's Church

Iffley | Rose Hill | Donnington

### **Health and Safety Policy 2024**

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our Church, Vestry, Hall, Churchyard or Church House.

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 law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

#### **General statement of policy**

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, vestry, hall or churchyard. This will be in accordance with good practice and any relevant statutory provisions where they apply. In addition we will fulfil all statutory and legal obligations as landlords for Church House, The Oval, Rose Hill, Oxford OX4 4SE.

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 We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 office, put on our website and made available to others on request.

A handwritten signature in black ink, appearing to read 'C Haynes'. The signature is written in a cursive style with a large 'C' and a long, sweeping underline.

**Signed\*:**

\*on behalf of the Parochial Church Council as agreed at a meeting on:

**Date: 26 November 2024**

## **Organisation and Responsibilities:**

The member of the PCC with overall responsibility for implementing our policy is:

**Sarah Beaver**

The Churchwardens have day-to-day responsibility for implementing our policy. They are: **Sarah Beaver** and **William Alden**.

They will ensure that:

- Any accidents are investigated, recorded and reported if necessary
- 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
- Any hazards reported to them are rectified immediately
- Only competent persons carry out repairs, modifications, inspections and tests
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church
- They set a personal example on matters of health and safety

They will also 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 is 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
- Advice is sought where clarification is necessary on the implementation of this policy.

**Employees and volunteers** have a responsibility to co-operate in the implementation of this policy and to take reasonable care of themselves and others while on church business and premises.

They will ensure that they:

- Read this policy and understand what is required of them -
- Attend any training required to enable them to carry out their duties safely
- Complete their work taking any necessary precautions to protect themselves and others -
- Do not undertake any repair or modification unless they are competent to do so
- Comply with any safety rules, operating instructions and other working procedures -
- Report any accident
- Report any hazard, defect or damage, so that this might be dealt with
- Do not misuse anything provided in the interests of health and safety.
- Warn any new employees or volunteers of known hazards

## **Arrangements**

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.

### **General Arrangements**

#### **Competent Assistance**

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations and we will consult our Insurance for Good Practice advice. Where an appointment is made, we will record the details here.

Our person appointed to assist us is: **Sarah Beaver** who works in consultation with and reference to our insurers, Ecclesiastical & General and their helpline, the Landmark Trust (as Vestry landlord), the Health and Safety Executive website, and specialist advisers where required.

## **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.

The general risk assessments should be read in conjunction with the Fire Risk Assessments undertaken separately for the Church, the Vestry, and the Parish Hall. The Covid 19 risk assessments and measures put in place in 2020 for the church, vestry and church hall will need to be reviewed and updated as appropriate if and when it is assessed that it is necessary to do so.

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

Our first aid boxes are located as follows:

Church- in bottom drawer of book display stand to the right of the organ

Vestry – on top shelf of window wall in outer Vestry

Hall – on Kitchen windowsill and in upstairs room

## **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.

Our Accident Books are kept in our 3 First Aid kits in the Church, the Vestry and the Church Hall but also in the Upper Room of the Church Hall/Fish & Chip Club. Those recording new incidents should alert the H&S officer, Sarah Beaver, [churchwarden@iffleychurch.org](mailto:churchwarden@iffleychurch.org) and [sarahbeaver01@gmail.com](mailto:sarahbeaver01@gmail.com)

## **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. 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.

## **Record Keeping**

Our Health and Safety Risk Assessments, records and other key documents are kept in the Church Office and on the Church's electronic Health and Safety folder (Google Drive)

## **Specific Arrangements**

### **Asbestos**

We will take steps to identify the possible presence of asbestos in our buildings and if there is deemed to be a possibility of its presence, 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**

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Our churchyard is formally closed (to new burials). We will report any concerns about boundary walls, trees, headstones, tombs and monuments to Oxford City 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.

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

### **Electricity**

We will ensure that any electrical system, fixed machine or portable appliance is maintained so as to prevent danger. 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 and fundraising events, we will identify any additional precautions that are necessary and implement these.

### **Fire**

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.

### **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.

### **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.



## **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 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 hand rails 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.

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## **Tower Visits**

If we plan to run tower tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower, the control of movement within the tower, the number of stewards available, and the ease

with which persons can safely evacuate the tower in case of emergency. We will then implement these.

### **Working at Height**

Where possible we will try and 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. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

### **Work Equipment**

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

### **Working Alone**

We will identify circumstances where our employees and volunteers work alone, implement suitable precautions to ensure their safety, and ensure they are familiar with our Lone Working Policy.

