



St. Peter's
F I L T O N

Health and Safety Policy

Issue 2

Prepared (date)	June 2018
Adopted (date)	
Date to be reviewed	
Signed, PCC Chairman	



General

St Peter's Church aims to provide and maintain, as far as is reasonably practical, a safe and healthy environment for all those who use the church in any capacity.

Any persons who volunteer in any way to the life of the church will be provided with such information, training and supervision as they need for the purpose of ensuring their own health and safety (as far as is reasonably practical).

We also endeavour, as far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and any others who may visit the church, churchyard and church hall.

All potential risks are recorded on the 'St Peter's Risk Assessment', which covers the entire church premises, namely the church, the churchyard, the church hall and the car park.

The areas covered by this Risk Assessment are:

- Accidents and First Aid
- Fire Safety
- Electrical Safety
- Gas Safety
- Control of Hazardous Substances
- Plant and Machinery
- Slips, Trips and Falls
- Lighting
- Falls from a Height
- Food Hygiene
- Manual Handling
- Hazardous Building/Glazing
- Child Protection/Safeguarding
- Personal Safety
- Activities and Other Hazards
- Additional Coffee Shop Hazards
- Additional Bell Tower Hazards

This Risk Assessment is reviewed every six months by the Rector and Church Wardens, and any points with a risk score higher than 6 (according to the Risk Matrix) is actioned.

To ensure a safe and healthy environment is provided and maintained as far as is reasonably practicable, a Health and Safety Audit will be carried out every six months by the Church Wardens in association with the Rector.

This policy will be kept up to date and reviewed annually. In the event of any changes to the building or activities held within the church, the policy will be amended at the time those changes take place, to ensure the policy is relevant and accurate.

To ensure Health and Safety matters are kept under constant review, 'Health and Safety' will be on the agenda of all 'Finance and General Purposes' meetings (a sub-committee) of the PCC.



Responsibility

Overall responsibility for Health and Safety lies with the Rector of St Peter's Church Filton. He/she will ensure that arrangements are in place to satisfy Health and Safety regulations and appropriate codes of practice. Specific responsibilities may be delegated to church personnel.

The Church Wardens will ensure that the arrangements outlined in this policy are carried out and updated as necessary, namely the Health and Safety Audit for all church premises (church, churchyard, church hall and car park) and the Risk Assessment for all church premises (as above), actioning any points as necessary.

The PCC has general responsibility to ensure the Health and Safety Policy is implemented.

All employees and volunteer workers have a responsibility to co-operate in the implementation of this Health and Safety policy whilst working anywhere on church premises.

Where external sub-contractors are used, it is their responsibility to provide and adhere to their own Risk Assessment and have the appropriate insurance.



Arrangements

Accident forms for injury to persons whilst on the church premises are located in the Coffee Shop (at the back of the church) and in the church hall. In addition to this, leaders of specific church-led groups such as Sunday School, Tiny Tots and the Coffee Shop have additional copies to be kept with them at each meeting of that group.

Any damage to property should be documented on a Property Damage form, copies of which are also kept in the Coffee Shop and in the church hall. Additional copies are kept at each group meeting held in church.

Accident forms and Property Damage forms are reviewed by the Church Wardens quarterly and necessary changes to property are made as procedures are followed.

First Aid boxes are located in the Coffee Shop at the back of the church, and in the church hall kitchen on the counter.

A list of qualified First Aiders is located at the back of the church.

Where the church or church hall is let to individuals or outside organisations, they are told in writing that in the event of an accident or damage to property, details must be entered on the appropriate accident/damage form, of which they are given a copy.

Where a serious injury occurs (as defined by regulations given by Ecclesiastical Insurance), Ecclesiastical will be notified within ten days, or 15 days if the injured person loses more than seven consecutive days at work.

Fatal and major injuries will be reported immediately by calling 0845 300 9923.