

Health and safety policy

This is the statement of general policy and arrangements for:		ST. ANDREW'S CHURCH, ENFIELD
THE PAROCHIAL CHURCH COUNCIL		has overall and final responsibility for health and safety
REV DR STEVE GRIFFITHS AND THE CHURCH WARDENS		have day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	REV DR STEVE GRIFFITHS (VICAR) and CHURCH WARDENS	ONGOING MONITORING OF THE WORKPLACE. RESPONDING TO ISSUES RAISED BY USERS AND EMPLOYEES BY EITHER a) ENGAGING THE BUILDINGS ADVISORY GROUP or b) THE VICAR TO ADDRESS THE ISSUE TO THE POINT OF SOLUTION.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	REV DR STEVE GRIFFITHS or THOSE WITH LINE MANAGEMENT RESPONSIBILITIES TO WHOM THE VICAR HAS TRAINED FOR, AND DELEGATED, THE TASK	COMPREHENSIVE INDUCTION TRAINING AT THE POINT OF EMPLOYMENT. PROVISION OF HEALTH & SAFETY INFORMATION TO ALL EMPLOYEES, WHO MUST SIGN TO SAY THAT THEY HAVE READ AND UNDERSTOOD THE INFORMATION AND TAKEN ON BOARD THEIR OWN RESPONSIBILITIES.
Engage and consult with employees on day-to-day health and safety conditions	REV DR STEVE GRIFFITHS or CHURCH WARDENS WHEN THE VICAR IS ABSENT	PROVIDE MOBILE PHONE NUMBER TO EMPLOYEES SO THAT THEY HAVE ACCESS TO IMMEDIATE CONTACT. HOLD REGULAR (WEEKLY OR FORTNIGHTLY) MEETINGS WITH EMPLOYEES SO THAT THEY ARE ABLE TO RAISE ISSUES OF CONCERN.
Implement emergency procedures – evacuation in case of fire or other significant incident.	PAROCHIAL CHURCH COUNCIL OR DELEGATED PERSON/S	ENSURE THAT ALL CHURCH USER GROUPS ARE ISSUED WITH AN EMERGENCY PROCEDURES DOCUMENT WHEN THEY BOOK THE CHURCH FOR USE. DECIDE ON A DESIGNATED ASSEMBLY PLACE FOR CHURCH USERS. ENSURE THAT ALL SIGNPOSTING FOR EVACUATION ROUTES IS CLEARLY VISIBLE IN THE CHURCH. ENSURE THAT A DOCUMENT FOR EVACUATION PROCEDURES IS CLEARLY VISIBLE IN THE CHURCH.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	REV DR STEVE GRIFFITHS and CHURCH WARDENS and BUILDINGS ADVISORY GROUP and PAROCHIAL CHURCH COUNCIL	ENSURE THAT THIS IS AN ANNUAL AGENDA ITEM ON PCC MEETINGS. TASK THE BUILDINGS ADVISORY GROUP TO REPORT BACK TO THE PCC ON A REGULAR BASIS. PCC TO TASK THE BUILDINGS ADVISORY GROUP TO WORK TOWARDS SOLUTIONS, ALONGSIDE OTHERS WHO HAVE RESPONSIBILITY IN THIS AREA OF CHURCH LIFE.

Signed:	REV DR STEVE GRIFFITHS (PCC CHAIR and VICAR)	Date:	
---------	--	-------	--

Health and safety law posters are displayed:	BY THE PIGEONHOLES AT THE BACK OF CHURCH
First-aid box is located:	BY THE PIGEONHOLES AT THE BACK OF CHURCH
Accident book is located:	BY THE PIGEONHOLES AT THE BACK OF CHURCH

<p>Work at height e.g. changing light bulbs, cleaning windows, putting up decorations etc</p>	<p>Anyone working at height could suffer injuries, possibly very serious ones, should they fall</p>	<ul style="list-style-type: none"> • Appropriate, commercial stepladder is securely stored and available for use • Other commercial ladders are securely stored and available for use • The Building Advisory Group members and cleaners know how to use the ladders safely 	<ul style="list-style-type: none"> • Print copies of HSE guidance on safe use of ladders to be made available to those who may use them • Put in place system for checking the condition of ladders • Church users Hire Agreements to be updated so that they are aware of their responsibility for using all ladders safely 	<p>Vicar and Parish Administrator</p> <p>Vicar and Buildings Advisory Group</p> <p>Vicar and Parish Administrator</p>	<p>June 2025</p> <p>June 2025</p> <p>As required</p>	
<p>Hazardous substances e.g. cleaning products</p>	<p>Use cleaning risk skin problems e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems</p>	<ul style="list-style-type: none"> • Mops, buckets, and strong rubber gloves are provided • Cleaning products are secured properly • All cleaning accessories are appropriately stored, neatly and tidily, in a locked cupboard • Cleaners are aware that they must always follow the instructions for all cleaning products 	<ul style="list-style-type: none"> • Church users Hire Agreements to be updated to alert them to the dangers of hazardous substances and the need for them to follow the instructions for all cleaning products • Regular inspections of the Church to ensure that cleaning accessories are appropriately stored and that hazardous substances are locked away 	<p>Vicar and Parish Administrator</p> <p>Vicar</p>	<p>As required</p> <p>Monthly</p>	<p>Ongoing</p>

Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> • Fixed installation has been installed by qualified electricians, and is inspected regularly • All repairs are attended to by a qualified electrician • Portable equipment is checked for visual signs of damage before use 	<ul style="list-style-type: none"> • Child-friendly socket covers should be placed in all unused sockets • Church users Hire Agreements to be updated to alert them that they are responsible for safe usage of all electrical equipment, most especially any that they bring on site with them • All electrical equipment in Parish Centre and church to be PAT tested • Church users Hire Agreements to be updated to alert them of the location of the fuse box and how to switch supply off in an emergency 	<p>Verger and Wardens</p> <p>Vicar and Parish Administrator</p> <p>Vicar, Wardens and Buildings Advisory Group</p> <p>Vicar and Parish Administrator</p>	<p>30 June 2025</p> <p>As required</p> <p>Annual check</p> <p>As required</p>	
Stored equipment	Users could be injured by collapsing stacks	<ul style="list-style-type: none"> • Church users are aware of the need to stack tables and chairs and other equipment carefully so that stacks do not collapse 	<ul style="list-style-type: none"> • Church users Hire Agreements to be updated to alert them of the need to stack equipment carefully to minimize the risk of collapse 	Vicar and Parish Administrator	As required	
Asbestos	Staff, and others, carrying out normal activities are at very low risk. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk	<ul style="list-style-type: none"> • Asbestos check is carried out by a professional company on a regular basis 	<ul style="list-style-type: none"> • Ensure that the asbestos checks continue on a regular basis and that any action required is swiftly taken 	Vicar and Buildings Advisory Group	Asbestos Report concluded	Ongoing
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkwardly shaped	<ul style="list-style-type: none"> • Trolleys are available to move heavy equipment and users know where they are kept 	<ul style="list-style-type: none"> • Church users Hire Agreements to be updated to alert them to the availability of trolleys and to encourage their use 	Vicar and Parish Administrator	As required	

Fire	If trapped, staff and users could suffer fatal injuries from smoke inhalation and/or burns	<ul style="list-style-type: none"> • Fire exits signs are clearly visible • Fire extinguishers are checked annually 	<ul style="list-style-type: none"> • PCC to confirm Assembly Places for church • Church users Hire Agreements to be updated to alert them to the location of Assembly Places • Ensure that fire extinguishers continue to be tested annually 	PCC Vicar and Parish Administrator Vicar, Wardens and Buildings Advisory Group	30 June 2025 As required	Ongoing
------	--	---	---	--	---------------------------------	---------

I have read and understood the Health & Safety and Risk Assessment for St. Andrew's, Enfield. I understand that this document is under constant review and is therefore subject to change.

I understand the implications of this document for my practice and employment at St. Andrew's and will be mindful of it as I carry out my ministerial practice.

If I come across matters that I believe should be addressed in the Health & Safety and Risk Assessment document, I will raise these with my Line Manager as a matter of priority.

NAME:

SIGNED:

DATE:

Signed on behalf of the PCC:

Date: