

# **ALL SAINTS' CHURCH, HOOLE HEALTH AND SAFETY POLICY**

## **INTRODUCTION**

This Health and Safety Policy is intended to be an over-arching policy which covers all of the Health and Safety aspects of All Saints' Hoole activities. All church activities must be consistent with this policy.

At the core of this Health and Safety Policy is the belief that accidents are preventable, with the control of identified health and safety risks achieved through professional management supported by active employee participation. We believe that investment of resources for the prevention of accidents is better than responding to consequences, and that effective Health and Safety performance is an integral part of our life as a Church community. As such we will seek to ensure that we continue to provide a safe and healthy environment for our employees, for our church members, and for all those who use our Church and Church Centre so that we can effectively worship God, serve our community and serve each other.

This Health and Safety Policy is not intended to cover safeguarding issues, for which the separate safeguarding policy should be consulted.

Revised May 2015

# **ALL SAINTS' CHURCH, HOOLE HEALTH AND SAFETY POLICY STATEMENT**

It is the objective of All Saints' Church, Hoole to be a responsible neighbour within the communities in which we are working. This requires that we always conduct our activities safely; with due regard for the health and safety of our employees, our church family and members of the public.

Our objective is delivered through the adoption of a proactive approach to the management of Health and Safety issues. Our statement of general policy is:

- The commitment of the church leadership, the Parochial Church Council and the church committees to high standards of Health and Safety performance;
- Compliance with prevailing UK and EU legislation;
- The provision of adequate controls of health and safety risks arising from our activities;
- Consultation with our employees on matters affecting their health and safety;
- The provision and maintenance of safe plant and equipment;
- The provision of information, instruction and supervision for employees;
- The prevention of accidents and cases of work-related ill health;
- The maintenance of safe and healthy working conditions of employees;
- The involvement of all employees in H&S improvement through adequate and suitable training;
- Training to ensure all employees are competent to do their tasks in order to enable them to conduct their activities in a safe and responsible manner; and
- A commitment to review and revise this policy as necessary at regular intervals.

Signed on behalf of the PCC

J Kirkland (Vicar).....

Date

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## 1 ORGANISATION AND RESPONSIBILITIES

- 1.1 All Saint's Church, Hoole is a Christian Church within the Anglican Diocese of Chester. We are based on one site in Hoole, Chester, on which is a combined Church and Church Centre building, both of which are regularly used by members of the public, businesses and church members as well as our employees. Representatives and employees of the church are also involved in work within different locations across the local area.
- 1.2 Overall responsibility for Health and Safety performance across all of our activities resides with the Parochial Church Council (PCC) of All Saints' Church, Hoole. This body is made up of those elected by the church membership, together with appointed members, and chaired by the Vicar.
- 1.3 Accountability for Health and Safety performance is discharged through a chain of management responsibility from the PCC to either the chair of a designated sub-committee or to a specified individual for each area of our activities:
- Operational responsibility within the Church, the Church Centre and grounds is provided by the Church Administrative Coordinator (CAC) who sits on the PCC.
  - Operational responsibility for the management of contractor work within the Church Building is provided by the Building Committee (BC), the chair of which sits on the PCC
  - Operational responsibility for outreach and mission work in the local community is provided by the Vicar, who chairs the PCC.
- 1.4 Day-to-day responsibility for ensuring this policy is put into practice at the Church and Church Centre is in turn delegated by CAC and the BC to the Church Centre Manager, who reports to the CAC and who attends CCSG, BC and PCC meetings.
- 1.5 The Church Centre Manager shall be responsible for day to day Health and Safety management in the Church, Church Centre and Centre grounds, including all risk assessments and compliance with relevant health and Safety legislation.
- 1.6 Advice and practical guidance is provided to the Church Centre Manager by the Health and Safety Co-ordinator. The Health and Safety co-ordinator will also be the nominated "competent person" within the meaning of the Management of Health and Safety at Work Regulations 1999.

## 2 METHODS OF HEALTH AND SAFETY REVIEW AND REPORTING

- 2.1 The PCC and those persons and sub-committees delegated with responsibility for Health and Safety matters, as designated under section 1, have the following mechanisms for obtaining assurance that the required Health and Safety Standards are being applied appropriately.
- 2.2 The Church Centre Manager shall give reports at the regular meetings of the BC or the CCSG as appropriate on the current status and performance of matters concerning Health and Safety. These reports can be verbal rather than written but the items reported should be recorded in the minutes of the meeting;
- 2.3 The Church Centre Manager shall meet regularly with the Health and Safety Coordinator to discuss and develop the Health and safety Management arrangements for All Saints and to report and review any incidents or near misses;
- 2.4 At the end of each year, the Church Centre Manager, in consultation with the Health and Safety Co-ordinator and each sub-committee and person with Health and Safety responsibilities, will send to the PCC a report summarising the Health and Safety performance for the previous year. This report may be either verbal or written as required by the PCC;
- 2.5 Any serious incidents related to Health and Safety should be reported to the CAC immediately. It is then the responsibility of the CAC to inform the appropriate other committee members and, if appropriate, the Vicar and the PCC of the matter as soon as possible. If required, a report may also be needed to the HSE under RIDDOR and this shall be the responsibility of the Health and Safety Coordinator;
- 2.6 At least once every 5 years there will be an audit of the site covered by this policy, together with a review of all appropriate Health and Safety documentation at All Saints' by a Health and Safety Auditor. A report from this inspection will be given to the PCC and the chairs of the BC and CCSG.
- 2.7 The Church Centre Manager shall maintain a Health and Safety manual which shall contain the following:
  - This Health and Safety Policy document
  - All risk assessments
  - All Health and Safety training documentation
  - All other relevant Health and Safety DocumentationThe Health and Safety Policy manual will be available for all employees and church members to read at any reasonable time
- 2.8 The persons with responsibilities specified above are:
  - Vicar: Revd John Kirkland
  - Church Administrative Coordinator: John Chester
  - Church Centre Manager: Christina Beveridge
  - Health and Safety co-ordinator: Rick Hemmings
  - Chair CCSG: Rachel Collier
  - Chair BC: Ken Wood