

All Saints' Milford & St Mary's Everton  
*To know Jesus better and make Jesus better known*



## Keeping People Safe

CHURCH HEALTH & SAFETY  
TOOLKIT

Health and Safety Policy





## Health and Safety Policy for

**Milford Parish incorporating  
All Saints' Milford on Sea and St Mary's Everton**

All Saints' Church, Church Hill:  
Church Office, Greenbanks Close,  
Milford on Sea, SO41 0SQ

St. Mary's Church,  
Branwood close,  
Everton, Lymington.

As a Parish we understand that we owe a duty of care to ensure the safety of those people who visit or use our churches, halls, churchyards and car parks.

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 approved this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

Further information is available at: [www.ecclesiastical.com/healthandsafety](http://www.ecclesiastical.com/healthandsafety)



## 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, churchyard or any other property for which we are responsible. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accept 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 have appointed 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 We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 duty will be brought to their attention through notices posted in appropriate places.

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 and posted on our website.

**Signed\*:**

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

**Date:**

17 March 2021



## Organisation and Responsibilities

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

Matt Allum, Churchwarden

#### They will ensure that:

- 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 tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church
- Set a personal example on matters of health and safety.

### 2. The Churchwardens have day-to-day responsibility for implementing our policy. They are:

Matt Allum for All Saints'

#### They will 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

Myra Campbell for St Mary's

- Where defects cannot be corrected immediately, appropriate interim steps will be taken
- All accidents are reported in line with the requirements of this policy
- Advice is sought where clarification is necessary on implementation of this policy
- Set a personal example on matters of health and safety.



**3. All employees and volunteers have a responsibility** to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or 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 may appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

Our person appointed to assist us is:

#### 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 risk mitigation actions. We will review and revise these where we believe that to be necessary.

#### 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 who may need this to complete their work safely. We will ensure that contractors carry their own insurance cover.

#### 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 in:

All Saints Hall Kitchen and Office, and Vicar's Vestry in All Saints' Church  
St. Mary's Hall (Ladies Toilets) and Sacristy in St. Mary's Church

Our people in charge of first aid arrangements are:

Matt Allum, Churchwarden for All Saints  
and Myra Campbell, Churchwarden for St Mary's

## Accident Reporting

We will keep a record of accidents 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 reports forms are kept in:

every First Aid box and when completed are filed in the church office, after being viewed by the relevant Churchwarden.

## 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 documents are kept in:

The Church Office, Locked cabinet

## Supporting Volunteers with Health and Safety responsibilities

Appended to this policy is a list of volunteers who have agreed to support the churchwardens in various specific areas. This list will be reviewed annually with the policy to ensure that they remain prepared to undertake their responsibility for their area.



## Specific Arrangements

### Asbestos

We will take steps to identify the presence of asbestos in our buildings and, if so, 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 funding availability and that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made.

### Churchyard

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to keep them safe. Headstones, tombs and monuments will be checked regularly to ensure they are properly maintained. Where our churchyard is formally closed, we will report any concern to the Local Authority or Parish Council.

### Construction Work

Where maintenance, refurbishment or 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, eye/eyesight tests (on request) and special spectacles if needed.

### **Electricity**

We will ensure that any electrical system, fixed machine and portable appliances 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 or 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 when 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 as soon as possible and we will keep records of the checks made.

### **Hazardous Substances**

We only use domestic cleaning or horticultural products and petrol. 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.

## **Oil Storage**

Where we store large quantities of oil, we will take adequate precautions to ensure that oil cannot leak into the ground or any water course. This may include the provision of a double skinned plastic tank, an adequate bund, regular checks and proper maintenance, etc.

## **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 as soon as possible, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

## **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 and implement suitable precautions to ensure their safety.

## **▶▶▶ Next Steps**

If we need to complete any risks assessments, we will do so and keep them for 5 years in an accessible location.

## Want to know more?

We have produced other useful information to help you get started or simply check the adequacy of what you have already done. All are available at:

[www.ecclesiastical.com/healthandsafety](http://www.ecclesiastical.com/healthandsafety)

### Information in this document

We have prepared this guide in good faith. The information in it is based on our understanding of current law and practice. Neither Ecclesiastical Insurance Office plc nor any of its subsidiaries accept any liability whatsoever for any errors or omissions in this guide that result in injury, loss or damage, including financial loss. It is the responsibility of the Insured or any person to ensure that they comply with their statutory obligations. Any interpretation or implementation of this guide is at the sole discretion of the reader.

Note: if you are in Ireland, Northern Ireland, Jersey, Guernsey or the Isle of Man, then regional variations might apply. In this instance, you should check the guidance provided by the Enforcing Agency for your region. This will be freely available on their website.

## Need to contact us?

For further information on health and safety in churches: **Call our Risk Management Advice**

**Line on**

**0345 600 7531**

(Monday to Friday, 09:00 to 17:00 – excluding Bank Holidays. We may monitor or record calls to improve our service.)

Email us at

[risk.advice@ecclesiastical.com](mailto:risk.advice@ecclesiastical.com)

Or Visit

[www.ecclesiastical.com/healthandsafety](http://www.ecclesiastical.com/healthandsafety)



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