

St. Margaret's Church, Newton

Health and Safety Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

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

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made. In order to ensure that health and safety matters are kept constantly under review, an item on health and safety is always on the agenda for all meetings of the Parochial Church Council. This policy is subject to annual review and on such other occasion as circumstances dictate.

Signed on behalf of PCC

.....Vicar

Date.....

Review date...September 2017.....

Overall responsibility for Health and Safety is that of the Vicar and Churchwardens, Joseph Oakes and Nina Kay, are responsible to ensure the arrangements outlined in this policy are carried out and updated as necessary.

Churchyard

The churchwardens will carry out regular inspections of the churchyard to ensure public safety with regard to trees, gravestones and walls.

Grass is regularly cut through the year to facilitate access to gravestones for visitors.

The gravestones are subject to regular inspection.

Access to Church.

The path from the churchyard wall gate to the West door of the church was built with anti slip material. Prior to services, both gates to the churchyard will be opened to facilitate the entry of electric wheelchairs.

A moveable ramp is available to assist entry by the West door and stored there in the bell tower.

The bells in the tower are small ones and the access door to the bell tower is kept locked.

Emergency evacuation

In the event of an emergency there are two exit points, the West and North doors. The North door is unlocked for all services. The West door is locked for normal services but a key is always available. For large events, such as the Carol Service, the West door is unlocked. Further detail is provided in the Fire Risk Assessment and Safety Policy.(dated 2016)

First Aid

A St .John's Ambulance First-Aid Kit is available in the vestry during services, and when the church is opened for special events. The contents will be replaced on an annual basis. For a low risk work environment this kit meets current legislation. An Accident Book is kept with the First Aid kit in the vestry and will be completed in the event of an accident or incident (with or without injury to the person involved). The churchwardens will check on a monthly basis to see if an entry has been made. If so, remedial action will be considered and the page will then be removed and kept in the log book.

Maintenance work.

All work requiring steps or scaffolding must be carried out with a second person present. Outside contractors using the premises must verify with a member of the PCC, and adhere to, their own company H&S Policy. They will also be given a copy of the Church's H&S document.

Weekly check

One of the Churchwardens, or a Sidesman in the absence of one of the Churchwardens, is to carry out a visual check of the premises before a service or event for any possible hazard not already covered by the Risk Assessment, eg any movement of furniture that has taken place.

For Portable electrical appliances. Fixed electrical system and fire extinguishers see the Fire Risk Assessment and Safety Policy, dated 2016.

This is to be reviewed every two years..

Gas Supply

There is no supply of gas to the premises.

Hazardous substances

No hazardous substances are kept on the premises

Slips, trips and falls

In order to reduce as far as is reasonably practicable, the risk of slips, trips and falls, an inspection will be made every quarter of all floors and steps in the church and all paths in the churchyard. Particular attention will be paid to moss, algae and leaves on paths and remedial action taken by the Churchwardens.

Lighting

A regular check will be made of all lights in the church and churchyard to ensure that they are working and adequate. Bulbs will be replaced as soon as possible ensuring the safety of the person undertaking the work.

Risk Assessment

A Risk Assessment will be carried out annually and remedial action taken as necessary as soon as practicable. Assessments will be filed with the Log Book