

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

All Saints' Church Shorthampton
Parochial Church Council (PCC)
Church Wardens

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
<p>The PCC is committed to:</p> <ul style="list-style-type: none"> Preventing accidents and cases of work-related/location-related ill health. Providing adequate control of health and safety risks arising from activities undertaken by people working, volunteering, visiting or worshipping at All Saints' Church. 	PCC.	In order to provide adequate control of the risks to people working, volunteering, visiting or worshipping in the church – or passing through the churchyard -a Risk Assessment will be carried out each year to identify risks; identify the people at risk; evaluate, remove or reduce the risks; and provide training. This Risk Assessment will be reviewed and updated every year. Particular attention will be given to fire safety (for which a separate Fire Safety Policy and a Fire Risk Assessment exist), the danger of tripping, slipping or falling on the church floor, and working at heights. A Fire and Emergency Evacuation Plan exists that lays down the procedures to be followed in event of a fire or emergency. Detailed briefing material exists for those individuals working at heights. Regular inspections of floor surfaces and coverings take place to ensure that they are free from defects.
The PCC is committed to providing adequate training to ensure people working or volunteering at St Mary's Church are competent to undertake their duties.	PCC.	Every 6 months a Church Warden will use the Notices Section of the Evening Service to brief the congregation on the Fire and Emergency Evacuation Plan and on the risks of falling on the church floor or in the churchyard. Detailed briefings will be given to those working at heights. Nominated individuals will be given training in First Aid.
The PCC is committed to engaging and consulting with people working, volunteering, visiting or worshipping at St Mary's Church on day-to-day health and safety conditions and providing advice and supervision on occupational health.	PCC.	The PCC meets every 2 months. This provides a forum within which health and safety concerns can be raised and advice/policy promulgated. Members of the PCC will be reminded of their responsibility to raise any health and safety concerns that they have – or that they have heard expressed by members of the congregation or visitors.
The PCC is committed to implementing emergency procedures/evacuation in case of fire or other significant incident.	PCC.	A separate Fire Safety Policy exists and a Fire Risk Assessment is carried out at least once a year. A Fire and Emergency Evacuation Plan that lays down the procedures to be followed in event of an emergency or fire exists.
The PCC is committed to maintaining safe and healthy working conditions, providing and maintaining plant, equipment and machinery, and ensuring safe storage / use of substances.	PCC.	Limited cleaning materials are held in the church. Portable Electrical Appliance Testing (IPAT) takes place once a year. Although lighted candles are essential to many religious activities, the fire risks associated with lighted candles are constantly being stressed and risk reduction actions taken, including having a suitable fire extinguisher nearby; the placing of prayer candles in metal candlestick holders; separating candles from matches; maintaining firm control of all candles to avoid any being misappropriated for malicious intent; and extinguishing all naked flames at the end of the day.

Health and safety law poster is displayed:	A copy of this document is displayed in the Policy Folder held in the church.		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	A first-aid box is located on the shelf near the entrance. An HMSO Accident Book is located in the Vicarage Office Charlbury.		
Signed: (Employer)		Date:	May 2018
Subject to review, monitoring and revision by:	Reviewed	Every:	12 months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Organisation name: St Mary's Church Charlbury

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips, trips and falls.	<p>Users of the church and church yard may suffer injuries, such as fractures or bruising, if they slip, trip or fall. The following particular hazards exist:</p> <ul style="list-style-type: none"> The path from the churchyard gate to the door to the church is not paved. Although there are no obvious obstacles in the path, minor variations in level exist. The steps into the church could pose a risk unless people take care when entering the church. Within the church there is a change in floor level between the area covered in flagstones and the area covered with parquet. Two door mats are on the floor between the inner and the outer doors. These mats are sufficiently heavy not to present a 'slip hazard' but allow individuals to remove any slippery material from their shoes if necessary. 	<ul style="list-style-type: none"> The path through the church yard is well maintained and is inspected regularly. Particular care is taken to ensure that the path is not a hazard during the winter months when snow and ice may exist. The steps into the church are: <ul style="list-style-type: none"> Inspected at regular intervals for any uneven or broken surfaces. Kept clean and free from obstructions or spilt liquids. (Door mats exist to prevent slippery material entering the church).. Are drawn to the attention of visitors by notices on the church doors. The flagstones in the church are of a different colour and texture to the parquet floor – hence the associated change in level should be obvious to visitors. Every 6 months a Church Warden reminds the congregation of the risks associated with slips, trips and falls. 	No further action is required apart from regular inspections of the steps and briefing of the congregation.	Church Wardens.		
Work at height.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall. The following people are at greatest	<ul style="list-style-type: none"> Access to the church roof is restricted to those individuals or contractors who have been briefed on the use of ladders and the dangers of working at height. (Written instructions exist). 	<ul style="list-style-type: none"> Copies of the rules on working at heights are held readily available in the church. 	No further action required		Completed.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
	<p><i>risk:</i></p> <ul style="list-style-type: none"> • Anyone inspecting or repairing the roof of the church. • Flower arrangers who may be placing displays on elevated surfaces. • Anyone replacing a light bulb. 	<ul style="list-style-type: none"> • The ladder in the church is kept securely and is only issued to individuals who have read the rules on the safe use of ladders. • Flower arrangers are briefed on the dangers of working at height. • Every 6 months a Church Warden reminds the congregation of the risks associated with working at heights. 				
Hazardous substances (eg cleaning materials).	Cleaning materials pose a risk to individuals, either by direct contact, which could cause skin problems, or by breathing in vapour, which could cause respiratory problems.	<ul style="list-style-type: none"> • Only limited cleaning materials are held in the church. 	No further action required.	NA.	NA.	NA.
Electricity.	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> • All fixed electrical appliances are checked regularly to ensure they are working properly. • Portable Electrical Appliances are inspected visually at regular intervals and any faults observed during the inspection – or indeed at any time – are entered in the Fire Log Book. A formal test of the Portable Electrical Appliances is to take place once a year. 	No further action required.	NA.	NA.	NA.
Fire.	Fire poses the greatest Health and Safety risk in St Mary's Church.	<ul style="list-style-type: none"> • In view of the seriousness of the fire risk, the following specific documents exist: <ul style="list-style-type: none"> ○ A Fire Policy. ○ A Fire Risk Assessment. ○ A Fire and Emergency Evacuation Plan. 	The Fire Safety Policy, Fire Risk Assessment and the Fire and Emergency Evacuation Plan are reviewed, updated if necessary, and endorsed by the PCC every year.	Church Wardens.	May 2019	Completed.
Stored equipment.	Very little equipment is stored in the church.		No further action required.	NA.	NA.	NA.
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward. Individuals – and particularly children - touching or playing with gravestones would be at risk if the gravestones were unstable.	<p>Heavy items are only moved in the church on the instruction of either the Vicar or the Church Warden. Both are well aware of the rule that, if the weight, shape, or size of an object makes the job of lifting too much for one person, assistance must be requested.</p> <p>A hand-out on the rules for safe lifting has been</p>	The gravestones should be checked for stability every 6 months (preferably when the periodic 'clean up' of the churchyard takes place).	Church Wardens.	At the stipulated intervals.	

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		<p><i>produced and is kept readily available in the church.</i> <i>The rules emphasise the following key points:</i></p> <ul style="list-style-type: none"> • <i>Bend to lift an object – don't stoop.</i> • <i>Keep the back straight by tucking in the chin.</i> • <i>Lift with the strong leg muscles not the weak back muscles.</i> 				

Reviewed, Amended October 2021