

**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:**

St Mary's Church Charlbury
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"> <li>Preventing accidents and cases of work-related/location-related ill health.</li> <li>Providing adequate control of health and safety risks arising from activities undertaken by people working, volunteering, visiting or worshipping at St Mary's Church.</li> </ul>	PCC.	<p>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 use of the bell tower, the danger of 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 using the bell tower or working at heights. Regular inspections of floor surfaces and coverings take place to ensure that they are free from defects.</p>
<p>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.</p>	PCC.	<p>Every 6 months a Church Warden will use the Notices Section of the Family 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 using the bell tower or working at heights. Nominated individuals will be given training in First Aid.</p>
<p>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.</p>	PCC.	<p>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.</p>
<p>The PCC is committed to implementing emergency procedures/ evacuation in case of fire or other significant incident.</p>	PCC.	<p>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.</p>
<p>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.</p>	PCC.	<p>All cleaning liquids, aerosols, polishes and pesticides are securely locked away. 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 sand trays; 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.</p>

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 top of the Fair Trade cupboard. An HMSO Accident Book is located in the Parish Office.

# 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"> <li>The outside steps to the boiler room are very steep. These could pose a risk to young children playing in the church yard.</li> <li>There is a sharp drop between the churchyard and the track/road to the west of the churchyard. This could pose a risk to young children playing in this area.</li> <li>Much of the floor of the church consists of flagstones, which could involve a hazard if they were not well maintained or had spillages upon them. This could pose a risk to older people or people with impaired sight using the church. A particular risk exists where the step to the font projects into the church.</li> <li>Steps exist in the church where the floor level varies between different areas.</li> <li>Some small mats are placed on the flagstones in the church.</li> </ul>	<ul style="list-style-type: none"> <li>The path through the church yard is well maintained and is inspected regularly. Lights exist near the entrances to the church yard and on the bend in the path. Particular care is taken to ensure that the path is not a hazard during the winter months when snow and ice may exist.</li> <li>A rail has been fitted to the step to the boiler room.</li> <li>The top of the wall between the churchyard and the track/road to the west of the churchyard is not flat; it is fitted with up-ended stones that prevent children walking on top of the wall and deter them from climbing over the wall. Thus, the construction of the wall mitigates the risk associated with the difference in height between one side of the wall and the other.</li> <li>The floor and steps of the church are: <ul style="list-style-type: none"> <li>Inspected at regular intervals for any uneven or broken surfaces.</li> <li>Kept clean and free from obstructions or spilt liquids.</li> </ul> </li> <li>A stand is placed on the step to the font to prevent people tripping over the step.</li> <li>The small mats that exist in the church are inspected at regular intervals to ensure that they are flat, contain no holes or loose strands, and do not slide on the flagstones.</li> <li>Every 6 months a Church Warden reminds the congregation of the risks associated with slips, trips and falls.</li> </ul>	<ul style="list-style-type: none"> <li>A gate has been fitted at the top of the boiler room steps. This gate is to be kept locked except when being used to provide access to the boiler room.</li> <li>The steps to the boiler room should be checked every 3 months to ensure that the steps are clean and that moss and fallen leaves have not made the surface of the steps slippery.</li> <li>The wall between the churchyard and the track/road to the west of the churchyard should be inspected regularly to check that the stones on the top of the wall continue to prevent children walking on the wall as well as deterring them from climbing over the wall.</li> </ul>	Church Warden.	At the stipulated intervals.	

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
<i>Work at height.</i>	<p>Anyone working at any height could suffer injuries, possibly very serious ones, should they fall. The following people are at greatest risk:</p> <ul style="list-style-type: none"> <li>Anyone inspecting or repairing the roof of the church.</li> <li>Bell ringers using the stairs to the bell tower.</li> <li>Flower arrangers who may be placing displays on elevated surfaces.</li> <li>Anyone replacing a light bulb.</li> </ul>	<ul style="list-style-type: none"> <li>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).</li> <li>A hand rail exists on the stairs to the bell tower. Access to the bell tower is by a door that is kept locked when not in use by the bell ringers.</li> <li>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.</li> <li>Flower arrangers are briefed on the dangers of working at height.</li> <li>Every 6 months a Church Warden reminds the congregation of the risks associated with working at heights.</li> <li>Copies of the rules on working at heights are held readily available in the church.</li> </ul>	Regular briefings on the dangers of working at heights.	Church Warden.	At the stipulated intervals.	
<i>Hazardous substances (eg cleaning materials).</i>	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"> <li>Regular cleaning of the church is carried out by specialist contractors who are extremely experienced in the use of cleaning materials.</li> <li>Any cleaning materials held in the church are securely locked away.</li> </ul>	No further action required.	NA.	NA.	NA.
<i>Electricity.</i>	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> <li>All fixed electrical appliances are checked regularly to ensure they are working properly.</li> <li>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.</li> </ul>	No further action required.	NA.	NA.	NA.
<i>Fire.</i>	Fire poses the greatest Health and Safety risk in St Mary's Church.	<ul style="list-style-type: none"> <li>In view of the seriousness of the fire risk, the following specific documents exist: <ul style="list-style-type: none"> <li>A Fire Policy.</li> <li>A Fire Risk Assessment.</li> <li>A Fire and Emergency Evacuation Plan.</li> </ul> </li> </ul>	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.	PCC.	May 2019	
<i>Stored equipment.</i>	Spare chairs, files/archives and items for use by children during services are stored and therefore	<ul style="list-style-type: none"> <li>Chairs should be stored properly and carefully, and, if stacked, should be kept behind the screens.</li> </ul>	No further action required.	NA.	NA.	NA.

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	<i>could if not stored property fall on people.</i>	<ul style="list-style-type: none"> <li><i>Files, archives and material for children's activities should be stored in cupboards.</i></li> </ul>				
<i>Manual handling</i>	<p><i>Users may suffer back pain if they try to lift objects that are too heavy or awkward.</i></p> <p><i>A risk to individuals – and particularly children – would exist when they were touching or playing with gravestones if the gravestones were unstable.</i></p>	<ul style="list-style-type: none"> <li><i>Heavy items are only moved in the church on the instruction of either the Vicar or the Church Verger. 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.</i></li> <li><i>A hand-out on the rules for safe lifting has been produced and is to be kept readily available in the church. The rules emphasise the following key points:</i> <ul style="list-style-type: none"> <li><i>Bend to lift an object – don't stoop.</i></li> <li><i>Keep the back straight by tucking in the chin.</i></li> <li><i>Lift with the strong leg muscles not the weak back muscles.</i></li> </ul> </li> </ul>	<i>The stability of gravestones should be inspected every 6 months (preferably during the periodic 'clean ups' of the churchyard).</i>	Church Warden	At the stipulated intervals.	

**Reviewed, Amended October 2021**