

## Introduction

The Parochial Church Council (PCC) of St Nicholas owes a duty of care to ensure the safety of those who visit or use our church and churchyard. The PCC is also aware that as an employer and controller of premises that in certain circumstances, we have to meet the requirements of health and safety law. A written Health and safety policy is only required if we have five or more employees (we currently have 2) but given the number of active voluntary staff we have written health and safety policy to ensure everybody has a safe working environment. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

### **Name and Address of Church:**

St Nicholas Church  
83 Holme Church Lane  
Beverley HU17 0Q

## 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 building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The PCC accepts its 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 will appoint a member of the PCC to have specific responsibility for this policy and its implementation. To keep matters under review, we will include 'health and safety' as a standing item on the agenda for all meetings of the PCC. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 policy will be brought to their attention. We will try to ensure that everyone involved with the church plays their part in its implementation.

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 made available to others on request.

Signed\*:  Vicar and Chair of PCC

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

Date: 26 January 2025

## Organisation and responsibilities

1. The people with overall responsibility for implementing our policy are:

*Janet Wattleworth and Graham Watson (Church Wardens)*

They will ensure that the arrangements set out in this policy satisfy any health and safety law, seeking specialist health and safety advice if necessary.

2. The following persons have day-to-day responsibility for implementing our policy. They are:

*For Church: Janet Wattleworth and Graham Watson (Church Wardens)*

*For Community Centre: Steve Whitehead and Sarah Lambert*

They will ensure that the arrangements set out in this policy are carried out.

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.

## 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 will appoint someone who is competent to assist us in meeting our health and safety obligations. Where such an appointment is made, we will record the details here:

Our person appointed to assist us is: TBC

#### Risk Assessment

Where necessary, 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 precautions. We will review and revise these where we suspect that they are no longer valid.

#### 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 and self-employed people who may need this to complete their work safely.

#### 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 box is located in:

**Kitchen**

Our person in charge of first aid arrangements is:

Siobhan Watson and Eric Dean

### **Accident Reporting**

We will record details of any accidents that occur, (in an accident book if required). 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 (RIDDOR).

Records of any accidents is kept in: **Accident Book Located in the kitchen**

### **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. Health and Safety File will be kept to log and store this information.

### **Record Keeping**

Our Health and Safety Risk Assessments, records and other documents are kept in the Church Health and Safety File

## **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 (e.g. building contractors, etc). We will keep records of the checks, assessments and plans we have made.

### **Tower Access and Bell Ringing**

We will ensure that adequate precautions are in place to protect bell ringers and others who may enter the tower and bell chamber. This may include any emergency evacuation procedure; the provision of fire extinguishers, the provision of emergency lighting and the notification of safety procedures to anybody accessing the Tower.

### **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 that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

### **Churchyard**

We will ensure that boundary walls and gates are kept in good repair. Where appropriate, we will have trees inspected by a competent person and have any necessary work carried out to make them safe. Headstones tombs and monuments will be checked regularly to ensure they are properly maintained. St Nicholas' churchyard is formally closed therefore we will report any concern to the Local Authority who manage it.

### **Construction Work**

Where maintenance, refurbishment and 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 equipment and portable appliances is inspected, tested and maintained by someone who is competent to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made.

### **Events**

Where we intend to hold large or unusual concerts, services or other fund-raising 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 where we suspect that they are no longer valid. Specifically equipment functionality will be tested regularly (to agreed programme) including fire alarms and detectors, RCD's, fire blankets, emergency lighting, etc.

### **Heating Systems**

We will ensure that our gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

### **Hazardous Substances**

We only use domestic cleaning products. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified. Individuals using these substances will be provided with COSHH data sheets to ensure safe handling and usage.

### **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**

There are no oil storage facilities at church

### **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, lighting, etc) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

### **Tower Tours**

Where we plan to run tower tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower; the control of movement within the tower; the number of stewards available; and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.

### **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.