

St Bartholomew & All Saints
Parochial Church Council

Health & Safety Guidance

Section B – Organisation and Responsibilities for Health & Safety

Issue No: 03

Issue Date: August 2017

Review Date: August 2020

Document Change Record

<u>Change No.</u>	<u>Date</u>	<u>Change</u>	<u>Reason for Change</u>
1	03/2014	Page 1, 'Issue No' – delete 01, insert 02	Periodic Review
		Page 1, 'Issue Date:' – delete Dec. 2009, insert March 2014	
		Page1, 'Review Date:' – delete Dec. 2012, insert March 2017	
		Page 2, 'Responsibility of Priest-in-Charge' – insert 'In a time of vacancy these responsibilities will be undertaken by the Church Wardens.'	
2	08/2017	Page 1, 'Issue No' – delete 02, insert 03	Periodic Review
		Page 1, 'Issue Date:' – delete March 2014, insert August 2017	
		Page1, 'Review Date:' – delete March 2017, insert August 20120	

Section B : Organisation and Responsibilities

Responsibility of Priest-in-Charge

The Vicar/Priest-in-Charge has overall responsibility and accountability for the Health and Safety Policy and for its implementation. He/she will ensure that suitable arrangements are in place to ensure compliance with Health and Safety regulations and appropriate Codes of Practice.

To achieve this the Vicar/Priest-in-Charge will:

1. Understand the Health and Safety Policy.
2. In conjunction with the Parochial Church Council, ensure that funds are available to carry out the policy and discharge other statutory duties relating to health and safety.
3. Appoint suitably qualified competent persons to ensure that the policy is applied and effectively monitored.

Specific responsibilities may be delegated to church personnel and a list of responsible persons will be maintained and amended as appropriate.

In a time of vacancy these responsibilities will be undertaken by the Church Wardens.

Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility for ensuring that the Health and Safety Policy is implemented.

Responsibility of the Health & Safety Committee

The Health & Safety Committee is responsible for assessing the implications of all relevant health and safety legislation and formulating proposals for achieving compliance, where appropriate, and preparing health and safety policies for submission to the PCC for ratification.

Responsibility of the Churchwardens/Church Croft Management Committee/Church Hall Management Committee

Responsibility for ensuring the arrangements detailed in the Health and Safety Policy are carried out in Parochial Church Council premises, and updated as necessary, is as follows:

1. **St Bartholomew's Church & Churchyard– Churchwardens**
2. **Church Croft – Church Croft Management Committee**
3. **Church Hall – Church Hall Management Committee**

The Churchwardens/Church Croft Management Committee/Church Hall Management Committee will ensure effective arrangements are in place for the day-to-day implementation of the Health and Safety Policy within the premises for which they have responsibility and their responsibilities shall be to:

1. be familiar with all relevant Health and Safety Regulations as far as they concern the premises for which they are responsible
2. be familiar with the Health and Safety Policy and arrangements and ensure they are observed
3. ensure, so far as is reasonably practicable, that safe systems of work are in place
4. ensure effective arrangements are in place to ensure the premises for which they are responsible are maintained in a clean and tidy condition
5. ensure that suitable safety equipment and clothing is provided, where appropriate, and used by all personnel where this is required
6. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
7. ensure that adequate access and egress is maintained
8. ensure adequate fire fighting equipment is available and maintained
9. ensure that food hygiene regulations and procedures are observed.

The Churchwardens have the additional responsibility to:

1. ensure effective arrangements are in place to ensure the churchyard is properly maintained, including the safety of monuments, tombstones and trees, and that the grass is kept cut.

Responsibility of Employees and Voluntary Workers

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this Health and Safety Policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.