

Health & Safety Policy

For St Luke's Church, 46 Cell Barnes Lane, St Albans AL1 5QJ

Version: 8.0

Date Approved:

Approved by: PCC

Last review: Dec 2023

Last reviewed by: Ivor Thomas

Next Review: Dec 2024

Reviewed by:

Update Status: Definitive

Signed: Role: Date:

Purpose and Aims of the Policy

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

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 and any associated buildings.

The allocation of duties for safety matters and the 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.

Responsibility for Health & Safety Policy

The overall responsibility for health and safety is that of the Parochial Church Council, who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified, and the list amended accordingly.

Responsibility of the Churchwardens

The responsibility to ensure that the health and safety arrangements are conducted and updated as necessary is with the Churchwardens.

Responsibility of the Health and Safety Officer

The day-to-day implementation of the health and safety arrangements is the responsibility of the Health & Safety Officer. (*This role is currently vacant therefore the duties fall to the Churchwardens*)

- be familiar with health and safety regulations as far as they concern church premises
- be familiar with the health and safety policy and arrangements and ensure they are observed
- ensure so far as is reasonably practicable, that safe systems of work are in place
- ensure the church, hall and cabin where applicable, are clean and tidy
- ensure the church car park is properly maintained
- ensure that safety equipment and clothing is provided and used by all personnel where this is required
- ensure that all plant, equipment, and tools are properly maintained and in good condition and that all operators have received the appropriate training
- ensure that adequate access and egress is maintained
- ensure adequate fire-fighting equipment is available and maintained

Responsibility of employees and voluntary workers

All employees and voluntary workers 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:

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

Risk assessments/activities

Risk assessments will be conducted on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person to meet our obligations.

Service leaders and preachers will be reminded by the Health and Safety Officer to consider if a risk assessment will be necessary for a particular service.

For details of arrangements see Health & Safety Arrangements booklet.