

THE PARISH ⊕ OF ST LE⊕NARD HYTHE

Health & Safety Policy

The Parochial Church Council (PCC) of St Leonard, Hythe

God is our refuge and strength, a very present help in trouble. – Psalm 46:1

Our policy is to provide and maintain safe and healthy environments, equipment, and systems of works for those using and visiting our churches. It is also our policy to provide adequate control of the health and safety risks arising from our activities. We also acknowledge responsibility for the health and safety of other people who may be affected by our activities. The Parochial Church Council (PCC) accepts responsibility for this.

It is our policy to reflect on and strive for best practice regarding matters affecting health and safety. It is our policy to prevent accidents and causes of activity-related ill health.

The allocation for safety matters and the arrangements that we will make to implement the policy are set out below. To ensure that our policy is kept up to date it will be reviewed annually.

Signed.....Vicar

Signed.....Churchwarden

Signed.....Churchwarden

Date.....Review date.....

Responsibilities

The Vicar, the Revd Michael Darkins has overall responsibility for health and safety in the premises of the parish church of St Leonard's, Oak Walk, Hythe and Holy Cross Church, Jubilee Close, Palmarsh, Hythe.

The Churchwardens, John Wren and Helen Waymouth are responsible for ensuring that all matters relating to health and safety are addressed and that the Health and Safety Policy is kept up to date and reviewed annually. They are also responsible for the implementation of the Policy; the co-ordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed as a result of the risk assessments.

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

All Parishioners and those using the church premises have a responsibility to co-operate with the Churchwardens to achieve a safe and healthy environment; to take reasonable care of themselves and others; to not interfere with anything provided to safeguard their health and safety. Everybody has a responsibility to let the Churchwardens know if there is a matter relating to health and safety that needs attention.

Parish Health & Safety Officer

Roger Taylor is responsible for health and safety matters.

The following have responsibility for ensuring health and safety standards are maintained.

Name	Area of Responsibility
Churchwardens	The church building and churchyard; services and events organised by the church
Director of Music	The organ (both nave and chancel sections and the console), pianos and their movement (except for Friends' events, see below), music storage locations, and activities in the Choir Vestry which involve members of the church choirs.
The Tower Captain	Tower staircase, ringing chamber and the bells
Friends of St Leonard's Committee	Friends' events, concerts, catering, erecting staging, moving the piano
The Crypt Committee	The Crypt and approaches.
Safeguarding Officer	Compliance of safeguarding regulations and training
Health and Safety Officer	Co-ordinating Health and Safety

Implementation of Policies

The Churchwardens will ensure that all employees, church members and others have access to the Health and Safety Policy, a copy of which is located on the interior notice boards of both churches and published on the Church website www.slhk.org.

Safeguarding

The parish Safeguarding Officer is Mrs Carolyn Chivers, 07971086093 or safeguarding@slhythe.com

In the event of any member of the congregation becoming concerned about a child or vulnerable adult protection issue they should contact the Safeguarding Officer,

Mrs Caroline Chivers, as soon as possible either by email at: safeguarding@slhythe.com or by 'phone on 07971086093 if it is more urgent.

If she is unavailable, contact the Revd Michael Darkins 01303 266217 or one of the churchwardens, John Wren 01303 487285 or Helen Waymouth 07027 277615.

If the situation is an emergency, please call 999 immediately, and ask for the Police.

Please refer to the Parish Safeguarding Policy, found on the interior notice boards and on the church website.

Risk Assessments

Risk assessments will be undertaken for all Church activities and systems. The results of the risk assessments will be recorded in writing, and safety procedures produced and implemented to ensure adequate levels of health, safety and welfare.

Risk assessments are to be reviewed regularly to ensure that they are still appropriate to the tasks covered, and to include any new assessments according to any changing circumstances. The Parish Health and Safety Officer shall be responsible for co-ordinating and keeping the risk assessments.

The findings of the risk assessments will be reported to, and agreed with, the Churchwardens.

Action required to remove or control the risks identified will be approved by the Churchwardens, who shall be responsible for ensuring that any required action is implemented.

Risk assessments will be reviewed every year or when the work activity changes, whichever is sooner, and appropriate action taken.

First Aid

The First Aid Box at St Leonard's is in the kitchen at the rear of the Choir Vestry.

The First Aid Box at Holy Cross Church is in the kitchen.

The Health & Safety Officer is responsible for ensuring that the First Aid Boxes are kept fully stocked and equipped. The contents of each first aid kit will be reviewed regularly.

ACCIDENTS

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

All injuries, incidents, and dangerous occurrences at work involving Employees, Church members, visitors or members of the public must be reported and recorded in the Accident Book.

The Accident Book for St Leonard's Church is kept in the kitchen at the rear of the Choir Vestry. The Accident book for Holy Cross is kept in the kitchen.

Major accidents or incidents must be reported to the churchwardens immediately, and PCC when it next meets. These and other specified injuries or incidents must also be reported by submitting a completed F2508 report form to the Health & Safety Executive within ten days of the incident/s. The Regulations also require the notification of any incident that results in a member of the public having to go directly to hospital is reportable to the Health and Safety Executive.

The process for notifying accidents is to report all eligible cases to the Health and Safety Executive on its website [hse.gov.uk](https://www.hse.gov.uk)

The Health and Safety Officer is responsible for investigating any incidents, injuries or dangerous occurrences and is also responsible for advising the Churchwardens of any measures that need to be put in place to minimise the risk of any incidents recurring. The Churchwardens are responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

The Churchwardens are responsible for ensuring that a Fire Risk Assessment is undertaken and implemented. This is to include procedures required at concerts and special services when the Church is full.

The Churchwardens are responsible for instructing an approved contractor to annually check and maintain fire fighting equipment.

Plant and Equipment

The churchwardens are responsible for identifying all equipment and plant needing regular maintenance and are responsible for ensuring effective maintenance procedures are in place.

The Churchwardens are responsible for ensuring that all identified maintenance is implemented and that records of any inspection, servicing or maintenance of equipment and plant is recorded and that records are maintained. This also includes the heating system and service pipes.

Any problems found with plant or equipment should be reported as soon as possible to the Churchwardens.

Safe Handling and Use of Substances Hazardous to Health

The Health and Safety Officer will be responsible for identifying all substances that need a COSHH assessment and for undertaking COSHH assessments and for ensuring that records are kept and maintained where necessary. Assessments are to be reviewed annually or when the work activity changes, whichever occurs soonest.

Electrical Equipment

It is the Church's policy to ensure that any electrical system at work is safe to use and properly maintained. The Churchwardens are responsible for ensuring that all electrical installations and electrical equipment are regularly examined by a qualified electrician. Portable electrical appliances must be tested in accordance with the PAT requirements. Damaged or faulty equipment should be reported immediately to the Churchwardens and labelled '*faulty and not to be used*' until it has been repaired.

The electrical installations will be examined annually or in accordance with the frequency stipulated under the relevant regulations, and records of any examinations or works carried out on the electrical installations will be kept and maintained by the Churchwardens.

Lone Working

It is the policy that church volunteers and employees who work by themselves without close contact with others should make sure their colleagues know where they are and when they will be back.

It is the Church's policy to advise those who work, or are involved in a church activity, by themselves without close contact with others, to take a charged mobile phone with them.

For more information, please refer to the Lone Working Policy.

Information and Instruction

The HSE Health & Safety Law poster is displayed on the interior notice boards at St Leonard's Church and Holy Cross Church.

A copy of the Certificate of Employer's Liability Insurance displayed on the porch notice boards at St Leonard's Church and Holy Cross Church.

In relation to this policy the relevant documents can be downloaded free of charge, as pdf documents.