|  |  |
| --- | --- |
|  | A clock on a brick building  Description automatically generated with low confidence |

**St Luke's Church, Farnworth, ID 744**

**Pit Lane, WIDNES, WA8 9HU**

**Health & Safety Policy and Record**

**September 2022 to September 2025**

**Contents:**

**Page 2 Introduction and General Statement**

**Page 3 Organisation and Responsibilities**

**Page 4 General Arrangements**

**Pages 5-6 Specific Arrangements**

**Page 7 Signature of Acceptance by PCC**

**Page 8 Signatures of Acknowledgement**

**Page 9 Record of Training Template**

**Page 10 Record of Events and Actions Template**

**Pages 11-12 Risk Assessment Form Template**

**Page 13 Summary Report Template**

**Why a policy?**

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church, churchyard or bridewell.

We also know that, where we are an employer or control premises in certain circumstances, we must meet the requirements of health and safety law.

Although we have fewer than five paid employees, and therefore there is no legal requirement, the Parish Church Council (PCC) wish to have a written health and safety policy for guidance and to ensure safety levels have been assessed and actions taken to minimise any risk.

**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 and safety of our congregation, employees, volunteers, 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 appoint a member of the PCC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety are set out in this document. A copy of it will be kept in the church and made available to others on request.

**Organisation and Responsibilities**

**1. The member of the PCC with overall responsibility for implementing our policy is: Malcolm French. His contact number is 07801 372801. Malcolm will ensure that:**

▪ The standards set out in this policy are implemented and maintained

▪ Where necessary, specialist health and safety assistance is obtained

▪ Any hazards reported to him are rectified by the PCC as soon as practicably possible

▪ Only competent persons carry out repairs, modifications, inspections and tests

▪ Any accidents are investigated, recorded and reported if necessary

▪ Relevant health and safety documents and records are retained

▪ The PCC will be kept up to date on health and safety matters relevant to the church

▪ Set a personal example on matters of health and safety.

**2. The Churchwardens have day-to-day responsibility for implementing our policy. They are:**

**Barry Horabin, 07471 350957 Colleen Harper, 07946 389162**

**Rob Leech, 07802 525840 Pat Johnson, 07717 522878**

**They will ensure that:**

▪ All employees and volunteers are aware of their health and safety responsibilities

▪ Adequate precautions are taken as set out in this policy and related risk assessments

▪ Adequate information and training is provided for those that need it

▪ Any hazards or complaints are investigated and dealt with as soon as possible

▪ Where defects cannot be corrected immediately, interim steps are taken to prevent danger

▪ All accidents are reported in-line with the requirements of this policy

▪ Advice is sought where clarification is necessary on the implementation of this policy

▪ Set a personal example on matters of health and safety.

**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.

**They will ensure that they:**

▪ Read this policy and understand what is required of them

▪ Complete their work taking any necessary precautions to protect themselves and others

▪ Comply with any safety rules, operating instructions and other working procedures

▪ Report any hazard, defect or damage, so that this might be dealt with

▪ Warn any new employees or volunteers of known hazards

▪ Attend any training required to enable them to carry out their duties safely

▪ Do not undertake any repair or modification but report them to the H&S Officer or churchwardens.

▪ Report any accident

▪ Do not misuse anything provided in the interests of health and safety.

**Arrangements**

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

**General Arrangements**

**Competent Assistance**

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made,

we will record the details here. Our person appointed to assist us as at September 2022 is Malcolm French, who is trained and experienced in risk assessment and management.

**Risk Assessment**

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 nominate persons 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 the south-west corner of the church, near the entrance and next to the drinks serving area.

The persons in charge of first aid arrangements are the Churchwardens, who will revise their qualification every three years.

**Accident Reporting**

We will keep an accident book and record details therein. 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. Our Accident Book is kept in the safe in the Clergy Vestry.

**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 will 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.

**Record Keeping**

Our Health and Safety Risk Assessments, records and other documents are kept in the safe in the Clergy Vestry.

**Specific Arrangements**

**Bell Ringing**

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the notification of safety procedures to visiting bellringers. The bell-ringing area must be sectioned off when bellringers are not present.

**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. 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. When our churchyard is formally closed, we will report any concern to Halton Borough Council.

**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**

There are currently no screens in use in Church. However, should this position change whereby 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 machine and portable appliances are maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

**Emergency Evacuation Practice**

It is not necessary for a full evacuation practice to take place during a service. However, the incumbent, organist, wardens and sidespeople will undergo practice sessions at suitable intervals, to ensure they are aware of necessary actions to be taken, location of fire extinguishers, location of exits, etc, should an emergency occur.

**Events**

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify via risk assessment any additional precautions that are necessary and implement these.

**Fire**

We will regularly 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 and share them with those who may be involved in evacuation practice (see above).

**Heating Systems**

We will ensure that any heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected as soon as practicably possible and we will keep records of the checks made.

**Hazardous Substances**

We will only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers’ instructions, taking any necessary precautions that are specified.

**Lifting Equipment**

There is currently no requirement for lifting equipment to be used in Church. However, should this position change, 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.

**Presentation of Food**

As the Church does not currently have a properly fitted kitchen, food cannot be prepared. Any presented food must be prepared elsewhere beforehand.

**Slips and Trips**

We will implement suitable precautions to prevent slips or trips, taking into account that some repairs cannot be made to our historical/ancient building. 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, handrails or lighting) 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.

**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.

**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, which will include a minimum of two persons being present. We will make sure that these precautions are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

**Signature of Acceptance by the Chairman on behalf of the PCC**

This Health and Safety Policy was approved by the Parochial Church Council at a meeting held on 26 September 2022, and signed by the Chairman of the PCC, Reverend Bob Pearson. Any changes will be made as soon as they become apparent and the Policy as a whole will be reviewed formally every three years.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_26 September 2022\_\_\_\_\_\_\_\_\_\_**

**Signature of Acknowledgement by relevant parties**

I confirm that I have read St Luke’s Health & Safety Policy, passed by the PCC on 26 September 2022, and agree that I will follow its directions. If I feel that I need any additional health and safety training to support my role in the Church, I will inform the Churchwardens and/or the Health & Safety Officer, Mr Malcolm French.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ROLE** | **SIGNATURE** | **DATE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Training Record Template**

**Name of Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ROLE** | **SIGNATURE** | **DATE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Events and actions taken template**

|  |  |  |
| --- | --- | --- |
| **DATE** | **EVENT** | **ACTIONS TAKEN** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Risk Assessment Template

## Church name: St Luke’s Church, Farnworth

## Assessment to be carried out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Assessor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date assessment carried out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |
|  |  |  |  |  |  | |  | |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](about:blank)

Published by the Health and Safety Executive 10/19

**St Luke's Church, Farnworth, ID 744**

**Pit Lane, WIDNES, WA8 9HU**

**Health and Safety Assessment Summary**

**Location assessed:**

**Date of Review:**

**Persons Present:**

**Report completed by:**

**Summary Findings**

**Actions Required**