

St Anne's Church West Heath

Health and Safety 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, church hall or George Goodger building. We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law. In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. 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. St Anne's PCC have used the Health and Safety Policy template provided by Ecclesiastical Insurance Group plc. as a basis for this health and safety policy.

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, church hall or George Goodger building. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (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 We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 put on the church website, on the large notice board in the main church building, on the notice board in the church office and on the notice board in the George Goodger Hall. It will also be made available to others on request.

Signed:

on behalf of the Parochial Church Council of St Anne's Church as agreed at a meeting on 25th September 2025.

Organisation and Responsibilities

1. The person with overall responsibility for implementing our policy is the church warden. 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

Georgina Arnold (church warden) and Peter Baker (vice chair of the PCC). They will ensure that the arrangements set out in this policy are carried out.

Arrangements

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

General Arrangements

Competent Assistance

Where necessary, when we need someone competent to assist us in meeting our health and safety obligations we will contact the appropriate person at the Diocese of Birmingham or contact Ecclesiastical Insurance Group.

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.

We have two first aid boxes and accident books. One is located in the kitchen of the main building and the other is located in the kitchen of the George Goodger building.

Our person in charge of first aid arrangements is Georgina Arnold.

Accident Reporting

We will record details of any accidents that occur in the accident book kept by the first aid kit. 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.

Records of any accidents are kept in a folder in the lockable cupboard in the church office.

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.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in folders in the lockable cupboard in the church office.

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). We will keep records of the

checks, assessments and plans we have made.

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.

Church grounds

We will ensure that boundary walls and gate 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.

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. We will seek advice where necessary.

Electricity

We will ensure that any electrical system, fixed machine 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.

Heating Systems

We will ensure that any oil or 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 or horticultural 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.

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 possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.

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 into 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) 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.

Working at Height

Where possible we will try to 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 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.

Health and Safety Policy agreed by the Parochial Church Council of St Anne's, West Heath on 25th September 2025.

Signed on their behalf:

Vice Chair of the PCC.