

General Arrangements for Health and Safety 2025

Note – in this document “all persons” means employees, volunteers, congregation, visitors, and others who may use the church, churchyard, or any other building that is controlled by the PCC.

Organization and Responsibilities

The PCC is responsible for:

The implementation and annual review of the Health and Safety policy.

Ensuring that any accidents are investigated, recorded, and reported when necessary.

The retention of relevant health and safety documents and records.

Keeping up to date on health and safety matters relevant to the church.

Setting an example on matters of health and safety.

The Churchwardens are responsible for:

Day-to-day responsibility for implementing health and safety policy.

They will ensure that:

- All persons are aware of their health and safety responsibilities.
- Adequate precautions are taken as set out in this document and related risk assessments.
- Adequate information and training is provided for those that need it.
- Any hazards or complaints are investigated and dealt with in a timely manner.
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger.
- All accidents are reported in-line with the requirements of this document.
- Advice is sought where clarification is necessary on the implementation of the H&S policy and this document.
- Set a personal example on matters of health and safety.

The Health and Safety Officer is assigned delegated responsibility for:

Implementing and monitoring health and safety policy.

The officer will ensure that:

- Church premises and grounds are periodically inspected to assess risks and record significant findings
- A safety management system and safe systems of work are in place.
- So far as is reasonably practicable all persons are informed of safety rules and their legal duties.
- The PCC is informed of any training needs identified.
- Any hazards, accidents, incidents, or near misses are investigated and reported to the PCC.

All persons have a duty to:

- Conduct themselves safely and without risk to their health and in accordance with any guidance or training given.
- Use equipment and items of personal protection in accordance with instructions.
- Observe the workplace rules and comply with legislation.
- Not misuse equipment, endanger themselves or others by their actions or omissions.
- Report incidents or hazards that may lead to injury or damage to the Churchwardens or health and safety officer.
- Report all incidents, accidents, and damage in their work area to the person deemed in charge at the time of the occurrence whether a person has been injured or not.

Health and Safety Procedures

Accident reporting

All accidents, incidents and dangerous occurrences including minor accidents and task-related illness to any person must be reported to the health and safety officer.

All persons must ensure that the details of accidents/incidents are recorded on an accident report form (located in the vestry at Holy Trinity and at St Luke's chapel and the window cill of the foyer of the Cloisters).

Major (RIDDOR reportable) accidents must be reported as soon as apparent to the incumbent who is responsible for informing the health and safety executive in accordance with current legislation.

<http://www.hse.gov.uk/riddor/report.htm>

Contractors

When contractors are working on the site the contractor is responsible for setting, monitoring, and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk. The health and safety officer should liaise with contractors to assess the risks associated with any proposed work and to ensure that their supervisory staff set up systems for reporting to him/her any health and safety matters. All work done by contractors within premises controlled by the PCC is subject to The Construction (Design and Management) Regulations 2015 (CDM 2015). The PCC is the Client under the regulations, this role will normally be delegated to the health and safety officer.

Control of Substances Hazardous to Health Regulations (COSHH)

The Regulations can affect all persons. Hazardous substances should only be purchased if there is no safer alternative. It is the responsibility of the health and safety officer to maintain updated assessment records and to ensure that all persons have received training/instruction in the use, the hazards, and the safety procedures to observe.

Coronavirus

Please see HT0021 Covid 19 Precautions March 2023

Fire

In the event of a fire raise the alarm and get out of the building.

Fire-fighting equipment should be used only by persons trained to use them.

A description of action to be taken in the event of a fire and for evacuating the premises are attached as appendix A, they are also displayed in each of our premises.

All users of the premises should take care not to start a fire and must familiarize themselves with escape routes and the location of assembly areas.

The health and safety officer is responsible for fire related matters which include:

- Organizing a fire drill for regularly users at least annually.
- Review fire procedures as necessary.
- Checks that fire notices are prominently displayed throughout the buildings.
- Carry out periodic checks of fire exits and ensure that they open easily and are free of obstruction on either side.
- Ensure that newly appointed staff and volunteers receive induction training in emergency procedures. Inform the PCC of any additional training requirements.
- Arrange for annual testing and maintenance of firefighting appliances.
- Maintain records of all tests, inspection checks and evacuations carried out.
- Coordinate fire arrangements with any contractors working on site.

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First aid

First aid boxes are located in:

- the vestry and the bell ringing room in Holy Trinity
- the vestry in Saint Luke's chapel
- the toilet vestibule and kitchen in the cloisters.

The churchwardens are responsible for carrying out checks on the contents of the first-aid boxes and for replenishing stock.

Hazard reporting

The Booking Manager is the responsible for carrying out checks in the following areas:

- waste disposal
- gardens and driveway.

Any faults defects or hazards which he/she is not deemed competent to rectify should be reported to the health and safety officer. Health and safety officer will also inspect annually all ladders and steps used in the premises and record his findings. In addition, all persons have a duty to report any hazards or potential risk to the health and safety officer who will arrange repair and where necessary take temporary safety measures.

Lone Working

The PCC has a lone working policy and instructions to follow when working alone. This document is displayed on each building notice board. Persons who work alone on the premises must be made aware of this policy and guidance.

Persons carrying out visits on church business (e.g. communion for sick persons, visits to housebound persons, visits to persons with mental health issues) must conduct a Risk Assessment Pastoral Visits for each person /property visited.

Manual Handling

The manual handling of objects is an integral part of the following activities:

- Altar frontal changing
- Cleaning
- Clock winding
- Flower arranging
- Gardening
- Moving furniture
- Setting up significant displays etc.

All persons involved in these or similar activities should be identified and offered training to understand muscular skeletal disorders and basic lifting and carry techniques.

Portable Electrical Appliances.

Users are responsible for carrying out a visual check of the apparatus, lead and plug before use. Any equipment found to be defective must not be used, reported as defective and taken out of use until repaired or removed. The health and safety officer or other designated person will arrange formal testing (PAT) by an Appointed Person of all portable electrical equipment annually and ensure that records are maintained.

Only those persons nominated to fit plugs (the wardens, the incumbent) are authorized to do so.

Personal Protective Equipment (PPE)

Where a risk assessment identifies the need for PPE the PCC must provide this (at no cost to the user) and provide instruction in its safe use.

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Where protective clothing is provided it is the responsibility of the user to look after items and to report to the health and safety officer any defects.

Risk assessment

The health and safety officer is responsible for ensuring that formal Risk Assessments are carried out, that any necessary action is taken to eliminate or reduce the risk (as low as is reasonably practical ALARP) and that assessments are reviewed where necessary. Copies of risk assessments pertinent to the building will be displayed on the notice board. Health and safety officer will insure all persons are made aware of the significant findings of any assessment affecting them and/or their tasks/activities.

Certain tasks (i.e. Working at Height) require the completion of a site-specific Risk Assessment to be completed prior to the commencement of the task. A risk assessment pro-forma is at appendix B. Any work task that requires a site-specific risk assessment to be completed is not suitable for lone working.

See also Risk Assessment Pastoral Visits.

Safety advice and assistance.

The health and safety officer will bring to the attention of all persons any publications or relevant information in respect of health and safety activities undertaken on the premises.

It is in everyone's interest to promote a safe environment and with the support of all concerned the highest possible standards can be achieved and maintained.

Smoking

Smoking including e-cigarettes is not permitted in any premises controlled by the PCC.

Training

The PCC will ensure that training is offered to all persons to ensure they are competent to perform the required task. All persons who are required to carry out tasks within premises controlled by the PCC will undergo health and safety induction training, the Churchwardens will maintain records of any training.

Working at Height

A person is deemed to be working at height when they are more than 2 metres above ground level.

Such activities may include:

- Changing light bulbs or fittings
- Building maintenance activities
- Painting/decorating

Any person working at height in premises controlled by the PCC must:

- Have a second person in attendance for the duration of the work.
- The second person must be able to summon help if required.
- Conduct and document a site-specific risk assessment.
- Ensure that access equipment used is free from defects.
- Ensure that the work can be performed without risk from the access equipment whilst maintaining 3 points of contact. (If this requirement cannot be satisfied an alternative means of access must be used i.e. scaffold tower MEWP etc.)
- Ensure that the access equipment is secured.
- Wear appropriate PPE (minimum requirement Hard Hat with chin strap and boots/shoes with a clearly defined heel)
- If secure by a person footing the ladder that person must wear appropriate PPE.

For further information please contact the Health and Safety Officer Pete Myatt 07792 144639

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Appendix A

Action to be taken in the event of a fire and for evacuating the premises.

If a fire is discovered raise the alarm by use of the Fire Alarm Point in the Cloisters or by shouting "FIRE" if in Holy Trinity or St Luke's.

Evacuate the premises as directed by the Churchwardens or other competent person.

If you are alone do not attempt to tackle the fire – GET OUT raise the alarm and call the Fire Brigade.

Appendix B please see below.

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Appendix B

Site Specific Risk Assessment

Name of Person completing this risk assessment	Date of task / event	
Name of person undertaking the task / organizing the event		
Briefly describe the task to be performed / event		
What are the hazards? (Risk of harm to the person)	Who may be harmed and how?	What measures are/have been put in place to reduce the risk?

When completed please ensure that a copy is sent to the Health and Safety Officer:

pete.myatt@plancast.co.uk

Pete Myatt 07792 144639

Thank you.