

**TITLE**

**WADHURST PCC HEALTH AND SAFETY POLICY**

**PURPOSE**

This policy sets out the commitment of Wadhurst PCC to its responsibility for the Health and Safety of its employees, volunteers, congregation and visitors, especially when on church premises or in the churchyard.

This policy should be read in conjunction with the Wadhurst PCC Safeguarding Policy, the Fire Risk Policy and the Building and Fire Safety Risk Assessment handbook.

**CONTENTS**

This policy covers the following:

- Responsibility for Health and Safety
- Objectives of our Health and Safety Policy
- Record-keeping
- Review
- Contacts

## 1. Responsibility for Health and Safety

The **Parochial Church Council** (PCC) accepts overall responsibility for Health and Safety.

A designated member of the PCC will have specific responsibility for this policy and its implementation as '**Health and Safety Officer**'. In the absence of a designated person the responsibility passes to the **Churchwardens**.

It is the duty of **everyone** to exercise personal responsibility for their own safety and that of others. Everyone involved with the church is expected to play their part in the implementation of good health and safety practices.

Copies of this policy will be made available in the church and in Carillon Cottage for inspection.

## 2. Objectives of this Policy

The PCC aims to ensure that all those who work for, worship in, or visit the church or the churchyard can do so as safely as is possible in the context of historic buildings.

The PCC will use its best efforts to:

- Provide safe buildings
- Ensure compliance with legislative requirements and standards
- Provide for safe work equipment and safe methods of working
- Provide information and instruction for safe working to all involved in the work of the church, whether employees or volunteers

This policy sets out the overarching commitment of the PCC to these objectives.

## 3. Guidance Documents

Detailed guidance relating to specific activities in the church building, Carillon Cottage, St George's Hall or other places used by home-workers will be laid out, where necessary, in separate documents.

The Fire Risk Policy (policy number 012) identifies the 'competent persons' specifically responsible for conducting a fire risk assessment and implementing measures to mitigate fire risk.

A detailed building and fire risk assessment has been conducted and a handbook produced with key contact details, detailed instructions on precautions to be taken, and the procedures for dealing with an emergency. This will be reviewed by the PCC every three years.

#### 4. Record-keeping

The H&S Officer will maintain a risk register to identify possible hazards. Items on this register will be checked on an annual basis as a minimum.

The Health and Safety Officer will be responsible for maintaining records of any identified Health and Safety issues and the steps taken to resolve them.

Any incident must be reported to one or more of the following:

- The Health and Safety Officer named below
- A Churchwarden
- The Vicar

who will cause a record to be made of the incident, the steps taken as a consequence and the outcome.

If the incident falls under the definition of a 'Serious Incident' which requires reporting to the Diocese of Chichester, the Safeguarding Officer (for safeguarding incidents) or the PCC Secretary (for non-safeguarding incidents) will be made aware, and the procedures for onward reporting of such Serious Incidents to either the Diocese of Chichester or the Charity Commission will be followed.

#### 5. Review

The designated Health and Safety Officer will work with the Fabric Committee and other relevant personnel to deal with issues as they arise or as they are made aware of them.

Health and safety matters will be reviewed at appropriate intervals.

- The Risk Register will be reviewed at least annually.
- Identified serious risks will be brought to the attention of the PCC immediately.
- This Policy will be reviewed at least annually and brought to the PCC for approval
- The PCC will monitor the effectiveness of the policy, amending it where it is no longer valid.

## 6. Contacts

### *Health and Safety Officer*

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