



## St Michael's Church, Tilehurst Our Health & Safety Policy

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St Michael's Church

New Lane Hill

Tilehurst, Reading, RG30 4JX

Date of Policy: November 2008. Next review due: November 2009

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This document has been prepared in accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in three sections:

**Section A** – General statement of policy

**Section B** – Organisation and responsibilities

### **To all employees, voluntary helpers and contractors:**

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for Health & Safety.

### **General Statement of Policy**

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour, voluntary helpers and contractors, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that Health & Safety matters are kept constantly under review, an item on Health & Safety will be on the agenda for all meetings of the Parochial Church Council, and sub committees where they exist and employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

Signed

Rector

Date

11/11/08



## **Section B: Organisation and Responsibilities**

### **Responsibility of the Rector**

The Rector, the Revd John Rogers, has overall responsibility for health & safety at St Michael's Church and will ensure that arrangements are in place to satisfy health & safety regulations and any appropriate codes of practice plus ensure appropriate training / induction is carried out. He may delegate specific responsibilities to other persons with the agreement of the Parochial Church Council (PCC).

### **Responsibility of the Churchwardens**

The Churchwardens listed immediately below are responsible to the Rector for ensuring that the arrangements outlined in this policy are carried out and are promptly updated as necessary:

- Mr Alan Rutter
- Mrs Diane Morris

### **Responsibility of the Parochial Church Council**

The Parochial Church Council has a general responsibility to ensure that this Health & Safety Policy is properly implemented. The PCC has delegated responsibility for the day-to day operation of this policy to the Fabric Committee.

### **Responsibility of the Fabric Committee**

The Fabric Committee has day-to day operation of this policy and will appoint a Health and Safety Officer accordingly. The Fabric Committee is responsible to the PCC for ensuring that:

- 1 the Health and Safety Officer is suitably trained and experienced to undertake a general health and safety responsibility
- 2 periodic and exception reports are obtained from Health and Safety Officer and are promptly reviewed
- 3 appropriate action is implemented to control health and safety risks.

### **Responsibility of the Health & Safety Officer**

The following person has been appointed Health and safety officer:

- Mr David Bardwell

The responsibility of the Health & Safety Officer is to:

- 1 undertake day-to-day implementation of the arrangements outlined in this policy:
- 2 provide periodic and exception reports to the Fabric Committee regarding day-to-day issues
- 3 provide an annual health and safety report to the PCC and the Rector.



- 4 be familiar with Health & Safety Regulations as far as they concern church premises
- 5 be familiar with the Health & Safety Policy and Arrangements and ensure they are observed
- 6 ensure that, so far as is reasonably practicable, safe systems of work are in place
- 7 ensure that the church and hall are clean and tidy
- 8 ensure that the churchyard is properly maintained including the safety of monuments, tombstones and trees.
- 9 ensure that safety equipment and clothing is provided and used by all personnel where this is required
- 10 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 11 ensure that adequate access and egress is maintained
- 12 ensure adequate fire fighting equipment is available and maintained

### **Responsibility of employees and voluntary workers**

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety policy and to take reasonable care of themselves and others whilst on church business or premises. Employees and voluntary workers must therefore:

- 1 comply with safety rules, operating instructions and working procedures
- 2 use protective clothing and equipment when it is required
- 3 report any fault or defect in equipment immediately to the appropriate person
- 4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- 5 not misuse anything provided in the interests of health and safety.

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## Notes to the Health and Safety Policy

### Contractors:

All Contractors shall be expected to have their own H&S Policy.

Contractors on site for specific tasks/works fall under the CDM (Construction Design & Management) Regulations. The Architect has a responsibility to advise us on the appointment of a CDM Co-ordinator. St Michaels, as the Client, also have legal responsibilities for H&S on these types of works and need to be clear at the time of a project start-up on where these responsibilities lie.

Those Contractors (electricians, plumbers, carpenters etc) who do not fall under CDM (Construction Design & Management) Regulations because they are on site for a few hours shall be expected to work in a safe manner. This requirement shall be clearly stated in the 'engagement' letter.

All Contractors will be inducted on this H&S Policy and the local Health and Safety arrangements when they work at St Michael's.