



Health, Safety & Wellbeing Policy

Name of Church: St Andrew's Church

Address: Hatters Lane, High Wycombe, Bucks, HP13 7NJ

Version (Date)	Revisions	Owner	Approved	Authorised	Review due
1.0 (29/10/12)	Initial creation	-	-	Rev. S. Dust	29/10/13
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1.1 (21/01/19)	All sections after the authorising signature removed to be placed in relevant documents. Policy section description removed. Sections have been allocated number for easy of reference. Insertion of section 2 and 3.	L. Cook	PCC	Rev. S. Dust	20/01/20
1.2 (21/01/20)	Amendment to Section 2. Churchwarden changed from 'Richard Gravina' to 'Dave Chapman'	L. Cook	PCC	Rev. S. Dust	20/01/21
2.0 (08/01/21)	Change made by Robert Rayner – text "Authorisation date here" replaced with the actual date of review. Insertion of a new section "Coronavirus (COVID-19)". "Related Document" section renamed to "Related Documents" Document reference for COVID guidelines added. Addition to the end of section 5. Roles and Responsibly, Responsible Persons. An example for responsible person was added. Addition of "COVID-19 Appointed Person" under section "2. Roles and Responsibilities"	L. Cook	PCC	Rev. S. Dust	Jan 2022
2.0 (08/01/22)	No revisions	L. Cook	PCC	Rev. S. Dust	Jan 2023
3.0 (01/23)	"COVID-19 Appointed Person" section removed from section "2. Roles and Responsibilities". "3. Coronavirus (COVID-19)" section removed.	L. Cook	PCC	Rev. S. Dust	Jan 2024

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. General Statement of Policy

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

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 and safety.

This Policy applies to all activities run by St Andrew's Church whether on our own church premises or elsewhere. External organisations are expected to operate to their own Health and Safety policy and procedures providing these are of a standard at least equal to this 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 and voluntary helpers and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonable practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may be effected by church activities whether they be in the Church, its grounds or any associated buildings.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council (hereafter PCC) 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 and safety matters.

. Roles and Responsibilities

Vicar in Charge

Overall responsibility for health and safety is that of the Vicar, the Revd Simon Dust who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list/documents amended accordingly.

Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below:

Karen John

Dave Chapman

Parochial Church Council (PCC)

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

Health and Safety Officer

Lydia Cook is to carry out the responsibility for the day-to-day implementation of the arrangements outlined in this policy.

The responsibility of the health and safety officer shall be to:

- Be familiar with health and safety regulations as far as they concern church premises.
- Be familiar with the health and safety policy and arrangements and ensure they are observed.
- Ensure so far as is reasonably practicable, that safe systems of work are in place.
- Ensure the church and hall, if applicable, are clean and tidy.
- Ensure the church grounds are properly maintained including the safety of pathways, ramps, gardens and trees, and that grass is kept cut.
- Ensure that safety equipment and clothing is provided and used by all personnel where this is required.
- Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
- Ensure that adequate access is maintained.
- Ensure adequate firefighting equipment is available and maintained.
- Ensure that food hygiene regulations and procedures are observed.

Employees and Voluntary Workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- Comply with safety rules, operating instructions and working procedures.
- Use protective clothing and equipment when it is required.
- Report any fault or defect in equipment immediately to the appropriate person.

- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- Not misuse anything provided in the interests of health and safety.

Responsible Persons

Responsible persons will be responsible for ensuring the compliance of this document in their allocated areas.

. Coronavirus (COVID-19)

For information on the Church's control measures for Coronavirus pandemic please refer to the guidance provide by the diocese.

. Monitoring and Compliance

This policy will be kept up to date, particularly in the light of any legislative changes, changes to our buildings or activities or any change in conditions that would require the review of this policy to maintain its effectiveness. To ensure this the policy and the way in which it has operated will be reviewed regularly and appropriate changes made.

The Church Manager and Vicar will review compliance with this policy on an annual basis. Any changes needed to ensure its effectiveness will be carried out as soon as is reasonably practicable.

This policy can be reviewed at any time under the discretion of either the Church Manager or the Vicar.

. Related Documents

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- <https://www.oxford.anglican.org/coronavirus-covid-19-2/>.

Authorised by (sign):

Name: Simon Dust
Position: Vicar
Date: 01/01/2023