

KINGSKERSWELL PAROCHIAL CHURCH COUNCIL

(St Mary's Parish Church, Church End Road, Kingskerswell, Newton Abbot TQ12 5LD)

Health and Safety Policy

1.

1.1 Relevant definitions

1.1.1 Kingskerswell Parochial Church Council (the PCC) - the Trustees of Kingskerswell Parish Church

1.1.2 Colleagues - this term includes everyone who can be described as a Trustee/PCC member, staff - volunteer or paid employee.

1.1.3 Contractors - this term includes third parties and everyone who provides items and/or services to the PCC/Trust. For example, equipment, articles, substances, instruction, training, emergency services and similar

1.1.4 Employ - this term is used in its widest and ordinary sense, as making use of someone's knowledge, skills and experience. It is not intended to indicate that any remuneration is paid to individuals

1.1.5 Employee/Staff - this term relates to any person who is working on behalf of the PCC/Trust, for payment or otherwise, i.e. this includes all volunteers

1.1.6 Supervisor - this term includes anyone suitably qualified, who has a specific responsibility for a particular aspect of the church.

1.2 In law, the collegiate body of the PCC is responsible and accountable for Health and Safety

1.3 The PCC should seek a safe and risk-free environment for all employees, staff and visitors

1.4 The PCC should endeavour to provide the highest possible standards of service

2.

2.1 The PCC should employ a suitably qualified Health and Safety advisor, who will be responsible for risk assessments and advising the PCC on Health and Safety policy

2.2 The PCC should adhere to the professional advice given, including the day to day implementation of any risk assessment or other risk management strategy

2.3 The day to day responsibility for the management of Health and Safety is delegated to the Vicar and Churchwardens

2.4 Irrespective of any delegation, the PCC remains accountable for Health and Safety

2.5 This policy will apply to all the PCC and other persons employed by the PCC, including contractors

2.6 This policy is not a standalone document, it underpins the PCC's risk management strategy

2.7 This policy is to be applied across all PCC policies and the principle embedded throughout

2.8 All the PCC should be made aware of this and all other related risk management documents

3.

3.1 The PCC will ensure the provision of the following, as far as reasonably practicable:

3.1.1 Safe equipment;

3.1.2 Safe systems of work;

3.1.3 Safe handling, storage and transport of articles and substances;

3.1.4 Necessary information, instruction, training and supervision;

3.1.5 A safe place of work, with safe access and egress;

3.1.6 A safe working environment with adequate welfare facilities

3.2 All employees/staff should be clear as to their role, with due consideration to any job description

3.3 Supervision is essential and should only be undertaken by persons with appropriate skills and knowledge

4.

4.1 Employees/staff and contractors should be made aware of relevant documents before the commencement of their work for the PCC

4.2 The PCC will adopt a systematic process of documented risk assessment with prioritisation of action

4.3 Safe systems of work (3.1.2 above) will provide specific instructions for particular hazards

4.4 The PCC will adopt a Training Policy, including briefings and plans, which will be recorded and monitored

4.5 Emergency and First Aid procedures will be documented

4.6 A Safety Manual should be produced and maintained

5.

5.1 Employees/staff should take reasonable care of themselves and others

5.2 Employees/staff should cooperate with the PCC

5.3 The PCC and employees/staff will not recklessly or intentionally interfere with or misuse anything provided in the interests of Health and Safety

5.4 Employment of young persons (under 18 years old) will be subject to both Safeguarding legislation and Health and Safety legislation

6.

6.1 Third Parties must take all reasonable precautions to prevent or minimise accident, injury, loss or damage

6.2 Third Parties must provide evidence of their own risk management plan or risk assessment

6.3 Third Parties must ensure that they have their own public liability insurance in place

6.4 Third Parties, contractors and other employees, will not be permitted to work until confirmation of compliance of 6.2 and 6.3 above has been received e.g. it has been signed off by the relevant supervisor

7.

7.1 Records:

7.1.1 All incidents that cause injury must be recorded in a dedicated 'Accident Book' which is located at the Parish Office

7.1.2 Ideally, near misses and significant events should also be recorded

7.1.3 All incidents recorded should be reported to the PCC, preferably via the Health and Safety advisor

7.2 The PCC will ensure compliance with the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulation

7.3 All personal data must be stored securely in accordance with the General Data Protection Regulations 2018

8.

8.1 The must have adequate insurance cover, to include a Public Liability of at least £1,000,000.00

8.2 This policy should be reviewed regularly, but at least every 3 years

Version 3: January 2021

Version 2: January 2021