
Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of Christ Church Parochial Church Council (PCC) and covers the workplace at:

Christ Church
Christchurch Road
Virginia Water
Surrey
GU25 4PT

1 Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Approved:

Christ Church PCC

Effective:

15 April 2014

2 Responsibilities

Overall and final responsibility for health and safety is that of: Christ Church PCC

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: ~~Executive Pastor~~ Operations Manager

3 All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and that of others e.g. fellow employees; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement.)

4 Health and safety risks arising from our work activities

4.1 General risk assessment

A general risk assessment will be undertaken by:	Executive Pastor Operations Manager
The findings of the general risk assessment will be reported to:	Christ Church PCC
Action required to remove/control risks will be approved by:	Churchwardens
Responsibility for ensuring the action required is implemented rests with:	Executive Pastor Operations Manager
Checking that the implemented actions have removed/reduced the risks will be done by:	Churchwardens

This general risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

4.2 Fire risk assessment

A fire risk assessment will be undertaken by:	Executive Pastor Operations Manager
The findings of the fire risk assessment will be reported to:	Christ Church PCC
Action required to remove/control risks will be approved by:	Churchwardens
Responsibility for ensuring the action required is implemented rests with:	Executive Pastor Operations Manager
Checking that the implemented actions have removed/reduced the risks will be done by:	Churchwardens

This Fire risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

4.3 Display Screen Equipment risk assessment

A Display Screen Equipment risk assessment will be undertaken by:	Church Administrator
The findings of the Display Screen Equipment risk assessment will be reported to:	Churchwardens
Action required to remove/control risks will be approved by:	Executive Pastor Operations Manager
Responsibility for ensuring the action required is implemented rests with:	Church Administrator
Checking that the implemented actions have removed/reduced the risks will be done by:	Executive Pastor Operations Manager

This Display Screen Equipment risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

4.4 Manual handling risk assessment

A manual handling risk assessment will be undertaken by:	Church Administrator
The findings of the Manual Handling risk assessment will be reported to:	Churchwardens
Action required to remove/control risks will be approved by:	Executive Pastor Operations Manager
Responsibility for ensuring the action required is implemented rests with:	Church Administrator
Checking that the implemented actions have removed/reduced the risks will be done by:	Executive Pastor Operations Manager

This manual handling risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

5 Consultation with employees

Employee representatives are:	Vicar Executive Pastor
Consultation with employees is provided:	In person

6 Information, instruction and supervision

The Health and Safety Law leaflets are issued by:	Executive Pastor Operations Manager
Health and safety advice is available from:	A copy of the policy will be held by the Christ Church PCC A copy will be held in the Church Office; it will be available for anyone to access. For further information not included in the document or for more details/clarification on something mentioned in the policy one can contact the Executive Pastor Operations Manager.

Supervision of young workers/trainees will be arranged/undertaken/monitored by:	Executive Pastor Operations Manager / Church Administrator
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7 Competency for tasks and training

Training will be identified, arranged and monitored by:	Executive Pastor Operations Manager / Church Administrator
Induction training will be provided for all employees by:	Executive Pastor Operations Manager / Church Administrator
Job specific training will be provided by:	Executive Pastor Operations Manager / Church Administrator
Training records are kept by:	Executive Pastor Operations Manager
Training records are kept:	Church Office

8 Accidents, first aid and work-related ill health

The first aid boxes are kept:	Kitchen / Reception Area
The appointed first aiders are:	Administrator Student Pastor, Youth Pastor, Children's Pastor, Children's Ministry Assistant

All accidents and cases of work-related ill health are to be recorded in the accident book.

The book is kept by:	Church Administrator
The book is kept:	Reception Area
The responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority rests with:	Church Administrator

9 Monitoring

<p>To check our working conditions, and ensure our safe working practices are being followed, we will do the following:</p>	<p>A risk assessment will be carried out annually. And any concern will be immediately investigate and rectified to the satisfaction of the Christ Church PCC in line with up-to-date health and safety legislation.</p> <p>Any serious suspicious or unexpected health and safety issue which occur between risk assessments will be documented and immediately brought to the attention of the Christ Church PCC who will then appoint someone to investigate and rectify the issue.</p> <p>Any less serious health and safety risks that occur between risk assessments will be assessed by employees themselves and if it is an issue which can be easily rectified employees will do so however if it appears to be something more serious the Executive Pastor will be consulted.</p> <p>Any issues with employees' health and risk of spreading virus or infection of an epidemic scale will be assessed by the Executive Pastor and Church Administrator and, if deemed urgent, a course of action will be decided immediately by them. If less urgent this will be reported to the Christ Church PCC and a mutual decision for a course of action will be reached.</p>
<p>The responsibility for investigating accidents rests with:</p>	<p>Church Administrator</p>
<p>The responsibility for investigating work-related causes of sickness absences rests with:</p>	<p>Church Administrator</p>
<p>The responsibility for acting on investigation findings to prevent a recurrence rests with:</p>	<p>Executive Pastor Operations Manager</p>

10 Emergency procedures: fire and evacuation

Escape routes are:	Main entrance (Double doors) Main Corridor behind Kitchen Millennium Extension Patio Rooms Vestry
These are checked by:	Church Administrator - daily
Fire extinguishers are located:	Church by exit to kitchen corridor (Hydro spray) Church Centre inside main doors (Hydro spray) Tower (Hydro spray) Behind kitchen (Hydro spray) Kitchen (CO ² and fire blanket) Store Cupboard (Powder) Extension ground floor corridor (Hydro spray) Extension above stairwell (Hydro spray) Extension Upper Room store cupboard Adjacent to Electrical Panel cupboard (CO ²) Adjacent to photocopier (CO ²) Vestry (Hydro spray & CO ²)
Fire extinguishers are maintained and checked by:	Safelincs Chubb Fire - annually (February)
Alarm bells and/or sirens are located:	Behind Main church in corridor Extension ground floor corridor Extension above stairwell Vestry
Alarms are tested by:	Church Administrator – weekly
Emergency evacuation will be tested:	Bi-annually

11 Review

This Health and Safety policy will be reviewed on or before 01 June 2015.