

Health and Safety Policy

The day-to-day responsibility for health and safety rests with the Rector and Churchwardens, who delegate the implementation of the policy to Health and Safety officers appointed by the PCCs.

Objectives

- the maintenance of a safe environment as far as is practicable in ancient buildings.
- the protection from foreseeable hazard of those on church premises or attending church activities.
- the provision of information and instruction for safe working to all involved in the work of the church.
- the instruction of group leaders regarding their responsibilities for their safety and that of others, and the necessity for their cooperation with Rector and Churchwardens in matters of safety.
- the compliance with relevant legislation relating to health and safety, and the provision of necessary resources.

The Rector, Churchwardens and PCCs, through the Health and Safety officers will:

- undertake regular risk assessment reviews of the buildings.
- ensure that there are safe means of access and egress at all times.
- ensure that action is taken to reduce or eliminate identified risks as far as is reasonable.
- ensure that the location of fire and emergency instructions, fire extinguisher guides, first aid equipment, accident books, and child protection policy procedures, are clearly displayed;
- ensure that all who use church premises are aware of health and safety and risk assessment legislation.
- respond to health and safety issues as soon as is practicable.
- include health and safety and risk assessment on the agenda of at least one PCC meeting annually.

Safety regulations

- Every churchwarden, sidesman, flower arranger, volunteer, bellringer and adult church musician *must*:
 - report to the Health and Safety officer anything that could be a hazard.
 - familiarize him/herself with fire exits and escape routes in case of emergency.
 - note the location of fire extinguishers and the attached notes concerning their operation.
 - unplug electrical equipment before leaving the building.
 - make sure that doors and exits are not obstructed.
 - not attempt to repair faulty electrical equipment.
 - be aware of relevant regulations to be found on <http://www.derby.anglican.org/index.php/resources/care-of-churches-dac/269-diocesan-advisory-committee-for-the-care-of-churches>, particularly those pertaining to the use of ladders.
- Parents/carers of children involved in church activities should complete a registration form stating next of kin, arrangements for contact in an emergency, name of doctor, and naming any allergies etc. These forms are available from the church child protection officer.
- Electrical equipment should be connected to the nearest socket so as to avoid trailing cables. Second-hand equipment used on the premises should be checked by an electrician. Individuals bringing personal electrical equipment to church premises are responsible for ensuring its safe use.
- Maintenance must only be undertaken by appropriately trained personnel.

First aid and hygiene

- Basic first aid should be used for the treatment of anyone who becomes ill or injured on church premises.
- A doctor or ambulance will be called as appropriate.
- First aid packs are to be found at the back of both churches. The churchwardens are responsible for ensuring that these are complete and in good order.
- An accident book is kept with the first aid equipment. Entries will be made whenever injury or illness occurs, regardless of whether or not first aid is required.
- No medicines should be administered to children on the premises except by a parent/carer.
- Disposable gloves must be used when undertaking tasks that may involve contact with body fluids.

Fire regulations and precautions

- The Health and Safety Officer will ensure regular inspections of fire-fighting equipment.
- All sidesmen and group leaders using church premises should ensure that they are familiar with agreed emergency and safety procedures.

Notes

- The Rector and PCC accept no responsibility for valuables, money etc or for anything that may be lost or stolen whilst on church premises.
- Smoking is prohibited in the churches and churchyards.
- The floors of the churches are uneven and could pose a hazard.
- Footpaths in the churchyards are uneven and may be slippery. Their maintenance is the responsibility of, at Old Brampton North East Derbyshire District Council, and at Barlow the PCC.
- Sidesmen will be on hand during services to assist all who are concerned about their mobility.
- The PCC may delegate responsibility for carrying out some or all of these tasks to an individual or group but cannot delegate its overall responsibility for health and safety as trustees of the building.
- **Be responsible for yourself.**