

PARISH OF THE ASCENSION: HEALTH and SAFETY POLICY and PROCEDURE

Policy Statement

The Parochial Church Council (PCC) will ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees, voluntary workers, congregations and authorised users of and visitors to the building, as well as all persons contracted to carry out work within their premises.

Procedure

Within the general policy stated above, the PCC recognises that it has the following specific duties:

- to ensure its plant, grounds and structures are, as far as is reasonably practicable, safe and without risks to health
- to ensure that, as far as is reasonably practicable, there are no risks to health in connection with the use, handling and storage of articles or substances within its premises
- to provide appropriate information, instruction, training and supervision necessary to ensure, as far as is reasonably practicable, the health and safety at work of its employees, volunteer workers, hirers, borrowers and contractors
- to maintain its premises in a condition which is safe and without risks to health, including safe means of access to, and exit from, the premises

The PCC undertakes to ensure that.

- all hirers, borrowers and contractors have a copy of the health and safety policy and procedure
- all employees, voluntary workers, congregations, authorised users and visitors, and contractors are encouraged to report all incidents and accidents relating to health safety and welfare and complete the accident and incident log books
- risk assessments are carried out on church related or initiated activities
- the accident and incident log books are checked regularly, and at least once a week.
- contractors are required to furnish method statements and health and safety policies prior to entry on site
- all employees, volunteer workers, hirers, borrowers and contractors are provided with a copy of this health and safety policy and procedure.

Employees and voluntary workers will

- cooperate with the PCC on all matters relating to Health, Safety and Welfare
- take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions

Hirers and borrowers

When church premises are not being used under the direction of the Ministry team or PCC member, the principal person hiring or borrowing the premises will be responsible for safe practices and for ensuring that activities and usages comply with the church's health and safety requirements and policies and those of statutory organisations. These provisions form part of the terms and conditions required of those hiring church premises prior to usage.

Contractors must follow the requirements of the PCC's Health and Safety policy, including obtaining a Permit to Work from the PCC.

This policy is to be reviewed annually.