



# St John the Baptist Church Kingston Bagpuize with Southmoor

Ref. SJB - P7

## Health & Safety Policy

### General statement of policy

The St John the Baptist Church's legal responsibility for Health and Safety matters has been devolved to the Parochial Church Council (PCC) for practicality.

1. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers, and to provide such information, training and supervision as they need for this purpose. The PCC also accepts responsibility for the health and safety of other people who may be affected by our activities.
2. The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.
3. The policy will be kept up-to-date, particularly to take account of changes in working arrangements. To ensure this, the policy and the way in which it operates will be reviewed annually

### Responsibilities - St John the Baptist Church

4. Overall and final responsibility for health and safety lies with the PCC. Responsibility for advice and implementation of this policy lies with the Churchwardens.
5. Volunteers will be consulted on health and safety matters through the PCC and the meetings for all volunteers and staff.

### Responsibilities - Volunteers and Staff

6. All volunteers and staff members have the responsibility to co-operate with St John the Baptist Church, through the PCC, to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
7. Whenever a volunteer or staff member notices a health or safety problem, which they are not able to put right, they must straightway tell one of the churchwardens or a member of the PCC.

### First Aid and Accidents

8. First Aid boxes are kept in the church and the church room. The Health and Safety Officer (HSO) is responsible for equipping the First Aid boxes. Whenever a volunteer or staff member uses an item from a First Aid box, they should inform the HSO.
9. St John the Baptist Church does not undertake always to provide a qualified first aider, but volunteers and staff members will be informed if there is one.

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Reviewer

Susan Green  
Julie Carpenter

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10. The Accident Book is kept in the church room. All accidents should be reported to a member of the PCC or one of the Churchwardens. The person responsible for reporting accidents to outside authorities is the HSO. Each volunteer and staff member is responsible for ensuring that a note of any accident, however apparently trivial, is made in the Accident Book as quickly as possible.

### Fire Safety

11. The fire procedure is shown on notices throughout the buildings. All volunteers and staff members are responsible for familiarising themselves with it and, in particular, with the location of fire exits and escape routes. Fire practises will be held once a year.
12. When rooms are booked for meetings, it is the responsibility of the person/organisation arranging the meeting to ensure that those attending are aware of the fire procedures and that they leave the building in the event of a fire
13. The HSO is responsible for ensuring that the fire alarm is properly maintained and regularly tested and for ensuring that the recommended number and type of fire extinguishers are in place and properly maintained. The maintenance contract is currently with Thameside Fire Protection Co Ltd, Unit 4, Sovereign Park, Cranes Farm Rd, Basildon, Essex, SS14 3JD Tel: 01268 597999
14. All users of church buildings are responsible for ensuring that escape routes are kept clear. Any problem in doing this should be reported to the manager.

### Advice, Consultancy and Training

15. The local Health and Safety Office is the HSE South and East Office in Basingstoke  
Priestley House  
Priestley Road  
Basingstoke  
RG24 9NW  
Fax: 01256 404100
16. The PCC will ensure it has access to advice from the Health & Safety Executive. Official contact with the Health & Safety Executive should only be made by, or with the consent of, the PCC .
17. Any provision for training in health and safety matters is the responsibility of the PCC.

### Waste Disposal

18. Waste is removed every other week. Ultimately this is the churchwardens' responsibility but volunteers and staff members should put rubbish in the bins provided or, in the case of larger items, discuss disposal with the HSO. Disposal of

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all breakable or dangerous items should be discussed with the HSO who is responsible for ensuring the waste is put out in a safe manner.

## **Policy on Smoking**

19. All church buildings, including meeting rooms, corridors and toilets are no-smoking areas.

## **Fire Extinguisher Locations**

- Vicar's vestry
- Back of the church near the North door
- Church room
- Kitchen

## **First Aiders**

Notices of first aiders are displayed on the notice boards in both the church and church room

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