



# Barrow and Wolds Group

✠ HOLY TRINITY ✠ ST. MARY ✠ ST. ANDREW ✠ ST. MARY

The Benefice of Barrow-upon-Soar with Walton le Wolds, Wymeswold and Prestwold with Hoton.

## Health and Safety Policy

As a benefice we understand that we owe a duty of care to ensure the safety of those who visit or use our churches, Trinity Rooms or church grounds.

We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. Whilst not having the designated number of employees, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

### General statement of policy.

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use our churches, Trinity Rooms, church grounds or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Councils (PCCs) accept their overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

The PCCs will have specific responsibility for this policy and its implementation and may appoint identified individuals or sub committees to have overview of Health and Safety. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays their part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of this policy will be available on our website [www.barrowandwoldsgroup.com](http://www.barrowandwoldsgroup.com) and made available on request.

## Organisation and responsibilities

The members of the PCCs for The Benefice of Barrow-upon-Soar with Walton le Wolds, Wymeswold and Prestwold with Hoton will have overall responsibility for implementing our policy.

They will ensure that:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are rectified as soon as possible
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church
- Set a personal example on matters of health and safety

The Church Wardens together with the Rector have day-to-day responsibility for implementing our policy. The PCCs may appoint a designated person or sub-committee to have responsibility for health and safety.

They will ensure that:

- All employees and volunteers are aware of their health and safety responsibilities
- Adequate precautions are taken as set out in this policy and related risk assessments
- Adequate information and training is provided for those that need it
- Any hazards or complaints are investigated and dealt with as soon as possible
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- All accidents are reported in-line with the requirements of this policy
- Advice is sought where clarification is necessary on the implementation of this policy
- Set a personal example on matters of health and safety.

All employees and volunteers, congregation, visitors and others who may use the church buildings, Trinity Rooms or church grounds have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

## General Arrangements:

This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities.

## 1 Competent Assistance.

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations.

## 2 Risk Assessment.

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

## 3 Information and Training.

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided.

We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

## 4 First Aid.

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

## 5 Accident Reporting.

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

## 6 Monitoring.

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

## 7 Contractors.

If we employ contractors, we make sure that they have their own health & safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

## 8 Letting of church premises.

We will ensure that external organisations using the church buildings or Trinity Rooms are informed, through a bookings letter, of the fact that they are primarily liable for any accident or injury which arises out of their activities whilst using the premises.

## 9 Record Keeping.

Our Health and Safety Risk Assessments, records and other documents are kept in the Church Office.

## Specific Arrangements.

### 1 Church Buildings.

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

### 2 Church grounds

We will liaise with those organisations responsible for the maintenance of Church Grounds to ensure that boundary walls and fences, gates, paths and steps are kept in good repair.

### 3 Construction Work.

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

### 4 Display Screen Equipment.

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

### 5 Electricity.

We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective

equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

## 6 Events.

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

## 7 Fire.

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

## 8 Heating Systems.

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

## 9 Hazardous Substances.

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

## 10 Manual Handling.

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.

## 11 Preparation of Food.

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

## 12 Slips and Trips.

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from

obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make.

### 13 Working at Height.

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

### 14 Work Equipment.

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

### 15 Working Alone.

We will identify circumstances where our employees and volunteers work alone. the PCCs for The Benefice of Barrow-upon-Soar with Walton le Wolds, Wymeswold and Prestwold with Hoton have a Lone Working Policy for these circumstances.

|                          | Signature                                                                           | Name        | Designation   | Date    |
|--------------------------|-------------------------------------------------------------------------------------|-------------|---------------|---------|
| Incumbent                |  | CR WATTS    | Rect or       | 4/2/26  |
| Barrow with Walton PCC   |  | Ben Knight  | Church warden | 4/3/26  |
| Prestwold with Hoton PCC |  | M. Costello | Church Warden | 4.3.26. |
| Wymeswold PCC            |  | R. Bimson   | Church warden | 4iii.26 |

Document Prepared – 23rd January 2024

Approved by PCC 8<sup>th</sup> April 2024

Reviewed and Approved by PCC 19th March 2025

Reviewed and Approved by PCC 04th March 2026

Rev'd Clive Watts, Rector