

St Peter and St Paul's, Aylesford

Health and Safety Policy Statement

In accordance with its duty under Section 2(3) of the Health and Safety at Work Act 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, the Parochial Church Council (PCC) of St Peter and St Paul's, Aylesford has produced the following statement of policy in respect of health and safety.

It is our aim to ensure all our activities, premises, land and equipment are safe and free of work-related accidents and ill-health. We will develop and implement safety measures based on a risk assessment basis. To this end we will pursue continuing improvements in health and safety.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures;
- Providing and maintaining a safe environment and equipment;
- Establishing and enforcing safe methods of working for our employees/volunteers and ensuring that any contractors appointed also follow safe working practices;
- Recruiting and appointing employees/volunteers who have the skills, abilities and competence commensurate with their role and level of responsibility;
- Ensuring that tasks given to employees/volunteers are within their skills, knowledge and ability to perform;
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information;
- Ensuring that all employees/volunteers are provided with suitable and sufficient information, instruction, training and where necessary supervision;
- Seeking competent technical advice on health and safety and other specialist matters outside the capabilities of the PCC;
- Furnishing sufficient funds needed to meet these objectives.

All employees and volunteers on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents and ill health.

The main objectives of our Policy are to achieve a zero-accident count by preventing accidents, comply with current legislation, and maintain a sound reputation for Health and Safety.

Our health and safety policy will be reviewed regularly (not less than every 12 months) to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

Signed: _____ Date: _____ Signed: _____ Date: _____
Church Wardens

Signed: RP Date: 8/9/20
Vicar

Responsibilities

Parochial Church Council (PCC)

The members of the PCC, as Trustees, have responsibility for setting the health and safety direction and policy of St Peter and St Paul's, Aylesford. They have significant influence on the health and safety standards through the provision of finance and policy decisions.

The PCC members' responsibilities include:

- leading by example and demonstrating best practice in health and safety management;
- ensuring that all strategic decisions they make have due regard to relevant health and safety considerations; and
- provision of adequate resources for effective health and safety management.

The Vicar

The Vicar has overall responsibility for managing health and safety and in particular for making sure that:

- effective arrangements and structures are in place to manage health and safety including measures to fully consult the congregation, employees and volunteers on significant health and safety issues;
- effective health and safety policies are developed and implemented consistently; and
- effective review of the health and safety arrangements takes place on a regular basis which informs the development of those arrangements.

The Churchwardens

Churchwardens are responsible for;

- ensuring effective, proactive and objective advice is offered to the congregation, employees and volunteers on relevant aspects of health and safety best practice;
- developing, promoting and reviewing health and safety arrangements, policies and procedures;
- monitoring health and safety practice against agreed standards;
- promoting a positive health and safety culture and participation in good health and safety practice;

Health and Safety Committee

The PCC will appoint and maintain a Health and Safety Committee to be responsible for:

- advising the Vicar, Churchwardens and the PCC on health and safety risk assessment and risk control;
- carrying out inspections and investigations, advising where necessary on remedial action and formally reporting those accidents which require notification to the Health & Safety Executive; and
- ensuring relevant health and safety training is given to members of the PCC, the congregation and volunteers as necessary

Competent Person

The PCC will appoint a Competent Person, as required by the Regulations, to get help to enable it to meet the requirements of health and safety law. The competent person will be a member of the Health and Safety Committee and have a right of attendance at PCC meetings.

Employees and Volunteers

Every employee and volunteer has health and safety responsibilities, including;

- taking reasonable care of their own health and safety;
- making sure others are not put at risk by what they do, or fail to do;
- telling a Churchwarden or member of the PCC immediately about accidents or 'near misses' and equipment, situations or working practice that may cause harm to the congregation, volunteers or members of the public affected by the Church's activities;
- following all health and safety policies, instructions and procedures;
- using any equipment provided properly, as trained and instructed;
- reporting any problems or shortcomings they identify with the Church's health and safety arrangements; and
- being co-operative and proactive in all matters that involve health and safety and supporting the Church's commitment to continuous improvement.