

# **HEALTH AND SAFETY POLICY**

## **Introduction**

This is a statement of policy by the Parochial Church Council of St Stephen's Church, Canterbury regarding their intentions, organisation and management for ensuring the health and safety at work of their clergy, choir, congregation, employees, visitors, and contractors.

As part of this Health and Safety Policy, work related Risk Assessments will be developed and maintained and acted upon in order to minimise risks.

### **1/ Statement of Intent.**

The Parochial Church Council will, so far as is reasonably practicable, follow a policy that will provide for the health and safety of all clergy, choir, congregation, employees, visitors, and contractors while in the church or within the boundary of the churchyard.

### **2/ Objectives**

- To set and maintain high standards for health and safety within the church and churchyard.
- To identify risks and to remove or reduce those risks.
- To ensure, wherever reasonably practicable, that contractors working for the Parochial Church Council do so to the standards as set by the Parochial Church Council and to the standards as set by the relevant trade associations.
- To ensure that adequate consideration is given to the protection of the environment.

### **3/ Responsibilities.**

It is the responsibility of all members of the Parochial Church Council, the clergy and members of any relevant church group to maintain an overview of the health and safety for those worshipping or working in the church or churchyard.

a/ Priest-in-Charge.

To ensure that, so far as is reasonably practicable, the Health and Safety Policy is adhered to by all those that use the church for worship and to take overall responsibility for the implementation of the policy.

b/ Vice-Chair of the Parochial Church Council.

To be responsible for the establishment and annual review of the Health and Safety Policy, and for ensuring that the Risk Assessments within the Policy are maintained and relevant.

c/ Churchwardens.

To ensure that Duty Wardens and Vergers are aware of the Health and Safety Policy and how it affects their role; to ensure that so far as is reasonably practicable, the accident book is completed following an accident in the church or churchyard

## **Contractors**

All contractors working for the Parochial Church Council, under the supervision of the Vice - Chair of the Parochial Church Council or other nominated church official are required to work in a safe manner at all times; they are responsible for ensuring their own safety and for the safety of all those who use the church or churchyard while they are carrying out the work.

Contractors may be required to provide Method Statements and Risk Assessments for the work they are undertaking.

## **Consultation and Training.**

The Parochial Church Council is committed to providing training to those who are responsible for the day-to-day running of church activities, to ensure that the Health and Safety Policy is adhered to at all times.

## **Review**

The Health and Safety policy will be considered and ratified at the Parochial Church Council meeting before the Annual Parochial Church Council meeting each year.

## **Smoking Policy.**

There is a No Smoking Policy throughout the church and churchyard.