



# Liverpool Parish Church

## Health and Safety Policy and Risk Assessments

Date	Details of Revisions & Review	Rev.	Stage	Signed
01/09/2018	New Policy & Risk Assessments Issued	01	Issued	
30/09/2019	Revision Version 2 Issue Date: September 2019	02	Issued	
13/09/2020	Revision Version 3 Issue Date: September 2020	03	Issued	
29/05/2025	Draft Revision Policy Issued for Comments	04	Draft	<i>AD</i>

Reviews must be undertaken at a frequency of at least 12 months and in response to significant changes within the organisation. Signatory to ensure that all paper copies of the Health and Safety Policy & Risk Assessments are also updated.

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## 1.0 Health and Safety Policy Statement of Intent

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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 the church 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 Council (PCC) accepts its overall responsibility for this. We will ensure that adequate funding and resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the PCC to have specific responsibility for this policy and its implementation. 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 We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 it will be kept in the church and made available to others on request.

This policy will be reviewed and revised at regular intervals, to not exceed 12-monthly.

**Signed:** ..... **Dated** .....

**Print Name:** .....

**Position:** .....

## 2.0 Organisational Responsibilities

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### **Introduction**

This section of Liverpool Parish Church Health and Safety Policy establishes and allocates a range of duties and responsibilities from the PCC to all employees and volunteers within the organisation. Overall and final responsibility for health and safety for Liverpool Parish Church lies with the PCC.

To be successful, the development of a health and safety culture within the organisation will need competency of personnel, control, co-operation and communication of all involved.

The responsibilities are set out below.

### **PCC**

The PCC are responsible for setting health and safety policy, monitoring and reviewing effectiveness and performance. A member of the PCC will be appointed and take responsibility to oversee the implementation of the policy.

The responsibilities of the PCC include:

- The standards set out in this policy are implemented and maintained.
- Where necessary, specialist health and safety assistance/advice is obtained.
- Ensuring adequate resources are available to implement policies and procedures.
- Any hazards reported are rectified immediately.
- 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.
- Keep up to date with health and safety matters relevant to the church.
- Identify health and safety training requirements.
- Set a personal example on matters of health and safety.

### **Churchwardens**

The Churchwardens have day-to -day responsibility for implementing our policy.

The responsibilities of the Churchwardens include:

- 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 are provided for those that require it.
- Any hazards and 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.

### **Building Manager**

The building manager has responsibility for the fabric of the church:

The responsibilities of the building manager include:

- Maintenance of the grounds.
- Maintenance of lighting, heating, equipment, ladders and tools.
- Ensure any inspections and tests are carried out in appropriate intervals for equipment.
- Maintenance of fire-fighting equipment

### **Employees & Volunteers**

All employees and volunteers 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.

The responsibilities of employees and volunteers include:

- Read this policy and understand what is required from them.
- Cooperate in the production of risk assessments and safe operating procedures.
- 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 hazards, defects 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, incident, near miss and dangerous occurrences.
- Do not misuse anything provided in the interests of health and safety.

### **Activity and Group Leaders**

Each activity has a team or a leader who are responsible for implementing the Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees/volunteers are properly trained and receive the support they need to perform their duties.

Leaders will have overall responsibility for the health, safety and welfare of those persons who report to, or who are assigned to them. They will:

- Organise work areas under their control in such a way to ensure that all work is undertaken safely and without risks to the health and safety of employees/volunteers.
- Have a thorough knowledge of the safe systems of work with may be in operation and communicate them to their team.
- Make regular and routine inspections of the area under their control.
- Ensure that the systems for the reporting of accidents and near misses are properly carried out.
- Motivate everyone under their control to behave in a safe manner by setting a good example.
- Assist with the risk assessments and ensure they are completed prior to any event and reviewed in line with current policy.

## 3.0 Arrangements for Managing Health and Safety

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This section sets out our general arrangements for managing health and safety and dealing with specific risks.

### 3.1 General Arrangements

#### Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

#### 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 or after any incidents.

#### 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.

#### Cleaning and Hygiene

We will maintain high standards of cleanliness throughout the premises. Escape routes and walkways are to be kept clear at all times. Adequate handwashing facilities and supplies will be provided. We will ensure that all waste is disposed of safely and correctly.

#### 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.

First aid box location:

- Parish Office
- Refectory Kitchen

Person in charge of first aid arrangements is: \_\_\_\_\_

A defibrillator is available outside the door of the Parish Office. A list of those who have received defibrillator training is available next to the defibrillator.

### 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.

Accident Book is kept in: Parish Office

The timescales for reporting and/or recording accident information is:

- accidents resulting in the death of any person, specific injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences must be reported without delay (fatal accidents or accidents resulting in a specified injury to a worker can be reported by telephone 0845 300 9923). A report must be submitted to the HSE within 10 days of the incident
- over-seven-day injuries, where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days. A report must be submitted to the HSE within 15 days of the incident
- over-three-day injuries will be recorded using the accident book/form and filed securely to protect any personal information. This information must be held as a record for 5 years

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

### Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, 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.

### 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.

### Record Keeping

We keep records for Health and Safety, in particular we keep:

- Health and Safety Policy with dates for review
- Lists of individuals with key health and safety roles
- Any risk assessments that have been undertaken, including noise, vibration, fire risk and Display Screen equipment assessments
- COSHH assessments
- Manual Handling operations
- Machinery and equipment maintenance records
- Records of lifting equipment and operations

- Records of employment
- Statutory compliance certificates (PAT, EIC, gas safety and fire equipment service, and where necessary fire alarm service, emergency lighting service and lightning conductor check)
- Health and safety record retention periods.

There are different health and safety records retention periods to be aware of, but as a rule of thumb, most health and safety records should be kept for five years. In cases of a minor involved, records need to be kept until five years after their 18th birthday.

Risk assessment records should be kept as long as the particular process or activity that the record refers to is still being performed (or until five years after the 18th birthday of the youngest activity participant). Keeping past assessments allows for further examination, and changes and improvements to be identified.

## 3.2 Specific Arrangements

### Asbestos

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

### Bell Ringing

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include hearing protection, any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the notification of safety procedures to visiting bellringers

### 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.

### Church Gardens

We will ensure that boundary walls and gates are kept in good repair. Sculptures and monuments will be checked regularly by a competent person to ensure they are properly maintained. Where our churchyard is formally closed, we will report any concern to the Local Authority or Parish Council.

### Construction Work

Where maintenance, refurbishment and restoration work is planned for our buildings, 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.

### Display Screen Equipment

Where our employees and volunteers regularly use computers, 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 and any reasonable additional equipment if needed.

### Electrical Safety

Regular Inspections: All electrical equipment and systems should undergo regular testing (e.g., Portable Appliance Testing [PAT]).

Qualified Personnel: Only qualified electricians should perform maintenance or repairs on the church's electrical systems.

Safe Use of Electrical Equipment: Volunteers and staff should be trained on the safe use of electrical equipment, such as sound systems, lighting, and heating. Any faults should be reported to the Building Manager or Churchwardens at the earliest opportunity.

### Events

Where we intend to hold large or unusual concerts, services and fundraising events, we will ensure that a specific risk assessment is carried out to identify any additional precautions that are necessary and implement these.

### Fire Safety

Fire risk assessments will be conducted regularly, identifying potential fire hazards and implementing control measures. These will be reviewed on a regular basis (maximum of 12 months).

Emergency exits to be clearly marked and ensure exits are accessible, especially during services with high attendance.

Fire drills to be conducted regularly and ensure staff, volunteers, and congregation are aware of the evacuation procedures.

Regular checks and maintenance of fire alarms, extinguishers, fire blankets, and emergency lighting to be carried out by a competent person.

### Heating Systems

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

### Hazardous Substances

We will ensure that all hazardous substances are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.

COSHH assessments are to be kept in readily available areas.

Where identified by COSHH assessments or Risk assessments, appropriate PPE will be provided to enable the activity to be carried out.

### Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

### 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.

### 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.

### 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. We will have arrangements in place to manage steps, pathways and parking areas in winter weather.

### Working at Height

Where possible we will try and avoid the need for work at height.

Where this is not practicable, the below must be followed:

- all work at height must be properly planned, risk assessed, organised and supervised
- use the most suitable and appropriately inspected equipment
- give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harness)
- take account of the work conditions and the risks to the safety of all those at the place where the work equipment is to be used, including weather conditions
- ensure that those working at height are trained and competent

### 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.

### Working Alone

We endeavour to avoid lone working whenever possible. We are aware, however, that employees/volunteers may

be required to work alone either at our premises or on church business.

In these instances, all employees must:

- ensure they have completed a lone working risk assessment with their supervisor and are familiar with this and any specific risk assessments that have been compiled for the activity they are working on
- ensure they adhere to any systems developed for their protection while working alone
- take personal responsibility for sharing information regarding their whereabouts (timings, location being visited, contact details, expected time of return)
- report any incidents to their supervisor concerning lone working to enable systems to be reviewed and revised

A Lone working policy will be provided/adopted.