



**CANFORD
MAGNA
CHURCHES**

Combined Health & Safety Policy

Issue 1

11th July 2016



HEALTH & SAFETY POLICY

Canford Magna Churches

General statement of policy

AIM: *“The Canford Magna Churches are committed to maintaining a safe, secure and healthy environment for all of its members and visitors, ensuring that all activities undertaken do not adversely affect the safety and wellbeing of anyone using the building, equipment and its surrounding area”.*

The Parish legal responsibility for Health and Safety matters has been devolved to 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, members and visitors. To provide such information, training and supervision as they need for this purpose. We also accept our 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 is operated will be reviewed annually.

Responsibilities – Canford Magna Churches

4. Overall and final responsibility for health and safety lies with the PCC under the leadership of the Team Rector. Responsibility for advising them and for carrying out this policy lies with each church’s Sub-Committee working with advice of its’ H&S Working Group.
5. H&S Officers will liaise and share information to share expertise and promote common approaches across the Parish where this is appropriate.

Health & Safety Working Group

6. Each of the three churches shall have a H&S officer & a H&S working group
7. H&S matters will be assessed through the H&S Working Groups which are formed from each church’s membership and will include the H&S Officer a Churchwarden and at least one other church member.
8. Each Church’s H&S Working Group will meet at least 3 times a year.
9. Each church’s H&S Working Group will:-
 - a) Complete a separate working H&S Policy based on the Ecclesiastical Insurance Template that is relevant to their specific Church. [The Policy will be reviewed by each church and the PCC on an Annual basis and work programmes (risk assessments, inspections etc) will be managed and accidents monitored.]

- b) Review of the Health & Safety Policy at their specific church annually and arrange for the undertaking of the work within the scope of the policy.
- c) Undertake an annual inspection of all Church buildings and facilities [including churchyard and other external areas]. Particular hazards identified will be assessed by undertaking further risk assessments to remove and/or reduce those risks identified to safe working levels of risk.
- d) Implement a feedback system for Church Members to report accidents, incidents, health and safety issues and near miss incidents. (*Near Miss – an incident that given slightly different circumstances could have caused harm*)

Responsibilities – Volunteers and Staff

- 10. All volunteers and church members have the responsibility to co-operate with the Health & Safety Working Group to achieve a healthy and safe workplace and to take reasonable care of themselves and others. (HASAW Act 1974)
- 11. Whenever a volunteer or staff member notices a health or safety problem, which they are not able to put right, they must straightway report this to their Health and Safety Officer and/or a Church Warden

Advice, Consultancy and Training

Each Health & Safety Working Group 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 relevant Health & Safety Working Group.

Any provision for training in health and safety matters will be arranged by the Health & Safety Officers, with the support of the PCC.

Policy PCC Approval	Signed by :-		Date
Canford Magna	Health & Safety Officer	Rector	
	<i>Name in capitals:</i>	<i>Name in capitals:</i>	
	<i>sig:</i>	<i>sig:</i>	
Lantern	Health & Safety Officer	Vicar	
	<i>Name in capitals:</i>	<i>Name in capitals:</i>	
	<i>sig:</i>	<i>sig:</i>	
St Barnabas	Health & Safety Officer	Vicar	
	<i>Name in capitals:</i>	<i>Name in capitals:</i>	
	<i>sig:</i>	<i>sig:</i>	