

## HEALTH and SAFETY POLICY and PROCEDURE

### Policy Statement

*The Rector of Yarm Parish Church (Rector) and Yarm Parochial Church Council (PCC)* will, ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees, voluntary workers, congregations and authorised visitors, as well as all persons contracted to carry out work within their premises. In a vacancy the Churchwardens will act in the position of Rector.

### Procedure

- 1.1 Within the general policy stated above, the *Rector and PCC* recognise that they have the following specific duties:
  - a to ensure their plant, grounds and structures are, as far as is reasonably practicable, safe and without risks to health;
  - b to ensure that, as far as is reasonably practicable, there are no risks to health in connection with the use, handling and storage of articles or substances within their premises;
  - c to provide appropriate information, instruction, training and supervision necessary to ensure, as far as is reasonably practicable, the health and safety at work of their employees, volunteer workers, hirers, borrowers and contractors;
  - d as far as is reasonably practicable, to maintain their premises in a condition which is safe and without risks to health. This duty includes the need to provide and maintain safe means of access to, and exit from, their premises.
- 1.2 In the discharge of their duties, *the Rector and PCC* will:
  - a form a Health, Safety and Welfare sub committee to advise on all matters relating to 1.1 above;
  - b receive reports from the Health, Safety and Welfare sub committee and consider all recommendations;
  - c ensure that all hirers, borrowers and contractors have a copy of the health and safety policy and procedure;
  - d encourage all employees, voluntary workers, congregations, authorised visitors, and contractors to report all incidents and accidents relating to health safety and welfare and complete the accident and incident log book.
- 1.3 *The Health, Safety and Welfare sub committee* will consist of a Churchwarden and at least one member of the PCC and elect a chair from its number. A PCC member will be responsible for reporting to the PCC as required. The committee will:
  - a undertake periodic Health and Safety audits;
  - b carry out as necessary risk assessments on church related or initiated activities and any hiring or borrowing activity referred by the *Rector or PCC*;
  - c review the accident and incident log book;
  - d assess the effectiveness of the policy;
  - e review all contractor method statements and health and safety policies

## Responsibilities

### 2.1 PCC

Will provide all employees, volunteer workers, hirers, borrowers and contractors with a copy of this health and safety policy and procedure. It will carry out duties and actions as indicated in 1.1 and 1.2 above.

### 2.2 Health, Safety and Welfare Sub committee:

Will consist of volunteers from members on the parish electoral roll with a basic understanding of Health, Safety and Welfare, one Churchwarden and at least one member of the PCC. It will carry out activities indicated in 1.3 above.

### 2.3 Employees and Voluntary Workers

Will cooperate with the PCC on all matters relating to Health, Safety and Welfare. Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions.

### 2.4 Hirers and Borrowers

When church premises are not being used under the direction of the *Rector or PCC* member, the principal person hiring or borrowing the premises will be responsible for safe practices and that activities and usages comply with the church's health and safety requirements and policies. Hirer and borrower should take note of 1.3b above.

### 2.5 Contractors

Must follow the requirements of the church's Health and Safety policy. Contractors should take note of 1.3e above. Must adhere to the rules stated on the Contractors' Safely Sheet.

*This policy and procedure was adopted by the PCC.*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Churchwarden Parish Church)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Chairman, Health, Safety and Welfare sub committee)

This policy and procedure will be reviewed after the 2012 AGM .