

## Parishes of the Meon Bridge Benefice Health and Safety Policy

**REMEMBER: HEALTH AND SAFETY IS EVERYONE'S BUSINESS**

### Statement of Policy

The policy of the Meon Bridge Benefice, as far as is reasonably practicable, is to provide and maintain safe and healthy working conditions for all its employees (paid and unpaid), voluntary helpers and casual labour, and to provide such information, training and supervision as they need for this purpose.

The Meon Bridge Benefice will also endeavour to ensure, as far as is reasonably practicable, the health, safety and welfare, of all members of the congregation, contractors, visitors and others who may visit the churches, churchyards, land and associated buildings.

The allocation of duties for safety matters and particular arrangements we will make to implement the policy are set out below.

The policy will be kept up to date, most especially in the light of any changes to our buildings, land and activities. To make sure that this happens, the policy and the way in which it is operated will be reviewed regularly and the appropriate changes made.

An item for health and safety will be on the agenda for all meetings of the Parochial Church Councils, and employees (paid and unpaid) and voluntary helpers will be consulted regularly, to seek their views on health and safety matters.

### Allocation of Duties

Person	Responsibility	Action
Rector	Overall responsibility for health and safety policy	To ensure that the policy is reviewed regularly and updated as required
All	Prevent accidents and manage health and safety risks in the churches, churchyards, land and associated buildings	To carry out risk assessments (verbal or written, as necessary) and implement action arising out of those assessments
Churchwardens	Provide clear instructions and information, and adequate training to ensure the safety of employees, voluntary helpers and casual labour	To provide training on health and safety, where appropriate, and to give guidance on risk assessments required for, for example, working at height, lifting, carrying and electrical safety
Churchwardens	Engage and consult with employees and voluntary helpers	To make sure employees and voluntary workers are routinely consulted at regular intervals and in the light of church activities, about health and safety matters
Churchwardens	Implement emergency procedures	To make sure escape routes are kept clear, fire procedures clearly displayed, and evacuation plans tested
Churchwardens	Maintain safe and healthy conditions in churches, churchyards, on land and in associated buildings, where practicable, and provide and maintain equipment	To ensure there is a system in place for the routine inspection and testing of equipment, wiring, gravestones and fabric to ensure that action is promptly taken to address any defects
H&S Officer	To advise the PCCs on matters of Health and Safety, and Risk Assessment	To remain current with key matters of Health and Safety; To advise the Rector, Church Wardens and members of the PCCs on all relevant issues
Signed:	Rector	4 December 2018

## Display, Reporting and Review

	Health and safety policy is displayed at: (location):	Fire Procedures displayed at	First-aid box is located:	Accident book is located:
Corhampton	Porch	Vestry	Vestry	
Droxford	Porch		Vestry	
Exton	Porch		Vestry	
Meonstoke	Porch	Vestry	Vestry	Vestry

Accidents and ill health at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

'Near Misses' must be reported to the Rector and/ or a Church Warden in a spirit of harm prevention and a culture of blame is to be avoided.

The Health and Safety will be reviewed regularly at PCC meetings.

### **SIGNED AND AGREED:**

Incumbent:	_____	The Rev'd A W Forrest
Churchwarden/s:	_____	Corhampton and Meonstoke
	Mrs A Peagram	
	_____	
	Mrs S Matthissen	Droxford
	_____	
	Mr H Parry	Exton
	_____	
Health & Safety Nominated Officer:	_____	<u>Capt Roger Readwin</u>
Approved:	<u>4 December 2018</u>	Review Date: <u>By 3 December 2019</u>