

Parish of Morpeth Health and Safety Policy

Part 1 General Statement of Policy

This document is the Health and Safety Policy of the Anglican Parish of Morpeth.

Our policy, so far as is reasonably practicable, is to:

- Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, congregations and hirers.
- Keep the church buildings and equipment in a safe condition for all users.
- Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Morpeth Parochial Church Council to comply, so far as is reasonably practicable, with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Morpeth Parochial Church Council considers the promotion of the health and safety of its volunteers and employees at work and those who use its premises, including contractors, who may work there, to be of great importance. The Parochial Church Council recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, volunteers, congregations and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Parochial Church Council, with all safety requirements set out in any hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

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

Organisation of Health and Safety

The Parochial Church Council has overall responsibility for health and safety in the Parish of Morpeth.

The person(s) delegated by the Parochial Church Council to have day-to-day responsibility for the implementation of this policy is/are:

Revd Simon White, Rector, The Rectory, Cottingwood Lane, Morpeth NE61 1ED

Canon Brian Hedley, Churchwarden, Ash Croft, Shadfen, Morpeth NE61 6NP

Mr Stuart Michie, Churchwarden, Katerdene, Fullbeck, Morpeth NE61 3JX

Mrs Carol Reed, Churchwarden, 4 Parkside, Hepscott, Morpeth, NE61 6LZ

Mr John Whitbread, Churchwarden, 17, Bluebell Rise, High Church, Morpeth, NE61 2QN

It is the duty of all employees, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Parochial Church Council in keeping the premises safe and healthy, including the grounds.

Should anyone using the churches come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person(s) above, or the Parish Administrator, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the vestry.

The following persons have responsibility for specific items:

First Aid Box	Churchwardens and Parish Admin
Reporting of Accidents	Churchwardens and Parish Admin
Fire Precautions and checks	Churchwardens and Parish Admin
Training in hazardous substances and equipment	The Parochial Church Council (PCC)
Risk assessment and inspections	The PCC
Information to contractors	The Rector and PCC
Information to hirers	Parish Admin
Insurance	The Rector and PCC

Fire Precautions and Checks

A copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, fire-fighting equipment, and assembly point(s) may be found in each church's risk assessment file

Contractors

The Parochial Church Council will check with contractors (including self employed persons) before they start work that:

- The contract is clear and understood by both the contractor and the PCC
- The contractors are competent to carry out the work e.g. Have appropriate qualifications, references, experience
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise
- Contractors have their own health and safety policy for their staff
- The contractor knows which member of the Parochial Church Council is responsible for overseeing that their work is as specified in the contract and completed to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the institute of Electrical Engineers.

Review of Health and Safety Policy

The Parochial Church Council will review this policy annually.

The next renewal is due in December 2017.

PCC members with responsibility for aspects of health and safety will report to the full PCC regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of employees, volunteers or users.

Name Simon White (On behalf of the Parochial Church Council)

Position Rector

Date 1 December 2016