

The Parish of Ordsall and Retford, St Michael

Health and Safety Policy for St Michael's Church

General statement of policy:

Our policy so far as is reasonably practical is to ensure the health, safety and welfare of all members of the congregation, contractors, hirers and others who may visit the Church.

The policy will be kept up to date in light of any changes to our building and its exterior, and this policy and the way it is operated will be reviewed regularly and any appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council.

Responsibilities:

(1) Overall responsibility for Health and Safety is that of the Parochial Church Council (PCC) who will ensure that all arrangements are in place to satisfy Health and Safety Regulations and the appropriate Codes of Practice.

(2) Responsibility to ensure that the arrangements outlined in the policy are carried out and updated as necessary is with the Incumbent and Churchwardens.

(3) The PCC has general responsibility to ensure that Health and Safety is implemented.

(4) The Health and Safety Officer carries out the responsibility for the day-to-day implementation of the arrangements outlined in this policy.

Signed

..... Date
Incumbent/Lay Chair

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Churchwarden

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Churchwarden

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Churchwarden

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Churchwarden

This Policy will be reviewed annually in February.

Next Review February 2026

POLICY STATEMENT

Introduction

The PCC has drawn up this policy to set out procedures and areas of responsibility to ensure in so far as it can the health and safety of those attending Church Services and Events. .

The PCC is the responsible body and recognises its duty to ensure the safety of people using visiting the Church.

Monitoring of Health and Safety

It is the duty of all visitors to take care of themselves and others who may be affected by their activities and to co-operate with the PCC in keeping the premises, including the grounds, safe and fit for purpose.

Should anyone come across a fault, damage or other situation which might cause injury and which cannot be rectified they should inform the Incumbent and Church Wardens as soon as possible so the problem can be dealt with. Where any equipment is damaged, that damage should be reported to the Incumbent and Church Wardens.

Mitigation of Risk

To mitigate risk the PCC takes the following steps:

To discuss and report on Health and Safety at every meeting of the PCC

To carry out a full Risk Assessment every year or sooner if deemed necessary by the PCC

Ensure that there is a copy of the current Health and Safety Policy published on the Church Website

Hazardous substances/materials that must not be used are:
Flammable liquids

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking is forbidden.

- Storage of combustible material near a source of ignition is not permitted.

- Emergency exits and routes to them must be kept clear/unlocked at all times.

- Appropriate Fire Fighting Equipment to be provided.

- Fire Equipment to be maintained and checked annually.

To ensure that no person is to undertake any maintenance work of any kind in the Church Building on their own. There must always be at least two people present.

Personal Safety (Lone Working)

On those occasions when people are in the church on their own they should ensure that church doors are locked. Should they feel threatened by any outside noises, banging on the doors they should call the Police. Users should wherever possible have a mobile phone with them. Any incidents where a person has felt threatened they should report the incident to the Incumbent and Churchwardens.

Accidents and First Aid:

A first Aid kit is located in the Choir Vestry and the accident report book is kept in the Sacristy. **All accidents and incidents must be recorded however minor.**

Fire Safety:

Our policy is to fulfil our obligations under the Fire Safety Order to ensure that we have in place suitable firefighting equipment, means of evacuating the building in cases of emergency, and follow up actions to be taken on a regular basis.

Fire Extinguishers:

Fire Extinguishers are kept in the following locations:

Main Door – Water

North Door – Foam

Chancel near the Organ – Carbon Dioxide

Bell Chamber – Carbon Dioxide

Fire Exits

Fire exits are at the Main Door, the North Door the Sacristy Door.

Fire Evacuation Procedures

1. In the event of a Fire, the Incumbent, Church Wardens or their Deputies shall instruct all persons to leave the building using the nearest available Emergency Exit and to muster together as soon as possible on the Lawn opposite the Church Porch.

2. No matter how small the fire, THE FIRE BRIGADE MUST BE CALLED ON 999 giving the address: St Michael the Archangel, Rectory Road, Retford, DN22 7AY

3. The Person responsible shall ensure that once the Church is evacuated, members of the public do not re-enter the building under any circumstances.

4. On the arrival of the Fire Brigade, the Responsible Person shall inform the Officer in Charge that all persons are safe or the number of missing persons.

5. Attempts to extinguish the outbreak of the fire with the firefighting equipment within the Church should only be attempted if it is considered safe to do so.

Children

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times. Any child attending a church service unaccompanied is the responsibility of the churchwarden or steward on duty.

Electrical safety

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation
- Plug sockets must not be overloaded
- Should users want to bring electrical appliances onto the premises they must make the Church Wardens aware of this in advance. The users are responsible for ensuring that the appliances meet safety standards
- Electrical equipment showing signs of damage, exposure of components, water damage etc., must not be touched or operated
- Users have a responsibility to ensure that all electrical appliances are shut off and where possible unplugged when leaving the Church.

- Trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility “hazard” tape.

Heating

The Church has central heating. Should users suspect any malfunction then the heating system should not be used and the Church Wardens should be informed immediately. Users must not allow Minors to adjust the heating at any time.

Housekeeping

The Church is cleaned and safety checked on a regular basis.

There is attached to this policy details of regular checks on the Church and the Churchyard that must be undertaken and when.

However, every user has a responsibility to ensure that the Church is left clean and tidy.

All users must use the rubbish bins and recycling bins. Any major spillage, damage or accident should be reported to the Church Wardens. Food, drink, bottles and perishable items must be taken away at the end of each hire.

The grounds outside and frontage of the Church must be kept clear of litter.

Parking

There is no parking available on Church premises. There is parking available on the surrounding streets. Do not obstruct driveways or block the road.

Accident Reporting Procedure

The following must be reported to the Incumbent and Church Wardens and an Accident Report Form (kept in the kitchen) must be duly completed:

- A death or injury
- A dangerous occurrence

Contact Details:

Churchwarden:

Nigel Bower: Telephone: 07976 217533