



HEALTH AND SAFETY POLICY

FOR

ST PHILIP & ST JAMES CHURCH, HUCCLECOTE

Accepted by the Parochial Church Council (PCC) on 08/07/2026.

To be reviewed at the PCC meeting in June 2027.



Health and Safety Policy

St Philip and St James Church, Hucclecote

Larkhay Road
Hucclecote
Gloucester
GL3 3NS

As a church, we understand that we owe a duty of care to ensure the safety of those who visit or use our church premises.

We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under

Section 2(3) of the Health and Safety at Work etc. Act 1974.

Further information can be found at:

<https://www.ecclesiastical.com/risk-management/church-health-and-safety/>

Ecclesiastical Risk Advice Line: 0345 600 7531

Ecclesiastical Risk Advice Email: risk.advice@ecclesiastical.com

General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

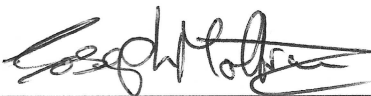
We will appoint a member of the PCC to have specific responsibility for this policy.

We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid. We will include 'health and safety' as a standing item on the agenda for all meetings of the PCC.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays their part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document.

A copy of it will be kept in the church office, our website and made available to others on request.

Name and title:	Signed*:
Rev. Dr. Joe Mottram - PCC Chair	
Kevin Hobbs - Church Warden	
Chris Brookes - Church Warden	
*on behalf of the Parochial Church Council as agreed at a meeting on (date):	08/07/2026

Organisation and responsibilities

1. Overall responsibility for Health and Safety rests with the PCC to ensure that arrangements are in place to comply with the relevant regulations and codes of practice.
2. The member of the PCC responsible for setting this policy and ensuring that the arrangements outlined in the policy are implemented is:

Jackson Andre Soares Klein

2.1. They will ensure that:

- The policy is regularly reviewed and updated in line with changes to health and safety legislation and church operation;
- The people with day-to-day responsibility for implementing this policy are provided with an induction on health and safety legislation and the details of this policy, and are kept informed of any changes;
- New employees and new PCC members are provided with an induction on health and safety and the details of this policy;
- General church volunteers will be provided with practical, written health and safety guidance upon joining.
- Adequate information and training is provided to those who need it.

3. The **Church Wardens** have day-to-day responsibility for implementing our policy. They are:

Kevin Hobbs

Chris Brookes

3.1. They will ensure that:

- All employees and volunteers are aware of their health and safety responsibilities;
- Adequate precautions are taken as set out in this policy and related risk assessments;
- Adequate information and training is provided for those that need it;
- Any hazards or complaints are investigated and dealt with as soon as possible;
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger;
- All accidents are reported in-line with the requirements of this policy;
- Advice is sought where clarification is necessary on the implementation of this policy;
- They set a personal example on matters of health and safety.

4. All **employees and volunteers** have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

4.1. They will ensure that they:

- Read this policy and understand what is required of them;
- Complete their work taking any necessary precautions to protect themselves and others;
- Comply with any safety rules, operating instructions and other working procedures;
- Report any hazard, defect or damage, so that this might be dealt with;
- Warn any new employees or volunteers of known hazards;
- Attend any training required to enable them to carry out their duties safely;
- Do not undertake any repair or modification unless they are competent to do so;
- Report any accident;
- Do not misuse anything provided in the interest of health and safety.

Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

General Arrangements

Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations around the church, churchyard and church centre site.

Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these at least annually or sooner if a significant change occurs. The risk assessments will be held either digitally or in the church office and shared with employees and volunteers as appropriate.

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

Our first aid boxes are located in the Stone Building Kitchen, the Church Kitchenette, the Church Centre Kitchen, and the Community Garden Workshop.

Our person in charge of first aid arrangements is **Chris Brookes**.

Accident Reporting

We will record details of any accidents that occur in an accident book. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Records of any accidents are kept in one of the Accident Books located on the notice board in the Church Office, next to the first aid kit in the church kitchenette, and next to the first aid kit in the church centre kitchen.

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

Contractors

If we employ contractors, we make sure that they have their own health & safety policy and Public and Employers Liability insurance by asking to see copies of the relevant documents.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept digitally or in the Church Office.

Safeguarding

Our appointed Parish Safeguarding Officer (PSO) is **Margaret Edwards**. The PCC reviews and updates the Safeguarding Policy and all supporting documentation as required, but at least annually. This review occurs during the PCC meeting preceding the Annual Parochial Church Meeting (APCM). The current version and all the recommended documents are displayed on our website and on all the main public notice boards in our church.

Specific Arrangements

Asbestos

We have taken steps to identify the presence of asbestos in our buildings and assessed any risk from it. We have an Asbestos Management Plan in place to manage and monitor that risk. Records are kept of the checks, assessments and plans that we have made. We will also provide relevant information to others who might need it (e.g. building contractors).

Church and Church Centre Site Buildings

We will ensure that the fabric of our buildings are regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required for the church. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Churchyard

We will ensure that boundary walls and gates are kept in good repair. Where appropriate, we will have trees inspected by a competent person and have any necessary work carried out to make them safe. Headstones, tombs and monuments will be checked regularly to ensure they are properly maintained.

Construction Work

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

Display Screen Equipment (DSE)

Legally, statutory provisions for formal workstation assessments, paid eye tests, and spectacles will apply to contracted employees (DSE Users). The church is unable to extend automatic funding for eye tests or spectacles to voluntary roles. However, to support volunteers' comfort and well-being, the church will provide basic workstation guidance and make self-assessment checklists available from the church office to any volunteers utilising screens for church purposes for continuous periods of one hour or more.

Electricity

We will ensure that any electrical system, fixed machine and portable appliances are inspected, tested and maintained by an electrician or other suitably qualified person. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

Events

Where we intend to hold large or unusual concerts, services or other fund-raising events, we will identify any additional precautions that are necessary and implement these. A risk assessment will be performed for all such events.

Fire

A specific risk assessment is in place to identify what steps are necessary to prevent, detect and take action in the event of a fire. This will be reviewed and revised if necessary at least annually or sooner if a significant change occurs. We will record our findings, implementing any necessary precautions.

Heating Systems

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a Gas Safe registered engineer. Any defects found will be corrected immediately, and we will keep records of the checks made.

Hazardous Substances

We use domestic cleaning and horticultural products, and store tins of paint and gas cylinders. These substances are managed and monitored in accordance with the COSHH regulations. We ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified.

Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person. None are currently kept on site.

Manual Handling

We aim to avoid the need for lifting or carrying heavy objects as far as possible by utilizing lifting aids such as trolleys and sack trucks. For standard, day-to-day activities, staff and volunteers are expected to follow basic safe lifting guidance, which is available from the church office. However, where manual handling involves exceptionally heavy or awkward loads, or during specific large-scale events (such as major furniture reconfigurations, building projects, or festivals), a formal risk assessment will be carried out and a team-lifting plan implemented before work begins.

Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste. We will ensure that all persons involved in the preparation of food receive adequate supervision, instruction and training.

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure

that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as hand rails, lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Working at Height

Where possible, we will try to avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned and a risk assessment will be carried out to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. The manufacturer's guidance and instructions should be followed when using work equipment. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

Working Alone

We will identify circumstances where our employees and volunteers work alone on site, a risk assessment will be carried out and suitable precautions will be implemented to ensure their safety. For occasional working from home, the employees and volunteers are responsible for maintaining a safe home environment. However, to support the health and well-being of employees and volunteers, when requested, the church will provide advice on Health & Safety concerns that directly relate to work for church purposes.