

1. Overview

This policy has been prepared to comply with the Health & Safety at Work etc., Act 1974. It applies to everyone visiting our premises.

2. Duties of members of staff

The Parochial Church Council [PCC] is concerned for the health, safety and welfare of its members of staff at work and will observe the terms of the Health and Safety at Work Act 1974 (“the Act”) and the terms of any regulations made under it from time to time. The PCC will keep under review any measures that may from time to time become necessary in order to ensure the health and safety of all staff and other persons using the church’s premises.

3. Health

The PCC will, so far as is reasonably practicable, provide suitable facilities and arrangements for the welfare of all staff while at work and provide and maintain premises and systems of work which do not involve risks to health. Such information, instruction, training and supervision will be given as is reasonably practicable and necessary to safeguard the health of members of staff at work. The PCC operates a no-smoking policy. You should be aware that enforcement authorities can issue penalties and fines if you are found guilty of smoking in a smoke-free place. You will be personally liable for any fine or fixed penalty imposed for non-compliance. Smoking includes the use of electronic cigarettes (e-cigarettes) and/or electronic nicotine delivery systems (ENDS).

4. Machinery and equipment

It is the PCC’s policy to see that all machinery and equipment on its premises operates safely and that adequate information, instruction, training and supervision in its use has been provided where necessary for the safety of all staff.

5. Premises

It is the PCC’s policy to see that its premises are maintained in a safe condition and are without risk to health and that safe means of entering or leaving are provided for the use of all staff and other visitors and callers at the premises. For this purpose the buildings are periodically inspected and necessary maintenance carried out. Any signs of deterioration, internal or external, which could lead to possible injury should be brought to the immediate attention of the Parish Manager or PCC Secretary. Members of staff should maintain the premises in a state of tidiness, in order to minimise the risk of accident or damage to furniture, machinery or equipment.

Use of Computers - a VDU and workstation risk assessment must be completed for all staff who use computers for a significant part of their working time. This can be carried out by the member of staff concerned using forms available from the Parish Manager or PCC Secretary who will be happy to assist with their completion. Regular assessments should be made if the equipment or location changes.

6. Duties of members of staff

The Act imposes obligations on members of staff. The following summaries of the provisions of Section 7 and 8 should be noted:

- (a) It is the duty of every member of staff whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to co-operate with their employer or anyone else concerned to ensure that their obligations under the Act are performed or complied with
- (b) As regards any duty or requirement imposed on the PCC or any other persons under any of the relevant statutory provisions, members of staff must co-operate with the PCC so far as is necessary to enable the PCC's duties or requirements to be performed or complied with
- (c) No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare pursuant to the terms of the Act or any subsequent regulation.

7. Fire precaution arrangements

Fire-fighting equipment is installed in the buildings. Full details of fire precautions have been, and will continue to be circulated to all members of staff, where specific arrangements apply. Fire drills will be held from time to time in order to test these arrangements.

8. Arrangement for employees and others engaged on church business at outside sites

Those visiting other premises are expected to have a general awareness of safe building practice and are expected to react in a responsible manner to any unsafe conditions of which they may be aware on site. In general, they should inform the person responsible for the premises of any risk which is apparent. If, at any time, they consider they are being, or are about to be, subjected to abnormal risk to their safety, they are to move away from the area and report the matter to the person responsible for the premises. When a hazard to safety related to church premises becomes apparent, this should be reported to the Parish Manager or PCC Secretary.

9. Issuer

This policy has been issued and approved by the Parochial Church Council of Holy Trinity Church, Twickenham. It is reviewed every two years.

Version control				
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