

Parish of Marcham with Garford PCC

Health and Safety Policy

We are committed to ensuring the health, safety, and welfare of all people who use or work in our churches and recognise that an effective health and safety policy is an integral part of managing our church activities. We also fully accept our responsibility for other persons such as contractors and visitors who may be part of our activities from time to time.

The objectives of the Policy are to ensure that we provide facilities that are safe to operate in. and that, as a minimum, our statutory obligations are met. We will continually strive to improve our management of risks.

The PCC will:

- Ensure there is adequate identification and mitigation of the health and safety risks arising from church activities.
- Provide and maintain systems that are safe and minimise risk to health.
- Implement safe practices and procedures in connection with the handling and use of hazardous substances.
- Ensure that
 - all employees are competent to carry out their duties.
 - provide employees and volunteers with appropriate information, instruction, training and supervision so they can cope with the particular health and safety aspects and/or responsibilities associated with their job and place of work.
- Provide and maintain adequate opportunities for all employees and volunteers to raise issues of health and safety to the PCC.
- Consult our employees and volunteers on matters affecting their health and safety.
- Provide adequate facilities and arrangements for employees' welfare at work.
- Encourage visual safety checks before each church activity in the building, set safety standards, and carry out risk assessments as required.

We will ensure that adequate time and finances are committed in pursuance of these aims and provide Competent Persons including the use of experts as necessary.

Whilst the overview of the Health and Safety Policy will be the responsibility of the PCC, all employees and volunteers have legal obligations to take all reasonable care to protect themselves and anyone else affected by their acts or omissions.

Organisation and Responsibilities

The total responsibility for health and safety lies with Marcham with Garford PCC. However, the day-to-day responsibility for ensuring this policy is put into practice is delegated to the churchwardens (Sue Lawton & Alison Lyndon) supported by the staff team.

To ensure health and safety standards are maintained and improved, the following people have responsibilities in specific areas:

Church buildings: Neil Rowe, Doug Simmons and James Crafer (Clerk of Works team)

Youth Work: Rob Finch

Families & Children Work: Karen Shaw

Employees and volunteers must co-operate by:

- Ensuring that they have completed and/ or read any risk assessments for any activities they undertake.
- Working safely and efficiently to approved methods as identified by specific risk assessments, particularly when working with hazardous substances, flammable substances, or working at height.
- Working with regard to the safety of themselves and others.
- Reporting all accidents in the proper way using the accident book that is kept in the vestry and co-operating in the investigation of accidents and measures taken to prevent recurrence.
- Reporting possible hazards, defects, or dangers directly to the churchwardens as soon as they become aware of them.

The successful implementation of this policy requires total commitment of the PCC, employees and volunteers at all levels. A comprehensive risk assessment for the building is available from the church administrator. We also ask that all those in charge of church activities complete a risk assessment that is reviewed at appropriate intervals (at least annually by the person in charge of the activity and checked by a churchwarden and the PSO).

This policy will be reviewed annually and updated in the light of improved best practice or legislative changes.

Signed: **PCC Chair**

Date: 28/10/2026