St James & St Francis

Thornton & Allerton

Rev April 2026

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Health & Safety Policy

HEALTH AND SAFETY POLICY – Revised April 2026

1:1 BACKGROUND:

Churches are not exempt from Health and Safety Legislation and we are required to make 'adequate provision for Health and Safety[1]. We have based this policy on the guidance available from Ecclesiastical Insurance who provide our insurance. In accordance with their advice we have documented in the policy which follows the approach we take, what is and is not acceptable behaviour and how we go about safeguarding, as far as is practicable and reasonable, the health and safety of staff, volunteers, members of the worshipping congregation and others who use the building on a regular or occasional basis. In what follows we have tried to take a common-sense approach.

The success of this policy will depend on your co-operation and it is therefore important that you read it carefully and understand your role.

What follows is adapted from the Ecclesiastical Model Policy.

CONTENTS:

SECTION 2 **GENERAL STATEMENT OF POLICY**

SECTION 3 **ORGANISATION AND RESPONSIBILITIES**

SECTION 4 **IMPLEMENTATION OF POLICY**

Office Address

300 Thornton Road
Thornton
West Yorkshire
BD13 3AB

VERSION 2: Up-dated April 2026

REVIEW DATE: April 2027

[1] Ecclesiastical: Church –Health and Safety; Policy Page 3.

1:2 POLICY OVERVIEW:

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose. We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings. The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.
The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made. In order to ensure that Health & Safety matters are kept constantly under review, an item on Health & Safety will be on the agenda for all meetings of the Parochial Church Council, and sub committees where they exist and employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

SIGNED: *CH Gwinnett*

VICAR: Rev H Gwinnett

DATE: April 2026

REVIEW DATE: April 2027

1:3 RESPONSIBILITIES

1. **Responsibility of the Vicar**
   Overall responsibility for Health & Safety is that of the Vicar the Rev Harry Gwinnett who will ensure that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be identified and the list amended accordingly.

2. **Responsibility of the Churchwardens**
   Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens:

3. **Responsibility of the Parochial Church Council**
   The Parochial Church Council has general responsibility to ensure that the Health & Safety Policy is implemented.

4. **Responsibility of the Health & Safety Officer**
   The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy and reports any problems to Rev H Gwinnett:

1:3 ROLES AND RESPONSIBILITIES:

The responsibility of the Health & Safety Officer is to ……

1. Be familiar with Health & Safety Regulations as far as they concern church premises
2. Be familiar with the Health & Safety policy and arrangements and ensure they are observed
3. Ensure so far as is reasonably practicable, that safe systems of work are in place
4. Ensure the church and hall, if applicable, are clean and tidy
5. Ensure the churchyard is properly maintained including the safety of trees, and that grass is kept cut
6. Ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
8. Ensure that adequate access and egress is maintained
9. Ensure adequate firefighting equipment is available and maintained
10. Ensure that food hygiene regulations and procedures are observed.

Responsibility of employees and voluntary workers
All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1. Comply with safety rules, operating instructions and working procedures
2. Use protective clothing and equipment when it is required
3. Report any fault or defect in equipment immediately to the appropriate person
4. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible and fill in the accident book
5. Not misuse anything provided in the interests of health and safety.

Responsible persons
The following are responsible for safety in particular areas:
The Church Wardens
The PCC
The incumbent
The categories which are relevant to our church are recorded below

ACTIVITIES
Accident book/Accident reporting - *Needs to be someone who is 'on-site'?*
Fire extinguishers - *ensuring that checks are carried out to the approved schedule and that the fire extinguishers are on the approved scheduled*
Emergency evacuation
Portable electrical appliances
Fixed electrical system
Gas equipment
Hazardous substances
Plant and machinery
Condition of floors and stairs

Condition of churchyard
Light bulb changing
Working at high levels
Food preparation
Manual handling
Display screen equipment
Building defects/glazing
Child protection - Lorraine Lee / Eulie Henriques
Personal safety
Fêtes and outings – *The individual arranging the outings*
Contractors
Choirs/music –
Health & Safety training

BY AREA
Main body of church
Clergy vestry
St Francis
Organ
Ringing chamber
Bell chamber
Boiler room
Kitchens
Churchyard
Church halls

1:4 HEALTH & SAFETY POLICY - IMPLEMENTATION
This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1:4.1 Accidents and First Aid
First Aid boxes are located in:

Kitchens / Hebrews at St James / Halls / Rear of St James Church

Trained/qualified First Aiders are:

As per list on notice boards

The accident books are located in:

The Church Kitchens
The Charity Shop

All accidents and incidents must be entered in the accident book or on an accident report form and our insurers advised. (A specimen Accident report form is included in the Appendixes). Organisations who use the Church are advised through their copy of the letting procedure that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose. Accident books and accident records are regularly reviewed by the Safety Rep and reported to the PCC.
Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (this is usually the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within ten days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health & Safety Executive should be obtained.

The following is a summary of the injuries or occurrences that must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- Any fatality to employees or non-employees including volunteers
- Major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work)
- In juries to non-employees that require the injured person to be taken straight to hospital for treatment

FIRE SAFETY POLICY, FIRE SAFETY RISK ASSESSMENT & EVACUATION DRILLS ARE IN CHAPTER 4 OF THE PARISH HANDBOOK

1:4:2 ELECTRICAL SAFETY

1 A list of all our portable electrical appliances is maintained by the responsible person and or agent

2 Every quarter plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the building team for action.

3 Every year all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association)or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.

4 Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to for action.

5 Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.

6 At intervals of not more than five years the church lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers

7 It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.

8 Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

(i) Visually check all electrical equipment before use
(ii) Report all faults immediately to the responsible person
(iii) Do not attempt to use or repair faulty equipment
(iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
(v) Electrical equipment should be switched off and disconnected when not in use for long periods
(vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage

1:4:3 GAS EQUIPMENT SAFETY

1 Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a CORGI / GAS SAFE registered gas installer.
Any necessary work required for safety is implemented immediately

1:4:4 HAZARDOUS SUBSTANCES

The responsible person will maintain a list of all hazardous substances used on the premises.
Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

(i) For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident eg

Name of substance: Liquid floor cleaner : 'Flash'
Hazard level: Low
Storage: Must be kept in locked store room off the main church hall
or at the charity shop in an area not accessible by the general public.
Protective clothing: Wear overalls and gloves
Accidents: If splashed in eyes wash immediately with copious amounts of water.

Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident.
A hazardous substance record is included appendices (App no 1)

(ii) Chemicals and cleaning agents will not be mixed and no chemicals will be stored in unmarked containers.

(iii) All potentially hazardous substances used or stored external such as pesticides, herbicides and petrol MUST be included

1:4:5 SAFETY OF PLANT AND MACHINERY

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

1 Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use

2 Employees and voluntary workers must not ride on any parts of machinery not intended for that use

3 Machinery must be switched off before any adjustments are made

4 After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used

5 Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects

6 The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery

7 Persons under the age of 18 may use hand tools only and are not permitted to operate any power-driven item of plant or machinery

8 Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties

9 Any defect and damage found to any item of plant or machinery must be reported to the responsible person

10 All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

11 Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on

12 The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

Need to note rules and procedures for use including the appropriate personal protective equipment needed. In most cases when using machinery, boots, gloves, eye protection and overalls should be worn). In certain situations, such as when working in the Bell Tower, head protection and ear protection may be necessary.

INTERNAL

Need to note rules and procedures for use including the appropriate personal protective equipment needed. In most cases when using machinery, boots, gloves, eye protection and overalls should be worn). In certain situations, such as when working in the Bell Tower, head protection and ear protection may be necessary.

- Condition and potential injury arising from font covers, sanctuary lamps, hanging roods and crosses, canopies and other suspended items
- Lifts, hoists and other lifting mechanisms
- Ladders, scaffolds and staging, including storage and accessibility
- Display screen and computer equipment
- Bells, clock weights and chiming mechanisms
- Any other equipment

EXTERNAL

- Churchyard maintenance equipment
- Lawnmowers, strimmers, etc.

1:4:6 SLIPS, TRIPS AND FALLS - condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every *(eg week, month, quarter etc.)* by the responsible person of

1 all floors and stairs in the church and shop

2 all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to who will arrange for repairs or remedial measures to be carried out.

Inspections should include but not be limited to ….

INTERNAL

- Loose carpets, rugs, mats and other floor coverings
- Loose and uneven tiles, stone paving and floorboards
- Trailing leads and other obstructions
- Worn, steep and uneven steps and stairs
- Inadequate lighting, lack of handrails

EXTERNAL

- Uneven and poorly maintained paths and steps, boiler room steps and access
- Potholes, tree roots and unprotected drops
- Gravestones and other obstructions
- Long grass and undergrowth
- Areas designated as wildlife habitats –clear designation – fences – signs
- Poor drainage of paths and growth of algae
- Inadequate lighting and lack of handrails
- Unprotected open graves prior to burials

1:4:7 LIGHTING

In order to ensure that the premises is adequately lit, an inspection will be made every month by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

INTERNAL CHECKLIST

- Check adequacy of lighting
- Pay particular attention to stairs, steps, crypts, basements
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EXTERNAL CHECKLIST

- Paths, steps, drives, car parks, boiler room steps and entrances

1:4:8 WORKING AT HIGH LEVELS

The following areas are designated as high levels:
(Insert as appropriate, eg Interior: triforium, clerestory, canopy over altar Exterior: Nave parapets, Chancel gable end)
Only the following persons may work at high level
(eg approved contractors, competent volunteers, named individuals)
The following procedures must be followed:
(eg the safety harnesses provided must be used in conjunction with the fixed anchor points at triforium level and the fixed latchways at clerestory level).
Only the following work is authorised without special agreement:
(eg replacing light bulbs in the nave, clearing leaves and debris from the north and south aisle gutters).
The appropriate training will be given and a system of recording will detail who is working where at any time.

INTERNAL CHECKLIST

- Arrangements for light bulb changing
- Use of unsecured ladders
- Unprotected openings and walkways at high level
- Rood loft openings

EXTERNAL CHECKLIST

- Clearing of gutters and valleys
- Low parapets and balustrades

See Chapter 6 for USE OF THE KITCHEN AND PREPARATION OF FOOD

1:4:9 MANUAL HANDLING, LIFTING, CARRYING AND MOVING LOADS

1 Our policy is to eliminate the need for manual handling as far as is reasonably practicable

2 Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible

3 The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling

4 Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

Need to put together a list of all manual handling tasks, eg moving portable nave altar, erecting temporary staging. .Note the number of persons required to complete the task and the method to be followed, including details of any equipment required i.e. pianos, staging, alter, other equipment

1:4:10 DISPLAY SCREEN EQUIPMENT

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- Stability and legibility of the screen
- Contrast and brightness of the screen
- Tilt and swivel of the screen
- Suitability of keyboards, desks and chairs
- The work station environment
- The user friendliness of the software

Daily work routines will involve periods away from the screen. Where necessary risk assessments will be carried out by the responsible person.

1:4:11 HAZARDOUR BUILDINGS / GLAZING

1 Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every (eg quarter) by the responsible person

2 Any defects noted are immediately reported to and the procedures put in hand for repairs

3 Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out

4 A check is made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by an approved contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected

5 A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage

CHECKLIST

- Loose stonework, falling masonry, parapets, pinnacles, slates, tiles, gutters, flag poles
- Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage
- Arrange for a competent person to check for the presence of asbestos – *completed?*
- Dangerous gravestones, tombs, monuments and railings in the Churchyard

CHILD PROTECTION AND CARE OF VULNERABLE ADULTS is covered in Chapter 3

RISK ASSESSMENTS are covered in Chapter 2

1:4:12 CONTRACTORS

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All contractors, including the self-employed, must abide by the following:

1 Have their own Health & Safety policy (where required by law) and be able to provide a copy of the same prior to commencement of work.

2 Produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence will be maintained

3 Comply with all the requirements of this Health & Safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation

4 Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its' safe operation

5 Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors

6 All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

7 Certain work to the church will be subject to The Construction (Design and Management) Regulations 2007. In summary, this includes new buildings, alterations, repairs, restoration, temporary structures and even re-decoration and conservation work. Prior to commencement of any project which will last for more that 30 days, or involve more than 500 person days of work advice will be sought from the Church Architect and Ecclesiastical Insurance.

1:4:13 INFORMATION AND ENFORCEMENT

Environmental Health Service Information:

Environmental Health 3rd Floor (South) Jacob's Well
Bradford
BD1 5RW
01274 434366

Employment Medical Advisory Service Information:

Health & Safety Executive
Information Line: 0845 345 0055
HSE Books: 01787 881165

Health & Safety law poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in Hall and at the shop.