HEALTH AND SAFETY POLICY

The Parochial Church Council (PCC) of Saint Andrew's Church, Marks Tay takes seriously its responsibility to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour, contractors and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also 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 arrangements which we will make to implement the policy are set out in Responsibilities.

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 and any appropriate changes made.

In order to ensure that health and safety matters are kept under review, a periodic item on health and safety will be on the agenda for meetings of the Parochial Church Council and relevant sub committees, and employees and voluntary workers will be consulted in order to seek their views on health and safety matters.

1. **Responsibility of the Rector / Priest in Charge**
   Overall responsibility for health and safety is that of the Rector / Priest in Charge, who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice.
   Specific responsibilities may be delegated to the church personnel. As new projects emerge, the names of responsible persons will be noted.
2. **Responsibility of 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 and safety policy is implemented.
4. **Responsibility of the Health and Safety Officer (Church Warden or as appointed by the PCC)**
   The Warden(s) and the Parish Parochial Council (PCC) carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy. The responsibility of the Health and Safety Officer shall be to:
   1. Be familiar with Health and Safety Regulations as far as they concern church premises.
   2. Be familiar with health and 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 are clean and tidy.
   5. Ensure the churchyard is properly maintained including the safety of monuments, tombstones and 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.

5. **Responsibility of Employees, Casual Labour, Contractors and Voluntary Workers**
   All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and 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.
   5. Not misuse anything provided in the interests of health and safety.

The above policy was agreed at the Parochial Church Council (PCC) meeting held on Monday the 23rd of November 2026.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

The Health and Safety Policy is available for inspection on the Parish website and in the Vestry.



Church Warden:

23rd November 2026