All Saints Health and Safety Policy

Statement of Intent:

We are committed to the Health, Safety and Welfare of our members of staff, our volunteers and the members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. We will consult with you about Health and Safety and provide you with the information, instruction, supervision and training that we consider is necessary.

We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a health and safe work and worship environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises This policy will be reviewed annually and revised as necessary.

The policy was updated in 2025 by PCC Member Mike Salem

Organisation and Responsibility:

The overall responsibility for Health and Safety lies with the Vicar, Fr Anthony Searle, and the Parochial Church Council.

The following people are also responsible for Health and Safety:

Venue Management team:

Andy Buchanan— Churchwarden

Sharon Gausman - Operations team — Church Building

Thistle Martin — Parish Administrator - Oakley Hall

If you need any more information or have any concerns about Health and Safety, please contact one of the people above.

Members of staff and volunteers are reminded that they are responsible for their own Health and Safety and the safety of the others in the premises. The churchwardens should be contacted to discuss and raise safety issues.

Procedures and Safety Arrangements:

Electrical equipment and wiring

The electrical wiring within the building(s) will be inspected annually, or at a duration that has been suggested by the contractor performing the tests. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations).

No person is to make any alterations to the electrical installation without prior agreement from the Churchwardens

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or at a duration that has been suggested by the contractor performing the tests.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Activities office

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads where possible and take care to prevent tripping hazards when laying cables.

Fire Extinguishers

The Fire Extinguishers within the premises will be periodically examined and tested as recommended by the Service Company. The Service Company will also advise on the purchase or replacement of supplemental equipment. The certificate for the inspection and test will be displayed for one year (or until the next inspection and test), after which it will be kept on file.

Fire extinguishers will be examined for damage and use monthly by the

Churchwardens/Operations team and by the Parish Administrator in the Oakley Hall

Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying our maintenance.

Fire extinguishers should only be used by persons competent and trained in their safe use.

First Aid

Clearly marked first aid kits are available in the church kitchen (main kit) and shelved unit adjacent to South Porch (smaller kit). In the Oakley Hall they are available in the kitchen and parish office.

If the contents of any first aid kit in the church is used, the Activities team must be informed. In the Oakley Hall, the parish administrator must be informed.

Only suitable trained and competent persons should administer first aid.

First aid kits will be checked monthly by the Operations team and Parish Administrator to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

Chemicals/Cleaning Materials

Hazardous chemicals, identified by an orange warning symbol, will be assessed for safety using a COSHH (Control of Substances Hazardous to Health) assessment and will be reviewed annually. Assessments are kept in the Activities team office.

No hazardous substance is to be used or stored on the premises that does not have a COSHH assessment. The door to the cleaning cupboard should always be locked shut and all chemicals correctly stored in the cupboard.

Please ensure that you follow all of the manufacturer's guidance and follow any additional information in the COSHH assessment. Ensure that you are familiar with the precautions that you might need to take in the event of an emergency involving the substance.

Risk Assessment

Those responsible for Health & Safety in the church building and Oakley Hall will perform a Risk

Assessment. The outcome of this assessment will be recorded and kept in the Activities

Office/Parish Office. The significant findings of this assessment will be made available to Staff and Volunteers through information, instruction and training.

Where actions are needed to reduce or eliminate risk, the venue management team will decide a time scale by which the corrective actions are to be completed.

Any person discovering a hazard in church must inform the Churchwardens or Operations team as soon as possible and in the Oakley Hall, the parish administrator. In the case of serious and immediate danger, the correct emergency procedures must be followed.

Signed: Andy Buchanan— Churchwarden

Signed: Sharon Gausman - Operations team — Church Building

Signed: Fr Anthony Searle- Ministry Team— Rector

Date: 17 September 2025