# PARISH SAFETY STATEMENT

The Select Vestry of

(*full name and address of Parish)*

is committed to protecting the safety, health and welfare of all its clergy, employees, voluntary workers, parishioners and visitors to parish properties insofar as is reasonably practicable, by compliance with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application ) Regulations 2007, the Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2010, as well as all other relevant statutory provisions and Codes of Practice.

The parish properties embraced by this safety statement are

##### (list in full all churches, graveyards, halls, houses, and other parish owned property)

The Select Vestry will determine and maintain appropriate policies on safety, and welfare for all parish activities both in and outside the parish properties. In order to fulfil this commitment the Select Vestry will identify and evaluate, and then eliminate or reduce all hazards to which its clergy, employees, voluntary workers, parishioners and visitors may be exposed.

The select vestry will follow the under noted policies to identify and control risks:

1. Carry out a safety inspection of all parish properties at least annually, and identify any hazards that might expose any user to risks of injury or property damage.
2. Implement a programme of risk assessment and reduction, to eliminate or reduce the risks identified during these inspections.
3. Provide and maintain safe methods of access and egress from the properties for all users having regard to statutory requirements.
4. Provide as far as is reasonable, resources of time, personnel, training and finance necessary to support the safety standards adopted in the safety policy of the parish, and encourage and integrate a climate of safety and health into all parish activities.
5. Consider the special risks that may arise during parish events, fetes and concerts, and address the safety issues in advance of the event.
6. Review the safety statement each year in (*month*) to repeat the safety inspection, up date the policy, and take into account any changes in parish activities or premises.
7. Consult with clergy, parishioners, employees, voluntary workers and parish and diocesan committees on safety and health and organisational matters.
8. Make copies of the parish safety policy available to parish committees, parishioners, clergy and any other persons who are entitled to see it.
9. If deemed necessary, to appoint a parish safety officer and/or obtain competent outside advice on health and safety matters.

This statement was discussed and approved by the select vestry on ……*Date*…………

**Signed:**

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***Chairperson of the select vestry***

#### ANNUAL SAFETY AUDIT

A safety audit will be carried out at least annually, and more frequently when deemed necessary, of all parish property, grounds and boundaries and of any graveyards or other property for which the parish holds responsibility. The audit will identify potential hazards, state how they may be eliminated or reduced to an acceptable level and to record the findings in a hazard identification sheet.

* The parish properties and lands will be inspected each year in (month) to identify the hazards in

the perimeter, entrances and approaches

the grounds graveyards and any parish lands

the buildings and services of any parish properties

* The safety audit will consider the parish activities, whether in or outside of the parish, or while travelling to parish organised events or activities, identify the hazards that may arise and record them in a hazard identification sheet.
* Fire Safety Planning

Extinguishers will be installed where necessary and serviced at least annually.

Emergency evacuation procedures will be decided, clearly documented, and published.

All emergency exits will be checked and clearly marked.

Access to exits will not be blocked or obstructed.

* All heaters, cooking and kitchen equipment, and fixed heating and electrical installations will be checked annually and serviced where necessary.
* All ground maintenance and cleaning tools, equipment and ladders will be checked and serviced annually.
* Surfaces with a potential for trips and falls such as broken steps, uneven surfaces, loose floor coverings, staircases, floors, and pathways will be examined.
* Graveyards, pathways, driveways, headstones, trees and grounds will be examined.
* Safety training needs, if appropriate, will be determined.
* Determine what personal protective clothing and equipment is necessary for the safer performance of employee duties.

**ANNUAL SAFETY AUDIT REPORT**

A written record of this safety audit will be

prepared by the person(s) inspecting,

submitted to the attention of the select vestry

and

a permanent record kept within the parish safety policy file

The safety audit report will include details of the following:

Premises and locations inspected.

Date of inspection.

Details of who carried out the inspection.

Hazards identified and their risk of injury.

Remedial action(s) to be taken.

The report will be signed by the person(s) who undertook the inspection and counter signed by the chairperson of the select vestry.

A copy of the latest safety audit report is attached to this policy as Appendix A.

**RESPONSIBILITIES**

The select vestry is responsible for compiling, approving and maintaining the safety policy of the parish, and is also responsible for ensuring that all clergy, employees, voluntary workers, parishioners and visitors are informed of, and adhere to, it.

The select vesry may, if they wish, appoint a **parish safety officer** to carry out the safety audits and to monitor compliance with the agreed safety policy on a day to day basis.

The safety officer for this parish is:

(*name, address and tel no. of safety officer if one is appointed*)

**DUTIES OF THE SELECT VESTRY**

The select vestry and (if appointed) the parish safety officer, have the following duties:

To ensure, as far as possible, that the provisions of the parish safety statement are observed on a day to day basis.

To ensure that the Safety Statement is brought to the attention of all clergy, employees, voluntary workers, parishioners, visitors and contractors and ensure that they act in such a way that their actions do not put either themselves or others in danger.

To ensure that the Safety Statement is revised at least annually, and whenever necessary to reflect changes and developments in parish properties or activities.

To organise and document the safety audit each year.

To ensure that appropriate supervision is in place to monitor and control the parish activities and events.

To establish an emergency evacuation procedure, ensure that all escape routes are properly marked, that access to emergency exits is not obstructed, and that assembly points are clearly marked.

To ensure that all employees and voluntary workers are given safety training appropriate to the risks to which they are exposed.

To investigate all accidents or near accidents, to clergy, employees, voluntary workers, parishioners, visitors and contractors. Record the circumstances and plan to avoid a recurrence.

To ensure that the safety matters arising from parish events, fetes and concerts are considered and addressed before the event takes place.

**DUTIES OF EMPLOYEES AND OTHERS**

Employees, clergy, voluntary workers, parishioners, visitors and contractors are required to co-operate and assist fully in the observance of, and compliance with, the commitments in the parish safety policy.

All parishioners and users have a duty to report any perceived hazard or dangerous practice to the select vestry or safety officer.

Employees and others are reminded of their own obligations under the Act to preserve their own safety and that of other parish users and visitors.

**Employees** are entitled under the Act to appoint if they wish, a safety representative to co ordinate their views on safety matters, and to represent the other employees in any safety related discussions with the select vestry.

**CONSTRUCTION, MAINTENANCE AND REPAIR WORK.**

The select vestry recognises that particular hazards may occur when work of this nature is being carried out at parish premises. General and overall responsibility for regulating persons who undertake such work, whether contractor or direct employee, remains with the Select vestry.

When engaging any **contractor** to carry out work the Select vestry will -

* Bring the requirements of this safety statement, insofar as it affects them, to the attention of the contractor.
* Ensure that the contractor is aware that he is required to comply with the parish safety statement, and must do nothing that will compromise or oppose the parish safety rules and evacuation procedures.
* Advise the contractor of any special hazards or features at the premises that might endanger his health or safety or that of his employees.
* Require the contractor to submit a copy of his site safety plan before any work starts. The contractor must prepare this in compliance with the Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2010. It must deal specifically with the work in hand, site access and exit, fencing and security of the work site and any other matter that is required to recognise the shared nature of the premises during the work.

When engaging any **employee** to carry out work the select vestry will –

* Bring the requirements of this safety statement to the attention of the employee.
* Ensure that the employee is aware that he is required to comply with the parish safety statement, and must do nothing that will compromise or oppose the parish safety rules and evacuation procedures.
* Advise the employee of any special hazards or features at the premises, or in the work that he is required to do that might endanger his health or safety or that of other parish users or members of the public.
* Ensure that the employee has adequate training to enable him to perform the work, particularly where the work involves the use of ladders.
* Ensure that adequate protective clothing and equipment is provided and worn.
* Ensure that any equipment, ladders, machinery, and materials are in good condition and suitable for the work involved.

## OTHER PARISH POLICIES

The select vestry and the parish also maintain policies and procedures relating to

* Prevention of bullying and harassment
* Organisation and supervision of parishioners when on out of parish trips.
* Protection of children and young people from physical, sexual and emotional harm.

Details of these policies may be obtained from the select vestry on request.

**APPENDIX A**

***SAMPLE HAZARD IDENTIFICATION SHEET***

This report records the findings of a parish safety audit of *Name and location of all properties inspected*

Carried out on *Date of inspection*

Inspected by *Names of inspector(s)*

Presented to select vestry *Date sent to select vestry for approval and action.*

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| **HAZARD** | **RISK** | **PERSONS WHO**  **MAY BE AFFECTED** | **REMEDIES NEEDED** |
| **Perimeter**  Sharp edges on front railing near gate.  Loose stones in stile entrance  Poor lighting in car park area  Old and overgrown tree at South boundary | Cuts and scrapes to hands or face. LOW Hand or foot injuries if stones dislodged MEDIUMFalls, collision with vehiclesMEDIUMBodily injury or damage to adjoining property if falls.MEDIUM | Parishioners, visitors, staff, pedestrians & general public  Parishioners, visitors, staff  Parishioners, visitors, staff, pedestrians & general public  Parishioners, visitors, staff, pedestrians & general public | Requisition contractor to secure all loose mesh or uprights and blunt and tie all sharp edges, before  *date for completion*  Get contractor to secure stones before *date for completion*  Get electrician to check all lights and ensure lighting standard is adequate for area before *date for completion*  Seek competent advise on condition and remedies before *date for completion*. |

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| --- | --- | --- | --- |
| **Grounds**  Overgrown pathways and slopes in West graveyard  Loose and leaning head stones in East  Corner  Worn and old garden equipment of doubtful condition | Trips and falls in this area. LOWFoot or body injuries if fall.MEDIUM Foot hand or eye injuries HIGH | Parishioners, visitors, staff, pedestrians & general public  Parishioners, visitors, staff, pedestrians & general public  Parishioners, staff & contractors | Organise work party or contractor to clear overgrowth and keep pathways defined before *date for completion*.  Get next of kin or SV to repair or reset, or lay on ground before *date for completion*  Replace with new equipment before *date for completion* |

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| --- | --- | --- | --- |
| **Church**  Steep uneven steps to the boiler house.  Trailing electrical cables in vestry and chancel  Unsecured font, lectern, communion rails, pulpit, memorial plaque.  Badly worn mat at main entrance door  Loose treads and handrail at stairs to gallery and ringing chamber Parish hall Persistent water leak in toilets  Use of “Burco” electric water boiler in kitchen  Emergency exit doors obstructed by stacked chairs | Slip and fall injuriesMEDIUM Trip and fall and electric burn injuries MEDIUM Foot or body injuries if fall MEDIUM Trip and fall injuries LOW Trip and fall injuries MEDIUM Slip and fall injuries LOW Scalds and electric burns LOW Smoke or burn injuries in the event of thwarted emergency procedure MEDIUM | Parishioners, staff & contractors  Parishioners, visitors, staff & contractors  Parishioners, visitors, staff & contractors  Parishioners, visitors, staff & contractors  Parishioners, visitors, staff & contractors  Parishioners, visitors, staff & contractors  Parishioners, visitors, children & staff  Parishioners, visitors, staff & contractors | Clean steps of slippy deposits, provide robust handrail, level surface of steps before *date for completion*  Have system overhauled and secured by qualified electrician before *date for completion*  Cordon off immediate hazards. Check each item and arrange to secure where necessary before *date for completion*  Replace mat with suitable new before *date for completion*    Cordon off stairs. Get contractor to effect repairs and secure rail new before *date for completion*  Trace source of leak and remedy, before *date for completion*  ensure rapid clean up procedure when hall is in use.  Provide means of securing boiler to counter top to eliminate over turning.  Prohibit children from unsupervised use of kitchen  *date for completion*  Remove obstructing items, ensure kept clear in future, check monthly that all doors fully functional, and are not locked during events  *date for completion* |