

Organisation and responsibilities

1 Responsibility of the Rector

Overall responsibility for health and safety is that of the Rector:

who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate codes of practice.

During the forthcoming period of “Pastoral Vacancy” this responsibility will rest with the Churchwardens and Deacon David Howland

Responsibilities for health and safety within the Church building (Fabric), the Churchyard and the Martindale Centre are delegated to the appropriate committees as below.

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 Churchwarden(s) and any Assistant Churchwarden, as noted below:

David Lamb Churchwarden

Peter Vince Churchwarden

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 Fabric, Churchyard and Martindale Centre Committees

The PCC committees – Fabric, Churchyard and Martindale:

shall assist the PCC by proposing recommendations for risk assessments and method statements as applicable to their committee and the necessary and appropriate communication of the arrangements outlined in this policy, as applicable to their committee. They may appoint other responsible persons to fulfil safety checks or requirements.

They will (where appropriate):

1. ensure that health and safety is an agenda point at all of their meetings and that their risk-assessment document is reviewed annually
2. bring to the attention of the PCC any works, maintenance or equipment spend necessary regarding health and safety, and assist in its implementation
3. be familiar with this policy and arrangements and to ensure and encourage, as best they can, their observation

4. ensure that all plant, equipment and tools are properly maintained and in good condition
5. ensure that adequate fire fighting equipment is available and maintained
6. ensure that food hygiene regulations and procedures are observed

5 Responsibility of any employee and voluntary workers

Any employee and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others while on Church business or premises.

They must therefore:

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when required
3. report any fault or defect in equipment immediately to any appropriate person (see above)
4. report all accidents, injuries, near misses or other potential safety hazards as soon as possible to any appropriate person (see above)

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