



# **Health & Safety Policy and Management System**

(Reviewed and Updated July 2025 v3)

St Giles Church and Centre, St Giles Terrace, Northampton, NN1 2BN

# Policy Organisation and Arrangements

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in for sections:

- The Management Control Form
- Section 1 – General Statement Intent “The Policy”
- Section 2 – Organisation roles and responsibilities
- Section 3 – Operational Arrangements

## MANAGEMENT CONTROL FORM

This Health and Safety Management System applies to St Giles Church and its operations buildings and associated groups.

|    | Date of Policy Review | Brief Description of Changes  | Changes made by |
|----|-----------------------|---|-----------------|
| 1. | Jan 2017              | First edition St Giles Church Health, and Safety Policy and Management System   | Neale Goff      |
| 2. | Mar 2023              | Minor modifications following S. Kelly departure<br><br>Interim document produced pending appointment of new Vicar  | Neale Goff      |
| 3  | Jul 2025              | Minor modifications to section 2 to better reflect the responsibilities of the Warden(s) and Leadership team.<br><br>Minor format changes and modifications | Neale R Goff    |
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# Policy Organisation and Arrangements

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## 1. Health and Safety Statement of Intent

This statement reflects the importance St Giles Church attaches to health and safety and demonstrates a determined and overriding commitment to it,

It is important we all work collectively to ensure that health and safety is an integral part of the culture of what we all do, of the decisions we make and the actions we take.

Our policy, as 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 endeavor 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.

In addition, each member of staff has a legal responsibility to ensure their own health and safety and that of others who may be affected by their acts or omissions at work or whilst employed on work related activities. You have a duty to work safely, comply with all relevant policies and procedures and report any unsafe acts or conditions.

The allocation of duties for Health and safety matters and the particular arrangements that we will make to implement the policy are set out in the following pages.

The policy will be kept up to date, and will be reviewed on a two yearly basis, or more regularly if the need arises.

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## 2. Organisational Roles and Responsibilities. - Definitions

### Responsibility of the Vicar (The Wardens as Interim Duty Holders)

The Wardens, have overall accountability for all health and safety matters within the Church. They will ensure a platform is created that ensures legislative compliance across our buildings, plant and equipment and activities. The platform will safeguard our people and those affected by the church activities (congregation, visitors, contractors and members of the public).

Specific responsibilities may be delegated to church personnel as requirements emerge. The names of responsible persons will be notified. Their names will be communicated on a need-to-know basis.

### Responsibilities of Vicar and leadership team.

The vicar and members of the church leadership team are responsible for health and safety matters within their control. They will ensure:

- The practical implementation of this health and safety management system, the operational arrangements and all associated procedures as applicable to working within the church.
- Responsibility for the application of this health and safety management system in respect of their role as individual members of the leadership team and the functions for which they have specific control.
- That risk assessments are conducted and hazards adequately controlled prior to the commencement of any work activity, including COSHH, DSE, and manual handling etc.
- That all accidents, incidents and near misses are reported and investigated.
- All employees under their control are aware of their health and safety responsibilities.
- Take appropriate action and ensure prompt attention on any representation submitted by any employee/others who have comments or concerns regarding health and safety.

### Responsibilities of all employees and voluntary workers.

All employees must take personal responsibility for their own health and safety and that of others who may be affected by the actions or omissions at work. They will:

- Familiarise themselves with, and conform to, the St Giles Church health and safety management system at all times.
- Demonstrate a positive attitude towards health and safety in the conduct of all work activities.
- Contribute to the continuous improvement of health and safety processes and standards within the church.
- Ensure that any equipment issued to them to carry out their work activities or for which they are responsible, is correctly used, maintained and stored.
- Ensure all incidents, accidents near misses and property damage is reported to their line manager.

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- Co-operate with their managers in implementing the requirements of all appropriate health and safety policies and procedures.

### Responsibility of the Parochial Church Council (PCC)

The Parochial Church Council (PCC) has general responsibility to monitor the implementation of the health and safety policy and consider the implications of new policies and procedures if and when developed. The responsibilities of the PCC will be to

- Consider representations concerning or made by employees relating to health and safety at work.
- Consider representations concerning or made by members of the congregation relating to health and safety at work.
- Hear reports from the property committee relating to requests for expenditure for health and safety related work and decide whether such expenditure is authorised.
- Act as a governance committee where matters relating to health and safety can be escalated and to ensure health and safety is an integral part of the decisions they make.
- Ensure that an effective health and safety policy and arrangements are prepared and implemented covering the church's activities.
- Ensure suitable resources are made available for health safety related issues.

### Responsibility of the Property committee

The Property committee are responsible for

- Overseeing that the church's property (the main church, the church centre and the church yard) and all its associated equipment are, as far as reasonably practicable, safe.
- Ensuring the church buildings, together with the plant and equipment that make up the buildings are maintained in a safe condition and in accordance with legislative requirements.
- Ensure statutory maintenance, testing and inspection regimes are in place and adhered to in regards to the church's buildings, and plant and equipment.
- Consider the implications of the quinquennial report, and report by other specialists relating to health and safety of the premises.
- Make recommendations to the PCC concerning issues relating to the buildings, and associated plant and equipment regarding repair maintenance or replacement.
- Oversee / manage the implementation of project work relating to repair and maintenance to the buildings fabric or plant and equipment.
- Manage or oversee contractors / suppliers working on or in the church, or its plant and equipment.

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### Health and Safety Advisor / Competent Person Support

- The responsibility of the health and safety advisor will:
- Be familiar with health and safety regulations as far as they concern church premises.
- Be responsible for the development of the church's health and safety policy and arrangements and ensure they are observed and updated as required.
- Ensure so far as is reasonably practicable, that safe systems of work are in place.
- Carry out periodic informal inspections of the church, church yard and associated buildings.
- Provide advice on health and safety matters to employees and ensure the church activities meet with the requirements of health and safety legislative requirements.

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## 3. Operational Arrangements

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.

### 3.1 Accidents and first aid

First aid boxes must be checked every 3 months and are located in:

|                   |   |
|-------------------|---|
| The Church        | In the Kitchen area and vestry                  |
| The Church Centre | In the Kitchen on the wall and upstairs cabinet |

Trained/qualified first aiders are:

|                   |                                 |
|-------------------|---------------------------------|
| The Church        | Ruth Alexander and Beth Whaites |
| The Church Centre |                                 |

The accident forms are located in:

|                   |  |
|-------------------|--|
| The Church        | In the Kitchen area and vestry with the first aid boxes          |
| The Church Centre | In the Kitchen on the wall and upstairs with the first aid boxes |

### Accidents and Incidents

All accidents and incidents are entered on to an accident form and submitted to Beth Whaites, Senior Youth and Children's Pastor, for filing.

If the church or church centre is let to outside organisations they are responsible for their own first aid and accident risk assessments and must provide for their own needs.

**RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations** Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities.

Fatal accidents, major injuries and injuries which involve the injured person being absent from work or unable to perform their normal duties for more than seven days must also be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

In the unlikely event that such an event occurs, the health and safety advisor should be contacted and he will notify the enforcing authority as appropriate, without delay.

Accidents to members of the congregation, members of the public or others who are not at

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work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

Reportable diseases, as defined by the regulations, must be reported to the enforcing authority. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations.

Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and musculoskeletal disorders.

Accident reporting:

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. We will receive a copy for our records.

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only.

Call the Incident Contact Centre on 0345 300 9923.

### 3.2 Fire safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- Make an assessment of the fire risks in the church and associated buildings and the risks to our neighbors. This is carried out either as a specific exercise and forms part of our general health and safety risk assessments.
- Conduct checks to ensure a fire can be detected in a reasonable time and that people can be warned.
- Conduct checks that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage.
- Check to ensure reasonable fire fighting equipment is provided and maintained.
- Conduct checks to ensure that those in the building know what to do if there is a fire.
- Ensure there is an annual maintenance contract in place with a reputable company to ensure any fire alarm, fire detection and or fire fighting equipment is maintained in a serviceable condition.

### Evacuation drills

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

### Procedure.

Details of the evacuation procedure should be posted close to fire alarm call points



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If you discover a fire (no matter how small):

- Immediately raise the alarm
- Telephone the emergency services.
- Check the building for occupants.
- Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk.
- If not possible or if you are unsure which fire extinguisher to use, do not attack the fire. Assist in the evacuation of the building, ensuring that all doors are closed behind you.

**The general rule is people before property**

- Evacuate to the designated assembly point.
- Ensure clear access for the emergency vehicles.

### Evacuation arrangements during services

As a result of the low risk nature of the Church building, there is no requirement to conduct evacuation drills during Sunday services. It is good practice however to remind the congregation of the action they should take in the case of a fire emergency annually.

Checks should be made to ensure escape routes are kept clear at all times.

### 3.3 Electrical safety

The church will maintain a list of all our portable electrical appliances and we will carry our portable appliance testing at regular intervals according to use / environment and risk by a responsible person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.

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.

- Visually check all electrical equipment before use.
- Report all faults immediately to the responsible person.
- Do not attempt to use or repair faulty equipment.
- Note that 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.
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

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Every 5 years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any Necessary remedial work will be carried out.

At intervals of between 2.5 and 4 years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers

### 3.4 Gas safety

Our gas boilers and any other gas equipment are maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

### 3.5 Hazardous substances

The church will maintain a list of all hazardous substances used in the church/church centre.

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

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 will be used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

### 3.6 Safety of plant and machinery

The Church will maintain an asset list of all items of plant and machinery. We will ensure that plant and equipment is maintained and or inspected in compliance with legislative requirements.

Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use. In order to ensure plant and equipment is safe to use:

- Machinery must be switched off before any adjustments are made
- After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- 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.
- 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.
- 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.

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- Any defect and damage found to any item of plant or machinery must be reported to the health and safety advisor.
- All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
- 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 health and safety is checked on. This includes people working on a voluntary basis for example in the evenings or at weekends.

### 3.7 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 month by the health and safety advisor and where appropriate employees on an informal basis at regular intervals.

The inspection should include

- All floors and stairs in the church and church centre.
- All paths and steps in the church and churchyard and around the church.
- Particular note should be made of moss, algae and leaves on paths. Any defects will be reported to the caretaker who will arrange for repairs or remedial measures to be carried out.

### 3.8 Lighting

In order to ensure that the church is adequately lit, an inspection will be made at regular intervals by the caretaker to ensure that all lights in the church, church centre and churchyard are working. Any bulbs that require replacing will be reported to representatives of the property committee who will ensure that the bulbs are replaced following appropriate safety procedures.

### 3.9 Food Preparation

In order to ensure the highest standards of hygiene are observed, We will:

- Ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
- Ensure that all food handlers have received adequate supervision, instruction and training
- Ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
- Before any preparation commences all surfaces coming into contact with food must be washed down and disinfected

Food stuffs may only be prepared in the following areas

- The servery in the Church.
- The kitchen areas in the Church centre:

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We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

### 3.10 Manual handling – lifting, carrying and moving loads

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

- 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 as far as possible.
- The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
- Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

### 3.11 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 should involve periods away from the screen. Where necessary, risk assessments will be carried out by the health and safety advisor.

In accordance with legislative requirements all employees who use Display Screen Equipment for a significant part of the day are entitled to a free eye sight test and corrective appliances (Glasses) if required for Display Screen Equipment use.

### 3.12 Hazardous buildings/glazing

Our policy is to ensure that our buildings are safe and without risks to the health. In order to achieve this, the buildings are inspected every six months by the safety advisor any defects noted are and immediately reported to representatives of the property committee and the procedures put in hand for repairs.

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

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

### 3.13 Hirers of the building

Rules for hiring a church centre and church buildings are prominently displayed. It will

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be a higherers responsibility to ensure all rules are complied with. These include safety, supervision, awareness of emergency procedures, security, parking, accident, reporting, liabilities and insurance requirements.

### 3.14 Waste management

Users of the building should not allow waste to accumulate. You should make use of the in- building waste receptacles and when full, they should be transferred to the two large wheelie bins in the church centre car park.

Leaving perishable foods and liquids in the building overnight will attract vermin. In order to minimise this risk, they should be disposed of in the wheelie bins in the church centre car park, or if possible, taken away immediately, or prior to leaving the buildings.

### 3.15 Water hygiene.

The risks associated from stored water is considered very low. Legionnaire's disease is a severe pneumonia caused by the legionella bacteria. People become infected when they inhale aerosolised water from a contaminated source. The bacteria is dormant below 20° C and does not survive above 60° C. With one exception, there are no shower heads in the church or church centre so the possibility of users of the building contracting legionnaires disease via aerosolised water is minimal. It is good practice to ensure cold water is stored below 20° C and should be 60° C within one minute at the furthest point from the heat source. Regular flushing of little used outlets is good practice.

### 3.16 Safeguarding.

We recognise that the welfare of every person is paramount, regardless of age, disability, gender, racial heritage religious belief, or their sexual orientation or identity. We all have a right to equal protection from all types of harm and abuse. This section of the health and safety management system is consistent with and supplementary to the main safeguarding policies available on the St Giles Internet site. The safety of any person who uses the church or who is engaged in church related activities is of paramount importance. No person or group will be treated less favorably than others. In being able to access services which meet their particular needs.



We will aim to create safe environment for all through robust safeguarding practices.

We will ensure that adults who work in the church, including volunteers, do not pose a risk to children (or anybody else) and will have been through disclosure barring checks (DBS).

We will ensure adult staff and volunteers are trained to know how to respond to

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concerns and keep up to date with a safeguarding policies. These are widely discussed throughout the church.

|  |                                    |
|--|------------------------------------|
| Date approved by the PCC: Jan 2017   | Policy Lead: Neale Goff            |
| Planned review date: July 2025   |                                    |
| Notes: Minor amendments made to policy by policy lead. Approved at PCC meeting July 2025:                    |                                    |
| Signed: PCC Chair<br>       | Date: 12 <sup>th</sup> August 2025 |
| Signed: PCC Secretary<br> | Date: 12 <sup>th</sup> August 2025 |
| Next review date:<br>(or before if necessary)  | July 2027                          |

### Distribution:

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Ministry/event leaders* - notify them a copy is on the noticeboard |
| <input checked="" type="checkbox"/> | Church wardens – notify them a copy is on the noticeboard          |
| <input checked="" type="checkbox"/> | Deputy wardens – notify them a copy is on the noticeboard          |
| <input checked="" type="checkbox"/> | Church Centre - Noticeboard  |
| <input checked="" type="checkbox"/> | Church Building - Noticeboard                                      |
| <input checked="" type="checkbox"/> | Website  |
| <input checked="" type="checkbox"/> | ChurchSuite  |
| <input type="checkbox"/>            | Other, please state  |

\*List can be requested from the parish office