



St Mary the Virgin C of E, Davyhulme M41 7BU

As a church, we understand that we owe a duty of care to ensure the safety of those who visit or use our church, hall or churchyard. We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. At St Mary the Virgin CE we do not employ five or more employees however we consider the health and safety of our volunteers the same as we do our employees. Whilst we are not required to do so under Section 2(3) of the Health and Safety at Work etc. Act 1974, we have drafted this policy in line with recommendations for best practice from HSE and our insurers.

General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the PCC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A hard copy of it will be kept in the church with other key documents and a digital version will be kept by the nominated H&S person and made available to others on request.

Signed*:

*on behalf of the PCC as agreed at a meeting on 16 September 2026



A. Organisation and Responsibilities

1. The PCC has co-opted **David Shepherd** to have overall responsibility for implementing our policy who will ensure that:
 - The standards set out in this policy are implemented and maintained
 - Where necessary, specialist health and safety assistance is obtained
 - Any hazards reported to them are rectified immediately
 - Only competent persons carry out repairs, modifications, inspections and tests
 - Any accidents are investigated, recorded and reported if necessary
 - Relevant health and safety documents and records are retained
 - They keep up to date on health and safety matters relevant to the church
 - Set a personal example on matters of health and safety.
2. The Churchwardens/Deputy Wardens and the Health & Safety Officer have day-to-day responsibility for implementing our policy. They will ensure that:
 - All employees and volunteers are aware of their health and safety responsibilities
 - Adequate precautions are taken as set out in this policy and related risk assessments
 - Adequate information and training are provided for those that need it
 - Any hazards or complaints are investigated and dealt with as soon as possible
 - Where defects cannot be corrected immediately, interim steps are taken to prevent danger
 - All accidents are reported in-line with the requirements of this policy
 - Advice is sought where clarification is necessary on the implementation of this policy
 - Set a personal example on matters of health and safety.
3. All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises and they will ensure that they:
 - Read this policy and understand what is required of them
 - Complete their work taking any necessary precautions to protect themselves and others
 - Comply with any safety rules, operating instructions and other working procedures
 - Report any hazard, defect or damage, so that this might be dealt with
 - Warn any new employees or volunteers of known hazards
 - Attend any training required to enable them to carry out their duties safely
 - Do not undertake any repair or modification unless they are competent to do so
 - Report any accident
 - Do not misuse anything provided in the interests of health and safety.

B. Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

1. General Arrangements



Competent Assistance - where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

Risk Assessment - we will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review on an annual basis or sooner where there have been or are proposed to be material changes and revise these where we suspect that they are no longer valid. We maintain our filing system to ensure our live risk assessments are accessible and we archive risk assessments that have been superseded or are no longer relevant.

Information and Training - we will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

First Aid - we will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

The first aid box is located: At the back of church and in the church hall kitchen

The person in charge of first aid arrangements is: **Liz Spencer**

2. Accident Reporting

An accident book and record details will be kept. Reports will be to the enforcing authority and records kept of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

The accident book is kept at the back of church; churchwardens collate any incidents reported in a central file.

3. Monitoring

Periodic checks will be made to ensure precautions remain effective and adequate. A review of this policy and all risk assessments will take place yearly in July. We will ensure that any lifting, work, electrical equipment and church utilities are inspected as necessary to ensure they remain safe. Generally, all such inspections take place in the Autumn each year. Churchwardens keep records of the checks made.

4. Contractors

If we employ contractors, we ensure they have their own Health & Safety policy and Public and Employers Liability insurance by asking to see copies of relevant documents.

5. Record Keeping

Our Health and Safety Risk Assessments are displayed at the back of church. Records and other documents are kept in a secure place by the Churchwardens.

C. Specific Arrangements

1. Asbestos

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building



contractors). We will keep records of the checks, assessments and plans we have made. Details regarding the removal of asbestos historically is included within the 2022 Quinquennial.

2. Church Buildings

We will ensure that the fabric of our buildings is inspected regularly to ensure it is safe. Defects will be repaired as soon as is practicable, bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger, until permanent repairs can be made. This will include glazing.

3. Churchyard

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe. The war memorial monument will be checked regularly to ensure it is properly maintained.

4. Construction Work

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

5. Display Screen Equipment

Where our employees and volunteers regularly use computers for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

6. Electricity

We will ensure that any electrical system, fixed machines and portable appliances are maintained to prevent danger. Any defective equipment will not be used until repaired or replaced. We will keep records of the checks made, where appropriate. Details are included within the 2022 Quinquennial.

7. Events

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

8. Fire

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review in July each year and revise these where we suspect that they are no longer valid.



9. Hazardous Substances

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified.

10. Heating Systems

We will ensure our gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

11. Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (trolleys) or other precautions such as team lifting.

12. Preparation of Food

We will ensure when we prepare food, we use clean, disinfected work surfaces, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and make suitable arrangements for waste disposal.

13. Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of difficulties, the frail, elderly or disabled may have in negotiating access. Checks will be made to ensure floors, coverings, steps and pathways are in good condition, free from obstruction and any precautions (such as handrails or lighting) remain adequate. We will correct any defects identified. Any records of checks will be made. Arrangements are in place to manage pathways in winter weather via the Freezy Riders team.

14. Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (eg ladders) will be regularly checked to make sure they are safe. Records of checks will be made.

15. Working Alone

We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety.

16. Working at Height

Where possible, we will try to avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.



PO2 Health and Safety

Policy agreed:

Agreed on behalf of the PCC on: 16th September 2026

To be reviewed July 2027

Inspections to take place September 2027