Christ Church Health and Safety

Management Guidance

Title	Last Revision	Author	Next Revision
Health and Safety Management Guidance	Drawn from previous Health and Safety Policy and amended as of 12/09/2026	Nick Wells / David Bishop	Sept 2027

This Guidance sets out to give uniformity to Christ Church's approach to Health and Safety management and should be read in conjunction with Christ Church's Health and Safety Policy.

1 Organisation and Responsibilities

1.1 The person with overall accountability for implementing our policy is the Health & Safety Officer. He or she is not necessarily themselves a Trustee. The Officer will receive and rely on diocesan advice normally provided through the Priest-in-Charge; however, they should seek other professional advice as appropriate.

1.2 The Health & Safety Officer will ensure that:

- any mandated checks and inspections are carried out in a timely manner by suitably qualified personnel,
- any known hazards are identified with appropriate signage and/or barricaded off, and rectified as soon as possible,
- only persons whom the Trustees consider competent are contracted to carry out repairs, modifications, inspections and tests,
- any accidents or potentially serious near-miss incidents are investigated, recorded in relevant Christ Church registers and reported to authorities as necessary,
- relevant and mandated Health and Safety documents are retained,
- he/she keeps up to date on health and safety regulations relevant to the Christ Church property and operations,
- he/she keeps themself up to date on planned events and changes around the church's property,
- he/she sets a personal example on matters of health and safety.
- employees and relevant volunteers understand their health and safety responsibilities,
- risk assessments are made and recorded for potentially hazardous and non-standard operations,
- adequate information and training are provided for those that need it[1],
- all accidents are reported in-line with the requirements of the Health and Safety Policy,
- advice is sought where clarification is necessary on the implementation of the policy or this document.

[1] A list of those who are expected to have First Aid or other health and safety training is kept separately

1.4 All employees and relevant 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. They will ensure that they:

- understand the Policy and this Guidance and hence 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.

2 General Arrangements

This section provides further detail on issues mentioned above.

2.1 Competent Assistance

Where necessary, the Health & Safety Officer will refer to someone who is competent to assist in meeting our health and safety obligations. Our 'person of reference' is currently the Oasis Pantry Leader, Hay Hill Baptist Church, The Paragon, Bath.

2.2 Risk Assessment

The Health & Safety Officer will organize for risk assessments. to be carried out where necessary. Findings will be recorded and any necessary precautions implemented. The Health & Safety Officer will arrange review and revision of these periodically.

2.3 Information and Training

The Health & Safety Officer will provide any necessary information and training for our employees and volunteers in a timely manner. The Health & Safety Officer will keep a record of what is provided. The Health & Safety Officer will also ensure that relevant information is given to contractors and self-employed people who may need this to complete their work safely.

2.4 First Aid

The Health & Safety Officer will ensure that suitably stocked and clearly identified first aid boxes are provided and that one person takes charge of checking the contents and keeping them up to date. The Health & Safety Officer will also ensure relevant training and information on their use is available for employees and volunteers. Our first aid boxes are located in the vicar's vestry, the kitchen and Lower Mews. The person in charge of first aid arrangements is to be posted on the noticeboards.

2.5 Accident Reporting

An Accident Book is provided, and detail of accidents must be recorded therein. Records of certain accidents to employees, volunteers and members of the public will be kept in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. The Health & Safety Officer will report to Trustees any occasion where an enforcing authority needs to be informed. Our Accident Book is kept in the Vestry.

2.6 Monitoring and Reporting

The Health & Safety Officer will make periodic checks to ensure that our precautions remain effective and adequate and report to the Trustees annually. The Officer will also ensure that

electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. The Officer will keep records of the checks made.

2.7 Annual Review

The Health & Safety Officer will provide an annual written report to the Trustees, at the time when the Policy is due for annual review.

2.8 Trustees' Agenda Item

The Secretary to the Trustees will place Health & Safety as an item on every Trustees' agenda.

2.9 Contractors

If contractors are employed, the person supervising the contractor will make sure that they have their own health & safety policy and public and Employers Liability Insurance.

2.10 Record Keeping

Copies of our Health and Safety Risk Assessments, records and other documents are kept by the Health & Safety Officer. These will be filed in Teams.

3 Specific Arrangements

3.1 Bell Ringing

The Health & Safety Officer will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include ensuring emergency evacuation procedure are understood, and safety procedures are notified to visiting bellringers.

3.2 Church Buildings

The Trustees collectively will ensure that the fabric of our buildings is regularly inspected as part of our Quinquennial survey to make sure it is safe. Significant defects will be repaired as soon as is practicable bearing in mind that a faculty may be required.

3.3 Grounds

The churchyard, which is a space open to the public on foot, comprises pavements, car parking areas and two small gardens. Car parking places will be adequately designated. Public areas of the grounds will be protected by CCTV.

The Health & Safety Officer will report on the condition of kerbs, steps, fences, boundary walls and gates in the annual report.

3.4 Construction Work

Where maintenance, refurbishment or restoration work is planned for our church, the Health & Safety Officer will ensure appropriate steps are taken for the safety of all those concerned before work starts. The Health & Safety Officer will also determine if there are any responsibilities under the Construction (Design and Management) Regulations and report to Trustees accordingly.

3.5 Office Work and Display Screen Equipment

Where Trust employees regularly use church-owned computers, for continuous periods of an hour or more, office layout and furniture will be checked to identify risks, implementing precautions as necessary.

3.6 Electricity

The Health & Safety Officer will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. The Health & Safety Officer will keep records of the checks made. PAT testing should be undertaken periodically.

3.7 Events

The Health & Safety Officer will make him/herself aware upcoming large public events such as concerts, services, book signings and fundraising events, and will identify any additional precautions that are necessary and implement these.

3.8 Fire

The Health & Safety Officer will complete a periodic fire risk assessment, record the findings and implement any necessary precautions. The Health & Safety Officer will review these annually and report to Trustees.

3.9 Heating Systems

The Health & Safety Officer will ensure that all space heating systems are suitably maintained and checked annually by a competent person. Significant defects found will be corrected as soon as possible and records of the checks will be kept.

3.10 Hazardous Substances

Domestic cleaning products and path weedkiller are the only chemicals used in Christ Church buildings. The Health & Safety Officer will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions.

Trustees will assess risks from the presence of any known asbestos in our buildings. The person supervising contractors or other third parties will provide relevant information to them. Trustees will keep records of any checks.

3.11 Manual Handling

The need for lifting or carrying heavy objects should be avoided as far as is possible. Where this is essential, precautions such as team lifting will be adopted and/or suitable lifting equipment provided. The Health & Safety Officer will arrange training where relevant.

3.12 Serving of Food

On those occasions when food is served, there must be a clean and disinfected work surface, and clean utensils and equipment. Food will be stored in such a way as to avoid contamination. Hand-washing facilities and suitable arrangements for the disposal of waste will be provided. The Cedar Tree café has an agreed set of operational procedures. Hygiene certificates are to be displayed.

3.13 Slips and Trips

The Health & Safety Officer will implement suitable precautions to prevent slips or trips, taking account of any difficulty that the frail, elderly or disabled may have in negotiating access. The Health & Safety Officer will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, handrails or lighting) remain adequate. The Health & Safety Officer will advise Trustees of any significant defects identified, keeping records of the checks made.

The Health & Safety Officer shall arrange that pathways are kept clear of ice in winter weather.

3.14 Tower Access

The bell chamber may only be accessed by authorized people. Access to the ringing chamber is permitted under the authority and oversight of the Tower Captain and Ringing Master.

3.15 Access to Church Roof, Roof Voids

Part of the roof access is un-guarded. No unauthorised person may go into these areas, and no-one may exit the tower at roof level unless accompanied.

3.16 Access to Apse under croft/boiler room

The access stairs are narrow, steep and ill-lit. Those unfamiliar with the access must be accompanied by someone who is familiar.

3.17 Working at Height

Where possible the need for working at height should be avoided. Where this is not practicable, the Health & Safety Officer will ensure that any work is properly planned and precautions implemented, including where necessary the provision of any training and checks to ensure the safety of any equipment used.

5.18 Work Equipment

Any work equipment (including any hand tools) provided will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe and are stored securely. The Health & Safety Officer will keep records of any checks made.

5.19 Working Alone

The Health & Safety Officer will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety.

5.20 Areas banned to single access

No one should go above the clock chamber floor level in the tower, including access to the church roof, or into any of the concealed spaces below the floor of the church building or into the cellars beneath the pavement unless accompanied by at least one other person.