



Health & Safety

Notes from a meeting held on 3rd July 2007

Policy Implementation:

1. PCC approved policy – now we need to find designated persons to fulfil roles and then
2. Provide the DP's with a copy of the Policy with their area highlighted, a copy of the risk assessment guidance notes, risk assessment forms and any further information available specifically for their area.
3. Ask DP's to complete assessments over the summer.
4. After completion re-check the assessment of church premises provided by Ecclesiastical insurance notes, including the fire safety risk assessments.

Suggested DP's:

By Activity

Accident Book/Accident Reporting (1) including First Aid Box	Margaret Taylor
Fire Extinguishers (2.1)	Stephen Edwards
Emergency Evacuation (2.4)	Stephen Edwards
Portable Electrical Appliances (3.1)	Stephen Edwards
Fixed Electrical System (3.4)	Rick Tidsey
Gas Equipment (4)	Seymour Blake
Hazardous Substances (5)	Joyce Royle
Plant and Equipment (6)	George Vernon
Condition of Floors and Stairs (7.1)	Linda Mellis
Condition of Churchyard (7.2)	George Vernon
Light Bulb Changing (8)	Rick Tidsey
Working at High Levels (9)	Rick Tidsey
Food Preparation (10)	ask...
Manual handling (11)	Colin Best
Display Screen Equipment (12)	Stephen Edwards
Building Defects/Glazing (13)	Colin Best
Child Protection (14)	Doreen Healey
Personal Safety (15)	Stephen Edwards
Contractors (18)	Colin Best
Bell Ringing (16)	n/a
Choirs/Music (16)	Dorothy Vernon
Fetes and Outings (16)	Churchwardens
Health and Safety Training	Margaret Taylor

By Area

Main body of church	Linda Mellis
Vestry	Stephen Edwards
Upper Vestry	Stephen Edwards
Organ area	Dorothy Vernon
Cellar	Colin Best
Churchyard	George Vernon
Church/Community Hall	Joyce Royle

Action Points:

1. The Assembly Point/Exit signs still need updating with proper plan of building.
2. Thermometers: oven one now in place, food temperature probe is on order.
3. Contact Fire service and ask for someone to speak to us/demonstrate. In the event of a fire the church drive would need to be clear of cars.

Further points for discussion/consideration:

1. Evacuation Drill – we should have a practice at some point after the Policy has been implemented and arrange to repeat this each year.
2. First Aiders: do we have any already? is anyone willing to be trained, how much is the cost etc. Still waiting for response from congregation.
3. Communication – some of the policy refers to volunteers in general – their responsibilities and their safety. We need to generally let congregation and parish members aware of key parts of this policy.
4. Key holders – for health and safety reasons and to comply with the Parish Child Protection Policy we need a record of key-holders with access to the building.
5. Smoking Ban in England: no smoking signs in community languages have now been put up.

Margaret Taylor
Parish Health & Safety Officer

Stephen Edwards
Parish Priest and Overall Responsibility for Health & Safety