

ALDRIDGE PARISH CHURCH

Health & Safety Report to AGM April 2009

Since the last AGM a Health & Safety team has been set up to keep health & safety matters under regular review. The team meets about every two months and reports to the Parish Church Committee. The team members are: Keith Callear, Jen Ford, Helen Gilbert, Jenny Hopley & Steve Mills. Over the year the following areas have been discussed:

Health & Safety policy document

Our policy is based on a model provided by our insurers, Ecclesiastical Insurance, and a copy is maintained in the Church Office. The policy is subject to regular review.

Implementation of risk assessments

In addition to buildings risk assessments, all groups are asked to risk assess their activities and a model risk assessment form has been produced to facilitate this.

Lone-working policy

Personal security and lone-working has been reviewed recently and the health & safety team would again remind everyone who may on occasions be in church or in the church rooms on their own to be mindful of their own safety and to follow the advice already issued.

Fire safety risk assessments and training

Steve Mills has undertaken fire risk assessments for the church and church rooms and there is now a regime for regular review and fire safety training is offered annually.

Special events and services

The health & safety team is involved in the planning and review of special events and services, eg. Christingle services and the Good Friday Walk of Witness.

If you have any concerns or suggestions about health & safety matters, please contact one of the members of the health & safety team.

General statement of policy

Our policy, so 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 endeavour 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.

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

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made. In order to ensure that Health & Safety matters are kept constantly under review, an item on Health & Safety will be on the agenda for all meetings of the Parish Church Committee and employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.