

ALDRIDGE PARISH CHURCH

Health & Safety Report to AGM April 2010

The Health & Safety team continues to meet every two months or so to keep health & safety matters under review and provides regular reports to the Parish Church Committee. The team members are: Keith Callear, Jen Ford, Helen Gilbert, Jenny Hopley and Steve Mills. If you have any concerns or suggestions about health & safety matters, please contact a member of the team or speak to one of our churchwardens.

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 an annual review and amended in consultation with the Parish Church Committee. In 2009 a few small amendments were made to give clarity and to reflect changed circumstances. All groups using the church rooms have been asked to risk assess their activities.

Accidents Accident records are maintained and reviewed by the H&S team. A few minor incidents have been recorded since the last AGM report.

Fire safety risk assessments and training Steve Mills has undertaken fire risk assessments for the church and church rooms and these are reviewed annually (latest review: March 2010). Fire safety training for staff, group leaders and the welcome team has been offered in previous years and arrangements will be made for training sessions in 2010. It is proposed that a fire evacuation drill will be conducted during a midweek evening event in church in order to assess additional risks at night.

Electrical Testing The fixed electrical installations in the church and church rooms were inspected in November 2009 (in accordance with 5 yearly inspection requirement) and Portable Appliance Testing is carried out annually.

Food Safety training A CIEH Food Safety in Catering course was organised in March 2010 and 15 church members attended. Another course will be arranged for 2011 for those who completed the course in 2008 to renew their qualification.

Special events and services The Health & Safety team continues to be involved in the planning and review of special events and services, eg. Christingle services and the Good Friday Walk of Witness.

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.