

St Peters Church  
St Peters Street, St.Albans AL1 3HG



## Health and Safety Policy

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### The site

St Peters Church, St. Peters Street, St. Albans, AL1 3HG.

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This policy does not cover the church yard, where responsibility lies with St Albans City and District Council, Civic Centre, St. Peters Street, St. Albans.

### Background

The church employs fewer than five people therefore under the Health and Safety at Work Act 1974 the church is not required to have a written policy, but it is considered prudent to have such a policy due to the nature of the premises and the volume of people who attend the site. The St Albans Diocesan Office can provide more detailed advice as to Health and Safety and Human Resource policies.

### Responsibilities for Health and Safety

The incumbent vicar has overall responsibility for Health and Safety, devolved to the Parochial Church Council, PCC. With day to day responsibility devolved to the Health and Safety officer.

### Policy reviews

The policy will be reviewed yearly, or sooner at implementation of changed circumstances. Reviews will be recorded in PCC minutes.

### General policy

The general policy is to provide a safe environment for: people to work in, worship and site visitors, and to prevent accidents, consult employees, provide adequate employee training, implement emergency procedures, provide and maintain appropriate plant, equipment and machinery and to ensure safe use and storage of substances.

Appropriate records will be kept for, employee training and consultation, accidents, fire safety tests, electrical safety test and risk assessments.

#### Asbestos log

Asbestos exists within the church building, mainly in the heating ducts buried in the floor and to a lesser extent in the walls. Before drilling, fixing or digging within the church structure the asbestos log must be consulted.

#### Employees, volunteers and visitors responsibilities

All users of the site must take all reasonable steps to ensure that individual and group activities are safe and that other people are not subject to risk by those activities.

Any Health and Safety concerns must be reported immediately via the church office for appropriate and measured response.

#### Contractors responsibilities

Contractors coming to site must have, where appropriate, their own health and safety policy, adequate insurance, appropriate and safe equipment and comply with this policy.

#### Tower

The tower captain is responsible for tower safety.

Tower access is denied at all times except by controlled access by appropriate authorised people.

#### Accidents and first aid

All accidents, slips trips and falls or use of a first aid box, must be recorded in the accident book located in signed cupboard adjacent to access doors of Octagon.

First aid boxes are located in Church office, signed cupboard adjacent to access doors of Octagon, kitchen and a small travel box held in the clergy vestry. The tower ringing chamber also has a box.

#### Risk assessments

Risk assessments will be carried out and regularly reviewed for all activities.

#### Position of related documents

All related documents are held in the health and safety file, church office, unless otherwise stated.

Health and Safety policy

Public and employers liability insurance, notice board opposite church office

Policy reviews and actions are recorded in PCC minutes

Training and consultation provided for employees

Emergency procedures, including evacuations carried out

List of fixtures and fittings

List of moveable plant with, where appropriate, electrical tests

Asbestos log together with diagrams, church office filing system

Policy to ensure safe use and storage of substances

Accident book with instructions, signed cupboard adjacent to access doors of Octagon

Fire safety tests, including tests of fire extinguishers

Risk assessments

Tower safety policy kept by Tower Captain, copy appended

Change log: Version 3, initial document, July 2010; reviewed April 2013; full review February 2016