

08/09/2009



WHITFIELD  
PARISH,  
GLOSSOP,  
DERBYSHIRE.

HEALTH & SAFETY

Organisation of health & safety

**1 Responsibility of the Vicar/Rector/ Priest in Charge**

Overall responsibility for Health & Safety is that of the Vicar  
the Revd. Colin Cooper

who will ensure that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

**2 Responsibilities of the Churchwardens**

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below:

Mr/Mrs/Ms

Jan Wilson

Mr/Mrs/Ms

Gill Dawson

**3 Responsibility of the Parochial Church Council**

The Parochial Church Council has general responsibility to ensure that the Health & Safety Policy is implemented.

**4 Responsibilities of the Health & Safety Officer**

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Mr/Mrs/Ms

Gareth Wood

The responsibility of the Health & Safety Officer (N.B. Actual responsibility is that of the Vicar and P.C.C.), shall be to, and raise awareness off:

- 1 be familiar with Health & Safety Regulations as far as they concern Parish premises and activities.
- 2 be familiar with the Health & Safety policy of intent and arrangements and ensure they are observed.
- 3 ensure so far as is reasonably practicable, that safe systems of work are in place.
- 4 ensure the Parish and Parish hall, if applicable, are clean and tidy.

5 ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut

6 ensure that safety equipment and clothing is provided and used by all personnel where this is required.

7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.

8 ensure that adequate access and egress is maintained.

9 ensure adequate fire fighting equipment is available and maintained.

10 ensure that food hygiene regulations and procedures are observed.

**5 Responsibility of employees and voluntary workers**

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1 comply with safety rules, operating instructions and working procedures.

2 use protective clothing and equipment when it is required.

3 report any fault or defect in equipment immediately to the appropriate person.

4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.

5 not misuse anything provided in the interests of health and safety.

**6 Responsible persons**

The following are responsible for safety in particular areas:

Allocate responsibilities either by the area of the church or by activity or a combination of both. Alternatively, you may wish to arrange responsibilities in some other way. (The numbers in brackets relate to the appropriate section of the Arrangements policy).

These lists are not exhaustive.

<b>Major Activity</b>	<b>St. James</b>	<b>St. Luke's</b>	<b>Vineyard</b>
Accident book/Reporting (1)	Wardens	Wardens	Peter Grandidge
Audio Visual (12)	Geoff Singleton	Tom Rank	Alan Wilson
Bell Ringing	Roy Davenport	~	~
BIG	Tim Baker	Michael Tagg	?
Brownies	~	~	Kath Galley
Cells	Richard England	Richard England	~
Child Protection (14)	Jan Wilson	Sue Leighton	Jan Wilson
Church Office	~	~	Hilary Collard
Coffee Pot	~	Lorraine Chadwick	~
COGS	Anne Williams	~	~
Condition of Churchyard/grounds (7)	Rob Moore	Sandy Booth	Peter Grandidge
Cre8tive	Colin Cooper	?	?
Crèche	Gail Fennel	Sue Leighton	?
Encounter	~	Beverley Woolley	~
Explore	~	Terry Clark	?
Fabric & Maintenance (13)	Rob Moore	Sandy Booth	Peter Grandidge
Fire Safety & Evacuation (2.1/2.4)	Wardens	Wardens	?
First Aid (1)	David Fennel ?	?	?
Fusion	~	Peter Leighton	~
Gas Equipment / Boiler room (4)	Peter Collard	Peter Collard	Peter Collard
Guides	~	~	Alyson Stevens
Hazardous Substances (5)	Gareth Wood	Peter Leighton	?
Health & Safety (18)	Gareth Wood	Peter Leighton	Gareth Wood
Karibuni	~	Alison Tagg	~
Kitchen / Food preparation & Refreshments (10)	Elizabeth Benson	Gill Booth	Elizabeth Benson
LIFE groups	Gareth Wood	Gareth Wood	~
Music Team / Choir	Gill Ellison	Carol Tuckwell	~
NXT Gen Dance	~	~	Tracey Fellows
Organ & loft	Rob Moore	Danny Tuckwell	~
Outside Events (16.1)	P.C.C.	P.C.C.	P.C.C.
Portable Electrical Appliances (3.1)	Gareth Wood	Gareth Wood	Gareth Wood
Revelation Live	Richard England	~	~
See & Know	Kathy Leason		
Services	Wardens	Wardens	Wardens

