

# Kilgarriffe Union of Parishes

## HEALTH AND SAFETY POLICY

Approved by the Select Vestry on ....

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## PARISH SAFETY STATEMENT

The Select Vestry of the Kilgarriffe Union of Parishes is committed to protecting the safety, health and welfare of its clergy, employees, voluntary workers, parishioners and visitors to parish properties insofar as is reasonably practicable.

The parish properties and graveyards embraced by this safety statement are Kilgarriffe Church and graveyard, Clonakilty P85 DV27; Church of the Ascension, Timoleague, P72 T282, Canon Fleming Hall, Church Road, Timoleague, P72 N271; All Saints Church and graveyard, Kilmalooda, P85 RD28, St John the Evangelist, Courtmacsherry, P72 KX06 and the Parish Hall, Clonakilty, P85 XC64; The Rectory, Gulane, Clonakilty, P85 PN29.

The Select Vestry will determine and maintain appropriate policies on safety, and welfare for all parish activities both in and outside the parish properties. In order to fulfil this commitment, the Select Vestry will identify and evaluate, and then eliminate or reduce all hazards to which its clergy, employees, voluntary workers, parishioners and visitors may be exposed.

The Select Vestry will follow the under noted policies to identify and control risks:

1. Carry out a safety inspection of all parish properties regularly and identify any hazards that might expose any user to risks of injury or property damage.
2. Implement a programme of risk assessment and reduction, to eliminate or reduce the risks identified during these inspections.
3. Provide and maintain safe methods of access and egress from the properties for all users having regard to statutory requirements.
4. Provide as far as is reasonable, resources of time, personnel, training and finance necessary to support the safety standards adopted in the safety policy of the parish, and encourage and integrate a climate of health and safety into all parish activities.
5. Consider the special risks that may arise during parish events, fetes and concerts, and address the safety issues in advance of the event.
6. Review the safety statement regularly to, update the policy, and take into account any changes in parish activities or premises.
7. Consult with the Rector, parishioners, employees, voluntary workers and parish and diocesan committees on health and safety and organisational matters.
8. Make copies of the parish safety policy available to parish committees, parishioners, clergy and any other persons who are entitled to see it.
9. If deemed necessary, to appoint parish safety officers and/or obtain competent outside advice on health and safety matters.

This statement was discussed and approved by the Select Vestry on ...

**Signed: Rev. Kingsley Sutton** (*Chairperson of the select vestry*)

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## **RESPONSIBILITIES**

The Select Vestry is responsible for compiling, approving and maintaining the Health and Safety policy of the parish, and is also responsible for ensuring that all clergy, employees, voluntary workers, parishioners and visitors are informed of, and adhere to it.

The Select Vestry have appointed the Church Wardens and nominated officials of the Halls and Graveyards to carry out the safety audits and to monitor compliance with the agreed safety policy on a day-to-day basis.

## **DUTIES OF THE SELECT VESTRY**

The Select Vestry and the parish safety officers have the following duties:

To ensure, as far as possible, that the provisions of the parish safety statement are observed on a day-to-day basis.

To ensure that the Safety Statement is brought to the attention of all clergy, employees, voluntary workers, parishioners, visitors and contractors and ensure that they act in such a way that their actions do not put either themselves or others in danger.

To ensure that the Safety Statement is revised regularly and whenever necessary to reflect changes and developments in parish properties or activities.

To organise and document the safety audit each year.

To ensure that appropriate supervision is in place to monitor and control the parish activities and events.

To establish an emergency evacuation procedure, ensure that all escape routes are properly marked, that access to emergency exits is not obstructed, and that assembly points are clearly marked.

To ensure that all employees and voluntary workers are given safety training appropriate to the risks to which they are exposed.

To investigate all accidents or near accidents, to clergy, employees, voluntary workers, parishioners, visitors, and contractors. Record the circumstances and plan to avoid a recurrence.

To ensure that the safety matters arising from parish events, fetes and concerts are considered and addressed before the event takes place.

## **DUTIES OF EMPLOYEES AND OTHERS**

Employees, clergy, voluntary workers, parishioners, visitors and contractors are required to co-operate and assist fully in the observance of, and compliance with, the commitments in the parish safety policy.

All parishioners and users have a duty to report any perceived hazard or dangerous practice to the Select Vestry or safety officer.

Employees and others are reminded of their own obligations under the Act to preserve their own safety and that of other parish users and visitors.

**Employees** are entitled under the Act to appoint if they wish, a safety representative to co-ordinate their views on safety matters, and to represent the other employees in any safety related discussions with the select vestry.

## **CONSTRUCTION, MAINTENANCE AND REPAIR WORK.**

The Select Vestry recognises that particular hazards may occur when work of this nature is being carried out at parish premises.

General and overall responsibility for regulating persons who undertake such work, whether contractor or direct employee, remains with the select vestry.

When engaging any **contractor** to carry out work the Select Vestry will -

- Bring the requirements of this safety statement, insofar as it affects them, to the attention of the contractor.
- Ensure that the contractor is aware that he is required to comply with the parish safety statement and must do nothing that will compromise or oppose the parish safety rules and evacuation procedures.
- Advise the contractor of any special hazards or features at the premises that might endanger his health or safety or that of his employees.
- Require the contractor to submit a copy of his site safety plan before any work starts. The contractor must prepare this in compliance with the relevant Safety, Health and Welfare at Work (Construction) Regulations. It must deal specifically with the work in hand, site access and exit, fencing and security of the work site and any other matter that is required to recognise the shared nature of the premises during the work.
- Require the contractor to submit a copy of his insurance policy before any work starts to make sure that it is up to date, relevant for the work to be done and protects the Select Vestry.

When engaging any **employee/volunteer** to carry out work the Select Vestry will –

- Bring the requirements of this safety statement to the attention of the employee.
- Ensure that the employee is aware that he is required to comply with the parish safety statement and must do nothing that will compromise or oppose the parish safety rules and evacuation procedures.
- Advise the employee of any special hazards or features at the premises, or in the work that he is required to do that might endanger his health or safety or that of other parish users or members of the public.
- Ensure that the employee has adequate training to enable him to perform the work.
- Ensure that adequate protective clothing and equipment is provided and worn.
- Ensure that any equipment, ladders, machinery, and materials are in good condition and suitable for the work involved.

## **OTHER PARISH POLICIES**

The Select Vestry and the parish also maintain policies and procedures relating to

- Protection of children and young people from physical, sexual and emotional harm. (Safeguarding Trust.) Details of this policy may be obtained from the Select Vestry on request.
- Data Protection Policy
- Communications Policy
- Grievance Procedures Policy
- Working in Partnership with Parents/Guardians Policy
- Prevention of Bullying and Harassment Policy

## **SAFETY AUDIT**

A safety audit will be carried out at least every two years, and more frequently when deemed necessary, of all parish property, grounds and boundaries and of any graveyards or other property for which the parish holds responsibility. The audit will identify potential hazards, state how they may be eliminated or reduced to an acceptable level and to record the findings in a hazard identification sheet.

- The parish properties and lands will be inspected each year in January to identify the hazards in
  - the perimeter, entrances, and approaches
  - the grounds graveyards and any parish lands
  - the buildings and services of any parish properties
- The safety audit will consider the parish activities, whether in or outside of the parish, or while travelling to parish organised events or activities, identify the hazards that may arise and record them in a hazard identification sheet.
- Fire Safety Planning
  - Extinguishers will be installed where necessary and serviced at least annually.
  - Emergency evacuation procedures will be decided, clearly documented, and published.
  - All emergency exits will be checked and clearly marked.
  - Access to exits will not be blocked or obstructed.
- All heaters, cooking and kitchen equipment, and fixed heating and electrical installations will be checked and regularly and serviced where necessary.
- All ground maintenance and cleaning tools, equipment and ladders will be checked and serviced regularly.
- Surfaces with a potential for trips and falls such as broken steps, uneven surfaces, loose floor coverings, staircases, floors, and pathways will be examined and repaired as soon as possible.
- Graveyards, pathways, driveways, headstones, trees and grounds will be examined.
- Safety training needs, if appropriate, will be determined and provided.
- Determine what personal protective clothing and equipment is necessary for the safer performance of employee duties.

## **SAFETY AUDIT REPORT**

A written record of this safety audit will be prepared by the person(s) inspecting, submitted to the attention of the select vestry and a permanent record kept within the parish safety policy file

The safety audit report will include details of the following:

- Premises and locations inspected.
- Date of inspection.
- Details of who carried out the inspection.
- Hazards identified and their risk of injury.
- Remedial action(s) to be taken.

The report will be signed by the person(s) who undertook the inspection and counter signed by the chairperson of the select vestry.

**APPENDIX (A)**  
**HAZARD IDENTIFICATION SHEET**

The parish properties and graveyards embraced by this safety statement are Kilgarriffe Church and graveyard, Clonakilty P85 DV27; Church of the Ascension, Timoleague, P72 T282, Canon Fleming Hall, Church Road, Timoleague, P72 N271; All Saints Church and graveyard, Kilmalooda, P85 RD28, St John the Evangelist, Courtmacsherry, P72 KX06 and the Parish Hall, Clonakilty, P85 XC64; The Rectory, Gulane, Clonakilty, P85 PN29.

Building / Grounds Inspected :	
Date of Inspection :	
Inspected carried out by:	
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<b>HAZARD</b>	<b>RISK</b>	<b>REMEDIES NEEDED</b>

HAZARD	RISK	REMEDIES NEEDED

Page \_\_\_\_\_ of \_\_\_\_\_

Signed by (Inspector(s)) : \_\_\_\_\_



## APPENDIX (B)

### DEFINITIONS

#### **Employed person**

means:

- (a) any **employee**;
- (b) (i) any person supplied to or hired or borrowed by us or on our behalf.

Or

- (ii) any work experience student or youth training scheme participant while under **our** direct control or supervision.

#### **Employee:**

means any person under a contract of service or apprenticeship with **us** and **authorised volunteers**.

#### **Authorised volunteers:**

means a person who offers to undertake a task without being paid.

### EXEMPTIONS

#### **The main areas that are not covered under our policy:**

- The alteration, construction, demolition, maintenance (other than routine maintenance) of the **premises** or work in or on the buildings at a height exceeding **6 meters** from ground level.
- The use of power-driven woodworking machinery including chainsaws other than portable handheld tools.
- Tree felling or lopping.
- Farming or any farm related activity.
- Work involving the use of scaffolding.
- Work involved in welding.