



# The Parish of Yate

The Diocese of Bristol

*St. James' Church, Westerleigh,*

*St. Mary's Church, Church Road, Yate*

*St. Nicholas' Church, Abbotswood, Yate*

*St. Peter's Church, Wapley*

## HEALTH & SAFETY POLICY

Version 1.1

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*Ian Wallace*  
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THE DIOCESE OF BRISTOL

## The Parish of Yate

### Health & Safety Policy



## 1. Background

The PCC of the Parish of Yate understands that we owe a duty of care to ensure the safety of those who visit or use our churches, offices, halls and churchyards. We are also aware that we have to meet the requirements of health and safety law. This policy has been developed to ensure, so far as is reasonably practicable, that:

- our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for.
- our buildings are properly maintained to minimise any health and safety risks

## 2. Definitions

- i. The Parish – refers to the Parish of Yate which incorporates St. Mary's Church, Yate, St. Nicholas' Church, Abbotswood, St. Peter's Church, Wapley and St James' Church, Westerleigh.
- ii. PCC – refers to the Parochial Church Council of the Parish of Yate, which acts as the Trustee body for the parish and therefore carries the legal responsibility for its activities
- iii. DCC – refers to the local District Church Councils for each of the four churches within the Parish. They act as sub-committees to the PCC
- iv. Church Wardens – refers to those elected at the Annual Parish Church Meeting to be the Bishop's Officers responsible for one of the four churches within the Parish
- v. Staff - refers to all those employed the Parish of Yate PCC or by the Diocese of Bristol and assigned to the Parish of Yate, other than external contractors engaged on a contract for the provision of services
- vi. PHSO – the Health & Safety Officer appointed by the PCC to oversee health & safety practice across the Parish

### 3. Our Aim/ Policy

The PCC aims, so far as is reasonably practicable:

- 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.
- to ensure 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.

To that end we will ensure that:

- we build a culture where the health & safety of all who enter our premises is treated with the importance it requires
- we will appoint an officer of the PCC (the PHSO) to have specific responsibility for this policy and its implementation.
- we define clearly the responsibilities for implementing the different aspects of good health & safety practice. This will involve ensuring that appropriate arrangements are made by the Church Wardens or their delegated representatives to ensure that the buildings for which they are responsible are safe. An outline division of responsibilities is set out in Appendix 1 of this policy
- we will implement good health & safety practice and any relevant statutory provisions where they apply. A guide to the arrangements that need to be made as part of good health & safety practice is set out in Appendix 2 of this policy
- we will keep health and safety matters under review as a periodic agenda item at meetings of the PCC.
- we will monitor the effectiveness of the policy by requesting a review of the workings of the policy at least every three years and will amend the policy where we believe it is no longer effective, or in light of any changes to our buildings or activities, or where otherwise recommended to make a change.
- we will give proper regard to the Health & Safety advice of Ecclesiastical Insurance Co (or whichever insurer we are using at the time)
- we will ensure that a general risk assessment is developed for all standard church activities and reviewed by the PHSO and the leader responsible for that activity on a periodic basis. It is recognized that the time-frame between each review will depend on the nature of the activity and the level of risk involved and will be determined by the PHSO.
- we will ensure that a health & safety risk assessment is developed for all new events and all non-standard services prior to the event taking place and is filed with the PHSO. Events will not be allowed to proceed unless this is done or if, in the decision of the PHSO the risk of harm is too great and has not been adequately mitigated
- we will ensure that each employee or volunteer understands their duty to exercise personal responsibility for their own safety and that of others and will bring this policy to their attention.
- we will consult employees and voluntary workers on a regular basis in order to seek their views on health and safety matters

- we will endeavour to ensure that everyone involved with the church plays his or her part in the implementation of this policy.
- we will ensure that training is provided periodically in good health & safety practice, in the writing of risk assessments and in the minimizing of risk
- we will post the health & safety information required by law on the notice boards at the entrance to each of our buildings and make a copy of this policy available at each of our premises
- we will assign adequate resources to achieve the objectives of this policy

  
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