

Health & Safety Policy

Information Reader Box	
Document Purpose	Policy and High-Level Procedures
Document Name	Health and Safety Policy: Policy & Procedures
Author	Property Officer
Publication Date	2025
Target Audience	All Wigan Deanery Trust, Church Wigan employees, volunteers, placements, visitors and contractors.
Additional Circulation	To be confirmed.
Description	Policy for Health and Safety
Cross Reference	N/A
Superseded Document	
Action Required	For implementation
Timing/Deadlines	November 2025
Contact Details (for further information)	Dave Blissett-Williams Wigan Deanery Trust
Document Status	
<p>This is a controlled document. Whilst this document may be printed, the electronic version posted on the intranet is the controlled copy. Any printed copies of this document are not controlled. As a controlled document, this document should not be saved onto local or network drives but should always be accessed from OneDrive.</p>	

Version Number	Date Approved	Date for Review	By Whom
1.0		November 2025	Rev'd Canon Neil Cook & Support Services Manager Kirsty Pennington

Contents

- 1 General Statement of Policy
- 2 Statement of Intent
- 3 Organisational Duties
 - 3.1 Parochial Church Council
 - 3.2 Church Wardens [and Assistant Church Wardens]
 - 3.3 Property Officer
 - 3.4 Activity & Group Leaders
- 4 Arrangements for Managing Health & Safety
 - 4.1 General Arrangements
 - 4.2 Specific Arrangements
- 5 Arrangements to deliver this policy
- 6 Distribution
- 7 Monitoring
- 9 References

1. General Statement of Policy

As a church, we understand that we owe a duty of care to ensure the safety of those who visit or use our church, hall or churchyard. We also know that, where we are an employer or control premises in certain circumstances, we must meet the requirements of health and safety law. In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy “Quick Reference Guide” to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

Our policy is 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.

This will be in accordance with good practice and any relevant statutory provisions where they apply. The Parochial Church Council (PCC) accepts its overall responsibility for this.

We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it. We will appoint a member of the PCC to have specific responsibility for this policy and its implementation. To keep matters under review, we will include ‘health and safety’ as a standing item on the agenda for all meetings of the PCC.

We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid or any changes in legislation that come into effect. It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention.

We will try to ensure that everyone involved with the church plays their part in its implementation. Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

Signed*

**On behalf of Church Wigan/Wigan Deanery Trust as agreed at a meeting on*

Date:

2. Statement of Intent

Church Wigan/Wigan Deanery Trust will:

- Establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities.
- Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our activities.
- Actively promote an open attitude to Health and Safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and review risk assessments every two years or when legally required to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for Health and Safety are allocated, understood, monitored and fulfilled.
- Ensure that tasks given to employees are consistent with their skills, knowledge and ability to perform.
- Retain access to competent advice and assistance ensuring that we are aware of relevant changes in legislation and 'Good Practice'.
- Co-operate with other charities and organisations to ensure that they are aware of any risks to their staff and other people posed by our activities, that we are aware of any risks to our staff from their activities, and that we comply with the relevant requirements of legislation.

A successful Health and Safety programme is dependent on the participation and cooperation of all employees and volunteers. It is the duty of all of us when at work:

- To take reasonable care of our own safety and of the safety of others who may be affected by what we do or fail to do.
- Co-operate with and assist so that we can all comply with our legal duties.
- to ensure we do not interfere with or misuse anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel and advancement in technologies which affect our activities.

All our Employees, Volunteers, Consultants and Contractors employed as well as External Organisations using our premises will be expected to comply with this Health and Safety Policy. A copy of it will be kept in each building of the parish and made available to others on request.

3. Organisational Duties

3.1 The Team Rector

Has overall responsibility for Health and Safety within Church Wigan.

3.2 Joint Council, PCCs, Team Vicars/Hub Leaders

Have a legal duty to ensure the health, safety and welfare of all who work at or visit Church Wigan.

3.3 Parochial Church Council

A member of the PCC is elected and will ensure that:

- The standards set out in this policy are implemented and maintained.
- Where necessary, specialist health and safety assistance is obtained.
- Any hazards reported to them are rectified immediately or made safe.
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary.
- Relevant health and safety documents and records are retained.
- They keep up to date on health and safety matters relevant to the church.
- Set a personal example on matters of health and safety.

3.4 Church Wardens [and Assistant Church Wardens]

Have the day-to-day responsibility for implementing our policy. They will ensure that:

- All employees and volunteers are aware of their health and safety responsibilities.
- Adequate precautions are taken as set out in this policy and related risk assessments.
- Adequate information and training is provided for those that need it with assistance from the Property Officer where needed.
- Any hazards or complaints are investigated and dealt with as soon as possible.
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger.
- All accidents are reported in-line with the requirements of this policy.
- Advice is sought where clarification is necessary on the implementation of this policy.
- They set a personal example on matters of health and safety.
- Copies of certificates for statutory compliance (Gas Safety Checks, PAT, EICR, Legionella, Fire Equipment Servicing & Maintenance, Fire Alarms Servicing & Maintenance, Emergency Lighting Servicing & Maintenance and where necessary Lightning Conductor Servicing & Maintenance) are being kept [sent to the Property Officer].
- Communications received from the Property Officer are passed on to the relevant people.
- Church Wardens are to arrange dates of availability for statutory compliance services to be carried out [between relevant Assistant Church Wardens and the Property Officer].

All employees, volunteers, contractors, freelancers and self-employed have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises. They will ensure that they:

- Read this policy and understand what is required of them.
- Complete their work taking any necessary precautions to protect themselves and others.
- Comply with any safety rules, operating instructions and other working procedures.

- Make safe, and report any hazard, defect or damage, so that this might be dealt with
- Inform any new employees or volunteers of known hazards.
- Attend any training required to enable them to carry out their duties safely.
- Do not undertake any repair or modification unless they are competent to do so and have the authority of the relevant body.
- Report any accident, incident, near miss and dangerous occurrence immediately.
- Do not misuse anything provided in the interests of health and safety.
- Use and maintain equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided.

3.5 Property Officer

The Property Officer for Church Wigan will:

- Ensure that contracts for buildings insurance are maintained.
- Ensure that contracts with statutory compliance service suppliers are maintained.
- Organise relevant safety checks to be booked before their expiry, communicate with the Hub/Church Wardens before the expiry date to arrange a booking date and time.
- Stand as a communication point between Hub & Church Wardens and safety check suppliers, and the insurers.
- Central point of contact, for all documentation and Health & Safety policy and procedures.

3.6 Activity and Group Leaders

Each activity has a team or a leader who are responsible for implementing the Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees/volunteers are properly trained and receive the support they need to perform their duties.

Leaders will have overall responsibility for the health, safety and welfare of those persons who report to, or who are assigned to them.

They will:

- Organise work areas under their control in such a way to ensure that all work is undertaken safely and without risks to the health and safety of employees/volunteers.
- Have a thorough knowledge of the safe systems of work with may be in operation and communicate them to their team.
- Make regular and routine inspections of the area under their control.
- Ensure that the systems for the reporting of accidents and near misses are properly carried out.
- Motivate everyone under their control to behave in a safe manner by setting a good example.
- Assist with the risk assessments and ensure they are completed prior to any event and reviewed in line with current policy.

4 Arrangements for Managing Health and Safety

4.1 General Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities.

Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. For all day-to-day Health & Safety matters, the Property Officer will be the first point of contact.

Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. The purpose will be to:

- Identify the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide on precautions/controls.
- Record finding and implement.
- Review assessments and update if necessary.

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

First Aid

We will provide adequate managed first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

Accident Reporting

Accidents (no matter how minor the injury may be), will be recorded in accident books, found in or next to First Aid box/location to be arranged at each Church/Property. Forms to be sent to H&S PCC representative as soon as possible, within 24 hours of accident.

Where necessary, the Health & Safety Executive will be informed in line with **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. The timescales for reporting and/or recording accident information is:

- Accidents resulting in the death of any person, specifies injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences must be reported without delay (fatal accidents or accidents resulting in a specified injury to a worker can be reported by telephone 0845 300 9923). **A report must be submitted to the HSE within 10 days of the incident.**
- Over-seven-day injuries, where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days. **A report must be submitted to the HSE within 15 days of the incident.**
- Over-three-day injuries will be recorded using the accident book/form and filed securely to protect any personal information. This information must be held as a record for 5 years.

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

Contractors

If we employ contractors, we make sure that they have their own Health & Safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

Record Keeping

We keep records for Health and Safety, in particular:

- Health and Safety policy with dates for review.
- Lists of individuals with key health and safety roles.
- Any risk assessments that have been undertaken, including noise, vibration, fire risk and Display Screen equipment assessments.
- COSHH assessments.
- Manual Handling operations.
- Machinery and equipment maintenance records.
- Records of lifting equipment and operations.
- Records of employment.
- Statutory compliance certificates. (PAT, EIC, Gas Safety and Fire Equipment Service & Maintenance, and where necessary Fire Alarm Servicing & Maintenance, Emergency Lighting Servicing & Maintenance and Lightning Conductor Servicing & Maintenance)
- Health and Safety record retention periods.

There are different health and safety records retention periods to be aware of, but as a rule of thumb, most health and safety records should be kept for five years. In cases of a minor involved, records need to be kept until five years after their 18th birthday.

Risk assessment records should be kept as long as the particular process or activity that the record refers to is still being performed (or until five years after the 18th birthday

of the youngest activity participant). Keeping past assessments allows for further examination, and changes and improvements to be identified.

4.2 Specific Arrangements

Asbestos

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (e.g. building contractors). We will keep records of the checks, assessments and plans we have made as per the **Control of Asbestos Regulations 2012**.

Bell Ringing

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This may include any emergency evacuation procedure; a safe means of heating; the provision of fire extinguishers, the provision of emergency lighting and the notification of safety procedures to visiting bellringers.

Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Churchyard

We will ensure that boundary walls and gates are kept in good repair. Where appropriate, we will have trees inspected by a competent person and have any necessary work carried out to make them safe. Headstones tombs and monuments will be checked regularly to ensure they are properly maintained. Where our churchyard is formally closed, we will report any concern to the Local Authority or Parish Council. Volunteers who have responsibility for groundskeeping including lawns/grassed areas, borders, verges, hedges etc, Personal Protective Equipment will be made available as per **The Personal Protective Equipment at Work (Amendment) Regulations 2022**.

Construction Work

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the **Construction (Design and Management) Regulations 2015** and comply with these if necessary.

Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed as per **The Health and Safety (Display Screen Equipment) Regulations 1992**.

Electricity

We will ensure that any electrical system as per **The Electricity at Work Regulations 1989**, fixed machine and portable appliances are inspected, tested and maintained by our approved contractors who are competent to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made.

Events

Where we intend to hold large or unusual concerts, services or other fund-raising events, we will identify any additional precautions that are necessary and implement these with the appropriate Risk Assessments from ourselves and any third parties.

Fire

We will complete a specific Fire Risk Assessment in accordance with **The Regulatory Reform (Fire Safety) Order 2005 (FSO)** and **The Fire Safety (England) Regulations 2022** and **section 156 of the Building Safety Act** to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Heating Systems

We will ensure that any oil or gas heating system is suitably maintained and checked annually by our approved contractors as per **The Gas Safety (Installation and Use) (Amendment) Regulations 2018**. Any defects found will be corrected immediately and we will keep records of the checks made.

Hazardous Substances

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified and as per **The Control of Substances Hazardous to Health Regulations 2002**.

Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person and in accordance with **The Lifting Operations and Lifting Equipment Regulations 1998**.

Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting. In all instances a risk assessment will be undertaken and appropriate training as per the **Manual Handlings Operations Regulations 1992**.

Oil Storage

Where we store large quantities of oil, we will take adequate precautions to ensure that oil cannot leak into the ground or any water course. This may include the provision of a double skinned plastic tank, an adequate bund, regular checks and proper maintenance etc as **The Control of Pollution (Oil Storage) (England) Regulations 2001** and **The Environment Agency**.

Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste as per the **Food Standards Act 1999, Food Safety Act 1990, The Food Safety Order 1991** where applicable with the correct training provided, the **Level 2 Food Hygiene and Safety Course** builds upon the foundational knowledge of the Level One Food Hygiene and Safety Course but goes into further detail regarding the safe handling and preparation of food in the catering industry. It isn't essential to do the **Level 1 Course**, but it is recommended.

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, handrails, lighting) remain adequate. We will correct any defects identified, keeping records of the checks, we make. We will have arrangements in place to manage pathways in winter weather.

Towers, Spires or Steeple Tours

Where we plan to run tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower; the control of movement within the tower; the number of Wardens available; and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.

Working at Height

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions with a risk assessment being conducted beforehand. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used as per **The Work at Height Regulations 2005**.

- All work at height must be properly planned, risk assessed, organised and supervised.
- Use the most suitable and appropriately inspected equipment.
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harness).
- Take account of the work conditions and the risks to the safety of all those at the place where the work equipment is to be used, including weather conditions.
- Ensure that those working at height are trained and competent.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained including Portable Appliance Testing. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe, checks will include but are not limited to Stiles, Feet and End Caps, Fittings, Rungs and Treads, Brackets, Hooks and Catches. We will keep records of any checks we make on a weekly/monthly basis.

Working Alone

We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety, this may include but is not limited to Providing Support and Training, Keeping in Contact and Preventing Work Related Violence.

Terrorism and Protection of Premises

Martyn's Law: Terrorism (Protection of Premises) Act 2025

Martyn's Law became law in 2025, but the Secretary of State has not announced when its provisions for places of worship will come into force. Smaller premises where 200 to 799 individuals may be present will be in the 'standard tier system'. The requirements in this tier are centred on simple, low-cost activities designed to ensure those working at premises or events are better able to reduce harm, and save lives, in the event of an attack.

Churches that fall into the "Standard Tier System" where it is reasonable to expect that between 200 and 799 individuals may be present at the same time from time to time, will be required to:

- have in place, so far as is reasonably practicable, appropriate public protection procedures that could be reasonably expected to reduce the risk of physical harm being caused to individuals if an attack was to occur there or nearby.

When the law comes into effect, the four types of procedures that we must be put in place, as appropriate and so far as is reasonably practicable are:

- **Evacuation:** the process of getting people safely out of the premises
- **Invacuation:** The process of bringing people safely into, or to safer parts of, the premises
- **Lockdown:** the process of securing the premises to prevent individuals entering or leaving the premises
- **Communication:** the process of alerting people on the premises to the danger.

Legionnaires' Disease

As an employer, or someone in control of premises (including landlords), we are responsible for health and safety and need to take the right precautions to reduce the risks of exposure to legionella. We will:

- identify and assess sources of risk
- manage any risks
- prevent or control any risks
- keep and maintain the correct records
- carry out any other duties we may have

Relevant Legislation

Duties under the Health & Safety at Work etc Act extend to risks from legionella bacteria, which may arise from work activities. They provide a broad framework for controlling health and safety at work.

More specifically, the Control of Substances Hazardous to Health Regulations provide a framework of actions designed to assess, prevent or control the risk from bacteria like legionella and take suitable precautions.

The Approved Code of Practice Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems L8 contains practical guidance on how to manage and control the risks in the system.

If you decide to employ contractors to carry out water treatment or other work, it is still the responsibility of the competent person to ensure the treatment is carried out to the required standards.

Use of Contractors

We will employ a contractor to conduct a risk assessment of all Church properties; However, due diligence will be given to ensure we are satisfied they can do the work we want to the standard we require.

Cleaning and Disinfecting the Water System

It is important to maintain the cleanliness of the water system. The mechanisms and frequency for doing this will depend on the system we have at each site and whether cleaning or disinfecting is being done routinely or because of a problem identified during monitoring.

The frequency and method of routine cleaning and disinfecting should be identified within the risk assessment. This will take account of factors such as:

- whether the system is open or closed
- the type and level of contamination
- the people that could be exposed

Describing the Controls We Need

If a risk is identified that we are unable to prevent, we will introduce a course of action. This is called a 'written control scheme' and it will help manage the risk from legionella and implement effective control measures, by describing:

- The system, for example by developing a schematic diagram
- who is responsible for carrying out the assessment and managing its implementation
- the safe and correct operation of the system
- what control methods and other precautions we will be using
- what checks will be carried out, and how often will they be carried out, to ensure the controls remain effective

We will

- ensure that the release of water spray is properly controlled
- avoid water temperatures and conditions that favour the growth of legionella and other micro-organisms
- ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or removing redundant pipework

- avoid materials that encourage the growth of legionella
- keep the system and the water in it clean
- treat water to either control the growth of legionella (and other microorganisms) or limit their ability to grow
- monitor any control measures applied
- keep records of these and other actions taken, such as maintenance or repair work

Weekly, Monthly, Quarterly

Weekly

Infrequently used equipment within a water system (i.e., not used for a period equal to or greater than **seven days**) should be included on the flushing regime. Flush the outlets until the temperature at the outlet stabilises and is comparable to supply water and purge to drain.

Monthly

The responsible person on site will take temperature readings:

- Hot water – a minimum of 50 degrees Celsius after one minute. With a TMV (thermostatic mixing valve) fitted, water temperatures at the hot tap should not exceed 44 degrees Celsius.
- Cold water – a maximum of 20 degrees Celsius or below after two minutes.

If temperatures fall outside of those specified, they should be reported to the Property Officer immediately.

Quarterly

Dismantle, clean, descale and disinfect Showers and spray taps (advised all taps) – dismantle, clean and descale removable parts, heads, inserts and hoses where fitted

Record Keeping

Keep copies of all records on the appropriate sheets which are available from the Property Officer.

Review (Risk Assessment & Remedial Action)

Arrangements to review the risk assessment regularly and particularly when there is reason to suspect it is no longer valid.

5 Arrangements to Deliver this Policy

This policy will be delivered by:

- a) The development of procedures, protocols and guidance that meet the requirements of health and safety law as applicable to Church Wigan/Wigan Deanery Trust which will be made available via the OneDrive.
- b) Ensuring management conduct suitable and sufficient risk assessments and controls for their areas of responsibility.
- c) The use of OneDrive to provide management tools to both assist managers to implement the Health and Safety management system.
- d) The provision of appropriate health and safety training such as Health and Safety Awareness, Display Screen Equipment Assessment etc. via the Safety Culture Health & Safety System.
- e) The promotion of health, safety and welfare of all employees, volunteers, placements through campaigns, communications and questionnaires.
- f) Engaging with any recognised trade union colleagues in effective consultation and actively supporting Safety Representatives in the fulfilment of their role.

6 Distribution

Employees, volunteers and placements will be made aware of this policy via the internet.

Link to this document included on the OneDrive portal.

7 Monitoring

Element to be monitored i.e. measurable policy objective
Church wide policy. Monitored by measuring compliance with the Health and Safety Management System.
Position responsible for monitoring
Health and Safety Committee via Reverend Canon/Team Rector, Joint Council, Parochial Church Council and Property Officer.
Method
Audits, Inspections, Active Monitoring.
Frequency
Frequency of meetings to be determined by the Health and Safety Committee/ Reverend Canon/Team Rector, Joint Council, Parochial Church Council and Property Officer.

8 Reference

The legislation covered in this document includes but is not limited to:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999
- HSG65 Managing for Health and Safety 2013
- INDG417(Rev 1) Leading Health and Safety at Work
- Martyn's Law: Terrorism (Protection of Premises) Act 2025.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Control of Asbestos Regulations 2012.
- Construction (Design and Management) Regulations 2015.
- The Health and Safety (Display Screen Equipment) Regulations 1992.
- The Electricity at Work Regulations 1989.
- The Regulatory Reform (Fire Safety) Order 2005 (FSO) and The Fire Safety (England) Regulations 2022 and section 156 of the Building Safety Act.
- The Gas Safety (Installation and Use) (Amendment) Regulations 2018.
- The Control of Substances Hazardous to Health Regulations 2002.
- The Approved Code of Practice Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems L8
- The Personal Protective Equipment at Work (Amendment) Regulations 2022.
- The Lifting Operations and Lifting Equipment Regulations 1998.
- Manual Handlings Operations Regulations 1992.
- The Control of Pollution (Oil Storage) (England) Regulations 2001 and The Environment Agency.
- Food Standards Act 1999, Food Safety Act 1990, The Food Safety Order 1991.
- The Work at Height Regulations 2005.