

All Saints Wick, Health & Safety Policy 2026 – 2027

154 Wick Street, Wick, Littlehampton, BN17 7JT

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 have to meet the requirements of health and safety law.

As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

The document is based on a template made available by Ecclesiastical Insurance. Further information can be found at www.ecclesiastical.com/healthandsafety.

Guidance is also prepared by the Health and Safety Executive at www.hse.gov.uk. **Environmental Health Service, Arun District Council, and the Employment Medical Advisory Service.**

General statement of policy

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. We will keep health and safety matters under review at appropriate intervals, reviewing the policy every 3 years. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

In order to ensure that health and safety matters are kept under constant review, an item on health and safety will be on the agenda for meetings of the Parochial Church Council and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters

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 his or her 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 the Parochial Church Council as agreed at a meeting on: **21st July 2026**

1. Overall responsibility for implementing our policy lies with the Priest in Charge

They will ensure that:

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

2. The Churchwardens have day-to-day responsibility for implementing the policy

They will ensure that:

- All employees and volunteers are aware of their health and safety responsibilities
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- Adequate precautions are taken as set out in this policy and related risk assessments
- All accidents are reported in-line with the requirements of this policy
- Adequate information and training is provided for those that need it
- Advice is sought where clarification is necessary on the implementation of this policy
- Any hazards or complaints are investigated and dealt with as soon as possible
- Set a personal example on matters of health and safety.

3. All employees and volunteers 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
- Report any hazard, defect or damage, so that this might be dealt with
- Warn 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
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

4. Under the leadership of the Church Wardens, the Health and Safety Officer should:

- Be familiar with Health and Safety Regulations as far as they concern church premises and ensure they are observed and that safe systems are in place
- Ensure the church is clean and tidy and also that the area around the church is properly maintained including the safety of trees and that the grass is kept cut. Adequate access and egress must be maintained at all times.

- Ensure that safety equipment and clothing is provided and used by all personnel where this is required
- Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- Ensure that adequate fire fighting equipment is available and maintained

5. Persons with safety responsibility in specific areas are noted below:

Church Wardens:	All areas of All Saints Church and Wick Hall
Child Protection Officer:	Child Protection
Health and Safety Officer:	Checking of relevant logs and records, annual check

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.

General Arrangements

Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

Our person appointed to assist us is: Phil Wotton.

Risk Assessment

We will complete risk assessments on all areas of the Church to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Activities are to be defined as they arise but as examples the following activities are typical of those that would require risk assessments.

- Ministry among children
- The use of bouncy castles
- Outdoor events
- Use of the hall
- Erection of temporary staging

For activities 1 and 2 above, the Church Insurance Company must be notified PRIOR to the activity taking place. Current Risk Assessments are stored online.

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 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.

Our first aid boxes are located in:

The cabinet closest to the main door (Church).

The cupboard with First Aid sticker (Wick Hall).

Accident Reporting

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.

Our Accident Book is kept with the First Aid Box.

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.

They must comply with all the requirements of this Health and Safety Policy and co-operate with church officials in providing a safe place of work and a safe system of operation.

Where plant and machinery are brought onto church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.

All contractors will be given detailed instructions regarding the area where they are permitted to work and the extent of the work they are authorised to undertake. This permit to work will also specify any safety precautions they must undertake.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in the Church Office and reviewed/updated at six monthly periods.

Specific Arrangements

Child Protection

Please refer to the **All Saints Safeguarding Policy** at www.allsaintswick.org.uk/safeguarding. A copy is available for inspection on the Church noticeboard in the Church and hall. A statement upholding our procedures will be made at each annual church meeting and be suitably recorded. A permanent record will be maintained of all accidents involving children.

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.

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 and comply with these if necessary. A Planning Supervisor, Designer and Principal Contractor would need to be appointed and a health and safety plan produced. We would also need to refer to our Church Architect.

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.

Electricity

We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate. Portable electrical equipment will be tested every year and a visual inspection will be carried out. Every five years our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Every five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

It is our policy not to sell any secondhand electrical goods unless they have been tested by a suitably qualified person.

Events

Where we intend to hold concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

Fire

We will complete a specific risk assessment 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 our gas heating system is suitably maintained and checked annually by a competent person registered with the GasSafe Register. Any defects found will be corrected immediately and we will keep records of the checks made. **Please read our working at height checklist.**

Hazardous Substances

We only use domestic cleaning 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.

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.

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.

Safety of Plant and Equipment

A list of plant and equipment is to be maintained

Employees and voluntary workers must not operate any plant or machinery that they are not trained and authorised to use. Persons under 18 may operate hand tools only.

In line with the Diocese policy there must be a two man operation for using ladders as default.

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, hand rails or 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. Church and Church path lighting will be checked regularly.

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. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

Working Alone

Wherever possible we have eliminated activities where an individual is at the greater risk than they would be in a normal domestic situation. We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.