# Health and Safety Policy

## Part 1: Statement of Health and Safety Policy

This Health and Safety Policy statement has been drafted to comply with the requirements of the Health and Safety at Work etc Act 1974.

GEFC recognises its statutory duties as an employer for the safety and health of its employees and volunteers whilst at work. The Parochial Church Council (PCC) also accepts its responsibility to protect visitors using the church facilities. In this respect the PCC will implement arrangements as considered necessary to ensure compliance with the Act, Subordinate Regulations, Approved Codes of Practice and Guidance.

The PCC recognises that every individual working as part of its church communities has a duty in law to take care not only of their own health and safety but also to give due consideration to the health and safety of others.

This Policy outlines how GEFC PCC manages health and safety in the workplace and provides guidance on the organisation structure and processes used in support of effective implementation of this policy.

The main objectives of the policy are to:

1. Provide adequate control of the health and safety risks arising from church activities in order to prevent accidents and cases of work-related ill health.
2. Consult with employees on matters affecting their health and safety
3. Provide and maintain safe plant & equipment.
4. Ensure safe handling, storage and use of substances hazardous to health.
5. Provide suitable information, instruction and training to employees in aspects of health and safety.
6. Ensure all employees and volunteers are competent in respect of their undertakings and provide adequate levels of training to maintain this competency.
7. Investigate and report on any accidents or cases of work-related ill health.
8. Maintain the fabric of the various Church buildings and services to ensure a safe environment and recreational spaces.
9. Implement emergency procedures in case of fire or other significant incident.
10. Provide suitable personal protective equipment where necessary.
11. Ensure that health and safety is fully integrated into the management and decision-making processes of the church.
12. Undertake a review of this policy annually.

This policy applies to all aspects of GEFC activities undertaken on the premises and extends to include employees and volunteers supporting all church activities.

The PCC and Leadership teams endorse this policy and share with their church communities a commitment to effectively implement its objectives throughout all aspects of the functions of the church.

Signed ..... Vicar

Date 29/9/26

Signed ..... On behalf of GEFC PCC

Date 26/10/26

## Part 2: Statement of Responsibilities

The overall responsibility for health and safety in the Parish rests with **the Vicar** of the Parish.

The **Parochial Church Council** (PCC) is the executive body elected by the membership of the parish which has legal responsibilities for its well-being. The PCC discusses policies, implements them on behalf of the churches and employs the lay staff.
The **PCC**, along with the two elected **Parish Churchwardens** provide support to the Vicar in discharging his day-to-day duties for health and safety and for implementing all aspects of this health and safety policy. The Churchwardens have drawn up this document along with the associated risk assessments and periodically review church procedures.

The PCC has delegated the day-to-day management of some of its health and safety responsibilities to various groups and individuals, as follows:

- The **'Little Stars' Pre-School** at Emmanuel is under the care of the Pre-School Management Committee, which has drawn up health and safety policies appropriate to the pre-school, which are implemented by the **Pre-School Leader** and reviewed by Ofsted.
  *(Note: Pre-school at St Francis is a 'dry hire' of the premises and is responsible for its own health & Safety policy.)*

- The **Fabric Committee** has significant health and safety responsibilities in terms of regular servicing and maintenance of the fabric and systems of the three Church buildings and properties, as well as managing fire precautions.

- The **Cafe & Fairtrade Shop Committee** has health and safety responsibilities for the operation of those areas of the Emmanuel foyer, supported by the **Cafe manager**, who also looks after food safety in the kitchens and keeps records of food safety training of staff and volunteers.

- The **Gardening Teams** have responsibility for the upkeep of the Church grounds and for looking after their own equipment.

- The PCC has appointed a **Parish Safeguarding Officer** who has responsibility for drawing up and managing the Parish's safeguarding policy, supported by safeguarding leads in the three churches. This includes being the first 'point-of-call' for all staff who have safeguarding concerns and referring to the Diocese as appropriate, as well as ensuring that all staff having contact with children, vulnerable adults and/or their families have received appropriate training on safeguarding issues and have the relevant DBS clearance.
  *Refer to the separate Safeguarding policy document.*

- At Emmanuel, the **Children's Pastor,** the **Youth Pastor** and the **Student Pastor** have health and safety responsibilities for the groups, activities and community groups that they run, as well as supporting the work of the Safeguarding officer.

- The **Curates** have health and safety responsibilities for any groups and worship events that they run, such as Alpha dinners, Holiday meals, etc.

- The **Operations Director and Parish Office staff** have responsibility for implementing health and safety policies in the day-to-day running of the various Church buildings and any external hires, including accident / incident reporting.

Health and safety is a standing item on the PCC agenda to enable these groups and individuals to report back.

All **staff** and **group leaders** should:

- support the PCC in their implementation of health and safety policies and procedures.
- not interfere with anything provided in the interests of health and safety.
- take reasonable care of their own, and their volunteers' health and safety.
- report all health and safety concerns to the Parish Office staff, who will pass them on to the relevant person or team.
- ensure that all volunteers (they are working with) are aware of, and follow, the precautions outlined in the policies and risk assessments.
- report any accidents, incidents or near misses in the accident book and inform the Parish Office staff swiftly, who will follow HSE guidance on further reporting.

All **volunteers** should:

- co-operate with staff and group leaders on health and safety matters.
- not interfere with anything provided in the interests of health and safety.
- take reasonable care of their own health and safety.
- report all health and safety concerns swiftly to a member of staff or their group leader.
- report any accidents, incidents or near misses in the accident book and inform a member of staff or their group leader.

It is acknowledged that the whole parish community needs to take reasonable care, both of their own health and safety and that of others around them.

**Parish personnel as at September 2026:-**

| Parish | Emmanuel | St Francis | St Clare's |
|---|---|---|---|
| **The Vicar** – Thom Jee | **Curate** – David & Ellie Huggins, Jonny Lowe, Rupert Masters<br>**Ordinands** – James Connold, Jo Franklin | **Minister** - Pelumi Adeyemi | **Minister** - James Herring<br>**Curate** – Cassie Cowan<br>**Associate Pioneer** - Michele Herring<br>**Clergy** - Becca Rimmer |
| | **Youth Pastor** – Sarah Morton<br>**Children's Pastor** – Melissa Foat<br>**Worship and Student Pastor** – Toby Wood<br>**Worship Mentor** – Rosella Caruso<br>**Pastoral Lead**- Sarah King<br>**Chaplain** – Liz Gunn | | |
| | **Trainee: Worship** – Citadel Ezeamaku<br>**Trainee: Youth** – Zeke Yates | | **Trainee: Worship** – Anna Burleigh |
| **Operations Director** – Liz Deutsch | **Parish Office Administrator** – Zoë Connold<br>**Bookings & Building Facilitator** - Fiona So | **Administrator** – Natalie Galer | **Administrator & Lettings** - Michele Herring |
| | **Cleaners** – Nicky Ashby, Keltoun Zeyouti | **Cleaner** - Oluchi Anajekwu | **Cleaner** - Lucy Smith |
| | **Café supervisor** – Lynne Wright<br>**Café assistant supervisor** – Paulina Ritchie<br>**Fairtrade shop coordinator** – Nicky Parsons<br>**Pre-School Leader** – Diana Hamilton | | |
| **Parish Churchwardens** – Adam Fox, Michael Johnston | **Deputy Churchwardens** – Nicky Parsons, Helen Gillon | **Deputy Churchwarden** - Robert Stevenson | **Deputy Churchwarden** - Debbie Marshall |
| **PCC Secretary** – Jane Godsland | | | |
| **Parish Treasurer** – David Magnuson | **Church Treasurer** – David Magnuson | **Church Treasurer** – Seth Johnson | **Church Treasurer** – Kate Ayling |
| **Parish Safeguarding Officer** – Stephen Schofield | **Safeguarding Lead** – Wendy Cook | **Safeguarding Lead** – Robert Stevenson | **Safeguarding Lead** – Debbie Marshall |
| **Fabric Committee chair** – Michael Johnston | **Fabric Lead** – Paul Franklin<br>**Gardening Team** – Peter Debenham | **Fabric Lead** - Adrian Parker | **Fabric Lead** – Debbie Marshall |

# Part 3: Particular arrangements for health and safety

This section is written primarily to cover Emmanuel and needs to be revised to include additional particular arrangements for St. Francis and St. Clare's.

**Risk Assessments**

- Risk assessments for the building and premises are reviewed annually (or when working habits or conditions change) by the Churchwarden team.
- Risk assessments for regular activities to be updated at the start of each academic year by the activity leader, (or more often if circumstances change) and received by a named representative of the PCC – usually one of the Churchwarden team. Hard copies to be filed in the relevant Church Office.
- Risk assessments for specific activities are compiled by the relevant activity leader and received by a representative of the PCC in advance of the activity taking place. Hard copies to be filed in the relevant Church Office.

**Training**

- We give visiting contractors a health and safety induction and provide appropriate site-specific information regarding fire procedures, smoking policy, working at height, asbestos awareness and electrical safety, as well as information on any young people's activities and the pre-school.
- We will provide personal protective equipment where relevant, including (but not limited to) aprons for kitchen staff and gloves for cleaning staff.

**Consultation**

- We will consult staff routinely on health and safety matters, both as they arise and formally when we conduct reviews of health and safety (i.e. Display Safety Equipment assessments).

**First Aid**

- First aid kits are located in several places around the Church buildings and are maintained by the Church Office staff.
- At least one member of staff will be trained for a 3-day First Aid at Work qualification, supported by at least one other staff member with a 1-day Emergency First Aid at Work Course.

**Fire risk assessment**

- This is a separate, stand-alone document for each Church Building, which is reviewed regularly.
- We ensure escape routes are well-signed and kept clear at all times.

**Servicing and routine maintenance**

- Fire alarm – tested weekly by volunteers, serviced every 6 months
- Fire extinguishers – checked monthly by volunteers, serviced annually
- Lightning protection – inspected every 5 years.
- Electrical installation – tested every 5 years by Electrical Inspector.
- PAT testing – regular testing by in-house volunteers.
- Lift – serviced every 6 months.
- Boilers – serviced annually
- Lighting fixtures – maintained as required by in-house volunteers.
- Emergency lighting, including exit signs – tested monthly / annually by in-house volunteers.
- Fire doors – (inspection regime yet to be instigated)
- Kitchen extract / ducts / split unit – serviced annually
- Ovens – annually reviewed, professionally cleaned as required
- Dishwashers – serviced and repaired as required

**COSHH procedures**

- COSHH procedures are reviewed annually and managed by the Parish Office staff, in conjunction with the cleaners.

**Work at height**

- The churches own a range of stepladders for low level work. These are looked after by the fabric team and inspected regularly by our ladder inspector.
- Work at any higher level is carried out by PASMA-trained volunteers only, using the Church's own access tower. PASMA certification is renewed every 5 years.

**Display screen equipment**

- Staff are encouraged to self-assess their desk and working conditions and report back via their line manager. Additional equipment is made available as required, through the Churchwardens.

**Lone working**

Lone working is generally discouraged - the need for staff and volunteers to work alone should be avoided as far as reasonably practical. (A regular exception is the cleaning staff, who prefer to work at times when the building is not open, and who carry their own portable alarm unit.)

- Lone workers must always have some means of communication with them in the event of an emergency. A portable personal alarm is kept in the Emmanuel vestry for this purpose.
- Lone workers should be aware of the location of the first aid equipment.
- Lone workers should be aware of their nearest emergency exit.
- Outer doors to be kept locked when lone working, to ensure intruders cannot access the building.
- Lone workers should take all reasonable steps to ensure their own safety.
- Lone workers should inform the Parish Office or Churchwardens as soon as possible of any incidents or concerns.

**Extraordinary events**

The PCC and clergy will refer to and follow the advice provided on the websites of the Diocese of Guildford and the Church of England.

**Legionella control**

A regime of regular flushing and temperature checks is yet to be implemented.

**Asbestos**

An asbestos survey was carried out at Emmanuel in 2011, after which some remedial asbestos cleaning work was undertaken, leaving only two areas of possible asbestos. These were re-inspected in 2020.

- Heating pipes under Old Church floor – the ducts for these were sealed by a specialist contractor in 2011 and labelled. No further action is required until the floor coverings in the Old Church are lifted.
- Safe in vestry – this is installed in the wall. No action is required until it is removed.

# Part 4: Risk Assessments - Emmanuel

This section is written primarily to cover Emmanuel and needs to be revised to include additional particular arrangements for St. Francis and St. Clare's.

At time of writing, the following risk assessments exist and are stored electronically (SharePoint), with hard copies in the Emmanuel Church office:-

General premises risk assessments on file include:

- Main Church, Gallery and Gallery room
- Old Church
- Old Church kitchen
- Parish centre
- Café and kitchen, including for work experience students
- Sports Hall
- External areas – gardens and car park
- Use of AV & Lighting equipment
- Use of candles
- Use of baptistry
- CoSHH

Regular activity risk assessments on file include:

- Creche Church
- Mini's Church
- Kids' Church
- Youth Club
- Youth Rooted
- Youth Forged
- Weekday creche
- Teddies
- The Table
- Friendship Club
- Fitness classes

Risk Assessments for specific events (adhoc and annual) are generated and are stored electronically (SharePoint), with hard copies in the Emmanuel Church office (e.g. Barn dance in main Church, Kids' Church bowling, Friendship Club outing, Family fun afternoon – this list is not exhaustive).

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