

# ALLSAINTS

## WOODFORD WELLS

<b>Title</b>	Health and Safety Policy
<b>Owner</b>	Operations Manager
<b>Issue Date</b>	February 2017
<b>Reviewed By</b>	Bob Darby and Rachel Whitelegg
<b>Approved By</b>	PCC
<b>Approved Date</b>	February 2017 May 2018 May 2020 March 2024 March 2026
<b>Next Review Due</b>	March 2027

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## SECTION 1

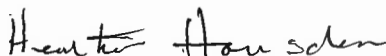
# General Statement of Health and Safety Policy

**This is the Health and Safety Policy Statement for The Parish of All Saints' with St. Andrew's.**

It is All Saints' with St. Andrew's policy to:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and to give them adequate training;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions; and
- Review and revise this policy as necessary at regular intervals.
- All employees and volunteers are required to:
  - Co-operate with their supervisor/manager on health and safety matters;
  - Not interfere with anything provided to safeguard their health and safety;
  - Follow any system of work implemented to protect them and to generally take reasonable care of their own health and safety; and
  - Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- Ensure adoption of appropriate health & Safety policy by all **External Hirers**

Signed:



**Heather Housden**  
Churchwarden



**Nick Gray**  
Churchwarden

On behalf of the **All Saints' Parochial Church Council (PCC) - Church of England**

Date: 17th March - 2026

Review Date: March 2026

## SECTION 2

# Responsibilities

1. Overall and final responsibility for health and safety is that of the **PCC**.
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Operations Manager**. Throughout this document 'Operations Manager' can refer to anyone to whom they have delegated the specific responsibility.
3. To ensure health and safety standards are maintained/improved, members of the **Management Team**, comprising the **Senior Management Team (SMT)** and the **Senior Staff**, have responsibility for their areas.

### Churchwardens/Treasurer

Heather Housden (SMT)  
Nick Gray (SMT)  
Frank Hawkins (SMT)

### Management Team

Clergy / Leadership  
Paul Harcourt (SMT)  
Becky Harcourt (SMT)  
Mark Castleton (SMT)  
Jacob Farley (Senior Staff)  
Josh Green (Senior Staff)

### Senior Staff

Colette Vickers  
Ella Cox  
Fiona Green  
Justin Lau  
Lin Button  
Rachel Whitelegg (SMT)  
Raissa Figueiredo  
Tibz Adeniyi

## Section 3

# Health and Safety Arrangements

### 3.1 Risk Assessment

The **Operations Manager** has been nominated as the person who will oversee the carrying out of risk assessments in the workplace. The **Operations Manager** will adopt a pro-active approach by conducting a systematic and up-to-date risk assessment of all areas of the organisation. These risk assessments will establish what needs to happen in each area; will cover all foreseeable hazards; and will be formally communicated to the **PCC**. This is a practical exercise that will lead to the implementation of necessary improvements in the design of the workplace and the way in which work is organised.

Action required to remove/control risk will be approved by the **PCC** and the **PCC** will work with the **Operations Manager** to ensure the required action is taken. The **PCC** will periodically check that the implemented actions have removed/reduced the risks.

The **PCC** will review the general and fire risk assessments and Health and Safety Policy every 12 months. Specific assessments such as COSHH assessments may be subject to less frequent review (as stated on the assessment) or when significant changes to work activities occur (whichever is soonest) to ensure that they remain relevant to the needs of staff, the organisation and legislative requirements.

The PCC recognises that improving health and safety standards is an ongoing process.

### 3.2 Consultation, Monitoring and Inspection

As part of the risk management process, we are committed to consulting directly with employees and volunteers in health and safety matters via the **PCC and members of the Management Team** (see Section 2 – Responsibilities).

**The Operations Manager** will complete a periodic Fire Safety and Health and Safety Inspection of the site where staff will be encouraged to talk freely about any health and safety issues or concerns that that may have arisen or ideas for improving safety standards in The Parish of All Saints' with St. Andrew's. However, staff are asked to discuss any immediate health and safety concerns promptly via **their manager or supervisor**.

All reports will be circulated to the **SMT** who will report periodically to the **PCC** who themselves will share the findings with staff as necessary.

### 3.3 Safe Plant and Equipment

The **Operations Manager** will be responsible for identifying all equipment/plant needing maintenance and for ensuring effective maintenance procedures are drawn up. The **Operations Manager** will also be responsible for ensuring that all identified maintenance is implemented and recorded.

Any problems found with plant/equipment should be reported to the **Operations Manager via managers or supervisors.**

The **Operations Manager** will check that any new plant and equipment meets health and safety standards before it is purchased.

### 3.4 Safe Handling and Use of Substances

The **Operations Manager** will be responsible for identifying all substances that need a COSHH assessment and, utilising competent assistance where necessary, will complete the assessments. The **Cleaning Supervisor** will ensure that all actions identified in the assessment are implemented.

The **Operations Manager** will check that any new substances can be used safely before they are purchased and will review the COSHH assessments every 12 months or when significant changes to work activities occur (whichever is soonest), to ensure that they remain relevant to the needs of staff, the organisation and legislative requirements.

### 3.5 Information, Instruction and Supervision

At ASWW, the **Health and Safety Law Poster** is on display in the **Resources Room**, near the Atrium Reception Desk **and in the Parish Office**. At St Andrew's it is on display within the entrance/hall area. Anyone can refer to these as well as any member of the Management Team in the event of needing health and safety advice.

The Parish of All Saints' with St. Andrew's has access to competent external Health and Safety advice and the **Operations Manager** is responsible for seeking such advice when necessary.

In the event of employees and volunteers working at locations under the control of other employers, **their line manager** will also ensure they are given relevant health and safety information.

### 3.6 Competency for Task and Training

An important part of the PCC's policy is the commitment to provide staff and volunteers with appropriate health and safety training so that they can fulfil competently their health & safety responsibilities - including participating in the risk assessment process.

The **Operations Manager** has been nominated as the person who will oversee the delivery of health and safety induction training in the workplace and **managers** will ensure relevant job-specific training is provided. A key element to achieving safe work practices is knowledge and information. All staff, including temporary workers, will receive health and safety training. This training will include induction training for new staff, as well as on-going health and safety training for staff on more specific issues associated with their work. Health and safety training will cover all the foreseeable hazards to which employees are exposed and safety measures that must be taken to protect everyone's health and safety.

If you are required to undertake a task for which you feel you are not competent and where your health or safety might be put at undue risk, you are required to report this immediately to **your manager or supervisor** so that appropriate remedial steps can be taken.

The **Operations Manager** will identify, arrange and monitor training requirements and ensure adequate training records are maintained. These will be held securely with the **Operations Team**.

### 3.7 Accident/Incident Reporting and Work-Related Ill Health

The reporting of certain injuries, diseases, dangerous occurrences and related staff absence or incapacitation (for more than seven days) is a statutory requirement and must be reported to enforcing authorities.

Therefore, all staff and volunteers are required to report any incident, accident, work-related ill health absence or dangerous occurrence via the available Accident/Incident Report Forms where this hasn't already been covered by a first aider completing an accident report form. In this circumstance **staff** are responsible for notifying all incidents to **their manager or supervisor** who will undertake a formal investigation supported by the **Operations Manager**. All documentation will be retained for a **minimum of three years**. The investigation is not to apportion blame, but to establish root causes so that future accidents can be prevented. The **Operations Manager and Senior Management Team** are responsible for acting on investigation findings to prevent a recurrence.

The **Operations Manager** is responsible for reporting defined injuries, diseases and dangerous occurrences reportable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)** to the enforcing authority, via the HSE Reporting Telephone Line or the online form F2508 (visit [www.HSE.gov.uk](http://www.HSE.gov.uk) for details).

First aid boxes are held in the following locations:

- All Saints'
  - Church Resource Cupboard (x2)
  - Hall (Incl. Children's Kit)
  - Atrium
  - Kitchen (x2)
  - Lower Meeting Room
  - Youth Kitchen
  
- St Andrew's
  - Kitchen

The **Operations Manager** is responsible for ensuring:

- all first Aid boxes are maintained with the required contents
- there is an adequate number of trained first aiders across all departments
- that there is a First Aider present at all All Saints' / St Andrew's events
- that there is a First aider on site for all occasions where the site is occupied, other than when there is only an unattended hirer(s) on site

Where a first aider provides first aid, they must make a written record of this on an accident form which is found in a plastic wallet alongside each first aid box. This should be written as soon after administering the first aid as possible and should provide a detailed report on the incident, the first aid provided, any advice given and any onward referral made. Once completed the form should be sealed in an envelope, also found in the plastic wallet, and taken to the All Saints' office and handed to the Operations Manager. If the office is locked and the Operation Manager is not present, the envelope should be pushed under the office door.

Where there were witnesses to an accident or where those involved in the accident have additional information that can help the situation be understood more clearly, they should be asked to provide a written report which should be given to the Operations Manager as soon as possible after the accident.

Where an accident or incident results in an injury of a more serious nature which requires attention by a doctor or a visit to a hospital, the Operations Manager must make a report of the incident to All Saints' insurers.

### 3.8 Emergency Procedures – Fire and Evacuation

The **Operations Manager** is responsible for ensuring a fire risk assessment is undertaken and implemented.

Escape routes will be checked daily by a member of the **Operations Team** and **all staff and volunteers** will ensure that the routes remain clear at all times and that internal fire and smoke doors remain closed, other than for access.

Appropriate numbers and type of fire extinguishers will kept on site and will be inspected, tested and security sealed by a competent contractor **every 12 months**. The **Operations Manager** will check the extinguishers monthly.

There is an electric fire alarm onsite. On activation, the premises are immediately evacuated in accordance with the site Emergency Plan to the:

- **Main Assembly Point over Inmans Row to Woodford Green, or**
- For Vulnerable individuals and groups the **Secondary Assembly Point in the Front Vicarage Garden** (avoiding the road)

The Chief Fire Marshall is responsible for:

- accounting for all staff;
- calling the fire brigade (by use of a mobile phone); and
- warning adjacent premises (if appropriate)

Fire extinguishers are provided primarily to facilitate escape but may be used **by trained staff only** to deal with small fires, only if safe to do so.

A fire drill will be completed **at least annually**, and a record of training maintained by the **Operations Manager** in the **Fire Safety Logbook**.

## Section 4

# Health and Safety Arrangements (External Hirers)

### 4.1 External Hirers

It is recognised that many external hirers have their own Health & Safety (H&S) policy. The governing principle is that external hirers shall comply with their own H&S policy at all times, and if there is any material variance between the External Hirer's policy and the All Saints' policy, the latter shall take precedence, unless otherwise agreed by the Operations Manager.

All External Hirers are required to sign a hire agreement, the terms and conditions of which detail key responsibilities with respect to H&S. The agreement differentiates between Attended Hirers and Unattended Hirers.

In practical terms, this means that All Saints' require the following for all External Hirers:

1. There is always a nominated person on site who is responsible for H&S
2. Risk Assessments are carried out where appropriate.
3. Any H&S issues are reported promptly to the Operations Manager
4. Any use of All Saints' first aid supplies is reported to the Operations Manager
5. Immediate evacuation of the premises in the event of the Fire Alarm sounding

In addition, for Unattended Hirers:

6. Are familiar with All Saints' Emergency Plan
7. Have at least one first aider on site
8. Any incidents and/or accidents are recorded on an All Saints' Accident/Incident Report Form.