



## ST JOHN THE APOSTLE & EVANGELIST, WATFORD

### HEALTH & SAFETY POLICY

#### **Policy Statement**

The Parochial Church Council ('PCC') of the parish of St John the Apostle & Evangelist, Watford, has obligations arising from the Health & Safety at Work etc. Act 1974 (the 'Act') and this policy has been developed to inform employed staff and officers of the general policy in place. The Act and the resulting obligations are intended to protect individuals from an occupational health and safety perspective.

Members of staff and officers of the PCC are requested to familiarise themselves with the matters set out below.

#### **Duties of the PCC**

The PCC is concerned for the health, safety and welfare of its members of staff at work and will observe the terms of the Act and the terms of any regulations made under it from time to time. The PCC will keep under review any measures that may from time to time become necessary in order to ensure the health and safety of all staff and other persons using the PCC's premises.

#### **Health**

The PCC will, so far as it reasonably practicable, provide suitable facilities and arrangements for the welfare of all staff while at work and provide and maintain premises and systems of work which do not involve risks to health. Such information, instruction, training, and supervision will be given as is reasonably practicable and necessary to safeguard the health of members of staff at work.

The PCC operates a no-smoking policy. You should be aware that enforcement authorities can issue penalties and fines if you are found guilty of smoking in a smoke-free place. You will be personally liable for any fine or fixed-penalty imposed for non-compliance. Smoking includes the use of electronic cigarettes (e-cigarettes) and/or electronic nicotine delivery systems (ENDS).

#### **Machinery and equipment**

It is the PCC's policy to see that all machinery and equipment in its premises operates safely and that adequate information, instruction, training and supervision in its use has been provided where necessary for the safety of all staff.

#### **Premises**

It is the PCC's policy to see that its premises are maintained in a safe condition and are without risk to health and that safe means of entering or leaving are provided for the use of all staff and other visitors and callers at the premises. For this purpose the buildings are periodically inspected and necessary maintenance carried out. Any signs of deterioration, internal or external, which could lead to possible injury should be brought to the immediate attention of the Churchwardens. Members of staff should maintain the



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premises in a state of tidiness, in order to minimise the risk of accident or damage to furniture, machinery or equipment.

#### **Use of computers**

A Visual Display Unit ('VDU') and workstation risk assessment must be completed for all staff who use computers for a significant part of their working time. This can be carried out by the member of staff concerned using forms available from the Health and Safety Executive. Regular assessments should be made if the equipment or location changes.

#### **Duties of members of staff**

The Act imposes obligations on members of staff. The following summaries of the provisions of Section 7 and 8 should be noted:

- It is the duty of every member of staff whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with their employer or anyone else concerned to ensure that their obligations under the Act are performed or complied with.
- As regards any duty or requirement imposed on the Board or any other persons under any of the relevant statutory provisions, members of staff must cooperate with the Board so far as is necessary to enable the Board's duties or requirements to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare pursuant to the terms of the Act or any subsequent regulation.
- At the point of leaving the premises, staff should ensure that all electrical equipment is turned off. As far as possible, loose paper should be stored in drawers or filing trays or filing cabinets. Members of staff should ensure that all windows are closed and locked before they leave the premises.
- All staff are requested to ensure that at all times emergency exits are kept clear and ready for use.

#### **Fire precaution arrangements**

Fire fighting equipment is installed in the buildings. Full details of fire precautions have been, and will continue to be circulated to all members of staff in each building, where specific arrangements apply. Fire drills will be held from time to time in order to test these arrangements.

#### **Review**

The PCC's Social Media Policy will be reviewed triennially, or sooner in response to new legislation, policies or guidance, or specific demand and feedback.