

## Document Control Information

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## St. Bartholomew's, Ducklington

### Health and Safety Policy

Church Street, Ducklington, Witney, Oxon OX29 7UF

#### General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

#### Responsibilities

Overall responsibility for Health & Safety (H&S) resides with the Churchwardens and the Parochial Church Council (PCC).

All voluntary workers have a responsibility to cooperate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Voluntary workers must therefore:

- Comply with safety rules, operation instructions and working procedures
- Use protective clothing and equipment when it is required
- Report any fault or defect in equipment immediately to the H&S officer or a Churchwarden
- Report all accidents to H&S officer (however minor), injuries, near misses, or other potential safety hazards as soon as possible and recorded in Accident book
- Not to misuse anything provided in the interests of health and safety

The PCC and H&S Officer has overall responsibility for H&S monitoring and training, and for ensuring that risk assessments are carried out as appropriate. In practice the H&S policies and enforcement are devolved to the following individuals/groups.

**By activity**

Church services	Rector & Churchwardens
Condition of churchyard	Churchwardens
Manual handling	Churchwardens
Morning prayer	Churchwardens
Personal safety	Churchwardens
Emergency evacuation	Churchwardens & Assistant Wardens
Flower arrangers	Churchwardens & Assistant Wardens
Food & drink preparation	Churchwardens & Assistant Wardens
Hazardous substances	Churchwardens / Fabric Committee
Building defects and glazing	Fabric Committee
Condition of floors and steps	Fabric Committee
Contractors	Fabric Committee
Fire extinguishers	Fabric Committee
Fixed electrical system	Fabric Committee
Light bulb changing – low level	Fabric Committee
Plant and machinery	Fabric Committee
Portable electrical appliances	Fabric Committee
Sound system	Fabric Committee
Working at high levels	Fabric Committee
Light bulb changing – high level	Wiring Solutions Group
Accident book/Accident reporting	H&S Officer
Health and safety training	H&S Officer
Child protection	Safeguarding Officer
Bell Ringing	Tower Captain
Tower tours	Tower Captain
Choirs/music	Music Coordinator
Fetes and outings	Event organiser
<b>By area</b>	
Churchyard	Churchwardens
Main body of church	Fabric Committee
Vestry	Fabric Committee
Kitchen	Fabric Committee

Ringling chamber  
Bell chamber

Tower Captain  
Tower Captain

**The following named individuals have responsibilities as defined above:**

Churchwardens

Martin Dines  
Tricia Hughes

Assistant Wardens

Sarah Varnom  
Sue Fenn  
Faith Truran  
Meg Roberts  
Paula Taylor  
Ann Morris  
Edmund Strainge  
Gill Long

Chair of Fabric Committee

Martin Dines

Health and Safety Officer

Jennifer Pratley

Fire Extinguishers

Peter Nichols

Safeguarding Officer

Sarah Varnom

Tower Captain

Richard Ford

Music Coordinator

Amanda Bennett

Events Organiser

Alison Schoeman

Ramblers Organiser

Johan Schoeman

### Accidents and first aid

- A first aid box is located in the cleaning cupboard adjacent to the kitchen area.
- The officially appointed first aiders are Gill Long and Gill Caton.
- Full details of all accidents and dangerous occurrences must be reported to the H&S Officer and recorded in the Accident Book, which is located in the vestry with all previous reports removed and securely stored in the safe
- To be checked 6 monthly

### Manual Handling

We will avoid the need to lift and carry heavy objects as far as is possible. Lifting aids will be brought in when necessary.

### Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- An assessment of the fire risks in the church and associated buildings, and risks to our neighbours is carried out as part of our general health and safety risk assessments
- A check that people who may be in the building can get out safely with the provision of emergency lighting and fire exit signage
- To provide firefighting equipment and periodic fire extinguisher training
- A check that those in the building know what to do if there is a fire
- A regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company

Fire extinguishers are kept in the following locations:

- Ringing Chamber 2 gal G/W
- Inside church at North Porch 2 gal G/W
- Inside church by South porch 2 gal G/W
- Inside church outside vestry door CO2

The extinguishers are checked every Sunday by the assistant wardens to ensure that they are in place and have not been discharged.

- Tower Captain to check the extinguisher in Ringing Chamber weekly. They are checked annually by Oxfordshire Fire Company and the certificate of inspection displayed on the North porch notice board.

Evacuation procedure:

- A check must be made that all doors can be opened
- A person must be allotted to each door and take responsibility for specific areas of the church
- Responsibility for using each fire extinguisher will be allotted to named and trained stewards
- Emergency lighting is available at both the north and south porches
- In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the person taking the service and all churchwardens present
- Persons will go through the South churchyard and assemble by the war memorial

- The emergency services will be contacted immediately by the Duty Warden
- The North and South doors should be kept clear and unobstructed
- Fire evacuation drills should be carried out annually

#### On discovering a fire (no matter how small)

- Immediately raise the alarm
- Telephone the emergency services
- Check the building for occupants
- Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk.
- Assist in the evacuation of the building, ensuring all doors are closed once the building is empty. The general rule is people before property.
- Evacuate to the South side of the churchyard.
- Ensure clear access for emergency vehicles.

#### Electrical Safety

- A list of all our portable electrical appliances is maintained by the Fabric Committee
- Continual observation of all plugs, cables and sockets by all those using them to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to Wiring Solution Group (WSG) for action
- Every year all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.
- Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out
- It is our policy not to sell any second-hand electrical goods
- Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All voluntary workers must observe the following:
  - Visually check all electrical equipment before use
  - Report all faults immediately to a Churchwarden
  - Do not attempt to use or repair faulty equipment
  - Any electrical equipment on the premises should have a visual PAT test by an approved person and be included in the annual PAT testing.
  - Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### Hazardous Substances

- The Fabric Committee will maintain a list of all hazardous substances used in the church.
- Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:
- For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided

by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident for example

Name of substance:	Liquid floor cleaner 'Flash'
Hazard level:	Low
Storage:	Must be kept in a locked store room
Protective clothing:	Wear overalls and gloves
Accidents:	If splashed in eyes wash immediately with copious amounts of water.

- Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident. A hazardous substance record is available upon request.
- Examples of other hazardous substances might include: petrol, pesticides, insecticides and polishes. Some hazardous substances, such as asbestos, which may be found in boiler rooms or bat/bird droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors. (local Environmental Health Officer to be contacted in such circumstances.)
- Do not mix chemicals.
- Do not store chemicals in unmarked containers.

### Safety of Plant and Machinery

Excluding the bells and the clock, it is the policy at St Bartholomew's not to own or use items of plant and machinery. If such items are required then appropriate contractors will be engaged. This includes the use of ladders other than short step ladders.

- When performing bell maintenance work, the Steeple-Keeper, under the direction of the Tower Captain, must ensure that no person works alone above the level of the Ringing Chamber unless they have a means of communication, and have notified a colleague of the details of work being undertaken, and agreed a procedure to ensure their safety is checked on.

The bells and bell gear are inspected annually by Whites of Appleton (Bellhangers)

The fixed lighting, fixed communications equipment, heating and fixed electrical cabling are inspected every 5 years by WSG.

### Slips, trips and falls – condition of floors, steps and paths,

- The condition of the internal floors and steps is checked every Sunday by the assistant wardens.
- The condition of external paths and steps is checked monthly by the Churchwardens.
- Any defects are reported immediately to the Fabric Committee for resolution.

### Churchyard

- Boundary wall and gates to be kept in good repair.
- Trees inspected by churchwardens and any necessary work to be carried out to make them safe as appropriate.
- Headstones, tombs and monuments will be checked regularly and properly maintained. Any concerns relating to the cemetery will be reported to the parish council

### Lighting

- The internal and external lights are checked monthly by the Churchwardens.
- Any defects are reported immediately to the Fabric Committee for resolution.

### Working at high levels

Only approved contractors are permitted to work on any part of the building above two metres from floor level. 'Floor level' includes suspended floors above ground level e.g. bell chamber, clock room etc.

Contractors are responsible for their own safety and insurance.

### Preparation of food

Only cold pre-prepared food may be consumed within the church building or in the churchyard. All foodstuffs are stored in such a way as to avoid contamination, provide hand washing facilities and to suitable arrangements to dispose of waste.

- Before any distribution of cold food, typically cakes and biscuits, takes place, all surfaces coming into contact with food must be washed down and disinfected.
- Hot and cold drinks may be dispensed from the kitchen area and it is the responsibility of the serving staff to ensure that all adequate health and safety precautions are taken.

### Personal Safety

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables. Procedures are in place to include lone-working and pastoral visits policies.

### Risk assessments

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

For all hazardous activities, risk assessments are carried out and procedures are duly followed.

N.B. Ecclesiastical guidance notes are available for reference

### Contractors

Anyone entering church premises for the purposes of carrying out work, other than a voluntary worker of the church, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

- 1 have their own health and safety policy (where required by law) and be able to provide a copy of the same
- 2 produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- 3 comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation

- 5 contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
- 6 all contractors will be given detailed instructions regarding the areas 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

Signed: Rev'd Andrea Colbrook..... *Andrea Colbrook* Date 16/10/25  
Rector (on behalf of the PCC)

Martin Dines..... *Martin Dines* Date 16/10/25  
Churchwarden

Tricia Hughes..... *P. Hughes* Date 16/10/25  
Churchwarden