

18/11/2013

WHITFIELD
PARISH,
GLOSSOP,
DERBYSHIRE.

HEALTH & SAFETY

Organisation of health & safety

1 Responsibility of the Vicar/Rector/ Priest in Charge

Overall responsibility for Health & Safety is that of the Vicar the Revd. Andrew Hargreaves

Through the P.C.C. who will ensure that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2 Responsibilities of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below:

Mr/Mrs/Ms

Hilary Collard

Mr/Mrs/Ms

Gareth Wood

3 Responsibility of the Parochial Church Council

The P.C.C. has general responsibility to ensure that the Health & Safety Policy is implemented.

4 Responsibilities of the Health & Safety Officer

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Mr/Mrs/Ms

Gareth Wood

The responsibility of the Health & Safety Officer (N.B. Actual responsibility is that of the Vicar and P.C.C.), shall be to, and raise awareness off:

- 1 be familiar with Health & Safety Regulations as far as they concern Parish premises and activities.
- 2 be familiar with the Health & Safety policy of intent and arrangements and ensure they are observed.
- 3 ensure so far as is reasonably practicable, that safe systems of work are in place.
- 4 ensure the Parish and Parish hall, if applicable, are clean and tidy.

5 ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut

6 ensure that safety equipment and clothing is provided and used by all personnel where this is required.

7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.

8 ensure that adequate access and egress is maintained.

9 ensure adequate fire fighting equipment is available and maintained.

10 ensure that food hygiene regulations and procedures are observed.

5 Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety policy and to take reasonable care of themselves and others whilst on church business, activities or premises.

Employees and voluntary workers must therefore:

1 comply with safety rules, operating instructions and working procedures.

2 use protective clothing and equipment when it is required.

3 report any fault or defect in equipment immediately to the appropriate person.

4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.

5 not misuse anything provided in the interests of health and safety.

6 Responsible persons

The following are responsible for safety in particular areas:

Allocate responsibilities either by the area of the church or by activity or a combination of both. Alternatively, you may wish to arrange responsibilities in some other way. (The numbers in brackets relate to the appropriate section of the Arrangements policy).

These lists are not exhaustive.

Whitfield Parish, Health & Safety Organisation & Responsibilities

Major Activity	St. James	St. Luke's	Vineyard
Accelerate	Jason King	Jason King	
Accident book/Reporting (1)	Wardens	Wardens	Duncan Edge
Audio Visual (12)	Geoff Singleton	Tom Rank	Peter Collard
Bell Ringing	Roy Davenport	~	~
BIG	Steve Fellows	Emma Jones	~
Brownies	~	~	Kath Galley
CAP Money Course	Paula Worthington	Paula Worthington	~
Residential Home Services	Steve Mitchell	Steve Mitchell	~
Child Protection (14)	Jan Wilson	Sue Leighton	Jan Wilson
Church Office	~	~	Jane Higginbottom
Coffee Pot	~	Cynthia Jones	~
Crèche	Gail Fennel	Sue Leighton	~
Espresso	Dan Jones	Dan Jones	~
Fabric & Maintenance (including grounds) (13)	Ruth Bennett	Gareth Wood	Duncan Edge
Fire Safety & Evacuation (2.1/2.4)	Wardens	Wardens	Duncan Edge
Fusion	Sue Leighton	Sue Leighton	~
Gamesley Youth Cafe	Jason King	Jason King	~
Guides	~	~	Alyson Stevens
Hazardous Substances (5)	Gareth Wood	Gareth Wood	Duncan Edge
Health & Safety (18)	Gareth Wood	Gareth Wood	Gareth Wood
Karibuni	~	Sue Leighton	~
Kingdom Kids	Holly Heap	Sandie Mann	~
Kitchen / Food preparation & Refreshments (10)	Duncan Edge	Cynthia Jones	Duncan Edge
LIFE groups	Dorothy Rank	Dorothy Rank	~
Mission Area Teams:			
Children & Young Families (Flame)	Richard & Julia Wilkins	Richard & Julia Wilkins	~
Gamesley	Nick & Donna Rogers	Nick & Donna Rogers	~
High Street MATters	Ant & Suzy Bullivant	Ant & Suzy Bullivant	~
Music Team / Choir	Andy Perry	Dorothy Rank	~
Outside Events (16.1)	P.C.C.	P.C.C.	P.C.C.
Parish Prayer Chain	Rob Moore	Rob Moore	~
Pastoral Visiting Team	Rob Moore	Amanda Wood	~

Major Activity	St. James	St. Luke's	Vineyard
Prayer Ministry Team	Miriam Hargreaves	Sue Leighton	~
Schools Activities:			
Quest Club (Simmondley Primary)	Steve Mitchell	Steve Mitchell	~
Quest + (Glossopdale Yr 7-8)	Steve Mitchell	Steve Mitchell	~
Burn (Glossopdale Yr 9-11)	Jason King	Jason King	~
School Prayer Teams	Dorothy Grandidge	Dorothy Grandidge	~
See & Know	Fiona Hope	~	~
Services	Wardens	Wardens	Wardens
Side persons	Andrew Hargreaves	Brian Magorrian	~
Toga	&	~	Terence Moss
Welcome Team	Rhiannon Singleton	Gareth Wood	~
Whitfield Men's Ministry (WMM)	Gary Burton	Gary Burton	~
Wholeness Course	Julia Wilkins	Julia Wilkins	~
Youth Cells	Sue Leighton	Sue Leighton	~

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Church Health And Safety