Christ Church Felixstowe
Health and safety policy

Adoption of this policy

This policy was formally adopted at a meeting of the Parochial Church Council on ___13th October 2026___, and will be reviewed and re-adopted every three years.

Signature of the vicar: __Dominic Turner_____, on behalf of the PCC.

1. Purpose

Christ Church Felixstowe is committed to providing a safe and healthy environment for everyone who works, volunteers, worships, or visits our church building. This policy sets out the PCC's basic responsibilities and the practical steps we take to prevent accidents, injuries, and risks.

2. Responsibilities

2.1 The PCC

The PCC is legally responsible for health and safety within church buildings and activities. The PCC will:

- Ensure risks are identified and managed.
- Maintain the building in a safe condition.
- Comply with relevant health and safety legislation.
- Review this policy annually.
- Appoint people to carry out specific tasks (e.g., fire safety, first aid).

2.2 The Vicar / Line Manager

The Vicar (or delegated line manager) will:

- Ensure staff follow safe working practices.
- Report hazards to the PCC.

- Support staff and volunteers in maintaining a safe environment.

2.3 Employees and Volunteers

Everyone working in the church must:

- Take reasonable care of their own safety.
- Follow instructions and guidance.
- Report hazards, accidents, or near misses promptly.
- Use equipment safely and appropriately.

3. Risk Assessments

The PCC will ensure that risk assessments are carried out for:

- The church building.
- Regular activities.
- Special events.
- Work involving contractors.
- Children's and youth activities.

Risk assessments will be reviewed annually or when circumstances change.

4. Fire Safety

The PCC will:

- Maintain fire detection and alarm systems.
- Ensure fire extinguishers are serviced annually.
- Keep escape routes clear.
- Display fire evacuation notices.
- Carry out an annual fire risk assessment.

All staff and volunteers should know the evacuation procedure.

5. First Aid

Christ Church Felixstowe will:

- Maintain a stocked first aid kit.
- Appoint an "appointed person" for first aid.
- Record all accidents in the accident book.
- Report serious incidents to the PCC and, where required, to external authorities.

6. Safeguarding

Safeguarding is a core part of health and safety. All staff and volunteers must follow the church's Safeguarding Policy and report concerns immediately to the Parish Safeguarding Officer.

7. Working Alone

Where staff or volunteers work alone in the building, they should:

- Ensure someone knows they are on site.
- Keep external doors locked where appropriate.
- Avoid risky tasks (e.g., climbing ladders).
- Carry a mobile phone.

8. Use of Equipment

Employees and volunteers must:

- Use tools and equipment safely.
- Not use equipment they have not been trained to use.
- Report faulty equipment immediately.

9. Contractors

Contractors working on site must:

- Be competent and appropriately insured.
- Follow health and safety requirements.
- Work safely and respect church users.

The PCC will ensure contractors receive relevant information about hazards or restrictions.

10. Reporting Accidents and Hazards

All accidents, injuries, hazards, or near misses must be reported to:

- The Vicar or Churchwardens.
- The PCC Secretary (for recording).

The PCC will investigate incidents and take appropriate action.