

## ORGANISATION AND RESPONSIBILITIES

### 1. Responsibility of the Vicar

Overall responsibility for Health and Safety is that of the Vicar the Rev'd Canon Diane Williams, who will ensure that arrangements are in place to satisfy Health and 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. Responsibility of Churchwardens (where present)

The Churchwardens will be responsible for ensuring that arrangements outlined in this Policy are carried out and updated as necessary.

### 3. Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the Health and Safety Policy is implemented. When no Churchwardens are appointed, the PCC will also take on these responsibilities.

### 4. Responsibility of the Health and Safety Officer

The following person has the responsibility for carrying out the day to day arrangements outlined in this Policy, or arranging other named persons so to do:

To Be Appointed.

The responsibility of the Health and Safety Officer shall be to –

- a) be familiar with Health and Safety Regulations as far as they concern the church premises
- b) be familiar with the Health and Safety Policy arrangements and ensure they are observed
- c) ensure as far as is reasonably practicable, that safe systems of work are in place
- d) ensure the church and hall are clean and tidy
- e) ensure the churchyard is properly maintained including safety of monuments, tombstones and trees, and that the grass is cut
- f) ensure that safety equipment and clothing is provided and used by all personnel where this is required
- g) ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- h) ensure that adequate access and egress is maintained
- i) ensure adequate fire fighting equipment is available and maintained
- j) ensure that Food Hygiene Regulations and procedures are observed

- k) review annually the Health and Safety and Fire Risk Assessments and submit a report to the Parochial Church Council

Dated: .....

**Note:**

Master copy retained by Health and Safety Officer

Controlled copies retained in Statutory Notices files and by Churchwardens