ST PETER'S CHURCH, CHORLEY
HARPERS LANE, CHORLEY, LANCASHIRE PR6 0HP

The Chorley Parish Church of St Peter

in the Church of England Diocese of Blackburn

Health and Safety Policy

Issue 3.0:
July 2026

Address: Parish Office St Peter's Church, Harpers Lane Chorley, PR6 0HP
Email: chorleystp.office@gmail.com

1. Introduction

St Peter's Parochial Church Council (PCC) is committed to ensuring, so far as is reasonably practicable, a safe and healthy environment for all clergy, staff, volunteers, church members, visitors, and users of its premises. This policy outlines the framework for achieving this commitment, aligning with UK legal requirements, including:

- **Health and Safety at Work Act 1974** and associated regulations
- **Management of Health and Safety at Work Regulations 1999**
- **Regulatory Reform (Fire Safety) Order 2005**
- **Food Safety Act 1990** and EU food hygiene law (as interpreted by the Food Standards Agency)

Beyond statutory obligations, this policy incorporates best practices to ensure care and safety for all involved in church activities, such as providing first-aid facilities during events.

To ensure effectiveness, all staff, volunteers, and premise users are expected to:

- Take reasonable care for their own health and safety and that of others.
- Cooperate with the church on health and safety matters.
- Use provided equipment, including personal protective equipment (PPE), correctly as per training.
- Refrain from interfering with or misusing anything provided for health, safety, or welfare.

This policy is informed by guidance from:

- Ecclesiastical Insurance Church Health and Safety Guidance
- Health and Safety Executive (HSE)

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2. Scope

This policy applies to:

- Clergy, paid staff, and volunteers.
- Contractors and self-employed persons working on church premises.
- Organisations or individuals hiring church facilities.
- Visitors and participants in church activities or events.

3. Roles and Responsibilities

3.1 Overall Responsibility

The **Parochial Church Council (PCC)** holds ultimate responsibility for health and safety compliance.

3.2 Day-to-Day Responsibility

Day-to-day implementation is delegated to the **Churchwardens**, who ensure the policy is effectively applied and monitored.

3.3 Health and Safety Team

The Health and Safety Team, appointed by the PCC, supports the Churchwardens in conducting risk assessments, maintaining equipment, and ensuring compliance with this policy.

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4. Risk Management and Accident Prevention

To prevent accidents and work-related ill health, the church will implement robust risk management processes.

4.1 Risk Assessments

- **General Risk Assessment**: Conducted annually by the Health and Safety Team for church premises and activities (see **Appendix 1**).
- **Specific Risk Assessments**: Required for all group activities, events, and off-site activities, considering:
    - Needs of children, individuals with disabilities, and vulnerable adults.
    - Travel arrangements (e.g., driver qualifications, vehicle safety, and insurance).

- **Visual Inspections**: Group leaders must perform a quick visual check of activity areas before use, report concerns to the Health and Safety Team, and take immediate action to mitigate risks.
- **Review Frequency**: Risk assessments are reviewed annually or sooner if premises or activities change. Copies must be submitted to the church office before events commence.

4.2 Electrical Safety

To prevent fires and injuries from electrical equipment:

- All equipment must be visually inspected before use.
- Faults must be reported immediately to the Churchwardens, and faulty equipment must not be used or repaired by unauthorised persons.
- Equipment must be switched off and disconnected when not in use for extended periods.
- Portable electrical equipment brought onto premises must be tested (PAT) by an approved person and recorded.
- Cables must be positioned to avoid tripping hazards or mechanical damage.

4.3 Manual Handling

To minimise risks from manual handling:

- Manual handling will be eliminated where possible, using aids like trolleys, lifts, or hoists.
- Risk assessments will be conducted for unavoidable tasks, following these steps:
    - Define the task and workplace.
    - Record the assessment team, including a trained leader and, ideally, those performing the task.
    - Assess risks (task, load, environment, individual capability) as low, medium, or high.
    - Implement controls to reduce risks to a low level before the task begins.
- Training will be provided to staff and volunteers involved in manual handling.

4.4 Display Screen Equipment (DSE)

To protect employees using DSE for significant periods:

- Within one month of employment, an assessment will be conducted to ensure workstations are suitable, covering:
    - Chair adjustments (height, back, arms).
    - Keyboard and monitor adjustments (height, swivel, contrast).
    - Guidance on safe DSE use.
- Re-assessments will occur if individual needs or workstation layouts change.

4.5 Contractors

Contractors working on church premises must:

- Provide their health and safety policy (if legally required) and evidence of Public and Employers' Liability Insurance.
- Ensure plant and machinery are inspected and tested for safe operation.
- Obtain church permission to use sub-contractors, retaining full responsibility.
- Follow church instructions regarding work areas, scope, and safety precautions.

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5. Training and Information

The Churchwardens will ensure:

- Staff and volunteers receive health and safety induction and appropriate training.
- Hirers and other building users receive a copy of this policy and a premises risk assessment.
- Activity leaders provide specific risk assessments for their events, excluding those covered by the general risk assessment.

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6. Consultation and Occupational Health

The Churchwardens will:

- Routinely consult staff and volunteers on health and safety matters.
- Hold formal consultations during annual health and safety reviews or as needed.
- Provide advice and supervision on occupational health.

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7. Emergency Procedures

To comply with the **Regulatory Reform (Fire Safety) Order 2005**, the Churchwardens will oversee:

- **Fire Risk Assessment**: Reviewed annually, either independently or as part of the general health and safety review.
- **Fire Safety Equipment**: Fire alarms, smoke detectors, and extinguishers are installed, tested weekly (every Thursday evening), and maintained by competent technicians.
- **Emergency Exits**: Clearly marked with signage and equipped with emergency lighting where required.
- **Fire Drills**: Conducted regularly for all groups, with special attention to children and individuals with disabilities.
- **Evacuation Procedures**: Detailed in **Appendix 2**.

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8. Safe Working Conditions and Equipment Maintenance

The Churchwardens will ensure:

- **Basic Amenities**: Adequate heating, lighting, toilets, washing facilities, and drinking water for staff and volunteers.
- **Premises Inspections**: Quarterly inspections to check:
    - Cleanliness and tidiness (to prevent fire risks).
    - Functionality of lighting, heating, and ventilation.
    - Accessibility, especially emergency exits and evacuation routes.
    - General building condition.
- **Equipment Maintenance**:
    - Annual gas boiler and equipment checks by Gas Safe registered contractors.
    - Annual PAT testing of portable electrical equipment.
    - Five-yearly fixed electrical system inspections by NICEIC, ECA, or NAPIT certified contractors.
    - Regular checks of ladders, scaffolding, garden equipment, and children's play equipment.
- **Defect Reporting**: Any issues are reported to the Churchwardens, with temporary measures implemented until repairs are completed.

8.1 Control of Substances Hazardous to Health (COSHH)

To manage hazardous substances:

- Use of hazardous substances will be minimised.
- A register of substances (e.g., those marked harmful, flammable, or toxic) will be maintained, recording:
    - Substance name and hazard type.
    - Safe storage methods.
    - Required protective clothing.
    - Accident response procedures.
- Manufacturer data sheets will guide usage, storage, and emergency actions.
- Chemicals must be stored in marked containers and not mixed.

9. Food Safety

Hirers providing foodstuffs will be informed of kitchen facilities and food hygiene procedures via the booking proforma. Compliance with the **Food Safety Act 1990** and Food Standards Agency guidance is mandatory.

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10. First Aid Provision

The Health and Safety Team and Churchwardens will ensure:

- **Designated First Aiders**: A trained team is maintained, with a list kept in the church office.
- **First Aid Kits**: Located in the church vestry, rear of church, and meeting hall, containing at least:
    - 1 Guidance Card
    - 20 Adhesive dressings
    - 6 Triangular bandages
    - 6 Safety pins
    - 6 Medium sterile dressings
    - 3 Large sterile dressings
    - 3 Extra-large sterile dressings
    - 20 Antiseptic wipes
- **Restocking**: A nominated person ensures kits are replenished after use.
- **Accident Reporting**: All accidents must be reported to the church office and recorded in the accident book located there.

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11. RIDDOR Compliance

The Health and Safety Team and Churchwardens will ensure compliance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**:

- **Reportable Incidents**:
    - Fatalities, specified injuries, or hospitalisations of the public.
    - Injuries causing absence from work for over seven days.
    - Dangerous occurrences or near misses.
    - Work-related diseases (e.g., certain infections or musculoskeletal disorders).
- **Reporting Process**:
    - Immediate reporting of serious incidents, followed by form F2508 within 10 days.
    - Seven-day injuries reported within 15 days on form F2508.
    - Diseases reported on form F2508A upon medical diagnosis.
- **Procedure**:
    - Do not disturb incident scenes (except to aid the injured).
    - Record incidents in the accident book.
    - Contact the Health and Safety Team immediately for reportable incidents.
    - Conduct investigations as needed.
- Reports are submitted online at [www.hse.gov.uk/riddor].

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12. Health and Safety Law Poster

The health and safety law poster is displayed on the **church noticeboard in the main corridor**.

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13. Policy Review and Monitoring

The Churchwardens will:

- Review and revise this policy annually (by 30 July 2026) or sooner if activities change significantly.
- Submit revisions for PCC approval and adoption at the Church Meeting.

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14. Contact Information

For further information, contact:

- **Churchwardens**:
  - Ronnie Hunter: 01257 271992
  - Eric Crompton: 01257 794372
- **Email**: chorleystp.office@gmail.com

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15. Authorisation

Name	Position	Signature	Date
Canon Neil Kelley	Priest-in-Charge	*Fr Neil Kelly*	30.7.2026
Ronnie Hunter	Churchwarden	*Ronnie hunter*	30.7.2026
Eric Crompton	Churchwarden		

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16. Version History

Version History					
Version	**Date**	**Detail**	**Author**	**Approved**	**Date**
1.0	10/07/2024	New policy	Jenny Laidlaw	PCC	19.7.24
2.0	31/07/2025	Revised	Cornelius Asghar	PCC	31.7.25
3.0	21/07/2026	Revised	Cornelius Asghar	PCC	30.7.2026

Policy Endorsed by PCC – Next Review Due: 27th August 2027

Appendix 1: General Risk Assessment

General Risk Assessment for St Peter's Church Premises and Activities

Assessment Date: 31 July 2025
Next Review Date: 30 July 2026
Assessor: Health and Safety Team
Location: St Peter's Church, Harpers Lane, Chorley, PR6 0HP

Hazard	Risk	Persons at Risk	Control Measures	Residual Risk	Action Required	Responsible Person
Slips, Trips, and Falls	Medium	Staff, volunteers, visitors	- Ensure floors are clean and dry. - Clear walkways of obstructions. - Highlight uneven surfaces with signage.	Low	Regular inspections	Churchwardens
Electrical Faults	High	All users	- Annual PAT testing. - Visual checks before use. - Five-yearly fixed system checks.	Low	Maintain testing schedule	Health and Safety Team
Fire	High	All users	- Annual fire risk assessment. - Weekly alarm tests. - Clear exits and signage. - Regular fire drills.	Low	Update evacuation plan	Churchwardens
Manual Handling	Medium	Staff, volunteers	- Use lifting aids where possible. - Provide training. - Conduct task-specific assessments.	Low	Monitor training compliance	Health and Safety Team
Hazardous Substances	Low	Staff, volunteers	- Maintain COSHH register. - Store in marked containers. - Provide PPE and training.	Low	Update register annually	Churchwardens
Inadequate Lighting	Medium	All users	- Quarterly checks of lighting. - Replace faulty bulbs promptly. - Install emergency lighting.	Low	Schedule maintenance	Health and Safety Team

Notes:

- Additional specific risk assessments are required for events, off-site activities, and groups involving children or vulnerable adults.
- All findings must be reported to the Churchwardens and recorded in the church office.

Appendix 2: Evacuation Procedures

Evacuation Procedures for St Peter's Church

Last Updated: 31 July 2025
Responsible Person: Churchwardens

1. **Raising the Alarm**
    - Upon discovering a fire or other emergency, activate the nearest fire alarm call point.
    - Shout "Fire!" or "Emergency!" to alert others if no alarm is available.
2. **Evacuation Process**
    - Leave the building immediately via the nearest safe exit, following signage.
    - Do not use lifts (if applicable).
    - Assist children, elderly, or disabled persons, ensuring no one is left behind.
    - Group leaders must account for their members.
3. **Assembly Point**
    - Proceed to the designated assembly point: **Church Car Park**.
    - Do not re-enter the building until authorised by the Churchwardens or emergency services.
4. **Roll Call**
    - Group leaders must conduct a headcount and report missing persons to the Churchwardens or fire services.
5. **Emergency Services**
    - Call 999 to report the emergency, providing:
        - Location: St Peter's Church, Harpers Lane, Chorley, PR6 0HP
        - Nature of emergency
        - Any injuries or trapped persons
6. **Special Considerations**
    - Ensure evacuation plans account for individuals with mobility or sensory impairments.
    - Regular drills will familiarise all users with procedures.
7. **Testing and Training**
    - Fire drills are conducted quarterly for all groups.
    - Evacuation procedures are reviewed annually or after significant changes to premises.

Acknowledgment and Signature Page
Instructions:

All staff and volunteers must complete this form upon induction or policy revision.

Return signed forms to the church office for record-keeping.

Health and Safety Policy Acknowledgment

I have read and understood the Health and Safety Policy for St Peter's Church, Chorley, for 2025–2026. I agree to comply with its requirements and cooperate with the church to ensure a safe environment for all.

Name: _____

Signature: _____

Date: _____

Role: _____