

Christ Church Moreton Hall

Health and Safety Policy

This policy comes into effect immediately following agreement at a PCC meeting dated 27th July 2026

As a church we understand that we have a duty of care to ensure the safety of those who visit or use our church building and grounds.

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our volunteers, congregation, visitors, contractors and others who may use the building or grounds. This will be in accordance with general good practice and any relevant statutory provisions where these apply.

The Parochial Church Council (PCC) accepts overall responsibility for this. We will ensure that adequate resources are made available for health and safety requirements, and any decisions we make as a PCC will have due regard for this policy.

We will appoint a member of the PCC to have specific responsibility for this policy and its implementation alongside the churchwardens. We will keep health and safety matters under review at regular intervals, and amend this policy as circumstances change.

It is the duty of the minister and all church volunteers to exercise personal responsibility for their own safety and that of others. Therefore, the PCC will communicate this policy to everyone who needs to see it (and make it available to view on the church website: ccmh.org.uk/docs).

Organisation and responsibilities

The member of the PCC with overall responsibility for monitoring our policy is:

They will work alongside the churchwardens to ensure that:

- The standards set out in this policy are implemented and maintained
- Any reported hazards are investigated and dealt with as soon as practicable
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- Only competent persons carry out repairs and inspections, and that any routine tests are completed in a timely manner
- Any accidents are recorded in the accident book and reported to the PCC
- All relevant health and safety documents and records are retained
- All volunteers and group leaders are made aware of their health and safety responsibilities
- Adequate information and training is provided to volunteers and group leaders, as needed.
- Relevant information is given to any contractors or self-employed people who may need this to complete their work safely

All volunteers and those leading groups/activities at church have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others on church premises. They will ensure that they:

- Read this policy and understand what is required of them
- Complete their work whilst taking any necessary precautions to protect themselves and others
- Comply with appropriate safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage so that this can be dealt with
- Attend and/or read any required training to enable them to carry out their duties safely
- Do not undertake any repairs or modifications unless they are competent to do so (and the churchwardens must be informed of what has been done)
- Report any accident in the designated accident book (located in the kitchen behind the first aid box)
- Do not misuse anything provided in the interests of health and safety

Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

Health and safety assessments

Yearly assessments will be completed by the churchwardens. They will walk round the church and grounds to assess any areas of risk. These assessments will be recorded and reported to the PCC, and any remedial action taken. Between assessments, any risk areas/hazards brought to our attention will also be remedied as soon as possible.

Risk assessments

We will complete specific risk assessments for activities which require them. This includes large/unusual events such as concerts or fundraising events. Use of the baptistery for full emersion baptism already has a separate risk assessment. Health and safety matters are also included within the safeguarding risk assessments being created for all church groups.

First Aid and Accident Reporting

Two well stocked first aid boxes are provided at church. One is located next to the door inside the kitchen, and the other is on the landing (next to room C). The accident book is located in the kitchen behind the first aid box. All accidents on church premises must be recorded therein (and reported to the PCC). All groups using the church have been informed of the location of first aid boxes and accident book.

LESLEY WILLIAMS (Parish Nurse) is in charge of our first aid arrangements, and will update and refresh these boxes at regular intervals (at least twice yearly). Many other members of the congregation also have up to date first aid qualifications or nursing experience. At certain church groups (those aimed at children or vulnerable adults) we aim to have at least one adult present with first aid training.

Contractors

When we employ contractors, we will make sure that they have their own health and safety policy and Public and Employers Liability Insurance by asking to see copies of the relevant documents.

Construction Work

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we have to do to ensure the safety of all those concerned before work starts. The PCC will ensure that they are well informed of any responsibilities under the Construction (Design and Management) Regulations and comply with these as necessary (this document is available on the church website: ccmh.org.uk/docs).

Record Keeping

Our Health and Safety File, Fire Safety Folder and records of other documents and checks are kept in the church office.

Quinquennial Inspections

Every 5 years the church is inspected by a qualified surveyor. These reports give the PCC valuable professional advice on further improving health and safety at church, and their recommendations will be followed up.

Electricity

Portable Electrical Appliances: These will be tested every 2 years to ensure they are fit for purpose and in a safe condition (PAT testing). Stickers should be placed on all appliances to show the date that this was last completed.

Fixed electrics: These will be tested every 5 years by a qualified electrician.

All loose cables are to be appropriately fastened down within the building so that they are not a trip hazard.

Fire Safety

We have a separate fire risk assessment and fire policy – see the red fire folder in the church office. This policy is reviewed annually by the PCC.

Gas and heater safety

We will ensure that our gas heating system and boiler is suitably maintained and checked annually by a competent engineer. We will keep a record of the checks made. Our church gardener ensures that all plants are kept pruned and well away from any gas heater vents outside. The gas heaters in the Small Hall, Prayer Room and Creche Room are fitted with mesh covers to prevent children from getting too close to the heat source.

Carbon monoxide

Detectors are located at key points throughout the church and checked at least yearly.

Hazardous substances

Cleaning chemicals used by our church cleaners are stored safely in a locked cupboard in the ladies bathroom. A few basic cleaning chemicals are stored under the kitchen sink (e.g. antibacterial spray) and on the high shelf in the foyer (for Covid measures). These are out of reach of young children (there is a clear sign on the kitchen door stating that children under 12 years old should not be allowed in the kitchen). The kitchen door must be kept closed when not in use.

Manual Handling

We will avoid lifting or carrying heavy objects as far as possible. Where this is not possible, we will make use of lifting aids (such as trolleys for stacks of chairs) or other precautions including team lifting.

Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean work surface and utensils. We will store food in such a way as to avoid contamination (especially with regard to allergens such as nuts, and intolerances such as gluten/dairy), provide hand-washing facilities and suitable arrangements for the disposal of waste. Any food will be stored in sealed containers and bins will be emptied regularly, so as to discourage mice and ants. Cleaning cloths must be either discarded after use or taken home to be washed. Only paper towels may be used for drying hands, tea towels must not be used for this purpose.

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as hand rails or the baby changing table in the accessible toilet) remain safe and secure. Our church gardener ensures that plants do not encroach on pathways, and that weeds are kept at bay on paving slabs to help prevent slips. We will take extra measures as needed to help prevent paths being slippery in the very cold weather.

The stairs from ground floor to first floor have bannisters on both sides the whole way up. They are carpeted and have treads at each edge, to help prevent slips.

Working at height

Where possible we will try to avoid the need for work at height. Where this is not practicable, work will be properly planned to identify suitable precautions. People must never be alone when working at height, in case of accidents.

Safe storage

The Parent and Toddler group cupboard has been rearranged so that equipment is stored safely and so that heavy items are not placed at height. Similarly, items should be stored safely in Room C – with no large/heavy items at height. Heavy items should similarly not be stored on top of the storage cupboard in the creche room or on high shelves in the church office. Chair stacks in the small hall and main church should be stacked no higher than six apiece.

Work equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (e.g. ladders in the small hall, the ladder from the foyer to the storage area above room C, and the lawnmower)

will be regularly checked to make sure they are safe. All electrical equipment will be included in the 2-yearly PAT testing. We will keep records of any checks we make.

Window safety on the first floor

The windows in Room A are fitted with stairgates to prevent young children inadvertently opening the windows and falling out. These gates should remain in place at all times, though can be removed in case of fire – when the fire ladder might need to be deployed. Room B is used only by our licensees (“Nine Circles Design”) so has no stairgate, but still has a fire ladder in case of emergency.

Safe signage

Fire safety signs are displayed round the building, in accordance with the report from our Fire Risk Assessment (2020). Some of these signs are luminescent, so will show up even in the dark. A hazard symbol highlights the locked cleaning chemicals cupboard in the ladies bathroom. Two yellow hazard signs are available for use (stored under the stairs) when floors are wet.

Working alone

The church has a policy for situations when the minister/ parish nurse/ volunteers might work alone – see ccmh.org.uk/docs (safeguarding section).

Roofing and gutters

All roof areas and gutters will be kept clear so that nothing can fall onto people below. The window cleaner undertakes to clean the gutters (small hall) each time the windows are cleaned (twice yearly).

Covid 19 measures (whilst applicable, 2020 onwards...)

We undertake to follow all government and Diocesan guidelines applicable at the time, and have regularly updated risk assessments specific to Covid safety (the most recent will be on the church website). When screens are used, these must be secure and appropriately positioned and mask wearing and distancing should be implemented as and when mandated. Broadcast services will not allow any general members of the congregation to be seen except for those carrying out front of church duties eg leaders, preachers, musicians, intercession leaders and readers.