



HEART OF MONMOUTHSHIRE MINISTRY AREA

HEALTH AND SAFETY POLICY

Name

THE HEART OF MONMOUTHSHIRE
MINISTRY AREA COUNCIL

Address

IRWYN
MONMOUTH ROAD
USK
NP15 1 SE

As a Ministry Area Council, we understand that we owe a duty of care to ensure the safety of those who visit or use all our churches, church halls and churchyards

We also know that, where we are an employer or where we or Local Church Committees on our behalf, control premises in certain circumstances, we have to ensure the requirements of health and safety law are met.

In particular, we know that if we are an employer having five or more employees whether paid or unpaid volunteers, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

General statement of policy

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 employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are ultimately responsible for. This will be in accordance with good practice, Church in Wales Property Maintenance Policies and any relevant statutory provisions where they apply.

The Ministry Area Council (MAC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the MAC to have specific responsibility for overseeing this policy and its implementation, with the support of our Property Team. To keep matters under review, we will include 'health and safety' as a standing item on the agenda for all meetings

of the MAC. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays their part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in each church and made available to others on request.

Signed*:

Key Spence

*on behalf of the Ministry Area Council as agreed at a meeting on:

7th October 2025

Date

5/12/25

Organisation and responsibilities

1. The person with overall responsibility for overseeing the implementation of our policy is:

STUART PRITCHARD

2. The following persons have day-to-day responsibility for implementing our policy:

The Local Church Wardens and the Local Church Building Persons

It will be their responsibility to ensure that in each church, churchyard and church hall reasonable action is taken to comply with this Policy and demonstrate they are satisfying health and safety law. In so doing they will have access to guidance and the collective support of the Property Team, where necessary seeking specialist health and safety advice.

3. All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities.

General Arrangements

Competent assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where such an appointment is made, we will record the details here:

Our person appointed to assist us is:

Peter Blakemore

Risk Assessments

Where necessary, we will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

Our first aid box is located in:

In Each Church and Church Hall

Our person in charge of first aid arrangements is:

Ian Thompson

Accident Reporting

We will record details of any accidents that occur, (in an accident book if required). We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Records of any accidents are kept in:

Accident book which is kept safe in each vestry

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

Contractors

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

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept on file with the MAC and only added when needed. Any work that is required to take place, a specific risk assessment will be required by contractor or persons who is carrying out the task.

Specific Arrangements

Asbestos

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (e.g. building contractors). We will keep records of the checks, assessments and plans we have made.

Bell Ringing

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This may include any emergency evacuation procedure; a safe means of heating; the provision of fire extinguishers, the provision of emergency lighting and the notification of safety procedures to visiting bellringers.

Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Churchyard

We will ensure that boundary walls and gates are kept in good repair. Where appropriate, we will have trees inspected by a competent person and have any necessary work carried out to make them safe. Headstones, tombs and monuments will be checked regularly to ensure they are properly maintained.

Construction Work

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

Electricity

We will ensure that any electrical system, fixed machine and portable appliances is inspected, tested and maintained by someone who is competent to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made.

Events

Where we intend to hold large or unusual concerts, services or other fund-raising events, we will identify any additional precautions that are necessary and implement these.

Fire

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Heating Systems

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

Hazardous Substances

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.

Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

Manual Handling

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

Oil Storage

Where we store large quantities of oil, we will take adequate precautions to ensure that oil cannot leak into the ground or any water course. This may include the provision of a double skinned plastic tank, an adequate bund, regular checks and proper maintenance etc.

Preparation of Food

We will ensure that on those occasions when we prepare food we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

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, lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Tower Tours

Where we plan to run tower tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower; the control of movement within the tower; the number of stewards available; and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.

Working at Height

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

Working Alone

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.