



MIDHURST
PARISH CHURCH

HEALTH AND SAFETY POLICY

MARCH 2025

HEALTH AND SAFETY POLICY INDEX

ITEM	WHO NEEDS TO READ IT				
	STAFF*	VOLUNTEERS	CONTRACTORS	HIRERS	BELL TEAM
Policy Statement	✓	✓	✓	✓	✓
Annex A Accidents	✓	✓	✓	✓	✓
Annex B Fire Safety (church)	✓	✓	✓	✓	✓
Annex C Fire Brigade Grab Pack	✓	✗	✗	✗	✗
Annex D Fire Safety (St Ann's)	✓	✓	✓	✓	✓
Annex E Elec Safety	✓	✓	✓	✓	✓
Annex F Food Handling	✓	✓	✗	✗	✗
Annex G Manual Handling	✓	✓	✗	✗	✓
Annex H Contractors	✓	✗	✓	✗	✗
Annex I Personal Safety	✓	✓	✗	✗	✗
Annex J Risk Assessment	✓	✗	✗	✓	✗
Annex K Bell Tower	✓	✗	✗	✗	✓

- “Staff” includes all those who hold an office in the church i.e. members of the PCC



HEALTH AND SAFETY POLICY STATEMENT

Midhurst Parish Church is committed to the health, safety and welfare of staff, volunteers and members of the public who use our premises (including St Ann's Hall). Our aim is to ensure that our premises are a safe environment to work, worship and visit.

We achieve this by managing the hazards in and around our premises and the hazards associated with our activities. Our Health & Safety policy aims to ensure everyone who uses our building is aware of their health & safety responsibilities and co-operates with our efforts to fulfil health & safety requirements. We will try to ensure that everyone involved with the church plays their part in their implementation, in part by bringing this policy to their attention.

Within the framework of our policy, it is the duty of each office holder, volunteer and church or hall hirer to exercise personal responsibility for their own safety and that of others.

The overall accountability for the implementation of this Health and Safety policy lies with the PCC.

RESPONSIBILITIES OF THE PCC

The PCC will ensure that the following actions are carried out:

- Accidents and Incidents.
 - **RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**
Under RIDDOR there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities.. The PCC will carry out the reporting if required.
 - The PCC will also review the Accident Book after each reported accident / incident.
See also Annex A

- Fire Safety.
 - Carry out an annual fire risk assessment of the church and St Ann's
 - Ensure volunteers are trained on what to do should a fire break out
 - Ensure firefighting equipment, exit lighting and the Fire Brigade grab pack (annex C) are checked and maintained at least annually
 - Fire safety notices are clearly displayed
See also Annexes B, C and D

- Electrical Safety
 - Portable electrical appliances
 - All appliances will be checked by a SQEP every 2 years.
 - Fixed Electrical System:
 - Every five years as part of the Church's quinquennial inspection the fixed electrical system will be tested by a competent contractor.
See also Annex E

- Gas Equipment Safety
 - The two gas boilers in the church and the gas boiler in St Ann's Hall are maintained and serviced annually by a competent contractor who is registered on the Gas Safe Register.

- Food Preparation and Handling.
 - That all volunteers are aware of the guidance in Annex F. At least one person in a team involved in any food preparation or handling should have received training.
See also Annex F

- Manual Handling.
 - If large or heavy items are being brought into church, that appropriate planning has been carried out to ensure that those items can be moved safely.
See also Annex G

- Buildings and Graveyards
 - All buildings and outside spaces will be inspected annually. Any concerns about potential safety issues between inspections should be reported to the Churchwardens or the Vicar immediately.

- Contractors
 - Anyone entering church premises for the purpose of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.
 - The PCC will ensure that a named person acts as duty holder or project manager to have oversight of the works taking place.

- All contractors must abide by the guidance set out in **Annex H.**
- Personal Safety
 - Any incidents relating to personal safety should be reported to the Vicar or Churchwardens immediately.
See also Annex I
- Hire of the Church and / or St Ann's
 - All bookings, or booking enquiries, must go through the Parish Office. The requirement for a risk assessment is part of the terms and conditions for each booking.
- Risk assessment
 - A risk assessment must be carried out for each extra-curricular event held in the church or St Ann's. The risk assessment template is at **Annex J.**
- Access to the Bell Tower
 - Access to the Bell Tower is strictly limited.
 - Prior permission should be sought from the Tower Captain before going up the tower.
 - If permission has been given, but the Tower Captain will not be present during the visit, a “buddy” system should apply i.e. no-one should access the Tower on their own.
 - Bell ringers will receive guidance on operating safely in the tower from the Tower Captain.
See also Annex K

ACCIDENTS AND FIRST AID

Location of First Aid Boxes

- Church – in a chest in the children’s area (location clearly marked)
- St Ann’s – in the kitchen

Location of Accident and Incident books:

- Church – in a chest in the children’s area (location clearly marked)
- St Ann’s – in the kitchen

Examples of accidents include a slip, trip or fall that may not necessarily lead to injury.

Examples of incidents include someone being taken ill or otherwise in distress.

All accidents and incidents must be reported in the relevant book at the time, and the Vicar or Churchwardens should be informed.

If you have hired the church or hall, and an accident or incident occurs, details must be reported in the relevant book and the Parish Administrator should be notified by e-mail.

If the accident or incident is serious, the Vicar or Churchwardens should be notified immediately (contact details are on the Fire Notice).

ANNEX B – FIRE SAFETY - CHURCH

IN CASE OF FIRE

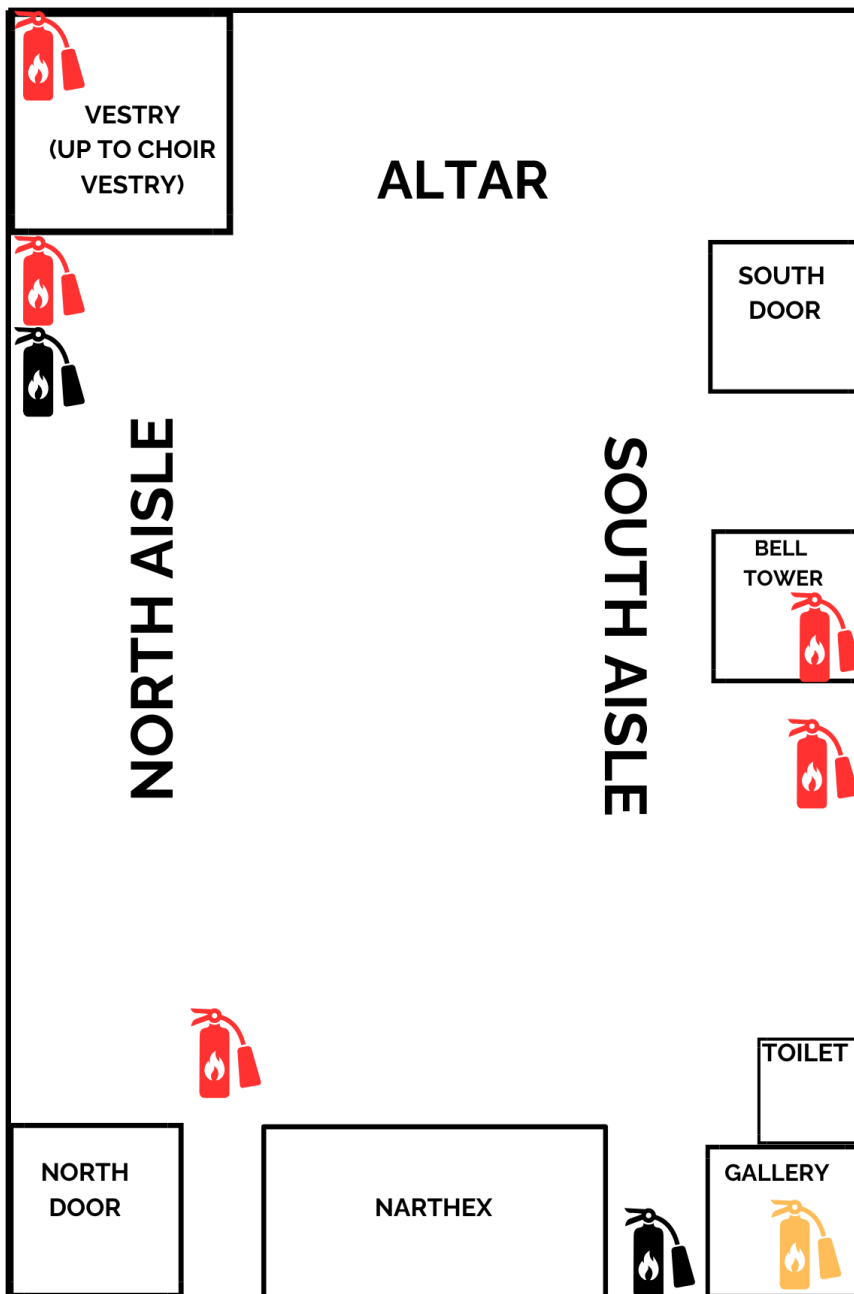
	<p>Raise the alarm by shouting “FIRE”.</p>
	<p>Ensure everybody is evacuated from the building via the nearest Fire exit and is directed to the Fire Assembly Point in The Market Square.</p> <p>The fire exits in the church are:</p> <ul style="list-style-type: none"> • Double glass doors on the West side (narthex) • North door adjacent to the glass doors • The South door between the font and the Southampton Chapel
	<p>Phone 999 and state “FIRE at MIDHURST PARISH CHURCH, CHURCH HILL, MIDHURST GU29 9NX”.</p> <p>After calling the fire brigade, contact a member of Midhurst Parish Church:</p> <p>Vicar: 01730 770022</p> <p>Churchwardens: 01730 816404 / 07940 235985</p>
	<p>DO NOT RETURN for personal belongings.</p> <p>DO NOT ATTEMPT to extinguish the fire unless trained to do so.</p> <p>DO NOT return to the building unless told to do so by the Fire Service</p>

LOCATION OF FIRE EXTINGUISHERS IN THE CHURCH







LOCATION	SITUATED	TYPE OF EXTINGUISHER
NARTHEX/ENTRANCE	At the bottom of the stairs	Carbon Dioxide (No 3)
GALLERY	At the top of the stairs to the left	Foam (No 2)
SOUTH AISLE	To the right of the door to the Bell Tower	Water (No 1)
NORTH AISLE	To the left of the glass doors	Water (No 6)
CHANTRY	Near the vestry doors on the North Wall side	Water (No 7) Carbon Dioxide (No 8)
VESTRY	At the top of the stairs, to the right of the East Door	Water (No 4)
BELL TOWER	On the right as you enter the Bell Tower	Water (No 5)

FIRE EXTINGUISHER LOCATION MAP

Key: Red - water Black – CO2 Cream – Foam



Church Evacuation Procedure

	<p>All 3 emergency exits must be unlocked, cleared of any obstructions and the doors checked before services/events commence. The exits will be clearly marked with the Green Fire Exit sign.</p>
	<p>In the event of an emergency, an announcement must be made asking everyone to leave the building by the nearest exit taking their personal belongings with them and gather at the designated assembly point in The Market Square so that everyone can be accounted for</p>
	<p>Assistance should be given to those that need it. NOTE: Any one with mobility issues who should leave by the NORTH DOOR (this is the wooden door to the right of the glass doors) as this is only step free access for the building.</p>
	<p>The emergency services should be contacted and the situation reported to the appropriate service/s. (NB: The Church postcode is GU29 9NX) Access for emergency vehicles must be checked and cleared.</p>
	<p>Do not re-enter the building until given the all clear by the emergency services</p>
	<p>Contact a member of Midhurst Parish Church: Vicar: 01730 770022 Churchwardens: 01730 816404 / 07940 235985</p>

**ANNEX C – FIRE SAFETY – CHURCH – FIRE BRIGADE
GRAB PACK**



MIDHURST
PARISH CHURCH

GRAB PACK
INFORMATION FOR
THE
FIRE SERVICE



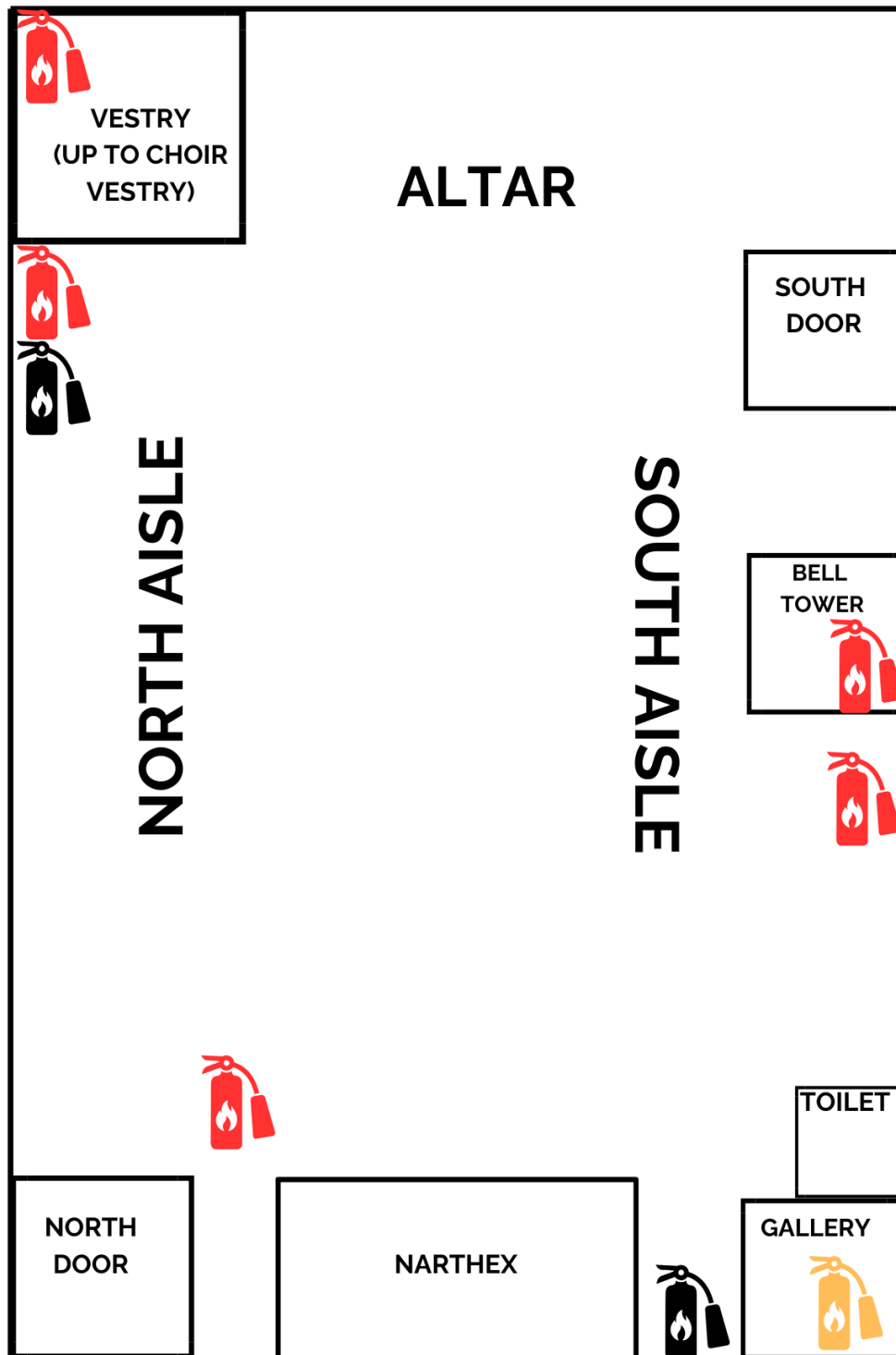
INFORMATION FOR THE FIRE SERVICE

GAS SUPPLY	OUTSIDE LEFT OF THE EAST DOOR OF THE CHURCH
GAS BOILERS	IN THE CHOIR VESTRY. TO CUT OFF THE ELECTRICAL SUPPLY TO THE BOILER, PRESS THE RED BUTTON ON THE YELLOW BOX WHICH IS FOUND ON THE RIGHT SIDE (ARM HEIGHT) JUST INSIDE THE CHOIR VESTRY
ELECTRICITY SUPPLY	CUPBOARD WITH GREY DOORS ON RIGHT SIDE OF THE TOILET IN THE NARTHEX (MAIN ENTRANCE). BREAK GLASS KEYBOX IS LOCATED TO THE RIGHT OF THE TOILET DOOR.
OTHER HAZARDOUS SUBSTANCES	CANDLE OIL: IN A METAL CHEST IN THE CHOIR VESTRY





LOCATION OF FIRE EXTINGUISHERS IN CHURCH

LOCATION	SITUATED	TYPE OF EXTINGUISHER
NARTHEX/ENTRANCE	At the bottom of the stairs	Carbon Dioxide(No 3)
GALLERY	At the top of the stairs to the left	Foam (No 2)
SOUTH AISLE	To the right of the door to the Bell Tower	Water (No 1)
NORTH AISLE	To the left of the glass doors	Water (No 6)
CHANTRY	Near the vestry doors on the North Wall side	Water (No 7) Carbon Dioxide(No 8)
VESTRY	At the top of the stairs, to the right of the East Door	Water (No 4)
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FIRE EXTINGUISHER LOCATION MAP



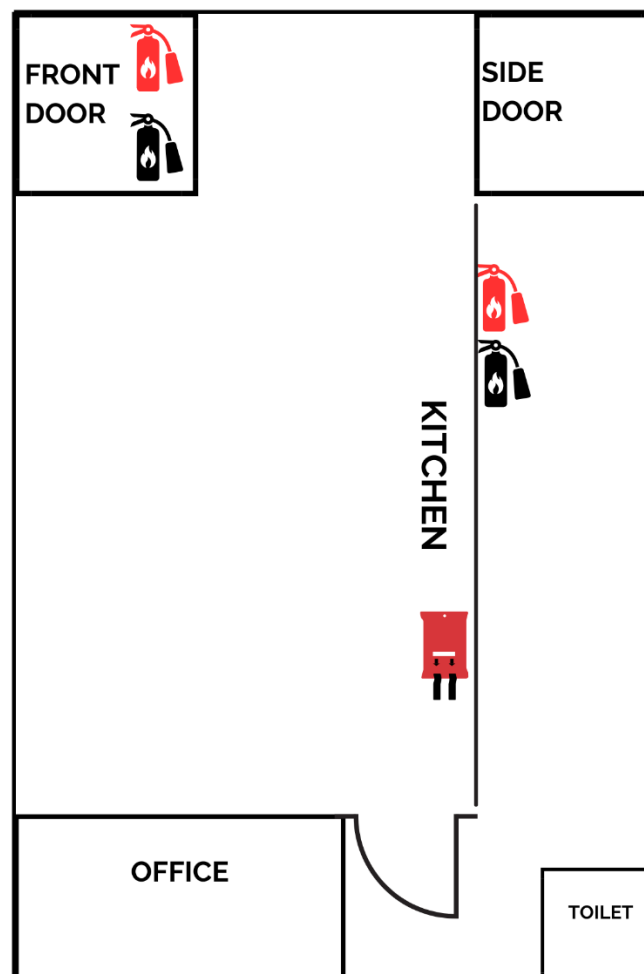
IN CASE OF FIRE

	<p>Raise the alarm by shouting “FIRE”.</p>
	<p>Ensure everybody is evacuated from the building via the nearest Fire exit and is directed to the Fire Assembly Point in The Market Square.</p> <p>The fire exits in St Ann’s Hall are:</p> <ul style="list-style-type: none"> • The front door • The side door (opens onto an alley leading to St Ann’s Hill)
	<p>Phone 999 and state “FIRE at ST ANN’S HALL, ST ANNE’S HILL, MIDHURST GU29 9NN”.</p> <p>After calling the fire brigade, contact a member of Midhurst Parish Church:</p> <p>Vicar: 01730 770022</p> <p>Churchwardens: 01730 816404 / 07940 235985</p>
	<p>DO NOT RETURN for personal belongings.</p> <p>DO NOT ATTEMPT to extinguish the fire unless trained to do so.</p> <p>DO NOT return to the building unless told to do so by the Fire Service</p>


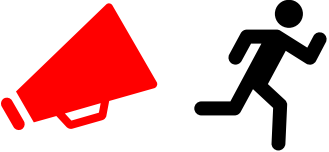




LOCATION OF FIRE EXTINGUISHERS IN ST ANN'S HALL

LOCATION	SITUATED	TYPE OF EXTINGUISHER
FRONT DOOR	In the vestibule	1 x Carbon Dioxide 1 x Water
SIDE DOOR	On the left side, close to the side door	1 x Carbon Dioxide 1 x Water

Key: Red - water Black – CO2



St Ann's Hall Evacuation Procedure

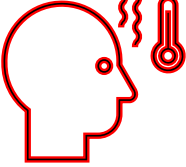

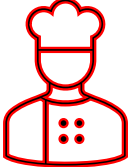
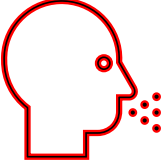
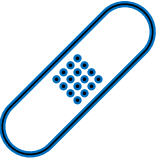


	<p>The front door and back alley door exits must be unlocked, cleared of any obstructions and the doors checked before events commence. The exits will be clearly marked with the Green Fire Exit sign.</p>
	<p>In the event of an emergency, an announcement must be made asking everyone to leave the building by the nearest exit taking their personal belongings with them and gather at the designated assembly point on St Ann's Hill so that everyone can be accounted for</p>
	<p>Assistance should be given to those that need it.</p>
	<p>The emergency services should be contacted and the situation reported to the appropriate service/s. (NB: St Ann's postcode is GU29 9NN) Access for emergency vehicles must be checked and cleared.</p>
	<p>Do not re-enter the building until given all clear by the emergency services</p>
	<p>Contact a member of Midhurst Parish Church: Vicar: 01730 770022 Churchwardens: 01730 816404 / 07940 235985</p>

ANNEX E – ELECTRICAL SAFETY

All employees and voluntary workers must observe the following:

- Visually check all electrical equipment before use
- Report all faults and / or visible defects to the Vicar or one of the Churchwardens
- **DO NOT ATTEMPT** to use or repair faulty equipment
- Any electrical equipment brought into the premises should have a PAT test certificate and be approved by a member of the church team.
- Any electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be positioned and protected so that they do not constitute a trip hazard and are not subject to any mechanical damage.

ANNEX F – FOOD HANDLING

	<p>Do not go into the food handling area if you are unwell</p>
	<p>Wash your hands before preparing / handling food or beverages. Wash your hands, or change disposable gloves, after going to the toilet, handling money, sneezing or touching your face</p>
	<p>Wear the clean aprons provided. Tie long hair back. Do not eat any food whilst preparing or serving.</p>
	<p>Do not cough or sneeze over food.</p>
	<p>Cover any cuts or grazes with an easily seen waterproof dressing.</p>
	<p>Wear disposable gloves and/or use utensils when plating and serving food.</p>
	<p>If in doubt – wash your hands!</p>

ANNEX G – MANUAL HANDLING

The five principles of manual handling are **plan, position, pick, proceed, and place**. These principles can help reduce the risk of injury when moving heavy objects.

Plan

- Ensure the path is clear of obstructions and hazards
- Make sure the floor is even and not slippery
- Assess if the object is moveable
- Consider if you need help from another person or mechanical assistance

Position

- Centre your body and feet
- Keep your feet apart and put one foot slightly forward
- Bend your knees and keep your back straight

Pick

- Use your leg muscles to lift the object
- Lift smoothly, without jerking or twisting

Proceed

- Keep the load close to your body
- Support the load with your arms
- Keep your head and spine upright
- Avoid twisting, bending, or reaching

Place

- Lower the object down with the same posture you used to pick it up
- Lower smoothly



ANNEX H – CONTRACTORS

There must be a nominated person (e.g. Church Warden) as the church lead for any major or minor works being carried out in the church or St Ann's. It is the responsibility of that person to work closely with the contractor to help ensure that the work is carried out safely.

All contractors must be given a copy of the relevant health and safety pack and confirm that they have read it before starting work.

All contractors must provide confirmation that they have Public and Employee Liability cover in place.

All contractors with 5 or more employees must provide confirmation that they have a Health and Safety Policy and that a written risk assessment has been completed.

The Construction Design and Management Regulations apply to any and all construction work. The PCC will ensure that their responsibilities under these Regulations are carried out should they be applicable.

ANNEX I – PERSONAL SAFETY

All staff and volunteers carrying out tasks in the church or St Ann's must read the relevant health and safety guidance before doing so.

Ideally, you should not be working on your own, but if you are:

- Only low risk activities should be carried out e.g. do not lift heavy objects
- If you are alone in the church, ensure someone else knows exactly where you are and at what time to you expect to finish.
- Ensure you have a mobile phone with you which is fully charged so if necessary you can ring for assistance.
- Be aware of your nearest escape route.

Do not go into someone's home on church business (if they are not well known to you) without consulting the Vicar or a member of the Pastoral Team first. The Pastoral Team will advise you on how to ensure that your safety on such a visit.

Annex J – RISK ASSESSMENT

Activities Risk Assessment Form



MIDHURST
PARISH CHURCH

Activity

Leader

Date

Assessor

Location

Date of Assessment

What are the Hazards?	Who might be harmed and how?	What are you doing already?	What else do you need to manage the risk?	Who needs to do this?	When does it need to be done by?	Action Completed (with date)



ANNEX K – THE BELL TOWER

Anyone going up the tower should get permission from the Captain of the Bells, Vicar or one of the Churchwardens.

Never enter the tower unless accompanied by a least one other person in case of an emergency.

Never touch the bell ropes unless you are a competent ringer or are confident that the bells are in a safe i.e. “down” position.

All ringers, church and maintenance personnel must be fit enough to climb the stairs.

All ringers must be competent at controlling a bell. Learners must be supervised by a competent member of the ringing team.

The clock hammer should be de-activated by setting the control switch on the chiming mechanism to ‘manual’ (quarter-turn anti-clockwise) before the tenor bell is moved.

Visiting bands of ringers should be accompanied into the ringing chamber when they arrive by a person familiar with the bells who should de-activate the clock hammer and answer any questions from the visitor before ringing starts. In general, visiting ringers should be asked to ring the bells down at the end of their visit.

The Bell Chamber

If access is required to any level above the ringing chamber, the ladder to bell chamber must be in a safe and secured position and the bells positioned in the correct safe position i.e. down.

There must be 3 people in the tower if access is needed to the bell chamber for any work required on the bells or parts of the church building in the bell chamber.

Health and Safety rules must be observed at all times. Work permits and insurance certificates are required for outside contractors and the church insurance company informed about the work/repairs to be carried out.

In Case of Fire

Evacuate the bell tower as quickly as possible. Phone 999 and state "FIRE at MIDHURST PARISH CHURCH, CHURCH HILL, MIDHURST GU29 9NX".

After calling the fire brigade, contact a member of Midhurst Parish Church:

Vicar: 01730 770022

Churchwardens: 01730 816404 / 07940 235985