

HEALTH & SAFETY POLICY

Policy approved by Mac: Jan 2025

Last reviewed: Feb 2026

To be reviewed: Jan 2027

Purpose

The purpose of this policy is to ensure the health, safety, and welfare of all members, volunteers, employees, and visitors to the churches, church halls and churchyards run by the Penarth Ministry Area.

This policy may also apply to certain activities which we are responsible for outside of our premises, for example, to activities run for our youth groups in other organisations' premises.

The aim of the policy is to establish and maintain safe working conditions and practices, and to comply with Health and Safety Legislation.

Although we have fewer than 5 employees, the Penarth Ministry Area takes its obligations under Health & Safety legislation seriously, which is why this policy exists, for the safety of all who work or visit its churches, land and halls.

The PMA strives to fully carry out its obligations with respect to the following legislation:

Health and Safety at Work Act 1974 (HSWA 1974): This is the primary piece of legislation. It places a duty on employers to ensure the health, safety, and welfare of their employees and others who might be affected by their activities (Ref 1). Churches must manage health and safety risks to a certain standard and apply their own judgment in determining how to satisfy this standard.

Management of Health and Safety at Work Regulations 1999: These regulations require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people, and arrange for appropriate information and training.

Regulatory Reform (Fire Safety) Order 2005: Churches must carry out a fire risk assessment and ensure that appropriate fire safety measures are in place.

Control of Substances Hazardous to Health Regulations 2002 (COSHH): For the PMA, this covers the use of certain cleaning materials and chemicals potentially used for weed control and in general maintenance. These regulations control exposure and protect health of people on and near our premises.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR): Our churches and Halls must report certain accidents, occupational diseases, and specified dangerous occurrences in their accident books as soon as possible after an incident, no matter how minor.

❓ **Health and Safety Information for Employees Regulations 1989:** Churches must provide employees with information about health and safety matters, including the risks they face and the measures in place to protect them.

❓ **L-series Approved Codes of Practice (ACOPs):** These provide practical advice on specific aspects of safety, such as controlling legionella bacteria in water systems (L8) and managing health and safety in construction (L153).

Scope

This policy applies to all members, volunteers, employees, visitors, and contractors involved with activities, events, and premises of the Penarth Ministry Area.

Definitions

- **‘Church’, ‘Ministry Area’:** Refers to the Penarth Ministry Area (PMA), the organization implementing this health and safety policy.
- **‘MAC’:** the body with ultimate responsibility for implementing the policy; the trustees of the PMA.
- **‘Members’:** Individuals who are formally affiliated with the PMA
- **‘Volunteers’:** Individuals who offer their time and services to the PMA without compensation.
- **‘Employees’:** Individuals who are employed by the PMA and who receive compensation.
- **‘Visitors’:** Individuals who visit PMA premises for various reasons.
- **‘Contractors’:** External individuals or companies contracted to provide services to the PMA.

Policy Statement

The PMA is committed to providing a safe and healthy environment for all its members, volunteers, employees, and visitors. This commitment is guided by the following principles:

- Compliance with all relevant health and safety legislation and regulations.
- Identifying and assessing potential hazards and implementing measures to mitigate risks.
- Providing appropriate training and resources to ensure health and safety awareness.
- Encouraging a culture of safety and health consciousness among all individuals involved with the PMA.

Procedures

1. **Risk Assessment:** Conduct regular risk assessments to identify potential hazards and implement control measures. Church in Wales guidance on Risk Assessment and Management can be found at https://churchinwales.contentfiles.net/media/documents/Risk_Assessment_and_Management_V2_04.05.2023.pdf This includes a template for a risk assessment.
2. **Training and Induction:** Where appropriate, provide health and safety training and induction for all leaders, volunteers, and employees.
3. **Emergency Procedures:** Establish and communicate clear emergency procedures, including fire evacuation plans and first aid arrangements.
4. **Incident Reporting:** Fill in the accident book to report incidents and investigate accidents, incidents, and near misses when they occur.
5. **Health and Safety Inspections:** Conduct regular inspections of the premises to ensure compliance with health and safety standards. (H&S inspections of all churches and halls were last conducted in the Autumn of 2025.)

6. **Maintenance:** Ensure that all equipment, facilities, and infrastructure are properly maintained and safe to use.
7. **Communication:** Communicate health and safety information effectively to all members, volunteers, employees, and visitors.

Responsibility for Implementation

It is everyone's responsibility to support a safe environment for themselves and others.

Ultimately, the Ministry Area Council is legally responsible for Health & Safety at PMA sites and at PMA-run activities elsewhere.

Non-Compliance

Failure to comply with this health and safety policy may result in action, which could include:

- Verbal or written warnings, for staff members
- Suspension or termination of volunteering, or employment.
- Legal action in cases of severe breaches of health and safety regulations

References

1. <https://fiec.org.uk/resources/a-note-on-health-and-safety-legal-duties-for-churches?form=MG0AV3>