

Role description

Parish Health and Safety Officer, Parish of Yate

Appointments to this role will be made following the Church of England Safer Recruitment and People Management Guidance 2021, as amended.

This role may be eligible for a DBS check.

The volunteer will be required to undertake the relevant level of safeguarding training, and refresher training, as directed by the Church of England National Safeguarding Team.

The volunteer may wish to consider undertaking other relevant training and development opportunities.

Accountable to: the Parish of Yate PCC who are legally responsible for taking measures to prevent accidents or ill-health arising from activities taking place within church premises.

Role: to oversee the health and safety of all who use the church buildings and premises within the Parish of Yate.

Responsibilities:

- To advise the PCC on all aspects of health and safety following national and diocesan policies and procedures.
- To be aware of and understand health and safety regulations as far as they concern church premises and to seek guidance as needed.
- To advise the PCC in regularly reviewing the parish health and safety policies and procedures in light of changes in Health & Safety legislation and in ensuring their implementation.
- To advise and support the individual church health and safety officers encouraging them to undertake relevant training and development opportunities.
- To respond to any health and safety concerns raised by individuals and provide appropriate advice to the Churchwardens, seeking guidance as needed.
- To advise and support the Churchwardens for each respective church in undertaking annual risk assessments for the church buildings within the parish.

- To advise and support event leaders in undertaking risk assessments for all activities and events, and to respond to concerns raised, seeking guidance as needed.
- To advise and support staff and volunteers about risk assessments personal safety (including for lone working, handling finances and having individuals in their homes).
- To work with the church wardens to ensure fire risk assessments are produced and reviewed annually and that action plans are acted upon.
- To provide support and advice to Churchwardens about appropriate firefighting equipment, policies and procedures.
- To advise Churchwardens on the maintenance of electrical equipment and the requirement for PAT testing, reporting to the relevant District Church Council (DCC) if action is required.
- To ensure that a list of hazardous substances is maintained for each of the church premises.
- To ensure that the Churchwardens display any health & safety information required by law to be visible in each of the respective parish premises.
- To ensure an accident book is available in each church, that this is reviewed regularly, and that action is taken, and lessons learned, following any accident or incident of ill health.
- To ensure that any accident that results in death or serious injury is reported to the Health and Safety Executive.
- To check periodically that there are appropriate resources to facilitate the provision of first aid; reviewing that a first aid kit is in a place where it can be easily found; and checking that the DCC has nominated someone to be the responsible person for keeping the contents of each first aid box up to date and replenished.
- To advise on the need for appropriate training for all volunteers who will be preparing or serving food and drink.
- To advise and support those commissioning contractors on the need:
 - for the contractor to have their own health and safety policy prior to undertaking any work within the parish;
 - to check they have appropriate liability insurance; and,
 - to verify that they comply with the requirements of the Parish Health & Safety Policy

- To prepare and present a report to the PCC at least twice a year detailing the current state of Health & Safety practice within the Parish, any lessons learnt from past incidents and any issues which need decision by the PCC.

Safeguarding Risk Assessments are not part of the Parish Health & Safety Officer's responsibilities but he/ she must recognise and support the requirement for those working with children and vulnerable adults to liaise with the Parish Safeguarding Officer and to complete a separate Safeguarding Risk Assessment.

The PCC will provide periodic refresher training to the Parish Health & Safety Officer to enable him/ her to maintain competence with regard to changes in Health & Safety legislation and practice.