

St Michael and All Angels

H&S Policy and Procedure

General Maintenance and Inspections

POLICY

The PCC policy is to ensure that St Michael and All Angels and the graveyard are safe; without risks to health, safety and welfare for all who work in and or use them.

The PCC IS responsibility to ensure that St Michael and All Angels is maintained in a clean and tidy condition

INFORMATION

The responsibility for the care and maintenance of the St Michael and All Angels belongs to the PCC with the exception of the beginnings of the main footpath. The responsibility for the maintenance of this section of the footpath belongs to the Parish Council.

Buildings require to be regularly inspected to ensure no defects are present that could cause harm to its users, those using the adjacent public footpath and any persons attending to graves close by.

The PCC is responsible for ensuring an asbestos survey is undertaken to identify any potential hazards this may have to the Church users.

Following a tragic incident in Harrogate when a child was fatally injured by a falling gravestone, the Health and Safety Regulations were amended to ensure that all gravestones are tested for risk of falling.

The repair of memorials is the responsibility of the family concerned.

In respect of the repair and or removal of memorials, the PCC may act if the family cannot be traced or will not act. Action should be taken if memorial becomes unsafe (for example laying down a tall headstone which is leaning dangerously). No memorial may be removed without a faculty.

PROCEDURE

1. The Churchwardens shall routinely inspect the Church and its graveyard to identify any defects that may cause harm to users, visitors to St Michael and All Angels and the public using the footpath that passes through the premises.
2. Any defects noted shall in every instance be reported to the Churchwardens.
3. Where necessary the Churchwardens shall implement temporary measures to contain the risk to ensure no accident, injury and or incident can occur until permanent repairs can be carried out.
4. The PCC shall ensure that the mandatory Quinquennial Inspection is undertaken by the designated Church Architect.
5. The PCC shall ensure that plans are put in place to address Category A Actions that are identified in the Quinquennial Report where the identified defect could potential cause harm to users, visitors to St Michael and All Angels and the public using the footpath that passes through the premises. The Churchwardens shall lead and deliver action plans that are approved by the PCC.
6. The Churchwardens shall identify any gravestones that are at risk of falling.
7. The Churchwardens shall lay down any gravestones that are at risk of falling where they stand for pending remedial work.

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8. All walkways, stairways, firefighting equipment and escape routes shall be kept clear for access at all times.
9. All electrical cables shall safely positioned in order to prevent a tripping hazard. If required they must be covered with a suitable cable tidy.
10. Regular checks shall be made on floors to ensure any broken flags, tiles and boards likely to cause a tripping hazard are kept in a good state of repair.
11. All racking, shelving, filing cabinets etc. shall not be overloaded.
12. Boxes or chairs must not be used, or racking must not be climbed in order to retrieve stored items. Proper access equipment shall be provided and used.