

Adopted on: 17/07/25
Review Date: July 2026

1. Policy Statement

St Matthew's Church, Sheffield, recognises and accepts its responsibility as an employer, occupier of premises, and provider of services to ensure the health, safety, and welfare of all its clergy, employees, volunteers, congregation, contractors, visitors, and members of the public who may be affected by its activities.

We are committed to ensuring that all reasonable steps are taken to prevent injury and ill health, and to maintain a safe and healthy environment in accordance with the Health and Safety at Work etc. Act 1974, relevant Church of England guidance, and associated regulations.

2. Organisation and Responsibilities

2.1 The Parochial Church Council (PCC)

The PCC has overall responsibility for health and safety at St Matthew's Church. This includes ensuring appropriate resources and procedures are in place.

2.2 Health and Safety Coordinator

The PCC appoints a Health and Safety Coordinator who is responsible for:

- Implementing the health and safety policy
- Conducting regular risk assessments
- Maintaining records of inspections and incidents
- Liaising with contractors and regulatory bodies
- Reporting to the PCC on safety matters

Current Health and Safety Coordinator: The church wardens

2.3 Clergy, Staff and Volunteers

All clergy, employees, and volunteers must:

- Take reasonable care of their own health and safety
- Follow any safety instructions or training
- Report hazards, accidents, or unsafe practices to the Coordinator or PCC

3. Arrangements and Procedures

3.1 Risk Assessments

Risk assessments will be carried out for all church activities and reviewed annually or after significant changes. A record of assessments will be kept and made available to those affected.

3.2 Fire Safety

- Fire exits must be clearly marked and kept free from obstruction.
- Fire extinguishers will be maintained annually.
- A fire evacuation plan will be displayed and practiced at least once a year.

3.3 Safeguarding

St Matthew's adheres to the Church of England's safeguarding policies. Separate safeguarding procedures are in place and coordinated with health and safety arrangements where appropriate.

3.4 First Aid

- A fully stocked First Aid kit will be kept in both the Vestry and Art House Office.
- Fr Parker, Father Naylor, Louise Smith, Holly Featherstone, Michaela Suckling, James Marples are appointed first aiders.
- All accidents must be recorded in the Accident Book, located in the vestry.

3.5 Electrical Safety

All portable electrical equipment will be tested regularly (PAT testing). Any unsafe equipment must be reported and removed from use.

3.6 Manual Handling and Hazardous Substances

All staff and volunteers must follow guidance when lifting, carrying, or using cleaning materials and chemicals. COSHH data sheets will be kept where applicable.

3.7 Contractors and Visitors

Contractors must provide their own health and safety risk assessments and insurance. Visitors must be made aware of emergency procedures and must not be left unsupervised in hazardous areas.

3.8 Events and Activities

All events organised by or on behalf of the church must be risk assessed in advance, including external hirers. Event leaders are responsible for ensuring safe practices during the event.

4. Training and Information

Health and safety information will be shared with all clergy, employees, and volunteers. Training will be provided where necessary, including fire safety, first aid, manual handling, and safeguarding.

5. Monitoring and Review

This policy and its implementation will be reviewed annually by the PCC or following any incident, near miss, or change in church activity or structure.

Signed on behalf of the PCC:

Name: Dr Stuart Barfield

Role: Warden

Date: 27/7/25