



St Mark's Church Health & Safety Policy

The Parochial Church Council (PCC) of St Mark's, Bourne End

The following policy was updated at the Parochial Church Council (PCC) meeting held on 5th July 2026.

Introduction

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it. To all employees, trustees, lay leaders, office holders, voluntary helpers and contractors: The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety. This Policy applies to all activities run by St Mark's Church whether on our own church premises or elsewhere. External organisations are expected to operate to their own Health and Safety policy and procedures providing these are of a standard at least equal to this policy. Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers and to provide such information, training and supervision as they need for this purpose. We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may be affected by church activities whether they be in the church, its grounds or any associated buildings. Responsibility for the maintenance and safety of the building itself rests with the PCC of St Mark's. All external groups and organisations using church premises should either have their own operating Health & Safety Policy (which should be at least at the standard of the St Mark's policy) or agree to adhere to the terms of the church policy.

Roles and Responsibilities

Vicar: Overall responsibility for health and safety is that of the Vicar, the Revd. Simon Dust who will ensure that arrangements are in place to satisfy health and safety regulations. Specific responsibilities may be delegated to Church Officers or PCC.

Churchwardens: Jane Cottrell and Sarah Luxford are the Church Wardens.

Responsibility for the safety of the church building and its grounds and ensuring it is safe for those who use the church, in accordance with the agreed church policies, rests with the Church Wardens. Practical matters pertaining to the safety of the building and its grounds are handled by the Church Wardens with administrative and operational support from the Church Administrator. Where work is carried out on the building or in the grounds by external contractors they should ensure that workers are adhering to a robust health and safety policy and have their own insurance.

Parochial Church Council (PCC): The Parochial Church Council (PCC) has general responsibility to ensure that the health and safety policy is implemented and regularly reviewed.

Parish Safeguarding Officer: Daphne Dru is the appointed Parish Safeguarding Officer. A separate Safeguarding Policy exists which pertains to children, young people and vulnerable adults.

Responsible Persons: The Health & Safety brief is currently held by the Church Wardens, with assistance from the Church Administrator. The Church Wardens shall report to the PCC on any relevant matters and shall liaise closely with the Parish Safeguarding Officer where matters overlap.

The responsibility of those overseeing the Health and Safety brief shall be:

- Be familiar with the health and safety policy and arrangements and ensure they are observed.
- Take appropriate action to address any safety concerns related to the building.
- Work with the Church Administrator to ensure adequate firefighting equipment is available and maintained.
- To liaise with the Church Administrator to ensure that electrical items are regularly PAT tested
- Ensure that fire exits are accessible and maintained
- Ensure that the preparation of food is carried out in a safe and hygienic way
- To work with the Vicar and Church Administrator to carry out a Risk Assessment of the building and grounds and complete the necessary Risk Assessment paperwork in preparation for any public events or large Sunday services.
- To work with the Church Administrator to ensure that external organisations using the church premises are compliant with the church's Health and Safety policy or have their own policy which is equally robust.
- To work with the Church Administrator and the Vicar to ensure that there is appropriate supervision of people and spaces; clear signage; and agreed contingencies in place (and that these are recorded in a comprehensive Risk Assessment) in the event of public events or larger services.

Employees and Volunteers: All employees and volunteers have a responsibility to co-operate in the implementation of this health and safety policy; comply with its stipulations and take reasonable care of themselves and others whilst on church business or premises. They should report any safety concerns or accidents to one of the relevant persons listed above at the earliest opportunity. Monitoring and Compliance This policy will be kept up to date, particularly in the light of any legislative changes, changes to our buildings or activities, or any change in conditions that would require the

review of this policy to maintain its effectiveness. To ensure this, the policy and the way in which it has operated will be reviewed regularly and appropriate changes made. The PCC will review the Health and Safety Policy on a regular basis Revd. Simon Dust (Vicar)
Jane Cottrell (Church Warden) Sarah Luxford (Church Warden)