



Blyth Valley Parishes

Health, Safety, Safeguarding and Domestic Violence Policy 2022

Statement

We will, so far as is reasonably practicable, provide safe and healthy conditions, equipment and systems for all our volunteers, and casual labour. This includes any information, training and supervision as they need (to be attended and applied as required).

We will, so far as is reasonably practicable, aim to ensure the health, safety and welfare of all members of the congregation, contractors, visitors and others visiting the church, churchyard and associated buildings.

The allocation of duties and particular arrangements to this end are set out in this leaflet. This local policy should be read alongside national law and guidance and Diocesan policies to which it is subject. It will be kept up to date in the light of changes to buildings or activities. The policy, the way it is operated, and appropriate changes will be reviewed annually by the Benefice Meeting.

Organisation

Dominic Doble, the Team Rector, has overall responsibility for health and safety across the Benefice. He will ensure arrangements are in place to satisfy regulations and Codes of Practice.

Responsibility to ensure arrangements are carried out and updated is with the Churchwardens.

Blyford – Alison Cackett

Chediston – Veronica Downing

Halesworth* – Jason Busby

Heveningham – contact Dominic

Holton – John Hewlett and Chris Knevett

Bramfield – contact Dominic

Cookley – Jane Evers

Huntingfield - Emma Ward

Linstead – Malcolm Heath
Thorington – Mike Gower
Wenhaston – Jonathan Alder
Wissett – Geoffrey Kiddy and Nick Evans

Spexhall – Keith Noakes
Walpole – Ken Allen and Lee Hill

* the Team Rector is responsible for the Team Office and Team Employees (including volunteers).

Each Parochial Church Council has general responsibility to implement this policy in their parish; ensuring:

- safe systems of work are in place.
- equipment, and training are provided and used.
- all property is in good order including access and egress.
- food hygiene regulations and procedures are observed.
- wider welfare standards are upheld.

All have a responsibility to co-operate in the implementation of this policy and to take reasonable care of themselves and others on church business and property. So they must:

- comply with rules, instructions and procedures and use any necessary protective clothing and equipment.
- report any faults, accidents, near misses or other hazards as soon as possible.
- report any disclosures to the Rector, Benefice or Diocesan Safeguarding Officer.

Arrangements

1) First Aid provision will be supported by appropriate:

- deployment and siting of First Aiders and Kits, Accident books, HSE Posters.
- publicity and promotion of location, stocking, training, identity, recording and reporting.

2) Fire Extinguishers, by type, will be appropriately

- located, identified, and maintained.

3) Evacuation will be enabled by timely and appropriate:

- opening, marking, and stewarding of doors.
- operation of extinguishers, lighting and torches.
- announcements, assembly, and contacting emergency services.

4) Electrics including lighting will be kept safe through:

- Pre-use inspections, annual portable electrical testing, 2.5 yearly lightning conductor testing, and five yearly fixed equipment tests.

5) Condition of Buildings and Churchyards especially floors, steps, and glazing will be subject from continual monitoring maintenance and repair.
- wildlife and then the amenity value will be taken into account

6) Food Preparation will be subject to:
- hygienic supply and sale.
- knowledge of critical steps in preparation and serving.
- establishment, maintenance and review of controls.

7) Use of Hazardous Substances will be controlled and reduced by substituting for safer alternatives, listing, labelling and safe storage.

8) Plant and Machinery must be in good condition, used correctly, and not without access to help

9) Personal Safety
- manual handling will be minimised, assessed and supported by equipment and training.
- no working at high levels other than by approved contractors.
- lone working including travel, hospitality and handling cash and valuables will be assessed and controlled.
- risk will be managed for activities including fêtes and outings, choirs and music.

10) Contractors will need:
- Health and Safety Policy and Public and Employers Liability insurance.
- to comply with this policy and co-operate with officials.
- to provide safe site, systems, plant, machinery and clothing.
- sub-contracting is by permission only.
- permits to work that specify area and extent of work and precautions.

11) Safeguarding
Our Safeguarding Officer is Dominic Doble:
dominic.doble@phoncoop.coop 07743 554955
- We will be alert to concerning behaviour and disclosures of emotional, physical, neglect, financial, institutional & sexual abuse.
- We will listen, record and report to Karen Galloway:
karen.galloway@cofesuffolk.org Diocesan Safeguarding Manager, available 8am to 8pm or call on 07785 621319.
- We will apply Safer Recruitment good practice: maintaining job roles, 'interviewing', seeking references and complying with the law on both Disclosure and Barring Service certificates and recruiting ex-offenders.

- Unless asked not to, or where under court order, photographs or video may be taken. Notices will be displayed in churches and at events. All children, young people or adults at risk will be appropriately dressed and not identifiable.
- All social media contact is to be public and official.
- Visits by people on their own to vulnerable people will be entered in diaries, alongside any special notes on any concerns, which will be reported as appropriate.

12) Attitude and Action in Relation to Domestic Abuse

- make clear such abuse is not acceptable and challenge inappropriate comments.
- provide a welcoming and safe environment for the vulnerable and survivors.
- with Safeguarding Officer, encourage and support informed action to find safety and help and assist statutory bodies undertaking investigations.

13) Prevent Radicalisation

We will notice signs of vulnerability and their context, checking them and sharing them with the Safeguarding Officer engaging with, and referring to, other external agencies as appropriate.

14) Abuse, bullying and harassment will not be tolerated with complaints being taken seriously and thoroughly investigated with discretion.

15) Covid protection measures follow Government and Diocesan guidance. These may include: mask wearing and hand sanitising, social distancing, one way systems, ventilation, use of video conferencing, and offering Holy Communion in both kinds and 'safe areas' for the vulnerable.

16) Livestreaming: We will let people know that services may be livestreamed and which parts of the venue are not in view. We will not record people receiving Holy Communion.

The local Environmental Health Department is: East Suffolk Council
ep@eastsoffolk.gov.uk 0333 016 2000