

Holy Cross, Topsham: Health and Safety Representative

Overview: The representative monitors the legal and practical aspects of managing Health and Safety within Holy Cross church, Topsham.

The role is managed by one person and key stakeholders include: Parish Priest; Parish Treasurer; Parish Support Group; the Diocesan Property Office and the Diocesan H&S Consultant.

Scope: The church, meeting room, toilet, parking area and pedestrian and vehicular access

Key responsibilities:

- ❖ **Diocese H&S Policy statement:** Ensure latest statement is displayed on a notice board in a prominent position
- ❖ **First Aid:** First Aid Box and Accident book to be available and monitored
- ❖ **Accidents / incidents:**
 - Inform Parish Priest and Property Department if appropriate
- ❖ **Electrical safety:** Electrical installation condition survey required every 5 years
- ❖ **Portable Electrical Equipment (PAT)** every 2 years
- ❖ **Emergency Lighting:** monitored via regular safety checks
- ❖ **Emergency Evacuation Plans:** review and evaluate annually
- ❖ **Escape Routes:** Exit doors / Exit signs / Stairs and steps / balconies / fire doors monitored via regular safety checks
- ❖ **Asbestos:** visual check of any asbestos identified by external report
- ❖ **Employers Liability Insurance:** to be displayed on a notice board in a prominent position
- ❖ **Fire Extinguishers:** monitored via regular safety checks
- ❖ **Fire Risk Assessment:** conducted and completed by Diocesan H&S consultant. Reviewed annually
- ❖ **H&S Communication:** H&S should be included as standing item on agenda for PSG meetings
- ❖ **Property Condition survey:** a five yearly quinquennial survey report should be available for the property
- ❖ **Suspended structures:** A visual examination of suspension wires and accessories to be undertaken five yearly
- ❖ **Votive Candle Stands:** Located on a non-combustible surface and secured to prevent toppling. A fire blanket in close proximity

Tasks:

- **Monthly:**
 - Safety checks as per the list provided by the Diocesan H&S consultant (includes emergency lighting; first aid box; trips / slips/ falls; fire extinguishers; fire exits etc)
 - Safety Action report as required

- **Annual:**
 - Fire Extinguisher service
 - Gas Boiler service
 - Gutter and downpipe inspection
- **Every three years:**
 - Flat roof inspection of meeting room; toilet; sacristy
- **Every five years:**
 - Security of fixing of the chandelier lights in the church
 - Quinquennial survey
- **As required:**
 - Asbestos survey, as required by the Diocesan Property office

Member of the Parish Support Group

- Member of the Parish Support Group
- Report any H&S relevant issues to the group
- Liaise with members of the group (especially the Welcomers' team) on conducting a table top exercise for evacuation procedure (once every 12 months)