



HEALTH & SAFETY POLICY

Policy Statement

St Thomas the Apostle Groombridge is committed to the Health, Safety and Welfare of our members of staff, our volunteers and members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all, by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health. We have completed Risk Assessments and will regularly review them.

Responsible Persons

- **Health and Safety Officer:** Churchwardens are responsible for annual risk assessment reviews and maintenance schedules

Fire Safety

- Fire extinguishers will be inspected annually by a competent engineer.
- Fire exits and escape routes will be kept clear at all times.
- Emergency evacuation procedures will be practised regularly.

Accidents & First Aid: Slips, Trips, and Building Maintenance

- Periodic checks to ensure floors, pathways, and steps are free from obstruction and damage.
- Defects in the building fabric or glazing will be repaired promptly.
- Group Leaders are responsible for the safety of those participating in their specific activities.
- All Employees and Volunteers must take reasonable care of themselves and others, report hazards, and follow safety procedures.
- Accident book and first aid kit are in the Church porch.

Electrical and Work Equipment

- Fixed electrical installations will be inspected every 5 years.
- Portable appliances (PAT) will be checked at appropriate intervals.
- Visual checks of plugs and cables will be done before use.

Food Hygiene Kitchen surfaces and equipment will be kept thoroughly clean.

- Those handling food must follow strict personal hygiene and hand-washing rules.

Working at Height & Hazardous Substances

- Only trained or competent persons may use ladders to change lightbulbs or clean at height.
- Cleaning chemicals and hazardous substances will be locked away safely.

To be reviewed annually

Signed

Fr Nicholas Henshall April 2026