

St Peter's Wellesbourne

Health and Safety Team

Aim: To co-ordinate health and safety assessments, action plans and risk assessments so that St Peter's buildings and people will be as safe as is reasonably possible.

Objectives:

- To work within the guidelines of the Health and Safety policy and ensure documents pertaining to it are easily retrievable.
- To have systems in place to ensure that where checks are required eg lightning conductor, fire extinguishers etc that they are carried out and recorded in a central place.
- To be tasked by PCC to instigate and review risk assessments where required using the process approved by PCC.
- To work with the safeguarding officer regarding an annual audit of the paperwork.

Appointed by/Responsible to:

PCC/PCC

Membership:

The team is representative of the main groups in St Peter's including MinistryStaffTeam, Fabric Committee, Church Centre Committee, Churchyard Committee, Bellringers, Safeguarding and Wellesbourne Youth Services.

The Vicar is an ex-officio member of all PCC task groups.

Additional members may be co-opted by the Team as needed, and tasks delegated to others as needed.

There will be a minimum of 3 attendees to be quorate.

Chairman:

The team will share chairmanship of meetings.

Meeting Frequency:

Two to three meetings per year lasting no more than 1.5 to 2 hours.

Two to three sessions per year to undertake the annual assessments of the premises and grounds or review audit assessments others have done eg safeguarding.

Authority:

The Team needs to seek authority from Standing Committee or PCC if it wishes to expend money.

Additional Info:

Review Date: November 2017