

# THE JOINT COUNCIL OF HOLY TRINITY AND ST JAMES'

## SAFETY POLICY

The following policy was agreed at the Joint Church Council (JCC) meeting held on 23-7-2024.

*1. This safety policy is the responsibility of the JCC and changes to it must be approved by JCC. The JCC have responsibility for Safety.*

### *2. Background*

The Church and its environs are actively managed by the JCC in line with the recommendations of the Worcester Diocese and current Health and Safety legislation.

### *3. Policy*

It is the policy of the JCC that free access to the churches shall be as follows:

Holy Trinity between 9.30am and 2.30pm weekdays

St James' between 10.00am and 4.00pm weekdays

Hours unless Covid Risk Assessments state otherwise. This means that the church must be a safe environment for unescorted visitors as well as during times of normal usage by the congregation. Various parts of the church will be kept locked and entry to these areas is only permitted to authorised key holders. (A list of current key-holders is prepared by the Churchwarden).

These areas include the

The Vicar's vestry, the Choir vestry, the boiler house and churchyard tool shed. To ensure the safety of visitors and congregation regular safety inspections will be undertaken by the Churchwardens or by a Safety Officer\*, appointed by the JCC. These inspections will include the controlled access areas.

Electrical Testing including PAT testing occur annually.

The last Quinquennial inspections of the buildings took place as follows:

Holy Trinity - May 2021. The next one will be in 2026.

St James' - November 2021 (delayed from 2020 due to Covid 19). The next one will be in 2026.

Any unsafe conditions or behaviours exposed by the inspections will be brought to the attention of the JCC for appropriate action.

It is the duty of any member of the general public, including any member of the clergy, congregation or JCC, attending or entering the church and its environs, to take reasonable care of themselves and those for whom they are responsible. This duty of care includes bringing any unsafe conditions or behaviours to the attention of a member of the JCC.

Incumbent: Revd Rebecca Elliott