



Wiltshire Historic Churches Trust

Supporting Wiltshire's Churches since 1953

Registered Charity Number 1075598

WHCT Health and Safety Policy

As a Trust we understand that we owe a duty of care to ensure the safety of those who participate in Trust meetings and activities.

General Statement of Policy

Our Trust policy is to ensure, so far as is reasonably practicable, that our meetings and activities are carried out safely and do not pose a risk to the health of our Trustees, Officers, Deanery Representatives, Friends of Wiltshire Churches and other volunteers and participants who take part in Trust activities and events in accordance with good practice and any relevant statutory provisions where they apply.

Responsibility

WHCT Trustees accept overall responsibility for the above policy and they will ensure that adequate resources are made available to achieve its objective. Any decisions they make will have due regard for it.

The Trust will appoint a lead Trustee to have specific responsibility for this policy and its implementation. Trustees will review health and safety policy annually. They will monitor the effectiveness of the policy, amending it where they believe changes are required.

Trustees will try to ensure that everyone involved with the Trust plays his or her part in the effective implementation of policy in practice.

It is the duty of each Trust volunteer to exercise personal responsibility for their own safety and that of others.

Practice – Guidelines, Risk Assessment and Accident Reporting

Specific WHCT Health & Safety guidelines are listed at Annex A. Risk Assessments are at Annex B. The Accident and Incident Report form is at Page 5.

Signed:

Chairman of WHCT Trustees

Date: 11th November 2024

ANNEX A

WHCT Health and Safety Practice Guidelines

Responsibilities

All Trust volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on Trust activities or events.

Trust volunteers should ensure that they:

- read this policy and understand what is required of them;
- take necessary precautions to protect themselves and others;
- comply with event safety rules;
- report any hazard, defect or damage in event venues, so that they might be dealt with;
- warn other volunteers and participants of known hazards;
- report any accident or incident.

Trust practice will ensure that:

- the Trust sets an example on health and safety matters;
- all volunteers are aware of their health and safety responsibilities;
- Risk Assessments are reviewed before meetings and events;
- adequate precautions are taken;
- adequate information is provided for those that need it;
- all accidents are recorded and reported as appropriate;
- advice is sought where clarification is necessary on the implementation of this policy.

Risk Assessment

Risk Assessments have been completed (Annex B) to identify what the Trust needs to do to comply with health and safety law. These must be reviewed and augmented if necessary before each event by the event leader. Where we intend to hold large events, we will identify any additional precautions that are necessary and implement these.

Fire

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire.

First Aid

We will familiarise ourselves with the first aid guidance, kits and facilities of hired and visited venues.

Accidents

Any accidents are to be investigated, recorded and reported if necessary. We will keep an accident book and record details therein. The Report Form is at Page 5. We will report to the enforcing authority and keep records of certain accidents to volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Relevant health and safety accident records are to be retained by the Secretary.

Information and Training

We will provide any necessary information and training for our volunteers in a timely manner. We will keep a record of what is provided.

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate.

Record Keeping

Our Health and Safety Policy, Risk Assessments and records are held by the Secretary.

ANNEX B**Risk Assessments**

	Event	Risks	Risk Mitigation	Responsibility
1	Trust and Friends Meetings	Access to building; building and furniture defects; access to room; fire; electric shock; car parking	Comply with local H&S instructions for building. Visual check of car park, building access and rooms, fire exits, extinguishers, electrical devices and fittings – and associated notification and advice to all attendees Check first aid kit/arrangements Carry mobile phone for emergency calling	Sec of Trust Chair/Sec of Friends
2	Trust Grant Application Assessment Visits (by Denomination and Deanery Reps)	Injury from: defects in church structure; falls from high-level viewing; trip hazards; handling damaged fabric; electric shock; fire	Comply with local H&S instructions for church and advice from responsible host. When you consider it is necessary, and you are willing and able, ascend/descend ladders, platforms or steep and uneven steps cautiously and query your responsible host for safety advice and follow it carefully. Avoid entering confined spaces. Avoid handling sharp or rough stone, slate, wood and other materials with bare hands. Avoid handling electrical devices or installations. Avoid fire hazards. Wear sturdy shoes/boots and appropriate clothing for church project visits. Note escape routes and fire exits.	Denomination and Deanery Reps
3	Friends Church Tours	Driving and parking in restricted spaces; access to churches; church fabric and furniture defects; churchyard trip hazards; fire; electric shock	Comply with local H&S instructions for church and advice from responsible host. Give advice on roads, routes, parking and access to churches.	Tour Lead and the host Church Warden
4	Ride & Stride	Individuals and groups: R&S on rural and dangerous main roads with associated risk of accidents; Suffer from the effects of weather conditions.	WHCT R&S instructions accept no liability and advise all participants to plan their route with care, avoid dangerous roads, dress and protect themselves appropriately for the weather conditions	County Administrator for Wiltshire Ride & Stride



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Accident and Incident Form

This form should be completed immediately after any accident, significant incident or near miss. Discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident

Names, addresses and ages of those involved in the incident

Where did this incident take place?

Name of the group: _____

Who is normally responsible for group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

Signature of person in charge of group at time of accident/incident

Signed: _____ Print Name: _____

Date: ____/____/____

Form seen by: _____

(Secretary WHCT, Administrator of Ride & Stride, Chair of Friends, Chair of WHCT)

Signed: _____ Print Name: _____

Date: ____/____/____