

### Health & Safety Annual Report for AGM 19-May-2021

**Firstly**, we all should recognise the immense commitment by David Stokes during his tenure as one of our Church Wardens. David and our current Church Wardens contributed much to the resolution of various health and safety issues.

**Secondly**, as a result of disruptions and restrictions caused by the COVID-19 Pandemic, it has not been possible to adequately address our outstanding health and safety issues.

Nevertheless, it was vital that precautions to minimise the spread of the virus were urgently implemented.

The priority was to ensure St Leonard Church was safe for everyone entering the church.

The Risk Assessment was completed with reference to COVID advice and directives from The Church of England, Worcestershire Diocese, our insurers "Ecclesiastical" and the Health & Safety Executive.

Grateful thanks are extended to our church members for their contributions in achieving the required result.

It is perhaps pertinent at this time to remind ourselves of the total progress we have made.

Documents include:

- a) **General Health & Safety Policy Statement.**
- b) **Health & Safety Policy Organisation & Arrangements, documented sections include:**

First Aid, Accident & Incident Reporting:

- location of First Aid boxes.
- First Aiders and Appointed Persons.
- location of Accident Books.
- Medication.
- Accident & Incident Reporting.
- Types of Reportable Incidents.
- Types of Reportable Injury.
- Specified Injuries.
- Incapacitation.
- Occupational Diseases,
- Dangerous Occurrences & Near Miss Events.
- Gas Incidents.
- Emergency Services Contact Details

## St Leonard Church, Clent

Food Safety Management.

Gas Safety.

Hazardous Substances (COSHH).

Lighting - adequacy.

Lone Working.

Manual Handling - lifting, carrying and moving loads.

Safe Use of Plant and Machinery.

Plant and Equipment Inspection.

Safeguarding.

Slips, Trips and Falls - condition of Floors, Steps and Paths.

Working at Height.

c) **Risk Assessments:**

- Bell Tower courtesy of Martin Whittaker.
- Asbestos.
- Cleaning.
- Palm Sunday Precession.
- Working at Height.
- Fire Safety.
- COVID.

d) **Physical items include:**

- Baby Changing Unit.
- Disposable Towel Dispenser.
- New First Aid box.
- 'Cleaning in Progress' stands.
- Emergency Evacuation Notices.
- Additional Fire Extinguishers and Stand.
- Emergency Alarm.
- Entrance Mats replaced.
- Sanitiser Stations.
- Lightning Conductor replaced.

There is yet more to do.