

HEALTH AND SAFETY POLICY

Reviewed: 11th June 2026

1. Introduction

The Friends of the Parish Church of St. Mary's Old Basing (the Charity) recognises and accepts its responsibilities to Members of its Executive Committee (Trustees) and volunteers under the Health and Safety at Work etc Act 1974 including the responsibility to:

- Provide and maintain a safe and healthy place of work
- Provide adequate information, instruction, training and supervision
- Provide and maintain plant and equipment and safe systems of work
- Ensure safe access to and from the places of work
- Work to prevent accidents and work related ill health

2. General Health and Safety

1. The overall responsibility for Health and Safety lies with the Trustees. The Chair of the Executive Committee has day to day responsibility for managing Health and Safety.
2. The Trustees are committed to achieving the highest standards of Health and Safety throughout the Charity.
3. The Trustees are also committed to complying with all regulations that apply to the Charity's work activities.
4. The Trustees will ensure that assessments of all areas of work activities are carried out regularly, in order to identify hazards and work to prevent instances of injury, disease and dangerous occurrences arising.
5. The Trustees are also committed to ensuring that the work done by the Charity does not adversely affect the Health and Safety of any contractors or of members of the public.
6. The Trustees are fully committed to providing safe and healthy working conditions to its volunteers.
7. The Trustees will, so far as reasonably practicable, ensure that the Charity provides adequate financial resources to meet these objectives.
8. Copies of this Policy are to be available to interested parties and will be published on the Charity's website www.fosmc.org.

3. Risk Assessments

A Health & Safety and Safeguarding Risk Assessment will be prepared for any event organised by the Charity and a copy made available to any volunteer working at that event. The charity also holds Public Liability Insurance with Ecclesiastical Insurance.

4. Incident Reporting

The Charity will keep records of any Health and Safety incidents and near misses in an incident reporting book; review internal controls and procedures; and put in place actions to help prevent any recurrence. Serious incidents, risking or causing severe harm, must be reported to the Charity Commission and HSE.

5. Review of the Health and Safety Policy

This Policy will be reviewed by the Executive Committee annually or when there is a change in circumstances in work practices or the introduction of new legislation. Any amendments must be approved by the Executive Committee and communicated to relevant stakeholders.

This Policy has been approved and authorised by the Executive Committee on 4th August 2021 and again when it was reviewed and updated on 11th June 2026

Name: Matthew Jarrett
Position: Chair of the Executive Committee

Date: 11th June 2026

Signature:

A handwritten signature in black ink, appearing to read 'M Jarrett', written over a light blue horizontal line.