

Health and Safety Policy

As a church we understand that we have a duty of care to ensure the safety of those who visit our church or attend church activities.

We also know that, where we are an employer or use premises in certain circumstances, we have to meet the requirements of health and safety law.

In particular, we know that if we are an employer having five or more employees, paid or volunteers, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

This policy contains

- General Statement of Policy
- Organisation and Responsibilities
- General Arrangements
- Specific Arrangements
- Appendix 1: Records to be kept

General Statement of Policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors or others who may attend our church or other activities. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The trustees accept their overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for this.

We will appoint a trustee to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of this policy, amending it where we believe it is no longer appropriate.



It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and the safety of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety are set out in this document. A copy will be publicly available on the church website and a physical copy made available on request.

Signed



*on behalf of the trustees as agreed at a meeting on 17th August 2020

Date *24th August 2020*

Review Date: July 2023

This policy shall be reviewed every 3 years



Organisation and Responsibilities

Overall responsibility for health and safety lies with the trustees. Specific responsibility for implementing this policy has been delegated to:

Dawn Jessup- trustee with responsibility for policies

They will ensure that:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are to be rectified as soon as possible
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church
- Set a personal example on matters of health and safety
- They ensure only competent persons carry out repairs, modifications, inspections and tests to church property

The trustee with day to day responsibility for implementing this policy is Eileen Kelly – trustee with responsibility for buildings and people

They will ensure that

- All employees and volunteers are made aware of their health and safety responsibilities
- Adequate precautions taken as set out in this policy and related risk assessments
- Adequate information and training is provided for those that need it
- Any hazards or complaints are investigated and dealt with as soon as possible
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- All accidents are reported in line with the requirements of this policy
- Advice is sought where clarification is necessary on the implementation of this policy
- Set a personal example on matters of health and safety
- Liaise with landlord to rectify any defect or situation with the premises that affects health and safety and ensure that all necessary inspections have taken place.

All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises used by the church.

They will ensure that they:

- Read this policy and understand what is required of them where it is pertinent to their role



- Read any risk assessments related to their role and implement any procedures they contain
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that it might be dealt with
- Warn any new employee or volunteer of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety



General Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect they are no longer appropriate.

All risk assessments will be reviewed every 3 years to ensure they remain fit for purpose or earlier should the need arise.

All risk assessments are kept with this policy and are publicly available on the church website.

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self employed people who may need this to carry out their work safely.

First Aid

We will provide a suitably stocked first aid box and a person who will take charge of first aid arrangements. All first aid carried out will be recorded in the first aid/accident book.

Our first aid box is located: on the welcome table at the back of church

Our person in charge of first aid arrangements is: Dawn Jessup

Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

(Details of RIDDOR and how to make a report can be found at www.hse.gov.uk)

Our accident book is kept in: On the welcome table at the back of church



Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure any equipment owned or used by the church is inspected as necessary to ensure it remains safe. We will keep records of the checks we make.

Contractors

If we employ contractors, we will make sure that they have their own health and safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

Record Keeping

We will keep up to date and accurate records in accordance with this policy.

Our health and safety Risk Assessments are kept in: resources section of the church website

Records and other documents are kept in: trustees section on TEAMS



Specific Arrangements

Buildings rented or used by the church

We will ensure that buildings rented or used by the church are fit for purpose. We will liaise with landlords to ensure that relevant inspections have been carried out and defects repaired as soon as practicable and that, where necessary, appropriate temporary measures are taken to prevent danger until permanent repairs can be made.

Display screen equipment

Where our employees or volunteers regularly use computers daily, for continuous periods of an hour or more, we will provide information on analysing workstations to identify precautions, and support this by implementing changes as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed. (further advice to be sought in September 2020 from the AMiE appointed solicitors)

Electricity

We will liaise with landlords to ensure that any electrical system, fixed machine or portable appliance is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. Electrical equipment owned by the church will be checked regularly, appropriate maintenance carried out and any defects repaired in a timely manner. Electrical equipment owned by the church will be PAT tested every 2 years. We will record all checks made.

Events

Where we intend to hold large gatherings, services and fundraising events, we will identify any additional precautions that are necessary and implement these. If appropriate, specific risk assessments will be carried out.

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. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect they are no longer appropriate. All employees and volunteers will be asked to read the fire safety risk assessment if pertinent to their role and to take all appropriate measures.



Hazardous Substances

We only use domestic cleaning products. We will ensure that these are stored, used and disposed of in accordance with the manufacturers instructions taking any necessary precautions that are specified.

Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.

Preparation of food

We will ensure that when we prepare food we use a clean and disinfected work surface, utensils and equipment. We will transport and store food in such a way as to avoid contamination, provide hand washing facilities and suitable arrangements for the disposal of waste. Those who are serving on the food team will be asked to complete a food hygiene course.

Slips, Trips and Falls

We will implement suitable precautions to prevent slips and trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition and free from obstruction. We will correct any defects identified, liaising with the landlord as necessary, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Work equipment

Any work equipment we provide will be suitable, in good condition and properly maintained. Where necessary, equipment (such as trolleys and storage containers) will be regularly checked to ensure they are safe. We will keep records of any checks we make.

Working alone

We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety. We will have a separate risk assessment for lone working.



This health and Safety Policy is based on Keeping People Safe, Church Health and Safety Toolkit, Health and Safety Policy published by Ecclesiastical in 2017.



Appendix 1 Records to be kept

	Where to keep record	What records to keep
Accidents and First aid	First Aid book	<ul style="list-style-type: none"> • Any accidents on church premises • Any first aid carried out
RIDDOR reports	TEAMS	<ul style="list-style-type: none"> • Copies of any relevant pages from the First Aid book • Copy of the online report form sent to HSE
Training	TEAMS	<ul style="list-style-type: none"> • Name of course undertaken • Training provider • Names of those who took the course • Date of course • Date renewal due if appropriate
Maintenance	TEAMS	<ul style="list-style-type: none"> • Any hazards, defects or damage reported • Steps taken to rectify any hazard, damage or defect reported • Results of visual checks to all equipment used by the church • Results of all visual checks to premises • Steps taken to rectify any faults found during visual checks • Any contact with landlord regarding health and safety concerns, safety checks or maintenance • PAT testing • Any repairs or maintenance to church equipment

