

Health and Safety Policy

The Health & Safety at Work Act 1974 places upon the church the statutory duty of securing health, safety and welfare of persons at work, and protecting other persons including volunteers against risks to health or safety arising out of the activities of the church's employees. The church is fully committed to ensuring that all their employees work in the safest possible conditions and follow not only the letter, but the spirit, of the Act.

The church is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons including volunteers who may be affected by our activities. We will take steps to ensure that our statutory duties are met always.

We will:

- provide and maintain a safe environment, and equipment;
- ensure safe handling and use of substances.

Staff and subcontractors will be given necessary health and safety induction and provided with appropriate training and personal protective equipment (if required).

Failure by an employee or volunteer to comply with any aspect of the employer's health and safety procedures, rules or duties specifically assigned to the employee or volunteer with regard to health and safety, may be considered misconduct, which could result in disciplinary action.

The trustees are actively involved in and committed to the implementation of this Health and Safety policy by providing the necessary resources.

The trustees and managers are responsible for providing safe and healthy working conditions, and for implementing the necessary arrangements within the framework of the general policy, with the co-operation of its employees.

The trustees recognise the particular difficulties encountered by staff and volunteers who work alone and at times in isolated circumstances.

Procedures

The managers will:

- Provide and maintain safe working conditions, taking account of statutory requirements
- Make available all necessary safety aids
- Ensure that all staff and volunteers are properly trained, informed and supervised to carry out their duties, to ensure their own health and safety and also the health and safety of any other persons who may be affected by their actions
- Maintain an interest in health and safety matters by consulting and involving staff wherever possible

- Ensure there is adequate insurance cover for public liability, employees' liability, professional indemnity and property
- Ensure compliance with the terms and conditions of any insurances
- Record incidents and accidents or threat to safety and bring these to the attention of the trustees
- Ensure that all health and safety arrangements are brought to employees' attention and that they are monitored and reviewed six-monthly to ensure their effectiveness

Volunteer's responsibilities

Volunteers are asked to take all reasonable care for their health and safety and that of others who may be affected by their activities."

This includes:

- Co-operating with the church to ensure that all statutory duties are complied with
- Working safely and efficiently
- Using any safety equipment provided
- Making risk assessments and implementing risk management procedures
- Reporting incidents that have led to injury or damage
- Reporting situations and unsafe conditions that could potentially lead to accident or injury
- Adhering to the agreed procedures in securing a safe workplace
- Assisting with the investigation of accidents with the view of introducing measures to prevent recurrence
- Notifying their team leader of any training required

The Premises

The managers ensure the day to day safety checks, periodic assessments and recording occurs. Guidance is provided through the publications of the Health and Safety Executive.

This includes

- Fire Safety,
- electrical safety,
- First Aid (designated First aider and basic first aid kit)
- the working environment,
- VDU use,
- COSHH,
- hazards,
- manual handling,
- accident reporting
- welfare
- Alarm systems

Inspections, testing and review of provisions are carried out to a schedule as a matter of routine and issues arising are referred for the attention of the managers.