

**HEALTH AND SAFETY POLICY**

1. The church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the church premises.
2. The church will therefore take all necessary steps within its power to meet its responsibilities, in so far as is reasonably practical, to:
  - a) maintain the church premises in a condition that is safe and without risk to health, and provide and maintain means of access to and egress from it that are safe and without such risk;
  - b) provide and maintain furnishings and equipment which are safe and without risk to health;
  - c) assess the risk to the health and safety of those who use the church premises;
  - d) ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - e) provide such information, instruction, training and supervision as is necessary to ensure the health and safety of those who use the church premises;
  - f) provide and maintain a proper environment for the church's employees, leaders, helpers, volunteers and room users that is safe regarding health, and adequate as regards facilities and arrangements for their welfare;
  - g) consult, where necessary, with all employees, leaders, helpers, volunteers and room users on the implementation of any changes to this policy;
  - h) ensure that adequate funds and resources are made available for carrying out this policy.
3. The church has given the overall responsibility for the fulfilment of this Policy to John Wallace as the church's Health and Safety Officer, subject to the Diaconate who will be responsible for the implementation of the policy and for the issue of supplementary policy statements where this may be necessary.

4. The Health and Safety Officer will:

- a) carry out appropriate risk assessment, (these to be reviewed annually), of the church premises and activities and report to the Diaconate as necessary;
- b) co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety);
- c) carry out investigations of any accidents and recommend measures for preventing the recurrence;
- d) ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;
- e) ensure that all appropriate arrangements are made to provide for first aid;
- f) ensure that all food safety legislation is complied with;
- g) arrange safety training courses, as may be necessary or desirable, so the legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees, leaders, helpers, volunteers and room users as necessary;
- h) ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;
- i) ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.

5. All employees, leaders, helpers, volunteers and room users will:

- a) take reasonable care of their health and safety, and of the health and safety of other persons who may be affected by an individual's acts or omissions while working or helping;
- b) as regards any duty or requirement imposed on the church or any person by or under any of the relevant statutory provision, co-operate with the church so far as is necessary to enable the duty or requirement to be performed or complied with;
- c) ensure that they shall not intentionally or recklessly interfere with or misuse anything in the interest of health, safety or welfare, in pursuance of any relevant statutory provisions;

- d) make themselves familiar with and conform to the Health and Safety Policy of the church at all times;
- e) observe all safety rules, procedures, and codes of practice at all times, and in particular, they must be fully conversant with the procedures to be followed in the event of a fire or any other emergency;
- f) conform to all the Food Safety regulations that are applicable to themselves;
- g) co-operate with the church to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any training if called upon to do so;
- h) report to the church Health and Safety Officer all accidents or hazardous occurrence or dangers whether persons are injured or not as soon as is reasonably practicable;
- i) ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;
- j) have regard to the possible consequences of their actions or the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use the church premises.

This Policy statement was adopted by a meeting of the Diaconate on

18<sup>th</sup> December 2006

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M.Perry Minister

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