

## **HEALTH AND SAFETY POLICY**

1. The church recognises and accepts its responsibilities for providing, as 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 practicable, by, among other arrangements:
  - a. Maintenance of the church premises in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
  - b. The provision and maintenance of furnishings and equipment which, so far as is reasonably practicable, are safe and without risks to health.
  - c. Assessing the risk to the health and safety of those who use the church premises.
  - d. Ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
  - e. The provision of such information, instruction, training and supervision as is necessary to ensure as far as is reasonably practicable the health and safety of those who use the church premises.
  - f. The provision and maintenance of a proper environment for all who use the church premises that is, as far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare.
  - h. Ensuring that adequate funds and resources are made available for carrying out this policy.
3. The overall responsibility for the implementation of the policy rests with the Trustees
4. The Trustee with Health and Safety responsibilities will:
  - a. Annually carry out appropriate risk assessments of the church premises and activities and report to the Charity Trustees.
  - b. Co-ordinate the implementation of the Policy, including Fire Safety.
  - c. Carry out investigations of any reported accidents and recommend measures for preventing their recurrence.
  - d. Ensure that accident and other appropriate records are maintained.
  - e. Ensure that all appropriate arrangements are made to provide for first aid.
  - f. In conjunction with the person responsible for catering, ensure that all Food Safety legislation is complied with.
  - g. Ensure that safety training courses are arranged, as may be necessary or appropriate, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to church members as appropriate.
  - 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 persons using the church premises will:
- a. Take reasonable care of their health and safety and of the health and safety of other persons who may be affected by a persons' acts or omissions while working or helping.
  - b. As regards any duty or provision imposed on the church, or any person by or under any of the relevant statutory provisions, co-operate with the church as far as is necessary to enable that duty or requirement to be performed or complied with.
  - c. Ensure that they shall not intentionally or recklessly interfere with, nor misuse, anything provided, in the interests of health, safety or welfare, in pursuance of any of the 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 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, as soon as possible, in the Church Accident / Incident Book, all accidents or hazardous occurrences or dangers whether persons are injured or not.
  - i. Ensure that all working equipment and materials used by them are in a safe and serviceable condition and that any cables or wires are not left in such a position as to be likely to cause anyone to trip.
  - j. Have regard to the possible consequences of their actions on 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 resolution of a church members meeting dated Thursday 2<sup>nd</sup> March 2000 and updated by the Trustees in September 2019.