

THE CHURCH OF THE LIVING HOPE - Health and Safety Policy

Address for Correspondence -

14 Gleneagles Close
Hubberston, Milford Haven,
SA73 3SG

Worship Services held at -

Hubberston and Hakin Community Centre
Church Road
Hubberston
Milford Haven
SA73 3PL

As a church we understand that we owe a duty of care to ensure the safety of those who take part in our church services, or activities. We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

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 and others who may attend our services, or activities. This will be in accordance with good practice and any relevant statutory provisions where they apply. The Trustees accept 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 it. We will appoint a trustee, or church member, 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 We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid. It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that 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 is set out in this policy

Signed

Date.

On behalf of the Trustees (Agreed at a meeting on)

The member of the Church with overall responsibility for implementing our policy is Helen Bookless. 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 rectified immediately
- *Only competent persons carry out repairs, modifications, inspections and tests
- *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.

The Trustees have day-to-day responsibility for implementing our policy.

They will ensure that :

- *All employees and volunteers are aware of their health and safety responsibilities
- *Adequate precautions are 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.

All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others during all church-related activities.

They will ensure that they:

- *Read this policy and understand what is required of them
- *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 this might be dealt with
- *Warn any new employees or volunteers 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

Arrangements

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

General Arrangements

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 that they are no longer valid.

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.

First Aid

We will provide adequate first aid facilities including – as a minimum – ensuring that a suitably stocked first aid box is present on premises that we use and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers

Our person in charge of first aid arrangements is:.....

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.

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment are inspected as necessary to ensure that they remain safe. We will keep records of the checks we have made.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents will be kept by:.....

Specific Arrangements

Covid 19

We will put together Covid-19 risk-assessments for our services and activities, taking into account the latest government guidance, to ensure that we have sensible procedures in place that will help to keep those who are attending our activities safe. We will review our approach regularly, seeking to be especially careful at those times when the rate of Coronavirus in our local area is high.

Electricity/Gas

We will ensure that premises that we use have up-to-date electrical and gas safety checks. We will ensure that any electrical system, fixed machine and portable appliances for which we are responsible is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

Events

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

Fire

We will familiarize ourselves with the fire safety arrangements in premises that we are using and seek to ensure that these are communicated to those attending services and events.

Hazardous Substances

We only use domestic cleaning or horticultural products and petrol. 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 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 on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store any food in such a way as to avoid contamination.

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will work with others to ensure that any dangers caused by winter weather are alleviated.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

Working Alone

We will identify any circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.