

Immanuel URC
Upham Road, Swindon, SN3 1DH

Health and Safety Policy

2nd December 2018

1. Immanuel URC accepts its responsibility to provide, insofar as is reasonably practical, a safe and healthy environment for church users. Every care will be taken to prevent accidents or work-related health issues and to assess and adequately control risks.

2. The Church has nominated **Building and Grounds Committee** to act as Health and Safety Officer, on behalf of the Church Elders, who retain overall responsibility for this aspect of church life.

In order to protect employees, volunteers and church users the Church will comply with all current Health and Safety Legislation and will specifically carry out the following:-

3. Buildings

3.1 Maintain all parts of the church premises in a safe and hazard-free condition

3.2 Inspect the premises at a reasonable frequency to ensure all areas are maintained in good condition

3.3 Act promptly where action is necessary to remove or repair a defect which might lead to a Health and Safety risk.

4. Fire Safety

4.1 Understand and comply with all current Fire Safety legislation

4.2 Have in place a written Fire Risk Assessment and Fire Emergency plan setting out what church users are to do in the event of a fire

4.3 Ensure all entry and exit points are kept clear from obstruction at all times

4.4 Maintain and service any fire-fighting equipment to keep it in full working order

4.5 Take action to avoid accumulation of combustible items other than those stored safely in an appropriate location

4.6 When advised by a professional body to carry out improvements which will increase fire safety, to do so promptly

5. Services, Plant and Equipment

- 5.1 Service and maintain in good working order all services, plant, equipment and furnishings on the premises so as to keep them in good and safe working order
- 5.2 Provide tools and equipment which are appropriate for their intended purpose, together with any instructions for use
- 5.3 Have in place an inspection and service contract for any motorised lift

6. Materials and Hazardous substances

- 6.1 Ensure hazardous materials are stored and handled appropriately to minimise risk
- 6.2 Provide Personal Protective Equipment where necessary together with instruction for its use
- 6.3 Follow all legislation and guidance laid out in the current COSHH regulations (Control of Substances Hazardous to Health)

7. People

- 7.1 Provide all employees, volunteers and church users with information necessary to protect their Health and Safety.
- 7.2 Consult with employees and volunteers concerning changes to this policy, and advise when any such changes are implemented
- 7.3 Have available for use on the premises, an appropriately equipped First Aid kit
- 7.4 Where appropriate, nominate a delegated First-Aid Officer, who must be suitably trained

8. Contractors

- 8.1 Ensure that contractors working within church premises do so with due regard to all current Health and Safety legislation
- 8.2 Validate that the contractor has appropriate Public Liability insurance
- 8.3 Provide appropriate information on the premises and specific area where works are to be carried out so that the contractor can work safely at all times. Such information will include the building's Asbestos survey

9. Risk Assessment

- 9.1 Have in place a written Risk Assessment for the premises, which includes any risks identified, and how such risks will be maintained at a minimum.
- 9.2 Regularly review and update the Risk Assessment and any other Health and Safety records
- 9.3 Report back to the Church Elders on all Health and Safety matters

10. Records

10.1 Ensure the completion of comprehensive, accurate records and reports relating to Health and Safety. As a minimum this will be a Health and Safety Policy, a Risk Assessment, a Fire Risk Assessment and Fire Emergency plan

10.2 Review and update Health and Safety records and reports at regular reasonable frequencies

11. Accident Reporting and Review

11.1 Set up and maintain a written 'Accident Book' where all accidents and incidents will be recorded, whether arising on church premises, or whilst conducting church business

11.2 Ensure that all accident and incident reports include relevant information including the date and nature of the incident, who was affected, any injuries sustained and any changes required to prevent re-occurrence

11.3 Ensure all incidents are investigated and implement any changes necessary to reduce the risk of the occurrence being repeated

11.4 Report to the appropriate body any accident, illness or injury which is reportable by law

12. Training

12.1 Ensure that all employees, Lay leaders, and volunteers are adequately trained in best ways of working to minimize risks when carrying out tasks on church premises, including when working with hazardous substances

12.2 Instruct staff on the whereabouts of the Accident Book and encourage the reporting of all accidents and incidents

12.3 Adequately advise those carrying out the work of the church of their personal responsibilities in relation to Health and Safety

13. Church Events and Activities

13.1 Prepare an appropriate Risk Assessment for events held on the premises involving church employees, volunteers or users

13.2 Ensure church activities away from the church premises are adequately assessed for risk, and complete a written Assessment where appropriate

14. Safeguarding Children and Vulnerable Adults

14.1 Take every precaution to keep children and vulnerable adults safe from harm whilst participating in church events in strict accordance with the Church's Safeguarding Policy

15. Other

15.1 Provide adequate funds for the safe upkeep of the premises and protection from risk for all users.

15.2 Have on display and maintain in a legible condition any safety poster, regulation or notice required by law

15.3 Report to the relevant body any notifiable incident, such as escape of hazardous material into a public or shared space

15.4 Create and maintain an open and accountable culture where staff and volunteers are encouraged to take seriously all Health and Safety issues and feel able to report any personal concerns knowing that these will be listened to and acted upon