

## HEALTH AND SAFETY POLICY

Name of Church: *WARSASH UNITED REFORMED CHURCH*

Address: *55-57 Warsash Road*

*Warsash SO31 9HW*

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church building or car park.

We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of the health and safety law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

### Organisation and Responsibilities

The Elders of the church have day to day responsibility for implementing our policy.

They are: *Brian Reid, Isabel Reid, Debbie Couzens and Alan Clark.*

They will ensure that:

- The standards set out in the policy are implemented and Maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards or complaints are investigated and dealt with as soon as possible
- 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
- Keep up to date on health and safety matters relevant to the church
- All employees and volunteers are aware of their health and safety responsibilities
- Adequate information and training is provided for those that need it
- Set a personal example on matters of health and safety.

## Employees and Volunteers

They have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

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

### 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. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

### First Aid

We will provide adequate first aid facilities including - as a minimum - a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

Our first aid box is located in: **KITCHEN**. Person in charge of first aid: **JACKIE COUZENS**

### 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

Our accident book is kept: *KITCHEN*.

### 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 and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

### Contractors

If we employ contractors, we will make sure that they have their own health and safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

### Record keeping

Our Health and Safety Risk Assessment records and other documents are kept with:

*ELDERS OF THE CHURCH*

and displayed on:

**HEALTH AND SAFETY NOTICE BOARD**

## Specific Arrangements

### Asbestos

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (i.e. Building contractors). We will keep records of the checks, assessment and plans we have made.

### Church Building

We will ensure that the fabric of our building is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

### Construction Work

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibility under the Construction (Design and Management) Regulations and comply with these.

### Electricity

We will ensure that any electrical system, fixed machine and portable appliances are 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 complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

### Heating system

We will ensure that our gas heating system is suitable maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

### Hazardous Substances

We only use domestic cleaning products. We will ensure that these are stored, used and disposed of in accordance with the manufacturer's instructions, taking any necessary precautions that are specified.

### Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will take 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 food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

### Slips and trips

We will implement suitable precautions to prevent slips and trips, taking into account of any difficulty the frail, elderly or disabled may have in negotiating access. We will periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

### Working at Height

Where possible we will try and avoid the need for work at height. Where this is practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used

### 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 circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.