

ICKENHAM UNITED REFORMED CHURCH

SWAKELEYS ROAD ICKENHAM MIDDX UB10 8BE

HEALTH & SAFETY POLICY

(to be read in conjunction with the Guidance Notes attached as an Appendix)

(Adopted by Church Meeting on

2011)

The Church's core work is to promote the word of the Lord Jesus Christ, through the maintenance and provision of Church for regular worship and as a focus for a wider ministry within the community.

Paid and Voluntary Staff working at the Church are as follows:-

- Part Time Minister (financed by the Thames North Province)
- Part-time Cleaner
- Part Time Administrator
- A varied team of volunteers, supporting all aspects of the life of the Church

Part 1 – GENERAL STATEMENT ON HEALTH & SAFETY

Ickenham United Reformed Church will:-

- 1.1 Fully recognise and comply in all respects with all relevant sections of and subsequent amendments to (i) Health & Safety at Work etc Act 1974, and (ii) Regulatory Reform (Fire Safety) Order 2005..
- 1.2 Provide and maintain, as far as is reasonably practicable, safe and healthy conditions, equipment and systems of work for all its employees and to provide such information, training and supervision as they require for such purpose.
- 1.3 Recognise its responsibilities for the health and safety of other people who may use their premises and who may be affected by its activities.
- 1.4 Ensure that a copy of this Policy will be made available to each employee, together with a clear explanation of its contents and requirements, and will offer all employees facilities for consultation on matters of Health & Safety at Work.
- 1.5 Ensure that first day induction training together with an assessment of training needs will be afforded to each new employee.
- 1.6 Keep this policy up to date to take account of any changing circumstances and ensure that it complies with any new or revised statutory regulations implemented.
- 1.7 Undertake regular Risk Assessments of all its premises in respect of all fire and health and safety matters.
- 1.8 Strictly enforce a policy of Non Smoking throughout its premises.
- 1.9 The Church's Managing Trustees (Elders) are committed to the implementation of all the contents of this policy and will ensure that adequate resources are made available for this purpose..
- 1.10 It is every employee's responsibility to co-operate fully in the implementation of this Policy and to consider it their duty to the Church, and others, and to the general public, so to do.
- 1.11 Any breach or suspected breach of this policy should be addressed to the Property Committee Chairman.
- 1.12 Neglect by any employee regarding the Church's Health & Safety Policy will be viewed as a serious breach of its aims and may result in disciplinary action being taken against such employee.

1.13 The allocation of duties and responsibilities for health and safety matters and in particular arrangements which the Church will make to implement this policy are contained in the following pages.

Any part of this Policy which is not understood by any employee or volunteer should immediately be brought to the attention of the Property Committee Chairman, and a clear explanation sought.

A copy of this Policy will be provided to all employees and displayed within the Church premises.

Part 2 –ORGANISATIONAL RESPONSIBILITY FOR IMPLEMENTING THE POLICY

2.1. Whilst it is the employee's duty to work at all times within the framework of this Policy, the specific lines of communication and responsibility are as follows:-

- The Church, through its Elders Meeting, has overall responsibility for Health & Safety together with the provision of adequate financial resourcing.
- The Property Committee is responsible for reviewing and making recommendations to update the Policy, production of specific method statements, personnel training, and premises safety inspections.
- Staff are responsible for working at all times in accordance with the Policy and any specific client requirements.

Part 3 – ARRANGEMENTS FOR HEALTH & SAFETY

3.1. The Church will ensure, so far as is reasonably practicable, that its premises will comply with the Local Authority and Fire Officer's requirements in respect of working conditions, heating and ventilation, safe electrical equipment, adequate clean toilet and washing facilities, suitable welfare facilities, use of plant & equipment, storage and handling of hazardous and flammable substances, preparation and handling of foodstuffs, provision of fire extinguishers, safe and adequate means of escape and that staff are trained in how to respond in the event of a fire or other emergency.

3.2. The Church will ensure that all paid or voluntary staff, working with children and young people are checked with the Criminal Registration Bureau (CRB).

3.3. The Church will at all times endeavour to ensure that all of its employees are adequately trained and will provide appropriate supervision for the particular job in hand and further ensure that such persons understand its general and specific Health & Safety Rules, and so far as is reasonably practicable, that they comply with them.

Part 4 MANAGEMENT OF HEALTH & SAFETY

The Church has undertaken to :-

4.1 Ensure all of its Elders, Managers, Staff and Volunteers are conversant with and abide by its Health and Safety Policy.

4.2 Ensure that all equipment is maintained in a safe working condition, is regularly tested and examined and operated only by persons adequately trained and qualified and will provide training in respect of new equipment introduced to the organisation.

4.3 Provide ongoing assessments of risks to Health and Safety in respect of all its employees, and other persons using the premises, and ensure that, as far as is reasonably practicable, all such risks are reduced or eliminated.

4.4 Provide such information relevant to Health and Safety as may be reasonably required by its employees and volunteers.

4.5 Provide such assistance and information as may be reasonably required to any duly appointed Local Authority Inspector.

4.6 Promptly report to the requisite authority any matter relating to notifiable injuries, diseases or dangerous occurrences.

- 4.7 Conduct any health surveillance of its employees that it may consider necessary within the context of its Equal Opportunities Policy.
- 4.8 The Elders Meeting may delegate responsibility for certain duties only if they are satisfied that the person delegated to is competent, has sufficient knowledge of the job in hand and clearly understands what is expected of him/her.
- 4.9 The Property Committee, acting on behalf of the Elders, are required to make a regular inspection of all places of work to ensure that statutory regulations are being adhered to. Any deficiencies are to be resolved as soon as practicable.

Part 5 EMPLOYEE'S DUTIES

- 5.1. Employees have a statutory obligation not to interfere with or misuse anything provided for their Health and Safety.
- 5.2 All employees must at all times ensure their work places are run in compliance with statutory requirements and must set an example to others by a strict adherence to them.
- 5.3 All accident, however minor, involving any of the Church's employees is to be immediately reported and a full entry made in the accident book.

Part 6 CONCLUDING STATEMENT

All employees should in addition to the foregoing be aware that they have a legal as well as a moral responsibility to :-

- 6.1 Carry out all instructions given to ensure the safety of themselves and others.
 - 6.2 Refrain from any act which could endanger themselves or others.
 - 6.3 Immediately report any dangerous act, machinery or unsafe working place.
 - 6.4 Refrain from damaging or interfering with any material or apparatus provided for their safety.
 - 6.5 Refrain from "horseplay or practical jokes" which might endanger themselves or others.
 - 6.6 Have a broad knowledge of the regulations and conform to all instructions or advice given by any Elder or other person with a responsibility for Health and Safety.
 - 6.7 Realise that employees as well as, or instead of the employer, could have legal proceedings taken against them in the event of a contravention of the regulations being proved.
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