



DURSLEY TABERNACLE URC

General Health & Safety Policy

2019-2022

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2019-21

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Version	Date	Reason for Change

1 Policy Statement

The Church recognises and accepts its responsibilities for providing, so 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.

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, leaders and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, its garden of rest and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.'

2 Organisation and Responsibilities

Overall Responsibility for Health and Safety in the Church rests with the Minister and Eldership/Trustees of the church who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice in line with Charity Commission Guidelines. The Church has given specific responsibilities in the fulfilment of its health and safety obligations to its nominated Health and Safety Officer.

The Eldership will ensure that a suitably experienced Health and Safety Office holder is in post, ensure that adequate funds and resources are made available for carrying out this Policy and that the eldership receive suitable reports on health and safety matters. All current Office Holders are listed in appendix A.

2.1 Responsibilities of the Health and Safety Office holder

- Be familiar with health and safety regulations as far as they concern church premises;
- Ensure appropriate risk assessments of the church's premises and activities are in place (to be reviewed annually or after significant property development or change of use). Completed risk assessments are to be provided to the Site Administrator to be held centrally.
- Co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety);
- Ensure reporting and investigations of any accidents are carried out in line with procedures and recommend measures for preventing their recurrence;
- Ensuring, so far as reasonable, safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances;
- Ensure that plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
- Ensure that adequate access and egress from emergency exits and fire equipment is maintained, that passageways are kept free from obstructions other than of a temporary and partial nature;
- Ensure that accident and other appropriate records are maintained and sent to the appropriate bodies;
- Ensure that all appropriate arrangements are made to provide for first aid;
- Ensure that all Food Safety legislation is complied with;

- Identify appropriate training for Employees, leaders and volunteers, as may be necessary or desirable, so that specific legal requirements are adhered to.
- Ensure that, where necessary, relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;
- Consult, where necessary, with employees, leaders, helpers and volunteers on the implementation of any change to this Policy.

2.2 Responsibility of church employees, leaders, helpers, volunteers and hirers:

- Make themselves familiar with, and conform to, the Church Health and Safety Policy, operating instructions and working procedures;
- Take reasonable care of other persons who may be affected by their acts or omissions when working or helping;
- Observe all safety rules, procedures, and codes of practice at all times, and in particular, be fully conversant with the procedures to be followed in the event of a fire or any other emergency;
- Report any fault or defect in equipment immediately to the appropriate person;
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible in Accident Book or maintenance log as appropriate;
- Ensure that all working equipment and materials used by them are in a safe and serviceable condition so that they are not left in such a position as to be likely to cause anyone to trip or otherwise injure themselves;
- Conform to all Food Safety regulations that are applicable to them;
- 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.

3 PROCEDURE

3.1 Hazardous Buildings

Our policy is to ensure that our buildings are safe and that risks are as low as is reasonably practicable for the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the Church Property Team.

Any defects noted are put in hand for repairs and where necessary temporary measures are taken to minimise the risk of accident or injury until permanent repairs can be carried out.

A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is toughened, or is protected against breakage.

3.2 Slips, trips and falls - condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made periodically by the Church Property Team of:

- all floors and stairs in the church and hall; and
- all paths and steps in the church grounds.

Particular note will be made of berries, moss, algae and leaves on paths. Any defects will be reported to the Property Elder or Site Administrator who will arrange for repairs or remedial measures to be carried out.

Church users are encouraged to report any defect they note on the maintenance requests held in the Reception Room.

3.3 Asbestos

The church will maintain an asbestos management plan in compliance with the control of asbestos regulations 2012, and will ensure that sufficient surveys are conducted by an approved contractor noting the location, type and condition of asbestos. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the buildings given to all contractors and anyone else who may be affected. Where there is uncertainty work **must** be planned assuming asbestos may be present.

The plan will be updated after any work is undertaken on the church buildings in areas where asbestos is known or suspected of existing.

3.4 Personal Protective Equipment

All items of Protective Personal Equipment, must be subject to careful assessment their suitability for the task to be carried out and its related risks.

Managers and Leaders are responsible for ensuring that there is adequate protective equipment is available and in overseeing the training for use of protective equipment.

Person in Charge is responsible for enforcing the policy and checking that there is adequate protective equipment.

All Staff/volunteers - are responsible for using protective equipment correctly and reporting any lack of protective equipment in the Church to the Site Administrator or person in charge. Staff/volunteers should assess each task they are about to undertake and the donning of appropriate personal protective equipment for that task.

3.5 Working at Height

The following areas are designated as high levels:

Any external roof area	Front ceiling of Reception Room
Ceiling of Sanctuary	
Ceiling of Upper Hall	
Ceiling of Community Room Hall	
Ceilings of Community Room Kitchen, Entrance and Lounge.	

Only approved contractors may work at height, or designated competent church members with prior permission from the Property Elder. All such work should be recorded by the Property Elder.

Only church ladders that are subject to regular safety inspection shall be used for working at heights. Any sustained work must be conducted from a scaffold tower.

Ladders are only to be used where there are persons present at all times who should be holding the ladder; no lone working on a ladder is permitted on church premises, except the use of stepladders inside the building, by competent persons.

4 Risk Assessments

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

For all hazardous activities, you need to carry out risk assessments and introduce procedures that must be followed. These procedures need to be based on your own situation.

For the following activities a risk assessment should be completed by the organiser or are already in place prior to the activity occurring.

- Sponsored walks, visits, outings and activities
- Non-routine Church maintenance or repair internally or externally.

A risk assessment template is available from the Site Administrator **and is included at the back of this policy.** This template will be regularly reviewed and update by the health and safety officer.

The latest church property risk assessments are attached to this policy and shall be reviewed at least on an annual basis and priority actions assessed as 3 (high priority) reviewed by the Property Elder, Site Administrator and Property Team.

5 Information and Enforcement

Environmental Health Service Information:

Stroud District Council (DC) Environmental Health Officer has jurisdiction in Dursley and they can be contacted on 01453 754478 or via the Stroud DC website, there postal address is:- Stroud District Council Ebley Mill, Ebley Wharf, Stroud, GL5 4UB

5.1 Health & Safety Law Poster

A copy of the HSE poster 'Health and Safety Law - what you should know' is displayed in the corridor behind the sanctuary. The Health and Safety Officer is responsible for ensuring that the details remain up to date.

There are also copies in the Community Rooms and The Vibe.

5.2 Health & Safety Manual

The Church is responsible for the maintaining of this manual and ensuring that it meets all legal and regulatory requirements. It shall be reviewed and updated at least annually. Any questions in relation to the manual are to be referred to the Church Health and Safety Officer.

Appendix 1

Risk Assessment Template