

Trinity Church, Abingdon – Health and Safety 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 use the church premises we are responsible for.

As an employer we must meet the requirements of health and safety law under Section 2(3) of the Health and Safety at Work etc. Act 1974. (Health and Safety Law posters are displayed in the church and Conduit Centre).

Trustees:

Have overall and final responsibility for health and safety. They will:

- Ensure that adequate resources are made available for health and safety.
- Keep health and safety matters under review at appropriate intervals, and monitor the effectiveness of the policy, amending it where they believe it is no longer valid.
- Provide clear instructions and information, and adequate training to ensure employees and volunteers are competent to do their work.
- Prevent accidents and work-related ill health by managing the health and safety risks and producing risk assessments where necessary.
- Ensure any accidents are investigated, recorded, reported, and remedied if necessary.
- Ensure reported hazards are rectified immediately.
- Keep up to date on health and safety matters relevant to the church
- Ensure that services, equipment and machinery are maintained and inspected and tested by competent persons. Relevant health and safety documents and records are retained.
- Engage and consult with employees and volunteers on implementing this policy.
- Ensure safe storage and use of substances, hygiene standards, fire safety
- Ensure vehicles and drivers used to transport people to and from church are safe and legal.
- Appoint Alastair Fear to have specific responsibility for this policy and its implementation.

Employees and Volunteers:

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. They will:

- Read this policy and understand what is required of them
- Complete their task 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, and warn new people of known hazards
- Attend any training required to enable them to carry out their duties safely
- Report any accident
- Not undertake any repair or modification unless they are competent to do so
- Not misuse anything provided in the interests of health and safety

A first aid box is held in the Stewards Cupboard in the church and both kitchens.

The accident book is in the Conduit Centre kitchen.

A copy of this policy will be kept in the church and made available to others on request.

Signed: Chair of Trustees

Date

Policy due for renewal: March 2021

Trinity Church, Abingdon – Health and Safety Policy

General Arrangements

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

Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details.

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 person in charge of first aid arrangements is: Alastair Fear

A list of trained first aiders among church members are kept in the Stewards Cupboard.

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 in the 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 make sure that they have their own health & safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

Record Keeping

A printed copy of our Health and Safety Risk Assessments will be kept in the H&S box file in the office, together with other records and documents.

Trinity Church, Abingdon – Health and Safety Policy

Specific Arrangements

Church Buildings

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

Church Grounds

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

Construction Work

Where maintenance, refurbishment or 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 responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

Electricity

We will ensure that any electrical system, fixed machine and portable appliances is maintained 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 Systems

We will ensure that the heating system is suitably 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 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.

Trinity Church, Abingdon – Health and Safety Policy

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 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 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 or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make 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 not 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

Trinity Church, Abingdon – Health and Safety Policy

Role of the Health and Safety Officer

The health and safety officer will:

- Carry out an annual self-audit on Health and Safety throughout the premises. Also do regular checks of the site to identify hazards.
- Create and manage an action plan based on the annual self-audit, and external insurance audits, as well as ongoing incidents, accidents and identified hazards.
- Be the first point of contact for health and safety issues.
- Liaise with the verger, senior steward, (and others) to ensure all identified risks are minimised.
- Provide an annual Health and Safety report to trustees. Report on Health and Safety at Trustee meetings.
- Ensure the completion and regular review of risk assessments for all equipment and operations and arrangements that need them.
- Ensure additional policies are in place for arrangements that need them e.g Lone Working.
- Ensure a fire risk assessment is in place with fire drills carried out.
- Liaise with the Insurance Officer and verger to ensure that all necessary routine safety inspections (gas, electric, lightening conductors, fire extinguishers) are carried out and recommendations implemented.
- Conduct an annual review with all employees and volunteers to discuss training in H&S. Ensure new employees and volunteers are given appropriate H&S induction and training.