

**HEALTH AND SAFETY POLICY**

This is the health and safety policy for (name of charge):\_

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| Click or tap here to enter text. |

**General statement of 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, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Vestry accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the vestry to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

We will take cognizance of the consequences of our actions on the environment.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

Signed\*:

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| Click or tap here to enter text. |

\*on behalf of the vestry as agreed at a meeting on:

Date:

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| Click or tap here to enter text. |

**Organisation and Responsibilities.**

1. **The member of the vestry responsible for implementing this policy is (normally the rector):**

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| Click or tap here to enter text. |

They will ensure that the standards set out in this policy are implemented and maintained

▪ Where necessary, specialist health and safety assistance is obtained

▪ Any hazards reported to them are rectified immediately

▪ 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

▪ Set a personal example on matters of health and safety.

1. **The Convenor of the Buildings Committee normally has day-to-day responsibility for implementing our policy. He/she is**

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| Click or tap here to enter text. |

They will ensure that

▪ They 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 precautions are taken as set out in this policy and related risk assessments

▪ Adequate information and training is provided for those that need it

▪ Any hazards or complaints are investigated and dealt with as soon as possible

▪ Where defects cannot be corrected immediately, interim steps are taken to prevent danger

▪ All accidents are reported in-line with the requirements of this policy

▪ Advice is sought where clarification is necessary on the implementation of this policy

▪ Set a personal example on matters of health and safety.

1. **All employees and volunteers 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**

This section sets out our general arrangements for managing health and safety and dealing with specific risks. Further information about Health and Safety can be found on the SEC website.

**General Arrangements**

**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 here:

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| Click or tap here to enter text. |

**Risk Assessment**

Before undertaking work on church premises we will, unless one has already been done, undertake a risk assessment to identify what we need to do to comply with health and safety law. We will record our findings in the risk assessment forms booklet, implementing any necessary precautions. The booklet is kept in:

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| Click or tap here to enter text. |

**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. This record is kept in:

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| Click or tap here to enter text. |

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 a suitably stocked first aid box. This will be inspected monthly.

Our person in charge of first aid arrangements is:

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| Click or tap here to enter text. |

**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:

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| Click or tap here to enter text. |

**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. These records are kept in:

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| Click or tap here to enter text. |

**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 (see also https://www.scotland.anglican.org/wp-content/uploads/Maintenance-and-Building-Work-for-your-Church-Some-Practical-Considerations-April-2022.pdf) .

**Vulnerable Persons**

We will adhere to the safeguarding practices of the SEC as set out at <https://www.scotland.anglican.org/who-we-are/organisation/safeguarding/>. Our PVG Coordinator is:

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| Click or tap here to enter text. |

**Specific Arrangements (delete sections not applicable)**

Further information about Health and Safety can be found on the SEC website.

**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 (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

**Bell Ringing**

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the notification of safety procedures to visiting bellringers.

**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 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. Where appropriate we will obtain the necessary permission for such work as specified under Canon 35.

A full inspection of church property, as required under Canon 60, will be carried out every 5 years. The next inspection should be undertaken by (date):

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| Click or tap here to enter text. |

**Churchyard**

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. Headstones, tombs and monuments will be checked regularly to ensure they are properly maintained. We will obtain the necessary permission for such work as specified by Canon 35.

**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 responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary (see also https://www.scotland.anglican.org/wp-content/uploads/Maintenance-and-Building-Work-for-your-Church-Some-Practical-Considerations-April-2022.pdf) .

**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 appliance is maintained so as to prevent danger. The period between inspections of the electrical system by a competent and registered electrician will be not more 5 years. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate. All socket fed equipment will be inspected and tested every 2 years. A register of PAT tests will be maintained and the tested equipment will carry a label to indicate the status and next test date.

**Events**

Where we intend to hold large or unusual concerts, services and fundraising events, we will carry out a risk assessment to identify any additional precautions that are necessary and implement these.

**Fire**

We will ensure that a competent person undertakes a 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. The fire extinguishers and fire alarms will be inspected annually by a competent person (name of person or company):

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| Click or tap here to enter text. |

**Heating Systems**

We will ensure that any oil or gas 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.

**Lifting Equipment**

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

**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.

**Oil Storage**

Where we store large quantities of oil, we will take adequate precautions to ensure that oil cannot leak into the ground or any water course. This may include the provision of a double skinned plastic tank, an adequate bund, regular checks and proper maintenance, etc.

**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. We will follow the guidance on food safety as specified by the SEC (https://www.scotland.anglican.org/vestry-resources/general-information/food-safety/).

**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, handrails 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. This equipment will be regularly checked to make sure they are safe. We will keep records of any checks we make. We will ensure that properly constructed steps are available when there is a need to reach objects down from high shelves and have a stepladder that complies with BS EN131.

**Working Alone**

We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety.