



## Policy - Health and Safety

### **Health and Safety at Work etc. Act 1974**

This is the Health and Safety Policy Statement of

### **All Saints' Church, Preston on Tees**

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising out of our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals.

Signed:

A handwritten signature in black ink that reads "M. Harman". The signature is written in a cursive style and is positioned above a horizontal line.

(Employer)

Date: 21/07/14

Review date: 02/04/14

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## Arrangements

### Note 1

The employer has overall responsibility for health and safety.

### Responsibilities

- 1 Overall and final responsibility for health and safety is that of:

All Saints' PCC

### Note 2

Overall responsibility still rests with the employer.

- 2 Day-to-day responsibility for ensuring the policy is put into practice is delegated to the Church Operations Team: Steve Wilkes, Mark Harrison, and John Lambert.

Church Operations Team

### Note 3

Functions may be delegated to people within the organisation, either by specific areas within the setting or by topic.

- 3 To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas: Sandra Griffiths

Church Office Administrator

### Note 4

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

- 4 All employees have to:

- Co-operate with managers and co-ordinators on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take all reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in his policy statement).

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

**Note**

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law (Management of Health and Safety at Work Regulations 1999).

You will need to involve a number of different people, including safety representatives and employees to do the risk assessments.

You need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring that assessments are done, and kept up to date.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

**Arrangements**

**Health and safety risks arising from work activities**

- Risk assessments will be undertaken by, as a minimum:

Church Operations Team

- The findings of the risk assessment will be reported to:

All Saints' PCC

- Action required to remove/control risks will be approved by:

All Saints' PCC

- All Saints' PCC

Will be responsible for ensuring the action required is implemented.

- Church Operations Team

Will check that the implemented actions have removed or reduced the risk.

- Assessments will be reviewed every

12 Months

Or when the work activity changes, whichever is the soonest.

**Note**

Employers must consult employees.

If there is a recognised trade union and it has appointed a safety representative, the employer must consult them on matters affecting the employees they represent - Safety Representatives and Safety Committees Regulations 1997.

If there are no trade unions, employers must consult employees, either directly or through an elected representative - Health and Safety (Consultation with Employees) Regulations 1996.

**Arrangements****Consultation with employees**

- Employee Representative(s) are:

All employees are consulted

- Consultation with employees is provided by:

Weekly Staff Meetings

**Note**

You need to ensure that all plant and equipment that requires maintenance (for example electrical equipment) is identified and that the maintenance is done (for example, servicing, and regular checks).

When buying new or second-hand plant and equipment, you must check it meets health and safety standards before buying it.

**Arrangements****Safe plant and equipment**

- Church Operations Team

Will be responsible for identifying all equipment/plant needing maintenance.
  
- Approved Electrician

Will be responsible for identifying and logging all equipment needing Portable Appliance Testing and its execution
  
- Church Operations Team

Will be responsible for ensuring effective maintenance procedures are drawn up.
  
- Church Operations Team

Will be responsible for ensuring that all identified maintenance is implemented.
  
- Any problems found with plant/equipment should be reported to:  

Church Operations Team
  
- Church Operations Team

Will check that new plant and equipment meets health and safety standards before it is purchased.

**Note**

You must assess the risks from all substances hazardous to health - The Control of Substances Hazardous to Health Regulations 1999. These are known as your COSHH assessments.

You should do assessments on substances you use - for example, paints, cleaning agents, solvents, adhesives and substances generated from work activities, such as dust, fumes, vapour.

Your assessment should identify any health risks. If there is a risk, you should take steps to remove or control the risk.

**Arrangements****Safe handling and use of substances and Fire safety order 2005**

- Church Operations Team

Will be responsible for identifying all substances which need COSHH assessment.

- Church Operations Team

Will be responsible for undertaking COSHH assessments.

- Aid safety services

Will be responsible for undertaking Fire Safety Order assessments

- All Saints' PCC

Will be responsible for ensuring that all actions identified in the COSHH and Fire Safety Order assessments are implemented.

- Church Operations Team

Will be responsible for ensuring that all relevant employees are informed about the COSHH and Fire Safety Order assessments.

- Church Operations Team

Will check that new substances can be used safely before they are purchased.

- Assessments will be reviewed every:

- 12 Months

Or when the work activity changes, whichever is soonest.

## Arrangements

### Information, instruction and supervision

#### Note

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster or to provide leaflets telling employees what they need to know about health and safety.

You are required to have access to competent advice, either in-house or if not available.

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You must also do specific risk assessments for young people - you need to take account of their inexperience, lack of awareness of risks and immaturity (Management of Health and Safety at Work Regulations 1999).

If your employees go to work for another employer on your behalf, you will need to check that they are given relevant health and safety information for that location by that employer.

- The Health and Safety Law poster is displayed at

On the wall next to The Pastoral Office

- Health and safety advice is available from:

<http://www.hse.gov.uk/index.htm>

- Supervision of young workers/trainees will be arranged/ undertaken/ monitored by:

The employee's supervisor

- All Saints' PCC

Is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

**Note**

All employees must be given health and safety induction training when they start work.

This can be combined with other useful information - for example, rates of pay, hours. It needs to cover basic health and safety such as first aid and fire safety.

Employees will need job specific training which includes the health and safety aspects of the job.

You also have to provide health and safety training for people when risks change or periodically - for example, if skills do not get used regularly.

Some jobs will require additional special training - for example manual handling.

It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

You should monitor the training records, so that refresher training is given when necessary.

**Arrangements****Competency for tasks and training**

- Induction training will be provided for all employees by:

Church Operations Team

- Job specific training will be provided by:

No jobs require specific training

- Specific jobs requiring special training are:

No jobs require specific training

- Training records are kept by:

Church Operations Team

- Training will be identified, arranged and monitored by the individual employee's supervisors, these are:

John Lambert



## Arrangements

### Accidents, first aid and work-related ill health

**Note**

Employees must receive health surveillance for certain work (for example, with noise, some chemicals). You can find out more information in HSE's Health Surveillance at Work HSG61 1999.

Your COSHH assessments should identify all areas and any type of health surveillance needed.

Providing immediate first aid can prevent minor injuries becoming major ones.

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements.

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area.

You must report certain types of accident and ill health at work (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

- Health surveillance is required for employees doing the following jobs:

No jobs require surveillance

- Health surveillance will be arranged by:

Not Applicable

- Health surveillance records will be kept by/at:

Not Applicable

- The first aid boxes(es) are kept in the:

Kitchen and Narthex

- The appointed person is:

Church Office Administrator

- The first aider's are:

Sandra Griffiths	Jayne Davies	Karen Snowden
Jan Peters	Nicola Main	Karen Killick
Linda Emerton	Kathryn Belmont	Kate Pickover
Alice Griffiths		

- All accidents and cases of work-related ill health are to be recorded in the accident book. The books are kept in the first aid boxes in the:

Kitchen and Narthex

Church Office Administrator

- Is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

**Note**

You must be able to show that you are checking working conditions and systems of work - that you are monitoring health and safety.

**Actively**

You or another appointed person can carry out inspections, have reports submitted to you by others, and do spot check visits and safety representative inspections.

Trade union safety representatives have the right to carry out inspections and investigate accidents.

**Reactively**

You can investigate any accidents or sickness absences that occur.

Investigating accidents is a useful way of reviewing your safety systems - ask yourself why the accidents really happened and what you can do to stop it happening again.

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health. When you find out what went wrong - put it right.

**Arrangements**

**Monitoring**

- To check our working conditions, and ensure our safe working practices are being followed:

The church operations team and / or the church wardens will carry out monthly checks and report any findings to the person responsible for this policy implementation

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All Saints' PCC

Is responsible for investigating accidents.

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Church Operations Team

Is responsible for investigating work-related causes of sickness absences.

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All Saints' PCC

Is responsible for acting on investigation findings to prevent a recurrence.

**Note**

You must carry out fire risk assessments, in the same way as you do for health and safety assessments.

Your local fire service can tell you your obligations.

For fire escape routes, extinguishers and alarms, you should state who checks, how often and also where they are based.

You need a routine in case of fire or any other emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

**Arrangements**

**Emergency procedures - fire and evacuation**

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|-----------------|
| All Saints' PCC |
|-----------------|

Is responsible for ensuring the fire risk assessment is undertaken and implemented.

- Escape routes are checked by/every:

Church operations team / 6 Months
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- Fire extinguishers are maintained and checked by/every:

Chubb Fire Limited / 12 months
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- Alarms are tested by/every:

Church operations team / 6 Months
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- Emergency evacuation will be tested every:

12 Months
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### Arrangements

Related Policies and Procedures to help minimise risk are:

Pol\_01 All Saints' Centre hire

Pol\_02 Drivers Bank

Pol\_03 Smoke Free

Pol\_04 Children and Youth

Pol\_06 Lone Working

Pol\_08 Display Screen Equipment

Pol\_10 Safe use of chemicals

Pol\_11 Working at Heights

Pol\_12 Food Hygiene

Proc\_01 Disclosure

Proc\_03 Risk Assessment

Proc\_04 Fire and Evacuation

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<b>No</b>	<b><i>Policy Document Change History</i></b>	<b><i>Date</i></b>	<b><i>Who</i></b>
6	Supervisors and First Aiders Changed. Safety Audits implemented.	02/04/14	MH
5	Church Operations Team and Church Office Administrator updated	17/09/12	MH
4	First aiders updated	04/02/09	RP
3	Supervisors changed	04/02/09	RP
2	Further Policies added	21/11/07	RP
N	Initial Release	12/06/07	RP