



Peasedown Methodist Church Health & Safety Policy

1. Introduction

This statement is issued in conformity with Section 2(3) of the Health and Safety at Work Act 1974 as a statement of the general policy of the Church Council of Peasedown Methodist Church ("Church Council") with respect to the health and safety at work of its Employees, casual labour and voluntary workers ("Workers").

2. Statutory Duty of the Church Council

The Church Council has a duty to ensure so far as is reasonably practicable, the health, safety and welfare at work of its workers, in particular to:

- Provide and maintain equipment and systems of work that are safe and without risks to health;
- Arrange for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of the workers;
- Maintain any place of work under the Church Council's control in a condition that is safe and without risk to health and provide and maintain means of access to and egress from it that are safe and without risk;
- Provide and maintain a working environment for the workers that is safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.

3. Statutory Duty of the Workers

Every worker has, while at work, the duty to:

- Take reasonable care for the health and safety of them self and of other persons who may be affected by their acts or omissions at work;
- Co-operate with the Church Council so far as is necessary to enable any duty or requirement imposed on the Church Council or upon any other person by or under any relevant statutory provision to be performed or complied with.

4. Policy Statement

It is the policy of the Church Council to promote the health and safety at work of the workers and of all visitors to the premises ("Users") and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of the workers and users.
- Provide adequate working conditions for workers with proper facilities to safeguard their health and safety and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage workers to co-operate with the Church Council in all safety matters in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Encourage each worker to accept their own responsibility not to endanger them self or others and actively to assist in fulfilling the requirements and spirit of the legislation.

5. Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and any specific rules which the Church Council may publish from time to time.



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6. First Aid and Accident Book

Any injury suffered by a worker in the course of their employment, however slight, must be recorded together with such other particulars as are a requirement by statutory regulations in the accident book maintained by the Church Council and located in the kitchen. A first aid kit is located in a clearly marked container. The Church Council will appoint one person who is responsible for ensuring that the contents of the first aid kit is correctly stocked. This person is currently **Alison Williams**.

7. Fire Procedures

All workers must familiarise themselves with fire escape routes and procedures and follow the directions of the Church Council in relation to fire.

8. Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Church Council and any directions for the use of such must be followed precisely. The Church Council will ensure that periodic inspection and testing of electrical application is carried out by a suitably qualified person, such as registered electrician.

9. Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

10. Working at Heights

No worker may undertake work above six feet from floor level, or ground level if working outside, without having been fully trained in the use of any equipment needed to reach the working area required. If you are required to use a ladder, and the work you are required to do necessitates your being at a height where your feet are more than six feet above ground level, this work should only be carried out with a colleague aiding and assisting you. As a general rule, any work required to the outside of the buildings should be undertaken by properly qualified and equipped outside contractors who will have the full range of equipment needed.

11. Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

12. Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

13. Drink and Drugs

The use of intoxicants at on the Church premises is forbidden. No worker may undertake their duties if under the influence of drink or drugs, except in the case of drugs when they are under medical supervision.

14. Approval & Review of this Policy

It is the responsibility of the Church Council to ensure that this policy is reviewed on a regular basis.

This policy was accepted by the Church Council on (Date)
The date of the next review is **February 2020**.

Signed (Minister)