



# Peasedown St John Methodist Church Health & Safety Policy

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## 1. Introduction

The Church Council of Peasedown St John Methodist Church ("Church Council") have a duty of care to ensure the safety of those who visit or use our church buildings and grounds. The Church Council is committed to the health and safety of all its employees, casual workers and voluntary workers ("Workers"). This policy is issued to meet our duty under Section 2(3) of the Health and Safety at Work Act 1974.

## 2. Policy Statement

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

- Take all reasonable steps to safeguard the health, safety and welfare of Workers and Users;
- Provide adequate working conditions for Workers with proper facilities to safeguard them and to ensure that any work which is undertaken holds no unnecessary risk to health or safety;
- Encourage Workers and Users to co-operate with the Church Council in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Encourage all Workers and Users 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.

## 3. 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:

- Make all Workers aware of their health and safety responsibilities;
- Provide and maintain equipment and systems of work that are safe and without risks to health;
- Provide information, instruction, training and supervision as 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 with regard to facilities and arrangements for their welfare at work;
- Arrange for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Ensure any hazards or complaints are investigated and dealt with as soon as possible, but where defects cannot be rectified immediately, ensure interim steps are taken to prevent danger.

## 4. Statutory Duty of the Workers & Users

All Workers and Users 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. Their responsibility includes:

- Reading this policy and understanding what is required of them;
- Completing their work taking any necessary precautions to protect themselves and others;
- Complying with any safety rules, operating instructions and other working procedures;
- Reporting any hazard, defect or damage, so that this might be dealt with;
- Warning any new Workers of known hazards;
- Attending any training required to enable them to carry out their duties safely;
- Not undertaking any repair or modification unless they are competent to do so;
- Reporting any accident;
- Not misusing anything provided in the interests of health and safety.



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### 5. General Arrangements

- **Accident Reporting** – Any injuries, however slight, must be recorded in the accident book which is located in the kitchen. In accordance with regulations on the Reporting of Injuries, Diseases and Dangerous Occurrences, records of certain accidents to Workers and Users will be kept and reported to the appropriate enforcing authority.
- **Defects & Hazards** – Defective equipment, furniture and structures must be reported without delay. Defects will be repaired as soon as is practicable, however, where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made.
- **Drink and Drugs** – The use of intoxicants on the Church premises is forbidden. No Workers may undertake their duties if under the influence of drink or drugs, except in the case of drugs when they are under medical supervision.
- **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.
- **Fire Procedures** – All Workers and Users must familiarise themselves with fire escape routes and procedures and follow the directions of the Church Council in relation to fire. The Church Council will undertake a periodic risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire.
- **First Aid** – A first aid kit is located the kitchen window 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**.
- **Hazardous Substances** – All cleaning products and hazardous substances must be stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.
- **Lone Working** – Where possible lone working should be avoided, however, where this is not possible suitable precautions should be implemented to ensure the safety of Workers or Users.
- **Manual Handling** – Where possible the need for lifting or carrying heavy objects should be avoided, however, where this is not practical, lifting aids or other precautions, such as team lifting, should be used.
- **Preparation of Food** – Food must be prepared using clean and disinfected work surfaces, utensils and equipment. Food must be stored in such a way as to avoid contamination.
- **Slips and Trips** – Suitable precautions will be implemented to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. Periodic checks will be made 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. Arrangements will be made to manage pathways in winter weather.
- **Stairways & Corridors** – Must be kept free of obstructions at all times and properly lit.
- **Waste Disposal** – All waste must be disposed of in an appropriate manner, in the provided receptacles where appropriate, and in accordance with any special instructions relating to the material concerned.
- **Working at Heights** – Where possible, the need for working at height should be avoided. Where this is not practicable, any work should be properly planned to identify suitable precautions, including the provision of any training and checks to ensure the safety of any equipment used.



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## 6. Specific Arrangements

- **Asbestos** – The Church Council will take steps to identify the presence of asbestos in buildings. Any risk identified will be assessed and a plan to manage that risk will be implemented. Relevant information will be provided to building contractors or others who might need it.
- **Construction Work** – Where maintenance, refurbishment and restoration work is planned, the Church Council will identify the requirements to ensure the safety of all those concerned before work starts. The Church Council will seek advice to identify any responsibilities under the Construction (Design and Management) Regulations and comply with these, as necessary.
- **Central Heating System** – The central heating controls and timer should only be adjusted by authorised people. The Church Council will ensure that the central heating system is suitably maintained and checked annually by a suitably trained and qualified person. Any defects found will be corrected as soon as possible.
- **Display Screen Equipment** – Where Workers regularly use computers for continuous periods of an hour or more, the Church Council will evaluate workstations to identify precautions, implementing these as necessary. The Church Council will also provide information, training, eye/eyesight tests (on request) and special spectacles, if needed.

## 7. Distribution of this Policy

A printed copy of this policy will be displayed on a noticeboard located on the Church premises and an electronic copy will be made available for download on the Church website.

## 8. Approval & Review of this Policy

This policy will be reviewed bi-annually by the Church Council. Next review date: **February 2025**.

Signed ..... (Minister)

Dated .....