

ST AUGUSTINE'S CHURCH AND COMMUNITY CENTRE

HEALTH and SAFETY POLICY and PROCEDURE

Policy Statement

St Augustine's Church will ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees, voluntary workers, congregations and authorised users of and visitors to the building, as well as all persons contracted to carry out work within the premises.

Policy and Objectives

Within the general policy stated above, we will seek:

- to ensure our plant, grounds and structures are, as far as is reasonably practicable, safe and without risks to health
- to ensure that, as far as is reasonably practicable, there are no risks to health in connection with the use, handling and storage of articles or substances within their premises
- to provide appropriate information, instruction, training and supervision necessary to ensure, as far as is reasonably practicable, the health and safety at work of its employees, volunteer workers, hirers, borrowers and contractors
- to maintain the premises in a condition which is safe and without risks to health, including safe means of access to, and exit from, their premises

Practice

St Augustine's Church undertakes to ensure that.

- all hirers, borrowers and contractors have a copy of the health and safety policy and procedure
- all employees, voluntary workers, congregations, authorised users and visitors, and contractors are encouraged to report all incidents and accidents relating to health safety and welfare and complete the accident and incident log book which is kept in the cupboard below and to the left of the sink unit
- risk assessments are carried out on church related or initiated activities
- the accident and incident log book is checked regularly, and at least once a week.
- contractors are required to furnish method statements and health and safety policies prior to entry on site
- all employees, volunteer workers, hirers, borrowers and contractors are provided with a copy of this health and safety policy and procedure.

Employees and voluntary workers will

- cooperate with the DCC on all matters relating to Health, Safety and Welfare
- take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions

Hirers and borrowers will

- when church premises are not being used under the direction of the Ministry team or a member of the District Church Council, primarily be responsible for safe practices and for ensuring that activities and usages comply with the church's health and safety requirements and policies and those of statutory organisations. These provisions form part of the terms and conditions required of those hiring the Hall prior to usage

Contractors must

- follow the requirements of the church's Health and Safety policy, including obtaining a Permit to Work from the DCC.

Implementation

Responsibility for applying this policy to Church activities, and for drawing it to the attention of those using the Hall, rests with the District Church Council

Monitoring and Review

This policy is to be reviewed annually. Next review date 1 May 2017