

**Dore Methodist Church, High Street, Sheffield, S17 3GU.**

**HEALTH AND SAFETY POLICY.**

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church, hall or grounds.

We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

**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 any employees, volunteers, church members, visitors and others who may use the church, hall, or grounds. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Church Council (CC) 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. This policy document will be reviewed regularly.

We will appoint a member of the CC 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 We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 any employee or 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.

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.

**This policy was agreed at a meeting of the Church Council held on 5<sup>th</sup> March 2023.**

**Signed by the Chair of the meeting.**

\*\*\*\*\*

**Organisation and responsibilities**

The member of the Church Council for overall day to day responsibility for the implementation of this policy is the **Property Steward**, currently **John Bailey**. He will be supported in this task by members of the **Leadership Team**.

Jointly they will ensure that:

- The standards set out in this policy are implemented, maintained and communicated to all users of our premises
- Any accidents are investigated, recorded and reported if necessary
- Where necessary specialist Health and Safety assistance is obtained
- All relevant Health and Safety records are kept and maintained
- Any hazards or complaints are investigated and dealt with as soon as possible. Where defects cannot be rectified immediately interim steps are taken to prevent danger.
- That only competent and appropriately qualified personnel are used in any inspection, servicing, testing and remedial work in our premises
- Adequate precautions are taken as set out in this policy and related risk assessments
- They each set a personal standard in health and safety matters

All users of our premises, volunteers and church members 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 are aware of this policy and abide with it's provisions
- They comply with any safety rules or operating instructions and other working procedures
- They report any defect, hazard or damage to the Property Steward, so it may be rectified
- They report any accident to the Property Steward

## **Arrangements**

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

### **General Arrangements**

#### *Risk Assessment*

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

#### *Information and Training*

We will provide any necessary information and training for any employees and volunteers in a timely manner. We will keep a record of what is provided. 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 and a person who will take charge of the first aid arrangements. We will also provide relevant information for any employees and volunteers.

- *The First Aid kit is located in the Kitchen*
- *The Property Steward is responsible for looking after the First Aid kit*

#### *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 located in the kitchen*

### *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.

### *Contractors*

When we employ contractors, we will make sure that they have their own health and safety policy and Public and Employers Liability Insurance by asking to see copies of the relevant documents.

### *Record Keeping*

Our Health and Safety Risk Assessments, records and other documents are kept in the Church Safe.

## **Specific Arrangements**

### *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).

### *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. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made.

### *Grounds*

We will ensure that boundary walls and gates are kept in good repair.

### *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.

### *Electricity*

We will ensure that any electrical system, fixed machine and portable appliance is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

### *Events*

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

### *Fire*

We will complete a specific 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.

### *Heating Systems*

We will ensure that our 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. 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.

### *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.

### *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 hand rails 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. Where necessary, some equipment (such as step ladders) will be regularly checked to make sure they are safe.

### *Working Alone*

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

