

Health and Safety Policy

This document has been prepared in accordance with the Provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in two sections :

Section A - General statement of policy

Section B - Organisation and responsibilities

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document, together with the church's "Arrangements for implementing the Health & Safety Policy", carefully and understand your role and the overall arrangements for health and safety.

A General statement of policy

Our policy, so far as reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all of our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose. We will also endeavour to ensure, so far as reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church. The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. As a minimum it should be reviewed every three years.

This Policy was agreed by the Charity Trustees and Members of Maidstone Road Baptist Church on the 8th January 2018.

Signed:

Elder / Deacon

Review date:

B Organisation and responsibilities

- 1) **Overall responsibility for health and safety** lies with the **Leadership Team** who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice.
- 2) The **Leadership Team** has the general responsibility to ensure that the health and safety policy is implemented and that the arrangements outlined in this policy are updated as necessary.
- 3) The day to day implementation of the arrangements outlined in the policy are the responsibility of the **Health and Safety Officer, Tony Storer**

The responsibility of the **Health and Safety Officer** shall be to:

1. be familiar with health and safety regulations as far as they concern church premises
2. be familiar with the health and safety policy and arrangements and ensure they are observed
3. ensure so far as reasonably practicable, that safe systems of work are in place
4. ensure the church is clean and tidy
5. ensure the church grounds are properly maintained including the safety of tombstones and trees
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that operators have received appropriate training
8. ensure that adequate access and egress is maintained
9. ensure adequate fire-fighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed.

4) All **employees and voluntary workers** have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1. Comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.