



Health and Safety Policy

1. The church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment to promote the health, safety and welfare of all those who take part in church activities.
2. The church will, therefore, take appropriate steps within its power to meet its responsibilities in so far as is reasonably practicable by, among other arrangements:
 - Providing and maintaining furnishings which, so far as reasonably practicable, are safe and without risks to health;
 - Assess the generic risk to the health and safety from church activities;
 - Taking particular care in the selection and management of those charged with the care of children and young people in the church.
 - Ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - Providing such information, instruction, training, and supervision as is necessary to ensure, so far as reasonably practicable, the health and safety of those who take part in church activities;
 - Providing and maintaining a suitable environment for the church's employees, leaders, helpers and members that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare;
 - Consulting, where necessary, with all employees, leaders, helpers and members on the implementation of any changes to this policy;
 - Ensuring that adequate funds and resources are made available for carrying out this policy.
3. The church has a Health and Safety Officer whose role is to coordinate action in support of this policy. The Health and Safety Officer will report to the church's Leadership Team and advise them on matters relating to Health and Safety.
4. The Health & Safety Officer will:
 - carry out and keep records of appropriate risk assessments (these to be reviewed annually) of the church's activities and report to the Leadership Team as necessary;;
 - co-ordinate the implementation of the church's Health & Safety Policy (including fire safety);
 - in conjunction with a member of the Leadership Team or their nominee, carry out investigations of any incidents and recommend measures for preventing their recurrence;
 - ensure that all incident and other appropriate records are maintained and returned to the appropriate bodies;
 - ensure that all appropriate arrangements are made to provide first aid;
 - ensure that all Food Safety legislation is complied with;

- arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees, leaders, helpers and members as necessary;
 - ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;
 - ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.
5. All employees, leaders, helpers and members will be positively encouraged to:
- take reasonable care of their health & safety;
 - as regards any duty or requirement imposed on the church or any person by or under any of the relevant statutory provisions, co-operate with the church so far as is necessary to enable that duty or requirement to be performed or complied with;
 - ensure that they shall not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, welfare, in pursuance of any of the relevant statutory provisions;
 - make themselves familiar with and conform to the Health and Safety Policy of the church at all times;
 - observe all safety rules, procedures and codes of practice at all times, and in particular must be fully conversant with the procedures to be followed in the event of a fire or any other emergency;
 - conform to all the Food Safety regulations that are applicable to themselves;
 - co-operate with the church to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any training if called upon to do so;
 - report to the church's Health and Safety Officer any accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable;
 - ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;
 - have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will take part in church activities.

Approved by the Trustees of Holme Christian Fellowship March 2012