



HEALTH AND SAFETY POLICY STATEMENT

SECTION A - GENERAL STATEMENT ON POLICY

Our policy is to ensure that all events, meetings and activities authorised by the leadership of the King's Church are carried out in a safe and healthy environment. This would include the condition of any site and equipment being used and the qualifications and suitability for anyone leading an activity. It is our responsibility to ensure that anyone authorised to lead, supervise, be a steward, act as a first aider or use any King's Church equipment has been provided with information, training and supervision to ensure they can carry out their function safely.

This responsibility covers all church functions from regular weekly meetings, house groups, visits etc.

The allocation of duties for safety matters and the particular arrangements, which will be made to implement this policy are given within this document.

The policy will be kept up to date, particularly as the activities change in nature and size. To ensure this, the policy will be reviewed annually as a minimum.

Signed by the trustees of the church:

Signatories:

Date



Health and safety policy - Reviewed 13th February 2012

SECTION B – RESPONSIBILITIES

1. Overall and final responsibility for health and safety within the church activities is that of the Trustees.
2. The safety representative will be responsible for the current safety policy being maintained, and available to all. The current safety representative is: - **Matthew McChlery**
3. Those who are responsible for: -
 - a) Various areas and functionalities within the church.
 - b) Different weekly meetings and other meetings.

Should ensure the safety guidance within the policy is followed in conjunction with checking that any premises and activities are appropriate and safe for the expected participants.

4. **All church members and leaders have a responsibility to co-operate with the policy to achieve a healthy and safe place for themselves and others.**
5. Whenever anyone notices a health and safety problem, which they are not able to put right, they must record it in the Accident / Incident form and inform the Safety representative.

SECTION C - GENERAL ARRANGEMENTS FOR MEETINGS

Regular Meetings Held in Public premises

1. General health and safety assessment of the building should be sought from the owners; this should include information regarding fire exits, extinguishers, first aid equipment etc. Obtaining this information is the responsibility of the leader of the meeting and should be monitored by the safety representative.
2. Records of these assessments (APPENDIX 1) should be kept by the safety representative and a copy should be on file and available to the Trustees.
3. During the meeting it is the responsibility of the leader to ensure that all activities are carried out in a safe and responsible manner.
4. Risk assessments should be recorded for all activities that are carried out regularly and have a significant risk element to them. Records of these assessments should be kept by the safety representative and a copy should be on file and available to the Trustees. If there is any doubt as to the safety of any activity; the safety representative must be consulted.



5. A **first aid box** should always be available in any church authorised meeting involving more than 5 people.
6. A nominated and certified first aider should be on hand during any church authorised meeting involving more than 5 people.
7. General safety information e.g. instructions in the event of fire, should be made available to all via the notice sheets or verbally at the start of any meeting.

Church meetings held in residential private property

1. When a church meeting is held in a residential private property, it is the responsibility of the leader of the meeting to assess the property for its suitability before the meeting begins. This should be a general assessment, but special consideration should be given to:
 - A) Facilities available
 - B) Size of the premises verses the number attending the meeting
 - C) Animals present at the premises. (If animals are there those attending the meeting should be informed before-hand.)
2. Records of these assessments (APPENDIX 1) should be recorded on the Meeting Assessment Sheet in the Appendix and these should be kept by the safety representative and a copy should be on file and available to the Trustees.
3. It is the responsibility of individuals to inform the leader of any special needs they may have regarding health and safety e.g. peanut, animal allergies; before they attend a meeting. It is also their responsibility to check that any food provided is suitable for them to eat.
4. During the meeting it is the responsibility of the leader to ensure that all activities are carried out in a safe and responsible manner. If there is any doubt as to the safety of such activities; the safety representative must be consulted.

SECTION D – CHURCH VISITS AND ACTIVITIES

1. Before a Church visit or activity can take place it is the responsibility of the designated leader to check that the venue provides a safe environment. As with meetings in public premises general health and safety assessment of the venue should be sought from the owners; this should include information regarding fire exits, extinguishers, first aid equipment and first aiders etc.
2. Records of these assessments (APPENDIX 1) should be kept by the safety representative and a copy should be on file and available to the Trustees.
3. During the visit or activity it is the responsibility of the leader to ensure that all activities are carried out in a safe and responsible manner. If there is any doubt as to the safety of such activities; the safety representative must be consulted.



4. It is also the responsibility of the leader that any activity carried out should use safe and appropriate equipment and only be led by suitably qualified individuals.
5. Where children are involved the leader should ensure that CRB checks have been carried out on all adults with any supervisory responsibility, other than the child's parents.
6. A list of all people involved in a visit or activity with next of kin contact details should be left with the safety representative before the visit commences.

SECTION E - WORKING WITH YOUNG PEOPLE

It is the responsibility of the trustees of the church to make certain that all those working closely with you people are completely suitable and utterly trustworthy. Checks with the relevant authorities should be made in advance to ensure this.

SECTION F - ACCIDENTS & PREVENTION

The most important concern for all is that accidents are prevented; therefore it is the responsibility of all to raise any safety concerns and call attention to any unsafe acts.

All accidents, incidents, and near misses must be reported to the safety representative and recorded in the accidents/incident form (see appendix 2). The safety representative has the responsibility to ensure these are recorded properly and reviewed quarterly.

FIRST AID BOXES

Leaders of meetings are responsible for ensuring an appropriately maintained First Aid Box is available.

FIRE SAFETY

In the event of fire being discovered in any premises used by the King's Church

1. Upon discovering the fire, raise the alarm verbally
2. Tell the leader of the meeting.
3. The leader should: -
 - A) Instruct everybody to leave via the nearest exit.
 - B) Call the fire brigade
 - C) Ensure everyone attending the meeting is out of the building.



4. If the fire is small, an individual may try to fight the fire using portable extinguishers, but only if this can be done without serious risk to the individual; they have a secure exit route and they are familiar with the instructions on the appliance.

On being informed of a fire

1. Leave the building by the nearest route
2. Assemble where the leader tells you
3. Do not re-enter the building until the fire brigade have checked and informed that it is safe to do so.

Church Equipment

1. All church owned electrical equipment should be PAT tested annually, and a record kept.
2. It is the responsibility of the individual looking after a piece of church equipment to check it for fitness of purpose regularly. Any problems should be referred to the appropriate leader.

General rules for good practice

- Ensure that any premises used by the church are left tidy
- Ensure that the various church equipment is stored away safely
- Ensure the gangways and exits are not obstructed during meetings
- Turn off electrical equipment when not in use
- Ensure that any electrical extension and other cables are laid out in such a way that they cause minimal hazard.



APPENDIX 1

THE KINGS CHURCH PROPERTY/VISIT/ACTIVITY HEALTH AND SAFETY RISK ASSESSMENT CHECKLIST

CHECKED BY (PRINTED NAME) _____

SIGNATURE _____

DATE _____

| DESCRIPTION | OUTCOME | ACTIONS REQUIRED |
|--|---------|------------------|
| Premises/Activity have been checked for hazards. | | |
| Qualified leader is in charge of any activity. | | |
| First aid box is organised | | |
| Nominated first aider is available | | |
| Fire exits are clear | | |
| Fire extinguishers are in place – if required | | |
| Equipment has been checked and Is safe to use. | | |
| Other comments | | |

APPROVED BY _____

DATE _____



APPENDIX 2

THE KINGS CHURCH - ACCIDENT / INCIDENT FORMS

All reportable incidents and accidents must be notified to any of the leaders or directly to the safety representative. A reportable incident is defined as an incident that is potentially hazardous to health and safety. This form must be completed as soon as possible to record such events. Whilst it is obligatory to report and record all significant incidents its main function is to learn and prevent such incidents and minimise risk.

Date & Time of Incident: _____

Reported by: _____ Form Completed by _____

Location of Incident: _____

Near Miss? *Yes / No*

Accident? *Yes / No*

Description of Incident

Action taken after incident

Seen by Safety Representative: _____ Date: _____