

# Health and Safety Procedure

---

## Section A - General Policy Statement

The King's Church aims to ensure that all formal events, meetings and activities of The King's Church are carried out in a safe and healthy environment through a commitment to the development of a positive health and safety culture. Members are defined as anyone visiting the church events, meetings and activities.

Our procedure aims to achieve this by considering 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 all volunteers have 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, activities etc.

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

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

## Section B – Responsibilities

1. Overall and final responsibility for health and safety within the church activities is that of the Trustees.
2. The Health and Safety Leads will be responsible for the current safety policy being maintained, and available to all. The current Health and Safety Lead is: Lynn Monaghan working with Verity McChlery (Trustee Supervisor) and Dave Nurney.
3. The Health and Safety Lead will require training every 3-4 years.
4. Those who are responsible for:
  - a) Volunteer roles i.e. team leaders
  - b) Meetings i.e. meeting leaders

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.

5. Team leaders, under the supervision on the Trustees are responsible for conducting Health and Safety training each year.
6. **All volunteers and leaders have a responsibility to co-operate with the policy to achieve a healthy and safe place for themselves and others.**
7. 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 if it is a paper copy give it to the Health and Safety lead.

## 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 Health and Safety Lead and should be monitored to check it remains correct and up-to-date.
2. Records of all Risk Assessments should be kept on file in the church office and available on the church website.
3. During the meeting it is the responsibility of the meeting leader to ensure that all activities are carried out in a safe and responsible manner.
4. Risk assessments should be recorded for all formal church activities. Records of these assessments should be sent to the appropriate meeting leaders and volunteers and kept on file in the church office and available on the church website. If there is any doubt as to the safety of any activity; the Health and Safety Lead or Chair of Trustees must be consulted.
5. A first aid box should always be available in any formal church meeting involving more than 5 people.
6. A nominated and certified first aider should be on hand during any formal church 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 Health and Safety Lead to assess the property for its

suitability before the meetings begin. 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) Safeguarding
  - D) Animals present at the premises. (If animals are there those attending the meeting should be informed before-hand.)
2. Records of these Risk Assessments should be recorded and these should be sent to the meeting leader and kept on file in the church office and available on the church website.
  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 Health and Safety Lead or Chair of Trustees 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 (if possible); this should include information regarding fire exits, extinguishers, first aid equipment and first aiders etc.
2. Records of these assessments should be given to any volunteers and should be kept on file in the church office and available on the church website.
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 Health and Safety Lead or Chair of Trustees 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 DBS checks have been carried out on all adults with any supervisory responsibility, other than the child's parents. See Vulnerable Persons Safeguarding procedure.

## 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.

Please refer to our Vulnerable Persons Safeguarding Policy and Procedure for more detail.

## 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 Health and Safety Lead and recorded in the accidents/incident form (see appendix 1). The Health and Safety Lead has the responsibility to ensure these are recorded properly and reviewed annually.

### ***FIRST AID BOXES***

The Health and Safety Lead and church administrator 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 and use alarm button if easily available
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,

Reviewed

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 via 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 every 3 years, and a record kept.
2. It is the responsibility of the individual using a piece of church equipment to check it for fitness of purpose regularly. Any problems should be referred to the appropriate leader.
3. Individuals who bring in their own equipment from home maintain responsibility for that item at all times, it is not covered under church insurance. Equipment brought from home should be kept to a minimum.

#### *General rules for good practice*

- All volunteers should read and adhere to Risk Assessments
- 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.
- Take care with manual handling, adhering to the Risk Assessment to protect both themselves and others.

## **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 minimize risk.

Date & Time of Incident: .....

Reported by: .....  
(also name of who is completing the form if different)

Name(s) of those involved: .....  
(if a child please include DOB)

Location of Incident: .....  
(include room and place if appropriate)

Near Miss?      Yes / No

Accident?      Yes / No

Description of Incident

Action taken after incident

Seen by Health and Safety Lead: ..... Date: .....

Reviewed