

Telford Christian Fellowship

HEALTH AND SAFETY POLICY STATEMENT

Date: 11/03/2019

1.0 GENERAL STATEMENT OF POLICY

It is the policy of Telford Christian Fellowship to maintain a healthy and safe environment on the premises. With this in mind the current standards of the Health and Safety at Work Act (1974) will be applied to prevent so far as is reasonably practicable accidents occurring on the premises.

All Church members on the payroll will be provided with equipment, information, training and supervision as is necessary to implement the Policy and achieve the stated objective.

Telford Christian Fellowship will do all within its power to ensure, in so far as is reasonably practicable, a healthy and safe environment, but it must be recognised that health and safety is also the responsibility of each and every individual using or visiting the premises. It is the duty of everyone to take reasonable care of his or her own welfare and to ensure that they do not endanger other people's welfare by their activities.

An effective health and safety programme requires continuous communication at all levels. It is, therefore, the responsibility of persons using or visiting the premises to comply with all health and safety notices and to report immediately any situation which could jeopardise the well-being of themselves or any other person.

All accidents and injuries, however small, sustained by a person on the premises must be reported to a member of the Leadership Team and investigated. Following investigation into the accident, appropriate preventative and protective measures shall be introduced to reduce the risk of further accidents. Accident records play a crucial part in the effective monitoring and revision of the Policy and must be accurate and comprehensive.

This Policy will be monitored and updated regularly. The Policy will normally be reviewed every 12 months and updated as necessary.

Details for the implementation of the Policy are as follows.

2.0 CONSULTATION

Communication at all levels is an essential part of effective health and safety and its management. Consultation will be achieved by means of health and safety issues being discussed at trustee meetings. This will provide a forum for dissemination of information as well as providing an opportunity to assess the continuing effectiveness of the Policy.

3.0 COMMUNICATION

The Leadership Team will communicate their commitment to safety by making available as widely as possible the contents of this Health and Safety Policy. Communication will be achieved by the following:

- **Notice Boards** – copies of the Policy Statement will be posted on the Church notice board.
- **Web Site** – The Policy Statement will available on the Church web site.

Group leaders, organisations and contractors using the Church will be responsible for conveying information to members or employees in their group.

4.0 CO-OPERATION AND CARE

If we are to build and maintain a healthy environment, co-operation at all levels of Church membership is essential.

All Church members, members of organisations and employees of contractors using the Church premises are expected to co-operate and accept their responsibilities under this Policy.

Each member must take all reasonable steps to preserve and protect the health and safety of themselves and to report any situation that may pose a threat to the well-being of any other person.

5.0 INSPECTIONS

Regular inspections of the Church premises and equipment will be carried out and any issues will be raised with the trustees and leadership team.

Additional inspections will be carried out as deemed necessary, but at no more than one calendar year. Risk assessments will be carried out by everyone involved in ministry projects and activities on the Church premises or outside in the wider community.

These inspections will provide an opportunity to review the continuing effectiveness of the Policy and identify areas where revision of the Policy may be necessary.

6.0 EQUIPMENT

We will endeavour to ensure that all equipment purchased for use on the Church premises is safe and suitable for the purpose for which it is used.

Information and training as necessary will be provided to enable the user to operate the equipment safely.

All equipment will be regularly inspected and maintained in good working order and repair. Records of inspection and any maintenance will be kept.

The Church cannot be held responsible for equipment not on the inspection schedule, therefore, church members and organisations using the Church must not use unauthorised equipment on Church premises.

7.0 MANUAL HANDLING

No attempt should be made to lift and move objects that are too heavy to manage comfortably. Manual handling operations must be avoided so far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, a risk assessment will be carried out. Manual handling training will be provided for persons on the Church payroll and for Church members as necessary.

The load to be lifted must be inspected for sharp edges and any other hazards and the route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions that could cause tripping or injury.

Where handling devices are available, to reduce the risk of injury they must be used, e.g. sack trucks, trolleys, etc.

8.0 DISPLAY SCREEN EQUIPMENT (DSE)

Employed workers of Telford Christian Fellowship are to use DSE as a major part of their work must take periodic breaks in their work. These breaks should be for a minimum period of five minutes each hour of work. Eyesight tests will be provided upon request. DSE set up and ergonomic design must conform to Health and Safety (DSE) Regulations 1992.

9.0 FIRE SAFETY

Fire exits, signs, emergency lighting and fire extinguishers should be maintained by the property holders "Great Dawley Town Council". Any fire safety concerns should be raised with the property holder.

The alarm should be raised immediately a fire is discovered.

Fire exits, escape routes (internal and external) and fire extinguisher points must not be obstructed in any way.

All aisles must be kept clear and no extra chairs placed in them.

10.0 FIRE FIGHTING EQUIPMENT

Fire extinguishers are located at strategic points throughout the buildings. A fire should only be tackled if it poses no threat to the user of the extinguisher.

11.0 EMERGENCY EVACUATION PROCEDURE

In the event of a fire or any other emergency situation, all persons must leave the building by the nearest available exit and assemble on the car park. **Return to the building is prohibited until authorised by a responsible person.**

12.0 SMOKING, DRUGS, ALCOHOL and OTHER SOLVENTS

Smoking is not permitted on any part of the premises, as is the consumption of alcohol. Any person considered to be under the influence of alcohol or any other intoxicating drug will be asked and be required to leave the premises.

13.0 ACCIDENT INVESTIGATION AND REPORTING

All accidents and injuries, however small, sustained by a person on the premises must be recorded in the accident book and reported to the Leadership Team. All accidents will be fully investigated and recommendations made to prevent re-occurrence.

The accident book can be located in the first aid box next to the notice board.

14.0 FIRST AID

First aid equipment will be located next to the notice board.

The first aid equipment will be checked every calendar month by a designated person. A list of emergency telephone numbers will be with the first aid kit.

15.0 DEFECTIVE EQUIPMENT OR BUILDING DEFECTS

Defective equipment or building defects should be reported to the Leadership Team who will then ensure the defective equipment is no longer used or will inform the property holders in the case of building defects.

16.0 ELECTRICAL EQUIPMENT

Only authorised electrical equipment may be used on the Church premises.

Repair work must only be carried out by a competent electrician.

All authorised electrical equipment will be inspected annually and the results recorded.

Hand-held portable electrical tools should only be used with a Residual Current Device (RCD).

17.0 CAR PARKING

The car parking facilities are not controlled by Telford Christian Fellowship, however users of the car park should park in a safe and orderly manner.

The main access route to the site and Church entrance must be kept clear at all times to give emergency services quick and easy access to the Church building.

Users of the car park do so at their own risk and the Church cannot accept any liability for damage, theft or injury when using the car park.

Children must only be allowed on the car park when supervised by an adult.

18.0 KITCHEN

The Food Safety (General Food Hygiene) Regulations 1995 must be strictly applied in the Church kitchen and to all food brought onto the premises.

Children are not allowed in the kitchen.

Telford Christian Fellowship

SAFETY RULES

GENERAL

1. All Church visitors, members, contractors and members of organisations using the premises should be aware of, respect and adhere to, the rules and procedures contained in the Health and Safety Policy Statement.
2. Every person using the premises must take all reasonable steps to preserve and protect the health and safety of themselves, ensure that they do not endanger other people's welfare by their activities, and report any situation that poses a threat to the well-being of other persons.
3. Any person under the influence of alcohol or any other intoxicating drug shall not be allowed on the premises.
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Persons using the premises must not tamper with, or attempt to repair, any electrical equipment unless authorised to do so.
6. All accidents and injuries, however small, sustained by a person on the premises must be recorded and reported to a member of the Leadership Team.
7. All incidents, whether physical, verbal or by threatening behaviour, must be reported to a member of the Leadership Team.
8. Hand-held portable electric tools should only be used with a Residual Current Device (RCD).
9. Maintenance work must only be carried out by persons authorised to do so.
10. Unauthorised equipment and hazardous substances must not be brought on to or used on Church premises.
11. Defects with equipment or the building must be reported as soon as possible to a member of the Leadership Team.

ENVIRONMENT

1. Any spillage must be cleaned up immediately.
2. Waste materials and rubbish must be placed in the containers provided.

ACCESS AND EGRESS

1. Emergency exits, aisles and walkways must be kept clear at all times.
2. Extra chairs must not be placed in the aisles.