

HEALTH & SAFETY POLICY

For

EAST NEUK TRINITY CHURCH of SCOTLAND

October 2018

POLICY STATEMENT

This is the Health & Safety Policy Statement for East Neuk Trinity Church of Scotland Congregation.

The general policy of the Kirk Session of East Neuk Trinity Church of Scotland Congregation is:

- To provide adequate control of the health and safety risks arising from all of the congregation's activities;
- To consult with employees and any other relevant persons on matters affecting their health & safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees, where required;
- To ensure all employees are competent to do their tasks, and to give them adequate training, if necessary;
- To prevent accidents, so far as reasonably possible;
- To maintain safe and healthy working conditions and premises

RESPONSIBILITIES & RISK ASSESSMENT

Responsibility for health & safety matters rests with the Kirk Session of East Neuk Trinity Church of Scotland Congregation which will carry out regular assessments (including fire safety assessments) for all the Congregation's properties. The Kirk Session shall appoint a Congregational Health & Safety Administrator who shall be responsible for implementing decisions taken by the Kirk Session and dealing with health & safety matters arising on a day to day basis. Employees, volunteers and those using the Halls should take appropriate steps to protect their own health and safety, and all potential risks or concerns should be reported to the Kirk Session or any Trustee of East Neuk Trinity Church of Scotland Congregation as soon as possible.

ACCIDENTS & FIRST AID

A first aid box is kept at the following places: -

- Elie Church - Session Room
- Elie Church Hall - Kitchen
- Toll Green Hall - Kitchen
- Kilconquhar Church - Kitchen

All accidents and cases of work-related ill health will be recorded in the Accident Book. The book is kept by the Church Secretary in the Church Office in Elie Church Hall.

The Kirk Session of East Neuk Trinity Church of Scotland is responsible for reporting accidents to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") where there is an obligation to do so.

EMERGENCY PROCEDURES

Fire and Evacuation

The Kirk Session of East Neuk Trinity Church of Scotland is responsible for ensuring that fire risk assessments are undertaken and implemented and that the appropriate fire safety measures and evacuation procedures are in place.

MANAGEMENT OF ASBESTOS

The Kirk Session of East Neuk Trinity Church of Scotland will put in place an appropriate asbestos risk-management plan, and will ensure that it is kept up to date.

ELECTRICAL EQUIPMENT AND WIRING

The electrical wiring, systems and equipment within the buildings will be inspected periodically by a qualified electrician. The electrician will be requested to perform the periodic inspection and test in accordance with the current electrical safety legislation, codes of practice and guidance.

No person is to make any alterations to the electrical installation without prior agreement from the Property Convener.

Portable electrical appliances will be maintained, inspected and tested routinely. This will be carried out annually.

Certificates of wiring inspections, alterations and portable appliance test (PAT) records will be kept on file.

FIRE EXTINGUISHERS

The Fire Extinguishers within the premises will be examined and tested annually. The Service Company will advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be kept on file.

Any damage to the fire extinguishers should be reported to the Health & Safety Administrator and Property Convener as soon as possible.

Fire extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.

Fire extinguishers should only be used by persons competent and trained in their safe use.

GAS SAFETY EQUIPMENT

Gas heating and boilers and any other gas appliances will be maintained and checked annually by a competent contractor who is gas safety registered.

USE OF HALLS

All users of Halls, particularly non-Congregational groups, and leaders thereof are reminded that they are required to take all responsible steps to ensure that their activities are safe and the persons that they are responsible for are not subject to risk. In particular all users and leaders should be aware of fire safety procedures. The following rules will apply to use of Halls. Group leaders and members of groups are required to comply with these rules as a condition of using the Halls: -

Church Organisations

1. Church organisations are covered by the church insurance policies for public liability insurance etc.
2. A risk assessment must be carried out for any activity taking place, especially any activity involving children. The level of supervision should be as in NSPCC guidelines. A risk assessment must be carried out for every activity involving children including Children's Church/Sunday School/ Messy Church.

Non-Church Organisations

1. Non-church organisations are **not** covered by the church insurance policies for public liability insurance. Public liability insurance **must** be provided by the organisation booking the premises and evidence of this should be provided before any functions take place.
2. A risk assessment must be carried out for any activity taking place in any of the church premises. Use of the kitchen should be particularly rigorously assessed and means of escape must always be maintained.
3. Children should not be allowed unaccompanied access to kitchens, store rooms etc.
4. All leaders should have a full understanding of the fire safety and emergency escape procedures.
5. Users must immediately report any breakages or faulty equipment to the Property Convenor and Health & Safety Administrator.
6. Ensure electrical equipment is PAT tested, used safely and manufacturers instructions followed.

CHURCH SERVICES

1. Duty Elders are required to act as stewards at all services and in any emergency are responsible for evacuation.
2. If the premises do not have a telephone, a mobile phone must be available.

3. Duty Elders should familiarise themselves with the position and type of fire extinguishers in the premises.

WORKING AT HEIGHT

1. No member of the congregation is permitted to use step ladders or stand on chairs.
2. Authorised persons must comply with all recommended safety procedures when using stepladders and/or ladders.

FOOD PREPARATION AND HANDLING

1. The appropriate regulations governing the preparation and storage of foodstuff are adhered to.
2. All food handlers receive adequate supervision, instruction and training.
3. The appropriate assessment of risks is carried out for the foods to be prepared and stored, including storage at the correct temperatures.

EMPLOYEES AND VOLUNTARY WORKERS

All employees and voluntary workers must:

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 Property Convenor and Health and Safety Administrator. This is particularly important with floor coverings and trailing cables which could lead to slips, trips and falls.
4. Report all accidents (however minor), injuries, near misses or potential safety hazards to the Health and Safety Administrator, a member of staff, or a member of the Church Kirk Session as soon as possible. All accidents must be recorded in the Accident Book.
5. Not misuse any equipment, furniture, fittings, or the like.

