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## Health & Safety at work Policy

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### Policy Aims:

Church Councils have a duty to ensure so far as is reasonably practicable, the health, safety and welfare at work of its employees or volunteers and, in particular to:

- Provide and maintain equipment and systems of work that are safe and without risks to health;
- Arrange for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of the employee;
- Maintain any place of work under the Employer's control in a condition that is safe and without risk to health and provide and maintain means of access to and egress from it that are safe and without risk;
- Provide and maintain a working environment that is safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.

### Scope:

This policy applies to all church volunteers and paid staff working (The term Employees means both paid or non paid/volunteers) on behalf of the church. It is intended to help local Church Councils formulate their own Health & Safety policies.

### Definition:

**Health & Safety:** the laws, rules, and principles that are intended to keep people safe from injury or disease at work and in public places. This policy statement is issued in conformity with Section 2(3) of the Health and Safety at Work Act 1974 as a statement of the general policy of the Employer with respect to the health and safety at work of the employees of the Employer and of others.

### Procedures:

It is the policy of the Church to promote the health and safety at work of the staff and of all visitors to church premises and to that intent Church Councils to:

- 1 Take all reasonably practicable steps to safeguard the health, safety and welfare of the staff and of visitors to Church premises.
- 2 Provide adequate working conditions for employees with proper facilities to safeguard their health and safety and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.

- 3 Encourage employees to co-operate with the Church in all safety matters in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- 4 Encourage each employee to accept his or her own responsibility not to endanger himself or herself or others and actively to assist in fulfilling the requirements and spirit of the legislation.

### **Health and Safety Rules**

All employees must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and any specific rules which Church Councils may publish from time to time.

### **Accident Book**

Any injury suffered by an employee in the course of his or her work however slight, must be recorded together with such other particulars as are a requirement by statutory regulations in the accident book maintained by local Church Councils.

### **Fire Procedures**

All employees must familiarise themselves with fire escape routes and procedures and follow the directions of the Employer in relation to fire.

### **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Employer and any directions for the use of such must be followed precisely.

### **Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

### **Working at Heights**

No employee of the Church may undertake work above six feet from floor level, [or ground level if working outside], without having been fully trained in the use of any equipment needed to reach the working area required. If you are required to use a ladder, and the work you are required to do necessitates your being at a height where your feet are more than six feet above ground level, this work should only be carried out with a colleague aiding and assisting you. As a general rule, any work required to the outside of the buildings should be undertaken by properly qualified and equipped outside contractors who will have the full range of equipment needed.

### **Maintenance**

Defective equipment, furniture and structures must be reported as such without delay to local Church/ Property Stewards.

## Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

### **RIDDOR** - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours
- Death must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

## Drink and Drugs

The use of intoxicants at your place of work or whilst on Church business is forbidden. No employee may undertake his or her duties if under the influence of drink or drugs, except in the case of drugs when he or she is under medical supervision.

## Risk Assessments

It is vital that all activities are risk assessed and reviewed annually. Each Church building holding its own specific Risk Assessment file and this should be consulted before any activity takes place. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks. You should record your significant findings, but there is no need to record everyday risks. Keep it simple and focus on controls.

### Further Information:

Can be found at:

<http://www.methodist.org.uk/ministers-and-office-holders/managing-trustees>

<http://www.methodistinsurance.co.uk/images/me557%20mic%20church%20guidance%20note%20-%20health%20and%20safety%20policy.pdf>

**Signed:** ..... (*Superintendent Minister*)

**Dated:** .....

**Date for review:** Circuit Meeting February 2017