

Health and Safety Policy 2020

Policy Statement

Counterslip Baptist Church recognises it has a duty of care to ensure, as far as is reasonably practicable, the health, safety and welfare of both its employees and its volunteer staff while working at/for Counterslip Baptist Church. It recognises its responsibility to create a safe place of work with safe means of access and exit, to provide safe appliances and equipment for carrying out the work, a safe system for doing the work, to employ competent and safety conscious personnel, to make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, to provide information, instruction, training and supervision where necessary to ensure the health and safety of its team, and to review and revise this policy as necessary at regular intervals, all in accordance with the Health and Safety at Work Act 1974 (HASWA).

Responsibilities & Arrangements

Over all and final responsibility for health and safety is that of **the trustees**.

The trustees will be responsible for consulting with employees and group leaders on matters of health and safety, **group leaders** will be responsible for consulting with their individual teams on matters of health and safety.

The trustees will be ultimately responsible for maintaining equipment however, **group leaders** will carry the responsibility for maintaining and checking on a day-to-day basis all equipment used by Counterslip Baptist Church and will be responsible for reporting any health and safety concerns regarding equipment to the trustees.

The trustees will ensure that the Health and Safety law poster is displayed in the kitchen.

The trustees are responsible for monitoring accident and ill-health investigations.

The trustees will hold responsibility for ensuring that those we ask to run groups / lead activities are competent and safety conscious.

To ensure the safety of all, **the trustees** will carry out spot checks on all groups and in all areas on a regular basis throughout the year.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to **the leaders of each group that operates under the banner of Counterslip Baptist Church**.

Risk assessments are the responsibility of **the leaders of each group that operates under the banner of Counterslip Baptist Church**. A copy of all risk assessments should be placed in the red folder in the kitchen and findings of any risk assessment should be reported to the office. Risk assessments must be reviewed every 12 months.

Group leaders will be responsible for checking that prior to a group running there are adequate and safe means of access and exit.

Group leaders will be responsible for checking that prior to a group running the overall environment is considered to be safe for use.

Group leaders will be responsible for providing all day-to-day information, instruction, supervision and training to their team members.

Should group leaders require any additional information, instruction, supervision or training they should request this from **the trustees**.

Group leaders will keep training records for all team members

Group leaders carry the day-to-day responsibility for accidents, first-aid and work related ill-health.

Group leaders will ensure that whenever they are operating they have at least one appointed person for first aid (who is first aid trained) on site.

Group leaders have responsibility for emergency procedures, fire and evacuation.

The church administrator will check and maintain fire extinguishers, emergency signage and alarms on a bi-monthly basis

All team members (both those employed and volunteers) must cooperate with group leaders and the church leadership on all matters of health and safety. They must not interfere with anything provided to safeguard their health and safety. Each team member has the responsibility of making sure they take reasonable care for their own health and safety and **must** report all health and safety concerns to a group leader or a member of the church leadership team immediately.

Definitions

Accident An undesired, unplanned incident resulting in injury, ill-health, death or damage.

Appointed Person A designated person who has been nominated to take a supervisory role in the event of an accident, injury or illness. The appointed person will have completed basic first aid training and have the skills and knowledge to deal with a first aid situation.

Competent Person A person who has been adequately trained and has the appropriate skills and knowledge to perform certain health and safety tasks without posing a risk to themselves or others.

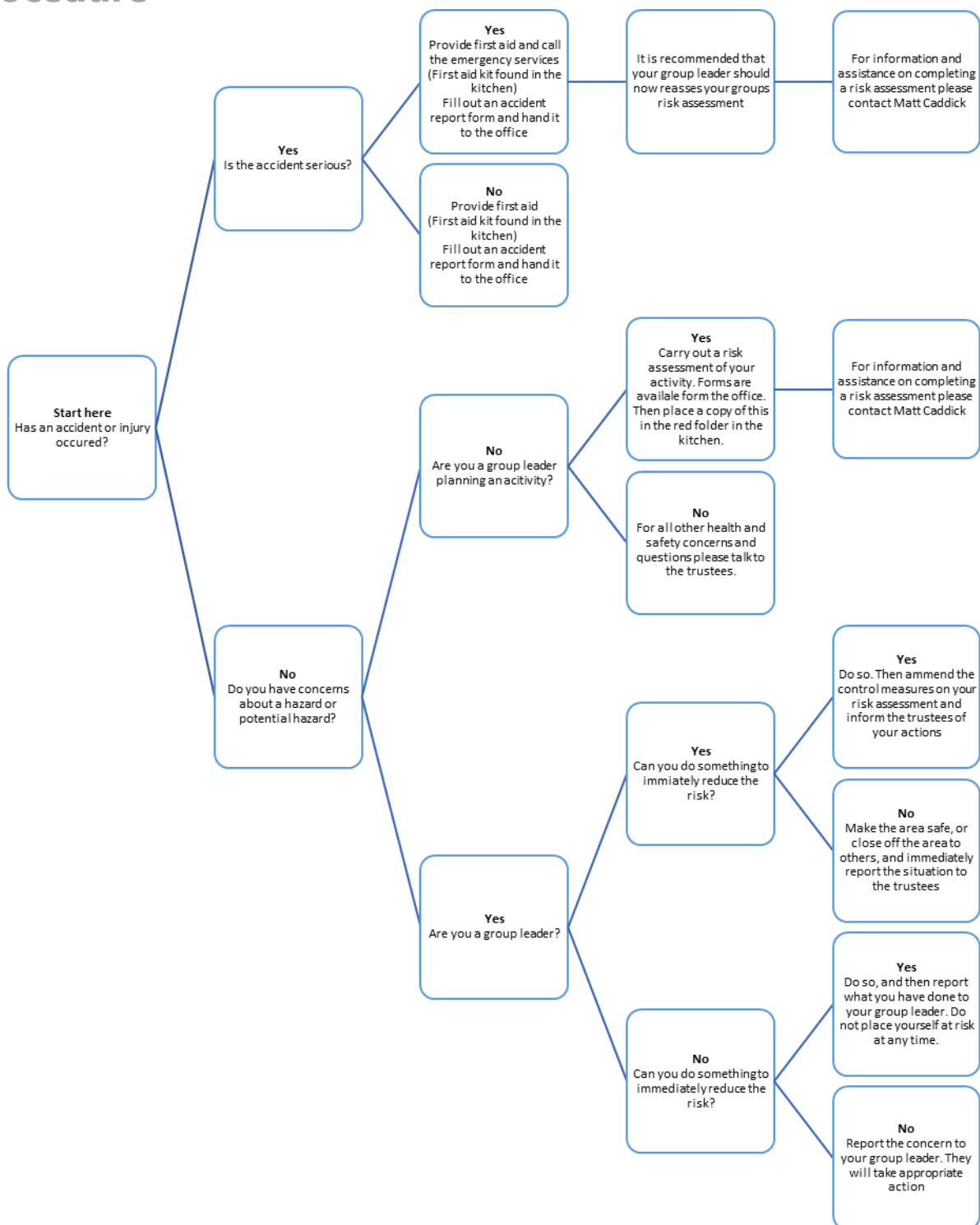
Control Measures Actions that have been put in place to regulate and reduce the risks associated with the work.

COSHH The Control of Substances Hazardous to Health.

Hazard A situation or behaviour that has the potential to cause harm, injury, ill-health or damage to property and the environment.

Risk Assessment An examination of the potential risks in the workplace, with the aim of assessing whether enough precautions have been put in place to prevent harm.

Procedure



Contact

To report any issues or concerns please contact our designated safeguard trustee Andrea Laity in the church office on either:

Tel: 01275 833 377

Email: office@counterslip.org