

Health & Safety Policy Statement The Vine, St Ives – Elim

Our statement of general policy is

- To provide adequate control of the health and safety risks arising from us meeting together
- To consult with our members on matters affecting their health and safety when meeting together
- To provide and maintain same equipment for congregational meetings
- To ensure safe use and handling of any substances used in relation to our ministry
- To provide instruction and supervision of our members during congregational meetings
- To ensure all members required to do certain tasks are competent and supervised
- To prevent accidents and cases of congregational meeting related ill health
- To hire and provide safe meeting places
- To revise and review this policy as necessary at regular intervals

Signed

John Hammond, Church Secretary

Church Secretary

Date : 1st October 2012

Review : 1st October 2012

Overall and final responsibility for health and safety is with

Pastor Chris Wallis

Day to day responsibility for ensuring this policy is put into practice is with

Operational Team

All members have the responsibility to

- Co-operate with the church leadership on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care for their own health and safety; and that of others
- To report all health and safety concerns to the Church Secretary or Pastor

Health and safety risks arising from our meeting together

Risk assessments will be undertaken by

One of the operational team

The findings of the risk assessment will be reported to and kept on record by

The Church Secretary

- who will work with the leader responsible for the gathering to determine what action is required to remove or control all risks
- and ensure that those actions are implemented and maintained for the safety of all attending the gathering

Risk Assessments will be reviewed

Annually at the last operational team meeting of each year

Or when a meeting place changes, or equipment used changes.

Consultation with members

Members should report any potential hazard or risk to the leader responsible for the gathering as soon as they become aware of it. The hazard will be reported by the leader to the church secretary. The leader and church secretary will implement any necessary interim measures to control the risk, recording those measures and discussing them at the next operational team meeting.

Members will be informed of any risk assessment implementation, and updates at the annual church session or immediately if the risk assessment relates to a gathering they are responsible for managing the health and safety of those present.

Maintaining & Providing Safe Equipment - Responsibilities

The Church Secretary will be responsible for ensuring all equipment owned by the church is safe for use and is routinely maintained.

All members who bring their own equipment to use at a gathering will be responsible for ensuring it is safe for use. The operational team leader at any gathering where a member's own equipment is being used will ask a member not to use/bring any equipment that they consider may be a risk to them or anyone in the meeting.

All electrical equipment owned by the church will be annually PAT tested and the records maintained by the Church Secretary.

Any equipment found to be unsafe and/or in need of repair will be removed from use and given to the Church Secretary.

All new equipment will be checked for compliance with Health and Safety regulations by the Church Secretary and all documents relating to purchase and safety standards will be kept by the Church Secretary.

Safe Handling and Use of Substances

To ensure compliance with the Control of Substances Hazardous to Health (COSHH herein), all substances will be assessed by the leader responsible for any activity in which they are used.

The leader responsible for using any substance in an activity should assess its safety for use by the persons it will be used by, and will be responsible for supervising the substance's use in a safe manner.

All substances used and their risk assessments should be recorded and submitted to the Church Secretary, and reviewed annually at the last church operational team leaders meeting of each year.

The Vine, St Ives

Information, Instruction and Supervision

The Church Health and Safety Policy will be displayed on the boards at the entrance to any public gathering.

A copy of the churches public liability insurance will also be displayed on the boards at the entrance of any public gathering

Health and Safety Advice is available from:

The Church Secretary

or

The Pastor

Protection of Children and Vulnerable Adults

We take the protection of children and vulnerable adults seriously and all young person's workers are required by law to be CRB checked.

Child Protection Officer - Anne Hammond

Our child protection officer will monitor all children's workers and advice of appropriate conduct. Any untoward conduct will require immediate investigation, and training/correction given accordingly.

Any questions relating to child protection, or any suspicions of inappropriate behaviour towards children must be reported to our Child Protection Officer and or The Pastor immediately.

The Child Protection Policy is displayed on the Church Notice Boards at the entrance of any public gathering.

Training

Any training in the use of equipment will be recorded and records maintained by the Church Secretary.

Accidents and Incidents, First Aid

All accidents and incidents will be recorded in the Accident and Incident book which is kept in the box below the Church Notice Board at the entrance to any public gathering.

All accidents and incidents will be investigated by the operational team member responsible for the building and any suggested risk assessment and control measures recorded and reported to the church secretary as soon as possible.

1st October 2011

The Vine, St Ives

The First Aiders for any public gathering are:

Anne Hammond

Linda Wallis

Colin Aubrey

The First Aid Boxes are located:

In the box below the Church Notice Boards at the entrance of any congregational gathering

Emergency Procedures

The provisions of fire alarms, fire exits, fire alarms etc and their maintenance and testing of those provisions will be the responsibility of those from whom we hire facilities for public gathering.

The operational team leader responsible for the meeting in any hired venue will ensure:

- That provisions are adequate and accessible
- That fire exits are clear and marked
- That they or a designated person is nominated as fire marshal for any gathering

The members will be informed of the evacuation procedure and responsibilities at the first church session of each year.

1st October 2011