

HEALTH & SAFETY POLICY STATEMENT

**This is the Health & Safety Policy Statement of St Michael and All Angel's
Scottish Episcopal Church.**

The general policy of the Vestry is:

- To provide adequate control of the health and safety risks arising from all of the Church's activities.
- To consult with employees and any other relevant persons on matters affecting their health and 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 is reasonably possible.
- To maintain safe and healthy working conditions and premises.

RESPONSIBILITIES & RISK ASSESSMENT

Responsibility for health and safety matters rests with the Vestry which will carry out regular risk assessments (including fire safety assessments) for the Church building and all associated properties. Employees, volunteers and all 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 Vestry Secretary or Property Convener (where defects are the issue) as soon as possible.

ACCIDENTS & FIRST AID

A first aid box is kept in the Kitchen located next to the Lower Hall.

All accidents and cases of work-related ill health will be recorded in an Accident Book. The book is kept in the Flower Vestry.

The Vestry Secretary will report accidents to the Local Authority where there is an obligation to do so.

FIRE AND EVACUATION

The Property Convener is responsible for ensuring that fire risk assessments are undertaken and implemented and that appropriate fire safety measures and evacuation procedures are in place. This will include an annual inspection of all gas installations, gas boilers and fire extinguishers. The timely inspection of all fixed and portable electrical equipment will also be carried out.

All Hall user group leaders are required to make themselves aware of the St Michael's church evacuation procedures. Leaders are responsible to ensure that new members of their groups are made aware of the evacuation procedures and ensure that they carry out a practice evacuation at least once a year.

The Vestry shall ensure that all members of the congregation are made aware of the fire evacuation plan.

MANAGEMENT OF ASBESTOS

The Property Convener has put in place an appropriate asbestos risk-management plan and will ensure that it is kept up to date.

USE OF HALLS

All users of Halls, particularly external groups, and the leaders thereof are reminded that they are required to take all reasonable 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 the procedures for fire safety. The rules applicable to the use of the Halls are posted in the upper hall. Group leaders and members of groups are required to comply with these rules as a condition of using the Halls:-

OTHER ITEMS

PREPARATION OF FOOD

All users of Halls are reminded that the Kitchen is not licensed for catering and may not be used for general food preparation but may be used for the preparation of hot drinks and the temporary storage and distribution of foods prepared elsewhere.

BY ORDER OF THE VESTRY

N Davies

Vestry Secretary

31st July 2019