

Charity Trustees of Port GlasgowNew Parish Congregation

Health and Safety at Work Policy

Full Policy

It is the policy of The charity trustees of Port Glasgow, New Parish Church (The Employer) including all and any other trustees or financial boards connected with the management of the church, to pursue and promote at all levels of employment within the employers responsibility and legal duties which shall aim to ensure we have fulfilled our statutory duties under the Health and Safety at Work etc. Act 1974 and all associated regulations to ensure and protect the health and safety of all employees, volunteers, visitors, general public and contractors “so far as is reasonably practicable” in connection with the operations and activities of the New Parish Church.

1. The implementation of this policy will fulfil all and any legislative requirements the Employer is subject to through ensuring:

- A.** That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all employees of the Charity Trustees while at work.
- B.** That the safety and health of any members of the public, or any other persons who may visit sites and locations where the charity carries out its activities and operations, is protected so far as is reasonably practical.
- C.** That sufficient measures are implemented by the charity to prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
- D.** Provide clear and adequate information and safety related procedures for all employee’s volunteers and building users.
- E.** Appointing a dedicated Health and Safety Representative and ensuring their ongoing competency and knowledge of church-based hazards and risks by promoting the use of the General trustees Health and Safety toolkit and any induction and training modules made available for role holders to increase competency and confidence in the role.
- F.** Provide adequate financial and practical assistance to ensure the organisational elements of a basic and robust localised Health and safety management system and process for compiling, storing and maintaining Health and Safety records can be achieved.
- G.** Implementation of emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of employees and others.

H. That the Charity Trustees maintain safe and healthy working conditions, provides and maintains all necessary equipment, plant, machinery and any other tools necessary for employees to carry out the duties of their role within the church.

I. The Charity Trustees shall ensure safe storage and handling of any and all substances and products which may cause harm to employees and others who are required to use them during the course of their work or other church-based activities.

J. The Charity trustees will support the Appointed Health and Safety Representative and promote a good safety culture at the church, by being actively involved in Health & Safety matters and supporting suitable and sufficient control measures and actions to be taken locally.

K. The health and safety policy will be reviewed annually or where there has been any accident, incident alterations to the buildings or changes to the work activities undertaken.

L. This Policy shall ensure:

Charity Trustees are committed to their legal obligations for the health and Safety of all employees, volunteers and the general public using the Church and associated buildings.

2. The relevant actions that will be taken in order to ensure compliance with health and safety are as follows:

A. Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change risk assessments shall be reviewed. This shall be the responsibility of: **The Health and Safety Committee.**

B. Employees and visiting contractors shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. The Charity Trustees will ensure that suitable training and relevant supervisory arrangements are in place to cover employees and contractors that are engaged in work that is remote from the Employer's main site. This shall be the responsibility of: **The Health and Safety Committee.**

C. All relevant and necessary signage for the protection and safety of employees and any other persons entering and present on the Employer's premises will be displayed clearly and updated as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary. This shall be the responsibility of: **The Health and Safety Committee.**

D. All relevant employee and public facilities such as toilets, washing facilities and drinking water shall be provided at all times. The Charity Trustees shall ensure that these facilities are always safe to use through a system of routine inspection and cleaning and

will take appropriate action where any defects are found. This shall be the responsibility of: **The Health and Safety Committee.**

E. Implementation of systematic safety inspections, certification and testing of the Charity Trustees equipment and machinery and ensuring that any necessary action is carried out promptly and efficiently where problems or defects are uncovered. This shall include the scheduling of Gas and Electrical safety inspections, this shall be the responsibility of: **The Health and Safety Committee.**

F. A site specific risk assessment of historically inherent hazards and associated risks with historic church buildings including Asbestos, working at height, access and egress to historically hazardous areas of the buildings. This shall be the responsibility of: **Charity Trustees/Health and Safety Committee.**

3. All and any employees, or other persons working with the Charity, have a duty to cooperate in the implementation of this policy through:

A. Working and conducting themselves in a manner that promotes their own safety and the safety of others.

B. Following and obeying procedures and practices of the Charity Trustees that have been designed and implemented to ensure safe and healthy working conditions.

C. Reporting accidents and any other working conditions they may feel are unsafe and have led or may lead to injury or damage.

D. Ensure that the equipment, plant and machinery is only used for its intended purpose and in line with the manufacturer's recommendations and instructions for use.

E. Share and compare risk assessments with contractors and activity groups to ensure a collaborative approach is taken for planned works and activities in the church buildings.

4. All relevant Health and Safety information and equipment can be found in the following locations:

A. Health and Safety Law Poster is displayed at:

Main church access point/notice board

B. First-aid box is located:

Flower Room, Kitchen and Link

C. Accident Book (Reported under RIDDOR) is located:

D. Nominated First Aiders are: Tony Wilson and Pamela McDonald

Kitchen

This policy is made in fulfilment of the requirements of the Health and Safety at Work etc Act 1974 and any other relevant legislation and regulations.

Signed:

Print:

Signed:

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Signed:

Print:

(CHARITY TRUSTEES, SESSION CLERK,

Date: _____