

HCC Health and Safety Policy



HCC Health and Safety Policy Part 1

Policy Statement

1. Huntingdonshire Community Church is committed to providing for health, safety and welfare of all employees, volunteers, attendees at events and visitors to its building.
2. We observe the Health and Safety at Work Act 1974, and all relevant regulations and codes of practice made under it from time to time.
3. This commitment to health and safety is a trustee and management responsibility, equivalent to that of any other management function. It is our duty to ensure that policy is upheld at all times, and to provide the necessary funds and manpower required.
4. We will conduct our work in such a way as to ensure, so far as it is reasonably practicable, that persons outside the operations of the church, who may be affected, are not exposed to risks to their health and safety. Where such risks exist, information will be provided and all reasonable steps will be taken to bring this to the attention of our employees, volunteers, attendees at events and visitors to its building.

We are responsible for:

- Assessing the risk to the health and safety of employees, volunteers, attendees at events and visitors to our building and others who may be affected, and identifying what measures are needed to comply with our health and safety obligations.
- Providing and maintaining locations, equipment and systems of work that are safe and without risks to health.
- Ensuring that all necessary safety devices are installed and maintained on all equipment.
- Promoting the co-operation of employees, volunteers, attendees at events and visitors to our building to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing emergency procedures as required.
- Providing and maintaining a healthy and safe place of work and providing a means of egress therefrom.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Monitoring and reviewing the management of health and safety at work.

- Keeping this safety policy under review and making any revision we deem necessary from time to time. All such revisions will be brought to the attention of employees, volunteers, attendees at our events and activities and visitors to our building

5. The above policy needs the full co-operation of all employees, volunteers, attendees at our events and activities and visitors to our building who are expected to give all possible assistance aimed at its successful implementation, and to take reasonable care for their own safety and that of others.

6. In order to achieve this end, every employee, volunteer, attendee at our events and activities and visitor to our building must:

- Comply with any safety instructions and directions issued by the trustees and managers.
- Take reasonable care for their health and safety and the health and safety of other persons (eg other employees, volunteers, attendees at our events and activities and visitors to our building) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
- Co-operate with the church leadership to ensure that the aims of the Health and Safety Policy Statement are achieved, and any duty or requirement imposed on the charity by or under any of the relevant statutory provisions is complied with.
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment provided in accordance with the training you have received.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

7. Any failure by an employee or volunteer to comply with any aspect of the church's health and safety procedures, rules or duties specifically assigned to an employee of the church with regard to health and safety will be regarded by HCC as misconduct, which will be dealt with under the terms of the HCC's disciplinary procedures.

HCC Health and Safety Policy Part 2

Policy Statement

1. This is the statement of general policy and arrangements for Huntingdonshire Community Church.
2. Overall and final responsibility for health and safety is that of the trustees of Huntingdonshire Community Church.
3. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Senior Leader.

Statement of general policy	Responsibility of	Action / Arrangements <i>(Customise to meet your own situation)</i>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Senior Leader	By publishing appropriate policies, systems of work, monitoring....
To provide adequate training to ensure employees are competent to do their work	Senior Leader	Through relevant line managers and team leaders
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Senior Leader	Through relevant line managers and team leaders
To implement emergency procedures - evacuation in case of fire or other significant incident.	Senior Leader	Promulgated in specific procedures
To maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage/use of substances	Senior Leader	Through HCC Admin Office
First-aid boxes are located:	Kitchen and Print Room	
Accident books are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	In Admin Office	

The Health and Safety Risk Register is attached.

Signed: (Employer) Date:		Date:	
Subject to review, monitoring and revision by:		Every:	months or sooner if work activity changes