

Health & Safety Policy

Christ Church, Chineham

Policy

Christ Church is committed to the health and safety of all who work or volunteer for us, or who use our building. This is set out in more detail in the following Principles and Practices.

Principles and supporting Practices

Each principle is supported by a number of practices, with responsible person given in brackets. (FM = Facilities Manager; CA = Church Administrator). We will:

Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work and community activities. To achieve this we will:

- Complete Risk Assessments, and resolve issues arising from same (FM)
- Maintain building to meet Health & Safety standards (FM)

Provide adequate training to ensure employees and community room users are able to work and use facilities in a safe manner. To achieve this we will:

- Provide training and/or written instructions for use of equipment (FM, CA)

Implement emergency procedures for evacuation of building in case of fire or other significant incident. To achieve this we will:

- Maintain Fire Evacuation Procedures (FM)
- Test Fire Alarm system on regular basis (FM)
- Carry out regular Fire Evacuation Drills ensuring all regular users are included (FM)
- Provide written fire evacuation procedures for all community users at time of booking a function room (CA)

Engage and consult with employees and users on day-to-day health and safety conditions and provide advice and supervision on occupational health. To achieve this we will:

- Display a Health and Safety Law poster in the church office (FM)
- Review health and safety questions or issues with all staff at least yearly (Church Wardens, Lead Minister)
- Provide training or written guidelines in manual lifting, handling hazardous chemicals and safe use of equipment (FM)

Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances. To achieve this we will:

- Ensure all entrances, fire exits and corridors have clear passage (FM)
- Carry out regular maintenance, including electrical safety testing, of all equipment, utility services and fire protection equipment (FM)

Provide First-aid facilities. To achieve this we will:

- Provide first aid boxes in both kitchens and the office, and maintain with correct equipment (FM)

Report accidents and ill health at work as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). To achieve this we will:

- Maintain an Accident/incident Log book in the Office (FM)
- Review reports regularly, and report onward where necessary (FM)

Operation and Review

The Church Council is accountable for Health and Safety at Christ Church. The responsibility for much of the day-to-day implementation is delegated by the Council to our Facilities Manager, who is supported by a small Buildings Team (which normally includes a Caretaker, Church Warden and the Lead Minister).

This policy will be available to all hirers and other users of the building. It should be read in conjunction with our Lettings Policy.

This policy will be reviewed by the Church Council every 3 years, or if legislation changes, or by specific request and feedback.

Further Information

To discuss any aspect of this, to request training, or discuss concerns, please contact our Facilities Manager at facilities@christchurchineham.org.uk or 01256 474280.

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Approved by Church Council: 2016