



Health and Safety Policy Document

General Statement

We are committed to the Health, Safety and Welfare of our members of staff our volunteers and the members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. For chapel activities we will consult with members about Health and Safety and provide with the information, instruction, supervision and training that we consider is necessary.

We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a health and safe work and worship environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises.

This policy will be reviewed regularly and revised as necessary.

Organisation and Responsibility

The overall responsibility for Health and Safety lies with the Eldership but you are reminded that you are responsible for your own Health and the Safety and the safety of others on the premises.

The Church Committee will be responsible for discussing matters surrounding Health and Safety. This committee meets every 2 months, however, every 4 months no less than 10 minutes will be devoted to Health and Safety issues. Any member of the committee should contact the Church Secretary prior to the meeting and raise any safety issues.

Procedures and Safety Arrangements:

Chemicals

Where possible, the storage and use of hazardous substances will be avoided.

Any hazardous chemicals identified will be assessed for safety using COSHH (Control of Substances Hazardous to Health) assessment. This will be reviewed annually and assessments to be kept in the Health and Safety Folder.

No hazardous substance is to be used or stored on the premises that does not have a COSHH assessment.

Any hazardous chemicals will be correctly stored and locked in a chemical store/cupboard.

Please ensure that you follow all the manufacturer's guidance and follow any additional information in the COSHH assessment. Ensure that you are familiar with the precautions that you might need to take in the event of an emergency involving the substance.

Electrical equipment and wiring

The electrical wiring within the building(s) will be inspected annually, or at a duration that has been suggested by the contractor performing the tests. A NICEIC contractor will perform periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations)

No person is to make any alterations to the electrical installation without prior agreement with the Eldership.

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or at a duration that has been suggested by the contractor performing the tests.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads and take care to prevent tripping hazards when laying cables.

Other Machinery & Equipment

A list will be kept of any equipment or machinery with the date and outcome of the last inspection.

Regular inspection, testing and maintenance of any equipment e.g., cooking appliances, ladders, scaffolding towers, lawn mowers and other garden equipment will be recorded on the maintenance schedule list which will be held in the Health and Safety file.

Any gas boiler or equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register and will be kept on file.

Fire Extinguishers

The Fire Extinguishers within the premises will be periodically examined and tested as recommended by the Service Company. The Service Company will also advise on the purchase or replacement or supplemental equipment. The certificate for the inspection and test will be displayed for one year (or until the next inspection and test), after which it will be kept on file.

Fire extinguishers will be examined for damage, use or mis-use monthly and replaced / serviced as necessary.

Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.

Fire extinguishers should only be used by persons competent and trained in their safe use.

Fire Alarm

The Fire Alarm system will be tested on a regular basis according to the schedule and a record kept in the Fire Logbook.

First Aid

A number of first aid kits are available throughout the building and are clearly marked. If the contents of any first aid kit are used, please notify Chapel eldership.

Suitable trained and competent persons only, should administer first aid.

First aid kits will be routinely checked to ensure that the contents have not be used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

Risk Assessment

The chapel will identify hazards and perform a Risk Assessment. The outcome of this assessment will be recorded and kept in the Health and Safety Folder. The significant findings of this assessment will be made available to Staff and Volunteers through information, instruction, and training.

Where actions are needed to reduce or eliminate risk, the chapel will decide a time scale by which the corrective actions are to be completed. This will be based on the principle of “As Low As Reasonably Practicable”.

Any person discovering a hazard should report it to the Eldership as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

“Any necessary work required for safety will be implemented immediately”