



# Sanderstead United Reformed Church Health and Safety Policy

## **Commitment to Health and Safety**

This statement comprises the views of the Elders' Meeting of Sanderstead United Reformed Church ("the Church") on, and commitment to, providing a safe and healthy environment for our visitors, employees, volunteers, members, suppliers, hirers and any tenants or licensees and associated employees. The Church recognises its obligation to the above-mentioned groups and requires in turn that the same groups abide by safety rules and take responsibility for the safety of one another.

This policy will be reviewed regularly and revised annually.

## **Organisation and Responsibility**

The overall responsibility for Health and Safety lies with the Minister.

The following people are responsible for Health and Safety:

**Minister**- To be appointed (Interim Moderator: Revd. Bill Bowman)

**Health & Safety Officer** Yvonne Murdoch

**Church Secretary** - Malcolm Dalton

**Church Keeper** - Richard Hamlyn

If you need any more information or have any concerns about Health and Safety, please contact one of the people above.

## **Responsibilities**

The responsibilities of the Church are:

- a)** To ensure, as far as is reasonably practicable, the health and safety of Church employees, visitors, volunteers, members of the Church, suppliers and of any tenants or licensees and their employees, whilst on Church premises or using the services of the Church.
- b)** To comply with all relevant Health and Safety Legislation, regulations and codes of practice.
- c)** To provide safe and healthy conditions of work, plant, equipment and systems.
- d)** To provide appropriate notices, training, advice, protective clothing, equipment and documentation as is necessary, reasonable or advisable.
- e)** To carry out assessment of risks and endeavour to reduce or eliminate these.
- f)** To provide written systems of work and procedures which are exposed to hazard.
- g)** To record notification of hazards and accidents and incorporate improvements suggested as a result of investigations conducted following such notifications, as soon as possible.
- h)** Ensure that practical systems are in place for reporting health and safety issues.



# Sanderstead United Reformed Church Health and Safety Policy

The responsibilities of Church employees, visitors, volunteers, members of the Church, suppliers (and of any tenants or licensees) and their employees are:

- i)** To familiarise themselves with, and adhere to, safety procedures, including fire alarm procedures and evacuation routes.
- j)** To ensure that any criminal record checks that may be required are conducted in compliance with relevant regulations.
- k)** To ensure that any equipment that is brought on to church premises is maintained in safe working order, and that any materials used are stored and disposed of with regard to the safety of the Church and other users.
- l)** To wear any protective clothing/protective equipment that may be provided as and when necessary, and to report any defects in such to the Health & Safety Officer.
- m)** To report all hazards/accidents/incidents to the Health & Safety Officer, and/or enter in the Accident book. To carry out designated health and safety procedures.
- n)** To make themselves familiar, under direction, with firefighting equipment, fire alarm procedures and fire escape routes.
- o)** To co-operate with the Church at all times on matters of health and safety.

## **Risk and Hazard Assessment**

All areas and operations within the church will normally be assessed for risk once a year and additionally whenever any new facility is brought into action or a new process or procedure becomes operative.

## **Procedures and Safety Arrangements**

### **Chemicals**

No hazardous substances are used or stored on the premises. General Cleaning fluids are kept under lock and key by the Church Keeper.

### **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.

No person is to make any alterations to the electrical installation without prior agreement from the Church.



# Sanderstead United Reformed Church Health and Safety Policy

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.

All to 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.

## **Fire Extinguishers**

The fire extinguishers within the premises will be examined annually and tested as recommended by the Service Company who will also advise on the purchase of 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 at a frequency advised by the service company.

Fire 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.

## **First Aid**

The main first aid kit is located in the corridor outside the kitchen with a catering kit inside the kitchen. Both are clearly marked.

If the contents of any first aid kit is used the Health and Safety Officer must be informed and details recorded in the accident book which is kept adjacent to the main first aid kit. It is preferable that only suitably trained and competent persons should administer first aid. First aid kits will be checked monthly by the Health and Safety Officer to ensure that the contents have not been used, expired and that no medicines or other preparations are contained within the kit.

## **Smoking**

It is against the Law to smoke within any part of the Premises.



# Sanderstead United Reformed Church Health and Safety Policy

## **Risk Assessment.**

The Church will identify hazards and perform a Risk Assessment. The outcome of such assessments will be recorded and kept in the Health and Safety Folder. Any significant procedures will be made available to staff and volunteers as appropriate through information, instruction and training.

Where actions are needed to reduce or eliminate risk, the 'The Church' (Premises Committee and confirmed by the Elders' Meeting) 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 must inform the Health & Safety Officer as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

Areas to be included in the risk assessment regime will include:

- The Vestibule and Sanctuary
- Vestry, offices and meeting rooms
- Main and small halls and Armstrong Room
- Stage and backstage
- Pavilion
- Kitchens
- Toilets
- All outside areas and car park

**Signed Malcolm H Dalton**  
**Church Secretary**  
**29th May 2022**