



Health and Safety Policy

1. Introduction

Our policy, so far as is reasonably practicable, aims to provide and maintain safe and healthy environment throughout the church buildings and grounds for all who use them.

2. Responsibilities

- 2.1 The overall responsibility for this policy and its implementation rests with the Church Officers and Elders (Trustees).
- 2.2 Employees, volunteers, leaders of groups, members, friends and others using the church buildings or grounds also have a responsibility for their own health and safety and that of others on the premises.
- 2.3 On behalf of the Church Officers and Elders, the Health and Safety Officer, supported by the Building Group are responsible for the day-to-day implementation of the policy and as contacts for any difficulties.
- 2.4 Anyone discovering a hazard should:
 - a) deal with this immediately provided that there is no risk to anyone including themselves, OR
 - b) report it to their group leader who may decide to take immediate action as set out in (a) above, OR
 - c) if there are any doubts whatsoever refer the matter to one of those specified in 2.3 above.

3. Hazards

Some of the most common hazards which could cause injury are:

- a) Moveable objects causing obstruction;
- b) Wet and slippery floors and footpaths;
- c) Lifting and handling heavy items such as furniture and large items in the kitchen;
- d) Ascending and descending steps or stairs;
- e) Sharp kitchen utensils;
- f) Hot surfaces on cookers;
- g) Boiling water;
- h) Improper use of ladders and steps;
- i) Loose floor coverings not laid flat.

4. First Aid

The church has an appointed First Aid Co-ordinator.

First aid kits are located in the Café Space, and the Office and are regularly checked and replenished. All accidents should be recorded in the accident book. A number of Elders and members are trained in first aid. See posters located throughout the building for a list of first aiders.

5. Fire Safety Precautions

A fire risk assessment is carried out annually. The assessment is displayed on the notice board in the Café Space. All fire doors are clearly labelled.

Emergency exits are clearly labelled and fire extinguishers provided in strategic positions. These are checked regularly and replaced when necessary. Alarms are tested on a regular basis. Smoking and vaping are not permitted on the premises or near the main doors of the building within the church grounds.

6. Safeguarding

Our safeguarding policy is covered by a separate statement displayed in the Café Space and on our website.

7. Food Safety

Guidance on food safety is contained in the management folder located in the kitchen.

8. Electrical Appliances

Portable appliances testing (PAT) is carried out on a regular basis on all our portable appliances. If anyone has any doubts about the safety of an appliance this should be switched off, unplugged and the matter referred to one of the persons mentioned in 2.3 above.

9. Risk Assessments

These are carried out on an annual basis and significant findings will be included in a report for the Elders' Meeting to consider. A copy of this report together with appropriate action will be displayed in the Café Space.

Policy Approved By	Date	Next Review date
Elders' Meeting	24 th July 2025	April 2026