

## HEALTH & SAFETY POLICY STRATH & SLEAT

### General Statement

It is the Policy of Strath and Sleat Church of Scotland to provide and maintain, as far as reasonably practicable, the health, safety and welfare of all workers (paid or unpaid), users and visitors of church premises.

### Aims and arrangements for implementing this policy;

#### **Take all reasonable steps to secure the health, safety and welfare of all Church of Scotland workers, users and visitors.**

- A first aid box is to be kept at all times in the church. It will be checked and refilled as necessary by the H&S Coordinator;
- All accidents occurring within the church/grounds are to be reported to the person in charge and recorded in the Accident Report Book;
- Fire Extinguishers will be checked and refilled as necessary under annual contract, and will be available at positions recommended by the Fire Master;
- Fire routine procedures will be clearly displayed in the church;
- An annual inspection of all churches and halls will be carried out by the Health & Safety Coordinator;
- The Church will be kept clean and tidy with adequate heating and lighting, entrances will be kept clear and rubbish not allowed to accumulate within the premises;
- All electrical appliances should be maintained in accordance with manufacturers' instructions. Care should be taken with wiring, plugs and extension cables to ensure that nothing poses a hazard. Cables trailing over walkways should be taped securely to the floor. A roll of tape is to be kept in the kitchen for this purpose;
- The kitchen should be kept clean and tidy and locked when not in use;
- Socket covers should be in place in rooms used by infants and young children;
- Children should not be allowed to run in areas where food and drink are being served;
- All leaders should be aware of the procedures to be followed if any visitors prove difficult or dangerous;

#### **Ensure that each individual accepts his/her own responsibility to take care not to endanger themselves or others and actively assists in fulfilling the requirements of the policy;**

- All users of church premises have a duty to co-operate in seeing that this policy is implemented however, the final responsibility for safety matters remains with the Kirk Session. The disposition of our premises and staff are such that the delegation of responsibility to leaders to monitor the implementation of this policy is essential. They will be responsible for ensuring the implementation of the Policy, and for bringing any shortfalls to the attention of the appropriate persons (see contacts list);
- All persons using the church should be fully aware of the content of this policy and abide with procedures operating within the organisation;
- All non-church organisations using church premises will sign a Let Agreement Form;

#### **Provide adequate information, instruction and training to staff to enable them to perform their duties competently and safely; awaken interest throughout the parish in all safety matters; encourage all users of premises to identify hazards that may exist and to report on conditions which appear dangerous or unsatisfactory;**

- Members of staff, paid or unpaid, should acquaint themselves with the terms of the content of the full Health & Safety manual. A copy of this is available from the Health & Safety Coordinator for viewing at any reasonable time;
- There will be at least one Health & Safety Awareness training workshop per year. All church workers (paid and unpaid) have a duty, where possible, to attend this;
- The Health & Safety coordinator will be a member of the property team and should advise on health and safety matters prior to work commencing. He/she will keep leaders, committees and users of church premises up-to-date on current legislation and will amend this policy as necessary;
- All users should take part in the management of Health & Safety and feel free to express their concerns regarding safety matters;
- Repairs, potential hazard observed or conditions which appear unsatisfactory or dangerous should be reported to the person in charge and/or the property convenor;

