



HEALTH & SAFETY 2.0

PROCEDURES – GENERAL ARRANGEMENTS

General statement

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church or BPC. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Excel Church Council (ECC) and The Bilston People Centre Management Board (BPC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the ECC/BPC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

ECC and BPC will ensure that:

- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church
- Set a personal example on matters of health and safety
- Ensure that all employees and volunteers are aware of their health and safety responsibilities
- Adequate precautions are taken as set out in this policy and related risk assessments
- Adequate information and training is provided for those that need it
- Any hazards or complaints are investigated and dealt with as soon as possible
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- All accidents are reported in-line with the requirements of this policy

- Advice is sought where clarification is necessary on the implementation of this policy

Organisation and Responsibilities

1. The member of the ECC/BPC with overall responsibility for implementing our policy is: Derek Dudfield, who will ensure:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are rectified immediately
- Only competent persons carry out repairs, modifications, inspections and tests

2. All employees and volunteers have a responsibility to cooperate in the implementation of this policy and procedures and to take reasonable care of themselves and others while on church business or premises. They will ensure that they:

- Read the policy and procedures and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

General Arrangements Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. This may include an external health and safety audit. Where an appointment is made, we will record the details here.

Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and ensure we have an appropriate number of first aiders at our various programmes. We will also provide relevant information for employees and volunteers.

Our person appointed to assist us is: Warren Elkington from Legacy Training

Our person in charge of first aid arrangements is: Gina Mapiye

The First Aid boxes are located at Excel Church Kitchen and BPC Kitchen

Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Our Accident Book is kept in: BPC Kitchen and Excel Kitchen

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

Contractors

If we employ contractors, we make sure that they have their own health & safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in: BPC First Floor Third Storage Cupboard