

Kings's Church Cockermouth Health and Safety Policy

March 2017

Employees and Team Leaders will:

- participate in the health and safety policy and procedures and advise on, or recommend amendments as necessary, to ensure that all current safety requirements are met.
- promote a positive health and safety culture within the area under their control.^{[L][SEP]}
- seek to prevent injury to persons involved in, or affected by, any activities carried out to further the aims of the organisation.^{[L][SEP]}
- ensure first aid arrangements are in place, be prepared for serious accidents by knowing where to obtain medical help and liaise with the fire authority on such matters as fire prevention.^{[L][SEP]}
- ensure that all personnel, including Volunteers, are informed of the policy and procedures and that they receive adequate instruction and training regarding its effective implementation.
- ensure that persons under their control are suitably trained and competent to undertake their work activities.^{[L][SEP]}
- ensure that personnel can raise health and safety matters through the channels of communication provided.^{[L][SEP]}
- ensure the means of implementing the policy are available within the organisation.^{[L][SEP]}
- use their experience to point out potential hazards and advise Employees and Volunteers on appropriate precautions.^{[L][SEP]}

- be aware of, observe and ensure that the requirements of health and safety legislation and relevant codes of practice are carried out.^{[L]_{SEP}}
- provide and maintain safe plans of work and working conditions.^{[L]_{SEP}}
- promptly investigate reported accidents and dangerous occurrences with the intention of avoiding any reoccurrence.^{[L]_{SEP}}
- liaise on all safety matters with the Trustee responsible for Health and Safety.
- comply with all health and safety rules.^{[L]_{SEP}}

Volunteers will:

- make themselves familiar with the trusts health and safety system.^{[L]_{SEP}}
- take reasonable care of their own health and safety as well as considering the safety of other persons who may be affected by their acts or omissions.^{[L]_{SEP}}
- report hazardous defects in equipment, or shortcomings in the existing safety arrangements, to a responsible person, immediately and will NOT to attempt electrical or any other repairs to equipment.^{[L]_{SEP}}
- report all injuries, however minor to Operations Director or First Aid volunteers.

3.0 Implementation

- All employees and team leader shall be given a relevant summary of this document and shall sign to say that they have

understood and will implement the policy as required

- A series of simple notices will be created for Sunday mornings to alert attendees of their own personal responsibility, one being given each week
- This policy will be available electronically on the Church's web site, and in printed form at the church offices
- All 'hirers' will be given a health and safety document so that they are aware of how the policy is implemented on site.

4.0 List of Documentation in the Safety File

Policy, Organisation and Arrangements (this document)
Proformas for:

- *Generic Risk Assessments*^{[L][SEP]}
- *Manual Handling Risk Assessment*
- *DSE Assessment*^{[L][SEP]}
- *Fire Risk Assessment*^{[L][SEP]}
- Safety Inspections, tours...
- Management Audit

PAT Test Register - We will PAT Test all equipment every year
IF it is moved on a regular basis, otherwise, it will be tested
every 2 years.

- Accident Book

ADDENDUMS

Employees, Trustees and Heads of Department

Following details are as at 15.3.17

Employees within Jubilee

ROGER BYE

PAUL MOGFORD

Heads of Departments

Set Up Duty Manager^[SEP]

Children's Work^[SEP]

Youth Work

Connect@

Connect4