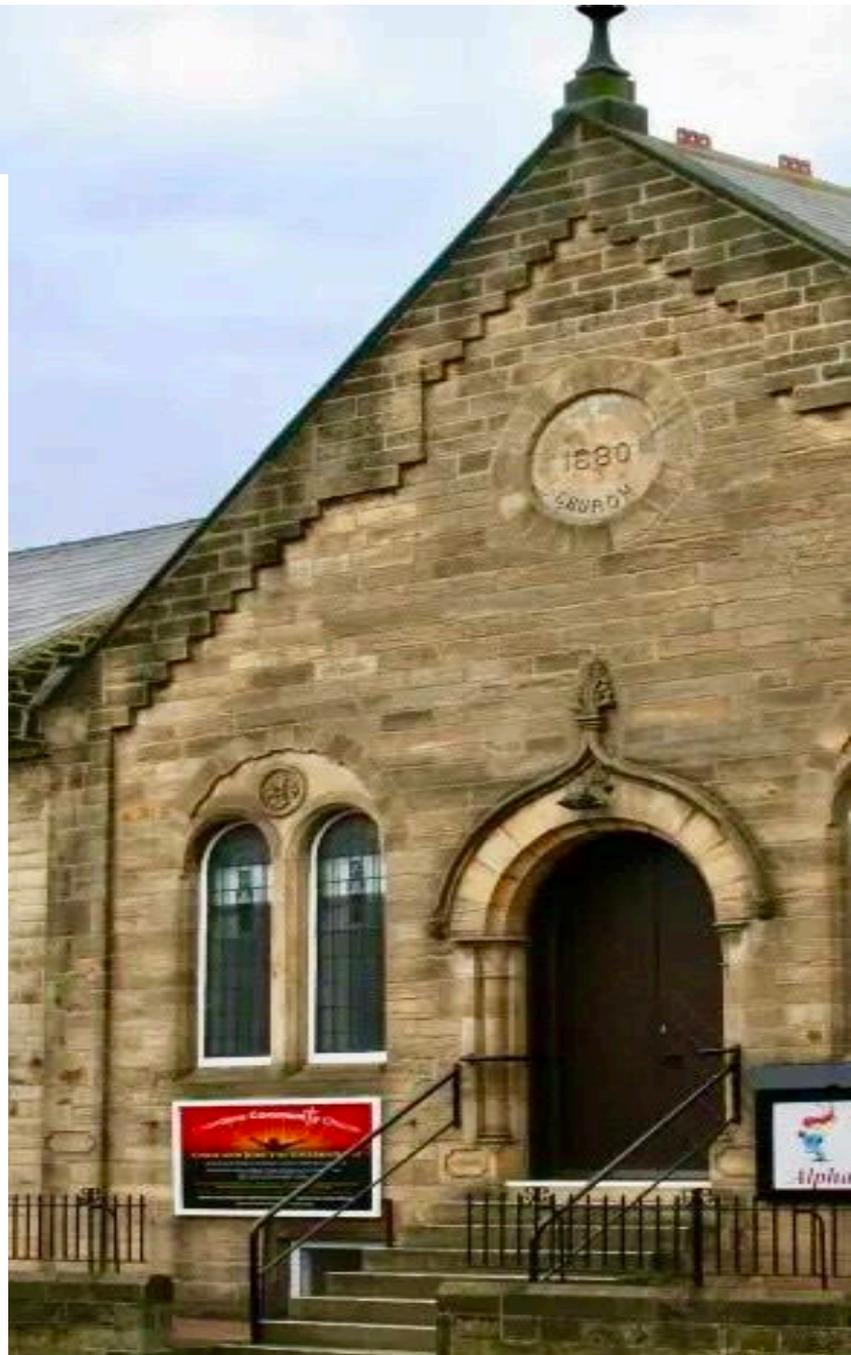


Health & Safety Policy

JULY 2019

Chowdene Church



Chowdene
CHURCH

DEFINITION

For the purpose of this policy Chowdene Church (Registered Charity: 239787) shall refer to the Senior Leadership Team, officers and Trustees of Chowdene Church currently meeting at Emmanuel College, Consett Road, Gateshead, Tyne and Wear NE11 0AN and also at the church building at 660 Durham Road, Low Fell, Gateshead, Tyne and Wear NE9 6JA.

Current activities of the church include regular church services, youth and children activities in addition to outreach projects in the local area, with a view to letting all know the good news of the gospel of Jesus Christ.

Chowdene Church understands that a duty of care is owed to ensure the safety of those who visit or use the church building or attend activities at Emmanuel College.

It is also acknowledged that as an employer and custodian of premises, the church must meet the requirements of health and safety law. In particular, as an employer of five or more employees, it is a requirement to have a written health and safety policy. As such, this policy has been drafted to meet such duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

General statement of policy

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

The church will ensure that adequate resources are made available to achieve this objective, and any decisions made will have due regard for it. Health and safety matters will be reviewed at appropriate intervals and the effectiveness of the policy monitored. Amendments will be made when deemed necessary.

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. The church will try to ensure that everyone involved with the church plays his or her part in its implementation.

Details of arrangements for managing health and safety is set out in this document. A copy of it will be made available on the Church Website, kept in the church building, on site at Emmanuel College and made available to others on request.

Responsibilities

The Senior Leadership Team and Trustees will have overall responsibility for implementing the policy.

The Senior Leadership Team	The Trustees
Paul Oliver	John Bates
Stuart Hann	Malcolm Joiner
Sarah Motsi	Doreen Oliver
Terry Nichol	Paul Anderson

They will ensure that:

- 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
- 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

The Head of Facilities and the **Head of Digital Communication** will have day to day responsibility for implementing this policy.

Head of Facilities	Head of Digital Communication
Ruth Crichton	Chris Suddes

They will ensure that:

- All employees and volunteers are aware of their health and safety responsibilities
- All employees and volunteers are consulted on matters of health and safety
- Adequate precautions are taken as set out in this policy including completion of related risk assessments
- Adequate information and training are 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
- The policy is reviewed annually or following an incident
- Set a personal example on matters of health and safety.

Employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

- Read this policy and understand what is required of them
- Attend any training required to enable them to carry out their duties safely
- 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 to the Head of Facilities or another member of the Senior Leadership Team, so that this might be dealt with
- Warn any new employees or volunteers of known hazards

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- 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.

General Health & Safety Arrangements

Risk Assessment

Risk Assessments will be completed in order to identify those risks that may impact on staff, volunteers or visitors, and what action is needed to comply with health and safety law. The findings and risk assessments will be recorded and any necessary precautions implemented. These will be reviewed and revised as necessary and where it is suspected that they are no longer valid.

A copy of the standard risk assessment template for use by employees or volunteers is attached to the policy as **Appendix 1**.

Information and Training

Any necessary information and training will be provided for employees and volunteers in a timely manner. A record of training and information provided will be retained. Any contractors or self-employed people will be supplied with all relevant health and safety information in order for them to complete their work safely.

First Aid

We will provide adequate first aid facilities including a suitably stocked first aid box at each site.

At **Chowdene Chapel** 660 Durham Road, Low Fell, Gateshead, Tyne and Wear NE9 6JA, the first aid box is located on the wall of the kitchen.

At **Emmanuel College** Consett Road, Gateshead, Tyne and Wear NE11 0AN, the first aid box is held at the rear of the church at the refreshments table. Treatment can be administered in the First Aid Room if deemed necessary by the First Aider.

A First Aid back pack is available and should be used for all church events not held at the previous sites mentioned.

Furthermore, a list of trained First Aiders will be displayed at each site. If a trained First Aider is not present and the person running the activity is unsure of what action to take, they should call 111 and seek advice from the NHS non-emergency medical helpline. If the person injured shows any serious injury or illness then they should dial 999 and seek paramedic assistance immediately.

The person with specific responsibility for First Aid arrangements for Chowdene Church is **June Allport**.

Accident Reporting

The church will keep an accident book and record details of accidents that occur on the premises or during the course of activities held off site. In the event of an incident one of the listed First Aiders should be contacted and either **June Allport** or the **Head of Facilities** should be notified. A record should be completed in the accident book. A report will be made to the enforcing authority and records retained in respect of notifiable accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Monitoring

Periodic checks will be made to ensure that the health and safety precautions remain effective and adequate. Church utilities and equipment will be inspected as necessary to ensure that they remain safe, and records will be kept of the checks made.

Contractors

If the church employs contractors, checks will be made to ensure that they have their own health & safety policy, along with Public and Employers Liability Insurance by asking to see copies of the relevant documents.

Record Keeping

Health and Safety Risk Assessments, records and other documents will be retained and be available for inspection. Employees and volunteers will be able to access these via the Chowdene Website and will be supplied with login details in order to do so. Paper copies will also be provided upon request.

Specific Arrangements

Asbestos

Chowdene Church will take steps to identify the presence of asbestos in the buildings owned by the church or those buildings which the church is responsible for. Any risk from identified asbestos will then be assessed, and a plan to manage that risk will be implemented. Relevant information will be provided to others who might need it (for example, building contractors). A record of the checks, assessments and plans made will be retained.

Church Buildings

Chowdene Church will ensure that the fabric of the church buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing. Boundary walls and any gates will be kept in good repair.

Construction Work

Where maintenance, refurbishment and restoration work is planned for buildings owned by the church or for which the church is responsible, the church will identify what needs to be done to ensure the safety of all those concerned before work starts. The church will also determine if there is any responsibility under the Construction (Design and Management) Regulations and comply with these if necessary.

Display Screen Equipment

Where the employees and volunteers of Chowdene Church regularly use computers daily, for continuous periods of an hour or more, a workstation assessment will be carried out. This may be a self-assessment by the volunteer or employee using a suitable self-assessment tool provided by the church. Any precautions identified will be implemented as necessary. The church will also provide information, training and eye/eyesight tests (on request).

Electricity

Chowdene Church will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. Records of the checks made will be retained where appropriate.

Events

When Chowdene Church intends to hold special events, large or unusual concerts, services and fundraising events, any additional precautions will be identified and implemented using the church risk assessment template (Appendix 1).

Fire

A specific risk assessment will be completed in order to identify what steps are necessary to prevent, detect and take in the event of a fire. A record will be retained of findings and the necessary precautions implemented. These will be reviewed and revised if they are no longer valid.

Food Hygiene & Preparation

The church will ensure that on those occasions when food is prepared, a clean and disinfected work surface and utensils and equipment are used. Food will be stored in such a way as to avoid contamination, and hand washing facilities and suitable arrangements for the disposal of waste will be provided. Employees and volunteers will be encouraged to complete a Food and Safety Hygiene course.

Heating Systems

Any heating system will be suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and records kept of the checks made.

Hazardous Substances

Only domestic cleaning products are used. These will be stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

Working Alone

To account for circumstances when employees, volunteers or officers of the church work alone, the church has written a separate **Pastoral Visit and Lone Working Policy**. A copy of it will be made available on the Church Website, kept in the church building, on site at Emmanuel College and made available to others on request.

