

# Health and safety policy

Jubilee Church Ely

*Version 1.0*

## Introduction

This is the health and safety policy for Jubilee Church Ely with registered office and church premises at Jubilee Centre, 15a Silver Street, Ely, CB7 4JF.

## Policy

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, congregations, visitors and others who use any property that we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Trustees of Jubilee Church accept overall responsibility for this. Trustees and church staff will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

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 We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 charity 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 office and made available to others on request.

For more information, please contact the church office: [office@jubileechurchely.co.uk](mailto:office@jubileechurchely.co.uk)

## Organisation and responsibilities

Overall and final responsibility for health and safety is that of the Trustees of Jubilee Church Ely.

Delegated responsibility	Delegate
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	All Line Managers and Team Leaders
To provide adequate training to ensure employees and volunteers are competent to do their work.	All Line Managers and Team Leaders
To engage and consult with workers on day-to-day health and safety conditions and provide advice and supervision on occupational health.	All Line Managers and Team Leaders
To implement emergency procedures – evacuation in case of fire or other significant incident.	Building Manager
To maintain safe and healthy work conditions, provide and maintain plant, equipment and machinery, and ensure safe storage, use of substances.	Building Manager

## Arrangements for health and safety

### Risk assessment

We will complete relevant 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 risk assessments when we suspect that they are no longer valid i.e. when church activities or conditions change.

### Information and training

We will provide workers with necessary information and appropriate training in a timely manner (including display screen equipment (DSE), working at height, lifting, lone working etc.), and keep records of what is provided. We will also give relevant information to contractors who may need this to complete their work safely.

All workers are provided with an equivalent leaflet in lieu of a displayed Health and Safety sign, e.g. <https://www.hse.gov.uk/pubns/books/lawleaflet.htm>

We will provide regular appraisal and line management meetings for employees to identify and monitor needs and training.

### Consultation

We will consult staff and volunteers routinely on health and safety matters as they arise, and consult employees formally when we review health and safety.

### Safe and healthy work conditions

- We will provide personal protective equipment.
- We will make sure suitable arrangements are in place for employees who work remotely.
- We will provide and maintain toilets, washing facilities and drinking water for workers and visitors.

- We will have a system for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

#### First aid

We will provide first aid kits with instructions for their safe use in all buildings, and for off-site church activities.

Location of first-aid kits	<ul style="list-style-type: none"><li>• In the kitchen to the right of the sink at Jubilee Centre.</li><li>• In the kitchen next to the fridges at Ely Beet Sports &amp; Social Club (hired venue).</li></ul>
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#### Accident reporting

We will keep an accident book and report appropriate accidents and ill-health at work under [RIDDOR](#).

Location of accident book	<ul style="list-style-type: none"><li>• In the kitchen to the right of the sink at Jubilee Centre.</li><li>• Behind the bar at Ely Beet Sports &amp; Social Club (hired venue).</li></ul>
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#### Evacuation

- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans will be tested from time to time and updated as necessary.

#### Record keeping

Our health and safety risk assessments, records and other documentation are kept either electronically, or in filing cabinets at Jubilee Centre.

#### Specific arrangements

##### Church buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

##### Display screen equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing changes as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

## Electricity

We 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. We will keep records of the checks made where appropriate.

## Events

Where we intend to hold unusual events, we will identify any additional precautions that are necessary and implement these.

## Fire

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

## Hazardous substances

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified.

## Heating systems

We will ensure that any gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

## Manual handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.

## Preparation of food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

## Slips and trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

## Work equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

## Working alone

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.

### Working at height

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.