



Stantonbury Ecumenical Partnership

Health & Safety Policy

Scope

This document sets out the responsibilities and arrangements for ensuring a safe environment for all those using church premises within the SEP. The SEP does not have 5 or more employees and therefore does not need a full health and safety policy.

Who it applies to

All employees, staff, volunteers and church members, who must co-operate with the SEP on health and safety matters.

Date of approval

By Trustees

Date April 2024 _____

Review date April 2027 _____

Stantonbury Ecumenical Partnership (SEP)

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RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY

A. The SEP Trustees

- 1 Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g., users, volunteers, members of the public.
- 2 The SEP Trustees, as the employers, have overall and final responsibility for health and safety matters and for ensuring that health and safety legislation is complied with. The Trustees are committed to maintaining a safe environment for all those using church premises within the SEP.

B. Church Wardens/ Church Officers

- 1 The Church Wardens/Church Officers have day-to-day responsibility for ensuring the health and safety of the church premises. Examples of hazards and of good housekeeping are given in Appendix 1.
- 2 Church Wardens/Church Officers will ensure that an annual risk assessment of the premises and grounds, including a fire risk assessment, is carried out. A written report will be presented to the Trustees.

A sample risk assessment can be found here: <https://www.ecclesiastical.com/documents/example-risk-assessment.pdf>

- 3 Church Wardens/Church Officers will investigate any accidents and report them to the SEP Trustees.

C. All Employees, staff, volunteers and church members must:

- 1 co-operate with the SEP and the Church Wardens/ Church Officers on health and safety matters

- 2 not interfere with anything provided to safeguard their health and safety
- 3 take reasonable care of their own health and safety
- 4 report all health and safety concerns to the Church Wardens/Church Officers.

APPENDIX 1

Examples of Hazards

1 Things Out of Reach:

Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things on top of cabinets, etc. A properly maintained, undamaged step ladder must be used.

2 Damaged Equipment:

Regular checks must be carried out on furniture and equipment for damage which leaves sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use. Where churches have associated grave yards these should be included in the checks e.g. grave stone stability.

3 Damage to Fabric of Building, Windows, etc.

All such damage must be reported immediately to the relevant Congregational Leadership Team.

4 Misplaced Furniture, Equipment or Supplies:

Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately and placed in an appropriate, safe place.

Good housekeeping

1 Ventilation

The Congregational Leadership Team will endeavour to provide well-ventilated church buildings in which members have control over their local level of ventilation.

2 Temperature

A minimum temperature of 16°C must be maintained when premises are occupied. Efforts will be made so far as is reasonably practical to ensure the temperature does not rise to an uncomfortable level. A thermometer should be provided in such a position as to be easily seen.

3 Lighting

Adequate lighting must be provided. If lights are found to be out of order, the fault must be reported to Church Wardens/Church Officers as soon as reasonably possible.

4 Church Building Atmospheric Pollutants

Office equipment such as photocopiers and printers can emit pollutants into the atmosphere. The Congregation Leadership Teams should take reasonable precautions in ensuring that these levels are kept as low as possible. Spaces where these pollutants are present should be kept well ventilated.

5 Equipment Storage and Usage

- Equipment must not be left lying around but must be suitably stored
- No wires must be left trailing across floors unless covered by warning tape
- Any rubbish bins must be non-flammable
- Except in emergencies, and with the permission of the Congregational Leadership Team, no paraffin, bar electric or Calor gas fires will be used

6 Electrical Equipment

- Broken, ineffective or damaged electrical equipment must be reported.
- Electrical equipment should be used in accordance with instructions.
- Portable Appliance Testing (PAT) must be carried out regularly (see <https://www.hse.gov.uk/pubns/indg236.htm>)

7 Maintenance Work

All building maintenance such as electrical work, carpentry, etc. should be authorised by the relevant Congregational Leadership Team. Members should not endanger themselves and others by carrying out such work. For some projects, specific risk assessments may be the required before the work can be carried out.