

HEALTH AND SAFETY POLICY



**ST. LUKE'S
CHURCH**
L O D G E M O O R

This is the statement of general policy and arrangements for:	St Luke's Church, Blackbrook Road, Lodge Moor, Sheffield S10 4LQ Registered Charity No. 1136795
Overall and final responsibility for health and safety is that of:	St. Luke's Church Trustees
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	The Churchwardens and the Health & Safety Officer
Reference to Church Premises in this General Policy shall include St. Luke's Church, St. Luke's Church Centre and the car park, play areas and land belonging to it.	

Statement of General Policy	Responsibility of	Action / Arrangements
1. To prevent accidents and cases of work-related ill health by providing and maintaining safe and healthy working conditions, fixtures, fittings, equipment and systems of work for all our employees, casual labour and voluntary workers.	Health & Safety Officer Churchwardens Property Steward	In order to ensure that Health & Safety matters are kept constantly under review, an item on Health & Safety is on the agenda for all normal meetings of the Church Trustees. The condition and cleanliness of the premises is regularly monitored and Church Trustees receive regular reports regarding premises issues, mainly from the Property Steward. Adequate and safe access and egress to the premises is maintained. Adequate toilets & washing facilities are provided. Kitchen facilities have a 5* Environmental Health rating. Systems are in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. The hiring out of the Church Premises is subject to formal terms and conditions with individual and group hirers being issued with a User Guide which contains general information about health and safety.
2. To endeavour to ensure the health, safety and welfare of all members of our congregation, hirers, visitors and others who may use the Church Premises.		
3. To endeavour to ensure the health, safety and welfare of contractors, including self employed tradesmen, engaged to carry out work at the Church Premises and also users/occupiers of the Church Premises and members of the public who may be affected by the carrying out of the works.	Health & Safety Officer Churchwardens Property Steward	The work to be carried out is identified to ensure appointment of a suitably skilled contractor who is made aware of known hazards and risks associated with the work prior to work commencing. The work is controlled by a detailed process, "Appointing and Using Contractors" operated by the church administrator.
4. To assess risks and potential hazards associated with the use of the premises by, and the activities of, our own church groups.	Health & Safety Officer Group Leaders Property Steward	Generic and specific risk assessments are completed as necessary and actions arising out of those assessments implemented. Risk assessments are reviewed as and when necessary e.g. following an accident/series of accidents, in response to concerns raised by users, change to regulations, significant changes in activities/operating practices, the premises or the acquisition of new, unfamiliar, equipment and machinery.
5. To comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH)	Health & Safety Officer	All substances used on the premises are assessed using the manufacturers Safety Data Sheet. A COSHH Hazard Assessment is produced for any substance identified as hazardous and where possible, a less/non hazardous alternative provided. The supply of substances for use in and around the premises is controlled and regularly reviewed.

Statement of General Policy	Responsibility of	Action / Arrangements
6. To provide adequate training and relevant information to ensure employees, group leaders and volunteers are aware of health and safety issues and any risks specific to their particular activities.	Health & Safety Officer	Staff and volunteers are provided with appropriate training and issued with information & documentation relative to their role/activity and use of the premises. Leaders of church groups are provided with a Premises User Guide which includes information regarding the location of the Accident Book, First Aid kits and emergency evacuation procedures and highlights the need for an awareness of others who may be co-using the premises.
7. To engage and consult with employees and volunteers on day-to-day health and safety conditions and provide advice and supervision as required.	Health & Safety Officer	Staff and volunteers are consulted on health and safety matters and are made aware of current risk assessments in so far as they relate to their role/activity.
8. To implement emergency procedures - evacuation in case of fire or other significant incident.	Health & Safety Officer Churchwardens	See St. Luke's Fire Risk Assessment for details.
9. To maintain all necessary records in connection with Health & Safety matters.	Health & Safety Officer Church Administrator	Records are maintained of training, reported accidents, routine checks including emergency lighting, the fire alarm system and safe storage of candles and matches/gas lighters. Also for inspection of gas boilers and appliances, fixed electrical wiring and PAT testing. Archiving of all Health & Safety related documents is in accordance with St Luke's archiving procedures.
10. To periodically, and at least quarterly, analyse the records of accidents at the premises.	Health & Safety Officer	Common causes of accidents are identified and action taken to reduce, and where possible remove the hazard or modify the activity.
11. To provide a Health and Safety Law poster.	Health & Safety Officer	The relevant poster is displayed both in the Church Office and also in the Cleaners Store.
12. To provide First-aid boxes / kits & trained personnel	Health & Safety Officer	First-aid boxes are located in the Ground Floor Kitchen, Kitchenette off Upper Room and Photocopying Room (available for off-premises activities). Periodic checks ensure contents are adequate and in date. There is a defibrillator sited externally by the main entrance to the premises. A number of staff and volunteers have received approved First Aid training and we operate a rolling programme of refresher courses.
13. To make available an Accident Book.	Health & Safety Officer Church Administrator	The Accident Book is located in the Ground Floor Kitchen with procedural instructions. Accidents and ill health at work are reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) in accordance with the regulations. www.hse.gov.uk/riddor

Signed: (Vicar/Minister)

Rev. Chris Stebbing

The policy was first approved & signed on
19th March 2014

On behalf of St. Luke's Trustees

This Policy will be reviewed by the Health & Safety Officer in the light of significant changes to the premises, activities or number and type of reported incidents. The policy will be reviewed and approved by St Luke's Trustees on an annual basis or sooner as may be necessary.

Note: this Policy does not cover the activities of St. Luke's Pre-School Nursery Ltd

POLICY REVIEWS

Reviewed By	Bob Prestwood	Bob Prestwood	Bob Prestwood	Bob Prestwood	Bob Prestwood			
Approved by Trustees	18 th March 2015	16 th March 2016	22 nd March 2017	21 st March 2018	20 th March 2019			