

Health & Safety Policy



General statement of policy

The Holy Trinity church and community centre (HTCCC) has legal responsibility for Health and Safety matters has been devolved to John Leslie Smith for practicality.

1. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.
2. The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.
3. The policy will be kept up-to-date, particularly to take account of changes in working arrangements. To ensure this, the policy and the way in which it has operated will be reviewed regularly.

Responsibilities – The HTCCC

4. Overall and final responsibility for health and safety lies with the [name of organisation / person]. Responsibility for advising them and for carrying out this policy lies with Carl Kelsall.
5. Volunteers will be consulted on health and safety matters through the HTCCC thanks to Carl Kelsall the project manager and the meetings for all volunteers and staff.

Responsibilities – Volunteers and Staff

6. All volunteers and staff members have the responsibility to co-operate with the HTCCC to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
7. Whenever a volunteer or staff member notices a health or safety problem, which they are not able to put right, they must straightway tell the manager.

First Aid and Accidents

8. First Aid boxes are kept in: The manager's office and kitchens up and down stairs

The manager is responsible for equipping the First Aid boxes. Whenever a volunteer or staff member uses an item from a First Aid box, they should inform the manager.

9. The HTCCC does not undertake always to provide a qualified first aider, but volunteers and staff members will be informed if there is one.

10. The Accident Book is kept in the manager's office. All accidents should be reported to the manager. The person responsible for reporting accidents to outside authorities is the project manager. Each volunteer and staff member is responsible for ensuring that a note of any accident, however apparently trivial, is made in the Accident Book as quickly as possible.

Fire Safety

11. The fire procedure is shown on notices throughout the project buildings. All volunteers and staff members are responsible for familiarising themselves with it and, in particular, with the location of fire exits and escape routes. Fire practises will be held once a year.

12. When rooms are booked for meetings, it is the responsibility of the person/ organisation arranging the meeting to ensure that those attending are aware of the fire procedures and that they leave the building if the fire alarm sounds.

13. The manager is responsible for ensuring that the fire alarm is properly maintained and regularly tested. He is also responsible for ensuring that the agreed number and type of fire extinguishers are in place and properly maintained. The maintenance contract is currently with [name of company].

14. All users are responsible for ensuring that escape routes are kept clear. Any problem in doing this should be reported to the manager.

Advice, Consultancy and Training

15. The local Health and Safety Inspector is:

Leslie John Smith

16. The HTCCC will ensure it has access to advice from the Health & Safety Executive [or advisers appointed through the HTCCC management group]. Official contact with the Health & Safety Executive [or other named person / company] should only be made by, or with the consent of, the manager.

17. Any provision for training in health and safety matters is the responsibility of the manager.

Waste Disposal

18. Waste is removed weekly. It is the managers responsibility to prepare it for disposal. Volunteers and staff members should put rubbish in the bins provided or, in the case of larger items, discuss disposal with the manager. Disposal of all breakable or dangerous items should be discussed with the manager who is responsible for ensuring the waste is put out in a safe manner.

Policy on Smoking

19. All meeting rooms, corridors and toilets are no-smoking areas. All offices are no-smoking areas.

Particular Areas/ Hazards

All cleaning materials and substances that are hazardous are locked in the cleaning cupboard and only authorised staff have access, these include Domestos, Multi purpose cleaner, glass cleaner, Bleach, air fresher, Mr muscle sink and drain gel and all other

Fire Extinguisher Locations

Fire extinguishers are located on the ground and first floor and in the kitchen with fire blanket and are clearly visible.

