



## HEALTH & SAFETY POLICY STATEMENT FOR GREENBANK PARISH CHURCH

This is the Health & Safety Policy Statement of Greenbank Parish, Church of Scotland Congregation.

The general policy of the Kirk Session of Greenbank Parish Church is:

- to provide adequate control of the health and safety risks arising from all of the Congregation's activities;
- to consult with employees and any other relevant persons on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees, where required;
- to ensure all employees are competent to do their tasks, and to give them adequate training, if necessary;
- to prevent accidents, so far as reasonably possible;
- to maintain safe and healthy working conditions and premises

### RESPONSIBILITIES

#### RESPONSIBILITIES & RISK ASSESSMENT

Responsibility for health and safety matters rests with the Kirk Session and which will carry out regular risk assessments (including fire safety assessments) for all of the Congregation's properties. The **Health & Safety Administrator** shall be responsible for coordinating health and safety matters within Church properties. Employees, volunteers and those using the Halls should take appropriate steps to protect their own health and safety and all potential risks or concerns should be reported to the Church Officer and **Health & Safety Administrator** as soon as possible.

#### ACCIDENTS & FIRST AID

- A first aid box is located in the kitchen

- All accidents and case of work-related ill health will be recorded in an Accident Book. The book is located in the kitchen area, exact location as indicated by a notice in the kitchen area.
- The **Session Clerk** is responsible for reporting accidents to the Local Authority where there is an obligation to do so.

## **EMERGENCY PROCEDURES**

### Fire and Evacuation

The Kirk Session is responsible for ensuring that fire risk assessments are undertaken and implemented and that appropriate fire safety measures and evacuation procedures are in place.

## **MANAGEMENT OF ASBESTOS**

The Kirk Session has put in place an appropriate asbestos risk-management plan and will ensure that it is kept up to date.

## **USE OF HALLS**

All users of Halls, particularly non-Congregational groups, and the leaders thereof are reminded that they are required to take all reasonable steps to ensure that their activities are safe and the persons that they are responsible for are not subject to risk. In particular all users and leaders should be aware of the church fire safety and evacuation procedures.

For third Party users, refer to conditions as laid down on **the notes/conditions of hall lets attached to the hall letting form.**

Particular attention must be made to all third party users not covered by Greenbank Church fire and evacuation procedures and as laid down under Part 3 of the Fire (Scotland) Act 2005, The Fire Safety Order places responsibility for the safe conduct of their activities on the person responsible for the hire. They must co-operate with the Church Health & Safety Administrator and Church Officer to ensure all fire precautions are maintained. They will have to carry out a fire risk assessment for the areas of the premises they use and such conditions as necessary should be agreed as part of the hire agreement.

If the Church premises are let to a Third Party such as a charity or other independent user, that user must appoint their own 'Responsible Person' and liaise with the church on fire safety measures.

Derek Christie  
Session Clerk  
5 November 2018