



GREENBANK CHURCH
SAFETY POLICY
(GENERAL ARRANGEMENTS)

This document will be reviewed whenever there is a change in circumstances but in any case annually.

HEALTH & SAFETY POLICY STATEMENT FOR GREENBANK PARISH CURCH

This is the Health & Safety Policy Statement for 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
- to meet Church of Scotland and local authority requirements on energy efficiency and waste disposal/recycling as outlined in our Environmental Policy Statement

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 the **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. A separate Fire Safety policy is 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 let's 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 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

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1 Safety Policy, Arrangements and Organisation

Greenbank Church is committed to provide a safe working environment for its employees, congregation, organisations, employed contractors, and members of the public affected by church activities.

Safety is a line management responsibility. Safety policy is derived via the Kirk Session, headed by the Moderator and cascaded to the Kirk Session via Property Group meetings and Health & Safety Administrator.

Our policy is that up-to-date safety related information is made available to Kirk Session members, employees, congregation, organisations, employed contractors, and members of the public through the Property Group and Health & Safety Administrator.

The Kirk Session will form a Property Committee, chaired by the Property Convener, meeting in line with the Kirk Session meetings to direct safety policy and agree a process for implementation.

We are committed to manage change safely and pro-actively. The intent is to ensure that any change is properly planned, effectively resourced and implemented to an agreed timescale, with any potential risks properly identified and adequately controlled prior to implementation

2 Safety Training and Induction Requirements

We will ensure that all employees receive suitable safety training, applicable and relevant to the duties they undertake, the position they hold and risks related to the post.

We are committed to the provision of such information, instruction, training and supervision as may be necessary to enable all employees to carry out their duties without risk to the health and safety of themselves or others

3 Safety Tours, Inspections and Hazard Hunts

To ensure that we meet statutory requirements, a system of Safety Tours and Inspections are carried out. These are designed around established practices. Regular tours and inspections are a highly visible aspect of the Safety Management System (SMS) in which employees, Kirk Session members and organisation leaders and volunteer staff participate.

Systematic examinations of our premises, equipment, tools, materials and employees' use of them provide the Kirk Session with an important source of feedback on the effectiveness of the SMS, current procedures, systems of work and current safety practices.

Planned inspections are carried out in order that substandard conditions and substandard acts can be identified and rectified before they deteriorate to such a level as to become a cause of accidents. The church believes that by maintaining their premise in good and tidy conditions adds to the safety and well-being of its users. The general principle applied is that the frequency of inspection is dependent on the degree of risk and also meeting its statutory duties.

We are committed to the implementation of systems of planned preventative maintenance of its equipment and stock. Thus all such items are identified and prioritised in terms of frequency and standard of maintenance.

It is our policy for the Church Officer to accompany health & safety representatives on their inspections

4 Risk Management

We believe that there is great value in systematically examining all tasks carried out by employees, Kirk Session members, organisation leaders, volunteer staff and general public which they work, or utilise whilst within the church premise in order to identify risks present while the task is being done. As well as meeting its obligations under the Management of Health and Safety at Work Regulations (MHSWR) and related risk assessment based legislation, such a systematic approach also helps the church develop procedures and practices which are safe, efficient and realistic.

It is our policy to comply with the principles of prevention of risk detailed in schedule 1 to regulation 4 of MHSWR. In so doing the following hierarchy of control measures is applied:

- Avoid the risk altogether (e.g. do the work in another way);
- Evaluate the risks that cannot be avoided using risk assessments;
- Combat risks at source rather than taking palliative measures;
- Adapt the work to suit the individual;
- Make use of technical developments;
- Substitute hazardous practices with less hazardous ones;
- Develop a coherent overall prevention policy;
- Give collective protective measures priority over individual ones;
- Give appropriate instruction and training to users and staff.

Our Risk Assessment Programme as noted in the Premises Register identifies risk associated with its duties and those work activities arising from it which affect its employees, contractors and the general public.

We will seek ways to reduce risks identified to a level as low as reasonably practicable. Where shared risk is identified we will co-operate with all parties to reduce risk. Relevant good practice is used to inform decisions.

5 Accident and Incident Reporting and Investigation

Our policy is to have robust accident and incident reporting and investigation arrangements in place to contribute effectively to preventing and reducing accident and incident rates in accordance with its legislative obligations.

In designing and implementing its accident/incident investigation procedures, the church sets out the following objectives:

Assurance that ALL accidents/incidents will be reported and investigated;

- Discovery of underlying or basic causes of accidents/incidents;
- Identification of changes that may be required to the church safety arrangements.
- Provision of accurate information in cases where claims may arise;
- Compliance with regulation 5 of MHSWR;
- Compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);

The following types of accidents and incidents will be formally reported and investigated:-

- All injuries
- Occupational illnesses
- Fatalities
- All fires and explosions
- Environmental accidents or incidents
- Near misses, involving members of the public, employees and church users

6 Emergency Planning

We believe that prompt, effective emergency response reduces accidental losses and the consequences of serious accidents and mishaps. For this reason, robust emergency plans are maintained. These help bring accident/incident situations back under control as soon as possible.

The emergency plans are designed to protect Greenbank Church, congregation, employees, Kirk Session members and organisation leaders and volunteer staff, who are present in areas controlled by Greenbank Church, neighbours, property and the environment.

Greenbank Church complies with the **Fire Safety (Scotland) Regulations 2006**, ISBN 0110710010

7 Organisational Rules and Competencies

It is our policy to ensure that all staff are competent and fit to carry out their duties.

We believe that all of its employees should be competent to perform their work. This ensures they comply with standards of quality and particularly safety.

We have adopted a policy with regard to training and competence of staff which ensures that staff are properly trained and competent to carry out the tasks that they are employed to do.

We will ensure that the training needs for employees and church voluntary posts are identified, and that training is available to address those needs. This applies to both on-going training requirements and those required by altered working practices or the introduction of new plant, equipment or new or updated statutory standards

8 Work Safe Procedure and Safe Systems of Work

We expect all our members of staff, voluntary staff, and any contractors to work safely at all times and not to compromise individual safety.

Where shown necessary by risk assessment, safe systems of work are developed to enable work to be carried out without unacceptable risk to the staff carrying out the work or others who may be affected

9 Personal Protective Equipment (PPE)

It is our policy to comply with the Personal Protective Equipment at Work Regulations 1992. In doing so, we will provide our workforce with personal protective equipment (PPE) appropriate to the task to be undertaken, ensure that the PPE is suitable, give appropriate instruction in its use, and provide a level of supervision that ensures that the PPE is used.

PPE is only used to protect an individual's health and safety when no other practicable measure exists to minimise the risk

10 Health Hazard and Environmental Control

We believe that it is essential that all potential health hazards in the work environment are recognised, evaluated and controlled. Hazards such as chemicals (in the form of dusts, mists, vapours, liquids and solids), noise and other physical hazards, excessive hours of duty, biological agents and ergonomic hazards are all included under this policy.

Our policy is to identify and evaluate risks arising from health hazards through the process of task-based risk assessment and to reduce any risks as far as reasonably practical. This takes into account the requirements of the following legislation:

- Control of Asbestos at Work Regulations 1987
- Electricity at Work Regulations 1989
- Noise at Work Regulations 1989
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 1999
- Management of Health and Safety at Work Regulations 1999

11 Technical Controls and Design

No engineering design change or modification is allowed to be implemented without the appropriate approval process being enacted first. Such approval is carried out by an independent competent body or person as approved and directed by the Kirk Session

12 Communication and Information

Communication with staff and church users

We have a structure of Kirk Session meetings which are a part of its safety management system, and which provide channels of communication between the Kirk Session and staff and church users.

It is our policy that staff receives the information they require to carry out their work safely. In order to achieve this it is necessary to supplement training with extra information relating to new issues affecting staff welfare

and safety and to reinforce those safety messages which are considered critical to the safe and efficient operation of their duties.

Our objective is to ensure that accurate information reaches the correct people at the right time, and that recipients display an appropriate level of awareness and comprehension of safety related issues. The purpose of this is not only to provide staff with information but to help them to understand the part they play in the control measures to prevent such accidents and incidents. For example:

The connection between staff ‘contact’ accidents and bad housekeeping and storage of materials;

The fact that slips, trips and falls in adverse weather conditions can be reduced by timely application of de-icing materials;

We will ensure that staff have an opportunity to see at least one occupational safety notice board during the working day. It is our policy to ensure that the information presented on safety notice boards is correct, accurate, valid and current.

Communication with the Public and Church Users

Our objective is to ensure that accurate safety information reaches its members and church users utilising notice boards, Church Magazine or Order of Service.

Control of documentation

It is our policy to ensure that all staff and church users have access to correct up to date information critical to safe operation of the church by ensuring that such information and standards are issued on a controlled basis by the Kirk Session. The document control process also facilitates the review of external standards.

13 Safety Consultation

In order to foster an effective safety culture, we will consult with staff over matters of Health and Safety. The Kirk Session believes that its safety management programme will be more effective by harnessing the commitment, knowledge, experience, opinions and ideas of staff and Kirk Session members.

We have in place an inter-related structure of internal Kirk Session meetings which facilitate the operation of the safety management system, which provide channels of communication from Kirk Session members to church employees and church users

14 Public Safety and Security

We are committed to protecting its users and staff from harmful effects, whilst using the Church, Church Halls and associated grounds and pathways.

For users of kitchen facilities provided by Church Organisations and or users of the Church Hall kitchen facilities, Greenbank Church recognises its responsibilities through the Food Safety Legislation 1st January 2006.

Security of the Church is maintained by the current policies and arrangements authorised and reviewed by the Kirk Session

The Church recognises its responsibilities towards young people under the care and supervision within church organisations through the Protection of Children Act 2003.

Organisational leaders and carers of young people will be appropriately Disclosure Scotland checked, where deemed necessary under the guidelines of the Church of Scotland and remits of the organisation guidelines i.e. Boys brigade and Girl Guides

15 Management of Contractors

We believe that the importance of controlling risk which may be imported by contractors it employs is essential,

We take our responsibilities associated with the selection of contractors extremely seriously. The “Control of Contractors” procedure contains arrangements to ensure that contractors are selected appropriately, and include:

- Assessment of contractor competence, evaluated through examination of their qualifications and previous safety record;
- Ensuring that contractors carry adequate insurance cover;
- Requirements of contractors to acknowledge and adhere to the Church operating and maintenance procedures, emergency response arrangements, general and specific work rules and any existing permit-to-work systems

16 Procurement

Our objective is that all purchased products and services:

- Can be used and handled safely without risk to the public and staff;
- Conform to all relevant British, European Standards;
- Are used in the correct manner in accordance with clearly defined instructions or manuals

17 Annual Review and Monitoring of Policy

It is our policy that each element of safety management should have a system of checks. The purpose of these checks is to verify that the safety management system is complying with its own laid down standards and to ensure that deficiencies are rectified.

It is also Church policy to have a structured process of collecting information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. This review process can be internal, where the check is carried out within the church but outside the Property Committee, or external, where the review is carried out by an individual or agency outside the Church.

Internal checks on compliance with standards and performance measurement will be carried out by the Church Officer in conjunction with the appropriate member of the Property Committee.

The purpose of this review and monitoring process is to establish that:

- Appropriate management arrangements are in place;
- Adequate risk control systems exist, are implemented and are consistent with the risk profile of the Church;

Appropriate workplace precautions are in place

Derek Christie
Session Clerk
5 November 2018