

Health & Safety Statement

1) Introduction

- a) We will ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our volunteers, church members, visitors and others who may use the church, grounds or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.
- b) As Martin Way Methodist Church do not have any employees, a full Health & Safety Policy is not required, and instead this Statement of Intent lays out the way in which we will monitor Health and Safety and assess and manage Risks.
- c) The Church Council (CC) accepts its overall responsibility for Health & Safety. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for Health & Safety. We will review Health & Safety measures and conduct risk assessments periodically, and at least once a year, usually at the September Church Council meeting.
- d) We expect all users of the church to exercise personal responsibility for their own safety and that of others.
- e) This statement will be displayed in a prominent place in the Church notice board.

2) General Overview of Health & Safety

- a) We will conduct
 - i) An annual periodic property check
 - ii) A formal Health & Safety Risk Assessment (including slips and trip hazards)
 - iii) A Fire Risk Assessment and maintain records of any all risks identified and measures to control those risks.
 - iv) Specific Risk Assessments as required (for example before a large event such as a concert)
 - v) PAT Testing every 5 years
 - vi) A boiler check every 12 months
 - vii) Electrical Safety Check every 5 years
 - viii) First Aid Box supplies check monthly
- b) An Asbestos Survey was completed on 20th December 2011 by Consultants & Specialist Surveyors Ltd, the report for which is stored in the Property Log Book

3) Training

- a) We will provide a health & safety briefings and clear instructions for volunteers as necessary.

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4) First Aid & Accidents

- a) There are First Aid boxes in the Kitchen and the Office and these are checked and stocked monthly by Shelley Whittington.
- b) Accident reports are completed when there is an accident or near miss in the building or garden. The report book can be found by the First Aid Kit located in the magazine rack in the Car Park Vestibule
- c) Accident report forms must be completed given to or emailed to Shelley Whittington (shelley.whittington2012@gmail.com) who will ensure that this is reported to the Church Council as a standing item. Where an accident identifies a health and safety risk, remedial action will be taken immediately to reduce the risk and rectify the problem.
- d) Advice will be sought from the Methodist Insurance Advice line where a serious injury has occurred.

5) Record Keeping

- a) We will maintain all H&S Records, property checks, and routine inspections securely in the locked filing cabinet stored in the locked Organ Loft. It is intended to move to the cloud based storage system, pCloud, a Swiss company with secure European servers which comply with GDPR regulations.

6) Slips Trips

- a) We will conduct an annual check for slips and trip hazards as part of the Property Check and Annual Risk Assessment

7) Working at Height

- a) It is not routine that volunteers or visitors would make use of a ladder. However should that be required, we will ensure that all volunteers have read the Methodist Insurance Working at Height Toolkit, and that the ladders have been checked for safe operation.
- b) When contractors are on site, and working at height, we will ask to see a working method statement and reassurance that their employees are trained in safe working at height and the equipment is in good order.

8) Hazardous Substances

- a) We employ an external cleaning contractor who may use low risk cleaning chemicals. These are stored away in the locked cleaning cupboard. Staff employed by the cleaning firm must be trained by the contractor in their safe use and storage.

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9) Electrical Safety & Equipment Safety

- a) All those responsible for volunteering using electrical equipment (Audio Visual, Kitchen Equipment etc), will visually inspect equipment when in use, and where items appear to be faulty, remove them from use and immediately report the fault to a Property Steward.
- b) Faulty electrical equipment will be immediately removed or taken out of action, and repaired by a qualified electrical engineer or disposed of in an environmentally responsible way.
- c) We will conduct Portable Appliance Testing (PAT) at least every 5 years. New equipment will be tested at the next PAT.
- d) Other (non electrical) equipment will be adequately serviced to maintain it's safe use. Instructions of use will be made available to volunteers.

10) Fire Risk Assessment

- a) We will carry out a Fire Risk Assessment of the premises every year and advise the Church Council of the results. We will put in place and maintain appropriate fire safety measures.

11) Major Events

- a) We will conduct additional Risk Assessments ahead of major events such as Concerts and Quiz nights.

12) Property Maintenance

- a) We will conduct a property check at least every year.
- b) Every 5 years we are required to conduct a Quinquennial check for insurance purposes.

13) Lone Workers

- a) We do not employ anyone, but volunteering alone on Church Premises is discouraged. Occasionally there may be a requirement for a volunteer to be on the premises alone and in such circumstances, the door must be locked on entry, and a family or other church member needs to be informed when the lone volunteer leaves the premises. All those on the Church premises alone should have their phone on them at all times. Guidelines on safe lone working is available from the Suzy Lamplugh Trust here [Lone Working Guidelines](#).
- b) The cleaning contractor works alone, but they are covered by Health & Safety measures set up by the cleaning firm.

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14) Community Garden

- a) We will ensure that all tools, gardening equipment and garden chemicals (such as Fertiliser) are securely locked in the shed. No volunteers under the age of 18 is permitted into the shed.
- b) Everyone using gardening tools will be given instructions in their safe use.
- c) All volunteers to the Community Garden are given a health and Safety brief, with particular attention being placed on uneven walking services and safe use of tools.
- d) Electrical Garden tools (mower, hedge trimmers etc), and sharp tools, e.g sheers, secateurs, saws) will not be used by those under 18.

Approval

Date Reviewed and Approved by Church Council Members :
Signed on Behalf of Church Council :
Print Name:
Insert Date: