



Health & Safety Policy 2023

King's Church Eden

Date

To be reviewed: No later than 30th September 2023

Definitions:

Principal Venue: The Church's principal Sunday morning meeting place which is currently Beaconside CofE Primary School Penrith

The Charity: The Charity known as King's Church Eden (Charity Registration Number 1120962) and its Board of Trustees

The Church: King's Church Eden, its Elders, Leaders and members as a body corporate.

The Church Leadership: The Elders and Leaders of King's Church Eden appointed in accordance with Constitution of King's Church Eden adopted on 27th July 2007

Church Activity: Those activities initiated by the Church Leadership in the promotion of the Christian faith.

Health and Safety Officer: A Trustee appointed by the Board of Trustees

Heads of Department: Those members of the Church given overall responsibility by the Church Leadership for a department of ministry within the Church, for example, (but not exclusively): Worship, Kids Work, Youth Work, Administration and Hospitality.

Volunteers: Those persons who fulfil roles within the Church without receiving remuneration and have completed a Volunteer Registration Form

Employees: Those persons employed by the Charity

Health & Safety Documentation	Risk Assessments, Fire and Accident Log Books, Equipment Certificates, Electrical Certificates, and the Safeguarding Policy. Hazard Analysis and Critical Control Point (HACCP) Plan and Food Hygiene Certificates.
DBS	Disclosure Barring Service
The Safeguarding Policy:	The current Policy agreed by the Board of Trustees and implemented by the Safeguarding Co-ordinator overseen by the Health & Safety Officer

The scope and intention of this policy:

For the purposes of this policy "Health & Safety" includes regulations and statutory requirements in relation to:

- Fire Safety
- First Aid
- Working at Heights
- Control of Substances Hazardous to Health (COSHH)
- Safeguarding the welfare of children and vulnerable adults
- Food Safety and Hygiene

insofar as they apply to the Charity's performance of its aims, objects and powers.

The intention of this Policy is to recognise the moral and legal responsibilities of the Charity to comply with such regulations and statutory requirements in order to provide a safe environment for its Employees and Volunteers to work and all members of the Church and its visitors to meet together to carry out Church Activity and that no such Church Activity is carried out that would place either the persons involved or the community at risk of injury or harm.

To this end:

The Charity by its Board of Trustees will:

- oversee compliance with all statutory regulations and guidance.
- appoint a Health and Safety Officer to ensure that this Policy is administered in a correct and reasonable manner
- ensure that there is an agenda item at each Trustees' Meeting for the discussion of all issues relating to Health & Safety
- review this Policy annually

The Health & Safety Officer will:

- ensure that this Policy is applied in a fair and reasonable way in respect of the Principal Venue and any other venues that the Church shall from time to time use for Church Activity.
- ensure that a procedure is in place to store all substances used at the Principal Venue that have the relevant COSHH symbols in a locked cupboard at all times
- ensure that adequate training, information, instruction and supervision is provided to ensure Church Activity is undertaken safely and in a safe environment
- ensure that the Charity complies with current legislation
- administer the review this Policy annually
- ensure that adequate first aid equipment and an accident book are available at the Principal Venue and any other venues used where Church Activity is carried on.
- ensure that adequate risk assessments are carried out prior to all events where Church Activity is carried out.
- ensure that all maintenance and repairs to equipment belonging to the Charity are carried out by a competent person.
- ensure that all necessary DBS checks are in place and stored securely.
- ensure that all Health & Safety Documentation is kept up to date, with all originals being held by the Charity and copies being made available for inspection by all persons at the Principal Venue
- report major concerns, incidents and issues raised by any member of the Church to the Board of Trustees as soon as possible.
- Ensure compliance with the current Risk Assessment as approved by the Principal Venue

The Church will:

- comply with lawful instructions relating to Health & Safety
- report any and all accidents, incidents, broken equipment and physical damage to the Principal Venue to either the Health & Safety Officer, or in their absence, a nominated person as soon as reasonably possible
- individually and corporately (severally and jointly) to take reasonable care to guard against injury or damage to another person.

The Heads of Department will

- promote a positive Health & Safety culture within the department of ministry over which they have responsibility
- ensure that all equipment used within their department is in safe working order and report any faults or issues with equipment belonging to the Charity or the Venue to either the Health & Safety Officer, or in their absence, a nominated person as soon as reasonably possible
- adhere to and implement the Safeguarding Policy when working with children, young people and vulnerable adults.

To facilitate the implementation of this Policy:

- All Heads of Department, Employees and Volunteers shall be given a copy of this Policy to read and shall be asked to sign a copy to confirm that they have understood the Policy and will implement the Policy as required within the scope of their authority.
- A series of simple notices will be published during meetings of the Church at the Principal Venue to advise the Church and visitors of their personal responsibility to protect their own safety and that of their children and others. These notices will include (not exclusively):
 - o Parental responsibility for children
 - o Fire evacuation procedure

Signed for and on behalf of the Charity:

Date:

Signed for and on behalf of the Church Leadership:

Date: