

# St. Neots URC Health and Safety Policy.

## General Statement of Policy.

### Background.

St Neots URC has no employees, in consequence of which there is no legal requirement to have this written policy, or maintain an Accident Record Book.

However, as a Christian community, we wish to exercise a duty of care, and we do open our facilities to outside groups. It is therefore felt important to have a statement of intent in the form of this voluntary Policy.

Our Policy, as far as is reasonably practicable, is to provide and maintain safe and healthy conditions, equipment and arrangements for all users of our premises and to provide such information as they need for this purpose. We will endeavour to ensure, as far as is practicable, the health, safety and welfare of all church officers, voluntary helpers and members of the congregation, as well as contractors, visitors and hirers of our premises.

An appointed Health and Safety Risk Co-ordinator will oversee the implementation of this policy and the policy will be reviewed regularly, particularly to take account of any changes in legislation.

Signed:.....Jean Jones.....

Date;..... February 2022.....

Signed:.....Elaine Donaldson.....

Date:.....February 2022.....

Review date:.....February 2023.....

## Organisation and Responsibilities.

### **1. Responsibility of the Minister, Elders, and Finance & Property Committee**

The responsibility to ensure that the arrangements outlined in this policy are carried out, reviewed and updated lies with the Minister (if in position), the serving Elders, and members of the Finance & Property Committee.

### **2. Responsibility of the Health and Safety Risk Co-ordinator.**

The responsibility of the H&S Risk Co-ordinator is to:

- be familiar with H&S Regulations insofar as they concern church premises
- be familiar with St. Neots URC H&S Policy and arrangements to ensure that they are carried out
- ensure a copy of the St Neots URC Policy is displayed in an accessible place in the church premises and on the church website
- ensure that the arrangements stated in the policy are adhered to.

### **3. Responsibilities of the Bookings Secretary.**

The Bookings Secretary is to ensure that hirers of the church premises are directed to the St. Neots Health and Safety Policy on display. Hirers are also required to confirm their own risk assessments, including suitable insurance cover. In turn, the church will make available our risk assessments on request.

### **4. Responsibilities of the Church Community.**

The church community has a responsibility to co-operate with the implementation of the H&S Policy and to take reasonable care of themselves and others while on the church premises.

## Arrangements.

### Accidents and First Aid.

A first aid box and an Accident Book are located in the church downstairs kitchen. All accidents, cases of serious illness, and any dangerous incidents shall be recorded in the Accident Book and reported to a church officer. To comply with General Data Protection Regulations (GDPR), the Accident Book must have detachable pages to protect and preserve the identity of the entries. After incident completion the completed page should be securely filed away. GDPR recommends retention for 3 years, after which the record should be destroyed. It should be noted our insurers will not cover any accidental body injury that is caused by working at a height of more than 6 metres from ground or floor level. That applies to ladders or scaffolding, inside or out.

### General Fire Safety.

Assessments of fire risks in the church will be carried out as part of general H&S risk assessments.

Fire safety checks will be made on the equipment, emergency lighting and fire exit signs. The fire alarm system will be checked regularly and any malfunction acted upon. These actions are timetabled by the Finance & Property Committee (F&P).

### Electrical Safety.

PAT testing is not a legal requirement for any organisation. Given we have multiple users of our facilities, F&P took a decision some years ago, covering our general duty of care, to have all portable equipment tested every two years, and fixed appliances every four years. F&P also organise a complete check of electrical systems every five years. This is all timetabled.

### Gas Equipment Safety.

The church's four gas boilers are serviced annually by a gas registered contractor, and safety certificates issued, held by F&P.

## Preparation and Serving of Food and Drinks.

Everyone serving food or drinks in the church kitchen will be made aware of the hygiene requirements, including hirers. Hygiene requirements and procedures will be displayed on the wall in both kitchens.

Appropriate risk assessment of risk will be carried out for any foods prepared and stored, including storage at the correct temperatures.

Before any preparation commences, all surfaces coming into contact with food are washed down with antibacterial solution.

Allergen awareness will be highlighted along with the hygiene requirements and allergen training will be available for all members of the kitchen team.

Food safety will be kept under ongoing review with special attention to-

- Handwashing
- Allergens
- Cleaning cloths
- Maintenance
- Kitchen cleaning
- Personal Hygiene

Food Standards Agency documents relating to preparing and serving of food and drinks will be held in a ring binder in the downstairs kitchen.