

Our Health and Safety Policy

Caring for Our People Manaakitia ā Tātou Tāngata

The people called Methodist accept the challenge to do our utmost to Care for Our People Manaakitia ā Tātou Tāngata: ethically, morally, spiritually and legally. Through our active commitment to ensuring our parishioners, our employees, our volunteers, our Presbyters, Deacons and Lay Ministry, our tenants and visitors, Our People ā Tātou Tāngata, are safe, we will continuously look for opportunities to improve our methods and ways whilst still holding fast to our Methodist ethos.

General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of any of Our People ā Tātou Tāngata who may use the church and grounds we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parish Council accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

The Parish Council delegates the specific responsibility for this policy and its implementation to the Property Committee who will keep health and safety matters under review at appropriate intervals and will monitor the effectiveness of the policy, amending it where believed it is no longer valid. The Property Steward will report on such matters to enable Parish Council to provide feedback and to raise issues.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays their part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made openly available to others.

Signed*:

David L L Peach, Property Steward

*on behalf of the Parish Council as agreed at a meeting on:

Date: 25 March 2020

Organisation and Responsibilities

1. The Parish Council has overall responsibility for the Health and Safety policy:

They will ensure that:

1. The standards set out in this policy are implemented and maintained
2. Only competent persons carry out repairs, modifications, inspections and tests
3. Any accidents are investigated, recorded and reported if necessary
4. Relevant health and safety documents and records are retained
5. They keep up to date on health and safety matters relevant to the church
6. Set a personal example on matters of Caring for Our People Manaakitia ā Tātou Tāngata.

2. Property Committee members have day-to-day responsibility for implementing our policy.

They will ensure that:

1. All Our People ā Tātou Tāngata are aware of their health and safety responsibilities
2. Adequate precautions are taken as set out in this policy and related risk assessments
3. Adequate information and training is provided for those that need it
4. Where necessary, specialist health and safety assistance is obtained
5. Any hazards or complaints are investigated and dealt with as soon as possible
6. Where defects cannot be corrected immediately, interim steps are taken to prevent danger
7. All accidents are reported in-line with the requirements of this policy
8. Advice is sought where clarification is necessary on the implementation of this policy
9. Set a personal example on matters of Caring for Our People Manaakitia ā Tātou Tāngata.
10. They keep up to date on health and safety matters relevant to the church

3. All members, employees, other facility users and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with. And to take reasonable steps to prevent danger.
- Warn any new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent and authorised to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

General Arrangements

Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

Our person appointed to assist us is: Karen O'Driscoll

Risk Assessment

Property Committee will complete an annual risk assessment to identify what we need to do to keep our people safe. We will record our findings, implementing any necessary precautions.

Information and Training

We will provide any necessary information and training for Our People ā Tātou Tāngata in a timely manner. We will keep a record of what is provided.

We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

Our first aid box is located opposite the kitchen doors in the corridor.

Our person in charge of first aid arrangements is: Susanne Spindler

Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Our Accident Book is kept at Reception

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

Contractors

If we employ contractors, we make sure that they have their own health & safety policy and Public and Employers Liability Insurances by asking to see copies of the relevant documents.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in the Parish Office.

Specific Arrangements

Asbestos

There is no asbestos on site.

Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Church grounds

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

Office Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, and eye/eyesight tests (on request).

Electricity

We will ensure that any electrical system, fixed and portable appliances are maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

Events

Where we intend to hold large or unusual events, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

Fire

The building has extensive monitoring and is directly connected to the brigade. Monthly checks and tests are undertaken by Rhino Fire and Security. Casual users are expected to comply with the requirements as stated in the rental agreement regarding appointing wardens.

Heating Systems

We will ensure that any heating system is suitably maintained and serviced by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

Hazardous Substances

In general hazardous substances are not accessible to unauthorised persons, being locked in in the external store room. The kitchen uses detergents and chemicals that can cause personal injury in their concentrated form. The kitchen cannot be made child safe and so all children under 8 must be excluded from the kitchen. The types of chemicals on site include alkali, acid, organic solvents, paint.

Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as much as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

Elevated Work Platform.

The Parish owns and maintains an elevated work platform. This is available to competent people demonstrating previous use of such equipment or persons holding certification. It will be maintained with a current certificate of compliance.

Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste. A separate kitchen document will be available.

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

Working Alone

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.