|  |  |
| --- | --- |
| **This is the statement of general policy and arrangements for:** | **Health and safety policy**  St Machar’s Ranfurly, Bridge of Weir |
| **Overall and final responsibility for health and safety is that of:** | Mr Dennis Taylor - Session Clerk |
| **Day-to-day responsibility for ensuring this policy is put into practice is delegated to:** | Mrs Naomi Butterworth (NEBOSHGen, IOSHTech) |

| **Statement of general policy** | **Responsibility of**  ***(Name / Title)*** | **Action / Arrangements**  ***(Customise to meet your own situation)*** |
| --- | --- | --- |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities | Mr Dennis Taylor  Session Clerk |  |
| To provide adequate training to ensure employees and members of the congregation are competent to do their work | Mr Dennis Taylor  Session Clerk |  |
| To engage and consult with employees and congregation on day-to-day health and safety conditions and provide advice and supervision on occupational health where necessary | Mr Dennis Taylor  Session Clerk |  |
| To implement emergency procedures - evacuation in case of fire or other significant incident. | Mr Dennis Taylor  Session Clerk |  |

|  |  |  |
| --- | --- | --- |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances | Mr Dennis Taylor  Session Clerk  Mr Ian Hales  Convener of Property Team |  |

|  |  |
| --- | --- |
| Health and safety law poster is displayed: | **Yes** |
| First-aid box and accident book are located:  Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) | * **Church Hall (Near Fire Exit/ Kitchen area)** * **Book Corner (Upstairs Entrance)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: (Session Clerk) |  | Date: |  | |
| Subject to review, monitoring and revision by: | Mrs Naomi Butterworth | Every: | 24 | months or sooner if work activity changes |

**Risk assessment**

**Congregational name:** **St Machar’s Ranfurly Risk Assessment carried out by: Naomi Butterworth**

**Date: Review Date: 22/02/2021**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Main Entrance – Stairs/ Ramp | Congregation, Clergy, Volunteers, Public (External organisations using hall). | Regular Building and ground inspections.  Any issues found will be reported to Facilities Manager and repairs will be arranged. |  | Property Convenor |  |  |
| Wheelchair access lift | Congregation, Clergy, Volunteers, Public (External organisations using hall). | Lift subject to external inspection/ maintenance and insurance checks |  | Property Convenor |  |  |
| Internal Stairs | Congregation, Clergy, Volunteers, Public (External organisations using hall). | Regular Building and ground inspections.  Any issues found will be reported to Facilities Manager and repairs will be arranged. |  | Property Convenor |  |  |
| External Stairs – Slips, Trips/ Falls | Congregation, Clergy, Volunteers, Public (External organisations using hall). | Installation of handrails, stewards to check surfaces prior to services.  (Salt maybe applied in icy/ snow conditions). |  | Property Convenor |  |  |
| Electricity  (Electric shocks, power outage). | Congregation, Clergy, Volunteers, Public (External organisations using hall). | 5 Year fixed electrical inspection to be undertaken for insurance purposes.  Annual PAT Testing to be undertaken of plug-in equipment. | Arrange for inspection or PAT testing to be completed annually.  Ensure copy of report and safety certificates are obtained for insurance purposes. | Property Convenor |  |  |
| Gas (Boilers) | Congregation, Clergy, Volunteers, Public (External organisations using hall). | CO Detectors installed in boiler room,  Annual Boiler inspection and issue of Annual Safety Certification. | Arrange for boiler service and safety inspection annually, ensure copy of safety cert is obtained for insurance purposes. | Property Convenor |  |  |
| Asbestos | Contractors, Maintenance Staff. | Comprehensive Asbestos Survey by Abbey Asbestos Surveyors (completed 19th Jan 2017). Report including detailed drawings held on file by Property Convenor. |  | Property Convenor |  |  |
| Glazing (internal / external) | Congregation, Clergy, Volunteers, Public (External organisations using hall). | Regular Building and ground inspections.  Any issues found will be reported to Facilities Manager and repairs will be arranged. |  | Property Convenor |  |  |
| Hazardous Substances (COSHH) | Congregation, Clergy, Volunteers, Public (External organisations using hall). | All chemicals used are domestic grade, locked storage and restricted access.  (Antibacterial sprays, polish, liquid soap, hand sanitisers).  MSDS Sheets obtained. | Any works taken by contractors should be reviewed and where necessary COSHH assessments should be provided by the contractor.  Check for safety data sheets for domestic cleaners held on church premises. | Property Convenor |  |  |
| Food Preparation (Food Safety) | Congregation, Clergy, Volunteers, Public (External organisations using hall). | Food Safety certification and food hygiene certification from 3rd Party Council Inspector Obtained and displayed. Subject to Annual reviews to ensure standards are kept.  Regular cleaning undertaken.  Volunteers trained in food safety standards. | Ensure regular cleaning records are kept. | Housekeeping Convenor |  |  |
| External ground – Trees/ vegetation (moss, falling trees) | Congregation, Clergy, Volunteers, Public (External organisations using hall). | Regular Building and ground inspections.  Any issues found will be reported to Facilities Manager and repairs will be arranged. |  | Church Officer |  |  |
| Traffic/ Parking | Regular Building and ground inspections.  Any issues found will be reported to Facilities Manager and repairs will be arranged. | Limited courtyard parking reserved for disabled and Minister.  During Sunday service on road parking only and cones set out to prevent blocking neighbours. |  | Church Officer |  |  |
| Storage of Church Hall equipment – Falling objects. | Congregation, Clergy, Volunteers, Public (External organisations using hall). | Dedicated storage for tables with securing chains. Folding chairs placed on purpose-built storage rack and should be stacked evenly to distribute weight evenly. |  | Property Convenor |  |  |
| Use of ladders and step ladders for cleaning and maintenance. | Cleaner/ Maintenance team/ Contractors. | Pre-use inspection of equipment, 3 points of contact at all times. DO NOT USE on uneven ground and dynamic risk assessment should be undertaken by user.  Report all issues of damage equipment, DO NOT USE DAMAGED EQUIPMENT. |  | Property Convenor/ Church Officer |  |  |
| COVID 19 | Congregation, Clergy, Volunteers, Public (External organisations using hall). | See COVID 19 Risk Assessment |  |  |  |  |
| FIRE | Congregation, Clergy, Volunteers, Public (External organisations using hall). | See Fire Risk Assessment |  |  |  |  |