

This is the statement of general policy and arrangements for:

Faughanvale Presbyterian Church

**The Kirk Session**

**has overall and final responsibility for health and safety**

**The Property Sub-Committee of the Congregational Committee**

**has day-to-day responsibility for ensuring this policy is put into practice**

Statement of general policy	Responsibility of: Name/ Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	<b>The Property Sub-Committee of the Congregational Committee</b>	The sub-committee will ensure that: <ul style="list-style-type: none"> <li>• An appropriate health and safety policy statement is developed and published and all employees, volunteer workers and other regular visitors to the Church made aware of the policy.</li> <li>• The health and safety policy will be reviewed regularly and updated or amended, as required.</li> <li>• All of the Church's property and equipment is maintained to provide a safe environment for all employees, members of the congregation and all other visitors to the Church's premises;</li> <li>• Appropriate equipment and materials will be acquired to enable safe working practices to be employed.</li> </ul>
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	<b>The Property Sub-Committee of the Congregational Committee</b>	The sub-committee will ensure that employees have a clear understanding of their duties and have received any training required to enable these duties to be carried out in a safe manner.
Engage and consult with employees on day-to-day health and safety conditions	<b>The Property Sub-Committee of the Congregational Committee</b>	The sub-committee will consult employees at least annually about health and safety matters and all employees will be supplied with contact details of a named member of the committee to whom any concerns or issues can be raised.
Implement emergency procedures	<b>The Property Sub-Committee of the Congregational Committee</b>	The sub-committee will ensure that comprehensive and appropriate emergency procedures are developed to deal with emergency and evacuation procedures and that all employees, volunteers, members of the congregation and other regular visitors and users of the Church's premises are familiar with these procedures.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	<b>The Property Sub-Committee of the Congregational Committee</b>	The sub-committee will ensure that safe and appropriate working conditions are developed and maintained, in consultation with employees, volunteers and other users of the Church's premises. Appropriate and safe plant, equipment and machinery will be provided to ensure that safe working conditions and practices can be carried out and all plant, etc will be maintained to the

Signed: * (Employer)		Date:	1 April 2015
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Health and safety law poster is displayed at (location)	
First-aid box is located:	Main Kitchen in the Church Hall
Accident book is located:	Cupboard adjacent to entrance to Tullanee Hall

**Company name: Faughanvale Presbyterian Church**

**Date of risk assessment: 21 January 2015**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas are well lit, including stairs. No trailing leads or cables are present. Staff and volunteers keep work areas clear, eg no boxes are left in walkways and deliveries stored immediately.	Property sub-committee to consider replacing existing door mats with build-in mats.  Warning signs will be purchased warning of wet floors.  Instructions will be issued to staff and door stewards to use the signs when required.  Signs will be produced warning of slippery conditions on the steps at the main door of the church and door stewards will be instructed to use these signs when required.	Property Sub-Committee	By 31 March 2015	
						*Hint, tab here for new row*

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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Combined risk assessment and policy template published by the Health and Safety Executive 08/14