



# HEALTH AND SAFETY POLICY DOCUMENT

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## Document status

Version	Date	
Draft 001	21/07/2018	Issued to KPC H&S Team for discussion
Draft 002	19/11/2018	Updated for Minister and Office Bearer's information/comment
Accepted 01	04/12/2018	Accepted by Congregational Board
Revision 02	07/09/2023	Reviewed – note added on security of Accident Report Data

# **Health and Safety Policy Statement for the Congregation of Kilbarchan Parish Church**

## ***The General Policy is:***

- To prevent accidents and cases of work related ill health, and provide adequate control of health and safety risks arising from all of the Congregation's activities;
- To provide and maintain safe premises and equipment;
- To ensure safe handling, use and storage of substances;
- To implement emergency procedures – evacuation in case of fire or other significant incident;
- To engage and consult with employees and any relevant persons on matters affecting their health and safety;
- To ensure all employees are competent to do their tasks and to provide information, instruction and supervision when required;
- To maintain safe and healthy working conditions provide and maintain plant, equipment and machinery;
- To provide and maintain a First Aid Box and Accident Book;
- To display required Health and Safety law poster.

## ***Responsibilities and Risk Assessment***

Responsibility for health and safety matters for Kilbarchan Parish Church rests with the Congregational Board.

Day to day control of Health and Safety issues is delegated to the Congregational Health and Safety Administrator, Property Convenors, and those overseeing the use of Church premises. They will carry out regular risk assessments for all the Congregation's properties.

The Congregational Health and Safety Administrator and the Property Convenors will be responsible for dealing with health and safety matters arising on a day to day basis. It will be their responsibility to ensure, as far as reasonably practicable, that employees, members of the Congregation and

members of the public generally, are not exposed to avoidable risks.

Employees, volunteers and those using the Church and Halls should take appropriate steps to protect their own health and safety. Leaders of activity groups using Church Premises shall ensure that their activities are carried out in a safe manner minimising the risk of accidents or injury to themselves or anyone else in the vicinity. Any accidents or concerns shall be reported to the Congregational Health and Safety Administrator and the Property Convenors, as soon as possible.

## ***Accidents and First Aid***

- First Aid Boxes will be kept in the Kitchen and the Session Room;
- Body spill kits are available at the back of Church Sanctuary, and in the cleaners cupboard off the Hall vestibule
- All accidents and cases of work related ill health will be recorded in the Accident Book kept in the kitchen;
- The Congregational Health and Safety Administrator will be responsible for reporting accidents to the Local Authority where there is an obligation to do so.

## **Emergency Procedures:**

### ***Fire and Evacuation***

The Congregational Health and Safety Administrator and the Property Convenors will be responsible for ensuring that fire risk assessments are undertaken and implemented and that appropriate fire safety measures and evacuation procedures are in place.

### ***Management of Asbestos***

Appropriate measures to deal with any related asbestos risk management will be undertaken promptly.

### ***Users of the Church and Church Halls***

All users of the Church and the Halls, particularly Non-Congregational groups

and their leaders, are reminded that they are required to take all reasonable steps to ensure that their activities are safe and the persons they are responsible for are not subject to risk. In particular, all users and leaders should be aware of fire safety procedures.

This Health and Safety Policy Statement is accepted on behalf of Kilbarchan Parish Church

Signed: **Stephen J Smith**  
**December 2018**

Date: **4<sup>th</sup>**

# Health and Safety Management System

The Health and Safety Management System for Kilbarchan Parish Church will address the issues of legal compliance and follow best practice procedures in addition to using the guidance from HSE publication HSG65 – “Managing Health and Safety”

## Health and Safety Roles and Responsibilities

### ***The Congregational Health and Safety Administrator***

The Congregational Health and Safety Administrator will:

- Be responsible for all Health and Safety Matters, including Food Safety;
- Have regular meetings with the Church’s Property Convenors, to provide safe premises; to discuss safe practices and procedures and to control measures to minimise risk;
- Together with the Property Convenors, arrange to conduct hazard spotting of fabric, fire fighting, security and other risk factors on a six monthly basis;
- Oversee that fire extinguishers have been checked annually;
- On a regular basis, arrange to review emergency plans for safe evacuation of people from all Church premises in the event of a fire;
- Note all communications from the Law Department of the Church of Scotland regarding Health and Safety matters.

### ***The Property Convenors***

The Property Convenors will:

- Work with the Congregational Health and Safety Administrator in attending to provide safe premises, to discuss safe practices and procedures and to control measures to minimise risk, including exposure to harmful substances;
- Work with the Congregational Health and Safety Administrator in conducting hazard spotting inspections of fabric, fire fighting and other risk factors on a six monthly basis;
- Arrange to have all fire extinguishers checked annually.

## ***The Minister***

The Minister or Moderator of the Kirk Session will:

- Be responsible for agreeing policy, practices and procedures;
- Advise the Congregational Health and Safety Administrator on any main issues in connection with the safety of congregational property and premises.

## ***Those overseeing the use of Church Premises***

Those overseeing the use of Church Premises will:

- Note the above detailed roles and responsibilities and refer to the appropriate person on any matter or concerns for a Health and Safety matter.
- Be aware of all emergency fire or hazard evacuation procedures, and the part they should play in ensuring safe evacuation from the buildings.

## ***All Leaders of Organisation, Groups, etc. using Church Premises***

All leaders of Organisations, Groups, etc. using Church Premises will be responsible for ensuring:

- That their group activities are carried out in a safe manner;
- That members of their organisation or group are not exposed to avoidable risk;
- That members of their organisation or group are informed of practices and procedures in relation to discovering a hazard, discovering a fire, fire and accident reporting.

# Formal Procedures

## ***Fire Safety***

- We will display notices of fire action signs to indicate what should be done when a fire is discovered;
- We will display fire action signs to indicate an evacuation procedure;
- We will display fire action signs to indicate assembly points;
- We will clearly mark all exits;
- We will always arrange to have fire exits clear of obstacles;
- We will arrange to have all fire extinguishers checked annually ;
- We will ensure that all hazardous combustible material is removed from Church premises;
- We will communicate to all persons the importance of switching off electrical equipment and gas appliances when locking up the Church premises to ensure they are left in a safe condition;
- It will be the responsibility of the Congregational Health and Safety Administrator in conjunction with the Property Convenors and all other officer bearers of the Church to see that all the above fire safety procedures are carried out effectively.

## ***Electrical Safety (to comply with the Electricity at Work Regulations 1989)***

- We will ensure the periodic inspection of fixed wiring (every five years) and arrange for remedial action to be taken when wiring is found to be in a poor condition;
- We will arrange for a two yearly inspection of all portable electrical appliances i.e. portable appliances which are connected to the mains supply via an electrical plug;
- We will compile a record (including a test record) of all portable electrical equipment;
- We will use competent electrical contractors for any work in the Church and Church premises;
- We will communicate to all persons, the importance of switching

off electrical equipment when locking up Church premises to ensure property is left in a safe condition;

- It will be the responsibility of the Congregational Health and Safety Administrator in conjunction with the Property Convenors and other office bearers, to ensure that all the electrical safety procedures above, are carried out effectively.

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## ***Routine Inspections***

Active monitoring and hazard spotting routine inspections shall be carried out to cover:

- The Church Interior;
- The Church Gallery;
- The Session Room
- The Vestry
- The Office
- The Boiler House
- The Church Halls and Stage;
- The Kitchen;
- Toilets;
- Corridors;
- All steps, pathways and entrances;
- The exterior of the Church and Premises.

## ***Risk Assessment and Risk Management***

In conducting the routine inspections, due regard to assessing and managing risks will be of paramount importance, since the process of risk assessment is a legal responsibility.

Areas such as walkways, flooring, warning signs and highlighting hot surfaces shall be considered.

The use of ladders is very important and it will be our policy that ladders are used only for low risk and short duration work.



## ***Accident Reporting (including incident reporting and investigation)***

An Accident Reporting Book will be made available in the Church kitchen, and will contain instructions for the completion of an accident record.

Accident Reports will be removed from the Accident Reporting Book after appropriate action has been taken, to ensure confidentiality of individuals mentioned in the Report. The copies will be saved with similar data held by the Safeguarding Team.

The Congregational Health and Safety Administrator will be responsible for all reporting of accidents and all accidents will be investigated.

## ***First Aid***

A First Aid box will be available in the Church kitchen and the Session Room. The stock items in the first aid box will be checked regularly and items replaced when necessary.

Body Spill Kits are available at the back of the Church Sanctuary and in the cleaner's cupboard off the Hall vestibule.

## ***Communication of Health and Safety Information***

The information contained in this Health and Safety Policy will be communicated to all office bearers of Kilbarchan Parish Church and to all leaders of organisations using Church premises.