

# **RESTORATION REVIVAL FELLOWSHIP-RUSHDEN**

## **Health & Safety Policy**

At Restoration Revival Fellowship Rushden, we understand that we owe a duty of care to ensure the safety of those who visit or use our church, hall or churchyard. We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law. In particular, we know we are required to have a written health and safety policy, as such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

Our Health and Safety policy is to ensure, so far as is reasonably practicable, that all of our activities are carried out safely and do not pose a risk to the health of our members, volunteers, congregation, visitors and others who may use the church. This will be in accordance with good practice and any relevant statutory provisions where they apply. We will ensure that adequate resources are made available to achieve this objective. We will appoint members of the church to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid. Nonetheless, it is the duty of each member 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 his or her part in its implementation. Further detail about our organization 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 available to others on request.

### **Safeguarding Lead Responsibilities:**

- The standards set out in this policy are implemented and maintained
- Any hazards reported to them are rectified immediately
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the church
- Set a personal example on matters of health and safety.

### **Members Responsibilities:**

- 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
- Warn any new members or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

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### **Risk Assessment**

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid. Information and Training We will provide any necessary information and training for our employees and volunteers 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 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 members and volunteers.

### **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.

### **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.

### **Electricity**

We will ensure that any electrical system, fixed machine and portable appliance is 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.

### **Fire**

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.