

Health and Safety Policy

This statement sets out the Health and Safety policy of King's Lynn Christian Fellowship. It is drafted in accordance with the recommendations of the Health and Safety at Work Act 1974, and as subsequently amended.

It is the policy of King's Lynn Christian Fellowship to ensure that any or risks to staff, employees and visitors are kept as low as is reasonably achievable. It is important that any risks that are identified are reported to the Senior Pastor, who will initiate any remedial action necessary.

Simple risks (such as cluttered access routes) can of course be dealt with by any staff member. Any accidents or near misses which occur should be noted in the accident book, which is stored in the kitchen. The first aid boxes are also stored in the kitchen. Any shortage of items in these boxes should be reported to the Centre Manager, who will ensure their replacements are obtained.

It is important that all staff co-operate in the implementation of this policy, and report to the Senior Pastor any deviation from it.

Responsibilities

The Senior Pastor, trustee and "competent person", has overall responsibility for the implementation of this policy.

The Centre Manager has responsibility for the day to day implementation of simple aspects of it.

The Senior Pastor, as trustee and competent person, has responsibility for the specific area of asbestos management.

Health and Safety Risks

The Senior Pastor and Centre Manager will perform an annual assessment of the risks in both the King's Centre and the Community Rooms, both the structural risks and the risks to individuals. They will together formulate any action needed to control these risks, and will ensure that the appropriate action is taken.

Consultation with employees

The Office Manager will liaise as necessary with the employees, dealing with any health and safety issues which arise by referring either to the Centre Manager or to the Senior Pastor as appropriate.

Safe Plant and Equipment

The Centre Manager will be responsible for identifying when the heating/air conditioning system require servicing.

The trustee body will be responsible for making the decisions on the purchase of new equipment.

Safe handling and use of substances

Hazardous substances, which will be paint or associated material and cleaning materials, are identified by an orange cross. The Centre Manager will be responsible for undertaking any COSHH assessments, informing employees and other users of this, and will review this annually with the entire church membership.

Information, instruction and supervision.

The Health and Safety Law poster will be situated in the General Office. The Office Manager and Senior Pastor will be responsible for supervising and training employees, and within this context, providing appropriate health and safety instruction.

Competence for tasks and training

The Senior Pastor and Office Manager will be responsible for providing induction training and on-going job-specific training, incorporating health and safety advice as necessary.

Accidents, First Aid and work related ill health

A list of appropriately trained first aiders will be displayed in the general office. The Centre Manager will maintain records of these people, and ensure that they are kept up to date. The Assistant Pastor will report any relevant incidents or accidents under the RIDDOR legislation. The Senior Pastor will also monitor conditions and working practices and investigate accidents and work related sickness if necessary.

Emergency Procedures

The Centre Manager will carry out fire risk assessments, using appropriately trained personnel as necessary.

The Centre Manager will ensure that escape routes and alarms are checked weekly, and that fire extinguishers are tested annually as necessary. An evacuation procedure of the entire church membership will be performed at least annually.