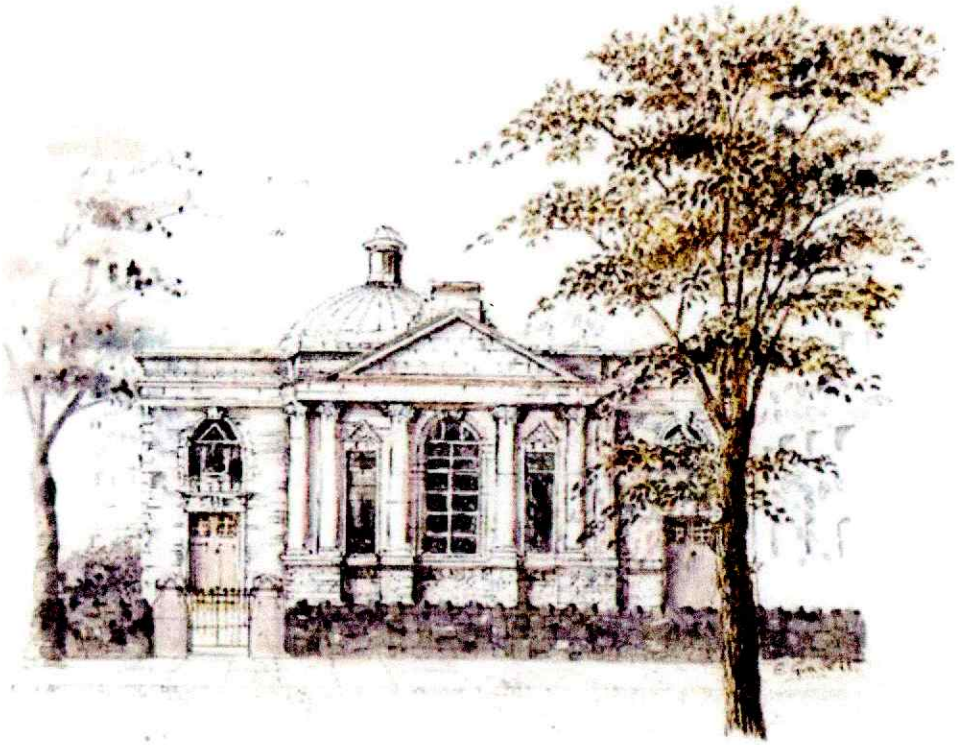
EMMANUEL CHURCH, LLANDUDNO



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HEALTH & SAFETY POLICY

Last Review Date: 24th September 2026

Next Review Date: 24th September 2027

Health and Safety Policy Statement - Emmanuel Church

We are committed to the Health, Safety and Welfare of our members of staff, our volunteers and members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all, by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. We will consult with all individuals in positions of responsibility about Health and Safety and provide you with the information, instruction, supervision, and training that we consider necessary.

We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises, and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a healthy and safe work and worship environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises

Organisation and Responsibilities

1. Responsibilities

Overall responsibility for health and safety is that of the Pastor (Stephen Russell). The Church Council has designated Peter Calcraft to be the Health and Safety Coordinator for Emmanuel Church, reporting to Stephen Russell.

2. The responsibility of the Health and Safety Coordinator shall be to:

- be familiar with Health and Safety Regulations as far as they concern church premises
- be familiar with the health and safety policy and arrangements and ensure they are observed
- assist employees, contractors, and volunteers comply with their health and safety responsibilities and duties

3. Responsibility of employees and voluntary workers

All employees and volunteer helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and volunteer workers must therefore:

- comply with safety rules, operating instructions and working procedures
- use protective clothing and equipment when it is required
- report any fault or defect in equipment immediately to the appropriate leader of your particular activity, or directly to the Health and Safety Coordinator
- report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- not to misuse anything provided in the interests of health and safety

Arrangements

This section sets out our arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, members of the congregation, members of the public, visitors, and contractors.

ACCIDENTS AND FIRST AID

1. First Aid

Several members of staff have received training in First Aid. A First Aid kit is located in the kitchen.

An accident book is located in the **Kitchen.** All accidents and incidents must be entered in the accident book.

2. FIRE SAFETY

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- An assessment of the fire risks in the church
- A check that a fire can be detected in a reasonable time and that people can be warned
- A check that people who may be in the building can get out safely
- To provide reasonable fire-fighting equipment
- A check that those in the building know what to do if there is a fire
- A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company
- In the instance of a fire, the occupants of the church building should be told to vacate the building in a quick but orderly fashion, and that they should assemble

in the car park between the church and the town hall. This process should ideally be coordinated by the Health and Safety Coordinator, but by a senior leader in their absence. A register will be taken of all those assembled and this will be checked against the event register.

- An Evacuation Plan will be displayed on the church noticeboard at all times.

- A test Fire Drill will be held twice a year.

If a fire is discovered (no matter how small):

- Immediately raise the alarm
- Telephone the emergency services
- Check the building for occupants
- Attack the fire if possible, within your capability, using the appliances provided, but without taking personal risk
- If it is not possible to attack the fire, or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The priority is people before property
- Ensure clear access for emergency vehicles

3. ELECTRICAL SAFETY

a) At regular intervals, plugs, cables and sockets to be inspected to ensure there are no loose connections, worn flexes or trailing leads. Any repairs needed to be carried out by a competent electrician

b) Every five years the fixed electrical system to be inspected and tested by a competent contractor who is a member of the NICEIC, EGA or other approved body

c) At intervals of not more than five years the lightning conductor system to be examined and tested by a competent contractor

d) Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

- Visually check all electrical equipment before use

- Report all faults immediately to the appropriate leader of your particular activity, or directly to the Health and Safety Coordinator

- Do not attempt to use or repair faulty equipment

- Electrical equipment should be switched off and disconnected when not in use for long periods

- Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to damage

4. GAS EQUIPMENT SAFETY

Gas equipment to be maintained and checked annually by a competent contractor who is a Gas Safe registered gas installer. Any necessary work required for safety to be implemented immediately.

5. HAZARDOUS SUBSTANCES

Where at all possible, the use of hazardous substances has been eliminated. Where this is not possible, hazardous substances are locked away and only used by persons with the appropriate experience. Personal Protective Equipment is used where appropriate.

Do not mix chemicals.

Do not store chemicals in unmarked containers.

6. SAFETY OF PLANT AND MACHINERY

i. Employees and volunteer workers must not operate plant or machinery that they are not trained and authorised *to* use

ii. Employees and volunteer workers must not ride on any plant or machinery not intended for that use

iii. Machinery must be switched off before any adjustments are made

iv. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used

v. Before using any item of plant or machinery, a check must be made to ensure it is in safe working condition, correctly adjusted and that there are no loose nuts, bolts or other defects

vi. The appropriate personal protective equipment must be worn when operating any item of plant or machinery.

vii. Persons under the age of 18 may not use hand tools and are not permitted to operate any power-driven item of plant or machinery

viii. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or a two-person operation

ix. Any defect or damage found to any item of plant or machinery must be reported to the health and safety coordinator

x. Any plant or machinery to be regularly maintained and a schedule kept of maintenance requirements

7. SLIPS, TRIPS AND FALLS (condition of floors, steps and paths)

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, regular inspection to be made of floors and stairs in the church, and externally.

Particular note to be made of moss, algae and leaves on paths. Any defects to be reported and repairs carried out.

8. LIGHTING

In order to ensure that the church is adequately lit, regular inspections to be carried out ensuring that all lights in church, are working and are replaced as necessary. The necessary safety precautions will be followed for replacing bulbs at high levels.

9. WORKING AT HIGH LEVELS

Only contractors or competent volunteers approved by the health and safety coordinator may work at high levels, subject to the necessary safety provisions being in place. A high level is any level where an injury could result from a fall.

10. PREPARATION OF FOOD

i. All the appropriate regulations governing the preparation and storage of foodstuffs to be followed

ii. All food handlers to receive adequate supervision, instruction and training

iii. The appropriate assessment of risks to be carried out for food preparation and storage, including storage at correct temperatures

iv. Before any preparation commences, surfaces coming into contact with food to be washed down and disinfected

11. MANUAL HANDLING (Lifting, Carrying and Moving Loads)

Our policy is to eliminate the need for manual handling as far as reasonably practicable. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
The necessary training will be given to all those employees and volunteer workers who are required to undertake manual handling.

Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. BUILDING / GLAZING HAZARDS

Our policy is to ensure that our building is safe and without risks to the health, safety and welfare of all who work in or use it. In order to achieve this, the church is regularly inspected and any defects noted are immediately reported and the procedures put in hand for repairs.

Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

A check is made of all glazing in the building to ensure that any glass in windows below waist height, and in doors and beside doors below shoulder height, is of a safety material or is protected against breakage.

13. CONTRACTORS

Anyone entering church premises for the purpose of carrying out work, other than an employee or volunteer worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

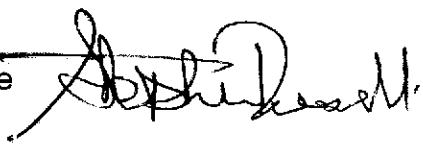
- Have their own health and safety policy (where required by law) and be able to provide a copy of the same

- Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained

- Comply with all requirements of this health and safety policy and cooperate with the church officials in providing a safe place of work and a safe system of operation

- Where plant and machinery is brought onto church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation

- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.

Signature 

Date 24/9/26