



# Health and Safety Policy

## General statement

We are committed to the Health, Safety and Welfare of our members of our volunteers and the members of the public that congregate with us. Our aim is to ensure that our premises are a safe 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 you about Health and Safety and provide you with the information, instruction, supervision and training that we consider is 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 health 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

This policy will be reviewed regularly and revised, as necessary.

## Organisation and Responsibility.

The overall responsibility for Health and Safety lies with the Trustees of the Christian Congregation in the United Kingdom.

The following person is responsible for Health and Safety:

Name / Responsibility

**Lucas Silva, Secretary of the Christian Congregation in the United Kingdom**

**[secretary@christiancongregation.org.uk](mailto:secretary@christiancongregation.org.uk)**

If you need any more information or have any concerns about Health and Safety, please contact one of the people above.

Volunteers are reminded that they are responsibility of their own Health and Safety and the safety of the others in the premises.

The Administrative Committee will be responsible for discussing matters surrounding Health and Safety. This committee is expected to meet at least 12 times per year, of which no less than 10 minutes will be devoted to Health and Safety issues. Any member of the committee should be contacted to discuss and raise safety issues with this committee.



## Procedures and Safety Arrangements:

### Chemicals

Hazardous chemicals, identified by an orange warning symbol, will be assessed for safety using a COSHH (Control of Substances Hazardous to Health) assessment. This will be completed by the **Lucas Silva or another volunteer under his direction and** will be reviewed annually. COSHH assessments are kept in the Health and Safety Folder and near to the Chemical Stores.

No hazardous substance is to be used or stored on the premises that does not have a COSHH assessment.

Ensure that the door to the Chemical Store is always locked shut and all chemicals are correctly stored in the cupboard.

Please ensure that you follow all of the manufacturer's guidance and follow any additional information in the COSHH assessment. Ensure that you are familiar with the precautions that you might need to take in the event of an emergency involving the substance.

### Electrical equipment and wiring

The electrical wiring within the building(s) that we own will be inspected annually, or at a duration that has been suggested by the contractor performing the tests. For halls that are hired, we will review and rely on the hall's Health and Safety Policy for the review and inspection of the electrical equipment and wiring. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations).

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or at a duration that has been suggested by the contractor performing the tests.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File, for the premises that belong to the CCUK, and with the halls' records for halls that we hire.

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads and take care to prevent tripping hazards when laying cables.

### Fire Extinguishers

For premises that the CCUK owns, the Fire Extinguishers within the premises will be periodically examined and tested as recommended by the Service Company. The Service Company will also advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be displayed for one year (or until the next inspection and test), after which it will be kept on file. For premises that are hired, we will rely upon the Hall to complete these functions.

Fire extinguishers will be examined for damage and use monthly by the local doorkeepers.

Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying our maintenance.



Fire extinguishers should only be used by persons competent and trained in their safe use.

## First Aid

First aid kits are available with the doorkeepers of each location. If the contents of any first aid kit is used, the doorkeepers must be informed and the contents must be replaced in a timely manner.

Suitable trained and competent persons should only administer first aid. Select doorkeepers in all of the locations have successfully completed first aid training to be able to administer the same.

First aid kits will be checked monthly by the doorkeepers to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

## Risk Assessment

**Lucas Silva or another volunteer under his direction** will identify hazards and perform a Risk Assessment. The outcome of this assessment will be recorded and kept in the Health and Safety Folder. The significant findings of this assessment will be made available to Volunteers through information, instruction and training.

Where actions are needed to reduce or eliminate risk, **Lucas Silva or another volunteer under his direction** will decide a time scale by which the corrective actions are to be completed. This will be based on the principle of "As Low As Reasonably Practicable".

Any person discovering a hazard must inform the doorkeepers as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed. The doorkeepers must immediately inform the (title of brother responsible for the risk assessments) and the local ministry in order to determine next steps.