

Health and safety policy

This is the statement of general policy and arrangements for:

Ferintosh Parish Church hall, High Street, Conon Bridge

Overall and final responsibility for health and safety is that of:

Trustees of Ferintosh Parish Church (Finance Board)

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Thomas MacGregor

Statement of general policy	Responsibility of (Name / Title)	Actions / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Ferintosh Parish Church Trustees	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments will be reviewed annually or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work	Ferintosh Parish Church Trustees	The Trustees care about the health, safety and wellbeing of all staff, volunteers and all members of the congregation and public that come into contact with Ferintosh Parish Church. The Trustees will endeavour to put in place all relevant and appropriate training, such as fire safety, first aid etc to ensure that all staff and volunteers are competent to undertake their work safely.
To engage and consult with employees/volunteers on day-to-day health and safety conditions and provide advice and supervision on occupational health	Thomas MacGregor, Health & Safety Administrator.	The Administrator will consult with staff and volunteers on all health and safety matters. Any health and safety issues arising will be brought before the Trustees as a matter of urgency for discussion and action.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Thomas MacGregor, Health & Safety Administrator.	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Thomas MacGregor, Health & Safety Administrator.	Toilets, washing facilities and drinking water provided. Toilets including a disabled access toilet are provided. Systems are in place for routine inspection and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Cleaning substances are kept in a locked cupboard in the walk-in cupboard across from the Kitchen door

Health and safety law poster is displayed:	On the notice board in the Church hall and in the church in the Vestry
First-aid box and accident book are located:	First aid boxes are located in the Creche and Kitchen The accident book located in the kitchen (Church hall)
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) http://www.hse.gov.uk/riddor

Signed: (Minister/ Session Clerk)		Date:	28/02/2018	
Subject to review, monitoring and revision by:	Thomas MacGregor	Every:	12 months	months or sooner if work activity changes

