

# Gatwick & Mole Valley Methodist Circuit Health and Safety Policy

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## Introduction

As a Circuit we understand that we owe a duty of care to ensure the safety of those who visit or use our premises, specifically the manses used by ministers and the places where our employees work.

In particular, we know that if we are an employer having five or more employees, 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.

## General Statement of Policy

It is the policy of the Gatwick & Mole Valley (GMV) Methodist Circuit to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, church members, visitors and others who may use the church, grounds or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Circuit Meeting accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

The Circuit Leadership Team is responsible 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 We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer 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 Circuit plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it is available on the GMV web site.

Signed: *signature*

As agreed at the Circuit Meeting on: *insert date*

## Organisation and responsibilities

1. The Circuit Leadership Team has overall responsibility for implementing our policy.

They will ensure that:

- The standards set out in this policy are implemented and maintained
- Any accidents are investigated, recorded and reported if necessary
- Where necessary, specialist health and safety assistance is obtained
- Relevant health and safety documents and records are retained
- Any hazards reported to them are rectified immediately
- They keep up to date on health and safety matters relevant to the premises for which the GMV Circuit is responsible
- Where GMV employees and volunteers are working in premises for which the GMV Circuit is not responsible, comparable health and safety policies and procedures are in place
- Only competent persons carry out repairs, modifications, inspections and tests
- Set a personal example on matters of health and safety

2. The Circuit Leadership Team and individuals (manse stewards) recognized by the Circuit Meeting as having responsibility for maintenance of premises (manses) have day-to-day responsibility for implementing our policy.

They will ensure that:

- All employees and volunteers are aware of their health and safety responsibilities
- Adequate precautions are taken as set out in this policy and related risk assessments
- Adequate information and training is provided for those that need it
- Any hazards or complaints are investigated and dealt with as soon as possible
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- All accidents are reported in-line with the requirements of this policy
- Advice is sought where clarification is necessary on the implementation of this policy
- Set a personal example on matters of health and safety

3. All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

- 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 employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety

## General Arrangements

### 1. 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.

### 2. 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.

### 3. 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.

### 4. 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 manse utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

### 5. Contractors

If we employ contractors, we will make sure that they have their own health and safety policy and Public and Employers Liability Insurance by asking to see copies of the relevant documents.

### 6. Record Keeping

Our Health and Safety records and other documents are kept in the Circuit office at London Road, Horsham.

## Special Arrangements

### 1. Asbestos

We will take steps to identify the presence of asbestos in our premises and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

### 2. Manses

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

### 3. Grounds

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

### 4. Construction Work

Where maintenance, refurbishment and restoration work is planned for a manse, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and

Management) Regulations and comply with these if necessary.

### **5. Display Screen Equipment**

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

### **6. 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.

### **7. Events**

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

### **8. Heating Systems**

We will ensure that any heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

### **9. Hazardous Substances**

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.

### **10. Lifting Equipment**

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

### **11. Manual Handling**

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.

### **12. Working at Height**

Where possible, we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

### **13. Working Alone**

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.