



## LCiGB HEALTH & SAFETY POLICY

### INTRODUCTION

All employees and church workers, whether stipendiary or voluntary, have a responsibility to cooperate in the implementation of the LCiGB Health & Safety policy and to take reasonable care of themselves and others whilst on church business or on church premises.

Pastors of a congregation or pastors in charge of a congregation take overall responsibility for the health and safety in their congregations. Others may have delegated responsibility for arrangements and procedures and particular roles and duties in relation to Health & Safety in congregations may be assigned to individual members.

### POLICY STATEMENT

1. **The LCiGB recognises and accepts its responsibilities** for providing, so far as is reasonably practicable, a safe and healthy environment to ensure the health, safety and welfare of all those who use the church's premises.
2. **The LCiGB will take all necessary steps within its power** to meet its responsibilities, in so far as is reasonably practicable by, amongst other things:
  - 2.1 maintaining church premises and means of access to and from it, in a condition that is safe and without risk to health and safety;
  - 2.2 providing and maintaining furnishings and equipment which are safe and without risks to health or safety;
  - 2.3 assessing risks to the health and safety of those who use the church premises;
  - 2.4 ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - 2.5 providing such information, instruction, training and supervision as is necessary to ensure the health and safety of those who use the church's premises;
  - 2.6 providing and maintaining a proper facilities environment for church employees, leaders, helpers and volunteers that is safe, without risks to health, and adequate for their welfare;
  - 2.7 consulting, where necessary with all employees, leaders, helpers and volunteers on the implementation of any change to this policy;
  - 2.8 ensuring that adequate funds and resources are made available for implementing this policy.
3. **The assigned Trustee who acts as the Health & Safety Officer** has been given overall responsibility for the fulfilment of this policy, but the Board of Trustees, which is the Council of LCiGB, is responsible for the implementation of the policy and for the issue of any supplementary policy statements where this may be necessary.

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### **4. The Health and Safety Officer will:**

- 4.1 carry out appropriate risk assessments (reviewed annually) of church premises and activities and report to the Council as necessary;
- 4.2 coordinate, and make recommendations to the Council, for the implementation of the LCiGB Health and Safety Policy (including for Fire Safety);
- 4.3 ensure that accident and other appropriate records are maintained and returned to appropriate bodies;
- 4.4 carry out an investigation into any near misses, or serious accidents, and make recommendations to mitigate future risk of recurrence
- 4.5 ensure that appropriate arrangements are in place to provide for first aid;
- 4.6 ensure compliance with food safety legislation;
- 4.7 arrange safety-training courses, as may be necessary or desirable, to ensure compliance with specific legal requirements and any changes in such requirements;
- 4.8 communicate any legal requirement changes to all employees, leaders, helpers and volunteers as necessary;
- 4.9 ensure that, where necessary, all relevant safety regulations, and all emergency procedure notices are prominently displayed and clearly visible at all times;
- 4.10 ensure that access to and from emergency exits and access to fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.

### **5. All employees, leaders, helpers and volunteers and users of the church premises will:**

- 5.1 take reasonable care of their own health and safety, and the health and safety of other persons, who may be affected by actions or omission to act during work;
- 5.2 to comply with the necessary requirements imposed on the church in relation to relevant statutory provision, and to cooperate with the church so far as is necessary to enable required duties to be performed;
- 5.3 ensure that they avoid intentionally or recklessly interfering with or misusing any put in place in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions;
- 5.4 ensure they read and conform at all times to the LCiGB Health and Safety Policy;
- 5.5 observe the safety rules, procedures, and codes of practice at all times, in particular, be fully aware of procedures to be followed in the event of a fire or any other emergency;
- 5.6 conform to food safety regulations that apply to the church;
- 5.7 cooperate with the church to enable it to carry out duties and requirements under the provisions of all health and safety legislation, including participating in any training if called upon to do so;
- 5.8 report all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable to the Health and Safety Officer;
- 5.9 ensure that all working equipment and materials used are in a safe and serviceable condition, and that cables or wires are positioned so that they are not likely to cause a trip hazard;
- 5.10 have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time or for whatever purpose may or will use the church premises.

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## IMPLEMENTATION

- 6. To implement the Health & Safety Policy, the church shall have arrangements in place for the following systems that are relevant at any given time to the church premises or to church events and activities:**
- 6.1 Accidents (reporting) and first aid
  - 6.2 Fire safety and evacuation, including the use and testing of alarms, extinguishers, holding evacuation drills, and training of staff with responsibilities
  - 6.3 Electrical safety – including testing and maintenance of electrical systems and appliances
  - 6.4 Gas equipment safety
  - 6.5 Hazardous substances
  - 6.6 Safety of plant and machinery
  - 6.7 Safe conditions of facilities, floors, steps, paths to avoid slips, trips, falls
  - 6.8 Adequate Lighting, ensuring church is adequately lit and inspected
  - 6.9 Working at Height, e.g. ladders or on balconies
  - 6.10 Personal Safety and Lone Working – in buildings, or when visiting
  - 6.11 Preparation of Food
  - 6.12 Manual handling – lifting, carrying, moving loads
  - 6.13 Display Screen equipment
  - 6.14 Hazardous buildings/glazing
  - 6.15 Safeguarding of vulnerable people
  - 6.16 Risk Assessments for events and activities
  - 6.17 Contractors
  - 6.18 Construction (Design & Management) Regulations (CDM) – these apply to all construction work, even small projects
  - 6.19 Provide contact details of local Council Environmental Health Department
  - 6.20 Display a Health & Safety Law Poster