

# **Denby Dale and Clayton West Methodist Circuit Health and Safety Policy 2015**

## **General**

### **The Church will take practical care**

As far as is reasonable the church will look after the health and safety of those on church premises by:

- Keeping the buildings and safety systems/equipment in good repair
- Carrying out an annual risk assessment and taking care of maintenance issues that arise
- Carrying out routine maintenance and safety checks
- Keeping a first aid kit available and an up to date accident book
- Make sure phone numbers are visible of people who can be contacted if help is needed
- Providing information/training for the health and safety of those with particular roles in the church

### **The Church expects people to act responsibly**

- Everyone who uses the premises should take reasonable care of their own health and safety and that of others
- No-one should do a job if they do not feel physically confident, or do not have the appropriate training
- People should report any health and safety issues that need attention
- Any injuries should be noted in the accident book

### **Working at height**

Sometimes it is necessary for individuals to work at 'height'. This means their feet are more than six feet from floor level (ground level is outside).

When a job requires climbing, stepping up or working 'at height'

- Appropriate equipment should be used
- Only people trained to use the equipment necessary should do the job
- A second person should normally be there to assist
- Work outside buildings should normally be done by properly qualified and equipped outside contractors.

### **Lone Working**

Sometimes individuals need to be in the buildings alone. To ensure that they are safe as possible: The church asks individuals who are in the buildings alone to:

- Carry a mobile phone with them
- Lock the door when they are inside with a key (not a dead-bolt)
- Avoid risky activities (such as use of ladders, or lifting heavy furniture) when alone
- Avoid opening the door to a person/people who pose a threat – phone for help first
- Meet vulnerable individuals with another person present if at all possible, or in a place visible to others.

### **Groups**

- When meeting/activity ends, the last few people should normally leave together rather than one person being left alone.

**Fire Procedures**

All leaders must familiarise themselves with fire escape routes and procedures and follow the directions of the person in charge in relation to fire.

**Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Employer and any directions for the use of such must be followed precisely.

**Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

Further guidance can be found at:

<http://.methodist.org.uk/ministers-and-office-holders/managing-trustees>