

# REVELATION CHURCH

## HEALTH AND SAFETY POLICY

Revelation Church London is committed to providing for health, safety and welfare of all employees and volunteers and the members of the public that use our premises. We observe the Health and Safety at Work Act 1974, and all relevant regulations and codes of practice made under it from time to time. We have completed Risk Assessments and will regularly review them.

This commitment to health and safety is a trustee and management responsibility, equivalent to that of any other management function. It is the duty of the Revelation Church Trustees to ensure that this policy is upheld at all times, and to provide the necessary funds and resources required.

We will conduct our work in such a way as to ensure, so far as it is reasonably practicable, that persons not in our employment, who may be affected, are not exposed to risks to their health and safety. Where such risks exist, information will be provided and all reasonable steps will be taken to bring this to the attention of our employees and volunteers.

### We are responsible for:

- Assessing the risk to the health and safety of employees, volunteers and others who may be affected, and identifying what measures are needed to comply with our health and safety obligations.
- Keeping a record of risk assessments carried out for our offices and venue spaces, with controls and mitigations that have been put in place along with any significant findings
- Providing and maintaining locations, equipment and systems of work that are safe and without risks to health.
- Ensuring that all necessary safety devices are installed and maintained on all equipment.
- Promoting the co-operation of employees and volunteers to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing emergency procedures as required.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Monitoring and reviewing the management of health and safety at work.
- Keeping this safety policy under review and making any revision we deem necessary from time to time. All such revisions will be brought to the attention of employees and volunteers.

The policy needs the full co-operation of all employees and volunteers who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In order to achieve this end, every employee must:

- Comply with any safety instructions and directions issued by the trustees and managers.
- Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, volunteers, visitors and members of the charity) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
- Co-operate with Revelation Church London to ensure that the aims of the Health and Safety Policy Statement above are achieved and any duty or requirement imposed on the charity by or under any of the relevant statutory provisions is complied with.
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment provided in accordance with the training you have received.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.
- Stop any activity they perceive as unsafe

Members of staff and volunteers are reminded that they are responsible for their own Health and Safety and the safety of the others in the premises. Any failure by an employee or volunteer to comply with any aspect of the Employer's health and safety procedures, rules or duties specifically assigned to the employee or volunteer with

regard to health and safety will be regarded by the Employer as misconduct, which will be dealt with under the terms of the disciplinary procedure.

The trustees will be responsible for discussing matters surrounding Health and Safety. Any of the trustees should be contacted to discuss and raise safety issues with the trustees as a team.

## Appendix 1 – Responsibilities within the health and safety policy

<b>Statement of General Policy:</b>	<b>Responsibility of:</b>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Responsibility of all employees and volunteers when undertaking activities; Strategy and Operations Manager accountable along with the Trustees
To provide adequate training to ensure employees are competent to do their work safely	Managers and team leaders - relevant to the role and work undertaken
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Line managers and Church Administrator
To implement emergency procedures - evacuation in case of fire or other significant incident.	Church Administrator / Event Coordinator (as directed by Risk Assessments)
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage of substances	Church Administrator / Event Coordinator
Display of health and safety law poster	Church Administrator / Event Coordinator
First-aid box and accident book locations and records	Church Administrator / Event Coordinator
Serious injuries to employees (such as where the employee cannot undertake their job for over 7 days, deaths at work, and in some situations where a member of the public is taken to hospital), are reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Injuries leading to 3 days off work need to be recorded (but not reported).	Strategy and Operations Manager / Trustees
Reviewing and updating risk assessments and maintaining risk records	Church Administrator / Event Coordinator (to be signed off by the Strategy and Operations Manager)

## Appendix 2 – Church Administrator Procedures and Safety Arrangements regarding the Health and Safety Policy

### Electrical equipment and wiring

The electrical wiring within Maria Fidelis School, Chalk Farm Baptist Church, Kentish Town Congregational Church, The Busworks, The Upper Rooms, St. Luke's Kentish Town, Highgate Road Chapel and any other premises that we use, is the responsibility of the proprietors.

Portable electrical appliances used in the offices at the Busworks, Chalk Farm Baptist Church (Foodbank) or other office and event spaces 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 (PAT) records will be kept in the Health and Safety folder on SharePoint.

Staff and volunteers must ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets and take care to prevent tripping hazards when laying cables.

### **Fire Extinguishers**

The Fire Extinguishers within the above premises are the responsibility of the proprietors and should 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.

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

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

### **First Aid**

The charity will select an appropriate First-aid training provider and the Church Administrator will ensure that First Aider qualifications (provided by the charity) are always up to date. The training provider must be able to demonstrate that they:

- are competent to deliver first-aid training;
- have qualified trainers;
- teach relevant course content in the correct way;
- have the necessary quality assurance systems in place.

The term 'First Aider' refers to those members of the staff and volunteers who are in possession of a valid First Aid certificate.

As a minimum at events and buildings, we have:

- a suitably stocked first-aid kit
- an appointed person to take charge of first-aid arrangements;
- information for all employees and volunteers giving details of first-aid arrangements.

The outcomes of individual risk assessments will indicate the level of first-aid equipment, facilities and personnel required.

First aid kits will be available throughout the buildings used by Revelation Church and should be clearly marked. First aid kits should be accompanied by an incident log book, to be used by the Church Administrator / Events coordinator for reporting any incidents that may occur.

Only suitably trained and competent persons should administer first aid to others.

All injuries to employees, volunteers and the public will be recorded as a complete record of the accidents that happen, no matter how small or insignificant the injury. Completed accident forms contain personal information and will be removed from the accident book and stored in a secure location by the Church Administrator to comply with the Data Protection Act.

## **Risk Assessments**

The staff team will identify hazards and perform Risk Assessments for various events and all our premises. These will be recorded and kept on the Revelation Church London SharePoint folder (Risk Assessments).

Where actions are needed to reduce or eliminate risk, staff members 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 trustees as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed, including RIDDOR reporting in case of serious incident.