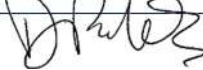
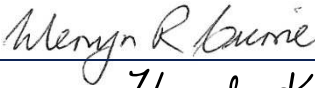



Health and safety policy

This is the statement of general policy and arrangements for: Westhill Community Church		
The Vestry has overall and final responsibility for health and safety		
The Building Manager has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Building Manager	Reduce risks by assessment and training
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Building Manager	Appropriate signage throughout building. Inductions to key holders.
Engage and consult with employees on day-to-day health and safety conditions	Building Manager	Regular meetings with café staff. Monthly Vestry meetings for wider users and stakeholders.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Building Manager	All key holders given induction in basic safety features of Building and evacuation procedure. Staff have received training as fire wardens.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Building Manager	Annual review of whole premises. Occasional review as required by changing circumstances.

Signed on behalf of Westhill Community Church	D Faulds, Building Manager		Date:	12th October 2015
Reviewed by	M Currie, Building Manager		Date:	28/10/2016, 22/09/2017 23 rd October 2018
Reviewed by	Hugh Kelly, (Interim) Building Manager		Date:	24th July 2020

You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Adjacent to Quiet room
First-aid box is located:	Adjacent to Quiet room, in kitchen store and in kitchenette upstairs
Accident book is located:	Adjacent to Quiet room

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14