# **Our Health and Safety Policy**

# **Caring for Our People Manaakitia ā Tātou Tāngata**

**Name of Church:**

**Address:**

The people called Methodist accept the challenge to do our utmost to Care for Our People Manaakitia ā Tātou Tāngata: ethically, morally, spiritually and legally. Through our active commitment to ensuring our parishioners, our employees, our volunteers, our Presbyters, Deacons and Lay Ministry, our clients and tenants, etc... Our People ā Tātou Tāngata, are safe, we will continuously look for opportunities to improve our methods and ways whilst still holding fast to our Methodist ethos.

**Note on using this template:** On the whole, most churches are small, comparatively low-risk environments with few, if any, employees. This template reflects the typical arrangements required and hazards encountered here. It can be used to record the arrangements for managing health and safety in these situations.

For churches that are much larger, with significant numbers of employees, volunteers and visitors or where there are many diverse activities, your policy will need more detail. Please contact healthandsafety@methodist.org.nz if you require further information.

# **General statement of policy**

Our policy is 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 any of Our People ā Tātou Tāngata who may use the church, 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 Parish Council 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.

We will appoint a member of the Parish Council to have specific responsibility 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 We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

OR

The Parish Council delegates the specific responsibility for this policy and its implementation to the Parish Finance and Property Committee. Who will keep health and safety matters under review at appropriate intervals and will monitor the effectiveness of the policy, amending it where we believe it is no longer valid. The Parish Finance and Property Committee representative to Parish Council will report on such matters to enable Parish Council to provide feedback and to raise issues.

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 church plays their 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 will be kept in the church and made available to others on request.

Signed\*:

\*on behalf of the Parish Council as agreed at a meeting on:

Date:

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# **Organisation and Responsibilities**

**1.** **The Parish Council has overall responsibility for the Health and Safety policy:**

**They will ensure that:**

1. The standards set out in this policy are implemented and maintained
2. Only competent persons carry out repairs, modifications, inspections and tests
3. Any accidents are investigated, recorded and reported if necessary
4. Relevant health and safety documents and records are retained
5. They keep up to date on health and safety matters relevant to the church
6. Set a personal example on matters of Caring for Our People Manaakitia ā Tātou Tāngata.

**2.** **The Churchwardens/Finance and Property Committee members have day-to-day responsibility for implementing our policy. They are:**

**They will ensure that:**

1. All Our People ā Tātou Tāngata are aware of their health and safety responsibilities
2. Adequate precautions are taken as set out in this policy and related risk assessments
3. Adequate information and training is provided for those that need it
4. Where necessary, specialist health and safety assistance is obtained
5. Any hazards or complaints are investigated and dealt with as soon as possible
6. Where defects cannot be corrected immediately, interim steps are taken to prevent danger
7. All accidents are reported in-line with the requirements of this policy
8. Advice is sought where clarification is necessary on the implementation of this policy
9. Set a personal example on matters of Caring for Our People Manaakitia ā Tātou Tāngata.
10. They keep up to date on health and safety matters relevant to the church

**3.** All **members,** **employees, other facility users 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:**

1. Read this policy and understand what is required of them
2. Complete their work taking any necessary precautions to protect themselves and others
3. Comply with any safety rules, operating instructions and other working procedures
4. Report any hazard, defect or damage, so that this might be dealt with and to take reasonable steps to prevent danger
5. Warn any new employees or volunteers of known hazards
6. Attend any training required to enable them to carry out their duties safely
7. Do not undertake any repair or modification unless they are competent to do so
8. Report any accident
9. Do not misuse anything provided in the interests of health and safety.

# **Arrangements**

This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities.

# General Arrangements

**Competent Assistance**

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

Our person appointed to assist us is:

**Risk Assessment**

We will complete risk assessments to identify what we need to do to keep our people safe. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

**Information and Training**

We will provide any necessary information and training for Our People ā Tātou Tāngata 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.

**First Aid**

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

Our first aid box is located on:

Our person in charge of first aid arrangements is:

**Accident Reporting**

We will keep an accident book and record details therein. We will report to the Connexional Office and keep records of accidents to employees, volunteers and members of the public.

Our Accident Book is kept in:

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

**Contractors**

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

**Record Keeping**

Our Health and Safety Risk Assessments, records and other documents are kept in:

# **Specific Arrangements**

**Asbestos**

We will take steps to keep people safe from the risk of asbestos exposure. We will identify the presence of asbestos in our buildings 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.

**Bell Ringing**

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the notification of safety procedures to visiting bellringers.

**Church Buildings**

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 bearing in mind that a building report or building consent may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

**Church 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. Headstones, tombs and monuments will be checked regularly to ensure they are properly maintained. Where our churchyard is formally closed, we will report any concern to the Local Authority or Parish Council.

**Construction Work**

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will follow the guidelines and procedures as contained in Bricks and Mortar <http://www.methodist.org.nz/administration_division/resources/information_leaflets/church___property_1> .

**Office 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.

**Electricity**

We will ensure that any electrical system, fixed and portable appliances are 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. Only extension cords that have a current test and tag are to be used within the complex.

**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.

**Fire**

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

**Heating Systems**

We will ensure that the building’s 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.

**Hazardous Substances**

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored our of children’s reach, used and disposed of in accordance with the manufacturers’ instructions, taking all necessary precautions that are specified.

**Lifting Equipment**

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

**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.

**Oil Storage**

Where we store large quantities of oil, we will take adequate precautions to ensure that oil cannot leak into the ground or any water course. This may include the provision of a double skinned plastic tank, an adequate bund, regular checks and proper maintenance, etc.

**Preparation of Food**

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

**Slips and Trips**

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

**Tower Tours**

Where we plan to run tower tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower, the control of movement within the tower, the number of stewards available, and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.

**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.

**Work Equipment**

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

**Working Alone**

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

**🡺Next Steps**

If you need to complete any risks assessments, you should do so. These may help you develop your policy further if you need to.

Please make sure you keep copies of both documents together at an accessible location.