



## Health and Safety Policy

### 1. Aim

It is the aim of the Inclusive Church Network to provide and maintain a healthy and safe environment for all its activities, including the work of the Co-ordinator and volunteers, and at all events organised and/or attended by Inclusive Church, including meetings and conferences.

The co-operation of the Co-ordinator and volunteers is essential to the achievement of this aim. While actively seeking that co-operation, The Inclusive Church Executive Committee underlines the responsibility of the Co-ordinator and volunteers to take all reasonable precautions while undertaking work on behalf of Inclusive Church.

### 2. Organisation

The General Secretary of the Executive Committee has overall responsibility for health and safety.

The Co-ordinator is responsible for the day to day implementation of the health and safety policy.

The Co-ordinator and all volunteers undertaking work on behalf of Inclusive Church have a responsibility to co-operate with the General Secretary of the Executive Committee and with the Co-ordinator to maintain healthy and safe work practices and to take reasonable care of themselves.

Whenever a health and safety problem is noticed, it should be reported to the General Secretary of the Executive Committee or to the Co-ordinator.

### 3. First Aid

The person organising any Inclusive Church work, meeting, conference or event must acquaint themselves with the location of the First Aid box in whichever building is being used for the event.

In larger meetings and conferences, involving more than 25 people, the organiser of the event must identify whether any of the people attending are qualified first-aiders – and seek their assistance in the case of anyone being injured or becoming ill during the event.

The Co-ordinator will maintain an accident book, recording any injuries sustained at Inclusive Church events. Each entry in the book is to be brought to the attention of the General Secretary of the Executive Committee as soon as practicable.

### 4. Fire

The person organising any Inclusive Church work, meeting, conference or event must acquaint themselves with the fire procedures for the building in which the event is taking place.

At larger meetings and conferences, involving more than 15 people, the event organiser must inform those attending of the nature of any fire alarm, and the routes of escape, at the beginning of the event.

The Co-ordinator will complete the attached 'Fire risk assessment form' in relation to the work space at St John's assigned to the Co-ordinator at least annually, and share the findings with the General Secretary of the Executive.

## 5. Hazards

Wherever Inclusive Church work takes place, the work areas and/or meeting spaces must be kept clean and tidy, with waste properly disposed of, and gangways and exits kept clear.

All electrical equipment owned by Inclusive Church must be PAT tested each year, and marked as such.

Equipment that develops loose connections or faults must be identified at once, and not used until it has been repaired.

Extension leads and cables must not trail over the floor.

Furniture and other heavy objects must be lifted and moved carefully, using as many people as is necessary to complete the job safely and without risk of injury.

## 6. Risk Assessments

When events or conferences for more than 25 people are planned, the organiser must complete a risk assessment for the event, and implement any actions that emerge before the event begins. A pro-forma for this purpose is attached.

The Co-ordinator must complete the attached workstation self-assessment at least annually, and share the findings in discussion with the General Secretary of the Executive Committee. The Co-ordinator is encouraged to follow the attached 'Guidance – Computer Users'

The Co-ordinator must complete a risk assessment in relation to 'lone working', and any other work activity considered to be in any way risky or dangerous, and share the findings in discussion with the General Secretary of the Executive Committee.

## 7. Review of this Policy

This policy must be reviewed the Executive Committee in May 2012, and annually thereafter.

## 8. Attachments

The following documents are attached to this policy:

- H & S Annual review form
- Risk assessment template
- Workstation Assessment (2 pages)
- Guidance – Computer Users

**Registered charity no 1102676**  
**Inclusive Church Health and Safety Annual Review form**



H & S Item	Summary action during year to May 2016/17/18
<b>First Aid</b> – identify any incidents reported in Accident book during the past year	
<b>Fire</b> – identify number of events where fire information has been communicated to groups of over 15 people	
<b>Hazards</b> – identify any incidents reported during the past year	
<b>Risk assessments</b> – identify number of risk assessments prepared for event with over 25 people attending.	

Signed:  
 (National Coordinator)

Signed  
 (General Secretary)

Date:



