



EXETER NETWORK CHURCH HEALTH, SAFETY & SECURITY POLICY

SECTION 'A' - STATEMENT OF INTENT

We aim to enhance the wellbeing of our people, and others, who may be affected by our activities.

We are fully committed to not only complying with the Health & Safety at Work Act, 1974, along with all other relevant statutory and common law requirements, but also operating on a best practice basis so far as possible. We accept our responsibilities towards members of the Church, visitors, neighbours and others who may be affected by our activities.

Risk assessments for Health, Safety and Security will be conducted for all activities and regularly reviewed. The results whether formal or informal will be made freely available. We will give priority to precautions that reduce risks by controlling the physical conditions rather than expecting people to be well behaved. Where physical improvements are impracticable, we shall provide suitable information, instruction, training and supervision.

The remainder of this policy is structured as follows:

Section 'B' – defines responsibilities

Section 'C' – guidelines for reducing important risks

Appendix 1 an event planner and review sheet

Our policy will be reviewed annually by the Church Trustees so that it is kept up-to-date with changes in legislation and the nature of church activities.

A copy of Sections A, B and C of this Health and Safety Policy will be provided for all ENC employees and members. A copy of sections A and B of this policy will be displayed at all public meetings.

SECTION 'B' - HEALTH, SAFETY & SECURITY RESPONSIBILITIES

Church Trustees

Overall and final responsibility for Health, Safety and Security rests with the Chair of the Church Trustees. Day to day implementation is delegated to the Health and Safety Officer. In the absence of an appointed Health and Safety Officer, the Church Leader is responsible for the implementation of the policy.

Church Trustees

The Church Trustees may include a standing meeting agenda item on Health, Safety and Security aspects of planned activities. The Church Trustees should ensure that suitable risk assessments are conducted and safe systems introduced including provision of appropriate information, instruction, training and supervision.

Activity Leaders

Responsibility for a particular activity rests with the recognised leader. Activity leaders should take reasonable precautions and they must not do anything unduly hazardous. They are responsible for following the health and safety guidelines (Section 'C') and ensuring that others take them seriously. Extra-ordinary activities require the activity leader to conduct risk assessments at the outset.

Adults

Every adult in Exeter Network Church has the following responsibilities:

- To follow the Health & Safety guidelines
- To co-operate fully with the recognised leader of the activity
- To take reasonable care for the health and safety of themselves and others (especially children and vulnerable adults.)
- To ensure that anything provided in the interests of health and safety (e.g. a fire extinguisher) is not intentionally or recklessly interfered with or misused.
- To immediately notify the recognised leader of an activity of any potential hazard which they are unable to deal with.
- To report accidents to the activity leader who will obtain immediate treatment for any injuries received and record the nature of the incident in the Accident Book (held at the registered office) within two days of the incident.

SECTION 'C' - HEALTH & SAFETY GUIDELINES

(if in doubt – ask!)

RISK ASSESSMENTS

Every activity has hazards or the potential for harm whilst the 'risk' is the likelihood of injury or disease actually occurring. Risk assessments need to be conducted for the majority of the most common activities:

- Public worship and children's activities.
- Certain events away from the normal place for public meetings, currently Sidwell Street Methodist Church.
- Administrative, teaching and pastoral meetings (often held in people's homes). The householder is expected to exercise a normal duty of care, therefore formal risk assessment is not required.

Adults in Exeter Network Church are expected to adopt these guidelines as far as possible. They should notify the Trustees of any significant changes in an activity or new activities that may need to have a risk assessment.

Additional risk assessments (using the appropriate form) and safety guidelines should be developed by the Activity Leader for extra-ordinary activities such as:

- Meetings in other public premises e.g. public houses or village halls
- Fund raising events e.g. bring and buy, promise auctions, discos etc.
- Outdoor activities e.g. coach trips and night hikes
- Trips to Europe or Third World countries for charity support, promotional or investigation