



KING'S
CHURCH
COCKERMOUTH

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A Charitable Incorporated Organisation, registered charity no:1191009

Health and Safety Policy, Kings Church Cockermouth **2021: updated 29.3.21. Updated 11/5/23**

Definition

Throughout this document, there is an assumption that 'everyone' includes Trustees, Elders, Staff, volunteers and members of Kings Church Cockermouth.

Where necessary, group activities and responsibilities are indicated by the group name (e.g. Trustees).

Venues

The Kings Church Cockermouth Trust is only directly responsible for: 2-4 Market Street, Cockermouth, CA13 9NJ

All other venues hired and used by the Trust are not our direct responsibility, and we work within their provision and guidelines, though we expect them to be adequate and in line with our own policy.

Where we use homes, we expect there to be adequate domestic provision of facilities.

Health and Safety includes:

- **Fire regulations** and provision of appropriate equipment to prevent or fight fire in an emergency. In our own venues, the Trust will provide adequate fire fighting equipment, fire log records, fire detection equipment and clear evacuation procedures. We will provide records for other venues as required.

- **Smoke** (in case of fire). In our own venues, the trust will provide adequate smoke and CO2 detection equipment where required
- **First Aid** regulations and provision of appropriate equipment for use in an emergency. In our own venues, the Trust will provide adequate equipment for First Aid, clear instructions as to what to do in the case of an emergency and accident log books at regular venues (being 2-4 Market Street and Cockermouth School)
- **Working at Heights** - No-one will work at heights unless there are kite-marked ladders available.
- **Relevant COSH legislation** – In our own venues, we will not store substances that have relevant COSH symbols on them unless they are stored in a locked cupboard and/or out of reach of children
- **Relevant record keeping** in the form of Risk Assessments: Fire and accident log books: Equipment certificates: Landlord certificates where necessary.

Statement of Intent

The trustees of **Kings Church Cockermouth** recognise their moral and legal responsibility to provide an incident and injury free environment or with adequate risk mitigation for everyone and they will endeavour to ensure that no activity is carried out which will place either the persons involved or the community at risk of injury or illness.

TRUSTEES will:

- Create a people empowering safety culture.
- Provide a safe place of work and meeting places.
- Provide and maintain safe appliances etc.
- Provide and maintain a safe system of work.
- Provide competent Employees, voluntary workers and contractors through the provision of information, instruction, training and supervision for their safety.
- Ensure compliance with all statutory requirements and standards.

- Appoint an Operations Director to work on behalf of the trust to ensure this document is administered in a correct and reasonable manner
- Monitor the performance and activities of the Operations Director in relation to this document
- Ensure that there is an agenda item at each trustee meeting to raise matters that pertain to this document
- Promote interest in and enthusiasm for health and safety matters throughout the organization

The Operations Director will:

- Ensure this document is applied in a fair and reasonable way across the church and in the various meetings/buildings for which the Trust is responsible
- Ensure adequate training, information, instruction and supervision is provided to enable work to be undertaken in a safe and proper manner
- Ensure that the trust is fully complying with current legislation
- Administer and revise the Kings Church Cockermouth H&S policy on a regular basis, but not less than every 2 years. An update will be provided should there be a major change in any of our venues.
- Ensure that there are adequate certificates, documentation and records maintained in accordance with current legislation. This will include risk assessments, landlord certificates and other records as required (including accident and fire record books etc.)
- Ensure that adequate first aid arrangements are in place for each activity as required
- Ensure all events have adequate risk assessments, first aid provision, DBS checks and insurances in place and easily accessible to the Trust and other interested parties
- Report to the Trust any concerns, incidents and issues that are raised by any church member.

Everyone is responsible for:

- Complying with all lawful instructions pertaining to Health and Safety

- Reading and understanding this document. Staff and relevant team leaders will be given a training session to ensure that the implementation of this document is consistent
- Reporting any and all accidents, incidents, broken equipment and near misses to either a Trustee or the Operations Director. No repairs on electrical equipment should be undertaken without relevant training
- The Health and Safety of other members of the church at the various meetings the Trust for which the trust is responsible.
- Not behaving in a manner that could put others at risk.

Team Leaders will:

- Ensure that all members of their team have adequate training in health and safety matters, including Fire, Emergency situations and lifting etc.
- Promote a positive health and safety culture within the area of their control
- Ensure that all equipment is in working order, and report any issues to the Operations Director

Implementation

- All employees and team leaders shall be given a relevant summary of this document and shall sign to say that they have understood and will implement the policy as required
- A series of simple notices will be created for Sunday mornings to alert attendees of their own personal responsibility, one being given each month. This will include:
Parental responsibility for children
Reporting inadequate equipment and incidents
Fire evacuation procedures
Safety around hot drinks
- This policy will be available electronically on the Church's web site, and in printed form at the church office and meeting places.

- All 'hirers' will be given a health and safety document so that they are aware of how the policy is implemented on site.

Events:

From time to time, we will host events of various sizes. Each event organizer shall be required to create an event file as follows:

- Name of organizer
- Brief detail of the event, including dates and times
- Equipment required
- First Aid provision
- Agreed insurance provision
- Risk assessment

In addition, events for young people and vulnerable adults will also include:

- Names of all attendees, DOB, emergency phone numbers
- Permission form from a parent or guardian
- DBS numbers of all staff, volunteer or otherwise
- Details of food allergies
- Details of any medical or behavioral issues

These details will also be duplicated so that one copy is with the event organizer and one lodged in the church office.

List of Documentation in this Document

Policy, Organization and Arrangements (this document) Pro Formas for:

- *Generic Risk Assessments*
- *Manual Handling Risk Assessment*
- *DSE Assessment*
- Fire Risk Assessment
- Safety Inspections, tours...
- Management Audit
- PAT Test Register – The trust has agreed that there be three levels of PAT testing – Fixed (2 years), Moveable (1 year) and Portable (6 months)
- Accident Book
- Event files