

Health and Safety

POLICY

Keep me safe, my God, for in you I take refuge. (Psalm 16:1)

Purpose and Scope

This policy provides information concerning the health, safety and wellbeing of its employees and the health and safety of contractors, visitors and members of the public.

Statement of intent

CityGates Church Norwich recognises its responsibility to manage health and safety risks in the workplace, maintain safe and healthy working conditions and review and revise this policy on a regular basis or in the event of a significant incident

Policy

CityGates Church Norwich is a place of worship comprising one building with associated parking. The nature of the work carried out in the building is commensurate with the purposes of the church.

The Church Operations Team have delegated responsibility to ensure that within reasonable bounds, sufficient funds, resources and management time are allocated so as to ensure this policy can be effectively implemented.

Implementation

1. Health and Safety matters are reported at each Church Operations Team meeting. All correspondence with Health and Safety authorities should be dealt with only by the Church Operations Team which has appointed Gary Ryan as Health and Safety Officer to take day to day responsibility for Health and Safety matters.
2. All employees have a responsibility to maintain a safe and healthy workplace and to take reasonable care of themselves and others, whether working from the church or from home and must co-operate by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment onsite and when working at home.

3. Whenever an employee becomes aware of a health and safety issue or has a suggestion to enhance health and safety, they should notify the Health and Safety Officer or another member of the Church Operations Team however trivial they think it might be.
4. A first aid kit and accident book are available, there is a list of first aiders and a defibrillator located in the foyer of the church. All accidents should be recorded and reported to the Health and Safety Officer.
5. In common with any building of its type and size, there are a number of potential hazards and risks. These are highlighted to employees upon appointment and risk assessments are carried out regularly and as required in the event of an incident with actions taken and communicated
6. The Health and Safety Policy is given to all employees on joining and is distributed again after each formal review. The policy remains available to view. It is the responsibility of the Health and Safety Officer to ensure that all new members of staff receive training in this area as part of their induction
7. This policy should read in conjunction with

- Fire Safety documents
- Lone Working Policy
- Food Hygiene Policy
- Risk assessments
- Safeguarding Policy

This policy revised September 2021

Reviewed, updated and agreed Dec 2024

Review due Dec 2025