

Health & Safety Policy - The Church of The Good Shepherd, Cox Green

Cox Green Community Centre, 51 Highfield Lane, Maidenhead Berks SL6 3AX

As a church, we understand that we owe a duty of care to ensure the safety of those who visit us. We also know that organisations with at least one employee have duties under health & safety law to protect their employees and others, including volunteers, from any risks arising from their activities.

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 our employees, volunteers, congregation or visitors.

Cox Green Community Centre and The Parochial Church Council (PCC) accept overall responsibility for this, ensuring that adequate resources are made available to achieve this objective.

The name of our Health and Safety Officer is displayed in the Church Office. They, together with our churchwardens, have responsibility for implementing this policy. Health and safety matters will be reviewed regularly, monitoring the effectiveness of this policy and updating it as necessary.

We use Risk Assessments which are brought to the attention of church employees and volunteers, whose duty it is to work in accordance with this policy and to take responsibility for their own safety and that of others.

A copy of this policy is kept in the church office and made available to others on request.

Signed*: *J. R. Hicks*

Date: 16th May 2023

**on behalf of the Parochial Church Council as agreed at a meeting on 16th May 2023*

Arrangements

General

If necessary, we will consult someone who is competent to assist us with health and safety.

Risk Assessment

Our risk assessments identify what we need to do to keep people safe. We review and revise these where necessary to keep them up to date.

Information and Training

We provide necessary information and training for our employees and volunteers, keeping a record of what is provided.

First Aid

Cox Green Community Centre provides first aid facilities. Details of the people trained in first aid are displayed in the Church Office and on the Risk Assessment of each activity. First aid equipment is located in the kitchen, conference room, meeting room and office. There is a defibrillator in the entrance.

Accident Reporting

Cox Green Community Centre has an accident book, kept in the Community Centre Office, that we use. They report to the enforcing authority and keep records as required by law.

Monitoring

We make periodic checks to ensure that our precautions remain effective and adequate.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in the Church Office.

Other useful health and safety information is available at www.ecclesiastical.com/healthandsafety



This guidance is provided for information purposes and is general and educational in nature. It should not be used as a substitute for taking professional advice on specific issues and should not be taken as providing legal advice on any of the topics addressed.

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Risk Advice Line: Should you have any additional questions on this topic or other risk-related matters, as a valued Ecclesiastical customer you can contact us through our Risk Advice Line on **0345 600 7531** (Monday to Friday 9am – 5pm, excluding bank holidays) and one of our in-house risk professionals will be able to assist. Alternatively, you can email us at risk.advice@ecclesiastical.com and one of our experts will call you back within 24 hours.