

# **KING'S LYNN CHRISTIAN FELLOWSHIP**

**ALSO KNOWN AS THE KING'S CENTRE**

## **HEALTH AND SAFETY POLICY**

### **Introduction**

This statement sets out the Health and Safety policy of King's Lynn Christian Fellowship. It is drafted in accordance with the recommendations of the Health and Safety at Work Act 1974, and as subsequently amended.

Everybody has a responsibility for the health and safety of people in the building and should take reasonable steps to mitigate any risks.

Risks to staff, employees and visitors should be kept as low as is reasonably achievable. It is important that any risks that are identified are reported to the Centre Manager who will initiate any remedial action necessary.

Any accidents or near misses which occur should be noted in the accident book, which is stored in the kitchen. The first aid boxes are also stored in the kitchen and in the small room next to the entrance lobby, by the main exit door. Any shortage of items in these boxes should be reported to the Centre Manager, who will ensure their replacements are obtained.

### **Responsibilities**

The Trustees have overall responsibility for health and safety.

The Centre Manager has responsibility for the day-to-day implementation of the policy.

Everyone has a responsibility for their own health & safety, and for the health & safety of others.

### **Health and Safety risks**

The Centre Manager and a Trustee will together perform an annual assessment of the risks at The King's Centre, both the structural risks and the risks to individuals. They will together determine any action needed to control these risks and will ensure that the appropriate action is taken.

Relevant risk assessments will be done for activities and events away from The King's Centre.

### **Consultation with employees**

Line managers will liaise as necessary with the employees, dealing with any health and safety issues which arise by referring to the Centre Manager or to Trustees as appropriate.

## **Safe plant and equipment**

The Centre Manager or Department Heads will be responsible for identifying when plant and equipment require servicing or replacement.

The Trustees will be responsible for making decisions on the purchase of new equipment.

## **Safe handling and use of substances**

Hazardous substances, such as paint or associated material and cleaning materials, are clearly marked and stored securely.

Personal Protective Equipment will be provided.

## **Information, instruction and supervision**

The Health and Safety Law poster will be displayed in the General Office. The Centre Manager will be responsible for supervising and arranging training for employees and volunteers, and within this context, providing appropriate Health and Safety instruction.

## **Accidents, First Aid and work-related ill health**

The Office Manager will maintain an up-to-date list of First Aiders which will be displayed in the building.

Trustees will ensure the reporting of any relevant incidents or accidents takes place in accordance with RIDDOR legislation. The Trustees will also monitor conditions and working practices and investigate accidents and work-related sickness if necessary.

## **Emergency procedures**

The Centre Manager will carry out an annual fire risk assessment, using appropriately trained personnel as necessary.

The Centre Manager will ensure that escape routes and alarms are checked weekly and that fire extinguishers are tested annually. Trustees will make best endeavours to perform an evacuation procedure every year.

## **Lone working**

When staff or volunteers are in the church building on their own, wherever possible they should ensure that someone else is aware of their whereabouts, that they have a means of communication with this person at all times and that they are in regular contact with that person, especially immediately before and after any tasks where there is an increased or significant level of risk.