

Health and Safety

General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy premises and environments, equipment and ways of doing things across the full range of Cornerstone's activities and ministries for all of our workers (i.e. employees, ministry leads, voluntary helpers), deacons and elders/trustees, and to provide such information, training and supervision as they need for this purpose. We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation (regardless of age), contractors, visitors and others who may visit church premises, and any associated buildings. The allocation of duties for safety matters and the particular arrangements which we will make to implement our policy are set out in the main Cornerstone Evangelical Church Health and Safety Policy document. The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

Church Premises

Cornerstone Evangelical Church's Health and Safety Policy will apply at all premises where regular church activities take place:

Deri Veiw Primary School, Llwynu Lane, Abergavenny NP7 6AR

- Wholly owned and operated by Monmouthshire County Council and rented by Cornerstone on a formal rental agreement for regular Sunday services and occasional meetings on other days.

Cornerstone Centre, Horsington Yard, Tiverton Lane, Abergavenny

- Two 2-storey furnished offices leased under a formal rental agreement. Part of a suite of offices and accommodation. CEC is responsible for the building, its maintenance and use.

Guides Hall, Fairfield Car Park, Bailey Park, Abergavenny

- Wholly owned by Abergavenny Girl Guides Organisation who is responsible for the building. Cornerstone hire the whole building on a "as when" hire.

Abergavenny Community Centre, Park Street, Abergavenny

- Wholly owned by Monmouthshire County Council leased to Abergavenny Community Centre which is responsible for the building, its maintenance and upkeep. Cornerstone sub-lease part of the building for its Foodbank operations, and use the premises for members' meetings.

Church Management Structure

See appendix 1

Roles and Responsibilities

Trustees: Overall responsibility for health and safety and ensuring that arrangements are in place to satisfy Health and Safety Regulations/Codes of Practice, and that these arrangements are being implemented by the Elders and Deacons. The Trustee with specific responsibility for Health and Safety is: Tim Beckingsale.

Elders: Responsibility to ensure that the arrangements set out in the Health and Safety Policy are adhered to by the Deacons, Employees, Volunteers and members of the church, and to lead by example.

Deacons: Responsibility to ensure that the arrangements outlined in the Health and Safety Policy are carried out and updated as necessary. Specifically to:

- be familiar with Health and Safety Regulations as far as they concern all church premises;
- be familiar with the Health and Safety Policy and arrangements and ensure they are observed and implemented;
- prepare specific Risk Assessments and Method Statements (RAMS) for all activities under their control;
- ensure so far as is reasonably practicable that safe systems of work are in place;
- ensure premises used by CEC are safe, clean and tidy before and after use;
- ensure that safety equipment and clothing is provided and used by all personnel where this is required;
- ensure that all equipment, tools and plant are properly maintained and in good condition, and that all operators have received the appropriate training;
- ensure that adequate access and egress is maintained;
- ensure adequate fire-fighting equipment is available and maintained;
- ensure that food hygiene regulations and procedures are observed;
- ensure the Accident Book and Incident/Near Miss Log is maintained and completed by the Officers.

Church Workers (employees, ministry leads): Responsibility for supporting the work and duties of the Deacons and carry out the **same specific responsibilities as listed for Deacons above**.

Voluntary Workers and Church Members: Responsibility to co-operate with the implementation of the Health and Safety Policy and to take reasonable care of themselves and others whilst on church business or premises. Voluntary workers and Church Members must therefore:

- comply with RAMS, safety rules, operating instructions and working procedures;
- use protective clothing and equipment when it is required;
- report any fault or defect in equipment immediately to the appropriate person;
- report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible;
- not misuse anything provided in the interests of health and safety.

Appendix 4 (Please print/photocopy to use)

Health and Safety Incident / Near Miss Report Form

Report conducted on	
Report conducted by	

Incident Details

What was the individual doing at the time of the incident/near miss?	
Date and time of incident/near miss	
What was the incident/near miss?	
If applicable, give details of any injuries sustained	
If applicable, give details of any damage to property or equipment	

What caused the incident/near miss?	
What actions will be taken to eliminate future repeats of the incident/near miss?	
Further health and safety officer comments	

Signed off by health and safety office when corrective actions have been adopted and implemented.

Signed:	
Date:	