

The Memorial Community Church recognises and accepts its responsibilities for providing a safe and healthy environment for all who access and use its premises and will take all reasonable steps to make this so.

In particular the church

- * Shall make sure that people can enter and leave the premises safely.
- * Shall make sure that all furniture and equipment is safe for people to use and that where it is lifted or moved or stored or handled that this is done safely and without risk to people's health.
- * Shall conduct risk assessments appropriate to the different groups and communities of people who use the premises.
- * Shall provide or seek training and supervision for people where this is necessary to their health and safety on the premises.
- * Shall provide the all necessary facilities conducive to the health and well being of people who are while they are on the premises.
- * Shall make sure that that everyone concerned is aware of the policy and able to put it into practice.

The managing trustees of the church have overall responsibility for health and safety. They have tasked Ms Yvonne Fletcher the buildings manager with everyday responsibility for putting this policy into practice.

Ms Fletcher is the health and safety officer.

Ms Victoria Dexter is the first aid officer

In particular she shall

- * Carry out risk assessments and report on these to the trustees.
- * Carry out investigations of any accidents, record them and make recommendations
- * Make sure that first aid provision is up to date in partnership with the first aid officer
- * Make sure that the provision of food is consistent with the law
- * Arrange training in respect of health, hygiene, fire and safety as appropriate
- * Make sure that all safety regulations and signs are properly displayed
- * Make sure that entrances and exits are hazard free
- * Make sure that all fire safety regulations are fulfilled
- * Arrange for the annual servicing and renewal of fire safety equipment

All volunteers and members of staff shall take reasonable care of themselves and others around them, fulfil statutory requirements, be familiar with this policy and accept instruction and training where required by the church, follow instructions in the event of fire and leave the buildings safely and report accidents and anything of concern to the health and safety officer.

This policy is effective from the 20th January 2016 and shall be renewed and revised by the managing trustees at their January meeting in 2017.

Signed

Chair of trustees

Signed

Health and Safety Officer

Date