

HEALTH AND SAFETY POLICY

1. About this policy

- 1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.
- 1.2 The Director has overall responsibility for health and safety and the operation of this policy.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.
- 1.4 We keep this Health and Safety Policy under regular review.

2. Your responsibilities

- 2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.2 You should report any health and safety concerns immediately to the Director.
- 2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

3. Information and consultation

3.1 We will inform and consult directly with all staff regarding health and safety matters.

4. Training

4.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.

4.2 Staff will be given a health and safety induction and provided with appropriate safety training.

5. Equipment

5.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

6. Accidents and first aid

6.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

6.2 All accidents and injuries at work, however minor, should be reported to the Director and recorded in the Accident Book which is kept at Church Society, Ground Floor, Centre Block, Hille Business Estate, 132 St Albans Road, Watford, UK, WD24 4AE.

7. Fire safety

7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point.

7.3 Fire drills will be held at least every 12 months and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

8. Risk assessments and measures to control risk

8.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third

parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

9. Computers and display screen equipment

- 9.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.
- 9.2 Further information on workstation assessments, eye tests and the use of DSE can be obtained from the Director.

10. Lone working

- 10.1 Church Society staff who work alone, whether at home or in the office, are responsible for ensuring compliance with the above policies in their own place of work.
- 10.2 In addition, staff who work alone should ensure that they are in regular communication with their line manager and the rest of the staff team. Any concerns about health and safety should be communicated to the Director, including concerns about the effect of lone working on mental health.
- 10.3 Staff working alone in the office should take reasonable precautions to ensure their own safety, and should call for help from the emergency services where necessary.