

# Crawley Baptist Church

## HEALTH & SAFETY POLICY

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## 1.0 HEALTH & SAFETY POLICY STATEMENT OF CRAWLEY BAPTIST CHURCH

Health and Safety at Work, Etc. Act 1974

# Health and Safety Policy

### *Our general statement of policy is to:*

- provide adequate control of the health and safety risks arising from our work, mission, and other activities, and from the use of all premises in which we operate in order to protect our employees, leaders, helpers, volunteers, those workers who are not in our employment, e.g. Contractors, and those who take part in the activities of the church;
- consult with our employees, leaders, helpers, and volunteers on matters affecting their health and safety;
- expect the fullest co-operation from our employees, leaders, helpers, and volunteers regarding health and safety matters;
- maintain safe and healthy work conditions;
- provide and maintain safe premises, plant and equipment, and as far as is reasonably practicable, to ensure that the premises used, but not owned or managed by us, are also maintained in a safe condition (including the associated plant and equipment);
- ensure safe handling and use of substances;
- provide information, instruction, and supervision for employees, leaders, helpers and volunteers;
- ensure all employees, leaders, helpers and volunteers are competent to do their tasks, and to provide them with adequate training;
- as far as is reasonably practicable, prevent accidents and cases of work-related ill health;
- as far as is reasonably practicable, protect the environment;
- ensure that sufficient funds and resources are provided to ensure the implementation of this policy;
- review and revise this policy as necessary at regular intervals, or when conditions change.

**Ian Phillips**  
**Senior Minister**  
**25<sup>th</sup> July 2002**

Note: The church members approved this Health and Safety Policy Statement at their meeting on 25<sup>th</sup> July 2002. It is to be reviewed by 30<sup>th</sup> July 2003, or when conditions change.

## 2.0 HEALTH AND SAFETY RESPONSIBILITIES

**The Senior Minister** has overall and final responsibility for health and safety.

**The Church Administrator** is responsible for this policy being carried out on a day-to-day basis, and for maintaining the First Aid facilities, and the fire extinguishers.

A Deacon will be annually appointed as the **Health & Safety Deacon** drawing on other suitably qualified and experienced person/s or consultants to advise the church on any health and safety matters arising from its work and other activities.

The **Senior Minister, Administrator, Counselling Co-ordinator and the Youth Minister (Section Managers)** are responsible for ensuring that all health and safety assessments are carried out and that their actions are implemented in the relevant areas of the church structure that they manage. They are also responsible for providing all other employees, leaders, helpers, and volunteers with information and training regarding health and safety matters via consultation.

Although the Health and Safety at Work, etc. Act 1974, and other legislation generally only covers the workplace, employers, and employees, the Trustees of Crawley Baptist Church (the Deacons) intend that this policy is to include all those who work for the church as leaders or helpers or volunteers, whether paid or not.

It is left to the common sense of the individual employees, leaders, helpers, and volunteers to identify circumstances where they consider health surveillance is required. Where Health surveillance is agreed with the relevant **Section Manager** they are responsible for ensuring an initial health check is undertaken and that regular health surveillance is undertaken at agreed intervals, or when abnormal or excessive exposure to a health risk has occurred. The relevant **Section Manager** is responsible for maintaining adequate confidential records.

The maintenance of Health and Safety standards and improvements is the responsibility of the following:

- a) Section Managers
- b) Deacons
- c) Health and Safety Committee
- d) Employees
- e) Leaders of organisations and activities

All employees, leaders, helpers, and volunteers have a duty to:

- a) Take reasonable care of their own health and safety and of others who may be affected by their own activities;
- b) Co-operate with managers, supervisors and leaders on health and safety matters;
- c) Not intentionally or recklessly interfere with, or misuse anything provided to safeguard their health and safety;
- d) Report all health and safety concerns to the relevant **Section Manager** or a delegated competent person.

### 3.0 HEALTH AND SAFETY RISKS ARISING FROM OUR WORK AND OTHER ACTIVITIES

The control of risks is necessary to secure compliance with the requirements of Health and Safety legislation. Hazard identification and implementing a risk assessment system, and the maintenance of this system, will therefore be a priority. The risk assessments are to establish the hazards, the risks, and from these assessments, those who are exposed to the risks, and what preventative measures are required to reduce them. This will enable the risks to the health, safety and welfare of all our employees, and any other persons affected by our activities, to be reduced as far as is reasonably practicable.

#### 3.01 Hazard Identification

Those delegated to carry out risk assessments will be competent persons. They need to consider the hazards associated with the workplace or meeting areas. The following may be used to establish the hazards and their preventative measures:

- Previous experience
- Previous Risk Assessments
- Relevant related publications e.g. the 'Essentials of Health and Safety at Work' and 'Five steps to Risk Assessments' (INDG163(revised)), published by the HSE
- Substance Information on containers

If information on hazards is unsatisfactory or additional guidance is required, the Health and Safety Deacon can offer advice.

All hazard identification will be undertaken by the **relevant Section Manager** (or a delegated competent person(s)) with assistance from the Health and Safety Deacon, if required.

The **Relevant Section Manager** will be responsible for ensuring that Hazard identification has been undertaken.

#### 3.02 Risk Assessment

All risk assessments shall be undertaken by the **Relevant Section Manager** with assistance from the Health and Safety Deacon, or a delegated competent person, if required.

The findings of the risk assessment will be reported to the **relevant Section Manager**.

The action required to remove/control risks shall be approved by the **relevant Section Manager**.

Each **Section Manager** shall be responsible for ensuring the action required is implemented. Each **Section Manager or delegated competent person(s)** shall check that the implemented actions have removed/reduced the risks.

If a risk assessment identifies that Personal Protective Equipment (PPE) is required

for any task, this will be provided free of charge when authorised by a **Section Manager**. It is each person's responsibility to store, clean maintain and wear PPE as appropriate. Replacement equipment will be supplied free of charge, when it has been damaged or reaches its expiry date, and when authorised by a **Section Manager**.

The assessment shall be reviewed every twelve months or earlier:

- When new staff, leaders, helpers, and volunteers are 'employed' into a new job or task involving hazardous work;
- When staff, leaders, helpers and volunteers are transferred into a new job or task involving hazardous work;
- When a job related accident or illness occurs;
- When a female member of staff, leader, helper or volunteer discovers she is pregnant;
- When a work activity or process or activity changes;
- When a work or activity location is modified.

### **3.03 STRESS**

Risk assessments are to be undertaken and a risk control strategy is to be maintained in order to manage workplace and occupational stress and their associated health effects. At least the following job related factors should be considered:

- Physical environment
- Change
- Uncertainty
- Role conflict
- Role ambiguity
- Working hours
- Excessive workload
- Nature of work
- Control over work and workload e.g. ability to complete work, programmes, etc.
- Violence, bullying, aggression from other staff, members of the public, other professionals, etc.

Where necessary, the **Section Manager** is to obtain external assistance. The Health and Safety Deacon can provide, or obtain advice or assistance on this matter.

### 3.04 VIOLENCE

Violence at work includes:

- Physical assault (to the individual or their property)
- Verbal aggression
- Non-verbal aggression
- Threatening behaviour of any kind
- Sexist and racist abuse

Risk assessments are to be undertaken and a risk control strategy is to be maintained in order to manage and reduce the risk of violence to employees. At least the following factors should be considered:

- Incident records
- Workplace situation
- Identify potential assailants
- Consider high risk activities
- Consider whether a violent situation could create an indirect risk e.g. manual handling, stress, etc.

The risk control strategy could include:

- Remove possible weapons from public areas e.g. loose chairs
- Training of staff
- Physical barriers
- Identifying jobs and situations where lone working is not appropriate

Where necessary, the **Section Manager** is to obtain external assistance. The Health and Safety Deacon can provide, or obtain advice or assistance on this matter.

## 4.0 HAZARDS

All hazards identified within the policy are subject to change, due to any changes in the system or work activities of the church, and its employees.

This health and safety policy outlines general arrangements that shall be implemented.

### 4.01 Safe Use of Electrical Equipment

- Employees, leaders, helpers and volunteers should all carry out visual inspections of electrical cables and equipment before using the appliance; this will ensure they are not damaged, and ensure that no cables or wires are left in such a position as to be likely to cause anyone to trip;
- Where any problems are found, the equipment is to be immediately taken out of service, disabled where appropriate, and the fault reported to the **relevant Section Manager**;
- **Competent Contractor/s or person/s** shall undertake Portable Appliance Testing (PAT) of all relevant church electrical appliances and equipment at least annually;
- Unauthorised electrical equipment should not be used on church premises unless permission is obtained from the **relevant Section Manager or other delegated person BEFORE** any equipment that is not owned by the church. Where untested equipment is brought onto the premises, it is to be for **their own personal use ONLY** and it is the owner's responsibility to ensure that this equipment is maintained in a safe and serviceable condition at all times. Proof of this maybe required by random visual inspections by the **Premises Deacon, Health and Safety Deacon or delegated competent person**. Where electrical appliances and equipment is regularly used on the premises, or is to be used by anyone other than the owner of the equipment, the electrical appliance/equipment is to be **PAT tested by the church's contractor or competent person**;
- All new and second hand electrical equipment shall be tested before use.
- Only authorised/competent persons are permitted to reposition or repair electrical equipment;
- The **relevant Section Manager**, or a competent delegated person will be responsible for identifying all equipment needing maintenance, and for ensuring that effective maintenance procedures are drawn up and implemented;

#### **4.02 Safe Handling and use of Substances Hazardous to Health**

- The **relevant Section Manager** will be responsible for identifying all substances that require a Control of Substances Hazardous to Health (COSHH) Assessment;
- Each **relevant Section Manager** will be responsible for undertaking and recording COSHH Assessments. All records are to be kept by the **relevant Section Manager** and are to be reviewed annually or when the work activity or process changes;
- Each **relevant Section Manager** will be responsible for ensuring that all actions identified in assessments are implemented;
- Where cleaning contractors are employed, they shall be responsible for assessing their own risks with the substances which they use, and for implementing their own control measures and work procedures/training to prevent exposure;
- All hazardous substances are to be kept in an appropriate safe and secure enclosure, with restricted access;
- In the event of an accident or emergency due to a hazardous substance, first aid care and fire safety procedures shall be in place;
- COSHH Assessments will be reviewed annually and/or when the work activity or process changes.

#### 4.03 Manual Handling

The church has a duty to make suitable and sufficient assessments of all manual handling operations employees are required to perform.

- The church will ensure that every effort shall be made to:
  - a) Avoid hazardous Manual Handling Operations so far as is reasonably practicable;
  - b) Assess any hazardous Manual handling Operations that cannot be avoided;
  - c) Reduce the risk of injury so far as is reasonably practicable.

Within the church's premises there are a small variety of tasks, which include manual handling operations, these include:

- Carrying deliveries
- Movement of electrical equipment, other equipment, and furniture

It is therefore only appropriate to implement a quick and simple assessment, which includes various types of tasks, load, and working environment applied to the church's activities. The aim of the assessment shall be to establish manual handling risks to which employees are exposed and then to decide on the appropriate preventative steps.

The Manual Handling assessments shall be carried out by the **Relevant Section Manager** or delegated competent person/s (the Health and Safety Deacon is available to advise those responsible);

All employees, leaders, helpers and volunteers that regularly carry out manual handling tasks will receive Manual Handling Training, and any additional information can be found on notice boards;

All assessments shall be monitored and reviewed annually to check effective practice.

#### 4.04 Housekeeping and Maintenance

Good housekeeping and maintenance procedures enables hazards such as slips and trips to be reduced and other risks where failure could endanger all users of the building:

- Every employee, leader, helper, and volunteer has a general responsibility to ensure that areas affected by their work activities are kept clean and tidy. All waste shall be placed in receptacles provided;
- Employees, leaders, helpers, and volunteers have a general responsibility to ensure that access routes and emergency routes are maintained and kept clear at all times;
- Cleaners and the users of the premises shall keep areas such as staircases, floors, exits, food and drink preparation areas, toilets and wash areas, etc, in a safe and clean condition;
- A system of building maintenance shall be in operation for certain equipment, devices and ventilation systems as appropriate. This system will ensure that regular maintenance and remedial work is carried out properly, and that a suitable record is kept to validate the programme;
- The **Premises Deacon** or **delegated competent person** shall have overall responsibility to ensure the system is implemented and maintained to a high standard, and to monitor the maintenance system;
- Maintenance work will be carried out by the respective **competent contractors/persons**;

#### 4.05 Emergency Equipment

Health and Safety legislation specifically makes it illegal for any person to tamper with any item of emergency equipment unless authorised to do so (this includes the repositioning of fire extinguishers to prop-open doors).

#### 4.06 Food Safety

All employees, leaders, helpers and volunteers that regularly prepare or serve food shall undertake the necessary food hygiene training to enable them to conform to the relevant food Safety Regulations.

## **5.0 WORKPLACE COMFORT**

The church recognises the benefits of a fit and healthy workforce (Employees, leaders, helpers and volunteers) and therefore seeks to protect the health of employees, leaders, helpers and volunteers by reducing risks caused by physical characteristics from the premises. The aims of the church shall be to assess all areas of the premises and workstations, educate employees, leaders, helpers and volunteers on hazards affecting their health, and to implement the necessary controls and equipment to maintain a healthy workforce.

The following areas indicate the ideals that the church shall implement:

### **5.01 Ventilation**

- All areas shall be sufficiently well ventilated;
- The aim is reduce hot or draughty, uncomfortable conditions, to achieve a comfortable environment, and so provide for the employees, leaders, helpers, volunteers, and users of the premises, comfort, welfare and health;
- All mechanical ventilation systems will be regularly and properly serviced, cleaned, tested and maintained.

### **5.02 Temperature**

- During the hours that the premises are occupied, the temperature in the relevant areas shall be reasonable so as not to cause any discomfort;
- All reasonable steps shall be taken to achieve a temperature, which is as close as possible to a comfortable state for all persons;

### **5.03 Lighting**

- All areas shall have suitable and sufficient lighting, enabling all persons using the premises to work, use facilities and equipment without experiencing eye-strain, glare, colour effects, flicker, etc;
- All reasonable steps will be taken to reduce risks caused by lighting. This includes adjustment of lighting, correct design, correct installation, maintenance, replacement and disposal, and correct selection of emergency lighting.

### **5.04 Workstations and Seating (VDU's)**

- All employees, leaders, helpers, and volunteers, who are at risk from their workstations and Visual Display Units (VDU's) are to be identified;
- All reasonable steps shall be taken to train users on risks, safe behaviour and practices.;
- Each **relevant Section Manager** or **Delegated/Competent Person/s** shall be responsible for assessing workstations. The Health and

Safety Deacon can advise (or obtain advice) if necessary those who are responsible;

- The **Senior Minister** or **Delegated/Competent Person/s** shall approve the findings of assessments and controls needed;
- The church ensures provision of eye and eyesight testing for employees, as well as provisions to reduce other health related issues such as upper limb disorders, fatigue and stress;
- Where special corrective appliances (as defined by the Health and Safety (Display Screen Equipment) Regulations) are prescribed by an ophthalmic optician for use with VDU's, the church will pay for these.  
Note: this does not include anti-glare coatings on normal prescription glasses.

## 6.0 ACCIDENT REPORTING

- It is essential that all employees, leaders, helpers and volunteers report all incidents to prevent future accidents. Incidents are to be investigated by the **relevant Section Manager** responsible or a delegated competent person, with assistance from The Health and Safety Deacon, if required. Copies of reports are to be issued to the **Senior Minister** together with any recommendations, which need to be considered and implemented.
- All accidents and cases of work-related ill-health are to be recorded in the accident book. The book is to be kept by a designated person in the administration office.
- All trained and qualified first-aiders are to be listed on the health and safety notice board. First aid boxes are available in designated locations.
- All accidents and work related ill health should be reported to the **relevant Section Manager**. The **relevant Section Manager** (where possible, following consultation with the Senior Minister and/or the Health and Safety Deacon) will be responsible for reporting any accidents and diseases defined by the Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive (HSE), using forms F2508, F2508A by fax, e-mail or by telephone. **These forms must be submitted within the time limits stipulated in RIDDOR.** Copies of forms or e-mails should be passed to the **Senior Minister** and the **Health and Safety Deacon**.
- All cases of ill health must be supported by expert medical advice.
- The **Senior Minister**, with assistance from the Health and Safety Deacon or a competent person (as necessary), is responsible for acting on investigating findings to prevent a reoccurrence.

## **7.0 CONSULTATION**

### **7.01 Consultation With Others**

A health and safety committee consisting of up to six church members will be appointed by the church members, and will include at least one Section Manager, and one other employee, leader, helper, or volunteer. The Committee will meet at least every six months and will be chaired by the Health and Safety Deacon.

The duties of the committee will include:

- Reviewing the Church Health and Safety Policy and its implementation, at least annually;
- Ensuring that adequate arrangements are in place so that risk assessments and method statements are regularly reviewed and updated, particularly when new employees are appointed, job responsibilities modified, working practices changed, new activities commenced, etc;
- Ensuring that adequate arrangements are in place so that all employees, leaders, helpers, and volunteers receive adequate initial training and regular ongoing health and safety training;
- Ensuring that adequate arrangements are in place so that that First Aid facilities are maintained;
- Ensuring that adequate arrangements are in place so that relevant employees, leaders, helpers, and volunteers receive adequate initial, and ongoing First Aid training;
- Keeping up to date with changes in the health and safety legislation and regulations;
- Ensuring that a sufficient budget for health and safety is maintained.

### **7.02 Consultation With Employees, Leaders, Helpers, and Volunteers**

- The **relevant Section Manager** provides consultation with employees, leaders, helpers, and volunteers with assistance from the Health and Safety Deacon as necessary.
- Consultation will include matters regarding:
  - a) Measures, which could substantially affect the employee's, leaders, helpers and volunteers health and safety;
  - b) Arrangements for appointing competent persons to assist with the compliance of the health and safety requirements, and the implementation of emergency procedures;
  - c) Information on risks and preventative measures;
  - d) Information on the planning and organisation of health and safety training;
  - e) The effects on health and safety due to the introduction of new technology or activities;

- f) Consultation will take place individually or on an organisation or activity basis.
- g) The employees shall appoint a person to represent employee safety (see 7.01). The representative shall communicate issues to the **Health and Safety Committee**, the **relevant Section Manager**, or the **Senior Minister**, on issues regarding training, actual or potential hazards, dangerous occurrences and any other matters concerning employee health and safety.

## 8.0 EMERGENCY SAFETY

### 8.01 Multi Tenanted Buildings

When buildings used by the church are shared with other tenants, the following procedures are to be agreed with the other tenants and/or the building manager, using the building manager's procedures as an alternative, where appropriate.

### 8.02 Fire Safety

The fire risk assessment shall be undertaken by the **Church Administrator** or by a **delegated competent person**. If necessary, the Health and Safety Deacon can provide, or obtain advice or assistance.

Good evacuation procedures are essential. The following procedures are to be implemented:

- a) Allocation of duties to competent persons e.g. Children and Youth Ministry leaders and helpers, Stewards, Fire wardens, etc. to ensure efficient and safe evacuation;
- b) Have effective and well signed routes of escape;
- c) Have designated assembly points away from the premises and emergency vehicle access routes;
- d) Have an effective and efficient roll call (or similar) system;
- d) Good working fire equipment, which is regularly maintained;
- e) Good housekeeping measures;
- f) An efficient emergency procedure, which is effective and regularly practised and reviewed.

### 8.03 Bomb Safety

A bomb risk assessment shall be undertaken by the **Church Administrator** or by a **delegated competent person**. If necessary, the Health and Safety Deacon can provide, or obtain advice or assistance.

Bomb assembly points will be different from fire assembly points, as they need to be at least 200m away from the building (or at a distance agreed with the local police authority).

The **relevant Section Manager or the Senior Leader** on the premises at the time will be responsible for undertaking the search for suspicious objects with the police as appropriate (due to their local knowledge).

### 8.04 Practices

Emergency evacuation procedures shall be tested at least every six months.

**8.05 Risk Assessments**

Fire and bomb risk assessments and their implementation shall be reviewed annually.

**8.06 Alarms**

Different alarm signals for fire and bomb alerts (where possible) are to be implemented and regularly practiced.

## **9.0 INFORMATION, TRAINING AND SUPERVISION**

A health and safety law poster shall be displayed in a prominent position and brought to the attention of all employees, leaders, helpers and volunteers.

Health and safety advice is available from the Health and Safety Deacon.

### **9.01 Mandatory Training**

At the commencement of employment basic training shall be given, and will include:

- Initial induction
- General Health and Safety

### **9.02 Other Mandatory Training**

- All leaders in charge of organisations and activities as well as other leaders, helpers and Stewards are to receive at least 'Appointed Persons' First Aid Training, so that at least one First Aider is present whenever the church, organisation or activity meets;
- All leaders in charge of organisations and activities as well as other leaders, helpers and Stewards are to receive Fire Warden Training, so that at least one Fire Warden is present whenever the church, organisation or activity meets.
- All First Aiders and Fire Wardens shall have their training up-dated as when necessary (maximum 36 months).

### **9.03 Non-Mandatory Training**

Where necessary all staff have the opportunity to receive further specialised training. This includes:

- Office Health and Safety
- First Aid
- The use of Fire Extinguishers

The Health and Safety Deacon can undertake or organise all Health and Safety training, and organise First Aid Training.

All employees are issued with a staff-training card to record training.

Supervision of trainees will be arranged/undertaken/monitored by the relevant **Section Manager**.

## **10.0 CONTRACTORS AND VISITORS**

### **10.01 CONTRACTORS:**

All contractors have a duty to their employees to provide them with a safe place and system of work. They must however, ensure the health, safety and welfare of all others affected by their activities, by effective planning and procedures.

These duties, mirror those of the employer i.e. the church, in which case an effective system and exchange of information should be in place. This in turn shall strengthen the relationship between the church and existing and future contractors.

Ideally, the aim shall be to set up a system where the exchange of information between parties regularly used by the church is clear, implemented effectively, monitored and reviewed regularly.

### **10.02 VISITORS:**

Visitors fall into two categories, those who are attending the premises for services and other activities, and those who are visiting members of staff, or other persons within the building.

- a. It is unreasonable to expect people attending services and other activities visiting to sign in and out of the building. The employees, leaders, helpers and volunteers responsible for organisations, activities, and meetings will be responsible for running a suitable system for knowing who is on the premises attending their activity/organisation, where they are all located at any time, and for ensuring that all their people have left the premises and that they have been accounted for in the case of an emergency evacuation of the premises.
- b. Where visitors are attending an appointment with an employee, leader, helper, or volunteer, the church representative will be responsible for escorting the visitor, and for ensuring that they safely leave the premises in the event of an emergency.

## 11.0 MONITORING

To ensure workplace accidents and ill health are successfully being reduced, annual monitoring is required. This enables work conditions, safe working practices and systems to be checked to see if they're being followed.

An annual audit shall be conducted to assess compliance with Health and Safety policy. This could be undertaken by The Health and Safety Deacon, or a delegated competent person if required.

The aim is to produce an effective quality system, aimed at continuous improvement of safe working practices and procedures.

**The delegated person/s** will ensure the following assessments are carried out when specified (annually or when procedures are changed or modified):

- Risk Assessments
- Display Screen Equipment (DSE) Assessments
- COSHH Assessments
- Fire Assessments
- Portable Appliance Testing (PAT)

**The relevant Section Manager** is responsible for ensuring that work-related causes of sickness absences are investigated.

**The Senior Minister** is responsible for acting on the results of any investigation to prevent reoccurrence, drawing on the expertise and competency of either a Health and Safety Professional or the Health and Safety Deacon, as required.

**The Health and Safety Deacon** can undertake or advise on monitoring of health and safety as required.