



## Health and Safety Policy

The statement of general policy of Churches Together in Milton Keynes Trust (hereafter referred to as “CTMKT” or “the Trust”) is:

- to provide appropriate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

### A. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH AND SAFETY MANAGEMENT

#### 1. The Trustees

- a. The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, and members of the public.
- b. The Trustees as the employers have overall and final responsibility for health and safety matters, and for ensuring that health and safety legislation is complied with.
- c. The Trustees will periodically review the operation of this Health and Safety policy, and will ensure that:
  - i. employees and volunteers as appropriate receive sufficient information, training and supervision on health and safety matters
  - ii. a risk assessment is undertaken and the results written up and made available to all employees
  - iii. accidents are investigated and reported to the Trustees

- iv. there are arrangements in place to monitor the maintenance of the equipment, (the maintenance of the premises being the responsibility of Cornerstone Trading Company)
  - v. there are adequate arrangements in place to liaise and co-operate on health and safety matters with other employers at the Trust's premises.
- d. Day-to-day responsibility for ensuring this policy is put into practice will initially be delegated to one of the Trustees named as the Health and Safety Officer, who will keep the Trustees informed about Health and Safety matters.
- e. Thereafter, the Trustees will decide whether there is a properly trained and competent member of staff able to take over this responsibility.

## **2. All Employees**

All employees must:

- a. co-operate with the Trustees on health and safety matters
- b. not interfere with anything provided to safeguard their health and safety
- c. take reasonable care of their own health and safety
- d. report all health and safety concerns to the Trust's Health and Safety Officer.

## **3. Risk Assessment**

- a. The Trustees will ensure that a risk assessment will be carried out by a competent person in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessment will be written up, and be made available to all staff.
- b. The written risk assessment will be reviewed and updated annually to ensure it covers all employees against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out.
- c. The risk assessment will also be updated every time that there is a major change in working practices.
- d. The risk assessment will cover all employees of the Trust when based in the Trust's offices, and will cover all aspects of their work.

## **4. Training**

- a. The Trust will ensure that new employees and volunteers receive information on health and safety as part of their induction.
- b. The Trust will organise training for employees and volunteers on health and safety matters as appropriate, including the safe use of equipment and any special training needed to ensure safe systems of work.
- c. If employees and volunteers consider they have health and safety training needs, they should inform the Trust's Health and Safety Officer.

## **B. OFFICE**

The Trust has a responsibility to provide a safe and healthy environment for staff and volunteers.

All the staff of the Trust are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the Trust's Health and Safety Officer.

### **1. Examples of Hazards**

a. Things Out of Reach:

Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things off top of cabinets, etc: a properly maintained, undamaged step ladder must be used. When necessary, the appropriate person in Cornerstone Trading Company will be asked to carry out the work.

b. Damaged Equipment:

Regular checks must be carried out on furniture and equipment for damage which leaves sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use.

c. Damage to Fabric of Building, Windows, etc:

All such damage must be reported immediately to Cornerstone Trading Company.

d. Misplaced Furniture, Equipment or Supplies:

Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately and placed in an appropriate, safe place.

## **C. GOOD HOUSEKEEPING**

### **1. Ventilation**

The Trust will endeavour to provide a well-ventilated workplace in which staff have control over their local level of ventilation.

### **2. Temperature**

In office workplaces a minimum temperature of 16°C must be maintained. There is no legal upper limit, but efforts will be made so far as is reasonably practical to ensure the workplace temperature does not rise to an uncomfortable level. A thermometer will be provided in such a position as to be easily seen.

### **3. Lighting**

Adequate lighting must be provided. If lights are found to be out of order, the fault must be reported to Cornerstone Trading Company as soon as reasonably possible.

### **4. Noise**

The Trust will endeavour to ensure that noise in its offices is kept to as low a level as is practicable.

## **5. Office Atmospheric Pollutants**

Office equipment such as photocopiers and printers can emit pollutants into the atmosphere. The Trust will take reasonable precautions in ensuring that these levels are kept as low as possible. Spaces where these pollutants are present shall be kept well ventilated.

## **6. Equipment Storage and Usage**

- a. Equipment must not be left lying around but must be suitably stored.
- b. No wires must be left trailing across floors unless covered by warning tape.
- c. Any rubbish bins must be non-flammable.
- d. Except in emergencies, and with the permission of the Health and Safety Officer, no paraffin, bar electric or calor gas fires will be used.

## **7. Electrical Equipment**

- a. All building maintenance such as electrical work, carpentry etc, should be carried out by Cornerstone Trading Company. Staff should not endanger themselves and others by carrying out such work.
- b. Broken, ineffective or damaged electrical equipment must be reported.
- c. Staff should use electrical equipment in accordance with instructions.