

**MCC NEWCASTLE
HEALTH AND SAFETY POLICY**

Our statement of general policy is:

- ✓ **To provide adequate control of the health and safety risks arising from our activities.**
- ✓ **To consult with our members 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 members.**
- ✓ **To prevent accidents.**
- ✓ **To maintain safe and healthy conditions.**
- ✓ **To review and revise this policy as necessary at regular intervals.**

Signed

Chair of the Board of Directors

Date

Review Date

Responsibilities

1. Overall and final responsibility for maintenance of the church building and safety equipment located within it is that of:

The Church Council, St James' United Reformed Church

2. Responsibility for ensuring this policy is put into practice whilst the building is use by MCC Newcastle is delegated to;

The Board of Directors of the Metropolitan Community Church Newcastle upon Tyne (here after known as 'The Board')

3. To ensure health and safety standards are maintained/improved, the following person has responsibility;

Katie Harris

4. All directors, members, friends and visitors have a responsibility to;

- a) Co-operate with St James' Church council and The Board on health and safety matters;
- b) Not interfere with anything provided to safeguard their own health and safety;
- c) Take reasonable care for their own health and safety; and
- d) Report all health and safety concerns to an appropriate person.

Health and safety risks arising from our church activities

5. Risk assessments will be undertaken by

Katie Harris

6. The findings of the risk assessments will be reported to

St James' Church Council

7. Action required to remove/control risks will be approved by

St James' Church Council

8. Responsibility for ensuring the action required is implemented will be with

St James' Church Council

9. Assessments will be reviewed every

Three months or when the activity changes, whichever is soonest.

Consultation with host organisation

10. MCC Newcastle representative(s) are
Ian Martin (Church Secretary)
Katie Harris (Board Member)
11. St James' Church Council representative is
Jo Lumsden (Church Secretary)

Safe Equipment

12. Katie Harris will be responsible for identifying all MCC Newcastle owned or leased equipment needing maintenance and for ensuring that maintenance procedures are drawn up and implemented.
13. Any problems found with equipment should be reported to
The Chair of the Board
14. The Board will check that equipment meets health and safety standards before it is purchased or leased.

Safe handling and use of substances

15. All COSHH assessment is under the control of St James' Church Council.
16. MCC Newcastle should not introduce any product into the building that will require a COSHH assessment unless permission is received from St James'. This includes cleaning materials for toileting areas and kitchen cleaning chemicals.

Information and instruction for members

17. The Health and Safety Law Poster is displayed in the main church.
18. Health and Safety Advice is available from Katie Harris

Competency for tasks and training

(See also attached Manual Handling Sheets and Specific Equipment and Furniture Assessments)

19. Induction training will be provided for all members involved in manual handling, the preparation of food and as appointed first aiders.
20. Training records will be kept by the Church Secretary.
21. Training will be identified, arranged and monitored by The Board.

Accidents and First Aid

22. The First Aid box(es) are kept at
The allocated MCC Cupboard at the back of the Church Hall
And

In the main church building kitchen

23. The appointed person(s)/first aider(s) will be

Displayed on the MCC Newcastle notice board

24. All accidents and incidents are to be recorded in the accident book. The book is kept by Katie Harris, who is responsible for reporting accidents and dangerous occurrences.

Monitoring

25. We will make three monthly inspections of all the safety equipment owned/leased by MCC Newcastle.

26. The Board is responsible for investigating accidents.

27. The Chair of the board in conjunction with St James' Church Council is responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation (See attached Emergency Procedures Document for St James' Church)

28. St James' Church Council is responsible for ensuring the fire risk assessment is undertaken and implemented.

29. Escape routes are to be checked by the service leader or a person requested by them, prior to every service starting.

30. Fire extinguishers are maintained and checked annually.

31. Alarms are tested every three months.

32. Emergency evacuation will be tested by St James' Church Council.