



Ferryhill Parish Church

Health and Safety Policy

Version 4.1

Date: 9 December 2020

SC010756

The Health and Safety Policy Statement of
Aberdeen Ferryhill Parish Church of Scotland

Health and Safety at Work etc. Act 1974

During the Covid-19 pandemic the building is strictly limited in its usage and each time it is used, rigorous risk assessment is undertaken following the guidelines issued by the Church of Scotland and the Presbytery of Aberdeen and Shetland.

All requests for use of the premises are dealt with on an individual basis and to the satisfaction of the Covid-19 Sub Committee of the Kirk Session.

- Our policy is to provide healthy and safe working conditions, equipment and systems for all our employees, volunteers, congregational members and facility users
- We will provide the necessary information and instruction to ensure that employees and volunteers are able to carry out their activities safely
- We will consult our employees on matters affecting their health and safety
- This policy will be kept up to date, particularly as the facilities and activities that take place in them change and develop. The policy will be reviewed at least once a year.

The Church's Stewardship Team has overall responsibility for the policy.
It is signed on their behalf by:

Name: *Aileen Swarbrick*

Position: *STEWARDSHIP CONVENOR*

Date: *6 FEBRUARY 2021*

Responsibilities and Risk Assessment

Responsibility for health and safety matters rests with the Stewardship Team which will carry out regular risk assessments (including fire safety assessments) through the Property Convener for all of the Congregation's properties. The Property Convener is also responsible for dealing with health and safety matters arising on a day to day basis. Employees, volunteers and those using the Church buildings should take appropriate steps to protect their own health and safety and all potential risks or concerns should be reported to the Property Convener or Caretaker as soon as possible.

Accidents and First Aid

- First aid boxes are kept in: Kitchen Foyer, Pantry and Den
- All accidents and cases of work-related ill health will be recorded in the Accident Book. The book is kept in the corner bookcase in the Atrium
- The Property Convener is responsible for reporting accidents to the Local Authority where there is an obligation to do so.

Emergency Procedures

- Fire and Evacuation The Stewardship Team is responsible for ensuring that fire risk assessments are undertaken and implemented and that appropriate fire safety measures and evacuation procedures are in place
- Management of Asbestos The Stewardship Team has put in place an appropriate asbestos risk management plan and will ensure that it is reviewed annually.

Individual Responsibilities

Fire Safety	David Fryer	07486 595144
Insurance	Aileen Swarbrick	01569 750857
First Aid Boxes	Linda Kerr	via church office - 01224 213093
Reporting of accidents/incidents	Property Convener (TBC)	

In the absence of a Property Convener, please contact the Stewardship Convener Aileen Swarbrick – 01569 750857 or stewardship@ferryhillparishchurch.org