

## HEALTH & SAFETY POLICY

This is the Health & Safety Policy Statement of Culduthel Christian Centre, Inverness.

The general policy of the Facilities Management Team of Culduthel Christian Centre is:

- to provide adequate control of the health and safety risks arising from all of the Congregation's activities;
- to consult with employees and any other relevant persons on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees, where required;
- to ensure all employees are competent to do their tasks, and to give them adequate training, if necessary;
- to prevent accidents, so far as reasonably possible;
- to maintain safe and healthy working conditions and premises

Signed:..... Date:.....

Print name: Rev Bill Slack

On Behalf of Culduthel Christian Centre

## **Responsibilities & Risk Assessment**

Responsibility for health and safety matters rests with the Facilities Management Team which will carry out regular risk assessments (including fire safety assessments) for all of the buildings. William Hamilton / Ian Nicol shall be responsible for dealing with health and safety matters arising on a day to day basis. Employees, volunteers and those using the facilities should take appropriate steps to protect their own health and safety and all potential risks or concerns should be reported to William Hamilton / Ian Nicol as soon as possible. Contact details are on the notice board outside the toilet area in the foyer.

## **Accidents & First Aid**

- A first aid box is kept at the Main Foyer area, and is fixed to the wall, adjacent to the kitchen.
- All accidents and case of work-related ill health will be recorded in an Accident Book. The book is kept by William Hamilton / Ian Nicol, and is located in the Administration Office.
- William Hamilton / Ian Nicol are responsible for reporting accidents to the Local Authority where there is an obligation to do so.

## **Emergency Procedures**

### **Fire and Evacuation**

The Facilities Management 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 Facilities Management Team has put in place an appropriate asbestos risk-management plan and will ensure that it is kept up to date. There are no known areas of asbestos within the facilities.

### **Use of Premises**

All users of the facilities, particularly non-church groups, and the leaders thereof are reminded that they are required to take all reasonable steps to ensure that their activities are safe and the persons that they are responsible for are not subject to risk. In particular all users and leaders should be aware of fire safety procedures.



## **Food Preparation**

All food prepared in the premises, must be supervised by a Responsible Person who has an appropriate food hygiene Certificate.

All organisations who wish to use the kitchen facilities' must ensure that they have a Responsible Person who has an appropriate food hygiene Certificate present for the event.

## **Event Organisers:**

Please sign and date this document to indicate that you have read, understood and agree with the above Health & Safety Policy.

I have read, understood and hereby agree to comply with the CCC Health & Safety Policy as laid out above:

Signature:..... Date:.....

Print name: .....