



HEALTH AND SAFETY POLICY STATEMENT
In accordance with the Health & Safety at Work Act 1974 and related regulations

Approved by the Directors/Trustees: May 2021

The Vine Maidstone ("the church") is committed to providing for the health, safety and welfare of all employees, volunteers and all others who work in or visit its buildings.

As an employer, the church endeavours to observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time.

The church will conduct its work and ministry in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist, information will be provided and all reasonable steps will be taken to bring this to the attention of individuals or groups.

This commitment to health and safety is a trustee responsibility and the trustees will ensure that this policy is upheld at all times and provide the necessary funds and manpower required.

The trustees have given overall responsibility for implementation of this policy to Karen Loudon as the church's Health and Safety Officer, working in association with Andrew Elphinstone, but the trustees retain responsibility for the policy, its future enhancement and amendment and the issue of supplementary policy statements where this may be necessary.

The church is responsible for:

- Assessing the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining buildings, furnishings, equipment and systems that are safe and without risks to health.
- Ensuring that all necessary safety devices are installed and maintained on equipment.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining a healthy and safe place of work, in the process monitoring and reviewing appropriate procedures.
- Promoting the co-operation of employees and others using the buildings to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing emergency procedures as required.
- Keeping this safety policy under review and making any revision it deems necessary from time to time. All such revisions will be brought to the attention of employees and others using the building.

The above policy needs the full co-operation of all employees, volunteers and building users, who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In order to achieve this end, every employee, volunteer or building user must:

- Make themselves familiar with and comply with any safety instructions and directions issued by the church.
- Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, volunteers and others using the buildings) who may be affected by their acts or omissions, by observing safety rules which are applicable to them.
- Co-operate with the church to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on the church by or under any of the relevant statutory provisions is complied with.
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury. Any injury requiring medical attention should be reported to the Health & Safety Officer without delay; any injury, whether requiring or not requiring medical attention, should be recorded in the accident book for the building concerned.
- Use equipment provided in accordance with the training received and/or relevant instructions/guidance.
- Ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in a position as to be likely to cause anyone to trip.
- Report any potential risk or hazard or malfunction of equipment to the church office without delay.
- Any failure by an employee to comply with any aspect of the church's health and safety procedures, rules or duties specifically will be regarded by the church as misconduct which will be dealt with under the terms of the disciplinary procedure.

This statement will be made available on our website and on request from the church office.