

Health and safety policy

This is the statement of general policy and arrangements for:

PRIESTFIELD PARISH CHURCH, Edinburgh

Overall and final responsibility for health and safety is that of:

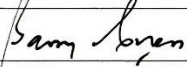
The Trustees (The Kirk Session)

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Kenneth Ferguson, Health and Safety Administrator

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
1. to provide adequate control of the health and safety risks arising from all of the Congregation's activities;	The Trustees (The Kirk Session)	A copy of this Health and Safety Policy to be posted at each entrance to the building. A copy to be provided to every Group using the building. A copy to be provided to each Trustee.
2. to consult with employees and any other relevant persons on matters affecting their health and safety;		
3. to maintain safe and healthy working conditions and premises		
4. to provide and maintain safe plant and equipment;		
5. to ensure safe storage, handling and use of substances;		
6. to provide information, instruction and supervision for employees, where required;		
7. to ensure all employees are competent to do their tasks, and to give them adequate training, if necessary;		
8. to prevent accidents, so far as reasonably possible;		
9. to implement emergency procedures – evacuation in case of fire or other significant incident.		

Health and safety law poster is displayed;	In the corridor adjacent to the door to the Church Officer's flat.
<ol style="list-style-type: none"> 1. First-aid boxes are located; 2. AED is located; 3. Accident book is located; 4. Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations); 	<ol style="list-style-type: none"> 1. Lounge kitchen, walk-in cupboard next to Marchhall Place door, Whithorn (upstairs hall) kitchen. 2. Outside the building on the Dalkeith Road railings 3. The book is located in a plastic box on the wall in the walk-in cupboard next to the Marchhall Place door. 4. The Session Clerk is responsible for reporting accidents to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") where there is an obligation to do so.

Signed: (on behalf of the employer)	 Barry Cross, Session Clerk	Date:	7 April 2021	
Subject to review, monitoring and revision by:	Kenneth Ferguson, Health and Safety Administrator	Every:	Twelve	months or sooner if work activity changes