# **HEALTH AND SAFETY POLICY for the ncpc church**

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| This is the statement of general policy and arrangements for:  | The NCPC Church  |
| **(Name of Employer/Senior manager)** | **has overall and final responsibility for health and safety** |
| **(Member of staff)** | **has day-to-day responsibility for ensuring this policy is put into practice**  |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (what are you going to do?) |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace |       |       |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work  |       |       |
| Engage and consult with employees on day-to-day health and safety conditions |       |       |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: [https://www.gov.uk/workplace-fire-safety-your-responsibilities](https://www.gov.uk/workplace-fire-safety-your-responsibilities%20)  |       |       |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances |       |       |

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| Signed: (Employer)  |       | Date: |       |

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| Health and safety law poster is displayed at (location) |       |
| First-aid box is located: |       |
| Accident book is located: |       |

 Company name: The NCPC Church

 Date of risk assessment:

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| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out.All areas well lit, including stairs.No trailing leads or cables.Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.  | Better housekeeping in staff kitchen needed, e.g. on spills.Arrange for loose carpet tile on second floor to be repaired/replaced. | All staff, supervisor to monitorManager | From now onxx/xx/xx | xx/xx/xxxx/xx/xx |
|       |       |       |       |       |       |       |
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