# **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 ) |  | |  |
| 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 monitor  Manager | From now on  xx/xx/xx | xx/xx/xx  xx/xx/xx |
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