



A Scottish Charitable Incorporated Organisation (SCIO)

Health and Safety Policy

Revision as agreed at an SMCRC Board meeting on:

Date:

4 December 2025

General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, visitors and others who may use the building. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Board accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the Board to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with SMCRC plays his or her part in its implementation.

We will take cognizance of the consequences of our actions on the environment.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept on our website.

Organisation and Responsibilities

The member of the Board responsible for implementing this policy is

They will keep up to date on health and safety matters relevant to SMCRC and will ensure that the standards set out in this policy are implemented and maintained, with all employees, volunteers, contractors, and groups hiring rooms in the building aware of their health and safety responsibilities.

They will ensure that

- Where necessary, specialist health and safety assistance is obtained
- Any hazards or complaints are investigated and dealt with as soon as possible
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- Only competent persons carry out repairs, modifications, inspections and tests
- Risk assessments are carried out for SMCRC business, with mitigations determined and followed to result in acceptable levels of risk.
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They set a personal example on matters of health and safety.

All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on SMCRC business or premises.

They will ensure that they:

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees, volunteers, contractors and user groups of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks. Further information about Health and Safety as it relates to church buildings can be found on the Scottish Episcopal Church website

General Arrangements

Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here:

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Risk Assessment

Before undertaking work on the premises we will, unless one has already been done, undertake a risk assessment to identify what we need to do to comply with health and safety law. We will record our findings in the risk assessment forms booklet, implementing any necessary precautions. The booklet is kept in:

The Office

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. This record is kept in:

The Office

We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

First Aid

We will provide adequate first aid facilities including a suitably stocked first aid box. This will be inspected monthly.

Our person in charge of first aid arrangements is:

John Vincent

Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Our Accident Book is kept in:

On the window ledge next to the first aid box in the Vestibule

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and utilities are inspected as necessary to

ensure that they remain safe. We will keep records of the checks we make. These records are kept in:

SMCRC Board Sharepoint Workspace

Contractors

If we employ contractors, we make sure that they have their own health & safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents (see also <https://www.scotland.anglican.org/wp-content/uploads/Maintenance-and-Building-Work-for-your-Church-Some-Practical-Considerations-April-2022.pdf>)

Specific Arrangements

Further information about Health and Safety as it relates to church buildings can be found on the Scottish Episcopal Church website.

Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a Canon 35 faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing. Where appropriate we will obtain the necessary permission for such work as specified under Canon 35.

A full inspection of church property, as required under Canon 60, will be carried out every 5 years. The next inspection should be undertaken by (date):

13 July 2028

Construction Work

Where maintenance, refurbishment and restoration work is planned for our building, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary (see also <https://www.scotland.anglican.org/wp-content/uploads/Maintenance-and-Building-Work-for-your-Church-Some-Practical-Considerations-April-2022.pdf>).

Electricity

We will ensure that any electrical system, fixed machine and portable appliance is maintained so as to prevent danger. The period between inspections of the electrical system by a competent and registered electrician will be not more 5 years. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate. All socket fed equipment will be inspected and tested every 2 years. A register of PAT tests will be maintained and the tested equipment will carry a label to indicate the status and next test date.

Events

Where SMCRC itself holds large or unusual concerts, services and fundraising events, we will carry out a risk assessment to identify any additional precautions that are necessary and implement these. We will require our user groups to conduct risk assessments for events they hold and liaise with them to be sure we are aware where changes to what we provide would improve safety.

Fire

We will ensure that a competent person undertakes a risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid. The fire extinguishers and fire alarms will be inspected annually by a competent person:

At 2025: Extinguishers: RS Fire; Alarms: FMS Fire and Security Ltd

Hazardous Substances

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste. We will follow the guidance on food safety as specified by the SEC (<https://www.scotland.anglican.org/vestry-resources/general-information/food-safety/>).

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, handrails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Working at Height

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. This equipment will be regularly checked to make sure they are safe. We will keep records of any checks we make. We will ensure that properly constructed steps are available when there is a need to reach objects down from high shelves and have a stepladder that complies with BS EN131.

Working Alone

We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety.