

# **Bethlehem Church Life Centre - Health and Safety Policy & Procedure**

## **SUMMARY OF PURPOSE**

To provide guidance to assist those responsible for the preparation, publication, review and revision of the organisation and arrangements in place to implement Bethlehem Church Life Centre's General Policy on Health and Safety.

## **SUMMARY**

This document sets out the Bethlehem Church Life Centre's (*hereafter called BCLC*) general policy on health and safety and the Organisation and Arrangements for implementing it. It also indicates the requirements for statements of Organisation and Arrangements.

These statements form the basis of BCLC's approach to health and safety, and are legal requirements in the UK.

Guidance on the form and content of statements of organisation and arrangements is provided together with how these statements and the statement of BCLC's general health and safety policy should be communicated to employees. Procedures for revising BCLC's general policy statement, the statement of Bethlehem Church organisation and arrangements and statements of organization and arrangements are set out.

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## **INTRODUCTION**

1. A written policy on health and safety is fundamental to BCLC achieving a good and improving performance. This must be backed up by a clear statement of the Organisation and Arrangements by which it will implement this policy.

These issues are essential requirements of the UK's Health and Safety at Work, Act (1974).

2. BCLC's general health and safety policy is published as a formal Policy Document (PD). Reproduced in Appendix 1 of this document, the PD sets out BCLC's intentions and the standard it expects. In particular, in the statement of Organisation and Arrangements, it allocates responsibilities for the action necessary to meet these intentions.

3. It is also necessary to prepare a statement on the organisation and arrangements for implementing that policy, and to bring both statements to the notice of all employees. The organisation and arrangements BCLC has in place are set out in the PD.

4. There is a further requirement in the Management of Health and Safety Regulations to make and give effect to appropriate arrangements for effective planning, organisation, control, monitoring and review of preventive and protective measures. Where more than five persons are employed the arrangements must be recorded.

5. Paragraphs 9 -10 of this document set out the responsibility for the preparation, publication, review and revision of statements of Organisation and Arrangements.

6. Paragraphs 11-17 of this document provide guidance on the form and content of statements of organisation and arrangements, and how these and BCLC's health and safety policy should be communicated to employees.

7. Paragraphs 18-20 set out procedures for revising the general policy statement and/or the statements on organisation and arrangements.

### **RESPONSIBILITY FOR PREPARATION, PUBLICATION, REVIEW AND REVISION OF A OF ORGANISATION AND ARRANGEMENTS**

8. The responsibility for ensuring that the statement of organisation and arrangements for BCLC is prepared and rests with BCLC Core Leaders.

It is BCLC Core Leaders' responsibility to approve the statement and to ensure it is brought to the attention of all employees and that it is reviewed from time to time and whenever a significant change occurs.

## **THE FORM AND CONTENT OF BCLC'S STATEMENT OF ORGANISATION AND ARRANGEMENTS**

### **Organisation for Implementing the Policy**

9. The organisation for implementing the policy is mainly a matter of allocating responsibilities and duties, and establishing the principle of accountability. This is largely done by function in BCLC's statement of the organisation and arrangements it has in place for implementing the policy. BCLC should supplement this information with details, such as a names and telephone numbers of persons having special responsibility. Information which might need to be given to employees to satisfy other legal requirements, e.g., The Management of Health and Safety at Work Regulations, Fire Precautions Act, etc, could be incorporated into the statement.

### **Arrangements for Implementing the Policy**

10. The statement of the arrangements for implementing the Policy should enable each employee to understand what the Policy means for him/her, how it is being applied at his/her workplace and how he/she can contribute to its effectiveness. Thus the statement of arrangements should be relevant to the individual and his/her place of work.

### **Health and Safety Arrangements**

11. The Management of Health and Safety at Work Regulations 1992 require employers to have effective arrangements in place to manage health and safety. The effort required to satisfy the Regulations and will include the following elements:-

- a) Planning - A systematic approach should be adopted which identifies priorities and sets objectives.
- b) Organisation - Establish the necessary structure to ensure a progressive improvement in health and safety performance.
- c) Control - Ensure the measures agreed to secure health and safety at work are implemented and maintained as planned.
- d) Monitoring and Review - Health and safety performance should be continually monitored and reviewed with progressive improvement being achieved through constant development of policies, approach and techniques of risk control.

### **Records**

12. Records of these arrangements will include reference to the items in the Table below:

<b>Subject</b>	<b>Refer to</b>
Health and Safety Arrangements	Planning/design of plant, processes, etc.: Setting objectives: Safety programmes/improvement plans: Management structure and allocation of responsibilities: Checking implementation plans: Monitoring and review of improvement plans: Appraisal of objectives:
Hazard	Main hazards encountered:
Risk Assessment	Arrangements for assessing risks to employees and others: Identification of control measures:

Health and Safety Assistance	<b>Outline how potential hazards are identified and risks eliminated or controlled:</b>
Safe Working Procedures (SWP's) and Rules	<b>SWP's and systems of work:</b> <b>Employees' responsibility to follow SWP's:</b> <b>Action in the event of non-compliance:</b> <b>Communication of and, where necessary, training in SWP's:</b> <b>Monitoring application of SWP's and rules:</b> <b>Review and, where necessary, revision of SWP's and rules:</b>
Audit and Review	<b>Developing and use of audits to identify new hazards and whether risks are adequately controlled:</b> <b>Assessing effectiveness of standards and procedures:</b>
Objectives and Improvement Plans	<b>Arrangements for formulating objectives /programmes for performance improvement:</b> <b>Monitoring progress and, where necessary, taking action:</b>
Accident Reporting and Investigation	<b>System of accident reporting/investigation</b> <b>Purpose of reporting/investigation:</b> <b>Importance of employee reporting accidents:</b>
Information and Problem Solving	<b>Media for providing relevant information on health and safety and stimulating analysis and health and safety problem solving:</b>
Instruction and Training	<b>Commitment to provide instruction on Health and Safety and, where necessary, train all levels of employee in health and safety to provide knowledge and skills needed to attain competence for safe working:</b> <b>types of training, e.g. induction, job training etc.:</b>
Employee Consultation	<b>Arrangements for effective consultation with employees on health and safety matters:</b>
Supervision and Instruction	<b>Provision of adequate supervision and Instruction by properly trained and Competent supervisory management</b>

Fire Prevention	Fire prevention provisions - protection/detection systems; procedures and training:
Suppliers	Arrangements for obtaining information from suppliers on health and safety aspects of substances and articles for use at work
Contractors	Approach for dealing with contractor safety and employee safety arising from contractors' activities
Visitors and the Public	Measures to safeguard the public from risks to their health and safety arising from BCLC's activities:
Records	Arrangements for records needed to comply with statutory requirements:
Research in Health and Safety	Participation in appropriate research projects as needs are identified:
Emergency Plans	Arrangements for dealing with serious and imminent danger including evacuation procedures:
Occupational Hygiene	Arrangements in place to carry out monitoring of exposure to dangerous substances/agents and to check other factors relevant to the occupational environment:
Health Surveillance	Arrangements required by specific legislation or where risk assessment indicates that a disease/adverse health condition related to work may occur:

### **Informing all Employees of the Policy**

13. The law requires that BCLC's policy be brought to the notice of all employees. To this end a copy of the policy as illustrated below should be made available to inform all employees of the Organisation and Arrangements for Implementing the Policy.

14. BCLC's policies place general duties on management at all levels, All managers, therefore, should fully understand not only their responsibilities under the policy, but also the organisation and arrangements as it affects their job and their role in implementing the policy.

### **Revision of the Statement of BCLC's Policy and Statement of Company Organisation and Arrangements**

15. BCLC's health and safety policy and the organisation and arrangements have to be reviewed when necessary. BCLC Core Leaders will keep the policy and the organisation and arrangements under review and propose any changes. When changes are made they will be brought to the notice of all employees.

Appendix 1

## **Bethlehem Church Life Centre's Health and Safety Policy**

Bethlehem Church Life Centre aims to conduct its business so that:

There will be no injury or ill health to people when they work for BCLC, provide services to it, visit its premises or use its products;

There will be no damage to buildings, equipment, materials, or any other property as a result of accidents or fires.

To this end Bethlehem Church Life Centre will strive for continuous improvement in health, safety and fire prevention.

## **Organisation and Arrangements for the Implementation of Bethlehem Church Life Centre's Health and Safety Policy**

### **1 General Responsibilities of Team Leaders and All Employees**

- 1.1 To establish, maintain, review and, where necessary, revise the organisation and arrangements required to make this policy work within the framework established by BCLC;
- 1.2 Each Team Leader will promote healthy and safe working, fire prevention, and control of the risk of damage to buildings and equipment.
- 1.3 Each Team Leader to secure compliance with legal obligations in relation to health and safety and fire prevention;
- 1.4 Each Team Leader to require others who carry out work or visit BCLC or provide services, to adopt similar standards in relation to health, safety and fire prevention.
- 1.5 Each employee to take care of their own and other persons' health and safety;
- 1.6 Each employee to follow safe working practices and procedures applicable to their work and working environment at all times;
- 1.7 Each employee to use articles and substances provided for their use, including plant, equipment, materials, safety devices and personal protective equipment in accordance with instructions and training provided;
- 1.8 Each employee to actively co-operate in applying the health and safety policy;
- 1.9 Each employee to take appropriate action to remedy any hazardous situation which comes to their notice.

### **2 Health and Safety Responsibilities**

#### **Church Core Leaders**

- 2.1 BCLC Core Leaders are responsible for the health and safety policy.
- 2.2 BCLC Core Leaders are responsible and accountable to BCLC for ensuring that appropriate policy proposals are made and, when adopted, applied: That BCLC's performance is monitored; and for advising and keeping BCLC informed on any relevant health and safety matter.

## **Team Leaders**

2.3 The Team Leaders are responsible and accountable to the Core Leaders for:

2.3.1 ensuring that the health and safety policy is implemented within their area of control by agreeing a programme of work for health and safety, setting objectives and monitoring their effectiveness and achievement;

2.3.2 keeping the Core Leaders informed on progress in the implementation of the health and safety policy and the attainment of objectives;

2.3.3 Team Leaders (i.e., those who directly control the work of others) are responsible for organising their day-to-day work in compliance with the health and safety policy:

2.3.4 ensuring that safe working procedures are followed and that safe working conditions are maintained;

2.3.5 seeing that employees are trained and instructed in safe working methods and follow them;

2.3.6 encouraging safe behaviour and application of problem solving techniques in addressing health and safety issues;

2.3.7 investigating accidents and hazards and taking steps wherever possible to prevent accidents, injury and ill health by eliminating or minimising the risks.

2.4 Team Leaders have overall responsibility within their areas of control for securing compliance with the health and safety policy. In particular, they are responsible for actioning the matters set out below, where applicable;

### **2.4.1 Positive Management of Health, Safety and Fire Prevention**

The promotion of health, safety and fire prevention by the adoption of positive health and safety management such that hazards are identified, risks evaluated and any appropriate steps taken to ensure that suitable safeguards are provided where the risks cannot be eliminated.

### **2.4.2 Risk Assessment**

Application of appropriate risk assessment techniques to identify hazards and those who might be harmed by them; to assess the risks and determine whether the risks are adequately controlled and what further action might be necessary to achieve adequate control.

### **2.4.3 Standards**

The introduction and application of appropriate standards necessary for meeting the requirements of legislation and the policy on health and safety.

### **2.4.4 Objectives and Improvement Plans**

The formulation of objectives and programmes, including medium and longer term Improvement Plans with, wherever possible, measurable targets for securing progressive improvement in performance; monitoring them and taking follow-up action when necessary.

### **2.4.5 Procedures**

The preparation and approval of formal practical procedures, where necessary, to assist in safe working, with review and amendment from time to time as necessary, and appropriate monitoring of their application.

### **2.4.6 Audit and Review**

The introduction of safety audits, including cross-audits, to identify risks, to monitor standards and procedures, to review how effective these are and take any necessary follow-up action.

### **2.4.7 Accidents and Serious Incidents**

The investigation and reporting of accidents and other serious incidents with appropriate management involvement, including the follow-up of recommendations.

### **2.4.8 Information and Problem Solving**

The preparation of practical guidance and advice on key aspects of health and safety at work based upon known risks and communication of it to those to whom it applies. The stimulation of analysis and health and safety problem solving by those who create, know and work with the risks.

### **2.4.9 Instruction and Training**

The provision of appropriate instruction on health and safety and, where necessary, training programmes to provide the necessary knowledge and skills to attain individual competence for safe working.

**2.4.10 Employee Consultation**

The establishment of machinery for effective joint consultation on health and safety with employees.

**2.4.11 Suppliers**

Ensuring suppliers provide information on hazards associated with the use of articles or substances and making the information available to those concerned.

**2.4.12 Customers/Visitors**

Making information available to Customers/Visitors to enable them to take appropriate precautions in connection with the use of BCLC's facilities and services to prevent risk to their health and safety and or members of the public.

**2.4.13 Contractors**

Implementing and monitoring the application of the policy to the health and safety aspects of Contractor activity.

**2.4.14 Visitors and The Public**

Establishing and implementing measures to safeguard the public from risks to their health and safety arising from BCLC's activities.

**2.4.15 Records**

Maintaining records of accidents and incidents at work, and health records and using them to monitor progress.