



RUACH HEALTH AND SAFETY POLICY

Summary	This policy outlines the commitment the Ruach City Church (RCC) to organise and maintain safe working arrangements for all employees, visitors, volunteers, stakeholders and contractors.
Version	03
Effective from	20 th November 2019
Planned Review date	20 th November 2020
Who to contact	Head of Property and Facilities

Author	Andrea Johnson, Head of Property and Facilities
Approval date	November 2019
Approved by	Chief Executive / Chair of Board of Trustees
Policy Owner	Head of Property and Facilities
Accountable Director	Head of Property and Facilities



1. Purpose

The purpose of this policy is to outline the commitment of Ruach City Church (RCC) to organise and maintain, so far as is reasonably practicable, safe working arrangements for all employees, visitors, Volunteers, stakeholders and contractors

2. Policy Statement

RCC will provide such information and training as is necessary to enable them to perform their work safely, efficiently and without risk to their own safety, that of their colleagues or the safety of any other person on our premises or those who are affected by our business activities.

During the development and implementation of health and safety policies and procedures equality and diversity are considered and impacts assessed.

To that end we undertake to comply with relevant health and safety legislation and to continually improve, our health and safety system, working practices, training and processes with best practice as our ultimate goal.

In particular, RCC will actively manage our key hazards, those being the matters which we have determined are key areas for safety for the organisation including Fire, Legionella, Workplace Safety and Electrical Safety. We will also actively manage and make improvements to other key areas, including internal audit and management systems, training and chemical safety.

It is the responsibility of the Head of Property to ensure that this health and safety policy is implemented effectively. In addition, all of our managers, employees, volunteers, visitors, stakeholders and contractors have a role to play in making our health and safety management system a success.

RCC will bring this policy and our health and safety arrangements to the attention of all. We expect managers, employees, volunteers, visitors, stakeholders and contractors to read, understand and comply with the guidance provided, where it is appropriate and applicable.

RCC are committed to promoting good health and safe working behaviours, utilising consultation with our employees and other relevant parties and we expect everyone to contribute to this goal. RCC will create and implement a framework to include meetings held throughout the year.

Key Policy objectives associated with this statement have been developed and are available from the Health and Safety Team and progress on them will be reported to the Executive quarterly. The aim of these objectives is to promote improvements to the health and safety within the organisation and develop best practices in processes and governance.



RCC will ensure that this policy is reviewed on a regular basis and that due consideration is given to changes in law, practice and to the continuous improvement of the health and safety management system.



HEALTH AND SAFETY POLICY STATEMENT

The management of Ruach City Church recognises that it has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the company's activities and that managing team Health and Safety is a business critical function

In order to discharge its responsibilities the management will:

- Bring this Policy statement to the attention to all employees & volunteers
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- Communicate and consult with our employees & volunteers on matters affecting their Health and Safety
- Comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- Eliminate risks to Health and Safety where possible through selection and design of materials , building, facilities, equipment and processes
- Encourage staff & volunteers to identify and report hazards so that we can all contribute towards improving safety
- Ensure that emergency procedures are in place at all locations for dealing with Health and Safety issues
- Maintain our premises, provide and maintain safe plant and equipment
- Only engage contractors who are able to demonstrate due regard to Health and Safety matters
- Provide adequate resources to control the Health and Safety risks arising from our work activities
- Provide adequate training and ensure that all employees & volunteers are competent to do their tasks
- Provide and organisational structure that defines the responsibilities for Health and Safety
- Provide information, instruction and supervision for employees & volunteers
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

The Health and Safety Policy statement will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of employees and volunteers.