



Health and Safety Policy

This statement is issued in conformity with Section 2(3) of the Health and Safety at Work Act 1974 as a statement of the general policy of the North Kirklees & Morley Circuit with respect to the health and safety at work of employees and volunteers of the Circuit and of others using Circuit premises.

1. Statutory Duty of the Employers

As an Employer, the Circuit has a duty to ensure so far as is reasonably practicable, the health, safety and welfare at work of its employees and, in particular to:

- 1.1 Provide and maintain equipment and systems of work that are safe and without risks to health;
- 1.2 Arrange for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- 1.3 Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of the employee;
- 1.4 Maintain any place of work under the Employer's control in a condition that is safe and without risk to health and provide and maintain means of access to and egress from it that are safe and without risk;
- 1.5 Provide and maintain a working environment for the employees that is safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.

These obligations are equally held to apply to volunteers and others who use the church.

2. Statutory Duty

Every employee and volunteer has, while working or volunteering, the duty to:

- 2.1 Take reasonable care for the health and safety of himself or herself and of other persons who may be affected by his or her acts or omissions at work;
- 2.2 Co-operate with the Circuit so far as is necessary to enable any duty or requirement imposed on the Circuit or upon any other person by or under any relevant statutory provision to be performed or complied with.

3. Policy Statement

It is the policy of the Circuit to promote the health and safety at work of the staff and volunteers and of all visitors to church premises and to that intent to:

- 3.1 Take all reasonably practicable steps to safeguard the health, safety and welfare of the staff and of visitors to the Circuit /church premises. This includes carrying out, recording and maintaining risk assessments.



- 3.2 Provide adequate working conditions for employees and volunteers with proper facilities to safeguard their health and safety and to ensure that any work or volunteering which is undertaken produces no unnecessary risk to health or safety.
- 3.3 Encourage employees and volunteers to co-operate with the Circuit in all safety matters in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- 3.4 Encourage each employee or volunteer to accept his or her own responsibility not to endanger himself or herself or others and actively to assist in fulfilling the requirements and spirit of the legislation.

4. Health and Safety Rules

All employees and volunteers must exercise ordinary care to avoid accidents in their activities at work or volunteering, and comply with the following general rules, and any specific rules which the Circuit may publish from time to time.

4.1. Accident Book and First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box. Any injury suffered by an employee or volunteer in the course of his or her employment, however slight, must be recorded together with such other particulars as are a requirement by statutory regulations in the accident book maintained by the relevant premises.

4.2. Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

4.3. Drink and Drugs

The use of intoxicants on Circuit /church premises is forbidden. No employee may undertake his or her duties if under the influence of drink or drugs, except in the case of drugs when he or she is under medical supervision.

4.4. Working Alone

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

4.5. Fire Procedures

All employees and volunteers must familiarise themselves with fire escape routes and procedures and follow the directions of the Employer in relation to fire.

4.6. Working at Heights

No employee or volunteer of the Circuit may undertake work above six feet from floor level, [or ground level if working outside], without having been fully trained in the use of any equipment needed to reach the working area required. If you are required to use a ladder, and the work you are required to do necessitates your being at a height where



your feet are more than six feet above ground level, this work should only be carried out with a colleague aiding and assisting you. As a general rule, any work required to the outside of the buildings should be undertaken by properly qualified and equipped outside contractors who will have the full range of equipment needed.

4.7. Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

4.8. Events

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

4.9. 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 handwashing facilities and suitable arrangements for the disposal of waste.

4.10. Maintenance

Defective equipment, furniture and structures must be reported as such without delay to the relevant person.

4.11. Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Circuit and any directions for the use of such must be followed precisely.

4.12. Electricity

We will ensure that any electrical system, fixed machine and portable appliance is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

4.13. Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

4.14. Contractors

If we employ contractors, we will make sure that they have their own health and safety policy and Public and Employers Liability Insurance by asking to see copies of the relevant documents.

Last Date Modified: 17th March 2026

(a signed copy is kept in the Circuit Office)