

## HEALTH AND SAFETY POLICY

<b>Policy Adopted</b>	July 2009
<b>Last Reviewed</b>	January 2024
<b>Next Review Due</b>	January 2025

Date	Reviewed by	Approved by	Date Accepted by Trustees
January 2022	Operations Manager	Policy Review Group	31/01/2022
December 2022	Operations Manager	Policy Review Group	31/01/2023
January 2024	Operations Manager	Policy Review Group	16/01/2024

## 1. Objective

- 1.1 It is the objective of Triple C (Liverpool), hereafter referred to as Triple C, that in the execution and supervision of its activities all reasonable measures will be taken to protect the health, safety and welfare of its employees and others by means of safe working practices and procedures, including highlighting to those we work in partnership with their responsibility to exercise good practice in all aspects of health and safety.
- 1.2 The buildings where we run our activities do not belong to Triple C and therefore are covered by Health and Safety Policies and Practices overseen by churches and other organisations. They must make known to Triple C/OM who is the *responsible person* for Health & Safety within their building.
  - a) Churches and other organisations will be required (in writing – see appendix) to confirm that they have a current health and safety policy and are adhering to their own procedures and to inform Triple C immediately should there be any failing in their policy and procedure.
  - b) Churches and other organisations will be required to make Triple C employees, volunteers and users aware of the relevant Health and Safety policy and procedures that are relevant to their use of premises.
  - c) All employees, volunteers and users are required to adhere to the health and safety policies of our community partners and ensure that any health and safety concerns are reported to the *responsible person*. If ever a concern appears to have been disregarded, the employee, volunteer or user are asked to report this concern to the Operations Manager or Chair of Trustees of Triple C, who is responsible for following up the concern with the *responsible person*.

## 2. Policy

- 2.1 In order to fulfil the above objective, so far as is reasonably practicable, the Trustees shall seek to establish working practices which will:
  - a) regard legal compliance as the lowest acceptable standard and to ensure the organisation is moving towards "best working practice" in health and safety.
  - b) regard health and safety as a core Trustee function.
  - c) develop a system of responsibility for and communications of health and safety matters.
  - d) maintain a safe and healthy working environment and safe methods of operation.
  - e) ensure the provision and maintenance of premises and equipment to a safe level.
  - f) ensure the provisions of appropriate resources to meet health and safety issues.
  - g) state in writing, to all employees/volunteers their responsibilities to ensure the health and safety of persons and the proper use of equipment provided.
  - h) make available necessary information, instruction, training and supervision, to ensure the health and safety of employees/volunteers at work.
  - i) provide as appropriate, and ensure the correct use of, approved safety equipment and to ensure no charge will be levied on any employee/volunteer in respect of anything carried out or provided in pursuance of any specified requirements of relevant statutory provisions.

- j) promote an attitude of safe working by employees/volunteers in all aspects of the work of the organisation, underpinned by appropriate disciplinary procedures.
- k) encourage discussion between Trustees, employees and volunteers on safety, health and welfare matters.
- l) ensure immediate and accurate reporting and investigation of accidents and incidents
- m) ensure the provision of an appropriate number of specialist safety staff with responsibilities for safety, health and welfare and to ensure appropriate contingency arrangements are made during the absence of such staff to meet the relevant statutory requirements
- n) review this Health and Safety Policy and associated procedures not less than once every two years
- o) make specific arrangements on sites controlled by the organisation to ensure that contractors are carrying out their responsibilities for health, safety and welfare.

### **3. Responsibilities and Duties**

- 3.1 To ensure the fulfilment of the working practices specified above, those responsible for their execution and supervision should be made aware of their responsibilities.
- 3.2 Individuals holding Trustees responsibilities are required to:
  - a) Ensure they are familiar with this policy statement.
  - b) So far as is reasonable, ensure that where necessary, adequate health and safety facilities are provided and used. Such facilities may include but not be limited to, the provision of safety devices, personal protective equipment and clearly defined safe systems of working.
  - c) Ensure, as far as reasonably practicable, the provision and maintenance of equipment to the standards required for a safe and healthy working environment.
  - d) Ensure the provision of such information, instruction, training and supervision as is necessary to work in a safe manner and without risk to health.
- 3.3 The Health and Safety at Work Act 1974 places the following duties on all employees/volunteers:
  - a) To take reasonable care for the health and safety of themselves and others who may be affected by their 'acts or omissions.'
  - b) To co-operate with Trustees as far as is necessary in the carrying out of Statutory obligations imposed by the Health and Safety at Work Act 1974 or other similarly allied legislation.
  - c) Not intentionally or recklessly to interfere with or misuse anything provided in the interests of health, safety and welfare.



Christ Church Community Centre  
Sedgemoor Road  
Liverpool  
L11 3BR  
0151 226 2992  
info@triplecliverpool.org

[Edit date](#)

To the Parochial Church Council

Triple C (Liverpool)'s Health and Safety Policy has been recently reviewed and updated. Please find attached the updated version. Could you confirm, by signing below and returning this letter, that

- you are operating an up-to-date Health and Safety Policy at your Church
- you are making Triple C (Liverpool) employees, volunteers and users aware of both the policies and procedures to adhere to when using the premises.
- you agree with the terms of this policy.

Any issues please contact me in the first instance.

Many thanks

Kate Whiting  
Operations Manager  
Triple C (Liverpool)  
07847 238126

We, the Parochial Church Council / of ..... agree to the Triple C (Liverpool) Health and Safety Policy as updated on [edit date](#). We also confirm that we are currently operating an up-to-date Health and Safety Policy at the Church, of which all Triple C (Liverpool) employees, volunteers and users are made aware of.

Signed on behalf of the PCC .....

Date: ...../...../.....



Christ Church Community Centre  
Sedgemoor Road  
Liverpool  
L11 3BR  
0151 226 2992  
info@triplecli  
verpool.org

Edit date

To [edit contact name \(detailed on SLA\)](#)

Triple C (Liverpool)'s Health and Safety Policy has been recently reviewed and updated. Please find attached the updated version. Could you confirm, by signing below and returning this letter, that

- you are operating an up-to-date Health and Safety Policy at your premises.
- you are making Triple C (Liverpool) employees, volunteers and users aware of both the policies and procedures to adhere to when using the premises.
- you agree with the terms of this policy.

Any issues please contact me in the first instance.

Many thanks

Kate Whiting  
Operations Manager  
Triple C (Liverpool)  
07847 238126

In line with our Service Level Agreement, I/We, the named contacts of [edit Name of Organisation](#) agree to the Triple C (Liverpool) Health and Safety Policy as updated on [edit date](#). I/We also confirm that we are currently operating an up-to-date Health and Safety Policy in our premises, of which all Triple C (Liverpool) employees, volunteers and users are made aware of.

Signed on behalf of the organisation .....

Date: ...../...../.....