

HEALTH AND SAFETY POLICY

Policy Adopted	July 2009
Last Reviewed	January 2025
Next Review Due	January 2026

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	31/01/2024
December 2024	Chair of Trustees	Policy Review Group	14/07/2025

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.
 - 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. This policy will be visibly displayed in the buildings, or made available on request from Triple C employees, volunteers, and users.
 - 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

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) in meeting with the Operations Manager or Activity lead we will ensure all employees/volunteers know 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 all accidents and incidences
- 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:
 - 1. To take reasonable care for the health and safety of themselves and others who may be affected by their 'acts or omissions.'
 - 2. 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.
 - 3. Not intentionally or recklessly to interfere with or misuse anything provided in the interests of health, safety and welfare.

4. Arrangements for Managing Health and Safety

This section sets out our general arrangements for managing health and safety and dealing with specific risks, the responsibilities for building health and safety compliance rests with the owner/manager of the buildings so what follows is the specific responsibilities allotted to individuals involved with Triple C activities.

Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations.

Risk Assessment

The activity or project staff or lead volunteer will complete risk assessments to identify what they need to do to comply with health and safety law.

The purpose will be to:

- identify the hazards
- decide who might be harmed and how
- evaluate the risks and decide on precautions/controls
- record finding and implement
- review assessments and update if necessary

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 training is provided. 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 adequately managed first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

Accident Reporting

Accidents (no matter how minor an injury may be), will be recorded in accident books. **Forms to be sent to both Operations Manager and person responsible for the use of the building as soon as possible, within 24 hours of accident.**

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.

The timescales for reporting and/or recording accident information is:

- accidents resulting in the death of any person, specific injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences must be reported without delay (fatal accidents or accidents resulting in a specified injury to a worker can be reported by telephone 0845 300 9923). **A report must be submitted to the HSE within 10 days of the incident**

- over-seven-day injuries, where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days. **A report must be submitted to the HSE within 15 days of the incident**
- over-three-day injuries will be recorded using the accident book/form and filed securely to protect any personal information. This information must be held as a record for 5 years

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. Relevant accidents/incidents will be reported online via the Health and Safety Executive website (<https://www.hse.gov.uk/>).

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 are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

Display Screen Equipment

Where our employees and volunteers regularly use computers, 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 and any reasonable additional equipment if needed.

Hazardous Substances

We only use domestic cleaning or horticultural products. 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.

All people involved in lifting and handling, are encouraged to complete relevant training.

Preparation of Food

We will ensure that on those occasions when we prepare food, we will follow good practice in all areas of food health and hygiene. All people involved in food preparation are encouraged to complete relevant training to ensure food safety.

We will always 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.

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 report any defects to the organisation which has oversight of the buildings we use, as soon as they are identified, keeping records of the checks, we make. We will have arrangements in place to manage steps, pathways, and parking areas in winter weather.

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.

Record Keeping

We keep records for Health and Safety, in particular we keep:

- Health and Safety Policy with dates for review
- lists of individuals with key health and safety roles
- any risk assessments that have been undertaken

And when it is our responsibility:

- COSHH assessments
- Manual Handling operations
- Machinery and equipment maintenance records
- Records of employment
- Statutory compliance certificates (PAT, EIC, gas safety and fire equipment service, and where necessary fire alarm service, emergency lighting service and lightning conductor check)

Health and safety record retention periods

There are different health and safety records retention periods to be aware of, but as a rule of thumb, most health and safety records should be kept for five years. In cases of a minor involved, records need to be kept until five years after their 18th birthday.

Risk assessment records should be kept as long as the particular process or activity that the record refers to is still being performed (or until five years after the 18th birthday of the youngest activity participant). Keeping past assessments allows for further examination, and changes and improvements to be identified.

To the Parochial Church Council or Local Leadership Team

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 and made publicly available / display in the venue
- 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)
0151 226 2992

We, the Parochial Church Council / Local Leadership Team 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:/...../.....



Triple C (Liverpool)

Christ Church Community Centre
Sedgemoor Road
Liverpool
L11 3BR

0151 226 2992

info@triplecliverpool.org

[Edit date](#)

To [edit contact name](#)

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)
0151 226 2992

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:/...../.....