



Stour Valley Vineyard Health and Safety Policy

1 Introduction

- 1.1 Stour Valley Vineyard Church (SVV) Trustee Board has overall responsibility for health and safety in the organisation and for ensuring that it fulfils all its legal responsibilities.
- 1.2 SVV will do whatever it can to provide for the health, safety and welfare of all staff, volunteers and visitors.
- 1.3 SVV will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it.
- 1.4 The commitment to health and safety is a management responsibility and it is the duty of the trustees and managers to uphold this policy and to provide the necessary funds and resources to implement it.
- 1.5 SVV will work in a way that tries to ensure that risks to staff, volunteers and visitors are minimised at all times.
- 1.6 This policy will be reviewed annually by the trustees.

2 SVV responsibilities

- 2.1 The Senior Pastor is responsible for the implementation and monitoring of the health and safety policies and making changes where necessary.
- 2.2 All accidents or unsafe incidents will be investigated by a Senior Pastor as soon as possible.
- 2.3 SVV is responsible for:
 - Assessing the risk to the health and safety of SVV employees, volunteers and visitors and identifying what measures are needed to comply with its health and safety obligations;
 - Providing and maintaining buildings, equipment and systems of work that are safe and without risk to health;
 - Ensuring that equipment is safe and well maintained;

- Providing information, instruction, training and supervision in safe working methods and procedures;
- Providing and maintaining a healthy and safe place of work, including safe ways of entering and leaving;
- Encouraging SVV workers to co-operate, to ensure safe and healthy conditions and systems of work exist, by discussion and effective joint consultation;
- Establishing emergency procedures as required.

3 Staff and volunteer responsibilities

3.1 All SVV employees and volunteers will ensure that:

- They are aware of the contents of this health and safety policy;
- They comply with this policy;
- They take care of themselves and others who may be affected by their actions or omissions;
- They report all accidents or unsafe situations, and anything which could lead to an accident or unsafe situation, to a Senior Pastor or their manager at once;
- They record accidents at work in the accident book in the office;
- If a Senior Pastor is not present, they should report the incident to the most senior member of staff present who will report it to a Senior Pastor as soon as possible;
- They are aware of all fire procedures for the area in which they are working;
- If they identify anything which they think could be in any way unsafe, they will report it to their Team Leader.

4 Risk assessments

4.1 The Senior Pastor will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a:

- Change in legislation;
- Change of premises;
- Significant change in work carried out;
- Transfer to new technology; or
- Any other reason which makes the original assessment invalid.

5 Training

5.1 To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

- At induction;
- On transfer or promotion to new duties;
- On the introduction of new technology;
- When changes are made to the systems of work;

- When training needs are identified during risk assessments.

6 Resolving health and safety problems

- 6.1 Any employee or volunteer with a health and safety concern must first tell their Team Leader.
 - 6.2 If, after investigation, the problem is not corrected in a reasonable time, or the Team Leader decides that no action is required but the employee/volunteer is not satisfied with this, the employee or volunteer may refer the matter to a Senior Pastor who may make representations to the manager concerned. This must be in writing.
 - 6.3 If the employee/volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Trustees.
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This policy has been agreed on and signed by the Trustees on 14th July 2021