



*Following Christ  
Spreading the Word  
Serving the Community*

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## Health and Safety Policy

Kinross Parish Church recognises that it has responsibilities for the health and safety of our staff, members and others who could be affected by our activities, in both the Church and Church Centre. We will assess the hazards and risks faced by all staff, church members, contractors and visitors when working or attending an event within our buildings. We shall take action to control risks to an acceptable, tolerable level.

### **Aims:**

The Kirk Session are made aware of their responsibilities and are required to take all reasonable precautions to ensure the safety, health and welfare of our staff, congregation members, visitors, contractors or external groups using our facilities.

Within this context our further aims are:

- The Kirk Session shall take leadership and adequate control by appointing a Health and Safety Administrator to identify health and safety risks;
- Ensuring fulfilment of legal and other requirements;
- We shall consult with staff, members and church organisation on matters affecting health and safety;
- To maintain safe and healthy working conditions, provide and maintain equipment;
- Ensuring the safe handling, use and storage of substances;
- To provide information, instructions, training where necessary for staff and members;
- Ensure that all staff, welcome team and group leaders are competent to do their task, and given appropriate training;
- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from Church activities;
- To aim for continuous improvement in our health and safety performance and management through regular review and revision of this policy;
- To ensure resources required to maintain this policy are available;
- Communicating to all interested parties the contents of this policy and where appropriate, the activities in achieving policy statements;
- The Health and Safety Law poster is displayed;
- First aid box and accident book are located. Where required RIDDORS are reported to HSE.

Jim Smith  
Health and Safety Administrator