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Health and Safety Policy

Version 1.1

Date: 10 June 2023

SC015451

The Health and Safety Policy Statement of   
Aberdeen Devana Parish Church of Scotland

Health and Safety at Work etc. Act 1974

* Our policy is to provide healthy and safe working conditions, equipment and systems for all our employees, volunteers, congregational members and facility users
* We will provide the necessary information and instruction to ensure that employees and volunteers are able to carry out their activities safely
* We will consult our employees on matters affecting their health and safety
* This policy will be kept up to date, particularly as the facilities and activities that take place in them change and develop. The policy will be reviewed at least once a year.

The Church’s Stewardship Team has overall responsibility for the policy. It is signed on their behalf by:

Name: ...........................................................................................

Position: ...........................................................................................

Date: ...........................................................................................

**Responsibilities and Risk Assessment**

Responsibility for health and safety matters rests with the Stewardship Team which will carry out regular risk assessments (including fire safety assessments) through the Property Convener for all of the Congregation’s properties. The Property Convener is also responsible for dealing with health and safety matters arising on a day-to-day basis. Employees, volunteers and those using the Devana Fonthill and the Devana Holburn buildings should take appropriate steps to protect their own health and safety and all potential risks or concerns should be reported to the Property Convener or Caretaker as soon as possible.

**Accidents and First Aid**

* First aid boxes are kept in: Kitchen Foyer, Pantry and Den at Devana Fonthill, and ……………………………………………………..at Devana Holburn.
* All accidents and cases of work-related ill health will be recorded in the Accident Book. The book is kept in the corner bookcase in the Atrium at Devana Fonthill, and …………………..at Devana Holburn.
* The Property Convener is responsible for reporting accidents to the Local Authority where there is an obligation to do so.

**Emergency Procedures**

The Property Team is responsible for ensuring  
that fire risk assessments are undertaken and  
implemented and that appropriate fire safety measures and evacuation procedures are in place for both Devana buildings.

* Fire and Evacuation

The Stewardship Team has put in place an appropriate asbestos risk management plan and will ensure that it is reviewed annually.

* Management of Asbestos

**Individual Responsibilities**

**Fire Safety** David Fryer 07486 595144

**Insurance** Ronnie Johnstone tel……………….

**First Aid Boxes** Linda Kerr via church office -   
 01224 213093 or

01224 ……………

**Reporting of accidents/incidents** Property Convener (TBC)