

Health and Safety Policy

Version 1.2

Date: 30 Dec 2025

SC015451

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: Ronnie Johnstone

Position: Property Convener

Date: 30th December 2025

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 on the stage and front door lobby 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 on the stage 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

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| • Fire and Evacuation | 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. |
| • Management of Asbestos | The Stewardship Team has put in place an appropriate asbestos risk management plan and will ensure that it is reviewed annually. |

Individual Responsibilities

Fire Safety	David Fryer	07486 595144
Insurance	Ronnie Johnstone	t07741466924
First Aid Boxes	Linda Kerr	via church office - 01224 213093 or 01224 961430
Reporting of accidents/incidents	Property Convener	