

St Padarn's Institute Health and Safety Policy



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ST PADARN'S INSTITUTE

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Author(s) (name, job title and organisation):	Alex Glanville		
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The St Padarn's Institute is part of the Representative Body of the Church in Wales, and as such comes under its policies. The Church in Wales operates under one Health and Safety Policy, which follows:

The Representative Body of the Church in Wales

Health and Safety – Our Policy and Our Commitment to Keeping People Safe

The Representative Body believes that the effective management of the health, safety and welfare of its staff, and all other users of its services, is a key organisational priority. Ensuring the health, safety and welfare of its people is a moral, legal and financial imperative for the organisation.

Moral: the ministry of Jesus Christ is hallmarked by His care for others and we too want our people to be safe and their lives to be enhanced by their work.

Legal: we are committed to meeting our legal obligations as a responsible, registered Charity

Financial: A safe workforce and people who access our services contributes to an effective, efficient and financially stable organisation. This is a fundamental part of good stewardship of charitable funds.

Specifically, we will

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Engage and consult with employees on day-to-day health and safety conditions
- Implement emergency procedures – evacuation in case of fire or other significant incident
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances

Above all, we are committed to 'Keeping People Safe'.

We will implement this policy through our Health and Safety Management System set out below.

Our Health and Safety Management System

1. Principles

Our management of health and safety will be based on three key principles:

a. Strong and active leadership from the top

- Trustees will approve and monitor this management system
- Senior Staff will be accountable for the proper administration of this management system
- Downward communication, linked to resourcing of training will be a hallmark of our system

b. Staff Involvement

- This management system will be explained and promoted to staff and we will seek to regularly engage with staff on it
- There will be clear mechanisms for staff to communicate up through the organisation
- High quality training will be a central pillar of the system

c. Assessment and Review

- The core of our management system will be the identification of hazards, assessment of risks and the appropriate management of them
- Competent advice will be sought and followed (internal and external)
- We will monitor, report and review performance

2. Overall Approach

Our health and safety management will be organised through the: PLAN DO CHECK ACT cycle. The following diagram explains this cycle and the core elements of our system based on this cycle.

