



ARARAT BAPTIST CHURCH

Health and Safety Policy

Created: November 2024

Approved by Deacons' Meeting: December 09 2024

Reviewed and updated January 08 2026

Reviewed: xx.xx.xxxx

Reviewed: xx.xx.xxxx

General Statement of Policy

Ararat Baptist church's policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees, casual labour, and voluntary workers, and to provide such information, training, and supervision as they need for this purpose.

The church will also endeavour to ensure, so far as is reasonably practicable, the health, safety, and welfare of all members of the congregation, contractors, visitors, and others who may visit the church, church grounds and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that the church will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to the church buildings or activities. To ensure this, the policy, and the way in which it has operated will be reviewed regularly as part of the Deacons' Cycle of Business and where appropriate, changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Diaconate and where appropriate, any other such committees as may be put in place

Responsibility of the Diaconate/Charity Trustees:

Overall responsibility for health and safety rests with the Deacons/Trustees of Ararat Baptist Church who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified, and the list amended accordingly.

Responsible officers:

The responsible officers for aspects of Health and Safety provision across Ararat Baptist Church are as follows:

Fire safety	Vaughan Williams
Food hygiene and associated controls	Debbie Jemmett
First Aid, accidents, injuries, outbreaks & RIDDOR	Clare Russell-Jones
Church grounds, graveyard and associated plant	Alan Pugh
Buildings maintenance	Jenny Lewis
Safeguarding	Cat Watkins/Jenny McMillan

Responsible officers together will:

- Familiarise themselves with health and safety regulations as far as they concern church premises.
- Familiarise themselves with the health and safety policy and arrangements and ensure they are adhered to.
- Ensure so far as is reasonably practicable, that safe systems of work are in place.
- Ensure the church building/s is clean, tidy, and fit for purpose.
- Ensure the church grounds are properly maintained including the safety of any bin store, cycle shed, burial grounds, trees, and shrubs.
- Ensure that safety equipment and clothing is provided and used by all personnel where this is required.
- Ensure that all plant, equipment, and tools are properly maintained and in good condition and that all operators have received the appropriate training.
- Ensure that adequate access and egress is maintained.
- Ensure adequate firefighting equipment is available and maintained.
- Ensure that food hygiene regulations and procedures are observed.

Responsibility of Employees and Voluntary Workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- Comply with safety rules, operating instructions and working procedures.
- Use protective clothing and equipment when it is required.
- Report any fault or defect in equipment immediately to the appropriate persons.
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- Not misuse anything provided in the interests of health and safety.

Specific Procedures

This section sets out our procedures and arrangements to minimise as far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, members of the congregation, visitors, and contractors.

Health Related – Responsible officer for First Aid

Accidents and First Aid

First Aid Boxes will be provided and their contents regularly reviewed and kept within date. Checks will be documented by stickers attached to the boxes They will be sited as follows:

- the main entrance to the sanctuary
- at the front of the church (by the Ark Centre entrance)
- At the Ark Centre welcome desk - a paediatric first aid box is also sited here €

- At the Ark Café servery
- In the kitchen (downstairs)
- In the kitchen (upstairs)
- In Room 8

Defibrillator

This is located on the outside wall of the Ark Centre, adjacent to the bike stands and gates to Caegwyn Road. It is registered with The Defibrillator Network Circuit and is available for both church and public use. Maintenance of the Defibrillator will be carried out by the Church administrator at the appropriate intervals

The church maintains a cohort of trained first aiders who are able to cover all aspects of church life. A list of those trained in first aid will be maintained by the responsible person for first aid and will be displayed in the church office and in the Ark Centre. The responsible person for first aid will ensure that training is kept up to date and ensure that the displayed signs are correct

All church groups meeting should ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

The church should have first aid kits, for adults and for children (paediatric first aid kits), as well as accident and incident reporting sheets/ books which must be completed in the event of any accidents, injuries, or incidents.

There should also be an additional first aid kit for those external events that the church organises outside of the premises and an identified nominated lead first aider will be responsible for this.

The accident book is located at the Welcome desk in the Church Centre

All accidents and incidents are recorded on an incident / accident report form and filed in the church office, and our church insurers, Congregational, are advised where necessary

If the church building is let to outside organisations, they are advised in writing, as part of the hire agreement, that in the event of an accident or incident they are responsible for maintaining their own accident and incident book and for the reporting of the said accident or incident where necessary.

Accident books and accident reports should be reviewed monthly by the responsible person for first aid to identify potential hazards and trends.

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

These accidents will be reported by the responsible person for first aid

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences, and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the

injured person being absent from work for more than seven days must be reported to the enforcing authorities. So, must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting, as follows:

- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508.
- Accidents involving the injured person losing more than seven consecutive days of work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within fifteen days on form F2508.
- Reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

Accident reporting

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Accident/Incident sheets available behind the Welcome desk in the Church Centre. Completed forms should then be stored securely by the church administrator in the church office. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

Managing disease outbreaks

In the event of national epidemics such as Covid 19 Ararat will comply with all national guidance and that issued by the Baptist Union of Great Britain (BUGB) and its regional association SWBA. The responsible person for first aid will coordinate the church's response and ensure that appropriate steps are undertaken.

Winter vomiting virus also known as Norovirus is a common condition which whilst extremely unpleasant is not usually life-threatening except to those with pre-existing illnesses and extremes of age. As Ararat caters for many of the older population and those with disabilities the church will take a conservative approach. In the event of an outbreak of diarrhoea and vomiting occurring amongst the congregation or those attending the centre, notices to inform attendees of A4 size will be posted at all entry points to allow those attending to make a decision concerning their personal safety. If the outbreak affects at least 15 persons who have had a close connection to Ararat within the previous days, a decision will be taken by the responsible person for first aid as to whether to close the buildings

for a period of five days in order to protect the vulnerable. Assuming the number of cases does not continue to rise the buildings may be re-opened after this period. The following steps should be taken in the run-up to re-opening:

- Notices to be placed on all entry points to the buildings stating that persons affected by diarrhoea and vomiting should not enter the premises
- Notices stating that anyone who has experienced symptoms of diarrhoea and vomiting must not attend the Centre or Church until they have been free of symptoms for 48 hours
- All surfaces to be disinfected with an appropriate sanitising solution
- Notices encouraging handwashing with soap and hot water to be put up
- Information leaflets concerning norovirus to be made available to those attending Church or the Ark centre/café

Where the five-day closure period straddles the weekend, the Church will hold its services by Zoom only.

Similar restrictions will be considered for other highly infectious disease

Fire Related – Responsible Officer for Fire Safety

Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we have undertaken the following:

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments.
- A check that a fire can be detected in a reasonable time and that people can be warned.
- A check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage.
- To provide reasonable firefighting equipment.
- A check that those in the building know what to do if there is a fire.
- A regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.
- Fire safety training will be provided to all new staff members and refresher training for all employed staff and certain volunteers. Training will take place at least annually and will be provided by a specialist and reputable company

The use of candles

Candles are a major cause of fire, burns and damage to furnishings and people. Wherever possible Ararat aims to keep the use of traditional candles to a minimum. We will conduct risk assessments when candles are used, both routinely and also in the context of events, seasonal and otherwise. When used the following best practice guidelines should be considered:

- Candles should always be placed in a suitable secure holder
- Candle holders should be placed on a non-flammable surface
- Candles should not be left unattended even for short periods
- Heat rises – be careful of placing candles beneath the gallery or under shelves/ornaments etc.
- Know where the nearest fire extinguisher is should it be required
- Keep candles well away from young children
- Remember to extinguish them after use

Fire extinguishers

Fire extinguishers are kept in the following locations:

<u>Location</u>	<u>Type of Extinguisher</u>	<u>Size</u>
Church lobby	Water	6ltr
Church lobby	CO2	2kg
Church stage	CO2	2kg
Church to centre	Water	6ltr
Church gallery	Water	6ltr
Church gallery	Water	6ltr
Church organ loft	Water	6ltr
Church organ loft	CO2	2kg
Ark Café	Foam	6ltr
Ark Café lift	Foam	6ltr
Stairwell	Foam	6ltr
Room 1	Foam	6ltr
Kitchen (ground floor)	Foam	2ltr
Kitchen (ground floor)	CO2	2kg
Kitchen (ground floor)	Fire blanket	1x1m
Ark Café	CO2	2kg
Staff entrance	Water	6ltr
Hall	Foam	6ltr
Hall	CO2	2kg
Room 4	Water	6ltr
Kitchen (upstairs)	CO2	2kg
Kitchen (upstairs)	Fire blanket	1x1m
Room 5	CO2	2kg
1 st floor lift	Foam	6ltr
Room 9	Foam	6ltr
Boiler room	Powder	6kg

The extinguishers are checked monthly by the Responsible person for Fire safety to ensure that they are still in place, have not been discharged and have not passed their annual check by date.

The extinguishers noted above are serviced annually by Capital Fire Services

Fire Alarm Systems

The fire alarm will be tested weekly following the written Fire Evacuation Procedures. The fire alarm system is subject to a quarterly maintenance agreement

The fire alarm will be tested weekly for the benefit of employees.

The fire alarm will be tested twice-yearly for the congregation for purposes of noticing what the fire alarm sounds like on one occasion and for an evacuation on the other.

The fire alarm will be tested twice-yearly for uniformed organisations (such as Boys Brigade and Girls Brigade) for purposes of noticing what the fire alarm sounds like on one occasion and for an evacuation on the other.

The fire alarm will be tested twice-yearly for Children and Families and Youth Work for purposes of noticing what the fire alarm sounds like on one occasion and for an evacuation on the other.

Fire Wardens

The church seeks to maintain a minimum of 25 trained fire wardens. The role of the fire warden is to minimise the risk of a fire occurring, and to guide people out of the building safely and to direct them to the recognised fire assembly point. Training for new wardens will be provided before they assume the role by a recognised training organisation and all wardens will receive refresher training every three years. Fire wardens will be rostered to be on duty for all church activities by the responsible person for Fire safety

Emergency lighting

The emergency lighting will be tested and recorded monthly by the Responsible person for Fire safety or a suitably trained and designated person. On an annual basis the emergency lighting will be tested by an outside provider. All lights will be checked to ensure that they are operating correctly. 1-hour emergency lights will be tested for 1 hour. 3-hour emergency lights will be tested for 3 hours. All batteries to be replaced every 4 years or when the lights fail tests.

Fire doors

Fire doors provide an important barrier to the spread of both fire and smoke around the building and should always be kept closed. An annual check to be organised by the person responsible for Fire safety must ensure that all fire doors are operating effectively and have the necessary seals in place.

Evacuation Procedures

In the event of an evacuation:

- trigger one of the fire alarm points located throughout the building
- Fire wardens on duty should put on the high visibility jackets located at designated sites around the building

- call the Fire Brigade/emergency services (999) using a mobile or the phone at the Welcome Desk if safe to do so
- if the alarm sounds, everyone must evacuate the building by the nearest fire exit point and:
 - do not use the lift
 - disabled visitors should be given every assistance during evacuation. Wheelchair users should be conveyed to the wheelchair refuge at the head of each stair and await the fire brigade for evacuation.
 - gather at the fire assembly point - sited at the far-right hand corner of the lawn at the front of the church when facing Merthyr Road. Registers will be kept by either the church activity organiser, or by the room hirer. Group leaders in each room will ensure that their group exit the building, gather at the assembly point and report that they can account for each person
 - Fire warden / staff to check the rooms have been evacuated, if safe to do so

Evacuation Procedure for Events

For large services and events, where the congregation/audience exceeds **150 people** our procedures for stewarding/evacuation are as follows:

- All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol.
- A check must be made that all doors can be fully opened.
- Fire wardens will have designated responsibility for persons in a specific part of the church and will be located:
 - At the front and rear of the sanctuary downstairs
 - On the left and right of the gallery at the rear of the church
 - Within the Ark centre foyer
 - Within the sanctuary main entrance lobby
 - Outside the main sanctuary entrance on the path
 - Outside the Ark Centre entrance

Responsibility for using each fire extinguisher will be allotted to named and trained stewards.

In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Service Leader/Event Leader.

All persons will assemble at the Fire Assembly Point at the far-right hand corner of the lawn when facing Merthyr Road.

The Person(s) in charge of the event will inform the appropriate emergency services.

Fire Alarm Tests

The fire alarm will be sounded as a test on Wednesdays at 11.30am. No evacuation will be required

Evacuation Drills

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed. All have a

responsibility to ensure they are familiar with the designated fire assembly point. An evacuation drill will be performed once each year for the following groups:

- Sunday morning service and KidZone
- Ark Centre morning session
- Ark Centre afternoon session
- Ark Centre evening session
- Ark Centre – Boys' Brigade (Tuesday evenings)
- Ark Centre – Girls' Brigade (Friday evenings)

The Responsible person for Fire Safety will ensure that all the drills to take place.

Display Screen Equipment – Responsible person for Building maintenance

The Church will seek to assess the risks of habitual users of computer workstations and to reduce those risks to the lowest level possible.

The following factors will be considered when carrying out risk assessments:

- stability and legibility of the screen
- contrast and brightness of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the workstation environment
- daily work routines involving periods away from the screen

Where necessary, risk assessments will be carried out by the responsible person.

Electrical Safety – Responsible person for Building maintenance

A list of all our portable electrical appliances is kept as part of our Fixed Asset register and a record of PAT testing is maintained by the Responsible Person for buildings maintenance. PAT testing will be undertaken every two years by an appropriately qualified and competent professional. All defective appliances will be either repaired or disposed of if considered to be unsafe and beyond repair

Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out. Such inspections will also take place at the Plas Treoda flats

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

- visually check all electrical equipment before use.
- report all faults immediately to the person responsible for buildings maintenance.
- do not attempt to use or repair faulty equipment.
- no electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.

- electrical equipment should be switched off and disconnected when not in use for long periods.
- flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

Ararat has a lightning conductor to mitigate the effects of a lightning strike. Such strikes can cause major harm both structurally, and also to the electrical infrastructure within the church building. The lightning protection of the premises will be tested annually by a professional trained and competent to undertake the work and appropriate remedial action taken if necessary

Gas Safety – Responsible Person for Building Maintenance

All gas appliances will be serviced annually and appropriate remedial action taken. For the boilers at the Plas Treoda flats an annual certificate will be obtained along with the required servicing and this will be arranged by Aelwyd Housing Association (property managers). The Church boilers may require periodic pressuring, and the radiators may require bleeding. Such work will be undertaken by a competent individual who is experienced in performing these tasks.

In the event of a suspected gas leak the following action should be taken:

- Raise the alarm and evacuate the building
- Ventilate the area if it is safe to do so by opening doors and windows
- Turn off or extinguish any naked flames
- If accessible turn off the main gas supply – the meter is situated outside the side wall of the sanctuary on the Manse side – a key is available in the centre manager's office
- Call the National Gas Emergency number 0800 111 999

Responsibility for overseeing gas and electrical safety rests with the responsible person for buildings maintenance

General maintenance – Responsible Person for Building Maintenance

All maintenance work undertaken at the Church, its associated buildings, the Plas Treoda flats and within the grounds and church yard must be undertaken with appropriate consideration of risk (please refer to the risk assessment section of this policy). Some maintenance need not be undertaken by a professional, but, nevertheless, the person must be confident that they have the knowledge and experience to undertake the task safely. The following advice should be considered:

- Lone working is not advisable unless unavoidable
- Especial care should be taken when working at height and a colleague should usually be present
- Manual handling and lifting generally requires appropriate training and this will be provided where necessary
- Do not tackle electrical or gas maintenance if you do not have suitable knowledge and experience
- Working in certain environments increases the risk of slips trips and falls – take appropriate care in such circumstances
- Do not use any portable electrical equipment unless you know how to use it safely and believe it to be in a good state of repair

- Report any accidents/incidents using the book at the welcome desk even if apparently minor in nature
- More complex maintenance tasks might require the completion of a risk assessment document

Storage and placement of hazardous materials

Ararat provides services to all age groups, some of whom may have little understanding of the dangers associated with certain substances. It is important therefore that care is taken into the storage of substances which can cause harm through contact or from ingestion. The church will aim to ensure that:

- Cleaning sprays, liquids and other substances are kept out of sight and ideally in a locked cupboard
- Wherever possible items such as air freshening gels are placed at a high level
- Washing machine pods and tablets are kept out of the reach of children
- Toilet cleaning chemicals are used and replaced in the cleaning cupboard and not left next to the toilets
- Garden chemicals are kept locked in the shed

Asbestos and Legionella

The risk of legionellosis within the Church is minimal, however the following precautionary actions will be undertaken periodically to minimise the risk

- Hot water temperatures will be kept above 45C wherever possible
- Shower systems which are rarely used should be run at the hottest setting for 5 minutes each week

Churches have a statutory duty to manage the risks of any asbestos which may be present within the church itself or any other buildings for which it is responsible. We will:

- Identify any asbestos present within our estate
- Develop a written risk management plan to reduce the risks it might pose
- Ensure that any contractors are made aware of the presence of asbestosis if they are required to work in that area

Food Safety and Hygiene Management – Responsible person for food safety

Ararat operates a café, the Ark café which provides hot and cold drinks, sweet and savoury snacks, hot food and caters for certain events. It currently has a food Hygiene rating of 5 from Environmental Health. To retain this accreditation the church will abide by all necessary rules and regulations in relation to food preparation, food service the management of hygiene in the kitchens and servery and elsewhere. It will also comply with those regulations required in relation to the disposal of waste The Policies and Procedures relating to these matters can be found in other Policy and Procedure documents and should be referred to where necessary. In general, all those involved in food handling should:

- Hold an appropriate level of certificate in food safety
- Maintain good personal hygiene practices
- Work within clean environments
- Ensure that enquires are made of consumers concerning allergies and display allergy information in accordance with relevant legislation
- Use separate knives and other utensils for those with allergies and dietary intolerances
- Take advice from the food supervisor in relation to all aspects of food preparation and service
- Avoid the handling of food items with bare hands, using gloves and tongs where appropriate to do so
- Be aware of the appropriate cleaning materials, and use and store these appropriately

Holy Communion

Ararat seeks to ensure the health and safety of all those who participate in the Eucharistic meal. The 'wine' provided will be alcohol free and served in individual cups rather than from a chalice. Bread will be gluten free for everyone and will be served to communicants with the use of tongs

Risk Assessment

Risk assessments will be carried out on all areas of the church premises and for all activities and groups that carry a significant risk. This will take place at regular intervals by competent persons in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

For all hazardous activities, we will carry out risk assessments and introduce procedures that must be followed.

Risk assessment is a five-stage process:

- Identification of the hazards.
- Deciding who might be harmed and how.
- Evaluating the risks and deciding on ways to mitigate them.
- Recording your findings and implementing them.
- Reviewing your risk assessment and updating it if necessary.

The level of risk will vary depending upon the particular individuals you are working with, and the gifts and abilities of your staff. Thus, risk assessments should be reviewed when necessary.

A general risk assessment of each area of the church building, including groups/ activities in church that could pose a risk should be completed, and then reviewed at least annually or when there has been a change to the building/ group or activity.

Specific risk assessments should be done for activities which are out of the ordinary, for example a trip out, a performance, wedding, or an activity with particular risk factors.

Protecting the Health and Safety of Children - (See also the Ararat Safeguarding Policy)

Recommended minimum ratios.

The following table details recommended minimum ratios of adults to children for a variety of activity types. This should be your starting point in calculating appropriate ratios for your children's groups and activities. If any special factors emerge within your risk assessment, you should increase the recommended ratio in order to ensure the safety of the children and young people.

Remember that in calculating the ratios of workers to children you should not include young leaders who are under the age of 18 among your number of adult workers.

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

Those working on site e.g. contractors.

All Contractors entering the church premises for the purposes of carrying out work will abide by the following:

- have their own health and safety policy
- be able to provide a copy when required
- have valid Public and Employers' Liability insurance
-

A record of this evidence will be maintained.

Ararat seeks to provide a safe place of work and a safe system of operation. Where contractors plant and machinery is brought onto the church premises. It is essential that contractors are able to show, where necessary, that their equipment has been inspected and tested to ensure its safe operation.

Contractors will be given detailed instructions regarding the areas where they are required to work and the extent of the work they are authorised to undertake. This 'permit to work' will specify any safety precautions they must undertake to preserve the safety of Church activities that may take place within the Church premises or grounds for the duration of their work.

Who should be aware of this Policy?

The policy has relevance to everyone who has contact with Ararat. However, not everyone will need to the same level of knowledge and understanding:

- Members and friends. It is sufficient for this group to know of the existence of the Policy document. To have read it, in order to gain an overview of what it contains and to know how to access the document when necessary
- Deacons/Trustees. Responsibility for ensuring that the policy is enacted lies with this group. If any difficulties arise as a consequence of not meeting the requirements of this policy, then the deacons hold that responsibility.
- The Responsible officers and designated person for safeguarding. These individuals need to know the contents of the policy in detail. Whilst all Deacons are responsible for any failures the responsible officer for a particular area will be especially culpable

How will people be made aware of the Policy?

Members and friends of Ararat will be informed of the Policy at the next Church Meeting, and copies will be circulated with the weekly email. Hard copies will be produced for those who do not have access to IT systems. It will also be available on the Church's website.

How will the Policy be updated/reviewed?

All policies are reviewed annually as part of the deacons' Cycle of Business. This allows for the document to be kept accurate, relevant and to take into account changes in Statute and best practice.

Links to other Policies

The following Ararat Policy documents have relevance to this Policy and may add additional information:

- Safeguarding Policy and Procedures
- Lone Working Policy

