



Health and Safety Team Role Description

The responsibilities of the Health and Safety Team include:

- Oversight of the safe physical environment for Foothills Church (this is separate to ensuring child protection safety but does fall under broad Safe Church Policy implemented by the Safe Church Team)
- writing and implementing Health and Safety procedures including Serious Injury Plan, Evacuation Plan and Record Keeping Procedure
- ensure Ministry and Program Leaders have up to date and complete Risk Assessments for the areas they are leading
- ensuring First Aid Kit stocked and accessible in kitchen
- ensuring communication of and access to Serious Injury Plan, Evacuation Plan and Record Keeping Procedure
- ensure leaders know where fire extinguishers and fire blanket are located and how to use them
- receiving notifications of hazards or incidents
- immediately report to The Leadership Team any hazards or incidents and actions taken
- undertaking a site safety environment audit of the church property at least twice a year and addressing any issues identified in a reasonable time frame