# Security

Employees have a duty of care to safeguard the property and equipment of the employer. Security regulations and arrangements should be strictly adhered to.

Security is an important issue as there are often people on site for activities during the day and evening. It is the responsibility of all employees to ensure that proper care is taken to ensure security of the premises, valuables, tools and equipment as well as employees and visitors.

All entrance doors should be kept closed and locked at all times when not in use. You must look after keys that you hold to the premises or equipment and report any loss straight away. Valuables and money should not be left unattended.

Employees are responsible for their own personal items, for example keys or purses: please be constantly aware of security and keep your valuables with you at all times. Employees should make their own arrangements to insure personal possessions of any value and are strongly discouraged from leaving such items in our offices.

In the event of an employee, volunteer, or visitor’s safety being threatened to obtain money or goods, personal safety must always be placed above that of any item.

# Personal property

Employees are responsible for their own personal property and the church does not accept any liability or responsibility for damage to or loss of individual employees' property.

# Health and safety at work

Health and safety is the responsibility of everyone within the church. Please refer to the church Health and Safety Policy for further information. All employees are expected to undertake mandatory training in Heath and Safety matters.

# Alcohol

The consumption of alcohol is allowed only at specific authorised events such as celebrations and leaving parties. If an employee is found to be under the influence of alcohol when at work, it is a serious disciplinary matter. This is particularly the case if the employee is required to operate machinery or drive a car or is in any way liable to pose a threat to general health and safety as a result of his or her drinking.

# Drugs

Normally, employees found in possession of, or under the influence of, non-prescribed drugs are subject to disciplinary action. The possession of, or an offer to supply or produce, controlled drugs is included in the list of offences for which an employee can be summarily dismissed.

# Smoking/Vaping policy

It is the policy of the church that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes Church vehicles.

This policy applies to all employees, contractors, consultants, temporary employees, customers or members or visitors or volunteers.

Appropriate ‘no-smoking’ signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

Disciplinary procedures will be followed if a member of staff does not comply with the smoking Policy.

# Accidents and first-aid treatment

All accidents, injuries and “dangerous occurrences” at work must be officially recorded with an Accident Book placed in a clear and accessible location. All incidents need to be reported to the Operations Manager.

Details of trained first-aiders can be found in the Health & Safety folder held by the Operations Manager.

It is the responsibility of each individual employee to report and record in the accident book any accident involving personal injury. Any accident or near miss occurrence (i.e., no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your line manager.

All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

For any employee who suffers an injury at work, which results in them being away from work or unable to do their normal work, for three days or more (including weekends, rest days or holidays), it is important that your manager is informed as the Health and Safety Executive also needs to be informed by the Company. Form 2508 (available from [www.riddor.gov.uk/f2508.dot](http://www.riddor.gov.uk/f2508.dot)) should be completed in conjunction with your line manager. Employees are not expected to complete these forms themselves.

# Personal records

Employees are responsible for supplying up to date phone numbers, home addresses and emergency contacts to the church.

# Eye Tests

Every employee is entitled to a free eye test. Please arrange and pay for your own eye tests and then make an expense claim (we refund up to a maximum cost of £30). To claim your money back, please complete a personal expense claim form & your receipt to the finance team who will arrange for a refund for you.

# Facilities

Staff are welcome to park in onsite car parking facilities for free except for when needed for events and services. No staff parking is permitted during wedding events held at the Church.

# Parking Policy for Visitors

Please ensure that you have given any visiting guests the correct details in order for them to use the carpark, including any access codes. The church does not guarantee parking for visitors, contractors, attendees for onsite meetings, or volunteers. Should they need to park elsewhere, that cost will be at their expense.