



Health and Safety Policy

Adopted by the Trustees 14.02.2019 Reviewed bi-annually

Reviewed 08.06.2021 Amendment to Appendix 1 guidance approved 05.10.21 relating to maintenance of electrical equipment

Reviewed: May 2023

Reviewed February 2025 amendments highlighted in yellow

Introduction

The Trustees of OAC Ministries recognise that as a charity and under common law they have a duty of care towards those ministering on behalf of OAC and for others who may be affected by their activities. This includes self-employed OAC evangelists and volunteers and members of the public who come into contact with those ministering for OAC.

The Trustees recognise that it is the duty of OAC Evangelists and volunteers to uphold this policy and the Trustees will provide the necessary training to put it into practice.

The Trustees of OAC Ministries are committed to ensuring that all activities undertaken by OAC Evangelists and volunteers are safe. The Trustees will do whatever they can to advise OAC Evangelists and volunteers about safe practice and how to minimise the risks to themselves and to members of the public with whom they have contact through the ministry of OAC.

The government Health and Safety Executive provides detailed guidance and information:-

[HSE: Information about health and safety at work](#) (Control and click to follow link)

1. The National Director's responsibilities

The National Director will be responsible for:

- Assessing the risk to the health and safety of OAC evangelists and volunteers during regular activities carried out by OAC Ministries and identifying what measures are needed to minimise risk.
- The implementation and monitoring of health and safety policies and recommending changes where necessary.
- Investigating all accidents or unsafe incidents on behalf of the Trustees as soon as possible and then to reporting any investigations at the next available Trustees meeting.

2. The Training Director's responsibilities

(During periods when no Training Director is in situ the following responsibilities defer to the National Director)



The Training Director will be responsible for:

- Providing information, instruction and training to OAC Evangelists, Trainees and Interns in safe working methods and procedures as required.
- Liaising with the National Director to identify and recommend where policy changes may be needed.

3. OAC Evangelists' responsibilities

The individual self-employed OAC Evangelist will be responsible for:

- Complying with OAC Health & Safety, Safeguarding, Working Abroad and Lone Worker policies and any other pertinent rules and guidelines **laid out by OAC.**
- Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving.
- Ensuring that equipment is safe and well maintained.
- Encouraging volunteers supporting their teams to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation.
- Establishing emergency procedures as required.
- Complying with any institutional health & safety regulations of host organisations e.g., churches, schools, prisons, care homes.
- Taking steps to ensure their personal safety when ministering on behalf of OAC (see Personal Safety Guide).

4. OAC Volunteers' responsibilities

OAC Volunteers will ensure that:

- They are aware of the contents of this health and safety policy and that they comply with it.
- They take care of themselves and others who may be affected by their actions or omissions.
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident) at once to the local OAC Evangelist with whom they are ministering.
- They are aware of all fire and emergency procedures for the area in which they are working.
- If they identify anything which they think could be in any way unsafe, they will report it.



5. Public Liability Insurance Cover and Risk Assessments

Public Liability Insurance

- OAC Evangelists will familiarise themselves with the Schedule of the OAC Public Liability Insurance and will not undertake any excluded activity listed under Endorsements.

Risk Assessments

- OAC Evangelists will ensure that all venues and activities are risk assessed in line with the current relevant legislation and the local situation/circumstances.
- OAC **example** risk assessments will be sent out to Evangelists from time to time and are available from The General Secretary.
- Example risk assessments should be considered a starting point and amended to allow for the local situation and circumstances.
- Risk assessments should be completed when there are significant changes in activity, venue, or for any other reason which makes the originals outdated.

6. Training

In recognition of OAC's duty of care towards OAC self-employed evangelists, health and safety training will be provided as follows:

- during the evangelist training period.
- when training needs are identified during risk assessments.

7. Resolving health and safety problems

Any OAC evangelist with a health and safety concern must report it to the National Director.

If, after investigation, the problem is not corrected in a reasonable time, or the National Director decides that no action is required but the evangelist is not satisfied with this, the evangelist may then refer the matter to the Chair of Trustees in writing.

If the evangelist is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Trustees.



Policies and Guidance to be read in conjunction with OAC Health & Safety Policy: -

Policy/Guide Name	Latest Revision Date	Comments
Social Media Policy	June 25	Renamed – formerly International Social Media Policy. Next Revision June 27
Lone Working Policy	October 2024	Next revision due by Oct 26
Working Abroad Policy	October 2024	Next revision due by Oct 26
Manual Handling Guide (HSE)	Updated by UK government	indg143 (hse.gov.uk) Ctrl + click to follow link Renamed – formerly 'Lifting heavy objects guide'
Pat Testing Guidance	Updated by UK government	Maintaining portable electric equipment in low-risk environments (hse.gov.uk) Ctrl + click to follow link
Personal Safety Guide	June 25	Renamed – formerly 'Good Practice – Personal safety' Next Revision May 27