

KINGSKERSWELL PAROCHIAL CHURCH COUNCIL

(St Mary's Parish Church, Church End Road, Kingskerswell, Newton Abbot TQ12 5LD)

Training Policy

Kingskerswell Parochial Church Council (PCC) is a registered charitable trust and is collegiately responsible and accountable for this policy.

Everyone working within the PCC and Kingskerswell Parish Church is bound by this policy.

All the PCC, employees, contractors and other professionals, voluntary or paid, should be appropriately trained and/or briefed according to level of risk and skill requirements

There will be specific requirements for certain personnel, e.g. safeguarding representative - to have Level 2 Safeguarding or equivalent, electrical or plumbing provider - to have relevant qualification and up to date continuous professional development (CPD); food preparation - to have current Food Hygiene/Health and Hygiene certificates

The PCC will ensure that there are current policies for:

- Risk Management (Health and Safety Risk Assessment including a separate Fire Risk Assessment and Evacuation Procedure);
- Safeguarding;
- Lone Working;
- Complaints, including Grievance and Whistleblowing;
- Training;

The PCC Risk Assessments should be available for all to read, including the Fire Risk Assessment

The PCC's principle of training, briefings and risk assessment is for the introduction of control measures to reduce risk (addressing likelihood and severity). An appropriate hierarchy of measures will be used to give suitable and sufficient application where appropriate, without over burdening the PCC. This application will only be satisfactory if managed correctly.

Within their appropriate briefing, all staff should be asked to familiarise themselves with the premises, and to be aware of:

- The Risk Assessments;
- The PCC policy/policies relevant to their role;
- Entrances and exits to the premises;
- Help Point or Assistance - First Aid, emergency information, etc.;
- The location of services, toilets, PA system etc.;
- Fire safety, including location of fire extinguishers;
- Road safety/parking;
- Slip and trip hazards throughout the premises;
- Their own capacity to lift, move or otherwise handle anything;
- Laws relating to smoking, health and hygiene etc.;
- Emergency procedures;

Relevant staff should sign to confirm that they are appropriately trained and/or familiar with corresponding documents

Any issues of concern should be reported to the PCC