

A General statement of Policy

Our policy, so far as it 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 helpers, and to provide such information, training and supervision as they need for this purpose.

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

The allocation of duties for safety matters and the particular arrangements that we 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 our buildings or activities. To ensure this, the policy and the way in which it is operated will be reviewed regularly and the 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 sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

While some are stated as the “nominated person” responsible for certain areas, it is the responsibility of all members to be alert to the Health and Safety of the Church and to report any hazard without delay.

Signed

Secretary

Date

2021

Review date

2024

This policy should be reviewed every three to four years.

B Organisation and responsibilities

1

Responsibilities of the Secretary

Overall responsibility for health and safety is that of the Secretary

Jo Harmsworth

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.

2

Responsibilities of the Deacons

The Diaconate has the general responsibility to ensure that the health and safety policy is implemented and that the arrangements outlined in this policy are updated as necessary.

3

Responsibilities of the Health and Safety Officer

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

The responsibility of the Health and Safety Officer shall be to:

1. be familiar with health and safety regulations as far as they concern church premises
2. be familiar with the health and safety policy and arrangements and ensure they are observed
3. ensure so far as is reasonably practicable, that the safe systems of work are in place
4. ensure the church and halls are clean and tidy
5. ensure that the church buildings grounds, walkways and safety rails are properly maintained
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
8. ensure that adequate access and egress is maintained
9. ensure adequate firefighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed.

4

Responsibilities 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:

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.

5

Responsible persons

The following are responsible for safety in particular areas:

This list is not exhaustive.

1. By activity

RESPONSIBILITY
Accident book/Accident reporting (1)
Fire extinguishers (2.1)
Fire prevention (2)
Emergency evacuation (2.4)
Portable electric appliances (3.1)
Fixed electrical system (3.4)
Gas equipment (4) (Annual Service)
Hazardous substances (5)
Condition of floors and stairs (7.1)
Condition of church grounds (7.2)
Light bulb changing (8)
Working at high levels (9)
Food preparation (10)
Manual handling (11)
Display screen equipment (12)
Building defects/glazing and structure (13)
Child protection (14)
Personal safety (15)
Events (16.1) (under Safeguarding)
Contractors (17)
Music
Health & safety training

PERSON
Sue Thomas
Stewart Green
Adrian Thomas
Jo Harmsworth
Simon Bartlett
Stewart Green
Stewart Green
Val Green
Val Green
Adrian Thomas
Simon Bartlett
Adrian Thomas
<i>No meals prepared</i>
Adrian Thomas
Simon Bartlett
David Grant
Val Green
The Deacons
Jo Harmsworth, Val Green
Adrian Thomas
Jo Harmsworth
Adrian Thomas

2. By area

Name/position

Baptistry
Main body of Church
Vestry
Organ area
Boiler room
Kitchen
Church grounds
Church halls
Offices

Deacons
Deacons
Deacons
Deacons
Deacons
Deacons
Deacons
Deacons
Deacons

C Arrangements

(implementation of the policy)

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

1

Accidents and first aid

First aid boxes are located in:

Kitchen
Cupboard in vestibule

Trained/qualified first aiders are:

<i>None Identified</i>

The Accident book is located in:

Kitchen Cupboard

All accidents and incidents are entered in the accident book or an Accident report form and our insurers advised. (a specimen Accident report form is available upon request.)

If the church or church halls are let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book.

Accident books and accident records are regularly reviewed.

These accidents will be reported by the responsible person.

2

Fire Safety

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

- an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out as a specific exercise or as a part of our general health and safety risk assessments or through an External Assessor;
- 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.
- Organise visits by a Fire Safety Officer at regular intervals.

2.1

Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type	capacity
Lower Hall	Water	9 litres
Vestibule	Water	9 litres
Kitchen	Powder	2 Kg
Upper Hall	Water	9 litres
Church gallery	Water	9 litres

The extinguishers noted are checked every

2 months

By the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by

B & G Fire Protection

2.2 Other fire protection equipment

Equipment	Responsible Person	Frequency of check
Fire Blanket in Kitchen	Adrian Thomas	Every 2 months

2.3 Evacuation Procedure

For large services and concerts, where the congregation/audience exceeds

50

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
2. A check must be made that all doors can be opened
3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church

Area of Church	Exit door(s)
Sanctuary and Vestry	Side entrance and Sanctuary front steps
Halls and Upper Office	Hall exit
Kitchen	Kitchen exit

4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards
5. If emergency lighting is not available, torches must be available for each steward
6. In the event of an emergency (fire/bomb threat etc.), an announcement to leave the building will be made by the

Minister or Deacons

Persons will assemble at

The corner of Christchurch Road and Somerset Road

7. The emergency services will be contacted immediately by a person using a mobile phone.

2.4 Evacuation Drills

Fire evacuation drills will be carried out

Annually

All employees and voluntary workers should ensure that they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.5 If you discover a fire (no matter how small)

1. Immediately raise the alarm.
2. Telephone the emergency services.
3. Check the building for occupants.
4. Attack the fire if possible within your capability, using the appliances provided, but without taking personal risk.
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you.
The general rule is people before property.
6. Evacuate to the designated assembly point.
7. Ensure clear access for the emergency vehicles.

3

Electrical Safety

1. A list of all portable electrical appliances is maintained by the responsible person

2. Every

Quarter

plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads.

Any repairs needed will be reported to

for action.

3. Every

year

all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.

4. Every

Quarter

a visual inspection will be carried out of the fixed electrical installation by the responsible person

who will take any necessary action.

5. 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
6. It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment maintained
7. 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:

- i) visually check all electrical equipment before use
- ii) report all faults immediately to the responsible person
- iii) do not attempt to use or repair faulty equipment
- iv) 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
- v) electrical equipment should be switched off and disconnected when not in use for long periods
- vi) flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

4

Gas equipment safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register.

Any necessary work required for safety is implemented immediately

These arrangements are checked by the responsible person.

5

Hazardous substances

The responsible person will maintain a list of all hazardous substances used in the church and halls.

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident for example.

Do not mix chemicals.

Do not store chemicals in unmarked containers.

6

Safety of plant and machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
5. Before using any item of plant or machinery, a check must be made to ensure it is in safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.

7. Persons under the age of 18 may use hand tools only and are not permitted to operate any power-driven item of plant or machinery.
8. Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration, provided they can be safely secured. See *Safe Use of Ladders Risk Assessment Appendix 1*.
9. Any defect or damage found to any item of plant or machinery must be reported to the responsible person.
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
11. A written record of all safety checks will be kept with the equipment or in the deacons' vestry.
12. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.
13. The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

ITEM	INSPECTION ARRANGEMENTS
Photocopier	Serviced annually
Ladders and Steps	Visual as used

7

Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every

Month

by the responsible person of

1. all floors and stairs in the church and halls.
2. all paths and steps in the church grounds.

Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to

Adrian Thomas

who will arrange for repairs ore remedial measures to be carried out.

8

Lighting

In order to ensure that the church is adequately lit, an inspection will be made every

Month

by the responsible person to ensure that all lights in the church, halls and grounds are working. Any bulbs that require replacing will be reported to

Simon Bartlett

who will ensure that the bulbs are replaced following appropriate safety procedures.

9

Working at high levels

The following areas are designated as high levels:

Anything which requires the use of a long ladder to be reached

Only the following persons may work at high level:

Contractors

The following procedures must be followed:

The procedures of the contractor which are compliant with Health and Safety Regulations in force at the time

Only the following work is authorised without special agreement:

Tasks using a step ladder

The appropriate training will be given.

10

Preparation of food

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training.
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Foodstuffs may only be prepared in the following areas;

Kitchen and lower hall

6. Only the following persons who have received the appropriate training may lead a team to prepare and serve foodstuffs:

<i>Non identified</i>

7. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

11

Manual handling – lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12

Display screen equipment

Our policy is to assess the risks to all 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 work station environment;

- the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

13

Hazardous buildings/glazing

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every

Quarter

By the responsible person.

2. Any defects noted are immediately reported to

and the procedures put in hand for repairs.

3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check has been made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.
5. A check has been made of all glazing in the buildings to ensure that any glass in the windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

14

Child protection

Details of the numbers and ages of the young people involved in each group and details of adult supervisors will be maintained.

Parental consent forms will be maintained as appropriate.

A statement upholding our procedures will be made annually at a church meeting and be suitably recorded. This based on the Baptist Union of Great Britain's document 'Safe to Grow'.

A permanent record will be maintained of all accidents involving children.

15

Personal safety

Risk assessments will be undertaken to assess the risks to persons working alone in the church and handling cash and other valuables.

16

Risk assessments/activities

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

17

Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

1. have their own health and safety policy (where required by law) and be able to provide a copy of the same.
2. produce evidence that they have appropriate Public and Employer's Liability insurance in place. A record of this evidence will be maintained.
3. comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
4. where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
5. contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.
6. all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

18

Information and enforcement

Environmental Health Service information:

address

BCP Council Communities Regulation
Town Hall, St. Stephen's Road, Bournemouth BH2 6LL

Tel

01202 123789

email

safety@bcpcouncil.gov.uk

Employment Medical Advisory Service information:

address

**Employment Medical Advisory
Service (EMAS)**

2, Rivergate, Bristol BS1 6EW

Tel

0300001747

website

**[https://www.hse.gov.uk/contact/
maps](https://www.hse.gov.uk/contact/maps)**

19

Health and Safety Law poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in

The Main Hall

APPENDIX 1

ROSEBERY PARK BAPTIST CHURCH

SAFE USE OF LADDERS RISK ASSESSMENT

1. When it is safe to use a ladder

The law says that ladders can be used for work at height when a risk assessment has shown that using equipment offering a higher level of fall protection, (eg. a tower), is not justified because of the low risk and short duration of use.

As a guide, if your task would require staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended that you consider alternative equipment.

A ladder should only be used in situations where it can be used safely, eg. where the ladder will be level and stable, and, where it is reasonably practicable to do so, the ladder can be secured.

2. Checking the ladder before use

A pre-use check should be carried out before a ladder is used. It should consist of:

- **Check the stiles** – make sure they are not bent or damaged, as the ladder could buckle or collapse.
- **Check the feet** – if they are missing, worn or damaged the ladder could slip. Also check ladder feet when moving from soft/dirty ground (eg dug soil, loose sand/stone,) to a smooth, solid surface (eg paving slabs), to make sure the foot material and not the dirt (eg soil,

chippings or embedded stones) is making contact with the ground.

- **Check the rungs** – if they are bent, worn, missing or loose the ladder could fail.
- **Check any locking mechanisms** – if they are bent or the fixings are worn or damaged the ladder could collapse. Ensure any locking bars are engaged
- **Check the stepladder platform** – if it is split or buckled the ladder could become unstable or collapse.
- **Check the steps or treads on stepladders** – if they are contaminated they could be slippery; if the fixings are loose on steps, they could collapse.

3. Safe use of a ladder

a. A ladder leaning against a wall etc.

- Do not carry a load that is too heavy.
- Do not over-reach: make sure that your body remains within the uprights of the ladder.
- Ensure that the ladder angle is at 75°.
- Grip the ladder and face the ladder rungs while climbing or descending.
- Do not try to move or extend ladders while standing on the rungs.
- Do not work off the top three rungs, and try to make sure the ladder extends at least 1 m (three rungs) above where you are working.
- Make sure that the feet of the ladder are firmly fixed on solid level ground that will not move.
- Maintain three points of contact when climbing (this means a hand and two feet) and wherever possible at the work position.

- Except for very short periods always maintain a handhold on the ladder.
- If you are unable to secure a ladder whilst working on it **you will need to have a second person to secure it by hand.**

4. Use of stepladders

When using a stepladder:

- check all four stepladder feet are in contact with the ground and the steps are level.
- only carry light materials and tools.
- don't overreach.
- don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold.
- try to position the stepladder to face the work activity and not side on.
- maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder, (eg. replacing a light bulb).
- Stepladders should not be used to access another level.

5. Placement in public areas

When a ladder or stepladder is placed upon a public thoroughfare such as a pavement, it should be separated by use of shuttering or by a person acting as a lookout to warn passing pedestrians.

11.11.20