



# Health and Safety Policy

**Authorised :**

**Signed :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Position :** \_\_\_\_\_

## **Health and Safety Policy**

### **General Statement**

Bethel Baptist Church will endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, volunteer workers, members of the congregation, contractors, visitors and others who may visit the church, its grounds and any associated buildings.

The allocation of duties for safety matters and the particular arrangements to implement the policy are set out below. The policy will be reviewed regularly, particularly in the light of any changes to buildings, activities or personnel.

### **Implementation of the policy**

The policy provides advice and guidance to :-

- reporting accidents
- maintain safe and healthy environments such as the handling of bulky items, working at height, contractor work, use of hazardous substances use of display screens and food hygiene
- help ensure the safe use of gas and electrical equipment
- describe necessary emergency procedures including evacuation in case of fire or other incident
- describe the actions necessary when dealing with and reporting accidents
- conduct risk assessments
- conduct policy review

### **Reporting Accidents.**

When accidents occur the priority will be the victim's health and safety.

Call for qualified assistance as necessary e.g. first aider, paramedic or ambulance.

Note all relevant details of the accident.

Accident books are located in:

- The Church reception office - available for use by the Church

- The Kitchen – available for use by external groups hiring the premises

All accidents and incidents will be entered in the relevant accident book in accordance with insurance requirements.

The booking procedure involving outside organisations will be informed that in the event of an accident, details must be entered in the accident book located in the kitchen.

Accident books and accident records will be regularly reviewed by the Church Administrator and when necessary follow up action taken. .

Detailed information relating to accident reporting is available in the relevant HSE guidelines that exist from time to time and reference will be made as appropriate.

### **Emergency procedures including evacuation in case of fire or other incident**

#### **Fire Safety**

An assessment of the fire risks in the church and associated buildings and the risks to neighbouring properties will be regularly conducted and when necessary remedial action will be taken.

An internal fire alarm system together with emergency lighting and exit signage will be maintained throughout the premises.

Evacuation drills will be conducted annually to ensure that all personnel, employees, volunteers and attendees, are familiar with the exit process.

Fire extinguishers will be maintained throughout the Church building.

For detailed information and fire safety processes refer to the **Fire Safety Policy**

#### **Gas Equipment Safety**

Gas boilers and other gas equipment are maintained and checked annually by suitably qualified personnel, registered with the Gas Safe Register. All necessary safety work will be implemented.

#### **Safe use of Electrical equipment**

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A list of all portable electrical equipment and appliances will be maintained; cables and sockets will be inspected to ensure that there are no loose connections, worn flexes or trailing leads.

All damaged electric equipment will be replaced. All portable electrical equipment will be tested by a suitably qualified person.

All equipment considered unsafe will be removed and disposed of safely.

Visual inspections will be carried out of the fixed electrical installation and defects reported to the Church Administrator for action.

All employees and voluntary workers will be encouraged to observe the following:

- Visually check all electrical equipment before use.
- Report all faults immediately to the responsible person.
- Do not attempt to use or repair faulty equipment.

No electrical equipment will be brought onto the premises until it has been tested safely.

Electrical equipment will be switched off and disconnected when not in use for long periods.

Flexible cables will be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

### **Use of Hazardous Substances**

A list of all hazardous substances used in the church premises will be maintained.

Where possible, the use of hazardous substances will be minimised. However where this is not possible, safety arrangements for all substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment' will refer to the associated data sheets or manufacturer product information providing guidance for use.

Manufacturers health and safety advice on use, storage, protection and action to be taken in the event of accident will be followed.

### **Maintain safe environments**

#### **Slips, Trips and Falls**

The condition of floors, steps and paths will be maintained to reduce, as far as is reasonably practicable, the risk of slips, trips and falls. Regular inspections of all floors, stairs, paths and steps within the Church premises and grounds will be made and potential hazards reported to

the Church Administrator who will arrange for repairs or remedial measures to be carried out as necessary.

All areas of the Church premises will be adequately lit. and inspections made to ensure that all electrical lights function correctly. Defects will be rectified.

### **Working at Height**

All work involving ladders and scaffolding will be properly planned and supervised by the Church Administrator.

Individuals working at height must be competent with the skills, knowledge and experience to do the job. All work will be risk assessed by the Church Administrator.

Regular maintenance tasks involving ladders and / or scaffolding will have risk assessments.

The correct type of equipment will be used to carry out any work at height.

### **Manual Handling**

Manual Handling is the lifting, carrying and moving of heavy and or bulky items.

The Church will carry out risk assessments and make use of lifting aids such as trolleys.

Training will be given to all employees and voluntary workers who are required to undertake manual handling. Only those persons who have received the appropriate training will be authorised to undertake manual handling tasks.

### **Contractors**

All Contractors entering the church premises for the purposes of carrying out work will abide by the following:

- have their own health and safety policy
- be able to provide a copy when required
- have valid Public and Employers' Liability insurance

A record of this evidence will be maintained.

The Church seeks to provide a safe place of work and a safe system of operation where contractors plant and machinery is brought onto the church premises. It is essential therefore

that contractors are able to show where necessary that their equipment has been inspected and tested to ensure its safe operation.

Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the Church.

Contractors will be given detailed instructions regarding the areas where they are required to work and the extent of the work they are authorised to undertake. This 'permit to work' will specify any safety precautions they must undertake to preserve the safety of Church activities that may take place within the Church premises or grounds for the duration of their work.

### **Display Screen Equipment**

The Church will seek to assess the risks of 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 workstation environment
- daily work routines involving periods away from the screen

Where necessary, risk assessments will be carried out by the responsible person.

### **Hazardous Buildings/Glazing**

The Church will seek to ensure that Church Premises and grounds are safe and without risks to the health, safety and welfare of all who work in and use them. The buildings and Grounds will be inspected regularly.

Defects will be noted and reported to the Church Administrator and procedures put in hand for repairs. Where necessary, temporary measures will be taken to minimise the risk of accident or injury until permanent repairs can be carried out.

A check will be made of all glazing in the building to ensure that any glass in windows below waist height, glass in doors and beside doors below shoulder height is free from damage and when necessary is replaced with comparable quality materials.

### **Food Hygiene**

Food preparation will be completed in the kitchen area with suitably qualified individuals supervising.

The Church will abide by appropriate food hygiene regulations that govern the preparation and storage of food.

The Church will also ensure that :

- food handlers have received adequate supervision, instruction and training.
- appropriate assessment of risks is carried out for the foods to be prepared and stored
- that food is stored at the correct temperatures
- all surfaces coming into contact with food are washed and disinfected
- food is only be prepared in the kitchen
- hirers wishing to provide food are advised of the facilities and procedures.

### **Child Protection/Safeguarding**

The Church will maintain a separate policy for the safeguarding of children and vulnerable adults. Copies are available on request.

### **Personal Safety**

All employees, volunteers and attendees will be made aware of their personal responsibility.

Risk assessments will be conducted to assess the risks to persons working in the following areas;

- Lone Working
- Travelling to and from church,
- Accepting persons into their homes,
- Handling cash and other valuables

Appropriate control measures will be identified.

### **Risk Assessments**

Risk assessments will be conducted on all areas of the church premises and all activities that carry potential risk.

All assessments will be made by competent personnel to meet the requirements of The Management of Health and Safety at Work Regulations 1999 or those regulations that may exists from time to time.

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For all hazardous and regular activities, generic risk assessments are in place and are reviewed annually.

It is the responsibility of all employees, volunteers and building users to keep updated with the latest Health and Safety Information available.

### **Policy Review**

This policy will be the subject of continual review as the requirements of Church life develop and environmental change becomes necessary.

Formal review of the policy will be also conducted annually.

Note of the HSE regulations and guidance in force will be made.

New versions of the policy will be signed off.