



## Health & Safety Policy



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(CMIOSH)

Approved by Trustees: April 2019

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# Health and Safety Policy Statement

In concern for the well-being of everyone Aldwick Baptist Church will take all reasonable steps to:

- Ensure the buildings internally and externally, plant and equipment are in safe condition.
- Keep all equipment stored safely
- Carry out appropriate levels of risk assessment and provide guidance and training where necessary
- Act responsibly towards all employees and ensure their safety and that of visitors, contractors and members of the general public

The Leadership Team are responsible for overseeing these matters although some duties such as the duty to carry out or monitor regular building inspections and improvement works are delegated to various individuals.

Arun District Council is the local enforcing authority.

This policy is to be reviewed annually by the Church Membership to ensure our practices are in line with current advice and legislation.

# Organisation and Responsibilities

## **1 Responsibility of the Church Members Meeting**

The Church Membership has overall responsibility for health and safety. They will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. The Leadership Team will be responsible for ensuring that the health and safety policy is implemented with advice and guidance from various competent persons.

## **2 Responsibility of the Leadership Team**

The Leadership Team is responsible for the day to day implementation of the arrangements outlined in this policy. In particular to:

- Be familiar with the health and safety regulations, as far as they concern church premises
- Be familiar with the health and safety policy and arrangements and ensure they are observed
- Ensure as far as is reasonably practicable that safe systems of work are in place
- Ensure that the church and all other sections of the premises are clean and tidy
- Ensure that the church car park is properly maintained
- Ensure all equipment and tools are in good condition
- Ensure that adequate access and egress is maintained
- Ensure that vulnerable persons and food hygiene regulations and procedures are observed
- Ensure that the annual inspection is completed and fire risk assessment are being reviewed

## **3 Responsibility 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 the church premises.

Employees and voluntary workers must therefore:

- Comply with safety rules, operating instructions and working procedure
- Use protective clothing and equipment when it is required

- Report any fault or defect in equipment immediately to the responsible person
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- Not misuse anything provided in the interests of health and safety

#### **4 Responsible persons**

The following members of the Leadership Team are responsible for their designated areas:

Accident reporting	Simon Downing (Pastor)
Fire safety	David Lawrey/John Smith
Electricity and lighting	Malcolm Farrington
Condition of building and car park	Leadership Team
Slips/trips and falls	Leadership Team
Working at height	Leadership Team
Manual Handling	Leadership Team
Food preparation	Brenda Nanson
Contractors/Maintenance	John Smith
Gas/boilers/heating	John Smith

Professional support is provided by David Lawrey who is a Chartered Member of the Institution of Safety and Health (CMIOSH) and can be called upon for advice and guidance, particularly for carrying out risk assessments.

# Arrangements (implementation of this 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, members of the congregation, visitors and contractors.

## **1 Accidents and first aid**

- First aid box is located in the Kitchen
- An accident book is located in the Kitchen
- There should be at least six qualified first aiders with some trained in first aid for children – certificates are located Church Office Filing Cabinet
- Hirers of the premises are required to report any accidents to the Church Pastor who will be responsible for appropriate entries in the accident book
- In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) fatal accidents and major injuries must be reported immediately to the Incident Contact Centre on 0345 300 9923 This must be followed by a written report within 10 days on official form F2508 via [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

## **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:

- A regular assessment of the fire risks in the church and meeting rooms at the rear.
- 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 the provision of emergency lighting and fire exit signage (see 'In Case of Fire' – Appendix A)
- A check that those in the building know what to do in the event of fire
- To provide reasonable fire fighting equipment
- A regular check that there is an extinguisher maintenance and gas safety contract in place with a reputable company

## **2.1 Fire risk assessment**

A fire risk assessment has been carried out and is reviewed regularly. Electrical checks, gas safety and fire extinguishers are maintained under separate management contracts and regular inspections are carried out to make sure that the extinguishers are still in place and have not been discharged and emergency lighting is operational.

Any maintenance work is carried out as necessary.

## **2.2 Evacuation procedure**

Emergency evacuation procedure notices are located throughout the building and refer to the assembly point which is in the car park at the front of the Building.

Emergency exits are generally controlled by push bars. These are checked regularly to ensure their correct operation.

Regular checks are made to ensure that all exit routes are kept clear and in particular do not house any inflammable materials.

The church and all rooms at the rear have emergency lights. Most of the external fire exit routes have emergency lighting. All the emergency lighting is checked regularly and maintained by an electrical contractor.

## **2.3 If you discover a fire**

Take the following action:

- Immediately raise the alarm by shouting "fire" – there is an automatic alarm in the rear of the building with some detection backed up by battery smoke detectors
- Telephone the emergency services
- Check the building for other occupants
- Attack the fire if possible, if not leave the building having helped others if necessary, closing doors behind you. The essential rule is people before property
- Evacuate to the designated assembly point
- Keep access clear for the emergency services

## **3. Electrical safety**

3.1 Plugs, cables and sockets are inspected annually to ensure there are no loose connections, worn flexes or trailing leads. Any remedial work will be carried out by the responsible person.

3.2 Every two years all the portable electrical equipment will be PAT (tested) by a competent contractor. Any unsafe equipment will be disposed of.

3.3 Every five years the fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.

3.4 It is not our policy to sell any second hand electrical goods.

3.5 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:

- Visually check all electrical equipment before use
- Report all faults immediately to the responsible person
- Do not attempt to use or repair any faulty equipment
- All electrical equipment should be switched off and disconnected when not in use for long periods
- Flexible cables should be positioned and protected so they do not constitute a tripping hazard and are not subject to mechanical damage

#### **4. Gas equipment safety**

Our gas boilers and the kitchen cooker are maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for gas safety is implemented immediately.

#### **5. Hazardous substances**

Where possible we have eliminated the use of hazardous substances e.g. glues, solvents etc. for craft work and cleaning. Where this is not possible and painting or cleaning substances are marked as "harmful, irritant, dangerous for the environment or flammable etc" then data sheets are consulted for safe use and appropriate personal protective equipment provided if necessary. Products will not be stored in unmarked containers. Stocks of kitchen and WC cleaning products are locked away in cupboards.

#### **6. Slips, trips and falls**

Every member of the Leadership Team and the General Membership is expected to watch for potential hazards which may cause someone to trip or

fall. Any such hazards should be dealt with or reported to the Minister. The formal annual health and safety inspection will look particularly at this aspect.

Paths and external routes must be watched for the build up of moss, algae, leaves and branches which may cause a hazard and are cleaned when necessary.

## **7. Lighting**

Any defective lights should be reported to the responsible person so that replacement lamps may be installed. These will be checked on a monthly basis.

## **8. Working at height**

Special care needs to be taken when undertaking tasks involving working at height. Specific guidelines have been drawn up to cover this aspect. The guidelines are set out in Appendix B and must be observed by all employees and volunteer workers.

## **9. Manual Handling**

Special care needs to be taken when undertaking tasks involving lifting and handling. Good practice guidelines have been drawn up to cover this aspect and various lifting aids, trolleys etc. are available to help when objects are carried across a fair distance or from room to room. These will be inspected by the Leadership team and replaced when necessary. The guidelines are set out in Appendix C and must be observed by all employees and volunteer workers.

## **10. Preparation of food**

It is essential all the guidelines set out by the local Environmental Health Officer must be followed. There should be at least 4 people with food hygiene certificates. The Church will work closely with any partners who have or require a Food Rating Hygiene Certificate.

## **11. Other building risks/glazing/asbestos etc.**

Our policy is to ensure that the building is safe and without risks to the health, safety and welfare of all who work in and use it. A formal health and safety review is carried out annually by the Leadership Team. Any defects are noted and remedial work put in hand.

Asbestos checks have been undertaken – there is only one known location which is protected from damage and any vulnerable glazing is of a safety material.

## **12. Vulnerable people protection**

The church has a vulnerable people protection policy and training for relevant persons – see separate policy.

## **13. Lone working/personal safety**

Our policy is to avoid people remaining alone in the building as far as possible, however where this is not possible there is the ability to lock the doors from the inside and a risk assessment can be carried out if appropriate with specific arrangements made.

## **14. Baptismal Pool**

There is a separate procedure to cover the risks associated with the baptismal pool which is used on an occasional basis. The risks mainly concern falling into the pool and the mix between water and electricity which must be avoided however appropriate controls are in place.

## **15. Contractors**

We only employ competent contractors who are responsible for their own Employers and Public Liability insurances. Agreement must be reached on the method and area of work to protect users of the Premises whilst the work in in progress.

## **15. Other Church activities**

Risk assessments will be carried out for any occasional or regular church activities that pose more than a negligible (or everyday) level of risk. These risk assessments will take into account the intended persons who may be affected i.e. elderly or young persons and may include lone working and personal safety. Any necessary actions needed to bring the risk down to an acceptable level will be put into place, documents kept and lessons learnt for the future.

Monitoring - A formal annual inspection of the building will be carried out and records kept with actions attributed to relevant persons to ensure that standards are maintained (see separate document for template).

**IN THE EVENT OF FIRE**  
**ASSEMBLY POINT: CAR PARK AT FRONT OF**  
**BUILDING**



All users of the premises should familiarise themselves with the fire alarm points, the location of extinguishers and the appropriate exit routes.

**Aldwick Baptist Church – Leadership Team**

**Working at Height Guidelines**

The Leadership Team wishes to ensure that any employee or volunteer working on our premises does so safely. The following guidelines must be followed when carrying out any tasks involving working at heights.

General

You must not attempt to climb a ladder or stepladder if you are not feeling confident in yourself or your body. Before using any piece of equipment carry out a visual check for any obvious defects.

Use of tower or cherry picker

For some tasks a tower or cherry picker may be used rather than ladders. This equipment must be used or erected in accordance with the maker's instructions and only by individuals who have been trained by the supplier.

Use of ladders

Placing the ladder;

- ensure it is standing on a level surface
- do not extend the ladder whilst standing on it
- do not rest the ladder against glass or a plastic gutter
- tie the ladder to a suitable fixing wherever possible
- the angle of the ladder should not exceed 75° (height should not exceed 4 times the distance between the foot of the ladder and the wall on which it rests)
- if being used as access the ladder should extend at least 1 metre above the landing point

Using the ladder:

- always work with three contact points, e.g. both feet and one hand
- do not work with loads exceeding 10kg
- do not over reach, causing one foot to move off the rung
- when carrying items up the ladder ensure one hand is free to grip the ladder
- if the ladder is not tied in position ensure another individual is 'footing' the ladder

Use of steps

- ensure any locking device is in place

- only use where the steps are placed on a level surface
- do not work from the side of the steps when there is side loading, such as drilling, have steps facing the work
- do not use the top two steps of a step ladder

#### Use of ladders or steps outdoors

- if being used on a soft surface place a board, or something similar, to provide a firm surface
- after use ensure the feet of the ladder or steps are clean

Appendix C

### **Aldwick Baptist Church – Leadership Team**

#### **Manual Handling Guidelines**

The Leadership Team wishes to ensure that any employee or volunteer working on our premises does so safely. The following guidelines must be followed when carrying out any tasks involving manual handling.

#### **1. Keep the load close to the waist**

Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

#### **2. Adopt a stable position**

The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it's on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.



#### **3. Get a good hold**

Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

#### **4. Start in a good posture**



At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

### **5. Don't flex the back any further while lifting**

This can happen if the legs begin to straighten before starting to raise the load.

### **6. Avoid twisting the back or leaning sideways, especially while the back is bent**

Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

### **7. Keep the head up when handling**

Look ahead, not down at the load, once it has been held securely.

### **8. Move smoothly**

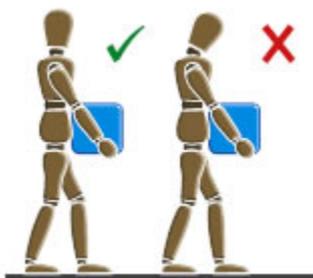
The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

### **9. Don't lift or handle more than can be easily managed**

There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

### **10. Put down, then adjust**

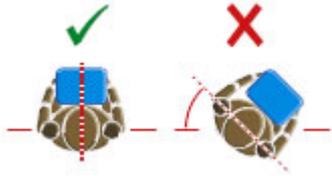
If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



Keep the head up while handling



Put down, then adjust



Avoid twisting the back or leaning sideways, especially while the back is bent

**Chairs** in the Main Hall and Rear meeting rooms should only be stacked in units of seven and the chair hand truck device should be used for moving any distance but only by those who are capable of doing so.

