

# Bourne Baptist Church

## Health and Safety

### Policy and Procedures

#### Policy Statement

- The church recognises and accepts its responsibilities for providing, in so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the church premises in accordance with the Health and Safety at Work Act 1974.
- The church will, therefore, take all necessary steps within its power to meet its responsibilities, in so far as it is reasonably practicable, to maintain the church premises in a condition that is safe and strive to prevent accidents and work-related ill health ensuring that adequate funds and resources are made available to carry out this policy.
- The church’s leadership team have overall responsibility for health and safety; however, they have appointed a Health and Safety Officer to assist with the responsibility for carrying out the implementation of this Health and Safety Policy.
- The church will involve and consult with all staff and volunteers on issues of health and safety and provide ways of recording concerns and planned action.
- Group leaders will be expected to monitor health and safety risks as part of their activities.
- The church will provide training, support and supervision for staff and volunteers on issues of Health and Safety.
- All staff and volunteers will be expected to take reasonable care of their own health and safety and of the health and safety of other persons who may be affected by a person’s act or omissions while working or helping.
- All outside contractors will be made aware of their requirements under this policy.
- All staff, volunteers are required to make themselves familiar with and conform to the church’s Health and Safety Policy and Procedures at all times and to cooperate with the church to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any initial or other training if called upon to do so.
- The Policy Procedures will be kept in files in the kitchen and Church office.
- This Policy was adopted at the Church meeting on ..... and will be reviewed every two years.

Signed

.....

Role .....

Date .....

## **Policy Procedures**

### **1. Fire**

- 1.1 All staff and volunteers are expected to familiarize themselves with the Fire Action Signs situated around the buildings and make themselves aware of the location of fire exits, fire extinguishers and fire alarms. (A plan of these can be found in church filing cabinet)
- 1.2 All staff and volunteers are responsible for ensuring that fire exits are kept clear at all times.
- 1.3 In the event of a fire, staff members or group leaders are expected to use a telephone to call for assistance and alert all those on the premises.
- 1.4 All staff members and group leaders are expected to assist in the safe evacuation of the public from the buildings, checking, where safe to do so, the toilets.
- 1.5 If a fire occurs during Sunday School time parents are requested to wait at the fire assembly point for their children who will be brought to the assembly point by their group leaders where their names will be checked on the register. The Leadership team and Health and Safety Officer will act as Fire Marshalls.
- 1.6 The designated fire assembly point is the church court yard at the front of the church which can be reached from the front of each building or by exiting through the fire doors at the rear of the church hall and walking down the alley at the side of the Post Office to the front of the church. (However if during Sunday Worship we gather Infront of the old post office)
- 1.7 The Health and Safety officer will be responsible for ensuring an annual check of fire fighting equipment, and that all relevant signage is prominently displayed and all emergency procedure notices are properly exhibited and clearly visible at all times.

### **2. Accidents**

- 2.1 All staff and volunteers are expected to use the appropriate equipment provided for a given task and take responsible care for their own health and safety.
- 2.2 All staff and volunteers must ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip.
- 2.3 All staff and volunteers are required to minimise the risk of accident by removing unsafe equipment from use or using signs such as slippery floor (kept in cleaning cupboard) to alert the public to potential hazards.
- 2.4 In case of minor accidents, help should be sought from a staff member or volunteer who is qualified in first aid. Two first aid boxes are on church premises, one in the office area behind the church sanctuary, the second in the kitchen in the church hall.
- 2.5 In case of major accidents, help should be sought from a staff member or volunteer who is qualified in first aid and the emergency services must be called as well as, wherever possible, a family member of the injured person.
- 2.6 All accidents must be recorded, by the person who dealt with it, in the Accident Book which is kept by the First Aid box in the church office or kitchen.

2.7 The Health and Safety Officer or other designated person will be responsible for ensuring that the First Aid box is kept up to date.

### 3. Equipment

3.1 All staff and volunteers are expected to ensure that all furnishings and equipment are safe and without risks to the health of the public.

3.2 Any equipment found to be unsafe must be clearly labelled, "DO NOT USE- UNSAFE" and if possible removed from a public area. The equipment must be recorded in the Health and Safety concern book stored in the office area behind the sanctuary and the Ministers or Health and Safety Officer verbally informed.

3.3 Consumer Units (Fuse Boards) are to be tested as per national guidelines

3.4 All Class 1 and mobile electrical equipment (e.g extension leads etc) will be PAT tested every 24 months.

3.5 All equipment must only be used for the purpose for which it was intended.

3.6 Any Paint stored on site is to be stored in small room off back hall balcony.

### 4. Cleaning Materials

4.1 All cleaning materials must be stored away from the reach of children.

4.2 Any chemicals containing the UK hazard symbol or Global Hazard symbol (see below) must be stored in a locked area.



Very toxic (fatal)



Contains gas under pressure



Flammable



Harmful skin and eye irritation



Explosive



Harmful to the environment



Increases fire risk



Serious long term health hazard



Severe skin burns and eye damage

4.3 All cleaning materials must only be used for the purpose intended and in accordance with COSHH (Control of Substances Hazardous to Health) Regulations.

## **5. Food Storage and Preparation**

- 5.1 All food kept on the premises must only be stored for the designated period of time and kept at the appropriate temperature. It is the responsibility of all who use the kitchen to ensure that food that is passed its use by date is thrown away.
- 5.2 The fridge temperature must be monitored by the tea and coffee rota team every Sunday and reported to the Health and Safety Officer if the temperature rises above 5°C
- 5.3 Only staff or volunteers who have undergone food hygiene training may prepare raw food on the premises.
- 5.4 All persons serving in the kitchen are required to wash their hands before making or serving food and after visiting the toilet.
- 5.5 No food is to be prepared or served by people who are ill.
- 5.6 All staff and volunteers are encouraged to use the kitchen aprons provided.

## **6. Lone working**

- 6.1 Under normal circumstances no less than two members of staff or volunteers will be on the premises whilst open to the public.
- 6.2 If a member of the public needs to be seen urgently then all steps should be taken to have another person known to the staff or volunteer in the building, otherwise a public place for the meeting should be arranged.
- 6.3 All staff and volunteers are to take reasonable care of their own health and safety by ensuring that someone knows where they are if there is no option than to be in the premises alone.
- 6.4 If a person is on site alone, please refer to our lone worker policy.

## **7. Heavy Objects**

- 7.1 All heavy objects must be stored at low level.
- 7.2 All staff and volunteers must ensure that they do not lift heavy objects alone and appropriate help must always be sort.
- 7.3 All staff and volunteers must take all reasonable care when lifting and are responsible for ensuring that they lift using a good technique and do not lift beyond their capabilities or lift if they are already suffering from a back, knee or other type of injury.
- 7.4 The route of the heavy object must be checked and cleared before lifting commences.

## **8. VDU Work**

- 8.1 All staff and volunteers should ensure that they adjust their chairs and computer screens so that they are at the correct height.
- 8.2 All staff and volunteers should ensure that all computer equipment is within easy reach.

8.3 All staff and volunteers should ensure that they take regular breaks from looking at the screen

8.4 All staff and volunteers should record any problem with flickering screens or computer equipment in the Health and Safety concerns book and verbally to the Health and Safety Officer.

## **9. General**

9.1 All staff and volunteers are not to intentionally or recklessly interfere with or misuse anything provided to safeguard health and safety.

9.2 It is the responsibility of all staff and volunteers to recognise the importance of Health and safety and report and record any concerns over health and safety issues in the Health and Safety concerns book and to the Health and Safety Officer.

9.3 All staff and volunteers are expected to use appropriate warning signs in case of trip or fall hazards.

## **10. Health and Safety Officer Responsibilities**

10.1 Carry out appropriate risk assessments of the church premises and activities and report to the leadership team, as necessary.

10.2 Coordinate the implementation of the church's Health and Safety Policy.

10.3 To carry out investigations of any accidents and recommend measures for preventing their recurrence.

10.4 Ensure that accident and other appropriate records are maintained and returned to the appropriate bodies.

10.5 Ensure that all appropriate arrangements are made to provide for First Aid.

10.6 Ensure that all food safety legislation is complied with.

10.7 Arrange safety training courses, as may be necessary or desirable so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to the leadership team and volunteers as necessary.

10.8 Ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times .

10.9 Ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.

10.10 To keep up to date with changes in legislation and notify the leadership team of any changes that need to be made to ensure that we comply with legislation on Health and Safety.

10.11

To ensure, as far as is reasonably possible, the absence of risks to health in connection with the use, handling, storage and transport of articles, equipment, furniture, and substances.

10.12 To alert the leadership team to any areas of maintenance that may be required to ensure the safety of those using the church premises.

10.13 To monitor the Health and Safety concern book and take appropriate action or bring the matter to the attention of the leadership team.

10.14 To work with the leadership team to provide such information, instruction, training and supervision as is necessary to ensure the health and safety of those who use the church premises.

10.15 To ensure that any contractor working on our site is aware of our health and safety policy and has provided us with all relevant policies and insurances needed for the work they are carrying out.

## **11. Contractors**

11.1 Awarding of any contract is subject to the following being seen – relevant competency certification where applicable (e.g. gas safety register certificate), all relevant insurance documents and a copy of their health and safety policy.

11.2 Copies of Bourne Baptist Church's Health and Safety policy are to be made available to the contractor.

11.3 Contractors are required to advise the church leadership or Health and Safety Officer of any health and safety hazards they observe whilst working on the premises so that this can be rectified.

## **12. Scope**

12.1 This Policy and Procedures covers our premises (church building, hall, and grounds). It applies to the use of the buildings and grounds for all purposes and events of the church and also of those seeking to use our premises for their own purposes.

12.2 Insurance for anything off-site if done in the name of Bourne Baptist Church is covered by our public liability insurance.

12.3 Where members or non-members seek to use the premise for their own purposes they are subject to acceptance of this policy and also ensure appropriate insurance is acquired to cover their venture.