

# Lower Earley Baptist Church

To be a community where Jesus is encountered and lives are transformed

## Health and Safety Policy

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety

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This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

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## Section A – General Statement of Policy

Our policy, so far as 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, visitors and others who may visit the church and church garden

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 has 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 Trustees, and other church groups such as Sunday Club, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

The Trustees, have overall responsibility for implementing the policy. The Trustees have designated the Church Secretary/Operations Manager with day-to-day responsibility along with the Health & Safety Officer.

Trustees:

Rev Keith Wilson, Robert Adamson, Jon Lloyd, Joe Peacock, Peter Tansie,  
Don Wimpenny, Vic Pizzezy

Church Secretary/Operations Manager

Vic Pizzezy

Health & Safety Officer

Jeanette Pizzezy

Signed:



This policy should be reviewed at regular intervals. Ideally it should be reviewed annually - as a minimum it will be reviewed every three years.

## Section B - Organisation and responsibilities

### Responsibility of the Secretary/Operations Manager/Trustee

Day-to-day responsibility for health and safety is that of the Secretary/Operations Manager 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.

### Responsibility of the Trustees

The Trustees have 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.

### Responsibility of the Health and Safety Officer

The following person carries the responsibility for the implementation of the arrangements outlined in this policy: Jeanette Pizzey

#### 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 safe systems of work are in place
4. ensure the church premises are clean and tidy
5. ensure the church garden is properly maintained including the safety of trees, and that grass is kept cut
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 belonging to the church 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

## 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 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. complete their work taking any necessary precautions to protect themselves and others.
4. warn any new individuals of known hazards
5. attend any training required to enable them to carry out their duties safely.
6. do not undertake any repair or modification unless they are competent to do so.
7. report any fault or defect in equipment immediately to the appropriate person
8. report all accidents (however minor), injuries, near misses or other potential; safety hazards as soon as possible
9. not misuse anything provided in the interests of health and safety.

### 1. Responsible persons

The following are responsible for safety in particular areas:

These lists are not exhaustive

Activity	Name/position
Accident book/Accident reporting	Church Secretary/Operations Manager
Fire extinguishers	Church Secretary/Operations Manager
Emergency evacuation	Health & Safety Officer & Trustees
Portable electrical appliances	Maintenance Officer - Michael Tapp
Fixed electrical system	Maintenance Officer - Michael Tapp
Gas equipment	Health & Safety Officer & Trustees
Hazardous substances	Health & Safety Officer & Trustees
Plant and machinery	Health & Safety Officer & Trustees
Condition of floors	Health & Safety Officer & Trustees
Condition of church garden	Health & Safety Officer & Trustees
Light bulb changing	Maintenance Officer - Michael Tapp
Working at high levels	Health & Safety Officer & Trustees
Food preparation	Catering Manager & Trustees
Manual handling	Health & Safety Officer & Trustees
Display screen equipment	Health & Safety Officer & Trustees
Building defects/glazing	Maintenance Officer - Michael Tapp
Child protection/Safeguarding	Safeguarding Trustee – Don Wimpenny

Personal safety	Health & Safety Officer & Trustees
Fêtes and outings	Health & Safety Officer & Trustees
Contractors	Maintenance Officer - Michael Tapp & Trustees
Choirs/music	Health & Safety Officer & Michael Whiteman
Health and safety training	Health & Safety Officer & Trustees

## 2. By area Name

Baptistry	Health & Safety Officer & Trustees
Main body of church	Maintenance Officer - Michael Tapp & Trustees
Church Office	Health & Safety Officer & Church Secretary/Operations Manager
Musical instruments	Health & Safety Officer & Michael Whiteman
Boiler & Heating	Maintenance Officer - Michael Tapp
Kitchen	Health & Safety Officer, Catering Manager & Trustees
Hall	Maintenance Officer - Michael Tapp & Trustees
Classrooms	Maintenance Officer - Michael Tapp & Trustees
Alarm & Key holders	Security - Vic Pizzey
Rooms Sunday Club	Leaders and helpers
Crèche room	Leaders and helpers
Rooms for DNA	Leaders and helpers

## Section C - Arrangements

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.

### Accidents and first aid

First aid boxes are located in the Kitchen and foyer cupboard (marked First Aid)

The accident book is located in the foyer cupboard with the First Aid Kit

When the church premises or any part is let to outside organisations, they are told in writing that in the event of an accident, details must be provided to the Church Secretary/Operations Manager immediately.

### Accident reporting

The Health & Safety Executive and insurers are advised by the Church Secretary/Operations Manager where applicable.

### Accident Recording

We will keep an accident book and record details therein.

We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Accident books and accident records are regularly reviewed by the Church Secretary/Operations Manager, Health & Safety Officer and Trustees.

### Church Premises

We will ensure that the fabric of the building is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable. Where necessary temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

### Construction Work

Where maintenance, refurbishment and restoration work is planned for our premises, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.



## 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.

We will make sure that any Contractors have their own health & safety policy and public and Employers' Liability Insurance by asking to see copies of the relevant documents.

## Display screen equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary.

## Electrical safety

- We will ensure that any electrical systems, fixed machinery and portable appliances is maintained so as to prevent damage.
- Any defective equipment will not be used until it is repaired or replaced.
- We will keep records of the checks made where appropriate.

## Events

Where we intend to hold large or unusual events, concerts, services, gatherings, and fundraising events, we will identify any additional precautions that are necessary and implement these.

## Fire safety

- We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire.
- We will record our findings, implementing any necessary precautions.
- We will review and revise these where we suspect that they are no longer valid

A full Fire Risk assessment has been completed and is reviewed every year. Fire procedures are in place and all staff and volunteers are expected to be conversant with these procedures and follow them.

## Gas equipment safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent person. Any necessary work required for safety is implemented immediately and records maintained.

## Hazardous substances

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.

The responsible person will maintain a list of all hazardous substances used at the premises detailing all hazardous substances and noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident. This is kept in the church office.

## Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

## 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, hall and outside are working. Any bulbs that require replacing will be reported to the Maintenance officer who will ensure that the bulbs are replaced following appropriate safety procedures.

## Manual handling – lifting, carrying and moving loads

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.

Training will be given to all those employees and voluntary workers who are required to undertake manual handling.

## Personal safety

The Church has a personal safety policy which our staff and volunteers are expected to follow. Risk assessments have been undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables.

## Preparation of food

The church has robust kitchen Food Hygiene and Health & Safety procedures in place and we expect all our staff and volunteers to follow these procedures. These are available on site and are reviewed annually.

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 other areas if appropriately cleaned and supervised.
6. A Level 2 Food and Hygiene Certificate holder must be present and only persons who have received LEBC Level 1 training may prepare and serve foodstuffs:
7. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

## Risk Assessment

We will complete risk assessments to identify what we need to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

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

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access.

We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as hand rails or lighting) remain adequate.

## Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary some equipment (such as ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

## Working at high levels

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of training and checks to ensure the safety of any equipment used.

Only the following persons may work at high level:

- Approved contractors with appropriate insurance cover
- Maintenance officer and appropriately trained volunteers under his supervision
- Gardening team following approved safety procedures
- Individuals who have completed LEBC Ladder Training and whose names appear on the approved list.