

Crawley Baptist Church

HEALTH & SAFETY POLICY

A	4/7/02	Approved by Staff & Deacons	GLP	Deacons
Revision:	13.09.22	CS - Description: minor amendments	IP	Approved:

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1.0 HEALTH & SAFETY POLICY STATEMENT OF CRAWLEY BAPTIST CHURCH

Health and Safety at Work, Etc. Act 1974

Health and Safety Policy

Our general statement of policy is to:

- provide adequate control of the health and safety risks arising from our work, mission, and other activities, and from the use of all premises in which we operate in order to protect our employees, leaders, helpers, volunteers, those workers who are not in our employment, e.g. Contractors, and those who take part in the activities of the church;
- communicate with our employees, leaders, helpers, and volunteers on matters affecting their health and safety as necessary.
- expect the fullest co-operation from our employees, leaders, helpers, and volunteers regarding health and safety matters;
- maintain safe and healthy work conditions;
- provide and maintain safe premises, plant and equipment, and as far as is reasonably practicable, to ensure that the premises used, but not owned or managed by us, are also maintained in a safe condition (including the associated plant and equipment);
- ensure safe handling and use of substances;
- provide information, instruction, and supervision for employees, leaders, helpers and volunteers;
- ensure all employees, leaders, helpers and volunteers are competent to do their roles, and to provide them with adequate training;
- as far as is reasonably practicable, prevent accidents and cases of work-related ill health;
- as far as is reasonably practicable, protect the environment;
- ensure that sufficient funds and resources are provided to ensure the implementation of this policy;
- review and revise this policy as necessary at regular intervals, or when conditions change.

Ian Phillips
Senior Minister
13th September 2022

2.0 HEALTH AND SAFETY RESPONSIBILITIES

The Senior Minister has overall and final responsibility for health and safety.

The Premises Manager is responsible for this policy being carried out on a day-to-day basis, and for maintaining the First Aid facilities, and the fire extinguishers.

A Deacon will be annually appointed as the Health & Safety Deacon drawing on other suitably qualified and experienced person/s or consultants to advise the church on any health and safety matters arising from its work and other activities.

The Ministry Leaders and Premises Manager are responsible for ensuring that all health and safety assessments are carried out and that their actions are implemented in the relevant areas of the church structure that they manage. They are also responsible for providing all other employees, leaders, helpers, and volunteers with information and training regarding health and safety matters.

Although the Health and Safety at Work, etc. Act 1974, and other legislation generally only covers the workplace, employers, and employees, the Trustees of Crawley Baptist Church (the Deacons) intend that this policy is to include all those who work for the church as leaders or helpers or volunteers, whether paid or not.

It is left to the common sense of the individual employees, leaders, helpers, and volunteers to identify circumstances where they consider health surveillance is required. Where Health Surveillance is agreed with the relevant leader they are responsible for ensuring an initial health check is undertaken and that regular health surveillance is undertaken at agreed intervals, or when abnormal or excessive exposure to a health risk has occurred.

The maintenance of Health and Safety standards and improvements is the responsibility of the following:

- a) Ministry Leaders
- b) Deacons
- c) Health and Safety Committee
- d) Employees
- e) Leaders of organisations and activities

All employees, leaders, helpers, and volunteers have a duty to:

- a) Take reasonable care of their own health and safety and of others who may be affected by their own activities;
- b) Co-operate with managers, supervisors and leaders on health and safety matters;
- c) Not intentionally or recklessly interfere with, or misuse anything provided to safeguard their health and safety;
- d) Report all health and safety concerns to the Premises Manager or a delegated competent person.

3.0 HEALTH AND SAFETY RISKS ARISING FROM OUR WORK AND OTHER ACTIVITIES

The control of risks is necessary to secure compliance with the requirements of Health and Safety legislation. Hazard identification and implementing a risk assessment system, and the maintenance of this system, will therefore be a priority. The risk assessments are to establish the hazards, the risks, and from these assessments, those who are exposed to the risks, and what preventative measures are required to reduce them. This will enable the risks to the health, safety and welfare of all our employees, and any other persons affected by our activities, to be reduced as far as is reasonably practicable.

3.01 Hazard Identification

Those delegated to carry out risk assessments will be competent persons. They need to consider the hazards associated with the workplace or meeting areas. The following may be used to establish the hazards and their preventative measures:

- Previous experience
- Previous Risk Assessments
- Relevant related publications e.g. the 'Essentials of Health and Safety at Work' and 'Five steps to Risk Assessments' (INDG163(revised)), published by the HSE
- Substance Information on containers

If information on hazards is unsatisfactory or additional guidance is required, the Health and Safety Deacon can offer advice.

All hazard identification will be undertaken by the Premises Manager (or a delegated competent person(s)) with assistance from the Health and Safety Deacon, if required.

3.02 Risk Assessment

All risk assessments shall be undertaken by the Premises Manager and Ministry Leaders.

Each Ministry Leader shall be responsible for ensuring the action required is implemented.

If a risk assessment identifies that Personal Protective Equipment (PPE) is required for any task, this will be provided free of charge. It is each person's responsibility to store, clean maintain and wear PPE as appropriate. Replacement equipment will be supplied free of charge, when it has been damaged or reaches its expiry date.

3.03 STRESS

Risk assessments are to be undertaken and a risk control strategy is to be maintained in order to manage workplace and occupational stress and their associated health effects. At least the following job-related factors should be considered:

- Physical environment
- Change
- Uncertainty
- Role conflict
- Role ambiguity
- Working hours
- Excessive workload
- Nature of work
- Control over work and workload e.g. ability to complete work, programmes, etc.
- Violence, bullying, aggression from other staff, members of the public, other professionals, etc.

Where necessary, the Ministry Leader is to obtain external assistance. The Health and Safety Deacon can provide, or obtain advice or assistance on this matter.

4.0 HAZARDS

All hazards identified within the policy are subject to change, due to any changes in the system or work activities of the church, and its employees.

4.01 Safe Use of Electrical Equipment

- Employees, leaders, helpers and volunteers should all carry out visual inspections of electrical cables and equipment before using the appliance; this will ensure they are not damaged, and ensure that no cables or wires are left in such a position as to be likely to cause anyone to trip;
- Where any problems are found, the equipment is to be immediately taken out of service, disabled where appropriate, and the fault reported to the Premises Manager
- Competent Contractor/s or person/s shall undertake Portable Appliance Testing (PAT) of all relevant church electrical appliances and equipment at least annually;
- Unauthorised electrical equipment should not be used on church premises, where untested equipment is brought onto the premises, it is to be for their own personal use only and it is the owner's responsibility to ensure that this equipment is maintained in a safe and serviceable condition at all times. Where electrical appliances and equipment are regularly used on the premises, or are to be used by anyone other than the owner of the equipment, the electrical appliance/equipment is to be PAT tested.

- Only authorised/competent persons are permitted to reposition or repair electrical equipment;
- Any competent person will be responsible for identifying and reporting to the Premise Manger any equipment needing maintenance.

4.02 Safe Handling and use of Substances Hazardous to Health

- The Premises Manager will be responsible for identifying all substances that require a Control of Substances Hazardous to Health (COSHH) Assessment;
- Where cleaning contractors are employed, they shall be responsible for assessing their own risks with the substances which they use, and for implementing their own control measures and work procedures/training to prevent exposure;
- All hazardous substances are to be kept in an appropriate safe and secure enclosure, with restricted access;
- In the event of an accident or emergency due to a hazardous substance, first aid care and fire safety procedures shall be in place;
- COSHH Assessments will be reviewed annually and/or when the work activity or process changes.

4.03 Manual Handling

Within the church's premises there are a small variety of tasks, which include manual handling operations, these include:

- Carrying deliveries
- Movement of electrical equipment, other equipment, and furniture

It is therefore only appropriate to implement a quick and simple assessment, which includes various types of tasks, load, and working environment applied to the church's activities. The aim of the assessment shall be to establish manual handling risks to which employees are exposed and then to decide on the appropriate preventative steps.

All employees, leaders, helpers and volunteers that regularly carry out manual handling tasks will receive Manual Handling Training, and any additional information can be found on notice boards;

All assessments shall be monitored and reviewed annually to check effective practice.

4.04 Housekeeping and Maintenance

Good housekeeping and maintenance procedures enables hazards such as slips and trips to be reduced and other risks where failure could endanger all users of the building:

- Every employee, leader, helper, and volunteer have a general responsibility to ensure that areas affected by their work activities are kept clean and tidy. All waste shall be placed in receptacles provided;
- Employees, leaders, helpers, and volunteers have a general responsibility to ensure that access routes and emergency routes are maintained and kept clear at all times;
- Cleaners and the users of the premises shall keep areas such as staircases, floors, exits, food and drink preparation areas, toilets and wash areas, etc, in a safe and clean condition;
- A system of building maintenance shall be in operation for certain equipment, devices and ventilation systems as appropriate. This system will ensure that regular maintenance and remedial work is carried out properly, and that a suitable record is kept to validate the programme;

4.05 Emergency Equipment

Health and Safety legislation specifically makes it illegal for any person to tamper with any item of emergency equipment unless authorised to do so (this includes the repositioning of fire extinguishers to prop-open doors).

4.06 Food Safety

All employees, leaders, helpers and volunteers that regularly prepare or serve food shall undertake the necessary food hygiene training to enable them to conform to the relevant food Safety Regulations.

5.0 WORKPLACE COMFORT

The church recognises the benefits of a fit and healthy workforce (Employees, leaders, helpers and volunteers) and therefore seeks to protect the health of employees, leaders, helpers and volunteers by reducing risks caused by physical characteristics from the premises.

5.01 Ventilation

- All areas shall be sufficiently well ventilated;
- The aim is to reduce hot or draughty, uncomfortable conditions, to achieve a comfortable environment, and so provide for the employees,

leaders, helpers, volunteers, and users of the premises, comfort, welfare and health;

- All mechanical ventilation systems will be regularly and properly serviced, cleaned, tested and maintained.

5.02 Temperature

- During the hours that the premises are occupied, the temperature in the relevant areas shall be reasonable so as not to cause any discomfort;
- All reasonable steps shall be taken to achieve a temperature, which is as close as possible to a comfortable state for all persons;

5.03 Lighting

- All areas shall have suitable and sufficient lighting, enabling all persons using the premises to work, use facilities and equipment without experiencing eye-strain, glare, colour effects, flicker, etc;

5.04 Workstations and Seating (VDU's)

- All staff members shall be responsible for assessing their workstations. The Health and Safety Deacon can advise (or obtain advice) if necessary those who are responsible;
- The church ensures provision of eye and eyesight testing for employees, as well as provisions to reduce other health related issues such as upper limb disorders, fatigue and stress;
- Where special corrective appliances (as defined by the Health and Safety (Display Screen Equipment) Regulations) are prescribed by an ophthalmic optician for use with VDU's, the church will pay for these.
Note: this does not include anti-glare coatings on normal prescription glasses.

6 ACCIDENT REPORTING

- All accidents and cases of work-related ill-health are to be recorded in the accident book. The book is to be kept by a designated person in the administration office.
- All trained and qualified responsible persons in 1st Aid, are to be listed on the health and safety notice board. First aid boxes are available in designated locations.
- All accidents and work-related ill health should be reported to the staff member or team leader and (where possible, following consultation with the Senior Minister and/or the Health and Safety Deacon) will be responsible for reporting any accidents and diseases defined by the Reporting of Injury,

Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive (HSE), using forms F2508, F2508A by fax, e-mail or by telephone. These forms must be submitted within the time limits stipulated in RIDDOR. Copies of forms or e-mails should be passed to the Senior Minister and the Health and Safety Deacon.

- All cases of ill health must be supported by expert medical advice.
- The Senior Minister, with assistance from the Health and Safety Deacon or a competent person (as necessary), is responsible for acting on investigating findings to prevent a reoccurrence.

7 CONSULTATION

7.01 Consultation with Others

A health and safety committee will meet at least every six months and will be chaired by the Health and Safety Deacon.

The duties of the committee will include:

- Reviewing the Church Health and Safety Policy and its implementation, at least annually;
- Ensuring that adequate arrangements are in place so that risk assessments are regularly reviewed and updated, particularly when new employees are appointed, job responsibilities modified, working practices changed, new activities commenced, etc;
- Ensuring that adequate arrangements are in place so that all employees, leaders, helpers, and volunteers receive adequate initial training and regular ongoing health and safety training;
- Ensuring that adequate arrangements are in place so that that First Aid facilities are maintained;
- Ensuring that adequate arrangements are in place so that relevant employees, leaders, helpers, and volunteers receive adequate initial, and ongoing First Aid training;
- Keeping up to date with changes in the health and safety legislation and regulations;
- Ensuring that a sufficient budget for health and safety is maintained.

8 EMERGENCY SAFETY

8.01 Fire Safety

The fire risk assessment shall be undertaken by the Premises Manager. If necessary, the Health and Safety Deacon can provide, or obtain advice or assistance.

Good evacuation procedures are essential.

8.02 Bomb Safety

A bomb risk assessment shall be undertaken by the Premises Manager. If necessary, the Health and Safety Deacon can provide, or obtain advice or assistance.

Bomb assembly points will be different from fire assembly points, as they need to be at least 200m away from the building (or at a distance agreed with the local police authority).

The staff member on the premises at the time will be responsible for undertaking the search for suspicious objects with the police as appropriate (due to their local knowledge).

8.03 Risk Assessments

Fire and bomb risk assessments and their implementation shall be reviewed annually.

8.04 Alarms

Different alarm signals for fire and bomb alerts (where possible) are to be implemented and regularly practiced.

9.0 INFORMATION, TRAINING AND SUPERVISION

A health and safety law poster shall be displayed in a prominent position and brought to the attention of all employees, leaders, helpers and volunteers.

9.01 Other Mandatory Training

- All leaders in charge of organisations and activities as well as other leaders, helpers and Stewards are to receive at least 'Appointed Persons' First Aid Training.
- Staff are to receive Fire Warden Training, so that at least one Fire Warden is present whenever the church, organisation or activity meets.
- All Appointed Persons and Fire Wardens shall have their training up-dated as when necessary (maximum 36 months).

10.0 CONTRACTORS AND VISITORS

10.01 CONTRACTORS:

All contractors have a duty to their employees to provide them with a safe place and system of work. They must however, ensure the health, safety and welfare of all others affected by their activities, by effective planning and procedures.

10.02 VISITORS:

Visitors fall into two categories, those who are attending the premises for services and other activities, and those who are visiting members of staff, or other persons within the building.

- a. It is unreasonable to expect people attending services and other activities visiting to sign in and out of the building. The employees, leaders, helpers and volunteers responsible for organisations, activities, and meetings will be responsible for running a suitable system for knowing who is on the premises attending their activity/organisation, where they are all located at any time, and for ensuring that all their people have left the premises and that they have been accounted for in the case of an emergency evacuation of the premises.

