

CHBC Health and Safety Policy and Procedures (2019)

Introduction

The following document is here to support and enable you to run a safe Event or Activity on behalf of Castle Hill Baptist Church. It is not here to create problems or be a 'box ticking' exercise but rather to help you think through how to work safely within the charity sector "world" and to spot and manage any potential risk. All we do witnesses to Christ, so we want to share His love by caring for people the best we can.

Each Responsible Person (Leader) of a CHBC Activity or Event should be acquainted with the following policy and procedures. In running an Activity or Event you agree to put this document into practice. A separate risk assessment [RA] should also be produced, using the church template, to show due diligence for any *extra* areas of risk (examples are available).

All new Activities and Events in the church's name should be approved by the deacons — please have a chat with the Pastor. Specifics should be discussed with a member of the Health and Safety Group (*see the Fellowship Booklet*). They are here to help and work with you to answer any questions or queries. They may also have former RAs that could help your thinking and reduce your workload! Thank you for taking the time to work through this.

Section A: General statement of policy

This policy applies to the Church and grounds, Gateway café, Gerrard Street Church Hall and grounds. It does not apply to the Manse, or the two flats (one above Gateway and also the flat attached to the Church Hall).

Our policy, so far as it is reasonably practicable is: -

To provide and maintain a safe and healthy environment for all who visit our premises for whatever reason.

To provide our premises, equipment and systems of work which are, as far as it is reasonably practicable, free from hazard for all our employees, congregation, contractors, visitors and all others who may visit the Church Premises.

To provide such information, training and supervision as is necessary for this purpose.

The allocation of duties for safety matters and particular arrangements that we will make to implement this policy are set out in the following pages.

This policy will be kept up to date, particularly in the light of any changes to our buildings or activities. The policy and the way it operates will therefore be reviewed regularly and appropriate changes made.

For health and safety matters to be kept under review, an item on health and safety will be on the agenda of all meetings of the Church Trustees. Church members, employees and other persons affected by the policy will also be consulted on a regular basis in order to seek their views on health and safety matters.

ADOPTED BY THE CHURCH MEMBERS' MEETING IN 2019

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Section B: Organisation and responsibilities

Overall responsibility for health and safety lies with the Minister and Church Trustees, 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 Responsible Persons as defined in the final paragraph of this section.

The Minister and Church Trustees have the general responsibility to ensure as far as is reasonably practicable that the Health and Safety Policy is implemented and that the arrangements outlined in this policy are updated as necessary. They will appoint a Health and Safety Officer who will be responsible for ensuring the day to day implementation of the arrangements outlined in this policy.

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 health and safety policy and arrangements to ensure as far as reasonably practicable they are observed.
3. Ensure as far as is reasonably practicable that safe systems of work are in place.
4. Ensure as far as reasonably practicable that the Church Premises are clean and tidy.
5. Advise on the carrying out of suitable and sufficient risk assessments to provide for the health & safety of those who use the church premises and to identify appropriate controls.
6. Provide advice and guidance in relation to maintenance and servicing of the Church Premises; safety precautions; maintenance of equipment; any required training/competence of operators; adequacy of access and exit routes; fire extinguishers and any other necessary fire precaution equipment.
7. Ensure as far as reasonably practicable that food hygiene regulations and procedures are observed.
8. Carry out investigations of any accidents and recommend measures for preventing their recurrence.
9. Ensure that accident and other appropriate records are maintained and reported to the appropriate authorities.
10. Carry out regular inspections of Church Premises, grounds and equipment to identify potential hazards or lack of adequate controls, and advise suitable remedial actions. To keep a record of the inspections.
11. Provide regular update reports to the Trustees.

Responsibility for Health and Safety

Any person on Church Premises has a responsibility to cooperate in the implementation of this Health & Safety Policy and to take reasonable care of themselves and others. Everyone on Church Premises has a responsibility for health and safety for themselves and others. Particularly they should:

1. Comply with safety rules, operating instructions and working procedures.
2. Use protective clothing and equipment when required.
3. Undertake risk assessments – appropriate to their event or activity while on church business or premises.

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4. Report any shortcomings found in any of the premises or systems immediately to the responsible person, who will contact the Health and Safety Officer or a Trustee.
5. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
6. Not misuse anything provided in the interests of health and safety.

Responsible Persons

A responsible person in this Health and Safety Policy is any leader of any group or activity held on Church Premises.

Section C: Arrangements

This section sets out our arrangements to minimise as far as reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

At the end of this document are five Schedules showing specific details of responsibilities, locations etc.

First Aid

The location of First Aid boxes and those trained as first aiders/medical professionals are listed in Schedule 1.

Accidents

In the event of an accident, any injuries should be treated appropriately. Emergency services must be called immediately if required. The area where the accident took place must be made safe as soon as practicable and the accident reported to the person responsible for the activity. The responsible person should inform the Health and Safety Officer and/or a Church Trustee and the accident detailed in the Accident Book.

The Accident Book is located in the Church Office. In addition, near misses, hazards and unsafe conditions are to be reported the Health and Safety Officer at the earliest opportunity.

Accident records will be reviewed by the Health and Safety Officer who will report any accidents or near misses at the regular Trustees meeting.

Under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory duty to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Where necessary these reports will be submitted by the Health and Safety Officer.

Information on who to notify and which injuries/illnesses require notification as well as further information on the Act can be found at <http://www.hse.gov.uk/riddor>

There are three requirements for reporting, as follows:

- serious injuries or dangerous occurrences (as defined by regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508

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- accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident, but including any days which would not have been working days), but which do not fall into the above category, must be reported in writing within fifteen days on form F2508
- reportable diseases are to be reported in writing on form F2508A.

Forms can be completed on line at www.hse.gov.uk/riddor and for fatal or serious accidents there is a telephone number 0845 300 9923 open Mon to Fri 8.30 a.m. to 5.00 p.m.

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:-

1. Assessment of the fire risks in the Church Premises and the risk to our neighbours
2. A check that a fire can be detected in a reasonable time and that people can be warned
3. A check that people who may be in the building can get out safely including adequate fire exit signage
4. To provide reasonable firefighting equipment
5. A check that those in the building know what to do if there is a fire
6. Regular checks that the fire extinguishers are in place and that there is an annual maintenance contract in place.

Fire extinguishers

Fire extinguishers are kept in locations detailed in Schedule 2. The extinguishers are checked every month by the Health and Safety Officer to ensure that they are in place and have not been discharged. The extinguishers are checked annually by a specialist fire protection company.

Fire alarm system

A Church Trustee is responsible for testing the fire alarms and arranging maintenance of the system.

Emergency lighting

The Emergency Lighting will be checked annually by a specialist company.

Evacuation procedure

For large events, stewarding/evacuation arrangements are as follows:-

1. All designated fire doors must be unlocked before the service/event commences and will be clearly marked as fire exits using the 'Running Man' symbol.
2. A check must be made that all doors and fire exits can be opened easily.
3. In event of an emergency (fire etc.) an announcement to leave the building will be made by the responsible person, Minister or Church Trustee. Additionally they will also check everybody has left the building, if it is safe to do so.
4. Any person with a disability should be assisted by able bodied persons.
5. Parents or the responsible person must take responsibility to ensure any children present are escorted safely out of the building.

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6. People should assemble at the corner of St Nicholas Church Street and Gerrard Street (outside former Earls of Warwick public house). If it is bad weather and keys are available for the Hall in Gerrard Street, people will be moved to the Hall.
7. The Emergency Services will be contacted immediately by the responsible person, Minister or a Church Trustee.

Electrical safety

1. Twice a year there will be a visual inspection of cables and portable appliances e.g. to ensure no loose connections, worn flex or trailing leads. Any repairs needed to be reported to the Health and Safety Officer.
2. Every year all portable electrical equipment will be tested (PAT testing) by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any remedial work will be carried out. Any repairs required will be reported to the Health and Safety Officer.
3. Electrical equipment should be switched off and disconnected when not in use for long periods of time.
4. Flexible cables should be positioned and protected so they do not constitute a tripping hazard.

Lightning conductor

The lightning conductor should be tested every 4 years minimum as recommended under BS EN 62305.

Any work on the lightning protection system should be conducted by a competent contractor e.g. a member of ATLAS (Association of Technical Lightning and Access Specialists).

Gas equipment safety

All gas equipment is to be maintained and checked annually by a competent contractor who is registered with the Gas Safety Register. Any necessary work required regarding any safety issues should be actioned as soon as possible.

Hazardous substances

1. The Health and Safety Officer will maintain a list of any hazardous substances used on the church premises with their COSHH (Control of Substances Hazardous to Health Regulations) data sheets.
2. Where possible, we should eliminate the use of hazardous substances. Where this is not possible the safety arrangements are as follows:-
3. 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 (Chemicals (Hazard Information and Packaging for Supply) Regulations 2002, which are also known as CHIP regulations) are to be used to determine the correct method of use, protective clothing needed, method of storage, and action to be taken in the event of an accident. The Health and Safety Officer will do a COSHH risk assessment as set out in 2002 legislation.
4. Asbestos. Where asbestos is known to be on Church premises we will record its presence (see Schedule 4). If the asbestos is in a position or condition to be a health hazard it will be removed by an appropriate specialist contractor. Where it is not

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deemed a health hazard it may be left in situ until such time that it needs to be removed and then by an appropriate specialist contractor.

Safety of Plant and machinery

The Health and Safety Officer will maintain a list of any items of plant and machinery used on the Church Premises.

The procedures for checking and rules for use are as follows:

1. All equipment must be fully maintained and all guards in place before they are used. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
5. The appropriate personal protective equipment detailed below must be worn when operating any item or machinery.
6. Persons under the age of 18 years may use hand tools only and are not permitted to operate any power driven item or plant or machinery.
7. Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties.
8. Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
9. Persons must not work on their own unless they have a means of communication and have notified a colleague of the work being undertaken and agreed a procedure to ensure their safety is checked on regularly.

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

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the Health and Safety Officer of:

1. all floors and stairs in the Church Premises; and
2. all paths and steps in the grounds.

If any defects or potential problems are identified the Health and Safety Officer will arrange for repairs or remedial measures to be carried out.

In addition, the Health and Safety Officer will coordinate arrangements for the clearing of paths in the event of accumulation of moss, algae and leaves and after snow falls or during icy conditions.

Working at high levels

Planning and supervision

Work at height must be properly planned and appropriately supervised and must not be carried out at a height where it is reasonably practicable to carry out the work in a safer way. For example, light fittings, banners and other items at high level could be taken down for cleaning, restoration and repair rather than being worked on in situ.

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Where work is carried out at height, reasonable measures must be taken to prevent any person falling a distance liable to cause personal injury. Where access is routinely required at high level, such as for the clearance of leaves and debris from gutters or the routine maintenance of parapets and roofs, the installation of barriers or fall arrest systems may be necessary.

How we will comply?

The overriding principle is that we must do all that is reasonably possible to prevent anyone falling.

There is a simple hierarchy for managing this:

1. Avoid work at heights where possible;
2. Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
3. Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

We will comply by following the following simple rules:

1. Avoid working at height (i.e. climbing on things) wherever possible.
2. Make sure that any working at height is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable to prevent any persons falling a distance liable to cause injury.
3. Working at heights should never be done by an individual working alone. There should always be a second person to steady a ladder or call for help if an accident should occur. If there are only two people working together then at least one should be at ground level.
4. Exterior work should be postponed if the weather is likely to make it dangerous, and a ladder shouldn't be used in the rain.
5. Work at heights should only be carried out by people with a level of training or experience that makes them competent to do it.
6. If it has to be done it must be in a safe way with suitable equipment designed for the job and in such a way as to make a fall unlikely.
7. The risk of objects falling on to people below must be controlled by keeping any area around the working area clear and cordoned off.
8. Any equipment used must be checked for defects before use and used according to the manufacturer's instructions. All defects should be reported to the Church Administrator, Health and Safety Office and/or Church Trustee as soon as practicably possible.
9. Plans must be made for emergencies and rescue if necessary- e.g. making sure you know where first aid kits are kept and having access to a phone to call the emergency services.

Preparation of Food

1. As far as reasonably practicable we will follow the appropriate food regulations governing the preparation and storage of foodstuffs.
2. We will use food handlers who have received appropriate training, instruction and supervision, e.g. when running Gateway Cafe (but this is not necessary for occasional Church events).

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3. We (the responsible person) will arrange for appropriate assessment of risks to be carried out for the foods to be prepared and stored including storage at the correct temperatures e.g. Fellowship meals and one off events.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Wherever possible food stuffs should be only prepared in the kitchen areas.
6. We will ensure all hirers who wish to provide foodstuffs are advised of the facilities and procedures.
7. When other organizations are using the Gateway café they have full responsibility for their own training and hygiene procedures.
8. See Food Standards Agency for further information on providing food at Community and Charity events, including keeping food safe and chilled food safety:
<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

Manual handling – lifting, carrying and moving loads

1. Our policy is to eliminate manual handling as far as reasonably possible.
2. Where it is not possible to avoid the need to move heavy loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
3. Only those persons who are fit and able to move smaller objects, such as chairs or tables should do so.

Display screen equipment

Our policy is to assess the risk of all habitual users of computer workstations on the premises and to reduce those risks to a minimum. The following factors will be considered when carrying out risk assessments.

1. Stability and legibility of the screen.
2. Contrast and brightness of screen.
3. Tilt and swivel of the screen.
4. Suitability of keyboards, desks and chairs.
5. The work station environment.
6. The user.
7. Friendliness of the software

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the Health and Safety Officer.

Hazardous buildings/glazing

1. Our policy so far as is reasonably practicable, is for our buildings to be safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the Health and Safety Officer.
2. Any defects noted are immediately reported to the Church Trustees for repairs.
3. Where necessary, temporary measures are taken to minimise the risk of accident or injury until permanent repairs can be carried out.
4. A check is made of any asbestos in Church Premises, its location, type, and condition. Where necessary, asbestos will be removed by a licensed contractor.

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Information regarding any asbestos remaining in Church Premises is given to all contractors and anyone else who may be affected.

5. A check is made of all glazing in the buildings to ensure that glass in windows below waist height and in doors and beside doors below shoulder height is of safety material or is protected against breakage.

Risk assessments/activities

Risk assessments will be carried out at regular intervals on all areas of the Church Premises and all activities that carry significant risk, by the responsible person in order to meet our obligations under Health and Safety legislation.

The following are examples of activities that will require risk assessments.

1. Baptisms
2. Children's parties including use of bouncy castles
3. Erection of temporary structures
4. Church maintenance
5. Use of candles at Christmas services

Anyone entering Church Premises for the purpose of carrying out work other than an employee or voluntary worker of the Church will be regarded as a contractor.

For all hazardous activities a contractor will need to carry out risk assessments and introduce procedures that must be followed and must be able to provide a copy to the Church on request. All contractors including the self-employed must abide by the following:

1. Have their own health and safety policy (where required by law) and be able to provide a copy on request
2. Have appropriate Public and Employers' Liability insurance in place and produce evidence of this to the Church Trustees
3. Comply with all requirements of this Health and Safety Policy and cooperate with Church Trustees in providing a safe place of work and safe system of operation
4. Where plant and machinery is brought to Church Premises by contractors they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
5. Contractors may only use sub-contractors or other persons other than their direct employees with the express permission of the Church Trustees. However responsibility will remain with the contractors
6. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. 'Permission to work' may be given verbally and may specify any safety precautions that must be undertaken.

Risk assessments/activities – Users of the Church

All users of the Church Premises will need to be provided with a copy of any risk assessments and procedures appropriate to their activity or location that must be followed. Activities outside the normal functions of the church will need separate risk assessments by those organising the event.

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Information and enforcement

Warwick District Council
Environmental Health Department
Health and Safety Team
Tel. 01926 456717
warwickdc.gov.uk

Health and Safety Executive
900 Pavilion Drive
Northampton Business Park
Northampton
NN4 7RG
Tel 0300 003 1747
hse.gov.uk

Health and Safety Poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the Gateway kitchen and Gerrard Street Church Hall.

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Schedule 1: Location of First Aid boxes and First Aiders

Updated Feb 2020

Main Church

First Aid box Kitchen

Medical Professionals/First Aiders Dr Sarah Colliver, Helen Wylie & Simon Carr

Gateway

First Aid box Kitchen

First Aider David Ho

Church Hall

First Aid box Kitchen, 2 boxes

First Aiders Claire Fry, Roisin Neill, Karen Menashe & Josey Du Bois (All Noah's Ark staff)

Schedule 2: Location and type of fire extinguishers

Main Church

Lobby/Main entrance	Foam extinguisher
Sanctuary	Foam extinguisher
Corridor at front of Church	Foam extinguisher
Attic room	Foam extinguisher
Coffee area	Foam extinguisher
Balcony	CO2 extinguisher
Boiler room	Powder extinguisher
Room behind Sanctuary	Foam extinguisher
Corridor by Kitchen	CO2 extinguisher
Upstairs	Foam extinguisher

Gateway

Kitchen	Powder extinguisher
Café	Foam extinguisher

Church Hall

Main hall	Foam extinguisher
Kitchen	CO2 extinguisher
Office	CO2 extinguisher
By Ladies toilets	Foam extinguisher
Rear corridor	Foam extinguisher
Attic room	CO2 extinguisher
Top of stairs	Foam extinguisher

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Schedule 3: Regular Inspections/Testing

Health & Safety Officer is responsible for making sure all of the regular inspections and testing is undertaken

Inspection	Frequency	Responsible	Notes
Fire Extinguishers	Monthly	H & S Officer	Visible inspection
Fire Extinguishers & Alarm	Annual	A Trustee	Checked by Specialist company
Fire exits	Monthly	A Trustee	Check doors & exits
Fire Drill Evacuation	Annual	A Trustee	Checked by Trustees
Emergency Lighting	Annual	A Trustee	Checked by Specialist company
Emergency Lighting	Monthly	A Trustee	Visual inspection
Fire Alarm Testing	Weekly	A Trustee	Test alarm system
Electrical plugs, cables & sockets	Quarterly	H & S Officer	Visual inspection
Fixed Electrical Installation	5 yearly	Property Trustee	Checked by Specialist company
Portable Electrical Equipment	Annual	Property Trustee	Checked by Specialist company
Lighting Conductor	4 yearly	Trustee	Checked by Specialist company
Gas Appliances	Annual	Property Trustee	Checked by Specialist company
Lighting	Monthly	H & S Officer	Inspect
Floors/Stairs/Paths	Quarterly	H & S Officer	Inspect
Building fabric including glazing	Quarterly	Property Trustee	Inspect
Outside of Building (including roof, car park & garden)	Quarterly	Property Trustee	Inspect
Health & Safety Policy	Annual	H & S Officer	Review

NB With regard to the above Schedule, see separate documents held in a folder in the Church Office regarding specialist companies undertaking checks on Church Premises and showing dates when testing is due.

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Schedule 4: List of Responsible People

Updated Feb 2020

NB The Fellowship handbook offers a complete list of Responsible Persons and/or Leaders of particular activities within the Church. That list supercedes this

By Activity	Name / Position
Minister / Pastor	Kevin Johnson
Church Trustees	Vacant (Church Secretary), John Levick (Treasurer), Martyn Colliver, David Ho, David Pearce, Rebecca Riordan, Liz Short, Alan Skillicorn, Pauline Stutton, Chris Williams & Nick Wylie
Safeguarding Trustee	Rebecca Riordan
Housekeeping & Office Supplies	Alan Skillicorn
Premises Team	David Pearce (Leader) David Ho (Gateway & Church Hall)
Accident book & Accident reporting	Church Secretary and/or H & S Officer
DBS checks	Joy Johnson, Sarah Weston-Walker (Noah's Ark)
Church website	Martyn & Ben Colliver
First Aid boxes (Church & Gateway)	David Ho

Schedule 5: Asbestos in buildings

13See Management Survey – Asbestos (see Management Survey folder in Church Office)