



# HEALTH & SAFETY POLICY

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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:

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**Issue 1 – April 2025**

Revision Record: 19/05/2025 – R1A – Addition of Christmas Decorations to Working at height plus additional guidance on minor access by ladders/steps.



## A - General Statement of Policy

1. The church recognises and accepts its responsibilities for providing, 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.
2. The church will, therefore, take all necessary steps within its power to meet its responsibilities so far as is reasonably practicable by, among other arrangements:
  - 2.1. maintaining the church premises in a condition that is safe and without risk to health and safety
  - 2.2. providing and maintaining means of access to and exit from it that are safe and without such risks
  - 2.3. assessing the risk to the health and safety of those who use the church premises
  - 2.4. ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
  - 2.5. the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of those who use the church premises
  - 2.6. the provision and maintenance of a proper environment for the church's employees, leaders, helpers and volunteers that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare
  - 2.7. consulting, where necessary, with all employees, leaders, helpers and volunteers on the implementation of any changes to this policy
  - 2.8. ensuring that adequate funds and resources are made available for carrying out this policy.

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

This 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 following consultation with all interested parties at least annually and the appropriate changes made, if required, in agreement with the Trustees.

In order to ensure that health and safety matters are kept constantly under review, health and safety will be a standing agenda item at regular meetings of the Diaconate, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed

Name: Michelle Eversden-Thomas..... Position Minister.....

for and on behalf of the Trustees of Pier Avenue Baptist Church

Date 18/05/2025....

This Health & Policy was adopted by a resolution of a Church Members' Meeting on 18<sup>th</sup> May 2025 and will be reviewed annually.



## **B - Organisation and Responsibilities**

### **Responsibility of the Trustees**

The ultimate responsibility for health and safety rests with the Charity Trustees (the ministers and deacons) 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 Diaconate**

The Diaconate has 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.

To this end they have appointed a Deacon to be responsible for Health and Safety, supported as necessary with the nomination of a Deputy and with close involvement with the Premises Lead and Maintenance Team.

### **Responsibility of the Health and Safety Officer**

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. advise on the carrying out of suitable and sufficient assessments of the risk to the health and safety of those who use the church premises and identification of appropriate controls
5. provide advice and guidance in relation to maintenance and servicing of the church buildings and grounds; safety precautions, equipment and clothing; maintenance of plant, tools and equipment and training/competence of operators; adequacy of access and egress routes and fire-fighting equipment with the assistance of the Premises lead and Maintenance Team.
6. carry out appropriate risk assessments (these to be reviewed annually) of the church's premises and activities and report to the Diaconate as necessary
7. co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety)
8. carry out investigations of any accidents and 'near misses' and recommend measures for preventing their recurrence
9. ensure that accident and other appropriate records are maintained and reported to the appropriate bodies
10. ensure that all appropriate arrangements are made to provide for First Aid and ensure that all food safety legislation is complied with
11. 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 employees, leaders, helpers and volunteers as necessary
12. 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
13. carry out regular inspections of church premises, grounds and equipment to identify potential hazards, or lack of adequate control, and advise suitable remedial actions



14. provide regular update reports to the Deacons Meeting.

### **Responsibilities of Employees, Leaders, Helpers, Volunteers**

All employees, leaders, helpers and volunteers will:

1. take reasonable care of their 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
2. as regards any duty or requirement imposed on the church or any person by or under any of the relevant statutory provisions, co-operate with the church so far as is necessary to enable that duty or requirement to be performed or complied with
3. comply with safety rules, operating instructions and working procedures and use protective clothing and equipment when it is required
4. ensure that they shall not intentionally or recklessly neither interfere with nor misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions
5. make themselves familiar with and conform to the Health and Safety Policy of the church at all times
6. observe all safety rules, procedures, and codes of practice at all times, and in particular be fully conversant with the procedures to be followed in the event of a fire or any other emergency
7. conform to all the food safety regulations that are applicable to themselves
8. co-operate 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 training if called upon to do so
9. report to the church's Health and Safety Officer all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable
10. 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;
11. have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use the church premises.

### **Responsible Persons**

The following are responsible for safety in the church:

The Church Trustees in consultation with the Health and Safety Deacon and any others who may be appointed from time to time to undertake roles or support the Trustees in the application of their Statutory Duties the following Responsible Persons (RP).

Currently the H&S Officers are Mr Richard Geddes and Mr Ian Smith



## **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.

### **First Aid**

The locations of First Aid Boxes and those who are trained first aiders are listed in Schedule 1.

### **Accident Reporting**

Once any injuries are appropriately treated and the area made safe, all accidents must be reported to the person responsible for the activity or persons involved. The responsible person will then complete the Accident Book, submit the tear out report to the church office and inform Health and Safety Officer at the earliest opportunity. The form should be posted through the church letterbox on completion.

In addition to any accidents, near misses, hazards and unsafe conditions are to be reported by completing the Hazard Report Form provided in the Hirers Folder and sending to the Church Health & Safety Officer at the earliest opportunity by posting it into the Church letterbox.

Accident Reports and Hazard Reports are reviewed by the Health and Safety Officer, who will report regularly to the Trustees.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement 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.

### **Fire Safety Summary**

Our Fire Safety Policy is expanded in the Policy Document for Fire Safety that includes Fire Alarm Systems, Fire Extinguishers, Premises Evacuation, Electrical Safety, COSHH and other Policies.

In outline our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005 and any other applicable regulations and in order to achieve this, we undertake the following:

1. assessment of the fire risks in the church and associated buildings and the risks to our neighbours
2. ensure that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
3. to provide reasonable firefighting equipment
4. ensure that those in the building know what to do if there is a fire - the actions in event of fire are displayed and communicated to users of the premises
5. checks of the premises before occupation and prior to locking up to ensure no fire risk exists
6. a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.



## **Fire extinguishers**

Fire extinguishers are kept in the locations detailed in Schedule 2:

The extinguishers noted are checked every month by the Maintenance Team to ensure that they are still in place and have not been discharged.

The extinguishers are checked annually by a specialist fire protection company.

## **Evacuation procedure**

All employees, voluntary workers and Hall Hirers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

Those with reduced mobility will be identified by the Welcome Team (or those responsible for gatherings which are not stewarded) and appropriate assistance arranged.

## **Electrical Safety**

Electrical Safety throughout the premises and in relation to Portable Appliances is included within the Fire Safety Policy document and is summarised below.

1. A list of all our portable electrical appliances is maintained by the Maintenance Team
2. A testing programme is in place with frequency of inspection based on the assessed risk for that appliance or device and in line with current industry guidance.
3. It is the responsibility of every user of a portable appliance to inspect and check for damage and if identified to report it to the Maintenance Team for action
4. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.
5. Our lightning conductor system will be examined and tested by a competent specialist firm of engineers on an annual basis.

## **Gas Equipment Safety**

All gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register.

Any necessary work required for safety is implemented immediately

## **Hazardous Substances**

The H&S Officer will maintain a list of all hazardous substances used in the church.

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

## **Safety of Plant and Machinery and Lone Working**

The Maintenance Team will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

1. 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. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
7. Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
8. 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.
9. Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
11. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

## **Slips, Trips and Falls**

To avoid accidents and incidents as far as is reasonably practicable the condition of floors, steps and paths will be inspected each quarter by the Maintenance Team.

Any defects or potential problems will be reported to the H&S Officer who will ensure that arrangements are in place for repairs or remedial measures to be carried out.



## **Lighting**

In order to ensure that the church is adequately lit, an inspection will be made every month by the Maintenance Team to ensure that all lights in the church, hall and church grounds are working. Any bulbs that require replacing will be reported and logged for replacement.

## **Working at Height**

Apart from the following activities, work at height will only be undertaken by appropriately qualified and equipped specialist contractors, who will be responsible for specifying the safe method of working.

Only the following work is authorised without special arrangements provided those undertaking the task are competent and capable of working at height in a safe way.

1. replacing light bulbs in the church and servicing and replacing lamp of high level A/V projector clearing leaves and debris from the gutters and seasonal activities of access to Christmas Decorations.
2. Where access is required for minor cleaning or similar tasks that only take a very short time at height then individuals with sufficient skills and knowledge can use the church ladders and steps to undertake these tasks. If in doubt, seek guidance from the H&S person.

## **Kitchen Area / Preparation of Food**

A separate Food Safety Policy is in place but in summary the below items apply.

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 appropriate 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. Food should only be prepared in the kitchen areas
6. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures
7. Access to kitchen area is controlled to restrict potential for accidental contact with hot surfaces, boiling liquids and sharp implements

## **Manual Handling**

The lifting, moving and carrying of heavy items is covered by the policy listed below.

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible



3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

### **Display Screen Equipment**

Our policy is to assess the risks to all frequent users of computer workstations and to reduce those risks to the lowest level possible. We do not consider this a likely requirement for current church operations.

The following factors will be considered when carrying out risk assessments:

1. stability and legibility of the screen
2. contrast and brightness of the screen
3. tilt and swivel of the screen
4. suitability of keyboards, desks and chairs the work station environment
5. the user-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 & Safety Officer.

### **Building Hazards including Glazing**

Our policy is to ensure that our buildings are 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 H&S Officer

1. Any defects noted are immediately reported to and the procedures put in hand for repairs
2. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
3. Currently all asbestos has been identified and removed but in line with general industry advice for owners of old building there needs to be and awareness of the potential for other areas to be identified where asbestos or asbestos products may exist.
4. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage

### **Risk Assessments**

Risk assessments will be carried out for all activities that carry a significant risk by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. The following are examples of activities that will require risk assessments.



1. fetes, including the use of bouncy castles; sponsored walks, visits and outings
2. church maintenance
3. roof maintenance
4. erection of temporary staging.

### **Risk Assessments - 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.

For all hazardous activities, the contractor/s will need to carry out risk assessments and introduce procedures that must be followed and be able to provide us with a copy of them 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 of the same
2. produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
3. comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation
4. where plant and machinery is brought onto the 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 persons other than their own direct employees with the express permission of the church officials. 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.

This 'permit to work' will also specify any safety precautions they must undertake. These terms and conditions will be checked by the person hiring the contractor on behalf of the Church.

### **Risk Assessments - Users of the Church**

For all activities, other users of the church premises need to carry out risk assessments and introduce procedures that must be followed and be able to provide a copy of them on request. The following are examples of activities that will require risk assessments.

1. children's parties including the use of bouncy castles;
2. sponsored walks, visits and outings;
3. any event where a child/ young person may stray beyond the church rooms and grounds



## **Information and Enforcement**

Health & Safety Executive (Chelmsford) Telephone: 0300 003 1747

## **Health and Safety Law Poster**

A copy of the HSE poster 'Health and Safety Law - what you should know' is displayed in the Resources Room



## Schedule 1

### First Aid Boxes

These are principally located in the Atrium, Fellowship Hall and the Friendship Lounge.

At each of these FA locations there is an 'Accident Book' for the purpose of recording any accidents that occur and ensuring these are recorded and appropriate action taken.

The Accident Book forms should be removed immediately following completion and not left in the book. On completion these should be delivered to the Church by posing in the church letterbox ensuring the required privacy and data protection requirements are met.

In the Kitchen area there are also secondary FA kits available.

## Schedule 2

### Fire Extinguisher Locations:

These are located around the building at prescribed point and should not be moved.

In the event of a Fire – evacuation is the first priority and ensure everyone is safely out of the building and at the relevant muster points. If there is availability and it is deemed safe to do so, then a Fire Extinguisher can be deployed and used to fight a small localised fire provided the operator understands the risks involved and they type of fire extinguisher that can be used on the fire. Electrical fire must not be tackled with Water FE's.