

# Health and Safety Policy

15-JUN-22

Emmanuel Baptist Church Swanage

Authored by: Ian Snell



# Introduction

This is the Health and Safety Policy for Emmanuel Baptist Church Swanage.

## Overview

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church facilities or grounds.

We also know that, where we are an employer or control premises in certain circumstances, we must meet the requirements of health and safety law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

## Issue Status and History

### Status

Policy	Health and Safety Policy
Number	EBC-01
Primary Responsibility	Leadership
Issued	1st July 2022
Status	Issued
Review Period	5 years
Next Review Date	1 <sup>st</sup> July 2027

### History

9th Dec 2020	Created based on document from Baptist Union in a file named health_and_safety_policy.pdf
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# Statement of Health and Safety policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, church members, visitors and others who may use the church, grounds or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Leadership accept their overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the Leadership to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organization and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

Signed on behalf of the Leadership:

Ian Snell

as agreed at a meeting on Date:

14th June 2022

## Organization and responsibilities

1. The member of the Leadership with overall responsibility for implementing our policy is:

Ian Snell

They will ensure that:

- the standards set out in this policy are implemented and maintained
- any accidents are investigated, recorded and reported if necessary
- where necessary, specialist health and safety assistance is obtained
- relevant health and safety documents and records are retained
- any hazards reported to them are rectified immediately
- they keep up to date on health and safety matters relevant to the church
- only competent persons carry out repairs, modifications, inspections and tests
- set a personal example on matters of health and safety.

2. The Leadership have day-to-day responsibility for implementing our policy.

They will ensure that:

- all employees and volunteers are aware of their health and safety responsibilities
- adequate precautions are taken as set out in this policy and related risk assessments
- adequate information and training is provided for those that need it
- any hazards or complaints are investigated and dealt with as soon as possible
- where defects cannot be corrected immediately, interim steps are taken to prevent danger
- all accidents are reported in-line with the requirements of this policy
- advice is sought where clarification is necessary on the implementation of this policy
- set a personal example on matters of health and safety.

3. All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

- read this policy and understand what is required of them
- attend any training required to enable them to carry out their duties safely
- complete their work taking any necessary precautions to protect themselves and others
- do not undertake any repair or modification unless they are competent to do so
- comply with any safety rules, operating instructions and other working procedures
- report any accident
- report any hazard, defect or damage, so that this might be dealt with
- do not misuse anything provided in the interests of health and safety.
- warn any new employees or volunteers of known hazards

## Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

### General Arrangements

#### Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

Our person appointed to assist us is:

Not applicable

#### Risk Assessment

We will complete risk assessments to identify what we need to do 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.

#### 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.

#### First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

Our first aid box is located in:

Reception, Kitchen and  
upstairs kitchen

Our person in charge of first aid arrangements is:

Caroline Powell

#### Accident Reporting

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.

Our Accident Book is kept in:

Reception

#### Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

#### Contractors

If we employ contractors, we will make sure that they have their own health and safety policy and Public and Employers Liability Insurance by asking to see copies of the relevant documents.

#### Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in:

**Reception****Specific Arrangements****Church Buildings**

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe.

Defects will be repaired as soon as is practicable bearing in mind that a facility may be required.

Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

**Grounds**

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

**Construction Work**

Where maintenance, refurbishment and restoration work is planned for our church, 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.

**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. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

**Electricity**

We will ensure that any electrical system, fixed machine and portable appliance is maintained to prevent danger. 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 concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

### Fire

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.

### Heating Systems

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

### Hazardous Substances

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.

### Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

### Manual Handling

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.

### Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

### Slips and Trips

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 handrails or lighting) remain adequate. 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 Height

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 any training and checks to ensure the safety of any equipment used.

### 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.

### Working Alone

We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety.

In particular, employees and volunteers should let someone know when they are working alone either in the building or on business with someone in the community.

Working at height whilst alone is not acceptable.