

<b>SLOUGH BAPTIST CHURCH POLICY</b>	<b>Health &amp; Safety Policy</b>
<b>POLICY NUMBER: SBCP-09</b>	



<b>Primary Responsibility:</b>	Secretary
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<b>Issued:</b>	6 <sup>th</sup> November 2017
<b>Status:</b>	Final
<b>Review Period:</b>	3 years
<b>Next Review Date:</b>	November 2020

## **DISTRIBUTION**

<b>Original</b>	Slough Baptist Church Office
<b>Copy</b>	Website (PDF)

### **1. Purpose and Scope**

Slough Baptist Church recognises and accepts its responsibilities for providing a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the church premises.

The church's trustees have overall responsibility for health and safety within the church premises. They have delegated responsibility for the fulfilment of this policy to the Health and Safety Officer, who reports to the trustees at least annually regarding the implementation of the policy and any proposed improvements. The Health and Safety Officer is normally the Church Secretary: the members shall be notified if a different individual is nominated by the trustees.

All employees and volunteers of Slough Baptist Church are required to follow the spirit of this policy in whatever activities they organise at the church premises.

Use of the Slough Baptist Church premises by other groups is contingent upon their agreement to abide by this Health & Safety Policy.

### **2. Policy**

The church shall take all necessary steps within its power to meet its responsibilities by, among other arrangements:

1. Maintaining the church premises, means of access and egress in a condition that is safe and without risk to health;
2. Providing and maintaining furnishings and equipment which are safe and without risk to health;
3. Assessing the risk to the health and safety of those who use the church premises;
4. Ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles, equipment, furniture and substances;
5. Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of those who use the church premises;

6. Provision and maintenance of a proper environment for the church's employees and volunteers that is safe, without risk to health, and adequate as regards facilities and arrangements for their welfare;
7. Arranging for suitable induction programmes and training;
8. Consulting with employees and volunteers on the effectiveness and implementation of this policy and any necessary changes;
9. Ensuring that adequate funds and resources are made available for carrying out this policy.

### **3. Health and Safety Officer**

The Health and Safety Officer shall:

1. Ensure that appropriate risk assessments of the church's premises and activities are conducted and report to the church's trustees as necessary;
2. Co-ordinate with the Trustees the requirements of and implementation of the church's Health and Safety Policy, using the Annual Review Checklist provided in Appendix 1;
3. Oversee investigations of any accidents and recommend measures for preventing their recurrence;
4. Check that accident and other appropriate records are maintained and returned to the appropriate bodies;
5. Check that all appropriate arrangements are made to provide first aid;
6. Ensure that any Personal Protective Equipment needed to fulfil any duties undertaken in the church is provided.
7. Confirm that all food safety legislation is complied with;
8. Arrange with the Church Manager any safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to, and confirm that any changes in such requirements are communicated to employees and volunteers and complied with;
9. Check that, where necessary, all relevant safety regulations are prominently displayed, and that all emergency procedure notices are properly exhibited and clearly visible at all times;
10. Confirm that procedures are in place to ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.

### **4. Employees, Volunteers and External Groups**

All employees and volunteers of Slough Baptist Church and external groups using the premises shall:

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 acts or omissions while working or helping;
2. Make themselves familiar with and conform to the Health and Safety Policy of the church at all times;
3. 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;
4. Conform to all the food safety regulations that are applicable to themselves;
5. Co-operate with the church to enable it to carry out its duties and requirements under the provisions of all health and safety legislation, including participating in any initial or other training if called upon to do so;
6. 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;
7. 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 a position where they may create a trip hazard;

Users of the church premises shall not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

## Appendix 1: Annual Health & Safety Review Checklist

Nature of Check	Have previous actions been closed?	Annual Review Comments and Actions Arising
<p>1. Are the Church premises, paths, steps, staircases, floors and toilets in a safe, clean and tidy condition and adequately lighted. Are there satisfactory arrangements for their cleaning and maintenance?</p>		
<p>2. Are all exits and escape routes clearly marked with appropriate signs which comply with the Health and Safety (Safety Signs and Signals) Regulations 1996?</p> <p>Are the emergency exit routes kept clear of obstruction and properly lighted?</p>		
<p>3. What provisions are made to ensure that emergency exit doors are either unlocked or fitted with panic bolts? Where possible do they open outwards?</p>		
<p>4. Are clear instructions issued giving instructions as to what to do in the event of a fire?</p>		
<p>5. Are there appropriate arrangements for giving warning in case of fire?</p>		
<p>6. Is the fire-fighting equipment adequate, easy to use, properly positioned and signed in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.</p> <p>Has it been inspected / maintained?</p> <p>Do sufficient people understand how to use the equipment?</p>		
<p>7. Is a first aid box available and is someone responsible for ensuring that it is adequately stocked? Is a list of first aiders available?</p>		
<p>8. Are there proper arrangements for investigating, recording and reporting accidents?</p> <p>What accidents have been recorded in the last period? Is any follow-up action required?</p>		

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9. Does the kitchen and any equipment in it comply with current hygiene requirements?		
<p>10. Are there proper precautions for the use, labelling and storage of hazardous or harmful substances?</p> <p>Is cleaning and decorating equipment stored away from children?</p> <p>Is safety equipment such as goggles, rubber gloves and aprons available?</p>		
11. Have the electrical circuits been safety tested?		
12. Have portable electrical appliances been safety tested. Are they plugged into a sufficient number of sockets for their use without the use of adaptors? Is there a clear rule concerning the electrical equipment which can be brought onto the Church premises?		
<p>13. When was the gas installation serviced by a qualified person?</p> <ul style="list-style-type: none"> <li>• Church building?</li> <li>• The Manse?</li> <li>• No. 34?</li> </ul>		
14. Is the asbestos log up-to-date? Has any asbestos been discovered or removed from the premises during the previous period? Are identified sections of asbestos in a safe condition?		
<p>15. Where a door can swing both ways, does it have a visibility panel? If so, is this fitted with safety glass?</p> <p>Are there any other glazed areas that should be fitted with safety glass?</p>		
16. What restrictions are in place for the maximum number of people that may be present at any one time in any part of the premises?		
<p>17. Is proper advice available for the lifting of heavy objects?</p> <p>Is advice provided on how furniture and equipment should be stacked or stored?</p>		

<b>Nature of Check</b>	<b>Have previous actions been closed?</b>	<b>Annual Review Comments and Actions Arising</b>
18. Are there adequate arrangements for outside contractors who carry out work on the church premises to ensure that they work safely and do not create a safety hazard for others?		
19. Are appropriate arrangements made for planning and supervising volunteer work parties undertaking maintenance or repairs on the church premises?		
20. Where outside organisations use the church premises, are the users aware of the church's Health and Safety Policy and is it clear to them that they must take responsibility for their own operations?		
21. Are arrangements made for employees and volunteers to be consulted or supplied with appropriate information about health and safety and fire precautions?  Have new employees received appropriate training as part of their induction?		
22. Do new employees or volunteers understand any rules or agreed advice about safe working whilst alone in the building?		
23. Do new employees or volunteers understand the policy for working at height?		
24. Has appropriate advice been provided to employees and volunteers that use VDU on a daily basis?		
25. Are there any other 'hazards' which need consideration? If so, list them noting the action required and the programme for action.		