

Health & Safety Policy

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:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

Note

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

RUGBY BAPTIST CHURCH

1 Regent Place, Rugby, CV21 2PJ

Properties: the Church, the John Lees Hall, the Regent Rooms and the Overslade Chapel.

Date: March 2017

Review date: February 2019

A - General statement of policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and all others who may visit the church, church grounds and any associated buildings.

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

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 regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, health and safety will be a standing agenda item of all 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 **Emma Tiller**

Church Secretary - for and on behalf of the Trustees of Rugby Baptist Church

Date **7th March 2017**

B - Organisation and Responsibilities

Responsibility of the Minister / Chairperson of the Trustees

Overall responsibility for health and safety is that of the Minister, as the Chairperson of the Trustees' meetings, 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 the Property Trustee.

Responsibility of the Health and Safety Adviser

The responsibility of the Health and Safety Adviser 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
- 6** carry out investigations of any accidents and recommend measures for preventing their recurrence
- 7** ensure that accident and other appropriate records are maintained and reported to the appropriate bodies
- 8** carry out regular inspections of church premises, grounds and equipment to identify potential hazards, or lack of adequate control, and advise suitable remedial actions
- 9** provide regular update reports to the Minister/Deacons

Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises. Employees and voluntary workers must therefore:

- 1** comply with safety rules, operating instructions and working procedures
- 2** use protective clothing and equipment when it is required
- 3** undertake risk assessments – appropriate to their event or activity while on church business or premises
- 4** report any fault or defect in equipment immediately to the appropriate person
- 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

The following are responsible for safety in the properties named above:

The Church Property Trustee in consultation with the Property Team and the Health and Safety Adviser.

First Aid arrangements are the responsibility of the First Aid Organiser, who will ensure that first aid boxes are available and regularly checked and that first aiders are appointed and trained.

See Schedule 4 for list of Appointments

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 Adviser at the earliest opportunity.

In addition, near misses, hazards and unsafe conditions are to be reported by completing the Hazard Report Form (Appendix A) and sending to the Health & Safety Adviser at the earliest opportunity.

Accident Reports and Hazard Reports are reviewed by the Health and Safety Adviser, who will report regularly to the Minister/Deacons.

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 Adviser.

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:

- assessment of the fire risks in the church and associated buildings and the risks to our neighbours;
- 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;
- to provide reasonable firefighting equipment;
- 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, including announcement to the congregation during a service once every quarter ;
- checks of the premises before occupation and prior to locking up to ensure no fire risk exists;
- 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 Health & Safety Advisor 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 and voluntary workers 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 stewards (or those responsible for gatherings which are not stewarded) and appropriate assistance arranged.

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

- 1** All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
- 2** A check must be made that all doors can be opened
- 3** A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church
- 4** Responsibility for using each fire extinguisher will be allotted to named and trained stewards
- 5** If emergency lighting is not available, torches must be available for each steward
- 6** The evacuation arrangements will be announced at the start of each large event. For Sunday Services, the arrangements will be announced at a service once per quarter.
- 7** In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Church Secretary or a Minister or a Trustee.
- 8** Persons will assemble in the Jubilee Gardens opposite to the Church buildings.
- 9** The emergency services will be contacted immediately by the Church Secretary or a Minister or a Trustee using the telephone located in the Church Office.
- 10** If there is no telephone available in the immediate vicinity, a mobile phone will be used by the Church Secretary.

Electrical safety

- 1** A list of all our portable electrical appliances is maintained by the Church Property Trustee
- 2** Every quarter plugs, cables and sockets will be inspected by the Health & Safety Advisor to ensure that there are no loose connections, worn flexes or trailing leads. Any required repairs will be reported to The Church Property Trustee for action
- 3** Every year all our portable electrical equipment will be tested (PAT Testing) by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.

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 At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers

6 It is our policy not to sell any second-hand electrical goods

7 Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

(i) visually check all electrical equipment before use

(ii) report all faults immediately to the Church Property Trustee

(iii) do not attempt to use or repair faulty equipment

(iv) no electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record. Electrical items brought in for occasional use, which do not remain in church property, may only be used at the discretion of the church appointed leader of the organisation concerned.

(v) electrical equipment should be switched off and disconnected when not in use for long periods

(vi) flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

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 Health & Safety Adviser 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

The Church Property Trustee 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 – 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 & Safety Advisor of

- 1 all floors and stairs in the church and buildings; and
- 2 all paths and steps in the grounds.

Any defects or potential problems will be reported to the Church Property Trustee who will arrange for repairs or remedial measures to be carried out.

In addition, the Church Property Trustee 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.

Lighting

In order to ensure that the church is adequately lit, an inspection will be made every month by the Health & Safety Advisor to ensure that all lights in the church, hall and church grounds are working. Any bulbs that require replacing will be reported to the Church Property Trustee, who will ensure that the bulbs are replaced following all appropriate safety procedures.

Working at high levels

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:

- replacing light bulbs in the church

- servicing and replacing lamp of high level A/V projector
- clearing leaves and debris from the gutters

Kitchen Area / Preparation of food

- 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 stuffs may 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 – lifting, carrying and moving loads

- 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 habitual users of computer workstations and to reduce those risks to the lowest level possible.

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

- stability and legibility of the screen
- contrast and brightness of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the work station environment
- 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 Advisor.

Hazardous buildings/glazing

1 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 Church Property Trustee.

2 Any defects noted are immediately reported to and the procedures put in hand for repairs

3 Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out

4 A check is made of any asbestos in the building its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building 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 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

Sharps

Needles, and other paraphernalia associated with illicit drug use, may be discarded on the premises. If encountered, the area will be secured to prevent others, including children, touching the items, which may be contaminated. A supply of disposable tweezers is available to transfer the items to a designated Sharps Container (located in Deacons' Vestry). Arrangements for disposal of items will be made when sufficient quantity collected.

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.

- fêtes, including the use of bouncy castles;
- sponsored walks, visits and outings;
- church maintenance
- roof maintenance
- 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.

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

Information and enforcement

Rugby Borough Council
Environmental Health Department
Health & Safety Team

Telephone: 01788 533882

Email HS@rugby.gov.uk

Health and Safety Law poster

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

Schedule 1 – First Aid Arrangements

Location of First Aid Boxes

1	Deacons' Vestry
2	Red Room
3	Upstairs Hall - Kitchen
4	John Lees Hall - Kitchen

Trained First Aiders

MICK DAULMAN
SIMON MORLEY
FIONA MEACHAM
RICHARD MEACHAM
LOUISE MORLEY (Paediatric)
GINA SAMBELL (Paediatric)
STEPHANIE BARKER

Schedule 2 – Fire Protection Arrangements

Fire Extinguishers – Locations

	Location	Size	Type
1	Church Main Doors L	9litre	Water
2	Church Main Doors R	9litre	Water
3	Rear of Church L	9litre	Water
4	Rear of Church R	2kg	CO2
5	Front of Church Pillar L (Music Group side)	9.5litre	Water
6	Front of Church Pillar R (Office side)	3litre	AFFF Foam
7	Church Office	2kg	CO2
8	Deacons' Vestry	2kg	CO2
9	AV Gallery	2kg	CO2
10	Upstairs Hall Kitchen	2kg	Powder
11	Upstairs Hall Kitchen	Std.	Fire Blanket
12	Upstairs Hall Main Door	9litre	Water
13	John Lees Hall Main Door	3litre	AFFF Foam
14	John Lees Hall - Kitchen	2kg	CO2
15	John Lees Hall - Kitchen	Std.	Fire Blanket

Schedule 3 – Regular Inspections/Testing

Inspection	Frequency	Responsible	Notes
Fire Extinguishers	Monthly	H&S Adviser	Inspect
Fire Extinguishers	Annually	Specialist Co.	Arranged by Property Trustee
Electrical plugs, cables, sockets	Quarterly	H&S Adviser	Inspect
Fixed Electrical Installation	5-yearly	Specialist Co.	Arranged by Property Trustee
Portable Electrical Equipment	Annual	Specialist Co.	Arranged by Property Trustee
Lightning Conductor	2½ years	Specialist Co.	Arranged by Property Trustee
Gas Appliances	Annual	GasSafe Engineer	Arranged by Property Trustee
Lighting	Monthly	H&S Adviser	Inspect
Floors/Stairs/Paths/Steps	Quarterly	H&S Adviser	Inspect
Building fabric including glazing	Quarterly	Property Trustee	Inspect

Schedule 4 – Appointments

Health & Safety Adviser – Mark Ledingham

Property Trustee – Paul Ridgway

First Aid Organiser – Louise Morley

RUGBY BAPTIST CHURCH Hazard Report Form

**Note: To report an accident, please use the Accident Book.
Use this form to report a near miss, hazard or unsafe condition.**

Location of hazard / incident:

Description of hazard / incident:

Person completing this form:

Name:

Address:

Post code:

Telephone:

Signature:

Date:

- Please inform Mark Ledingham (Health and Safety Adviser) of any incident / hazard at the earliest opportunity.
tel: 01788 569127 or 07774 973898
email: mark.ledingham@btinternet.com
- Return this completed form to the church office, or when unstaffed post it into the church letter box.