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| <b>DEDWORTH GREEN<br/>BAPTIST CHURCH</b> | <b>HEALTH &amp; SAFETY POLICY</b> |
| <b>POLICY NUMBER 2</b>                   |                                   |

|                                |          |                        |              |
|--------------------------------|----------|------------------------|--------------|
| <b>Primary Responsibility:</b> | Trustees | <b>Date Effective:</b> | January 2020 |
| <b>Authorising Signature:</b>  |          |                        |              |

|                              |                   |                                 |            |
|------------------------------|-------------------|---------------------------------|------------|
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**DISTRIBUTION LIST:**

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| <b>Hard Copy</b>       | <b>Matthew Scott (Minister)</b>                  |
| <b>Hard Copy</b>       | <b>Church Secretary</b>                          |

The policy is in 4 sections:

Section A – General Statement of Policy

Section B – Organisation and Responsibilities

Section C – Arrangements

Section D - Appendices

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## **SECTION 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.

The Trustees 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 others who may visit the church, and any associated buildings.

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

The policy will be kept up to date, particularly in the light of any changes to our buildings, activities or legislation. 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 on the agenda for Deacons meetings. Additionally all will be consulted on a regular basis in order to seek their views on health and safety matters.

## **SECTION B**

### **Organisation and Responsibilities**

#### **Responsibility of the Minister and Trustees**

Overall responsibility for health and safety is that of the 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 church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

They also have Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Diaconate.

The Trustees along with the Minister are responsible for the implementation of the arrangements outlined in this policy:

The responsibility of the above mentioned shall be to:

1. Understand 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. Ensure the church and hall, if applicable, are clean and tidy.
5. Ensure the church site is properly maintained including the safety of the car park.
6. Ensure that safety equipment and clothing is provided, maintained and used by all personnel where this is required.
7. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
8. Ensure that adequate access and egress is maintained.
9. Ensure adequate fire fighting equipment is available and maintained.
10. Ensure that food hygiene regulations and procedures are observed.
11. Review accidents, incidents and near misses.
12. Review the H&S Policy

## **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. Report any fault or defect in equipment immediately to the Minister or trustees
4. Report all accidents (however minor), injuries, near misses or other potential safety hazards in line with the requirements of this policy
5. Not misuse anything provided in the interests of health and safety.
6. Whoever opens and closes the building should check everything is order whenever premises are used.

## **Responsible persons**

The Trustees have overall responsibility.

## SECTION C

### Arrangements (Implementation of the Policy)

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.

#### Accidents and first aid

|  |                             |
|--|-----------------------------|
| <b>First Aid Boxes Are Located In:</b>     | Kitchen                     |
| <b>Trained/Qualified First Aiders Are:</b> | Carol Edwards<br>Ceri Rance |
| <b>The Accident Books Are Located In:</b>  | Kitchen                     |

All accidents and incidents are entered in the accident book or on an Accident report form and our insurers advised where required. Accident books and accident records are regularly reviewed.

These accidents will be reported by the one of the Trustees. See Appendix.

#### RIDDOR

Criteria for reporting of Injuries, diseases and dangerous occurrences:

In order to comply with the appropriate regulations, it will be necessary for accidents to be reported immediately to enable the RIDDOR report to be sent within the following time frame:

Without delay by the quickest practicable means Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). Then send a report of that incident in an approved manner to the relevant enforcing authority within 10 days of the incident

- Deaths,
- Specified injuries
- any person not at work suffers an injury as a result of an accident arising out of or in connection with work and that person is taken from the site of the accident to a hospital for treatment in respect of that injury; and
- **As soon as is practicable and within fifteen days**
- Over-7-day injuries.
- Some work related diseases i.e. Repetitive Strain Injury (RSI)
- **As soon as is practicable and within ten days**
- Dangerous Occurrences

<http://www.hse.gov.uk/riddor/reportable-incidents.htm> for information

## Work-Related Accidents

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is **work-related**; and
- It results in an injury of a type which is **reportable** (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

See [www.hse.gov.uk/riddor/do-i-need-to-report.htm](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm) for examples of incidents that do and do not have to be reported.

## Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order

2005. In order to achieve this, we undertake an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. The main objectives are to:

- Ensure that ignition sources are kept away from inflammable materials
- Ensure that there is adequate protective means of escape
- That there is adequate means of raising the emergency and evacuating the buildings

This is carried out either as a specific exercise or as part of our general health and safety risk assessment process. Where necessary, emergency lighting, fire exit signage and firefighting equipment is provided and checked. Regular checks that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company. Those in the building must know what to do if there is a fire.

## Fire Extinguishers

Fire extinguishers are kept in the following locations:

| Location    | Type of extinguisher |
|-------------|----------------------|
| Kitchen     | Foam x1<br>CO2 x1    |
| Sanctuary   | Water x2<br>CO2 x1   |
| Office      | CO2                  |
| Cooper Hall | Water                |
| Pocock Room | Water                |
| Foyer       | Water                |

The extinguishers noted are checked every quarter by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by Detect Electricals.

## Fire alarm system

### All Activations

In the event of any alarm activation, immediately leave the building via the nearest safe fire exit. All occupants should move to the nearest fire exit and evacuate the building to the designated assembly point. If possible the building should be checked for any remaining occupants.

### GENUINE ACTIVATIONS

In the event of genuine alarm activation, take the following action to re-set the alarm: -

1. When it is safe to do so, silence the alarms
2. If the cause is known, press the [Reset] button
3. If nothing is wrong the alarm will reset itself automatically
4. If there is smoke in the building the alarm will shortly re-activate!
5. If the alarm will not reset, then after silencing the alarms call the contact number shown on the panel (), quoting the system ID number () for further instruction

## Alarm Testing

The alarm should be tested regularly to ensure that it is in good working order (the recommended frequency is weekly, although monthly testing is acceptable).

If testing weekly, it is suggested that a different call point is tested each week, on a rotational basis.

1. Put the system in 'test mode': -
2. Press the [Test mode] button
3. Enter the zone number to be tested and press [Enter]
4. *(The relevant zone light and the test mode light will illuminate)*
5. Push the Call Point to be tested (place the black key into the call point, pull the panel down – the alarm activates briefly; push in – the alarm activates briefly)
6. Upon completion, press the [Reset] button

## Fire Evacuation Procedure Testing ('Fire Drill')

A 'fire drill' should be held twice a year in order to test fire evacuation procedures: -

Either:

1. Activate as for a genuine activation

Or:

1. Put the main key in the control panel and press the [sound alarms] button (*preferred method*)
2. The building should then be evacuated in the normal way, as for a genuine alarm
3. Upon completion of the drill: -
4. Press [Silence alarms]
5. Press [Reset]

## Record-Keeping

Records of all alarm activations (genuine activations, weekly / monthly tests and fire drills) should immediately be entered in the log book and the Trustees informed.

## Evacuation Procedure

For large services and concerts, where the congregation/audience exceeds our procedures for stewarding/evacuation 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. One person must be allotted to each door and have responsibility for persons in a specific part of the church.
4. Care should be taken if using a fire extinguisher to ensure the correct one is used
5. In the event of an emergency an announcement to leave the building will be made by the Minister or a member of the Diaconate.
6. In the event of a fire, the alarm will sound.
7. Anyone using the building should ensure that they know where the fire alarms, fire extinguishers and fire exits are situated
8. Persons will assemble in the Car Park at the assembly point
9. The emergency services will be contacted immediately by a nominated person using the telephone located in the Church Office or on a mobile phone.

### **Evacuation Drills**

Fire evacuation drills will be carried out approximately every 6 months. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

### **If You Discover A Fire (No Matter How Small)**

1. Immediately raise the alarm by alerting other people in the building.
2. Telephone the emergency services
3. Check the building for any other occupants
4. Attempt to extinguish the fire if possible and within your capability, using the appliances provided, but without taking personal risk.
5. If not possible to extinguish the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property.
6. Evacuate to the designated assembly point at the far end of the church car park.
7. Ensure clear access for the emergency vehicles.

### **Electrical Safety**

*The Electricity at Work Regulations 1992*

1. A list of all our portable electrical appliances is maintained by the Trustees
2. When used, plugs, cables and sockets will be visually inspected by the user to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs required will be reported to the Trustees for action.

3. When necessary the portable electrical equipment will be tested 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. 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 trustees
  - iii. Do not attempt to use or repair faulty equipment
  - iv. Electrical equipment should be switched off and disconnected when not in use for long periods.
  - v. 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**

*The Gas Safety Regulations Installation & Use Amendment) 1998*

The gas boilers and any other 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**

*Control of Substances Hazardous to Health Regulation 2002 (COSHH)*

The Trustees will maintain a list of all hazardous substances used in the church/hall. 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 first aid action to take in the event of an accident. Do not mix chemicals. Do not store chemicals in unmarked containers.

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 hand rails 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. Whoever opens and closes the building should check everything is order whenever the premises are used.

When the baptistry is in use or being prepared for use; the perimeter of the pool will be clearly marked to ensure all building users are aware. The cover will be re-instated whenever practical to minimise any risk.

## **Working At Heights**

The following areas are designated as high levels:

1. Gable Ends
2. Roof Lights
3. Roofs
4. Ceilings; including changing of light bulbs

Only those authorised by the trustees may work at high level:

The secretary will hold a list of those who have been approved to work at heights.

Only the following work is authorised without special agreement for the minister and trustees:

1. Changing of light bulbs with the exception of the following areas; the sanctuary, baptistry store, cooper hall, double store.
2. Clearing of gutters

The appropriate training will be given to all operatives to enable them to identify any potential risks associated with the task. A system of record keeping will detail who is working where, the time, and the task being undertaken.

## **Lighting**

In order to ensure that the church is adequately lit, *It is the responsibility of every member to ensure that any bulbs that requires replacing is to be reported to the trustees to ensure that the bulbs are replaced following appropriate safety procedures.*

## **Preparation Of Food**

We will ensure that on those occasions when we prepare food we follow the appropriate

regulations governing the preparation and storage of foodstuffs and will use clean and disinfected work surfaces, utensils and equipment. We will store food in such a way as to avoid contamination, at the correct temperature, will provide hand-washing facilities and suitable arrangements for the disposal of waste.

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 adequate 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.
6. We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

### **Manual Handling – Lifting, Carrying And Moving Loads**

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.

### **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 of at least 10 minutes per hour. Where necessary, risk assessments will be carried out by the relevant Trustee.

### **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 Trustee responsible for the building

2. Any defects noted are immediately reported to the Minister or Trustees 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 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.

## **Safeguarding**

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded. A permanent record will be maintained of all accidents involving children or vulnerable adults

## **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. 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.
7. This 'permit to work' will also specify any safety precautions they must undertake.

## **Cleanliness And Welfare**

The church is maintained in a clean state with cleaning carried out by external cleaning company. The church has suitable welfare and rest facilities including toilets and washing facilities for its staff and visitors.

Toilets are provided as follows:

1. Two gents
2. Three ladies
3. One disabled WC.

## **Car Park And Vehicle Safety**

Car parks are set out to allow people on foot or in vehicles to circulate safely and without difficulty. There is sufficient separation of any traffic route for vehicles from doors or gates or from traffic routes for pedestrians which lead onto it and where vehicles and pedestrians use the same traffic route, there is sufficient separation between them.

## **Access Issues Those With Disability**

Features that obstruct routes should be avoided. Special considerations have been given to the safety of people with impaired or no sight. People in wheelchairs may be at greater risk than people on foot, so give special consideration to their safety. Two disabled parking bays have been provided with level access into the building via all entrances and exits.

## **Information And Enforcement**

Environmental Health Service Information:

Royal Borough of Windsor and Maidenhead

Address: Town Hall, St Ives Road, Maidenhead, Berkshire, SL6 1RF 01628 685757

Signatories

| Name           | Position         | Signature | Date |
|----------------|------------------|-----------|------|
| Matthew Scott  | Minister         |           |      |
| Sandy Reynolds | Church Secretary |           |      |
| Jane McCarthy  | Church Treasurer |           |      |
| Sue Dilly      | Deacon           |           |      |
| Pauline Scott  | Deacon           |           |      |
| Jenny Soles    | Deacon           |           |      |
|                |                  |           |      |