

WHITSTABLE BAPTIST CHURCH
HEALTH AND SAFETY 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 providing and maintaining means of access to and egress from it that are safe and without such risks;

2.2 providing and maintaining furnishings and equipment which are safe and without risks to health;

2.3 assessing the risk to the health and safety of those who use the church premises in accordance with the *Baptist Union Risk Assessment Checklist in Appendix 1 below*;

2.4 taking into account the *Baptist Union Safe Practice & Safe Premises document in Appendix 2 below*

2.5 ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles, equipment, furniture and substances;

2.6 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;

2.7 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;

2.8 arranging for suitable induction programmes and training; consulting, where necessary, with all employees, leaders, helpers and volunteers on the effectiveness and implementation of this policy; and any necessary changes.

2.9 ensuring that adequate funds and resources are made available for carrying out this policy.

3 The church's charity trustees have overall responsibility for health and safety. They have given responsibility for the fulfilment of this policy to Andrew Frame as the church's Health and Safety Officer but subject hereto the charity trustees will be responsible for carrying out the implementation of the church's policy and for the issue of supplementary policy statements where this may be necessary.

4 The Health and Safety Officer will:

4.1 carry out appropriate risk assessments (these to be reviewed annually) of the church's premises and activities and report to the church's charity trustees as necessary;

4.2 co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety);

4.3 carry out investigations of any accidents and recommend measures for preventing their recurrence;

4.4 ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;

4.5 ensure that all appropriate arrangements are made to provide for first aid;

4.6 ensure that all food safety legislation is complied with;

4.7 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;

4.8 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;

4.9 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.

5 All volunteers, ministers, employees, leaders, and helpers will:

5.1 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.

5.2 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;

5.3 ensure that they shall not intentionally or recklessly either interfere with nor misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions;

5.4 make themselves familiar with and conform to the Health and Safety Policy of the church at all times;

5.5 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;

5.6 conform to all the food safety regulations that are applicable to themselves;

5.7 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 initial or other training if called upon to do so;

5.8 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;

5.9 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;

5.10 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.

This policy statement was adopted by a resolution of a Church Members' Meeting

on

APPENDIX 1 – Baptist Union Risk Assessment Checklist

..... **BAPTIST CHURCH**

RISK ASSESSMENT CHECK AND ACTION LIST

DATE MADE:

This risk assessment is offered to help you check your premises. It is for guidance only and is not exhaustive. You should give careful consideration to any other risks that are specific to your church premises. You need to look at your premises for anything that could cause harm to people ('hazards'). The church should weigh up whether it has taken enough precautions or should do more to prevent harm. It has to be remembered that even after all precautions have been taken, some risk will remain. Therefore what has to be decided in each case is whether what has been done or will be done will, as far as reasonably practicable, make the church premises safe for those who use them.

The questions in the checklist draw attention to what could be described as usual 'hazards' found on church premises. The person conducting the risk assessment needs to go round the church premises asking the questions and making an assessment as to whether any action is required and how urgent it is having regard to the risk of injury.

As you look at your building try to imagine how its different characteristics might affect all those who use it, with all their different characteristics, be they young or old, disabled or able bodied.

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
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?		
2. Is the electrical wiring safe? Is it tested regularly?		
3. Are portable electrical appliances regularly checked for safety net faulty flexes, appropriate fuses and trailing wires. 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?		

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
<p>4. Is the gas/oil installation regularly serviced? At the church building?</p> <p>At the Manse?</p> <p>When was it last tested by a qualified person?</p>		
<p>5. Has anybody at the church read the leaflet L11 Control of Asbestos at Work Regulations 2006 and Churches?</p> <p>Has an investigation been made to check whether Asbestos is present:-</p> <p>in the church building in any residential property e.g a manse</p> <p>Is the situation being adequately managed?</p>		
<p>6. Are all exists 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 escape routes kept clear of obstruction and properly lighted?</p>		
<p>7. Should emergency exits and any emergency exit route be provided with emergency lighting?</p>		
<p>8. What provisions are made to ensure that emergency exit doors are either unlocked or fitted with panic bolts?</p> <p>Where possible do they open outwards?</p>		
<p>9. If appropriate, are clear instructions issued giving instructions as to what to do in the event of a fire?</p>		

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
10. Are there appropriate arrangements for giving warning in case of fire?		
11. 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, and is it regularly maintained? Do a number of people understand how to use the equipment?		
12. Is it appropriate to specify the maximum number of people that may be present at any one time in any part of the premises?		
13. Is contact with the emergency services necessary regarding rescue work and fire fighting?		
14. Does the kitchen and any equipment in it comply with modern hygiene requirements?		
15. If heavy items need moving is proper advice given on how this should be done and how furniture and equipment should be stacked or stored?		
16. Is a first aid box available and is someone responsible for ensuring that it is adequately stocked? If appropriate is somebody designated as a first aider?		

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
17. Where a VDU is used on a daily basis, has the appropriate check and advice been given?		
18. If any hazardous or harmful substances are used or stored on the church premises are there proper precautions for their use, labelling and storage? Is cleaning and decorating equipment stored away from children? Is safety equipment such as goggles, rubber gloves and aprons available?		
19. Is the outside of your building safely maintained? Can doors be exited safely? Are ramps safe? Is external land properly maintained? Can children be safely escorted between different parts of the premises?		
20. Are appropriate arrangements made for planning and supervising volunteer work parties undertaking maintenance or repairs on the church premises?		
21. Are arrangements made for employees and volunteers to be consulted or supplied with appropriate information about health and safety and fire precautions?		

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
22. 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?		
23. 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?		
24. Where a door can swing both ways, does it have a visibility panel and if so is this fitted with safety glass? Are there any other glazed areas that should be fitted with safety glass?		
25. Are there proper arrangements for investigating, recording and reporting accidents?		
26. Are there any other 'hazards' which need consideration? If so, list them noting the action required and the programme for action.		
27. Do new employees of volunteers (including the minister) receive instructions and information about the church's health and safety policy?		

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
28. Do new employees or volunteers (including ministers) understand any rules or agreed advice about working alone in the building?		
29. Are there proper arrangements for monitoring the action required as a result of this risk assessment and for its annual review?		
30. Is there an annual review of the health and safety policy by the Charity Trustees?		

Appendix 2 – Baptist Union Safe Practice and Safe Premises document

1) Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent forms.

The first week someone attends we must have name, medical emergency information and a contact name and number.

2) 'Guidelines for Use of **BC Centre'

The responsible adult for an activity at **BC must attend a training session for 'Guidelines for use of **BC centre'

3) Health and Safety

All activities for children and young people will comply with the Church's current health and safety policy and will be conducted in accordance with *Guidelines for Users of **BC Centre*, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's groups will be properly maintained. A representative from the children's / young people's work teams will take part in the annual health and safety review in order to consider all aspects of safety for all children and young people using the premises.

4) Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

5) First Aid

**BC have a number of trained First Aiders. There is a list showing who they are on the First Aid cupboard in the kitchen. This cupboard also contains 2 first aid kits – one for adults and one for under 16s, as well as an incident reporting book which must be completed in the event of any accidents, injuries or incidents.

There is an additional first aid kit for the Football Project (in the Football Project cupboard in the foyer) and other external events. The church administrator ensures that the contents of the first aid boxes are checked on a regular basis. Completed accident forms should be passed on to the church administrator.

All **BC groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

6) Supervision of groups

The person responsible for a group/activity you must sign in the book in the *****entrance at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

7) Food Hygiene /Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

8) Transporting Children

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children. When this is not possible drivers will pick up and drop off at pre-arranged places.
- All drivers will have read the Church's Child Protection Policy and agree to abide by it.
- Parental consent will be given for all journeys.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly.
- Drivers will not spend unnecessary time alone in a car with a child.
- Make sure all children and young people are returned to pick up point.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

9) Risk Assessment

Before undertaking any activity the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

10) Insurance

Residential activity/camp organisers will ensure with the church treasurer that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

B. Outings and overnight events

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

1) Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

2) Adventurous Activities (Outings and overnight events)

No child will participate in adventurous activities without the written consent of the parent /carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp organisers need to ensure that the premises are licensed.

3) Fire Safety (Outings and overnight events)

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits. A fire drill will be practised on the first day of the residential activity/camp.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It will also comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (eg. a child who is hard of hearing).

4) Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (eg. no running round tents due to the risk of injury from tripping over guy lines).

5) Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip.