

WYMONDLEY BAPTIST CHURCH

HEALTH AND SAFETY POLICY

WYMONDLEY BAPTIST CHURCH recognises and accepts its responsibility to provide, so far as is reasonably practicable, a safe and healthy environment for anyone using the church premises.

At the same time, we expect all users of the church premises to understand that they have a responsibility to themselves and others to ensure a safe and healthy environment and to comply fully with the requirements as laid out in Section B of this policy.

Section A

Overall responsibility and implementation of this Health and Safety Policy have been placed with the Deacons. The Deacons may appoint other persons to be responsible for the daily implementation of all or part of the Policy. The contact numbers for persons with specific Health and Safety responsibilities will be displayed on Church notice boards together with copies of this policy.

1. The Deacons undertake to take all necessary steps within their power to ensure:

- a. as far as is reasonably practicable, the maintenance of the church premises in a safe condition without risk to health and that access and egress are safe and without risk.
- b. that furnishings and equipment are, as far as reasonably practicable, kept in a safe condition and without risk to health.
- c. that risk assessments are carried out as necessary by all who use the church premises. This is essential when flammable items are being considered for use.
- d. the safety and minimising of risks to health in connection with the use, handling, storage and transport of articles, equipment, furniture and substances.
- e. the health and safety of all who use or visit the church, as far as reasonably practicable, through provision of such information, instruction, training and supervision as considered necessary.
- f. all appropriate users are advised of any changes to this policy.

2. In addition the Deacons will ensure that:

- a. appropriate risk assessments of the premises and church activities are carried out; and reviewed annually and any recommended actions taken as soon as reasonably practicable. The Health and Safety Deacon will undertake the risk assessment for use of any flammable items and materials, e.g. candles, hand sanitiser.
- b. all fire equipment, is tested by an approved and competent person annually and that all group leaders are familiar with the emergency exit procedure.
- c. an evacuation procedure is put in place, tested at least annually and revised as necessary.
- d. all electrical wiring is checked by an approved and qualified person every five years.

- e. all portable electrical equipment on site is visually inspected by a suitable person on a regular basis.
- f. the relevant food safety legislation and regulations are made available to group leaders for their compliance.
- g. where necessary, all relevant safety regulations are prominently displayed, and all emergency procedure notices are properly exhibited and visible in each area.
- h. access to and from emergency exits and fire equipment is not impaired and are kept clear of obstructions at all times.
- i. accidents are investigated and measures taken to prevent their recurrence. If appropriate, accidents should be reported to the local Environmental Health Agency in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). The Deacons will also ensure that a first aid is available.
- j. all hazardous substances are clearly labelled and must be stored appropriately in accordance with COSHH (Control of Substances Hazardous to Health) procedures.
- k. external contractors undertaking any work on the site comply with all current health, safety and other legislation and that this requirement is included in all agreements and contracts. They will have their own liability insurance cover.
- l. All Personal Protective Equipment (PPE) that is required for a specific activity completed on behalf of the Deacons (e.g cleaning) will be provided by the church.

Section B

All users of the premises must:

- a. at all times take reasonable care of their own health and safety and the health and safety of others.
- b. ensure that they do not recklessly interfere with anything provided in the interest of health and safety nor allow any other person to do so because of the possible consequences.
- c. observe all safety rules, procedures and codes of practice at all times and ensure that they are familiar with the procedures to be followed in the event of a fire or other emergency.
- d. conform to basic food safety and hygiene regulations. A copy of the basic rules can be found in the church kitchen.
- e. ensure that storage and transport of articles and substances is safe and without risk to the health and safety of all users. Under no circumstances may liquefied petroleum gas or explosive substances be stored in the church building. Any hazardous substances, including cleaning materials, may only be stored as stipulated above.

f. co-operate with the church to enable it to carry out the duties and requirements under Health and Safety legislation, including participating in any training if called upon to do so.

g. appoint first aiders to support activities as appropriate. All accidents, hazards or dangerous occurrences must be reported as soon as is reasonably practicable whether persons are injured or not. A first aid kit and accident report book are located in the church kitchen. Completed pages of the accident book must be given to the Deacon responsible for Health and Safety for review, action, if needed, and filing.

h. make sure that all equipment and materials used are in a safe and serviceable condition. Cables, wires or other items must not create a hazard which may result in a trip, fall, electric shock or fire. Any portable electrical equipment brought into the premises must be in good condition and used in a safe way.

i. make sure the use of ladders is in accordance with HSE guidelines and that all ladders are returned to their designated storage place.

j. ensure that all children and young people in their charge are properly supervised at all times with due regard for the health and safety of all those using the premises.

This policy will be displayed on the church notice board and website and will be issued to the leader of each user group.

This policy statement was adopted by a resolution of a Church Members' Meeting held 7th September 2021.

Date for Review: at the AGM 2024

APPENDIX 1

Wymondley Baptist Church Evacuation Procedure:

Leave the building straight away by the nearest exit (Hall – main double door, fire escape door and kitchen door whichever is safest. Church - main doors or vestry door). People should then congregate on the pavement at the end of the drive away from the building and any cars. If people are in both buildings, both should be evacuated.

APPENDIX 2

Emergency Action Plan:

Should someone attending the church be involved in an incident the following steps will be taken:

- 1) Emergency services contacted, if required.
- 2) Appropriate first aid provided.
- 3) Those assisting should keep themselves safe.
- 4) Those assisting with the incident should wash hands as soon as possible after.
- 5) The accident book held in the Hall kitchen must be completed as detailed in the book.