

ELGIN BAPTIST CHURCH

HEALTH AND SAFETY POLICY

Approved by Church Leadership Team: July 2018

Review date: July 2019

Elgin Baptist Church
Health and Safety Policy
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Adapted from Slough Baptist Church Health and Safety Policy

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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;

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

2.5 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;

2.6 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;

2.7 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.

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

3 The church leadership team have overall responsibility for health and safety. They have given responsibility for the fulfilment of this policy to Mr Steven Lawson but subject hereto the

Elgin Baptist Church
Health and Safety Policy
Review date July 2019

church leadership team 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 Church leadership Team and/or the delegated person will:

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

4.2 co-ordinate with the Pastor the implementation of the church's Health and Safety Policy;

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

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

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

4.6 provide any Personal Protective Equipment needed to fulfil any duties undertaken in the church;

4.7 check that all kitchen rules are complied with;

4.8 arrange any 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 members as necessary;

4.9 check that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;

4.10 check 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.

5 All 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;

Elgin Baptist Church
Health and Safety Policy
Review date July 2019

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- 5.3 ensure that they shall not intentionally or recklessly neither 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 leadership team or designated person 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.

ANNUAL HEALTH AND SAFETY REVIEW

Date review completed: _____

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION	Date completed
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?			

Elgin Baptist Church
Health and Safety Policy
Review date July 2019

<p>4. Is the gas installation regularly serviced? At the church building? At the Manse? When was it last tested by a qualified person?</p>			
<p>5. Are all exits and escape routes clearly marked with appropriate signs which comply with the Health and Safety (Safety Signs and Signals) Regulations 1996? Are the emergency exit escape routes kept clear of obstruction and properly lighted?</p>			
<p>6. 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>7. If appropriate, are clear instructions issued giving instructions as to what to do in the event of a fire?</p>			
<p>8. Are there appropriate arrangements for giving warning in case of fire?</p>			

<p>9. 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?</p>			
<p>10. Are there sufficient first aid boxes available for church use? Are the contents of first aid boxes compliant with current guidance and in date?</p>			
<p>11. Is it appropriate to specify the maximum number of people that may be present at any one time in any part of the premises?</p>			
<p>12. Does the kitchen and any equipment in it comply with modern hygiene requirements? Are the kitchen rules relevant and current?</p>			

13. 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?			

Review completed by:

Signature: _____

Print name: _____

Date: _____