



RUISLIP BAPTIST CHURCH

Health and Safety

Policy and Procedures

'Building a vibrant, Christ-centred community with a vision for extending His Kingdom'

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Health and Safety Policy

This statement was agreed at the church members meeting held on 21st July 2021. It will be read annually at the church meeting where progress in carrying it out will be monitored.

- 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 and voluntary helpers, and to provide such information, training and supervision as they need for this purpose. We will also endeavor 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 in our procedures.
- Our policy and procedures will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and procedures and the way in which they are operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Trustees and employees and voluntary workers will be consulted in order to seek their views on health and safety matters.

Signed on behalf of the members of Ruislip Baptist Church: _____

Roy Bawden, Church Secretary

Ruislip Baptist Church is a registered charity, no. 1132797

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.

Organisation and Responsibilities

Overall responsibility

Overall responsibility for health and safety is that of the Trustees of Ruislip Baptist Church 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 Trustees

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

Responsibility of the Health and Safety Officer

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy: Nikki Latham

The responsibility of the Health and Safety officer shall be to:

- Be familiar with health and safety regulations as far as they concern church premises.
- Be familiar with the health and safety policy and arrangements and ensure they are complied with by advising those working or engaged in activities as follows:
 - so far as is reasonably practicable, that safe systems of work are in place;
 - that the church premises are clean and tidy;
 - that the church outside premises are properly maintained including the safety of trees, bushes and shrubs;
 - that safety equipment and clothing is provided and used by all personnel where this is required;
 - that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
 - that adequate access and exit is maintained;
 - that adequate fire-fighting equipment is available and maintained;
 - that food hygiene regulations and procedures are observed.

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:

- comply with safety rules, operating instructions and working procedures;
- use protective clothing and equipment when it is required;
- report any fault or defect in equipment immediately to the appropriate person and record in the Operations Manager's Fault Reporting Log;
- report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible and record where necessary in the accident book located in both kitchens;
- not misuse anything provided in the interests of health and safety.

Responsible persons

As a fellowship we are all responsible for ensuring the safety of activities we are involved in, any concerns should be notified to the responsible persons names below:

1. By activity	Name/position
Accident book/Accident reporting (1)	Health & Safety Officer
Fire extinguishers (2.1)	Health & Safety Officer
Emergency evacuation (2.4)	Trustees and Stewards
Portable electrical appliances (3.1)	Health & Safety Officer
Fixed electrical system (3.4)	Health & Safety Officer
Hazardous substances (5)	Health & Safety Officer
Plant and machinery (6)	Health & Safety Officer
Condition of floors and stairs (7.1)	Health & Safety Officer
Condition of outside space (7.2)	Health & Safety Officer
Light lamp changing (8)	Chris Gardner
Working at high levels (9)	Health & Safety Officer
Food preparation (10)	Maggy Gardner
Manual handling (11)	Health & Safety Officer
Display screen equipment (12)	Health & Safety Officer
Building defects/glazing (13)	Health & Safety Officer
Safeguarding	Jane Golden
Personal safety (15)	Health & Safety Officer
Contractors (17)	Health & Safety Officer
Sound/projection equipment	Health & Safety Officer
Health and safety training	Health & Safety Officer

2. By area	Name/position
Sanctuary	Health & Safety Officer
Vestibule	Health & Safety Officer
Church hall and meeting rooms	Health & Safety Officer
Church outside areas	Health & Safety Officer
Kitchens	Maggy Gardner

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.

1.0 ACCIDENTS AND FIRST AID

1.1 First Aid Kits and Accident books

First Aid Kits are located in: Downstairs kitchen, Upstairs kitchen, Sidewalk lobby and the Welcome desk. They are to be checked and restocked every six months by the Health & Safety Officer.

Accident Books are located in: Downstairs kitchen and Upstairs kitchen.

1.2 Named First Aiders

A list of qualified first aiders is available from the Church Office.

1.3 Accident Reporting and Recording

All accidents and incidents must be entered on an Accident Report Form in the accident book and the person responsible for Health and Safety on site advised. (A specimen accident report form is available upon request.)

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered on the Accident Report form in the accident book.

Accident books and accident records are regularly reviewed by the Health and Safety Officer. Full details of all accidents, disease and dangerous occurrences will be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

1.3.1 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities.

Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than three days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting, as follows:

1. Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **ten days** on official form **F2508**
2. Accidents involving the injured person losing **more than three consecutive days** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within ten days on form F2508
3. Reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form **F2508A**. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

1.3.1.1 RIDDOR Reporting The quickest and easiest way to do this is to call the Incident Contact Centre and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records. The ICC Consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority and you will be sent a copy of the information recorded which you can file – this meets the RIDDOR requirement to keep records of all reportable incidents. You can also send reports by post or email www.riddor.gov.uk. Tel. 0845 300 9923 Fax. 0845 300 9924 or Email: riddor@connaught.plc.uk Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

2.0 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:

A full **Fire Risk Assessment** will be carried out by a specialist Fire Safety contractor every 5 years and reviewed annually by the Health & Safety Officer.

A **Fire Detection and Warning System** is fitted to the church premises and is regularly tested and maintained in accordance with BS5839.

Firefighting Equipment is in place and is checked on a monthly basis by the Health and Safety Officer and maintained in accordance with BS5306.

Emergency Routes and Exits are kept clear and available at all relevant times. Fire protection in the form of emergency lighting and fire doors are maintained in accordance with BS5266, BS9999 & BS8214.

An **Evacuation Procedure** is in place as detailed below in section 2.4.

2.1 Fire Extinguishers

Fire extinguishers are kept in the following locations:

<u>Location</u>	<u>Type of extinguisher</u>
Church Main Door entrance	1 x water
By electric cupboard	1 x CO2
Upstairs kitchen	1 x foam, 1 x CO2,
Between Sanctuary and Amethyst (Small Hall)	1 x CO2
Top of stairs by lift	1 x CO2, 1 x water
Main Hall	1 x water
Main kitchen	1 x foam, 1 x CO2,
Vestibule by Amethyst (Small Hall)	1 x water
Sidewalk lobby	1 x water, 1 x CO2
Office landing upstairs	1 x water, 1 x CO2
Office landing downstairs	1 x CO2
Sidewalk	1 x water, 1 x CO2
Sanctuary (top of stairs)	1 x water
Sanctuary (by wheelchair refuge)	1 x water, 1 x foam
Sanctuary (by sound desk)	1 x CO2
Main Hall entrance	1 x water

The extinguishers noted are checked every month by the Health and Safety Officer to ensure that they are still in place and have not been discharged. The annual servicing is carried out by Spectrum Fire UK.

2.2 Fire Detection and Warning System

The Church Administrator is responsible for checking the fire alarm every week and should ensure this is recorded in the Fire Safety Log Book.

The Fire detection and Warning System is maintaining in accordance with BS5839.

2.3 Other fire protection equipment

Fire Blankets are located in the downstairs office kitchenette, downstairs Main Kitchen and upstairs Kitchen. The Fire Blankets are checked every month by the Health and Safety officer to ensure that they are still in place and inspected annually by Spectrum Fire UK.

Emergency Lighting is checked monthly by the Health and Safety Officer. A full system test is carried out annually in accordance with BS5266.

The Fire doors are inspected annually to ensure they are fit for purpose in accordance with BS9999 & BS8214.

2.4 Evacuation procedure

For large services and events, where the congregation/audience exceeds 200 our procedures for stewarding/evacuation are as follows:

- All designated fire doors must be unlocked before the service/event commences and, with the exception of main church building, be clearly marked as fire exits.

- A check must be made that all doors can be opened every six months. Regulatory Reform (Fire safety) Order 2005 – all safety devices are correctly maintained and fit for purpose.

Area of church

Sanctuary
Main Hall
Upstairs rooms
Sidewalk
Offices
Kitchen

Exit doors

Church doors
Main Hall door
Church and Main Hall doors
Side door or Sidewalk exit
Sidewalk exit or via Assistant Minister’s office
Church doors or via Sidewalk

- An Evacuation Slide is displayed at the start of every service to familiarise the congregation with the routes to be used in the event of a fire/emergency evacuation.
- Responsibility for using each fire extinguisher will be allotted to Trustees on duty on Sundays and to leaders of groups meeting at all other times.
- In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made.
- Persons will assemble as detailed in our Fire Safety documentation.
- The emergency services will be contacted immediately.

2. 5 Evacuation drills

Fire evacuation drills will be carried out annually.

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2. 6 General actions to be taken on discovering a Fire (no matter how small)

- Immediately raise the alarm.
- Telephone the emergency services on 999.
- Check the building for occupants.
- Fight the fire if possible and within your capability, using the appliances provided, but without taking personal risk.
- If not possible to fight 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.
- Evacuate to the designated assembly point.
- Ensure clear access for the emergency vehicles.

3.0 ELECTRICAL SAFETY

The electrical installations in the church building will be maintained in accordance with the Electricity at work regulations 1989 including a 5 year fixed installation inspection.

Portable electrical testing (PAT) will be carried on portable equipment by a competent person with an appropriate level of electrical knowledge and experience that has the correct equipment

to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be removed from use or repaired. This will be carried out in accordance with HSG107 (Third edition) published 2013.

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

3.1 General electrical safety guidance

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:

- Visually check all electrical equipment before use.
- Report all faults immediately to the responsible person.
- Do not attempt to use faulty equipment.
- It is the responsibility of those bringing electrical equipment onto the premises to ensure it is safe.
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

4.0 GAS EQUIPMENT SAFETY

Our gas boilers and any other gas equipment is maintained and checked regularly by a competent contractor who is registered with the Gas Safe Register.

5.0 HAZARDOUS SUBSTANCES

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. These are recorded in a COSHH (Control of Substances Hazardous to Health) Risk Assessment.

Some hazardous substances, such as asbestos in vinyl floor tiles or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors. (You must consult the local Environmental Health Officer in such circumstances).

6.0 SAFETY OF PLANT AND MACHINERY

The Health & Safety Officer will maintain a list of any items of plant and machinery. The procedures for checking and rules for use are as follows:

- Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.

- Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- Machinery must be switched off before any adjustments are made.
- After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- 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.
- The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
- 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.
- 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.
- Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

7.0 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 responsible person of all floors in the church and hall, and all paths surrounding the church property. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Health and Safety Officer who will arrange for repairs or remedial measures to be carried out.

8.0 LIGHTING

In order to ensure that the church is adequately lit, an inspection will be made every quarter by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any lamps that require replacing will be reported to the Health and Safety Officer who will ensure that the lamps are replaced following appropriate safety procedures.

9.0 WORKING AT HEIGHT

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. The aim of our policy is to protect all staff and volunteers from accident and injury when working at height within the church building or outside.

- No one person is to work alone when using the ladder or tower. A minimum of two people at all times.
- Anyone using a ladder must have read and signed as having understood the HSE INDG455 “Safe use of ladders and stepladders” and the churches Risk Assessment for Working at height prior to commencing work, copies to be obtained from the H&S Officer.

When using a tower, the following must be done:

- Complete a before use check on the tower, complete a risk assessment for the job being undertaken, both signed and dated.
- Once completed, both must be submitted to the Health and Safety Officer for approval before work can commence.
- One member of the working party must have completed the working at height training specified by the Leadership Team and only this person may ascend the tower.
- All members of the working party must read the “HSE Working at Height: A brief guide” before commencing work.

Only the following work is authorised without special agreement: clearing leaves and debris from the roof and gutters.

The appropriate training will be given and a system of recording will detail who is working where at any time. Preferably work to be undertaken only as part of a specific work party under guidance of a Trustee or Health and Safety Officer.

10.0 PREPARATION OF FOOD

We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs according to the Food Hygiene Regulations 2006 which applies whether we sell publicly or privately for profit or for fundraising.

Only persons who have received the appropriate training may prepare and serve foodstuffs, namely persons under supervision of a Person with Food Hygiene Certificate and Trustee or persons authorised by them. They must ensure:

- All food handlers must have adequate supervision, instruction and training and maintain adequate personal hygiene, including hygienic hand-washing at dedicated hand-washing sink using antibacterial soap and disposable paper towels.
- Before any preparation commences, all surfaces coming into contact with food must be cleaned with anti-bacterial cleanser.
- Kitchen floor to be cleaned by designated floor bucket and mop/cloth.
- All non-recyclable rubbish to be placed in rubbish bin lined with a bin liner.
- An appropriate assessment of risk must be carried out for the foods to be prepared and stored, including storage at the correct temperatures and also that fridge/freezer is kept in a clean state.
- Most food preparation is done on the central unit. Correct colour-coded boards must be used when preparing food.
- Any accidents must be recorded in the Accident Book which is located by the fridge in the kitchen.
- All hirers who wish to provide foodstuffs must be advised of the facilities and procedures. Health and Safety Rules for Hall Users are displayed on wall of kitchen.

11.0 MANUAL HANDLING – LIFTING, CARRYING AND MOVING LOADS

Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

- Where it is not possible to avoid the need to move loads, staff and volunteers must have read and signed as having understood the churches ' Manual Handling Guide' we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

12.0 DISPLAY SCREEN EQUIPMENT

Our policy is to assess the risk associated with DSE by following the HSE Display screen equipment (DSE) workstation checklist published 05/13 for each member of RBC staff on an annual basis.

13.0 HAZARDOUS BUILDINGS/GLAZING

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 responsible person, any defects noted are immediately reported to and the procedures put in hand for repairs, where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

14.0 SAFEGUARDING

The procedures are available on-line and from the Church office. The Safeguarding Coordinator is Nikki Latham, Children Youth and Families Team Administrator.

- Our procedures follow those of the Baptist Union.
- All persons holding offices of responsibility and children and youth leaders must have up to date Disclosure and Barring Service (DBS) certification. Existing in date Criminal Records Bureau (CRB) forms still comply.
- Risk Assessments must be completed for all children and youth activities with additional assessments being completed if activities are carried out away from the premises. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms should be obtained for trips and any particular needs of individual children noted.
- 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.

15.0 PERSONAL SAFETY

Our Safeguarding policies and procedures highlight the appropriate control measures.

16.0 RISK ASSESSMENT/ACTIVITIES

Risk Assessments will be carried out on all areas of the church premises and all activities as appropriate. A register of risk assessments will be maintained by the Health and Safety Officer.

All Risk Assessments will be reviewed:

- annually,
- when any significant change has occurred to working practices or equipment,
- after any Accident or Near Miss,

17.0 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 confirm that they comply with all the appropriate regulations.

CDM Regulations

The Construction (Design & Management) Regulations apply to all construction work in Great Britain. The company should appoint a Project Manager to ensure all CDM regulations are complied with.

18.0 INFORMATION AND ENFORCEMENT

18.1 Environmental Health Service Information:

London Borough of Hillingdon Council Offices, 3S/02, Civic Centre, High Street ,Uxbridge, Middlesex UB8 1UW.

Opening times: Monday to Friday- 9:00am to 5.00pm

Tel: 01895 250155 (24 hour answer phone)

Email: environmentalhealthepu@hillingdon.gov.uk

18.2 Health and Safety Executive:

Tel: **0845 345 0055**

Opening times: 8.30 am to 5.00pm, Mon, Tue, Thur, Fri. Wed 10.00 am to 5.00 pm,

Website: www.hse.gov.uk

HSE Books: 01787 881165

18.3 Food Standards Agency:

www.food.gov/enforcement/regulation

19.0 HEALTH AND SAFETY LAW POSTER

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed on the wall leading to the Church Administration Offices.

Annex A: Compliance Check List

H&S Procedures		Required Checks	Freq
First Aid	1	First Aid Kits	M
		Accident Books	M
		First Aiders	M
		Accident reports	M
		RIDDOR Reporting	M
Fire Safety	2	Fire Extinguishers	M
		Fire Blankets	M
		Fire Extinguisher & Blankets Servicing	A
		Emergency Lighting (Flick test)	M
		Emergency Lighting (Full test)	A
		Alarm test	W
		Alarm Safety Check	6M
		Fire Door Check	6M
		Fire Door Inspection	A
		Evacuation Drill	A
Electrical Safety	3	Electrical Installation Condition Report (EICR)	5Y
		PAT Testing	A
		PAT Equipment Calibration	A
Gas equipment Safety	4	Gas safety checks	A
		Boiler servicing	A
Hazardous Substances	5	COSHH Assessment Review	A
Plant & Machinery	6	Review List of Plant & Machinery	A
		Check 'Ops Managers Fault Reporting Log'	W
Slips trips and falls	7	Check Flooring inside and out for S,T,F Hazards	3M
Lighting	8	Check lighting	M
		Check Bulb stock	M
Working at Height	9	Check HSE 'Safe use of Ladders and Step Ladders' is in date	A
		Check HSE 'Working at height: a brief guide' is in date	A
		Check Working at height Log Book	M
Food Preparation	10	Review of Food hygiene certificates	A
		Review of all Food safety forms	M
Manual Handling	11	Review Manual Handling Guide	A
Display Screen Equipment	12	Check DSE Assessments in place for all staff	A
Hazardous Buildings/Glazing	13	Building Checks	3M
		Full Review	5Y
Safeguarding	14	Procedures readily available and in date	3M
		Risk Assessment Review	A
Personal safety	15	Procedures readily available and in date	3M
Risk Assessment	16	Risk Assessment Register maintained	3M
		Risk Assessment Review	A
Contractors	17	Visitors Log - H&S Brief	M
Information and Enforcement	18	Review Validity of contact details	A
Health and safety Law poster	19	Check Poster displayed and in date	M

