

CREECH ST MICHAEL BAPTIST CHURCH

Health & Safety Policy 2019



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SECTION 1: Objectives & Introduction

Objectives

- The management of safety measures on our church premises and the responsibilities of both Leaders and Members
- To ensure the health, safety and welfare of everyone who uses our church premises
- To provide information, instruction, training and supervision as is necessary
- To carry out risk assessments as appropriate
- To investigate all accidents and make recommendations where necessary

Health & Safety 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.

We 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 its associated rooms.

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

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. 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 & Safety matters are kept constantly under review, an item on Health & Safety will be on the agenda for all meetings of the Facilities Action Group.

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:

- Maintaining the church premises in a condition that is safe and **with minimal** risk to health and providing and maintaining means of access to and egress from it that are safe and without risks.
- Providing and maintaining furnishings and equipment which are safe and without risks to health.
- Assessing the risk to the Health & Safety of those who use the church premises.

- Ensuring the safety and absence of risks to health in connection with the use, handling, storage, and transport of articles, equipment, furniture, and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the Health & Safety of those who use the church premises.
- 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.
- Ensuring that adequate funds and resources are made available for carrying out this policy.

All volunteers, ministers, employees, leaders, helpers and organisations using the church will:

- Take reasonable care of their Health & Safety and of the Health & Safety of other persons who may be affected by a person's act or omissions while working or helping.
- 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.
- Ensure that they shall neither intentionally or recklessly interfere with nor misuse anything provided, in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- Always **make** themselves familiar with and conform to the Health & Safety Policy of the church.
- Always observe all safety rules, procedures, and codes of practice and in particular be fully conversant with the procedures to be followed in the event of a fire or any other emergency.
- Conform to all the food safety regulations that are applicable.
- Cooperate with the church to enable it to carry out the duties and requirements under the provisions of all Health & Safety legislation, including participating in any initial or other training if called upon to do so.
- Report to the **Health** and Safety Officer or Facilities Action Group, **directly or via the Church Office**, all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable. Such occurrences to be recorded in an accident book.
- 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.
- 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.

Persons responsible for Health & Safety:

- The Health & Safety officer shall, in conjunction with the Facilities Action Group aid the Charity Trustees in their responsibilities for the execution of the actions listed below and the policy generally.
- Ensure appropriate risk assessments (to be reviewed annually) of the church's premises and activities are carried out and report to the church's facilities team and charity trustees as necessary.
- Coordinate the implementation of the church's Health & Safety Policy (including fire safety).
- Carry out investigations of any accidents and recommend measures for preventing their recurrence.
- Ensure that accidents and other appropriate records are maintained and returned to the appropriate bodies.
- Ensure that all appropriate arrangements are made to provide for first aid.
- Ensure that all food safety legislation is complied with.
- Arrange safety training courses, as 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.
- Ensure that where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are always properly exhibited and clearly visible.
- 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.
- Issue supplementary policy statements where this may be necessary.

Guidance Notes:

- While this document is not intended as a comprehensive document, it does highlight our commitment to maintaining the building and car park and the procedures for safely carrying out maintenance and the safe use of the premises and equipment.
- This policy gives guidance on all aspects of Health & Safety, to ensure that the Leaders of the various church groups and those who hire the church premises know and understand the actions they need to take in the event of accident or fire.
- It details to whom they need to report anything they consider to be dangerous and where they can find first aid equipment.

- For those involved in preparing food, it details the essential information to ensure that all food safety legislation is complied with.
- Finally, it considers the various training courses that may be necessary, or desirable to ensure specific legal requirements are adhered to so that dangers and updates can be communicated to employees, leaders, helpers, and volunteers as necessary.

This Health & Safety policy document has been prepared in accordance with the provisions of the Health & Safety at work Act 1974 and the regulations made under it.

SECTION 2: First Aid and Accident Book

Medical incidents may not occur often in our church, but we must ensure that if something happens that a first aid kit is available and that there are those who can assist anyone taken ill.

The Health & Safety (First Aid) regulation 1981 places a statutory duty, which relates to employers as regard their employees, and this is applicable to our church salaried staff. However, the Health & Safety Executive strongly recommends that employers make provision for members of the public in their First Aid.

Where there is no “Good Samaritan” rule that requires us to help, it is only common sense that Youth and Children Leaders should be able to assist young people in their care and that with many elderly persons attending church activities and services that there should be someone able to help if they are taken ill.

Basic First Aid Courses have been run in the past and will be in the future to ensure that there are enough volunteers available to help look after those in need of help.

The NHS advises that “people age 16 or over are entitled to consent to their own treatment”, therefore we should always ask for their consent before treating them.

With children under 16, parental consent is required; therefore, Youth and Children Leaders should obtain a parental consent form from the parents for church activities at which parents are not present.

2.1 Location of First Aid Boxes

First Aid boxes, sited near the main entrances one on each of the two floor levels, are to be checked regularly to ensure contents are in date and that used items are replaced. Boxes to be clearly labelled and locations made known.

2.2 Other Equipment

A wheelchair is kept in the lounge at first floor level.

2.3 Sample Parental Consent Form

(See Appendix 1)

2.4 First Aiders and Training

The Health & Safety (First Aid) Regulations, third edition published 2013, indicate that for our church premises we require Appointed Persons with a number of First Aid boxes equipped to the standard below:

- A leaflet giving general guidance on first aid
- Individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins

- Large sterile individually wrapped un-medicated wound dressings
- Medium-sized sterile individually wrapped un-medicated wound dressings
- Disposable gloves (see HSE's leaflet "Latex and you")

For those attending church functions and willing to care for those ill or injured to do so, it is suggested that training should be to the following Emergency First Aid syllabus:

- Understand the role of the first-aider, including reference to:
 - The importance of preventing cross infection
 - The need for recording incidents and actions
 - The use of available equipment
- Assess the situation and circumstances in order to act safely, promptly, and effectively in an emergency
- Administer first aid to a casualty who is unconscious (including seizure)
- Administer cardiopulmonary resuscitation
- Administer first aid to a casualty who is choking
- Administer first aid to a casualty who is wounded and bleeding
- Administer first aid to a casualty who is suffering from shock
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)
- Know how to recognise the symptoms of illness and look after someone feeling unwell and make arrangements to take home or send to a hospital as appropriate

SECTION 3: Fire Safety

Fire Extinguishers and Evacuation

3.1 Introduction

The fire safety law changed in October 2006 and the current law “Regulatory Reform (Fire Safety) Order 2005”

- Emphasises preventing fires and reducing risks
- Making it our responsibility as a church, as far as is reasonably possible, to ensure the safety of everyone who uses our premises
- Does away with the need for fire certificates

3.2 Definitions

- A Hazard is something that has the potential to cause harm
- A risk is the chance, high or low of that harm occurring

3.3 Identification of potential hazards

- Smokers materials – should not occur as the building is a “No smoking site”
- Naked flames in the gas boiler (boiler room)
- Heat from the use of electric cooker in the kitchen and Café
- Storage of equipment too close to the boiler (boiler room)
- Electrical equipment **unnecessarily** left switched on when building not in use
- Fire exits being blocked

3.4 Actions and responsibilities

- Fire doors and carbon monoxide detectors will be checked monthly
- The duty stewards on Sunday mornings to be given training on supervising and evacuation and checking rooms, toilets etc. to ensure everyone has left the building
- Group leaders of those using all rooms at all other times to be responsible for the safe evacuation of their group
- An annual evacuation drill will be held

3.5 Fire Extinguishers

- The building is equipped with fire extinguishers including water, CO2 and Powder
- These are inspected and maintained on an annual basis by an outside company

3.6 Fire Assembly Point

- It does not matter by which door, or fire door one departs the building; everyone will assemble in the main church car park, and away from the building

3.7 Annual Evacuation Exercise

- Notice will be given of the evacuation exercise
- If this is on a Sunday morning then the duty stewards will be responsible for checking all rooms, toilets, corridors, etc. have been evacuated. They will assist with directions and overseeing the fire assembly point to ensure those assembled are kept informed
- At other times this responsibility will fall on the Group Leaders and any salaried staff in the building

SECTION 4: Portable Appliance Testing and Electrical Installation Testing

The Provision and Use of Work Equipment Regulations 1998 (PUWER) requires that the electrical equipment in our church premises is not allowed to deteriorate in function or performance such as to put users at risk.

The Health & Safety at Work Act 1974 and its various regulations makes it clear that electrical equipment must be maintained if they can cause danger but does not stipulate how or how often.

The Electricity at Work Regulations 1989 together with BS7671 and IEE wiring regulations 2008 (2011) 17th edition requires that all new installations must be completed by a registered competent person and suggests that wiring, switchgear, and fuses/trips are inspected at least every three years.

All users of electrical appliances should report any concerns they might have regarding the safety of an item.

Portable appliances

- A list of all portable electrical appliances will be produced. Frequently used Class 1 (those requiring a wire to earth) will be PAT tested annually, others at least every 2 years, and all will be formally visually inspected annually.
- A list of all other electrical items that are annually visually inspected will be maintained.

Fixed and IT appliances

- Items such as desktop computers, photocopiers, sink heaters, kitchen cookers and toilet fans will be tested every five years but visually inspected every year. A register will be established.

SECTION 5: Gas Safety

The only gas in use on our premises is the supply into the boiler room for the fixed gas boiler that provides the heating of our church, meeting rooms, and offices as well as the supply into the kitchen for heating water.

In accordance with HSE, advice the Gas Boiler and installation will be checked annually by a Gas Safe Registered Engineer in accordance with the Gas Safety (Installation & Use) Regulations 1998.

SECTION 6: Emergency Lighting

The Church and its rooms are equipped with a system of illumination to ensure lighting is provided following a power failure to the normal lighting system. Each unit is self-contained with its own internal battery. It complies with BS5266: Part 1.

All emergency lights will be tested monthly and a full two-hour test will be carried out annually to check the efficiency of internal batteries.

It is essential that any fault with any emergency light is reported to the H&S Officer in order that early remedial action is taken.

SECTION 7: Food Hygiene

The food hygiene regulations 2006 set out the basic requirements for catering businesses. While they state that occasional preparation of food by individuals or groups for charitable events can be excluded it is our policy that we will have our kitchens inspected and do our best to abide by the regulations.

The church Catering Team Leader is responsible for a team who have received Food Hygiene Training and who ensures the cleanliness of our church kitchens.

The Catering Team Leader will:

- Monitor the extent of food preparation
- Monitor the nature of foods being prepared and stored
- Monitor the area used for food preparation
- Monitor the facilities for washing and preparation of foodstuff
- Monitor the facilities for storage
- Be aware of the experience, training, and competence of food handlers
- Communicate directly with the catering team as necessary

Please remember that our Kitchen/Café can be inspected at any time, so if you leave food in the refrigerator it is essential that it is used or removed before its use by date.

Users of the kitchen are reminded that they should take special care when working with the dishwashers due to the high temperature of the water.

Users of the kitchen are also reminded that they should take home and launder at a temperature of 60 degrees Celsius all tea towels used that day.

In addition to these requirements the Café, held on the upper floor of the building, has its own H&S and food hygiene procedures.

SECTION 8: Child Protection

The welfare and wellbeing of children and vulnerable adults are of paramount importance. The Safeguarding Policy and procedures are an integral part of safety and the good working practice guidelines are for the benefit of all church members/attendees.

The Safeguarding policy and procedures documents are separate to this document and are maintained by the Designated Person for Safeguarding who, along with all church members, is responsible for its implementation.

Good Working Practice

There are dangers and risks that we all need to be aware of and take sensible precautions to avoid:

- If a cleaning cupboard, or any cupboard containing hazardous materials, is opened to access items then it must be immediately locked again if there is any likelihood of children being on the premises.
- Because children can access the kitchens, the chemicals such as washing up liquid should be stored out of reach of children who may open an unlocked cupboard.
- Toys that are used by such as the Toddler Groups should always be inspected before a session to ensure they are safe and not damaged.
- If called upon to render first aid to a child, avoid a one to one situation. Be sensitive to their needs and seek permission of the parents before treatment and contact the person responsible for the child protection concerns.
- If you have any contact with children make sure you are familiar with the details in the Safeguarding policy as this page is not a substitute.

SECTION 9: Storage Areas

Because of the diverse nature of the many activities that occur on our premises, items of every kind are moved and stored on a frequent basis.

Although there are many cupboards and spaces used for storage, it is essential that they are not overcrowded and that items (chairs in particular) are stacked safely.

Storage areas are to be monitored to identify unnecessary clutter and items that can be considered for disposal.

Both the Facilities Team and Leadership Team are asked to consider these areas, particularly where safety risks are evident.

SECTION 10: Car Park

The first rule for all car park users is to never double-park, as this could present a significant safety hazard in the event of a fire.

On any occasion that a fire alarm has been raised, whether it is a real fire or a fire evacuation exercise, there should be no movement of vehicles within the car park. This is important both for the safety of people moving to their fire assembly point, but also to allow the fire brigade access to the car park.

Problems relating to the use of the car park should be referred to the Facilities group, but if a safety Hazard is seen it should always be reported to the H&S Officer.

SECTION 11: Building Maintenance (including H&S guidance on working alone)

Items requiring attention should be reported to the Facilities team, but if a defect that presents a safety hazard is noted, then the H&S Officer should also be informed.

When individuals are carrying out remedial work on behalf of the Facilities Team then if they happen to be working alone, say painting, changing a light bulb, fixing a faulty item etc. then any staff members in the building should be advised.

There will be occasions when one person is alone in the building, in which case the following guidance should be noted:

- Working alone is not itself against the law and it will often be safe to do so. However, the law requires that a member of staff takes responsibility for his/her work activities and that responsibility in law cannot be transferred.
- Individuals working alone, without close supervision should assess the risk, particularly if using steps, ladders or electrical machinery. On occasions when they are alone in the building they should lock themselves in and ensure they have mobile contact with someone outside who knows where they are.
- When a member of staff is working alone they should lock the external doors and use their judgement and have the freedom to open the door to a visitor, or not, as they feel appropriate.

When the church employs contractors to carry out work then their Health & Safety requirements will be contained within the contract arranged by the Facilities Team.

SECTION 12: Major Events

When the building is used for an event involving a large number of persons such as a concert or a fun day, organisers of that event have a duty of care and will be asked to present a risk assessment to ensure all fire, safety, and first aid arrangements have been made. This will then be forwarded to the H&S officer, at least one week before the event, to be approved and signed off.

SECTION 13: Hire of Premises

Hire of Premises Safety Requirements

- When the church lets its rooms to outside organisations, under Health & Safety requirements it is important that the Church Public Liability Insurance Policy gives cover for the use being made of its premises.
- Although the Church is responsible for the safety of the premises, the user must be advised that they shall take responsibility for the activities being carried out and that they should have their own Public Liability Insurance to cover any accidents they may have and subsequent compensation claims.
- Those who use the premises need to be informed of the position of fire extinguishers, fire assembly points etc.
- This document does not cover the hiring conditions, only the safety of those in our buildings and the need to comply with our Health & Safety policy.

SECTION 14: Training

Food Hygiene Certificates have no date validity, so refresher training and new courses are organised by the Catering Coordinator as necessary.

First Aid Certificates have 3-year validity. Re-qualification courses and refresher updates are organised from time to time as required.

SECTION 15: Responsibilities

- Safeguarding – All training and police checks required are made by the staff members.
- The ultimate responsibility for the safety of the church premises rests with its Charity Trustees (in this church, the Leadership Team).
- The Charity Trustees themselves must ensure that relevant legislation and good practice is followed.
- The Local Authority together with the Fire Authority has a legal obligation to enforce Health & Safety regulations. The local authority can serve enforcement notices and even has the power to issue a prohibition order to prevent the premises being used until necessary work has been carried out.
- While we all have a responsibility, the leaders of all our church groups and leaders of those who use our premises have a particular responsibility to ensure that they conform with the Health & Safety guidance contained in this document (in addition to any other relevant policies).
- At the end of the day, Health & Safety does not need to be overcomplicated, so if common sense and satisfactory precautions are taken and any damage or dangers reported, then we will have little to worry about.