

Health and Safety Policy

1 Policy Statement

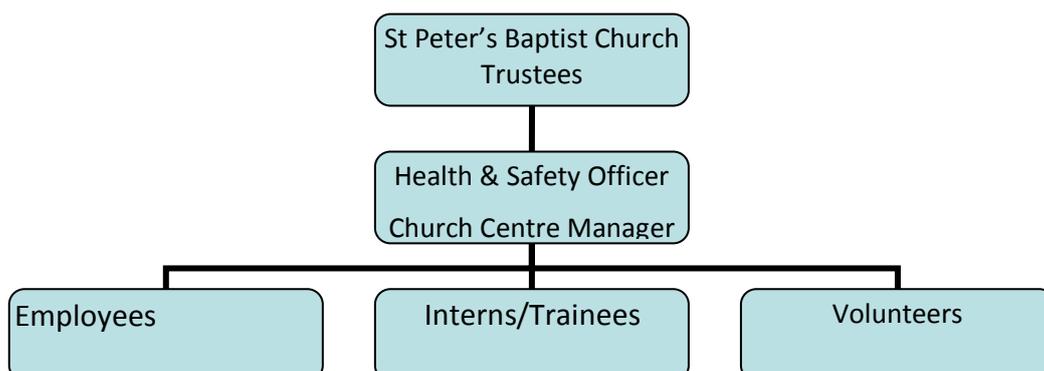
As a caring organisation, St Peter's Baptist Church places great importance on ensuring the health, safety and welfare of its employees, clients, volunteers, visitors and tenants. To that end, we will ensure that all reasonably practicable steps will be taken to:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees;
- ensure all employees are competent to carry out their work, and to give them adequate training;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals.

Signed:

Date:

St Peter's Baptist Church Safety Management Structure



2 Health and Safety Responsibilities

2.1 Executive Committee

The Church Trustees have overall responsibility for health and safety and will ensure, through annual audits, that all relevant statutory requirements are being met. Health and safety will be a standing agenda item at all meetings of the Trustees (quarterly). The Church Centre Managers, will advise the Trustees (via the Church Administrator), having first consulted with the Health and Safety Officer, of all relevant health and safety matters including remedial action taken on action points arising from previous meetings, accidents, injuries and near-misses to members of staff and users of St Peter's Baptist Church's premises, contact with the enforcing authorities and any relevant changes to legislation.

The Trustees will ensure that the health and safety policy is reviewed, and updated as necessary, at least annually.

2.2 Health and Safety Officer

To oversee Health and Safety, providing a technical view and assistance to managers, including:

- Accident and Incident Reporting
- Children and Vulnerable Adults
- Fire and evacuation
- Food Hygiene
- Hazardous Substances
- Lone Working
- Main worship services
- Oversight of Health and Safety
- Risk Assessment
- Running ad-hoc and external events
- Working at height

2.3 Managers

The Church Centre Managers and Coffee Shop Manager have overall, day-to-day responsibility for health and safety and will ensure that all members of staff and volunteers are aware of their health and safety responsibilities, and are appropriately informed, instructed, trained and supervised during their work for St Peter's Baptist Church. These managers will ensure that risk assessments are carried out, and updated, as necessary; and, that safe systems of work are implemented, where appropriate. All Managers will lead by example in all matters of health and safety. In the absence of the CCM and CSM, the Church Centre Manager Assistant (Reception) and the Coffee Shop Day Manager act in their stead in this regard.

Church Centre Managers will ensure the necessary degree of co-operation and co-ordination of health and safety activities between the different users of St Peter's Baptist Church.

Church Centre Managers will also ensure that the any Health and Safety matters, any incidents or reported near misses are brought to the attention of the Health and Safety Officer, as he/she may not be on site at regular intervals.

A Manager is defined in the first instance as a “Church Centre Manager”, but will also include “Group and Church Group Leaders”.

2.4 Group and Church Group Leaders

All group leaders, of external and church group users – including volunteer leaders - are responsible for the Health and Safety of their group. (See 3.1)

2.5 Staff Members

All members of staff are required to work to the safe systems of work implemented by St Peter’s Baptist Church and are accountable to their manager or supervisor for their own health and safety. Members of staff are also responsible for the health and safety of others, within the church centre building and also those who may be affected by their acts or omissions at work.

3 Health and Safety Arrangements

3.1 Risk Assessments

Employers are required by law to assess the risks to the health and safety of employees (whilst they are at work) and to others who may be affected by the activities of the undertaking such as volunteers, clients and visitors to St Peter’s Baptist Church’s premises.

Managers (Church Centre, Coffee Shop, Group Leaders) are responsible for ensuring that these risk assessments are carried out. Managers will ensure that the risk assessments are reviewed annually or when the work to which they relate changes significantly, whichever is the sooner. The Church Administrator will keep a central record of risk assessments. Risk assessments for one-off activities such as an off-site visit, hiring of a bouncy castle, or an all night prayer event must be drawn up by the organiser and submitted to the Church Administrator for approval (who will copy it to the Health and Safety Officer. He will flag up any concerns). Any provider of equipment must include a risk assessment for the equipment they are hiring to the church. These should be available for view when equipment is delivered or set up.

3.2 Work Equipment

Employers have to ensure that any work equipment provided for use by employees (or the self-employed carrying out work here) is suitable for its intended use and that it is, where appropriate, adequately maintained.

Managers will ensure that all work equipment provided by St Peter’s Baptist Church is suitable for use, by employees and others who may be required to use it, before it is used for the first time. Any risks to health and safety from existing equipment should be identified as part of the risk assessments carried out under **3.1** above.

Employees and others will be given training in how to use work equipment safely, where appropriate.

3.3 Manual Handling

Employers are required by law to reduce the risk of injury from manual handling operations by avoiding such operations so far as is reasonably practicable, making an assessment of operations that cannot be avoided and reducing the health and safety risks, so far as is reasonably practicable, by, for example, providing mechanical assistance.

Church Centre Managers, in consultation with the Health and Safety Officer, will ensure that manual handling risk assessments are carried out for operations, including lifting centre users and others who have fallen over, that may cause injury to employees and that employees required to carry out hazardous operations are suitably trained. The assessments will be reviewed annually or when there are any significant changes, such as a change of personnel.

When large or heavy loads are delivered to St Peter's Baptist Church, it should be ensured that they are delivered as close as possible to their storage or use location in order to minimise the subsequent manual handling risks to employees. Additionally, if heavy loads are delivered, where possible these should be separated into smaller/lighter loads for movement to suitable storage locations.

3.4 Personal Protective Equipment

Employers must provide personal protective equipment to employees where their health and safety cannot be adequately protected by other means.

Managers (Church Centre, Coffee Shop and Group Leaders) will ensure that, where appropriate, the necessary personal protective equipment is provided to employees and volunteers after appropriate risk assessments have been carried out. In addition, they should ensure that the equipment is worn when necessary to protect health and safety.

3.5 Display Screen Equipment

The health risks from the use of display screen equipment (computers) should be eliminated or minimised.

Church Centre Managers will ensure that the assessments of the use of display screen equipment are carried out and reviewed, as necessary. In addition, s/he will ensure that users (that is, employees who use computers for a significant part of their normal work) are informed of their right to an eye and eyesight test, at St Peter's Baptist Church's expense, and that St Peter's Baptist Church will provide suitable spectacles if these are needed specifically for use with a computer.

Assessments will be reviewed annually or when there have been any significant changes, such as a change of personnel.

3.6 Electricity

The health and safety of employees, and others, should not be put at risk through the use of electrical equipment. All electrical equipment and systems must be maintained so as to prevent the risk of injury, so far as is reasonably practicable.

Church Centre Managers will ensure that St Peter's Baptist Church has written confirmation that the fixed electrical system at St Peter's Baptist Church has been installed correctly and has been tested to ensure that it does not present any danger to employees and others. The system should then be examined and tested at least every 5 years by a competent electrical contractor.

All electrical equipment to be connected to the system should also be checked periodically, according to the table in the Appendix. Church Centre Managers will ensure that the necessary inspections and tests are carried out. Employees must take out of service any equipment which has passed its 'date of next test' until the tests are completed.

Employees will only be required to carry out the user checks after being provided with suitable training.

The formal visual checks should be carried out by a competent person (who could be an employee who has received suitable training).

The combined inspection and testing should be carried out by a competent electrician. The results of all tests and examinations should be recorded by the user or competent person, as appropriate.

3.7 Fire

St Peter's Baptist Church will require a fire risk assessment.

Church Centre Managers, in conjunction with the Health and Safety Officer, will ensure that the fire risk assessment is undertaken and that it is kept up to date. The assessment must take into account the presence in the building of visitors who may not be familiar with fire escape routes, etc. or those who may need help to evacuate the building safely and speedily.

Fire alarm checks and inspection of fire fighting equipment will be carried out as specified in the risk assessment or fire certificate, and at least annually.

3.8 Hazardous Substances

Employers are required to carry out an assessment of the risks to the health of employees, and others, who may be affected by the use of hazardous substances. This would include, the use of some cleaning agents (bleaches, etc.), by cleaners and others, in toilets and the kitchen.

The Church Centre Managers and Coffee Shop Manager will ensure that the necessary risk assessments are undertaken and that any necessary actions are taken to minimise the risks to employees and others. Assessments will be reviewed annually or when there have been any significant changes, such as a change of personnel.

Employees shall be made aware of any COSHH Information Sheets for hazardous substances used within the church centre. In particular cleaning and kitchen staff should be made aware of all substances and cleaners used within their environments.

3.9 First Aid and the Reporting of Injuries, Diseases and Dangerous Occurrences

Employers must provide adequate and appropriate equipment and facilities to give first aid to employees. As St Peter's Baptist Church is generally a low risk environment with only a small number of paid employees, a trained first aider is not required by law but at least one appointed person is suggested by the HSE. St Peter's Baptist Church will aim to ensure there is a first aider present during regular use of the building. The Church Centre Manager will also be responsible for ensuring that the first aid box is replenished, as necessary.

All injuries, however minor, should be recorded on a first aid/accident sheet by the person administering the first aid, if they are able to do so, or by the person responsible for the area in which the accident happened. The first aid/accident sheet should also be used to record any near-misses – incidents which did not result in injury but which could have done so.

Employers must notify the enforcing authority (Worcester City Council Environmental Health Department, in this case) of certain injuries (including those caused by non-consensual violence at work), diseases and dangerous occurrences (see Appendix) by the quickest practicable means and to send a report on the incident within 10 days. However, to enable better, and faster, collation of statistics, employers can now choose to report to a new national contact centre as follows, where telephones will be manned from 0830 - 1700 during the working week and the internet, e-mail and fax facilities will be available 24 hours per day, every day: -

Web address: www.riddor.gov.uk

E-mail address: riddor@natbrit.com

Phone: 0845 300 99 23

Fax: 0845 300 99 24

Postal address:

Incident Contact Centre; Caerphilly Business Park, Caerphilly CF83 3GG

If reports are to be sent to Worcester City Council, a stock of the statutory forms, 2508 and 2508A (available from HSE Books through good book sellers) should be kept available for use.

3.10 Consultation with Employees

Where employees are not represented by safety representatives employers must consult employees in good time on any matter relating to their health and safety at work; in particular, employees should be consulted on:

- the introduction of any measure at the workplace which may substantially affect the health and safety of those employees;
- the employer's arrangements for appointing or, as the case may be,

nominating a competent person to provide health and safety assistance and competent persons to assist with evacuation of the premises in the event of an emergency;

- any health and safety information the employer is required to provide to those employees by or under the relevant statutory provisions;
- the planning and organisation of any health and safety training the employer is required to provide to those employees by or under the relevant statutory provisions; and
- the health and safety consequences for those employees of the introduction (including the planning) of new technologies into the workplace.

In this case, employees will be consulted directly, individually or at an open meeting, as appropriate.

3.11 The Lift

All lifting equipment must be suitably maintained and, in some cases, examined and tested to ensure that it is safe to use. Maintenance and examination should be carried out by separate organisations.

The Church Centre Managers will ensure that the passenger lift is maintained according to the manufacturer's recommendations and examined and tested at 6 monthly intervals by a competent person.

Appendix

Injuries, Diseases and Dangerous Occurrences reportable under RIDDOR

The Church Centre Manager, or a nominated deputy in his/her absence, will notify the enforcing authority, or the national contact centre of the following:

- Death of any person as a result of an accident arising out of or in connection with work for St Peter's Baptist Church
- Major injury to any person at work arising out of or in connection with work for St Peter's Baptist Church ; a major injury being:
 - Any fracture other than to the fingers, thumbs or toes
 - Any amputation
 - Dislocation of the shoulder, hip, knee or spine
 - Loss of sight (whether temporary or permanent)
 - Chemical or hot metal burn to the eye or any penetrating injury to the eye
 - Any injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admission to hospital for more than 24 hours
 - Any other injury leading to hypothermia, heat-induced illness or to unconsciousness; requiring resuscitation; or admission to hospital for more than 24 hours
 - Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
 - Acute illness or loss of consciousness resulting from the inhalation, ingestion or absorption through the skin of any substance
 - Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material
- Incapacitation of a person at work for more than 7 days (excluding the day of the accident but including any days which would not have been working days) because of an injury resulting from an accident arising out of or in connection with work for St Peter's Baptist Church – notify within fifteen days.

Incapacitation of a person at work includes being put on light duties.

Diseases to be reported include; some repetitive strain injuries, some occupational dermatoses and occupational asthma. Dangerous occurrences which should be reported include: -

- The collapse of, or the failure of any load bearing part of, any lift or hoist
- The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipework, in which the internal pressure was above or below

atmospheric pressure, where the failure has the potential to cause the death of any person

- Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person
- The complete or partial collapse of any scaffold which is more than 5 metres in height which results in a substantial part of the scaffold falling or overturning
- An explosion or fire which results in the suspension of normal work for more than 24 hours, where the explosion or fire was due to the ignition of any material.

Recommended Schedule for Safety Checks on Electrical Equipment

Equipment or Environment	User Checks	Formal Visual Inspection	Combined Inspection & Testing
Battery operated equipment (less than 20 volts)	12 monthly	No	No
Extra low Voltage (less than 50 volts ac) e.g. telephone equipment, low voltage desk lights	12 monthly	No	No
Information Technology; e.g. desktop computers, VDU screens	12 monthly	Every 2 - 4 years	Not if double insulated - otherwise up to 5 years
Photocopiers, fax machines and other rarely moved portable equipment that is not hand held	12 Monthly	Every 2 - 4 years	Not if double insulated - otherwise up to 5 years
Double insulated equipment that is not hand held but may be moved more regularly, such as fans, table lamps and slide projectors	6 Months	Every 2 - 4 years	No
Double insulated equipment that is hand held - including items that are used while held such as floor cleaners	1 month	Every 6 - 12 months	No
Earthed equipment (Class I) such as electric kettles and some floor cleaners	Weekly	Every 6 - 12 months	Every 1 - 2 years
Cables, power leads and the plugs connected to them including mains power extension leads	Weekly to monthly, depending on the equipment it is connected to	Every 6 mths to 4 years, depending on the equipment it is connected to	Every 1 - 5 years, depending on the equipment it is connected to

Based on the information in HSE guidance Maintaining Portable Electrical Equipment in Offices and other Low-risk Environments (INDG236 from HSE Books).

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