

Health & Safety Policy

2009



bringing life to the heart of 1066 Country ~ and beyond

Health & Safety Policy - Battle Baptist Church.

Health & Safety Policy Statement for Battle Baptist Church.

General Statement of Intent

It is the policy Battle Baptist Church to give proper importance to the health, safety and welfare of persons within our fellowship. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of Battle Baptist Church to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises.

We will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include Church members, visitors, employees, volunteers and contractors.

The establishment of an effective health and safety management system within the Church will achieve these responsibilities. This will involve the implementation of arrangements for the effective planning, organization, control, monitoring and review of preventative and protective measures. The Deacons have responsibility for all Health and Safety matters which are delegated to the Church Manager for implementation. In addition the Deacons will undertake to ensure compliance with policy and guidance produced by the South East Baptist Association.

We believe that Health and Safety standards will be maintained only with the co-operation of all employees, members and visitors to the Church. We expect all employees and contractors working for the Church to co-operate fully with this policy. In addition we will ensure that all members and visitors are provided with the information or training they require enabling them to comply with this policy.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

Signed:

Date:

1. Organisation

This document was last updated on 14/09/09

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1.1 *Leadership Team*

The Leadership Team will have overall responsibility for the promotion, establishment and maintenance of good health and safety policies; the actions necessary to put this into effect will be handled through the Deacons by delegation to the Church Manager who has been given particular responsibility for these matters.

1.2 *Church Office*

While the overall responsibility is with the Leadership Team, the day to day implementation and checking that the policy is being adhered to, will be undertaken by the Church Manager and reported to the Deacons as appropriate.

1.3 *Risk Assessment*

An annual risk assessment will be made of the premises with regard to all matters regarding Health & Safety using the pro forma provided (Appendix 1). The Church Manager will carry this out annually and report to the deacons. The completed forms are kept available in the Church Office.

Staff and other people wishing to make suggestions or comment on any health and safety matters should raise the issues, in the first instance, with the Church Office. These will then be entered in the Maintenance Book passed to or reported to the responsible Deacon (unless urgent action is immediately required).

Safety Arrangements

2 *Fire Prevention*

2.1 *Doors and windows.....*

When leaving building make sure they are all closed and secure
Don't leave rubbish lying around, especially outside the kitchen.

2.2 *Candles.....*

All holders should be checked before use.
Ensure candles are uprights and there are proper facilities to catch wax.
Candle holders not to be sited in general 'walkways', or near flammable materials.
All candles to be extinguished when the room is vacated.
Ensure there are water fire extinguishers nearby.

2.3 *Electrical Equipment.....*

To be turned off after use - especially check computer & PA equipment in the Gallery

2.4 *Fire exits.....*

Must be properly indicated. They are also to be indicated on plans posted at various points around the premises.

Must be kept clear at all times, as must all gangways leading to the exits.

2.5 *Fire Extinguishers.....*

Must be kept clear and at designated height.
Must be appropriate to equipment located nearby.
Must be serviced annually.

2.6 *In the event of a fire in the Chapel or Manna House.....*

If fire cannot be dealt with by use of extinguisher, then the premises are to be evacuated and fire brigade called by the Competent Person (see Appendix 2).

All people present will then leave the building by the nearest fire exit and congregate on the grass area by the entrance to the Church Car Park.

A roll call will be held (or similar to ensure the building has been vacated).

No one will re-enter the building until permission is received from the fire brigade or the 'fire officer'.

2.7 *Fire (Emergency Evacuation) Drill ~ to be signaled by the continuous ringing of a hand bell In the older building or the automatic fire alarm in the Bayeux Centre. To be held at various times to ensure people know how to exit the premises. A record is to be kept. Particular attention should be paid to the evacuation from the gallery of the Chapel. On occasions*

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when we are aware of a substantial number of visitors to the premises an announcement will be made with regard to evacuation procedures in the Chapel.

NOTE – a detailed plan for the emergency evacuation procedures during a Sunday meeting at both Claverham Community College and at the Chapel are provided as Appendix 2. Notices regarding evacuation procedures are on display in every room.

2.8 Heating System

Appropriate and proper time switches governing system to be used and maintained. The gas boilers and systems to be regularly and properly maintained. Only authorized personnel to adjust heating and boiler controls.

3. Electrical.

- 3.1 Mains supply and distribution boards are situated at the front of the chapel in a cupboard near the keyboard, in the store for the Bayeux Centre and in the kitchen for the Manna House. Keys are held in the office.
- 3.2 The system to be surveyed every five years.
- 3.3 Portable Electrical Equipment should be tested regularly by a competent person and a written record kept.
- 3.4 "Christmas Tree" adapters should not be used. Users should ensure that circuits are not overloaded.
- 3.5 New or replacement plugs should only be installed onto electrical equipment by those designated a Competent Person by the Deacons.
- 3.6 Computer monitors should be sited in positions that conform to the regulations concerning height, glare etc. (Health & Safety (Display Screen Equipment) Regulations (DSE) 1992.

4. Access & Egress

- 4.1 Entrances and exits to be maintained in good condition. Special care should be taken when external conditions are icy.
- 4.2 Aisles and walkways must be kept clear at all times. "Extra chairs" should not be sited in such aisles. The hatched floor area in the schoolroom must be kept completely clear at all times.
- 4.3 Trailing cables must be covered or suspended overhead. Musicians must be particularly aware of the potential risk from their instruments etc. blocking entrances and exits.

5. Lone Working

- 5.1 Staff and volunteers are discouraged from working alone on the premises. Where this is unavoidable, then a third party should be aware of the staff member's or volunteer's presence and the expected duration of their visit/task. It is advisable for the person alone in the premises to use the front door to the chapel and to lock themselves inside the building.

6. Control of Substances Hazardous to Health (COSHH)

- 6.1 All chemicals, cleaning materials etc. which have been identified as *hazardous to health are to be stored in a locked cupboard. Access to this cupboard is for authorized users only.

7. Kitchen and Food serving areas

- 7.1 The Food Safety Management Plan has been prepared during 2006 regarding all Health & Safety Issues in this aspect of church life. This contains detailed policies and actions to ensure that food eaten on church premises is fit for purpose and everything we do is planned to minimize risk to those attending any activity on the premises. It is important that members involved in catering should be trained and hold the foundation Certificate in Food Hygiene.

* identified by a black cross in an orange circle on the container.

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8. First Aid.

- 8.1 First aid boxes are situated in the office and in the kitchen in the Manna House
- 8.2 They are to be checked every three months by the Church Manager and replenished regularly and a written record kept of actions taken.
- 8.3 A number of members qualified as Appointed Persons who implement emergency procedures and will have basic first aid knowledge. At least two of the full time staff should hold this qualification. A risk assessment will be taken by the Church Manager regarding church activities and the need to identify suitable persons to be responsible for first aid at any particular organized activity of the church.
- 8.4 The Caterpillar Pre-school will have its own specific requirements and qualified staff according to needs identified by the Pre-school Management.
- 8.5 Appendix 3 of this document contains a list of persons identified under 8.3

9. Accidents on the Premises

- 9.1 Details of any accident and the actions taken should be recorded in the Accident Book kept in the Church Office.
- 9.2 Any accident requiring reporting under the Reporting of Injuries, Diseases & Dangerous occurrences Regulations 1995 (RIDDOR) will be reported initially to the Church Office where the Church Manager will report the incident and ensure a written record is kept for a minimum of three years. A Deacon(s) will be asked to investigate the incident.

10. Contractors

- 10.1 Contractors will be asked for their "method statement" showing how they intend to carry out work to the premises to fully comply with the Health & Safety at Work procedures. They will have the relevant emergency procedures, location of isolation of services and any known hazards drawn to their attention before they begin works as well as being given a copy of this Health & Safety Policy.

11. Child Protection

- 11.1 Battle Baptist Church has adopted a policy document on Child Protection that is updated annually. The document contains a summary of church policy and practise.
- 11.2 The Youth Work team need to consider their own arrangements when working with under 18's for whom they have a responsibility of care. This will particularly include a need to consider arrangements when away from the Church premises on day trips or residential camps etc.

12. Baptisms and the Baptistery

When the flooring has been lifted in the Chapel and the baptistry filled with water for a baptism there is clearly a potential risk. Those responsible for preparing the Chapel and for clearing up after a baptism should be aware of this risk. The Deacons have delegated the Church Manager to be responsible for the safe operation of this duty.

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Appendix 1 Risk Assessment Pro forma.

This form is attached to this document or available from the Church Office. It will be fully used annually in January and a record kept on file following a report to the deacons.

Appendix 2

Emergency Evacuation Procedures at Claverham Community College.

- The responsibility for the evacuation of the premises is with the leader of the meeting and the meeting Administrator.
- The Competent Person should identify the qualified First Aider before the meeting begins.
- Groups meeting away from of the main hall must be known to the Competent Person and him or her to them.
- If the premises are to be evacuated, the responsible person will delegate persons to contact and evacuate groups meeting elsewhere on the premises.
- If the premises are to be evacuated, the responsible person must contact the relevant emergency services and subsequently inform the college authorities.
- People should gather on the tennis courts where a roll call will be held to ensure that all the various groups have evacuated the premises safely.
- A copy of the notice displayed at the Claverham meeting is as below ~

In case of a fire, explosion or suspect package:

- 1 The person discovering the fire or suspect package will set off the Fire Alarm.
- 2 The Fire bell will sound continuously.
- 3 The Claverham Elder will communicate to everyone the procedures to follow.
- 4 The Claverham Team leader or Admin leader will identify the source of the fire and assess whether to call the Fire Brigade or Police.
- 5 If the Fire Brigade or Police are called, the Claverham Team leader or Admin leader will liaise with their Senior Officers until the situation is cleared
- 6 The Children's Sunday Club and Creche Teams will clear the classrooms and dining hall, taking registers with them.
- 7 The Deacons and Claverham leadership team will take responsibility for ensuring that anyone with a disability is able to leave the buildings.
- 8 Everyone will go out of the nearest Fire Exit*, move away from the building, and meet by the field corner of the Tennis courts
- 9 *Exit via the Exhibition Room to the playground, or if exceptionally that exit was blocked by fire, via the exits to the Battle and Catsfield side of the Hall. The Catsfield side exit is at the end of the corridor by Class 8. The Battle exit is opposite the entrance to the car park, small gym and toilets.
- 10 Everyone should try to avoid using the Main Entrance to the car park as this may lead to unnecessary congestion or risk to the safety of individuals if they try and leave the college premises by car.
- 11 The Claverham Elder, Team leader and Admin leader will ensure that everyone has been evacuated from the building and that all doors used are closed.
- 12 At the Tennis courts, the Claverham Team leader or Admin leader will find out from the Fire Brigade or Police whether the situation is clear and tell everyone when it is safe to return to the building or leave the college premises by car.

Check list of items to take with you

- 1 Personal mobiles
- 2 Children's Sunday Club and crèche registers

If safe to do so, coats, bags and personal belongings (but not musical instruments) unless directed otherwise by the Claverham Elder

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Emergency Evacuation Procedures at Zion Chapel.

- The responsibility for the evacuation of the premises is with the leader of the meeting and the meeting Administrator (the *competent person*)
- The Competent Person should identify a First Aider before the meeting begins.
- If the premises are to be evacuated, the Competent Person must contact the relevant emergency services.
- The Gallery should be evacuated through the front doors to the Chapel.
- People in the downstairs part of the Chapel must evacuate through the old schoolroom exit or into the foyer of the Manna House.
- People in the Manna house should exit by the fire door on to the front patio.
- People should gather on the grass area by the entrance to the Church car park.

Appendix 3

First Aid Qualifications ~

| | |
|----------------|------------------------|
| John Southam | expires February 2011 |
| Andy Garlick | expires February 2011 |
| Alan Anderton | |
| Dick Blackler | |
| Gordon Lee | |
| Gill Scollay | |
| Chris Williams | expires November 2008 |
| Gary Walsh | expires October 2010 |
| Steve Hoadley | expires September 2010 |
| Dr. Andy Young | |

NB: a number of workers with children (especially most of the pre school staff) have completed a Pediatric First Course.

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Battle Baptist Church – Risk Assessment. DATE MADE

This risk assessment should be regarded as a careful examination as to what in the church premises could cause harm to people (“hazards”) so that the church can weigh up as to whether it has taken enough precautions or should do more to prevent harm. It has to be remembered that even after all precautions have been taken, some risk will remain. Therefore what has to be decided in each case is whether what has been done or will be done will, as far as is reasonably practical, make the church premises safe for those who use them.

| Nature of the check | Result of the check and note of action required | Programme for action and person responsible |
|--|---|---|
| 1. Are the church premises, including the paths, steps, staircases, floors & toilets safe & clean condition & adequately lit? Are their satisfactory arrangements for ongoing cleaning & maintenance? | | |
| 2. Is the electrical wiring safe & when was it last tested by a competent person? | | |
| 3. Are all portable electrical appliances checked for safety, (eg faulty flex, appropriate fuse, trailing wire). Are their sufficient sockets to avoid adaptors, etc. Is their a clear rule as to what electrical equipment may be brought onto the premises? | | |
| 4. Are the three gas boilers & heating systems in good working order? When was it last serviced by a Corgi qualified person? | | |
| 5. Are all exits & escape routes clearly marked with appropriate signs which comply with H & S (Safety Signs & Signals) Regulations 1996? Are these kept clear of obstruction and properly lit? | | |
| 6. Should there be provision for emergency lighting on exit routes or doors? | | |
| 7. Are emergency exit doors fitted with panic bolts or what provision is made to have them unlocked? Do they open outwards? | | |
| 8. Are there clear instructions issued or displayed giving instructions as to what to do in event of an emergency? | | |

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| 9. Are there appropriate warning systems in the event of fire or other emergency? | | |
| 10. Is fire fighting equipment adequate, easy to use, properly positioned and signed in accordance with the H & S (Safety Signs & Signals) Regulations 1996 ? Is it regularly maintained? | | |
| 11. Is it appropriate to specify the number of people that may be present at any one time on any part of the premises? | | |
| 12. Are any special contacts necessary with the emergency services? | | |
| 13. Do the kitchens and any equipment kept within them comply with modern hygiene requirements? | | |
| 14. Is proper advice given on the moving of equipment or furniture? In particular how it should be stacked or stored. | | |
| 15. Is a first aid box available and is someone responsible for ensuring it is kept properly resourced? Kitchen? Office? Claverham?? Is an accident book kept in accordance with current regulations? Do we need first aid staff at meetings of the church? | | |
| 16. Where VDU screens are used has the appropriate check & advice been given? | | |
| 17. If hazardous and harmful substances are used on the premises are proper precautions taken for their storage and labelling? | | |
| 18. Are all items of non electrical equipment for use on church premises (eg; ladders etc) in a safe condition, regularly inspected and stored safely ? | | |
| 19. Are appropriate arrangements in place for planning and supervising | | |

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| | | |
|--|--|--|
| <p>any volunteer work parties undertaking maintenance or repairs on the church premises (including grounds) ?</p> | | |
| <p>20. Are appropriate arrangements in place for any employees, volunteers, leaders or helpers to be consulted or supplied with appropriate information about Health & Safety and Fire Precautions.</p> | | |
| <p>21. Are there adequate arrangements for outside contractors who carry out work on the church premises to ensure that they work safely and not create a safety hazard for others?</p> | | |
| <p>22. Where outside organisations use the church premises are they aware of the church's Health & Safety policy and is it clear to them that they must take responsibility for their own operations?</p> | | |
| <p>23. Where doors are hinged both ways are the visibility panels fitted with safety glass? Are there any other glazed areas in critical locations (especially those below 800mm in height) that should have safety glass?</p> | | |
| <p>24. Are there proper arrangements for reporting, recording, & investigating any accidents?</p> | | |
| <p>25. Are there any other "hazards" which require to be considered?</p> <p>If so, list them noting the action required and the programme for action.</p> | | |
| <p>26. Are there proper arrangements for monitoring the action required as a result of this risk assessment and for its annual review?</p> | | |