

Health and Safety Policy

August 2025

Battle Baptist Church
Being Transformed Together



Battle Baptist Church
Mount Street
Battle TN33 0EG

Our health and safety policy

This document has been drafted in accordance with the provisions of the Health and Safety at Work etc Act 1974 and the regulations made under it. In preparing this policy, advice has been sought from the HSE website, HSE literature, the Baptists Together guideline leaflet L10 '[Health and Safety and Fire Precautions](#)', and the Baptist Insurance document '[Keeping people safe](#)'.

The policy is in four sections:

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Section A - General Statement of Policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, church members, visitors, contractors and others who may use our premises. This will be in accordance with good practice and any relevant statutory provisions where they apply.

BBC's Trustees accept their overall responsibility for this. They will ensure that adequate resources are available to achieve this objective. Any decisions they make will have due regard for it.

Trustees delegate specific responsibility for this policy and its day-to-day implementation to the Health and Safety Officer. They will keep health and safety matters under review at appropriate intervals and the policy will be reviewed at least annually.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. Trustees will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about BBC's arrangements for managing health and safety is set out in this document. A copy will be kept in the church office and published on our website. Copies will be made available to others on request.

Signed*: _____

**on behalf of the Trustees as agreed at a meeting on:*

Date: _____

Section B - Organisation and Responsibilities

Responsibility of Trustees

Overall responsibility for health and safety at Battle Baptist Church lies with the Trustees (see Section A above).

Responsibility of the Leadership

The wider Leadership Team (Pastors, Elders and Deacons) will have responsibility for the promotion of good health and safety policies, acting as positive role models wherever appropriate.

Responsibility of the Health & Safety Officer

The Church Administrator will act as BBC's Health & Safety Officer and has responsibility for the day-to-day implementation of the arrangements outlined in

this policy, liaising with members of the Premises Committee where appropriate. Specifically, the Health & Safety Officer will ensure that:

1. s/he keeps up to date on health and safety matters relevant to the church;
2. standards set out in this policy are implemented and maintained;
3. adequate risk assessments are carried out and appropriate safety measures are put in place in response to these;
4. where necessary, specialist health and safety assistance is obtained;
5. only competent persons carry out repairs, modifications, inspections and tests;
6. any accidents or hazards are investigated, recorded, dealt with as soon as possible and reported if necessary;
7. relevant health and safety documents and records are retained in line with GDPR;
8. all employees and volunteers are aware of their health and safety responsibilities;
9. adequate information and training is provided to those who need it.
10. a copy of the HSE poster 'Health and Safety Law – what you should know' is displayed prominently in the premises;
11. a copy of the current Certificate of Employers' Liability Insurance is on display in the general office, as required by the Employers' Liability (Compulsory Insurance) Regulations 1998.

Responsibility of employees and voluntary workers

All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others whilst engaged in church-related activities. They will ensure that they:

1. read this policy and understand what is required of them;
2. complete their work taking any necessary precautions to protect themselves and others;
3. comply with any safety rules, operating instructions and other working procedures;
4. report any hazard, defect or damage, so that this might be dealt with;
5. warn any new employees or volunteers of known hazards;
6. attend any training required to enable them to carry out their duties safely;
7. do not undertake any repair or modification unless they are competent to do so;
8. report any accident;
9. do not misuse anything provided in the interests of health and safety.

Caterpillar Pre-School

During term time, Caterpillar Pre-School operates from the Children's Room on BBC's premises. The pre-school is a charity in its own right and has its own Health & Safety Policy. At all other times, this Health & Safety Policy applies to the Children's Room in the same way that it applies to all other areas of the church premises.

BBC's Health & Safety officer will liaise with the staff team of Caterpillar Pre-School regarding health and safety matters as they arise.

Section C – General Safety Arrangements

1. Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting with our health and safety obligations.

2. Risk Assessment

Effective risk assessment forms the foundation of our health and safety arrangements. Risk assessments will be carried out by a competent person for all church activities at regular intervals in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999 (using the BBC Risk Assessment Form (Appendix 1)). The Health and Safety Officer will support group leaders in completing these if required. All offsite activities or one-off activities will also be risk assessed. The completed forms will be kept in the Church Office.

3. Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner and we will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

4. Accidents and First Aid

Signage across the premises informs users where **First Aid boxes** are located:

- a. in the Manna House kitchen, on the windowsill
- b. on the top shelf of the bookcase at the foot of the stairs

We will ensure that sufficient numbers of employees and volunteers are trained in first aid and have had refresher training where necessary. We will endeavour to ensure that at least one trained first aider is present at all church activities – but this may not always be possible.

The **Accident Book** is located on the top shelf of the bookcase at the foot of the stairs. We shall retain records of accidents in keeping with GDPR and will report those when necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

From time to time the Health and Safety officer will review accidents that have taken place and report findings to Trustees.

The **Near-miss Book** is located with the accident book. Here employees should record any work-related 'near-miss', which is an event that, while not causing harm, had the potential to cause injury or ill-health. This book will also be used to record incidents occurring during activities for children where

significant intervention by a leader is required. Examples of this might include incidents of bullying; matters of discipline; or interventions to prevent a young person from hurting themselves.

5. Contractors

If we employ contractors, we will make sure that they have their own health and safety policy and Public and Employers' Liability Insurance by asking to see copies of the relevant documents.

6. Monitoring and Review of practices

We will make periodic checks to ensure that the health and safety measures that we have in place remain effective and adequate. We will keep records of the checks we make.

We will consult staff routinely on health and safety matters as they arise, and formally when we review this policy.

7. Record Keeping

Our risk assessments and all our health and safety records are kept on file in the general office.

Section D – Specific Safety Arrangements (organised alphabetically)

1. Baptistery

When in use, electrical equipment should be at least 2m away from the pool. We have assessed the risk of people in the pool using microphones with electronic leads to be low as the phantom supply to them limits the available current to no more than 15 milliamps. 48 volts of phantom times 0.015 amp equals 0.72 watts ie not harmful.

2. Church Buildings & Grounds

A Health & Safety inspection will be made of the fabric of the building the external areas of the church at least annually using the pro forma provided (Appendix 2). The Health and Safety Officer will carry this out together with a member of the Premises Committee and keep records on file. Findings will be shared with the Premises Committee and remedial action will be taken where necessary.

3. Display Screen Equipment

We will analyse workstations to assess whether safety precautions need to be introduced as the need arises.

4. Electricity

We will ensure that any electrical system, fixed machine and portable appliance is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the

checks made where appropriate.

5. Events: use of church premises by outside organisations

If the church is used by an outside organisation when the Health and Safety Officer is not present, event leaders will be briefed in advance about the location of First Aid points and the Fire Evacuation procedure (see separate policy on 'Use of BBC Premises by Community Groups').

6. Fire

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. We will complete a specific Fire Risk Assessment (FRA) to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings and implement improvements where necessary. The FRA will be reviewed at least annually.

Details of our fire safety equipment and our FRA can be found at Appendix 3. All fire safety equipment is serviced and maintained by a competent contractor on an annual basis.

Evacuation drills

Fire evacuation drills will be carried out at least once a year for a variety of the activities that take place at the premises. All employees and voluntary workers should ensure that they are aware of the escape routes and that these are kept clear and unobstructed.

7. Food Safety

We take steps to ensure that any food provided at the activities we run complies with Food Safety law and is safe to eat. We ensure that we have members who are trained in Food Safety for Catering (Level 2) and their certificates are on display in the Manna House. All volunteers involved in food preparation follow the principles and practices set out in Wealden & Rother District Councils' 'Managing Food Safety for Voluntary Lunch Clubs' document, a copy of which is on file in the Manna House kitchen. A summary of our Food Safety Management System can be found at Appendix 4.

8. Gas Equipment

Our gas boilers and the gas hob in the Manna House kitchen are maintained and checked annually by a competent contractor who is registered with the Gas Safe Register and who will carry out any remedial works necessary.

9. Hazardous Substances

We only use domestic cleaning products. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified. Some horticultural products are used on the gardens, but these are not stored on site.

10. Lift

We undertake a specific risk assessment for the use of the lift, a copy of which can be found at Appendix 5. The lift is inspected four times a year by a competent contractor. We authorise engineers to carry out any repairs as necessary.

There is an alarm that can be used to alert other people in the building that someone needs assistance in the lift. Signs are on display which tell people not to use the lift if they are on the premises by themselves. Children are not allowed to use the lift without adult supervision.

11. Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys or the lift) or other precautions including team lifting.

12. Slips and Trips

We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any additional safety measures, such as handrails or lighting, remain adequate. This will usually be carried out as part of our routine inspections of the church buildings and grounds (see 2 above). We will take extra precautions to ensure the safety of pathways in winter weather.

We will ensure that the automatic doors to the front of the building are maintained by a competent person.

13. Water

Having taken the professional advice of our plumber, we deem the risk of legionella bacteria developing in our water systems to be low. On site there is one small tank which supplies water to the handbasin in the disabled-access loo on the ground floor. The shower in the same room is electric: no warm water is stored as the water is heated at the point of release.

14. Working Alone

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. If staff working alone are due to meet with eg a contractor on site, they should alert a third party when the visitor arrives and when the visitor leaves. It is advisable for the person alone in the premises to lock themselves inside the building. Workers should not use the lift when on the premises by themselves.

15. Working at Height

Where it is necessary for work to be carried out at height, only approved contractors or competent volunteers may do so, and appropriate safety

measures will be put in place. Any such work will be properly planned to identify suitable precautions.

First draft completed 14th August 2025

Revisions