

Health and safety **policy statement**

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy statement of:
Underhill Baptist Church

Our statement of general policy is:

- to provide and maintain a safe and healthy environment for all who visit our premises for whatever reason.
- to ensure our premises, equipment and systems of work are, as far as practically possible, free from hazard for all our employees, casual labour, voluntary helpers.
- to ensure safe handling, storage and use of substances
- to provide information, instruction and supervision for employees and volunteers
- to ensure all employees and volunteers are competent to do their tasks and to provide adequate training
- to prevent accidents and cases of work-related ill health
- to review and revise this policy as necessary.

Agreed by a resolution of a Church Members' Meeting

Signed: _____
Pastor

Church Secretary

Date: November 2018

Review date: *November 2019*

UNDERHILL BAPTIST CHURCH HEALTH AND SAFETY POLICY

1 The church recognises and accepts its responsibilities for providing, **so far as is reasonably practicable**², a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the church premises.

2 The church will, therefore, take all necessary steps within its power to meet its responsibilities, so far as is reasonably practicable² by,

2.1 Maintaining the church premises in a condition that is safe and without risk to health and providing and maintaining means of access to and egress from it that are safe and without such risks;

2.2 Providing and maintaining furnishings and equipment which are safe and without risks to health;

2.3 Assessing the risk to the health and safety of those who use the church premises;

2.4 Ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

2.5 The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of those who use the church premises;

2.6 The provision and maintenance of a proper environment for the church's employees, leaders, helpers and volunteers that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare;

2.7 Consulting, where necessary, with all employees¹, leaders, helpers and volunteers on the implementation of any changes to this policy;

2.8 Ensuring that adequate funds and resources are made available for carrying out this policy.

3 Overall and final responsibility for health and safety lies with the Trustees

3.1 Day-to-day responsibility for ensuring this policy is put into practice is delegated to **Richard Batchelor** as the church's Health and Safety Officer. The Trustees will be responsible for carrying out the implementation of the church's policy and for the issue of supplementary policy statements where this may be necessary.

¹ See appendix

4 The Health and Safety Officer will:

4.1 Carry out appropriate risk assessments (these to be reviewed annually) of the church's premises and activities and report to the Trustees as necessary;

4.2 Co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety);

4.3 Carry out Investigations of any accidents and recommend measures for preventing their recurrence;

4.4 Ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;

4.5 Ensure that all appropriate arrangements are made to provide for first aid;

4.6 Ensure that all food safety legislation is complied with;

4.7 Arrange safety training courses, as may be 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;

4.8 Ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;

4.9 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.

5 All employees, leaders, helpers and volunteers will:

5.1 Take reasonable care of their health and safety, and of the health and safety of other persons who may be affected by a person's act or omissions while working or helping.

5.2 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;

5.3 Ensure that they shall not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions;

5.4 Make themselves familiar with and conform to the Health and Safety Policy of the church at all times;

5.5 Observe all safety rules, procedures, and codes of practice at all times, and in particular be fully conversant with the procedures to be followed in the event of a fire or any other emergency;

5.6 Conform to all the food safety regulations that are applicable to themselves;

5.7 Co-operate with the church to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any training if called upon to do so;

5.8 In the case of an accident or dangerous occurrence record a report in the Accident Book located next to the First Aid box in the church kitchen. Also report to the church Health and Safety Officer all accidents or hazardous occurrences or dangers (however minor) whether persons are injured or not as soon as is reasonably practicable;

5.9 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;

5.10 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.

**This policy statement was adopted by a resolution of a Church Members' Meeting
dated 25th May 2017**

Signed: _____
Pastor **Church Secretary**

Appendix

Whether voluntary workers count as non-paid employees with regards to health & safety law is a grey area in law but it is considered good and wise practice to treat them as if they were. As such the Trustees of Underhill Baptist Church have taken the decision to treat the church as a place of work and, *as far as reasonably possible*² to work to protect the health and safety of those 'workers' as well as all users of the premises.

² As far as reasonably possible' is a phrase from the Health & Safety at Work Act