

Romsey Baptist Church - Health & Safety Policy

Romsey Baptist Church recognises it has a moral and legal responsibility to provide a safe and healthy environment for employees, voluntary workers and visitors. Equally all church users are expected to understand that they have a responsibility to themselves and others to ensure the same safe and healthy environment.

This Policy sets out the church's approach to Health & Safety in order to minimise, as far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1. ACCIDENTS AND FIRST AID

The First Aid Box is located in the Kitchen.

The Accident Book is located in the Kitchen.

The reporting of accidents is a legal requirement. To comply with the Data Protection Act all Accident Forms should be completed in accordance with the instructions on the book, sealed, labelled confidential and placed in the First Aid Co-ordinators mailbox.

2. FIRE SAFETY

a. The Church has a Fire Policy and Evacuation Procedure which is reviewed on a regular basis.

i. If you discover a fire anywhere on the church complex, leave the building immediately raising the alarm as you go using a break-glass unit on your exit route and verbally. Do not stop to collect coats or other possessions.

ii. When you are out of the building, call the fire brigade on 999.

iii. Fire assembly point: access road alongside La Parisienne Restaurant (Bell Street).

b. Adequate fire detection and fire fighting equipment is provided and maintained.

c. All fire evacuation exits and routes are appropriately signed.

d. Each church group and organisation should organise their own fire drill at least once a year.

e. Fire doors and room doors to be kept closed.

f. Any furniture being introduced into the premises shall comply with current fire safety standards.

g. No smoking is permitted anywhere on church property.

3. ELECTRICAL SAFETY

a. PAT tests are carried out on ALL portable electrical equipment at regular intervals. A competent (as per 2005 legislation) electrician will be needed to carry out any repairs.

b. The fixed electrical system will be inspected and tested by a competent contractor every ten years.

c. Emergency lighting system shall be tested and maintained regularly including battery replacement following manufacturer's recommendations.

d. All employees and voluntary workers must observe the following:

i. Visually check all electrical equipment before use.

ii. Report all faults immediately to the Health and Safety Co-ordinator and label equipment 'Faulty - Do Not Use'.

iii. Do not attempt to use or repair faulty equipment.

iv. Electrical equipment should be switched off and disconnected when not in use for long periods.

v. Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

vi. Socket safety covers shall be used on all sockets.

4. GAS EQUIPMENT SAFETY

Our gas boilers and other gas equipment is maintained and checked annually by a competent CORGI registered gas installer. Any necessary work required for safety is implemented immediately. Only CORGI qualified engineers may carry out gas work in the Church.

5. HAZARDOUS SUBSTANCES

a. Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, hazardous substances should be locked away and only used by persons with the appropriate experience. Personal protective equipment should be used where appropriate.

b. Chemicals to be used only as directed.

c. Chemicals must not be stored in unmarked containers.

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6. SAFETY OF EQUIPMENT AND MACHINERY

- a. Employees and voluntary workers must not operate equipment or machinery that they are not trained and authorised to use.
- b. Equipment and machinery should only be used for its intended purpose and as directed.
- c. Any defect and damage found to any item of equipment or machinery must be reported to Health and Safety Co-ordinator.

7. SLIPS, TRIPS AND FALLS

(Condition of floors, steps and paths)

Regular inspections will be made of all floors and stairs in the church and adjoining rooms, and forecourt area. Any defects will be reported and repairs carried out.

8. LIGHTING

Inspection and replacement will be carried out to ensure that the building and exterior is adequately lit. The necessary safety precautions will be followed for replacing bulbs at high levels.

9. MANUAL HANDLING

(Lifting, carrying and moving loads)

All lifting, carrying, pushing or pulling tasks should be assessed before starting and no-one should undertake any manual handling tasks unless all the people involved feel comfortable with the task.

10. WORKING AT HIGH LEVELS

No one should work at height, or use stepladders, in the church unless they are familiar with HSE guidance on the selection, risk assessment and use of stepladders and working at height. A copy of these guidelines is held in the photocopier room.

No one should work at height, or use stepladders, in the church unless accompanied by a second person who can render assistance in the case of an accidents.

11. PREPARATION OF FOOD

- a. Adequate materials will be provided to enable food preparation areas to be kept clean.
- b. There are specific Food Safety Regulations for premises which are used occasionally for food preparation and all food handlers should ensure they are aware of the relevant principles.
- c. One sink to be kept for hand washing and labeled so.

12. BUILDINGS / GLAZING

- a. The buildings will be regularly inspected, any defects noted and procedures put in hand for repairs.
- b. Where necessary, temporary measures will be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- c. The building will be checked for the provision of adequate safety and secondary glazing.

Urgent repairs may be authorised by the Church Administrator, the Church Treasurer and the Fabric Steward.

13. CONTRACTORS

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must: -

- a. have appropriate public and employers' liability insurance in place and to have their own health and safety policy (where appropriate).
- b. comply with all the requirements of the Church's Health and Safety Policy and Guidelines and to co-operate with the church officials in providing a safe place of work and a safe system of operation.

14. CHILD SAFETY

- a. The 'Safe to Grow' Policy to be implemented but the Health and Safety Policy takes precedence over it.
- b. Parents are expected to supervise their own children at all times except when directly under the supervision of a designated group leader.

15. Lone Workers

No one should carry out potentially hazardous work at the church unless they are accompanied by a second person who can render assistance in the case of an accident.