

Faulty Equipment

Any church equipment which appears in any way unsafe should not be used, should be clearly labelled e.g. "Faulty - Do Not Use" and removed from use. It should also be reported to the relevant individuals so that action can be taken to repair or replace the item before it is needed again.

Electrical Equipment

The church discourages people from bringing their own electrical equipment onto the premises. When people do bring their own equipment in then they must take responsibility for its use and safe storage.

All portable electrical equipment (essentially anything with a plug!) must have a regular safety (PAT) check.

Chemicals

There are very few examples of hazardous chemicals at the church but there are some including bleach, cleaning agents, certain DIY materials and paints. All church users are advised to use any hazardous substances only in accordance with the manufacturer's instructions and to ensure the appropriate protective equipment e.g. gloves and face masks are used.

Appropriate precautions must be taken to prevent children obtaining access to, or being affected by, any hazardous substances in use.

Security

Any users of the premises entrusted with locking up should ensure on vacating the building that: all internal doors are closed and all lights turned off; all possible electrical appliances turned off and, where practicable, unplugged; all sources of heat eliminated (cookers and heaters turned off) and all windows and external doors are secured.

Lost property

Items of clothing left in the church should be placed on the coat hooks in the gents or ladies ground floor toilets.

Other items of lost property should be handed in to a person in authority. The church administrator should be informed by phone if the items have obvious value (e.g. money or jewellery). Lost property is stored in the prayer room. Unclaimed items will be advertised and subsequently disposed of after a reasonable time has elapsed.

Food Hygiene

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.

Child Safety

Parents are responsible for their own children at all times except when they are directly under the supervision of a designated group leader.

No Smoking

Users should be aware that the church has a strict no smoking policy in all its accommodation and grounds.

Contacts

H&S, First Aid &
Fire Co-ordinator
Fabric Steward

Church Administrator

Minister



Church Safety



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.

"When you build a new house, make a parapet around your roof so that you may not bring the guilt of bloodshed on your house if someone falls from the roof"

Deuteronomy 22:8

Romsey Baptist Church's approach to Health & Safety

A workable approach to Health and Safety has to be based on risk management rather than risk avoidance. Most authorities now recognise that risk is part of normal everyday life and appropriate management of that risk is the key to a safe environment.

This leaflet should be read in conjunction with the church's Health & Safety Policy and Guidelines for Users of Church Premises. It is intended to provide church users with information and advice as to how these guidelines apply in practice. Further information about carrying out work in the church is available in the "Working in Church" leaflet. Copies of all these documents can be found in the Photocopier Room.

Keeping the Church Safe (and looking good)

The best way to ensure a safe environment is if everyone keeps an eye open for problems and takes the time to report them appropriately. One of the reasons things sometimes take a while to be fixed is that no-one mentions they're broken!

Routine enquiries or concerns should be passed on to one of the named contacts on the back of this leaflet via their church mailbox. Urgent enquiries or concerns should not wait and should be phoned through.

First Aid / Accident Reporting

A First Aid kit is located in the church kitchen behind the door. Additional equipment for minor cuts and bruises is stored in the adjacent cupboard.

The accident book is located next to the first aid kit and users are reminded that the reporting of accidents is a legal requirement. Accident forms should be completed in accordance with the instructions on the book, sealed (sellotape or envelope), addressed, labelled confidential and placed in the First Aid Co-ordinators mailbox.

Running a Church Group

Whilst everyone has a general responsibility for safety group leaders have a specific duty of care to their helpers and their members. In particular leaders need to satisfy themselves: that the rooms used are safe and appropriate for the group; that the supervision and access to first aid is adequate for the activities; and that the activities are appropriate for the abilities of the members.

Leaders also need to be aware of the church Fire Policy and talk through or practise fire evacuation drills, at least once a year, taking into account any special needs of the group.

Running a Church Youth Group

Leaders of church groups also have to take account of the specific issues raised by child protection legislation. They need to ensure that the group is run in accordance with the Church's Safe to Grow Policy and in particular that all relevant checks have been made before any helpers start work with children.

In particular youth group leaders should give special attention to the need for a locked door environment during activities, keeping an accurate register of all children attending for evacuation purposes and consider the potential need to administer age and sex specific first aid treatment*.

** Note: The key principle must be that urgent First Aid treatment should not be delayed as a consequence of concerns about removing appropriate clothing and making necessary physical contact.*

Youth group leaders should also ensure that they keep a record of any relevant health details for children in the group and establish with the children, or parents as appropriate, the existence of any food allergies prior to any food tasting activities.

Outside Organisations

Unless otherwise indicated there is a general presumption that the church takes responsibility for the safety of its premises whilst any outside organisation using the premises is responsible for the conduct of its own operations and for reporting any problems it identifies whilst in the building.

Working in the Church

For detailed information about the arrangements for working in church please see the leaflet "Working in Church". Some key points are:

Contractors

External contractors are expected to have appropriate public and employers' liability insurance, to take responsibility for the Health & Safety of their own employees and ensure that no church users are put at inappropriate risk as a result of any work being undertaken.

Volunteers

The church can only function thanks to the work done by all the many volunteers who give their time in various ways to clean, decorate and maintain the church. It is essential that the church recognises and protects these employees and volunteers by providing a safe environment and by asking all individuals to acknowledge the relevant legislation and recognise their own limitations.

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.