

Fyfield Baptist Chapel Health and Safety Policy Document

In the policy statement:

'we' refers to the Fyfield Baptist Chapel church fellowship, as represented by the Minister and Church Officers.

'you' refers to our members (deemed to be those who belong to, and are in regular fellowship with, the church), any staff or volunteers, and any visitors or members of the general public.

General statement

We are committed to the Health, Safety and Welfare of all who use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will review them on a timely basis. When necessary, we will consult with you about Health and Safety and provide you with any information and guidance that we consider is necessary.

We will endeavour to make sure that you are kept safe by carrying out inspections and risk assessments as required. We will maintain equipment and the premises to the best of our ability.

You are asked to help us maintain a health and safe work and worship environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we may provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises.

This policy will be reviewed and revised as necessary.

Organisation and Responsibility.

The overall responsibility for Health and Safety lies with the Minister and Church Officers.

The following people are responsible for Health and Safety:

- *Name / Responsibility*
- Rev W A Carter Minister
- Mr Angus Popplestone Church Officer
- Mr Gordon Perry Church Officer
- Mr David Hambleton Church Officer

If you need any more information or have any concerns about Health and Safety, please contact one of the people above.

Everyone is reminded that they have responsibility for their own Health and Safety and the safety of the others in the premises.

The Church Meeting will be responsible for discussing matters surrounding Health and Safety.

Procedures and Safety Arrangements:

Hazardous substances

Where possible we have eliminated the use of hazardous substances. Where this is not possible such substances must be stored in a locked cupboard. (Examples of hazardous substances would include pesticides, insecticides, cleaning fluids.)

Electrical equipment and wiring

The electrical wiring within the building(s) will be inspected regularly, and an approved (NICEIC) contractor will perform the periodic EICR inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations).

No person is to make any alterations to the electrical installation without prior agreement.

Portable electrical appliances will be maintained, and checked routinely.

Certificates of wiring inspections, and portable appliance test records will be kept in the Health and Safety File.

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads where possible, and take care to prevent tripping hazards when laying cables.

Fire Extinguishers

The Fire Extinguishers within the premises will be periodically examined and tested as recommended by the Service Company. The Service Company will also advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be kept on file.

Fire extinguishers will be regularly examined for damage and use.

Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.

Fire extinguishers should only be used by competent persons, and advice and/or training will be provided as appropriate to ensure their safe use.

First Aid

A first aid kit is available and its location clearly marked. If the contents of any first aid kit is used, the Minister must be informed.

Competent persons should only administer first aid.

First aid kits will be checked regularly to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

Risk Assessment

A Risk Assessment will be carried out and reviewed as necessary. The outcome of this assessment will be recorded and kept in the Health and Safety Folder

Where actions are needed to reduce or eliminate risk, corrective actions are to be completed at the earliest possible date.

Any person discovering a hazard must inform the Minister or Church Officers as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

Working at height and the safe use of ladders

Owing to the danger of serious injury by falling from height, great care must be taken, especially in areas that have not been accessed for a long time and might be unsafe, or where the working environment is difficult, for example limited space to manoeuvre.

Detailed advice can be found in the HSE 'Safe Use of ladders and stepladders' article, and the Baptist Insurance booklet 'Guidance notes: Working at height and the safe use of ladders', both located in the 'First Aid' kitchen cupboard.

The following rules must be followed when working at height:

- Before carrying out any work, the person(s) involved must be competent to do the work, including the ability to use the correct tools and equipment.
- Any person(s) assisting the person(s) carrying out the work should also be competent.
- Any equipment being used must be in good condition.
- A minimum of two competent people to be involved.
- The tower scaffold (located in the kitchen area) should be the first choice.
- Whenever a ladder is used, it should be set at the correct angle (one unit out for every four units in height), and be secured. Refer to the Baptist Insurance '10 tips' poster located on the church noticeboard before starting.

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