



Health and Safety Policy

Name of church: Church Crookham Baptist Church

Address: 64 Basingbourne Road, Church Crookham, GU52 6TH

This policy was built using a template supplied by the Baptist Union.

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church, hall or grounds.

We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

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 and others who may use the church, grounds or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Trustees accept their overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the Diaconate to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

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. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

Signed*:

P Brice

Date:

10th October 2020

1. Organisation and Responsibilities

The member of the Diaconate with overall responsibility for implementing our policy is: The Church Secretary. They will ensure that:

- the standards set out in this policy are implemented and maintained
- where necessary, specialist health and safety assistance is obtained
- any hazards reported to them are rectified immediately
- only competent persons carry out repairs, modifications, inspections and tests
- any accidents are investigated, recorded and reported if necessary
- relevant health and safety documents and records are retained
- they keep up to date on health and safety matters relevant to the church
- set a personal example on matters of health and safety.

The Trustees have day-to-day responsibility for implementing our policy. They are:

Trustees Roll	Surname	Forename	Abbreviation
Pastor	Brice	Paul	Trustee/Pat.
Elder	Bateman	Terry	Trustee/Eld.
Elder	Barrs	Luke	Trustee/Eld.
Deacon/Church Secretary	Hawes	Simon	Trustee/Sec.
Deacon/Fabric	Naqvi	Jim	Trustee/Fab.
Deacon/ Community Liaison Officer	Butler	Helen	Trustee/CLO.
Deacon/ Treasurer	Walton	Francis	Trustee/Tre.
Deacon/ House-Keeping	Parsons	Caroline	Trustee/Dea.

They will ensure that:

- all employees and volunteers are aware of their health and safety responsibilities
- adequate precautions are taken as set out in this policy and related risk assessment
- adequate information and training is provided for those that need it
- any hazards or complaints are investigated and dealt with as soon as possible
- where defects cannot be corrected immediately, interim steps are taken to prevent danger
- all accidents are reported in-line with the requirements of this policy
- advice is sought where clarification is necessary on the implementation of this policy
- Set a personal example on matters of health and safety.

All **employees** and **volunteers** have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

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

2. General Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities.

Competent Assistance

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

The following publications from the Baptist Union may be used if necessary to assist in this:

- [Guideline Leaflet C21: Church Life Risk Assessment](#)
- [Guideline Leaflet C22: Risk Assessment Template](#)

The primary person responsible that risk assessments are carried out is

Hawes	Simon	Trustee/Sec.
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Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. 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.

The primary person responsible for organising training is

Hawes	Simon	Trustee/Sec.
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First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

We will refer to [Guideline Leaflet L10: Health and Safety and Fire Precautions](#).

Our first aid boxes are located in:

- The cupboard by the sink in the foyer
- The cupboards in the Hall kitchen

Our person in charge of first aid arrangements (supported as necessary by other appropriate people) is:

Butler	Helen	Trustee/CLO
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Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

We will refer to Guideline Leaflet L10: Health and Safety and Fire Precautions.

Our Accident Book is kept in a cupboard in the kitchen.

The primary person responsible for this section is

Butler	Helen	Trustee/CLO.
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Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

The person responsible for periodic checks is:

Naqvi	Jim	Trustee/Fab.
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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.

The primary person responsible for managing contractors is:

Naqvi	Jim	Trustee/Fab.
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Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in the Church Office.

The person responsible that risk assessments are carried out is

Hawes	Simon	Trustee/Sec.
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3. Specific Arrangements

Asbestos

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

We will refer to Guideline Leaflet L10: Health and Safety and Fire Precautions.

Currently we are not aware of any asbestos in either the church premises or amounts. Keeping this under review is the responsibility of:

Naqvi	Jim	Trustee/Fab.
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Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a facility may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Overall the Church premises and Manse is the responsibility of:

Naqvi	Jim	Trustee/Fab.
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The details of any issues arising under this heading are recorded in the minutes of Deacons & Elders meetings.

Grounds

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

Overall the grounds Church premises and Manse is the responsibility of:

Naqvi	Jim	Trustee/Fab.
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The details of any issues arising under this heading are recorded in the minutes of Deacons & Elders meetings.

Construction Work

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

Overall any construction on the Church premises and at the Manse is the responsibility of:

Naqvi	Jim	Trustee/Fab.
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The details of any issues arising under this heading are recorded in the minutes of Deacons & Elders meetings.

Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

We will refer to Guideline Leaflet L10: Health and Safety and Fire Precautions.

The person responsible for maintaining the display screen equipment section is

Barrs	Luke	Trustee/Eld.
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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.

We will refer to Guideline Leaflet L10: Health and Safety and Fire Precautions

Electrics at the Church premises and at the Manse are the responsibility of:

Naqvi	Jim	Trustee/Fab.
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The details of any issues arising under this heading are recorded in the minutes of Deacons & Elders meetings.

We will keep records of the checks made where appropriate.

Events

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

Events will first have been agreed through the Elders and deacons. Additional precautions will then be responsibility of:

Butler	Helen	Trustee/CLO.
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They will ensure compliance. This will include observance of our Calculating Occupancy policy which details the amount of people who we can safely accommodate in the Church building.

Fire

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

We will refer to Guideline Leaflet L10: Health and Safety and Fire Precautions

We will maintain a fire evacuation policy.

Overall fire precautions at the Church premises and Manse are the responsibility of:

Naqvi	Jim	Trustee/Fab.
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The details of any issues arising under this heading are recorded in the minutes of Deacons & Elders meetings.

Heating Systems

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

Heating Systems at the Church premises and at the Manse is the responsibility of:

Naqvi	Jim	Trustee/Fab.
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The details of any issues arising under this heading are recorded in the minutes of Deacons & Elders meetings.

We will refer to Guideline Leaflet L10: Health and Safety and Fire Precautions

Hazardous Substances

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.

Hazardous Substances at the Church premises and at the Manse is the responsibility of:

Butler	Helen	Trustee/CLO.
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The details of any issues arising under this heading are recorded in the minutes of Deacons & Elders meetings.

We will refer to Guideline Leaflet L10: Health and Safety and Fire Precautions

Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person. The person responsible for organising such checks is

Naqvi	Jim	Trustee/Fab.
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The details of any issues arising under this heading are recorded in the minutes of Deacons & Elders meetings.

We will refer to Guideline Leaflet L10: Health and Safety and Fire Precautions

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 other precautions including team lifting.

We will maintain a manual handling procedure, this will be the responsibility of

Hawes	Simon	Trustee/Sec.
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Oil Storage

Where we store large quantities of oil, we will take adequate precautions to ensure that oil cannot leak into the ground or any water course. This may include the provision of a double-skinned plastic tank, an adequate bund, regular checks and proper maintenance, etc.

We do not store oil but this will be kept under review by

Naqvi	Jim	Trustee/Fab.
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Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

We will display suitable information and give training when appropriate.

We will maintain a food safety rating and follow guidance from the Food Standards Agency.

The oversight of implementation of this will be

Parsons	Caroline	Trustee/Dea.
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We will also refer to Guideline Leaflet L10: Health and Safety and Fire Precautions

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Precautions with regards to slips and trips at the Church premises and at the Manse are the responsibility of:

Naqvi	Jim	Trustee/Fab.
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The details of any issues arising under this heading are recorded in the minutes of Deacons & Elders meetings.

Working at Height

Where possible, we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used the responsibility of

Naqvi	Jim	Trustee/Fab.
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We will refer to Guideline Leaflet L10: Health and Safety and Fire Precautions

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

This will be the responsibility of

Naqvi	Jim	Trustee/Fab.
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Working Alone

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety. This will be the responsibility of

Hawes	Simon	Trustee/Sec.
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We will refer to Guideline Leaflet L10: Health and Safety and Fire Precautions

We will maintain a Working Alone Policy.

Appendix A: Risk Assessments

This section gives guidance on when a risk assessment is required, who is responsible and who should approve it.

This is for guidance as not all circumstances can be covered. The level of risk for a particular activity should ultimately determine if a formal assessment is needed. When an event is published as a CCBC activity, then it comes under the auspices of this Health and Safety Policy, so the completion of a formal risk assessment should be considered.

Level	Area	Type	Examples	Risk Assessment Needed?
0	Hospitality in homes	Private	Inviting people into homes	N
0	Participating as "CCBC" in events ran by others	Outside Body	Church Together activities	N – covered by outside body
0	Activities by Hall hirers	Public	Birthday parties, Guides	N
1	Regular CCBC Events ("normal" activities)	CCBC	Tuesday Fellowship	Covered by general risk assessment
2	One off events	CCBC/Public	CCBC sponsored garden parties, quiz evenings,	Dependant on risk level
3	Regular CCBC Events ("specific" activities)	CCBC	Sunday School	Y – reviewed annually
4	Employee/volunteer safety	CCBC	Lifting, DSE	Likely to have Dedicated policy
4	Regular Public Events	CCBC/Public	Sunday worship, general safety of premises for use by hall hirers	Y – reviewed annually
4	High risk e.g. pandemic	CCBC/Public	Covid-19 re-opening,	Y

The person responsible and sign-off for each level is as follows

Level	Responsible	Sign-Off
0	N/A	N/A
1	N/A	N/A
2	Event Organiser	One Elder / Church Secretary
3	Organisational leader	Church Secretary
4	Church Secretary	Elders and Deacons