



## **Health and Safety Policy**

Walsgrave Baptist Church (WBC) recognises and accepts its responsibility to provide, so far as is reasonably practicable, a healthy and safe environment for its members, staff, volunteers and the members of the public that use its premises.

### **Provisions**

WBC will take all necessary steps within its power to fulfil its responsibility as far as it is reasonably practicable:

1. To maintain the premises in a condition that is safe and without risk to health.
2. To provide and maintain a safe means of access and exit to the premises.
3. To provide and maintain furnishings and equipment that is safe and without risk to health.
4. To provide and maintain a proper environment for WBC's staff, leaders and volunteers, that is adequate to meet their health and safety needs in regards to facilities and arrangements for their welfare.
5. To continually assess the risk to health and safety of those who use the church premises.
6. To ensure the absence of risks to health in connection with the use, handling, storage and transport of articles and substances to and from the premises.
7. To provide information, instruction, training and supervision to promote the health and safety of those who use the church premises.
8. To consult with WBC's staff, leaders and volunteers on the implementation of any changes to this policy.
9. To ensure adequate funds and resources are made available for carrying out this policy.

### **Responsibility**

WBC has appointed a Health and Safety Officer. The Health and Safety Officer is responsible for the fulfilment of this policy and, subject to the Diaconate, is responsible for implementing WBC's Health and Safety Policy and for issuing supplementary policies if necessary.

It must be noted that staff and volunteers who use the church premises are directly responsible for their own health and safety and for the health and safety of those who could be affected by their actions or omissions on the church premises. Staff and volunteers are provided with training and safety notices to aid them in staying safe, and are encouraged to contact the Health and Safety Officer if they feel they need further support in this area.

### **Health and Safety Officer**

The Health and Safety Officer will:

1. Coordinate the implementation of WBC's Health and Safety Policy.

2. Carry out appropriate risk assessments, which will be reviewed annually, of WBC's premises and activities and report to the Diaconate as necessary.
3. Investigate any accidents and recommend measures for preventing their recurrence.
4. Ensure records of accidents and any other appropriate health and safety records are maintained and returned to the appropriate bodies.
5. Ensure that all appropriate arrangements for first aid are in place.
6. Respond to any reports of health and safety risks in a timely manner with a solution to reduce or remove the risk in question.

### **Procedures and safety arrangements**

#### **First aid:**

- ◆ First aid kits are available throughout the building and are clearly marked
- ◆ If the contents of a first aid kit are used, the Health and Safety Officer must be informed so that these items can be replaced
- ◆ The first aid kits will be checked regularly to ensure they contain the correct equipment and that none of the contents have passed their expiry date
- ◆ Only suitable trained and competent persons should administer first aid
- ◆ Each group that meets in the church premises is responsible for having at least one individual capable of administering first aid present

#### **Fire safety:**

- ◆ Each room on the church premises has a poster displaying the fire escape route
- ◆ Fire extinguishers are located throughout the building and are clearly marked
- ◆ Fire extinguishers should be used only by those trained to do so
- ◆ Fire extinguishers will be checked regularly for use and damage and will be serviced annually by a professional service company
- ◆ Fire extinguishers should not be removed from their designated locations except in an emergency, or for the purpose of carrying out maintenance on them

#### **Electrical equipment:**

- ◆ The electrical wiring on the church premises will be checked annually, or at intervals as suggested by the professional contractor
- ◆ No alterations can be made to the electrical installation without the express permission from the Diaconate
- ◆ Portable electrical appliances will be maintained, inspected and tested regularly and the results recorded to be kept on file in the office
- ◆ Any portable electrical appliances found to pose a risk to health and safety will be marked as unsafe and immediately removed from the premises
- ◆ Staff, leaders and volunteers are asked to check portable electrical appliances are not damaged before they are used, to refrain from using any damaged equipment and to report any damage immediately to the Health and Safety Officer

- ◆ Staff, leaders and volunteers are asked not to overload sockets, check that wiring does not become a trip hazard and ensure that plugs are kept away from liquids

### **Chemicals:**

- ◆ The church does not keep hazardous chemicals on the premises beyond cleaning fluids
- ◆ Any suspected hazardous chemicals found should be reported immediately to the Health and Safety Officer
- ◆ Cleaning fluids should be stored safely, away from consumables and children
- ◆ Anyone using cleaning fluids must use them in a responsible manner and store them safely after use

Hygiene and food safety: Please see WBC's separate policy for hygiene and food safety.

### **Risk assessments**

1. The Health and Safety Officer will complete risk assessments on a regular basis and will report any findings to the Diaconate as necessary.
2. All findings will be recorded and kept on file.
3. Any significant changes to be made to the Health and Safety Policy, to church routines, or to the facilities available on the premises will be made known to those staff, leaders and volunteers affected by these changes. Training and instruction will be available as needed.
4. Where actions are needed to reduce or eliminate risk, a time scale will be set in which to provide measures to do so, which will be set on the basis of: 'as soon as practically possible'.

This policy will be reviewed regularly and revised as necessary.