

Health and Safety Policy

Part One: Health & Safety Policy Statement of Intent

1. The Church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of those who use the church premises.
2. The church will, therefore take all necessary steps within its power to meet its responsibilities in so far as is reasonably practicable by, among other arrangements:
 - 2.1 So far as is reasonably practicable, the maintenance of the church premises in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without such risk;
 - 2.2 The provision and maintenance of furnishings and equipment which so far as is reasonably practical, are safe and without such risk;
 - 2.3 Assessing risk to the health and safety of those who use the church premises;
 - 2.4 Ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances;
 - 2.5 The provision of such information, instruction, training and supervision as it is necessary to ensure, so far as is reasonably practicable, the health and safety of those who use the church premises and activities;
 - 2.6 The provision and maintenance of a proper environment for the church's employees, leaders, helpers and volunteers that, so far as is reasonably practicable, is safe without risk to health, and adequate, as required, in regards to facilities and arrangements for its welfare;
 - 2.7 Consulting, where necessary, with all employees, leaders, helpers and volunteers on the implementation of any changes to this policy;
 - 2.8 Ensuring that adequate funds and resources are made available for carrying out this policy.

Signed by Trustee: _____

Name of Trustee: _____ Date: _____

This Policy Statement should be reviewed annually where required by significant changes to Church practices or circumstances

Part Two: Responsibilities for Health & Safety

3. Overall and final responsibility for health & safety matters within the operation of the Church lies with the Charity Trustees (The Deacons). However, the Church, on recommendation of the Deacons, will appoint a suitably competent person to the position of 'Health, Safety & Environmental Health Officer' who will ensure that this policy is put into practice on a day-to-day basis.
4. The Church's Designated Health, Safety & Environmental Health Officer (HSEHO), responsible for the day-to-day implementation of this policy and the issuance of supporting policies to do so is: **Jonathan Murphy ACIEH**
5. The HSEHO will also:
 - 5.1 Coordinate the implementation of this policy as detailed in the Arrangements for Health & Safety, including facilitating the conduct and maintenance of appropriate risk assessments for Church premises and activities, reporting to the Deacons as necessary
 - 5.2 Carry out investigations of any accidents and recommend measures for preventing the re-occurrence, ensuring that accident and other appropriate records are maintained and returned to the appropriate bodies;
 - 5.3 Liaise with the Appointed First Aid Co-ordinator on First Aid provision;
 - 5.4 Ensure that all food safety legislation is complied with;
 - 5.5 Arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that changes in such requirements complied with and communicated to employees, leaders, helpers and volunteers as necessary;
 - 5.6 Ensure that, when necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;
 - 5.7 Carry out other related duties as described in the HSEHO Role Description (Latest revision dated 26/05/20)
6. All employees, leaders, helpers and volunteers will;
 - 6.1 Take reasonable care of their health and safety, and of the health and safety of other persons who are affected by a person's act or omissions while working or helping.
 - 6.2 As required, cooperate with the church so far as is necessary to enable any duty or requirement imposed on the church or any person by or under any of the relevant statutory provisions to be performed or complied with;
 - 6.3 Ensure that they shall not intentionally or recklessly either interfere with nor misuse anything provided in the interest of health, safety or welfare in the pursuance of any of the relevant statutory provisions;
 - 6.4 Make themselves familiar with and conform to the health and safety policy and associated sub-policies and training material of the Church that relate to all aspects

of Health, Safety, Welfare and Environmental Health at all times while acting on Church business;

- 6.5 Report to the Church's HSEHO, using the established channels, all accidents or hazardous occurrences or dangers as soon as is reasonably practicable;
- 6.6 Ensuring that all working equipment and materials used by them are in a safe and serviceable condition.

Part Three: Arrangements for Health & Safety

7. The Church will establish and maintain a Fire Safety Management System & Policy to ensure the safe operation of Church business in regards to fire. This shall include:

- 7.1 A protocol on Fire Risk Assessment and accompanying Risk Assessments
- 7.2 A protocol on Evacuation & Emergency Planning
- 7.3 The maintenance of an appropriate automated Fire Alarm System

Responsibility for the Fire Safety Management System lies with: **The Health, Safety & Environmental Health Officer (HSEHO)**

8. The Church will establish and maintain a Food Safety Management System to ensure the safe operation of all food related Church business, as per the Food Hygiene (England) Regulations 2006 and other associated legislation.

The Food Safety Management System that the Church has chosen to adopt is: **Safer Food, Better Business (as published by The Food Standards Agency)**

Responsibility for the Implementation of the Food Safety Management System lies with: **The Team Leaders of all activities serving food on Church Premises or in the course of Church business, in conjunction with the HSEHO and Kitchen Facility Manager**

9. The Church shall establish and maintain a suitable First Aid Policy, in order to:
 - 9.1 Meet its statutory obligations under the Health & Safety (First Aid) Regulations 1981, and all subsequent and associated legislation
 - 9.2 Promote a safe and healthy environment in which the medical welfare needs of all Church Members, Attendees and Service Users are met.

Responsibility for implementing this Policy lies with: **The First Aid Co-ordinator (Within the Administration Team)**

10. The Church shall establish and maintain, within its Business Continuity Plan, an appropriate set of measures, supported by training, for the control of emergency events (including but not limited to Evacuation of premises and Accident Reporting), in support of its other Health & Safety Policies.

Responsibility for the Management of the Business Continuity Plan, and the training of relevant persons in aspects of it related to Health, Safety & Environmental Health Procedures, lies with: **The Administration Team Leader**

11. The Church shall establish and maintain an appropriate Safeguarding Policy, in order to meet its statutory, pastoral, moral and ethical obligations to Children, Young People and Vulnerable Adults whom it may come into contact with during the course of its business, to include appropriate training.

Responsibility for the establishment, implementation, maintenance and operation of this policy lies with: **The Dedicated Safeguarding Team.**

12. Within the operation of the Church, each and every team, (as identified by relevant Church documentation) will establish and maintain written assessments of risk for all foreseeable hazards that may present during the operation of their ministry across 3 main categories:

- 12.1 General Risk Assessments for their activity

- 12.2 Task Specific Risk Assessments for tasks that are conducted during their activity that involve specific hazards

- 12.3 Risk Assessments specific to the threat posed by Covid-19 as a major and known general hazard to health, as well as for any future similar hazards as they present

Responsibility for the conduct and implementation of Team Risk Assessments (including the training of team members on risk assessment contents) lies with:

Team Leaders (in consultation with the HSEHO)

13. The Church commits in item 2.5 to the provision of appropriate training materials reduce as far as reasonably practicable, risk associated with participation in Church activities. To that end, the Church shall establish and maintain training resources for individual and multiple teams in regards to general health & safety, manual handling, food safety and fire safety. This is in addition to the training established by the Safeguarding Policy, First Aid Policy and the Business Continuity Plan.

Responsibility for the Co-ordination of these resources lies with:

The Health, Safety & Environmental Health Officer (HSEHO)

Responsibility for the Content, Maintenance and appropriate use of these resources lies with: **The Relevant Team Leaders(s), as determined by the HSEHO**

Responsibility for overseeing record-keeping in relation to the use of these resources lies with: **The Health, Safety & Environmental Health Officer (HSEHO)**

14. Pursuant to item 2.4, and to meet its responsibilities under The COSHH Regulations 2002 (As amended) the Church shall establish and maintain a policy, outlining its intent to ensure so far as is reasonably practicable, safety and absence of risks to health in connection with use, handling, storage and transport of Chemicals and Other Substances Harmful to Health (COSHH) and outlining responsibilities and arrangements for achieving this intent

Responsibility for the COSHH Policy lies with:

The Health, Safety & Environmental Health Officer (HSEHO)

15. To achieve item 2.1, the Church shall make arrangements for the conduct by suitably competent persons, risk assessments pertaining to the Church buildings. These include:

- 15.1 A Legionella Risk Assessment
- 15.2 The Church Asbestos Register, appropriately updated
- 15.3 General Risk Assessments of the Church Buildings.

Responsibility for these arrangements lies with:

The Health, Safety & Environmental Health Officer (HSEHO)

16. The Church shall establish and maintain appropriate record keeping in regards to all aspects of Health, Safety & Environmental Health, for the purposes of monitoring & reviewing over time the effectiveness of control measures. These records shall include:

- 16.1 Logs relating to the monitoring of water borne diseases and pathogens and related control measures
- 16.2 Logs relating to the testing, maintenance and effectiveness of the Fire Safety Management System as a whole
- 16.3 Records that form part of the Food Safety Management System
- 16.4 Records of the testing and monitoring of Emergency Lighting and other Emergency Safety controls
- 16.5 Records of compliance with operational requirements related to Health, Safety & Environmental Health within the Church's Key Documents file
- 16.6 Records relating to the training in and operation of the Church's Safeguarding System
- 16.7 Records of certification of worthiness of any equipment used within the Church building or in the course of Church business
- 16.8 A Health, Safety & Environmental Health Diary for the coherent recording of all related information and the co-ordination of monitoring of control measures across all relevant logs and record keeping mechanisms detailed above. The Church will ensure training on its correct use for all relevant persons. The Diary shall specify responsibilities for record keeping in detail for items where this has not been detailed already in this policy

Responsibility for the Health, Safety & Environmental Health Diary lies with:

The Health, Safety & Environmental Health Officer (HSEHO)

As this is an ongoing & operational document, in the absence of the HSEHO, responsibility will lie with: **The Facilities Team Leader**

Responsibility for Health, Safety and Environmental Health record keeping in relation to the Church Facilities lies with:

Facilities Team Leader (Obtaining and Providing records) and the HSEHO (Co-ordination and maintenance of records obtained & provided)

17. The Church recognises that where a Risk Assessment identifies Personal Protective Equipment (PPE) as being an appropriate control measure in regards to a hazard, then it has a duty to provide free of charge such PPE to necessary specifications to all users who require it while participating in Church business.

18. The Church recognises that it has a duty to eliminate manual handling wherever possible, and where it is not, to provide adequate control measures to mitigate as far as possible any risk posed to individuals by manual handling. All risk assessments that are carried out should reflect this commitment and the Church will support with whatever means at its disposal, efforts to uphold it.

Signed by Trustee: _____

Name of Trustee: _____ Date: _____

This Policy should be reviewed annually or where required by significant changes to Church practices or circumstances

This policy was adopted by a resolution of the Gorse Hill Baptist Church members meeting held on **Thursday Xth XXX 2020**.

Addendum One: Role Description: Health, Safety & Environmental Health Officer 26/05/20

Addendum Two: Visual Depiction of the GHBC Health & Safety Management System (v2)