



Market Harborough Baptist Church

25 Coventry Road, Market Harborough, Leics. LE16 9BX



Charity Registration Number: 1132945

Church Telephone: 01858 410693 Email: admin@harborough-baptist.org.uk Website: www.harborough-baptist.org.uk

Health and Safety Policy

TO ALL EMPLOYEES, VOLUNTARY HELPERS AND CONTRACTORS:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

Contents

Our Health and Safety Policy:	4
Section A – General statement of policy	5
Section B – Organisation and responsibilities	6
Section C – Arrangements (implementation of the policy).....	8
Accidents and first aid	8
Fire safety.....	9
Electrical safety.....	11
Gas equipment safety.....	11
Hazardous substances.....	11
Slips, trips and falls	12
Lighting	12
Working at high levels	12
Preparation of food.....	12
Manual handling – lifting, carrying and moving loads.....	13
Display screen equipment.....	13
Child protection.....	13
Personal safety	14
Digital Policy.....	14
Risk assessments/activities.....	16
Contractors.....	16
Information and enforcement	17
Health and Safety Law poster 19.....	17
Risk Assessment Template	18

OUR HEALTH AND SAFETY POLICY:

Name of Church: Market Harborough Baptist Church

Address: 25 Coventry Road,
Market Harborough,
Leics.
LE16 9BX

Date: 1st June 2017

Review Date: 1st June 2018

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it. The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

SECTION A – GENERAL STATEMENT OF POLICY

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Diaconate, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed

(Secretary)

Date Review date 1st June 2018

SECTION B – ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Secretary:

Overall responsibility for health and safety is that of the Secretary who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2. Responsibility of the Diaconate:

The Diaconate has the general responsibility to ensure that the health and safety policy is implemented and that the arrangements outlined in this policy are updated as necessary.

3. Responsibility of the Health and Safety Officer:

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Named Health and Safety officer: Church Secretary – Gill Pedler

The responsibility of the Health and Safety Officer shall be to:

- Be familiar with health and safety regulations as far as they concern church premises.
- Be familiar with the health and safety policy and arrangements and ensure they are observed.
- Ensure so far as is reasonably practicable, that safe systems of work are in place.
- Ensure the church and hall, if applicable, are clean and tidy.
- ensure the outside space is kept clear.
- Ensure that safety equipment and clothing is provided and used by all personnel where this is required.
- Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
- Ensure that adequate access and egress is maintained.
- Ensure adequate firefighting equipment is available and maintained.
- Ensure that food hygiene regulations and procedures are observed.

4. Responsibility of employees and voluntary workers:

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- Comply with safety rules, operating instructions and working procedures.
- Use protective clothing and equipment when it is required.
- Report any fault or defect in equipment immediately to the appropriate person.

- Report all accidents (however minor), injuries, near misses or other potential; safety hazards as soon as possible.
- Not misuse anything provided in the interests of health and safety.

5. Responsible persons:

The following people are responsible for safety in these particular activities:

Accident book/Accident reporting and

Manual Handling:

The leader of the activity that is taking place.

Church property matters:

Keith Rugg.

Safeguarding:

Mandy Gays

Food preparation:

Yvonne Durrant

Electrical equipment:

Nick Cook and Alan Smith

Contractors:

The person appointed as contact.

Boilers and Baptistry:

Martin Panter

Musical instruments and organ:

Martyn Brown

SECTION C – ARRANGEMENTS (IMPLEMENTATION OF THE POLICY)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

ACCIDENTS AND FIRST AID

Accidents and first aid First aid boxes are located in: Centenary Hall kitchen

Trained/qualified first aiders are: Angela Zemlak, Rose Williams

The accident book(s) is/are located in: The church office

All accidents and incidents are entered in the accident book.

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

- These accidents will be reported by the responsible person. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations. There are three requirements for reporting, as follows:
- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **ten days** on official form **F2508**
- Accidents involving the injured person losing **more than seven consecutive days** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within **fifteen days** on form **F2508**
- Reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form **F2508A**. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

Accident reporting

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

FIRE SAFETY

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out as part of our general health and safety risk assessments
- A check that a fire can be detected in a reasonable time and that people can be warned.
- A check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage.
- To provide reasonable firefighting equipment.
- A check that those in the building know what to do if there is a fire.
- A regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

Fire extinguishers are kept in the following locations:

Main Entrance lobby: Water 6L

Ground floor corridor: Water 6L, Powder 2kg

Coffee Shop: CO₂ 2kg, Water 9L

New Horizons Hall: Water 9L, Water 6L

New Horizons Kitchen: CO₂ 2kg

Centenary Hall: Water 9L, Foam 6L

Centenary Hall kitchen: Powder 2kg

The extinguishers noted are checked every month by the responsible person to ensure that they are still in place and have not been discharged. The extinguishers noted above are checked annually by Smiths Fire.

Fire alarm system: The fire alarm system is tested weekly by the Caretaker and recorded in the alarm record located next to the Manor walk fire alarm panel. Any faults are recorded and reported to the maintenance company Clymac Tel: 01509 232 651 service@clymac.co.uk

Evacuation procedure:

All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol.

A check must be made that all doors can be opened.

A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church.

On hearing the fire bell or noticing the beacon, worship will IMMEDIATELY cease and control will pass to the designated fire officer, who will be the Church Minister or in his absence the Lead Deacon.

He will order an immediate evacuation of the building, through the main entrance unless it is obviously unsafe to do so or as appropriate. "Do not go upstairs or use the lift" MUST be given.

He will then telephone the Fire Brigade advising: **Fire, Baptist Church, 25 Coventry Road, Market Harborough LE16 9BX .**

The able bodied will leave as quickly as possible and assemble at the nearest assembly point. Anyone requiring assistance should remain seated and be joined by one able bodied person who will give any assistance required. Any person not capable of evacuation should be joined by one person whilst waiting for the fire brigade, and remain in a place as safe as possible. Any person who cannot exit via the front steps will wait as near as practicable to the steps until the fire brigade arrives.

When satisfied that the evacuation is complete the Fire Officer will institute a sweep of the sanctuary area to ensure that there are no people left behind, and will then leave the building.

At the assembly point the deacons will gather people into as compact a group as possible and attempt to establish whether anyone cannot be accounted for.

Should it become clear that someone is missing the Lead Deacon will advise the nearest firefighter, giving the name, last known location, and details of any disabilities that person may have.

The fire officer will take instructions from the Chief Firefighter as to when and if the building is safe to re-enter. He will then enter, turn off the alarm and authorise as appropriate re-entry into the building.

Evacuation drills:

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

ELECTRICAL SAFETY

A list of all our portable electrical appliances is maintained by the primary user every year. Plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to for action.

Every five years all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of

Every quarter a visual inspection will be carried out of the fixed electrical installation by the primary user. Any defects will be reported to for action.

Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.

At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

It is our policy not to sell any second-hand electrical goods

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

- Visually check all electrical equipment before use.
- Report all faults immediately to the responsible person.
- Do not attempt to use or repair faulty equipment.
- No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

GAS EQUIPMENT SAFETY

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

HAZARDOUS SUBSTANCES

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the

environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident. If splashed in eyes wash immediately with copious amounts of water.

All hazardous substances must be kept in locked store room

Do not mix chemicals.

Do not store chemicals in unmarked containers.

SLIPS, TRIPS AND FALLS

Condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the responsible person of all floors and stairs in the church and hall and all external paths and steps. Any defects will be reported to who will arrange for repairs or remedial measures to be carried out.

LIGHTING

In order to ensure that the church is adequately lit, an inspection will be made every week by the responsible person to ensure that all lights in the church, hall and externally are working. Any bulbs that require replacing will be reported to the Caretaker or Property Deacon who will ensure that the bulbs are replaced following appropriate safety procedures.

WORKING AT HIGH LEVELS

The following areas are designated as high levels:

Interior: balcony, sanctuary ceiling, Organ loft, Centenary hall ceiling, Loft above the old kitchen.

Exterior: guttering, all roofs, gable ends and dormer windows.

Only approved contractors, competent volunteers may work at high level. The appropriate training will be given and a system of recording will detail who is working where at any time.

PREPARATION OF FOOD

We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs

We ensure that all food handlers have received adequate supervision, instruction and training.

We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.

Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.

Food stuffs may only be prepared in the Coffee shop kitchen and the New Horizons Kitchen.

We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

MANUAL HANDLING – LIFTING, CARRYING AND MOVING LOADS

Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.

Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

DISPLAY SCREEN EQUIPMENT

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- Stability and legibility of the screen
- Contrast and brightness of the screen
- Tilt and swivel of the screen
- Suitability of keyboards, desks and chairs
- The work station environment
- The user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

CHILD PROTECTION

We hold a Safe to Grow Policy and a Safe to Belong Policy, which are available on our website or on request. A statement upholding our procedures will be made at each annual church meeting and be suitably recorded. A permanent record will be maintained of all accidents involving children.

PERSONAL SAFETY

Risk assessments have been carried out for the following activities:

- persons working alone in the church
- travelling to and from church
- accepting persons into their homes and
- handling cash and other valuables

DIGITAL POLICY

Appropriate and Acceptable Use

Church Computers:

All computers and associated equipment that are the property of MHBC and must be used in accordance with this policy.

- All software installation and removal must be carried out by authorised personnel only.
- All software must be covered by a valid licence.
- The equipment remains the property of MHBC at all times.
- Laptops should not be removed from the premises without appropriate permission.

Printer and consumables:

The printer/photocopier is provided for church related work only. The printer/copier use can be monitored and recorded. It should be used according to the following guidelines.

- Always print in black & white unless colour is absolutely essential.
- Proof-read your document on screen and use the print preview to check the layout before printing.
- Do not print unnecessarily or waste toner or paper.
- Avoid printing directly from the internet where possible. Internet pages are often not suitably formatted for printing and may cause a waste of paper and toner.

Internet:

Use of the internet should be in accordance with the following guidelines.

- Transmission of any material in violation of UK or other national laws is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
- Only access suitable material. It is not permissible to obtain, download, send, print, display, transmit or gain access to material which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the church. This includes copyright laws.
- The use of online gaming sites is prohibited. Any form of gambling is not permitted on MHBC premises.

Privacy and Data Protection:

- Passwords for the printer should not be revealed to unauthorised personnel.
- Never attempt to access files or programs to which you have not been granted authorisation.
- Information gathered from registration forms should be kept in a file in the vestry. Information should be shredded after one year or when a new registration form has been received, whichever comes first.
- Only authorised people should update the website and Facebook page. Sensitivity needs to be given to material that is put on the internet so as not to bring MHBC into disrepute or put any children or vulnerable adults at risk.

Photographs

Photographs and video may be taken at church events, in Junior church and during worship services. All images should only be used in accordance with this policy.

Photos of children and young people should only be taken during worship services and church groups with the consent of the child's parents or carers. A consent form should be signed by the parents/carers when they register their child/children for one of the MHBC Junior Church groups.

At Church events, where there are members of the public, there should be prominent signs telling people that photos will be taken and may be used on the Church website, Facebook and in church publications.

The following are the conditions of use for all digital images.

Conditions of use

- We will not use personal details or full names (which means first name and surname) of any child or young person in a photographic image or video, on our website, in printed publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers, on video, on our website, in printed publications
- If we use photographs of individual children or young people, we will not use the name of that child or young person in the accompanying text or photo caption.
- If we name a child or young person in the text, we will not use a photograph of that child or young person to accompany the article.
- We may use group photographs or footage with very general labels, such as 'Messy Church' or 'Trip to the Park'.
- We will only use images of children and young people who are suitably dressed, to reduce the risk of those photos being used inappropriately.

All members of staff and volunteers for whom this policy is relevant must read it and agree to adhere to it.

RISK ASSESSMENTS/ACTIVITIES

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

A sample risk assessment template can be found at the end of this policy and can be emailed to you in word format for you to use if you are leading an event on these church premises.

CONTRACTORS

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- have their own health and safety policy (where required by law) and be able to provide a copy of the same
- produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation
- where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
- all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

INFORMATION AND ENFORCEMENT

Environmental Health Service Information:

Environmental Health Harborough District Council
The Symington Building
Adam and Eve Street
Market Harborough
Leicestershire LE16 7AG

Tel: 01858 828 282

Email: customer.services@harborough.gov.uk

Employment Medical Advisory Service Information: The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters.

Our regional HSE office where you can contact the Medical Advisory Service is:

Northampton HSE
900 Pavilion Drive
Northampton Business Park
Northampton
NN4 7RG
Tel: 01604 738333

email

Health and Safety Executive Information Line: 0300 003 1747 HSE Books: 01787 881165

HEALTH AND SAFETY LAW POSTER

A copy of the HSE poster 'Health and Safety Law - what you should know' is displayed in:

The Church Office

