



# Health and Safety Policy

*We recognise and accept our 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 all those who use the church premises.*

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## Section A - Health and Safety Policy

### 1 Statement of intent

- 1.1 Trafalgar Road Baptist Church (TRBC or "the Church") is fully committed to ensuring the Health, Safety and Welfare of all our employees, volunteers and those other parties (including church members, those attending church events and hirers of rooms and spaces within the church premises) that may be affected by our activities or use our premises. This statement of intent should be read in conjunction with the following Health and Safety Policy and Procedures.
- 1.2 We will endeavour always to maintain the church premises in a condition that is safe and without risk to health, and provide and maintain means of access to and egress from them that are safe and without such risks. We will apply a similar approach, as far as is reasonably practicable, in any location where we carry out the Church's activities away from our own premises.
- 1.3 We will ensure that the Health and Safety system is reviewed to help ensure that it complies with legislation, is relevant, and is suitable and sufficient for the needs of TRBC. This policy will be reviewed annually or when there are changes to legislation or changes in personnel who hold specific Health and Safety responsibilities.
- 1.4 We will also ensure that the objectives are clear and that all changes to legislation are understood and implemented.
- 1.5 We will strive to provide information, instruction, training and supervision to all officers, trustees, employees and volunteers within the Church.
- 1.6 TRBC requires its minister and its employees to ensure they carry out their duty under the Health and Safety at Work etc. Act 1974, and all other relevant legislation. All employees and volunteers must co-operate with the Church to carry out its health and safety responsibilities. To neglect these responsibilities would be seen as a direct infringement of the Health and Safety policy and will be dealt with through the Church's policies dealing with employees and volunteers.

## Section B - Responsibilities

### 2 Trustees

- 2.1 Sections within this document specify responsibilities for the different aspects of Health and Safety in TRBC. However, in general, the responsibilities are set out in the following paragraphs.
- 2.2 **Strategic overview is the responsibility of the elected leaders and minister who are the Church's trustees.** This includes:
- a) Ensuring that suitable and sufficient resources are provided as required and agreed and is reasonably practical. These would include: -
    - i) Finance
    - ii) Training (including that of competent people)
    - iii) Supervision
    - iv) Information
    - v) Instruction
  - b) Ensuring that the Church strives to maintain a healthy and safe working and operating environment.
  - c) Controlling the development and review of policy
- 2.3 Ongoing implementation and monitoring of this policy is delegated to the volunteer Health and Safety Officer (HSO) in association with the Church Administrator.
- 2.4 As outlined in Section A, all employees and volunteers have a responsibility to co-operate with the organisation in health and safety matters, in the interests of themselves and others whom their actions or omissions may affect. They must never intentionally or recklessly misuse or interfere with the Health and Safety provisions.
- 2.5 The HSO will carry out appropriate risk assessments (these to be reviewed annually) of the Church's premises and activities and report to the Charity Trustees as necessary. In times of a pandemic these will be monitored to react to advice given by Government and the Baptist Union of Great Britain (BUGB or Baptists Together).
- 2.6 It is the duty of every person, under pandemic conditions, using the building, whether this be staff, leaders (trustees), members, regular attendees, or organisations or individuals hiring the building to comply with advice given by Government and interpreted by TRBC and to adhere to the notices provided electronically and signage around the building to ensure the safety of all people using the premises.

## Section C - Risk Assessments

- 2.1 Risk assessment involves identifying all hazards, assessing the risks, and putting in place measures to reduce risk, as far as is reasonably possible, to an acceptable level and we constantly assess risks in our day-to-day life.
- 2.2 As charity trustees and an employer with a duty of care, TRBC arranges the undertaking of risk assessments and conveys findings to those concerned before a church activity or work commences. Risk assessments are a suitable and sufficient:
  - a) assessment of risk to employees, volunteers and others who could be affected by our activities, and
  - b) identification of control measures necessary to make the activity as safe as reasonably possible to undertake.

### 3 Risk assessment records

- 3.1 TRBC makes the significant findings of risk assessments available to view online for those who need to see them and maintains paper copies on file in the church office.

### 4 General process

- 4.1 Risk Assessments are co-ordinated by the Church Administrator on all areas where a significant risk is identified by the HSO, charity Trustee appointed to oversee Health and safety (CTHS) or building user, whether associated with the Church or outside hirer.
- 4.2 The findings of this assessment will be reported to CTHS. This person will approve action required to eliminate, rectify or make safe any risks identified.
- 4.3 Assessments will be reviewed annually by the HSO and CTHS, or as changes to working practices or staff and other Church officers occur.
- 4.4 All assessments will be kept online for those who need to see them with paper copies on file in the Church office.
- 4.5 The Church Administrator maintains a general risk assessment for the church building and a separate assessment for Sunday morning services. These are reviewed from time to time and updated as necessary. The Church Administrator may make a copy of the Church's general risk assessment available to hirers of the building on request to support them in conducting risk assessments for their events. The Church Administrator will also ensure that any individuals identified as having a role to play in the control or mitigation of risks are made aware of their responsibilities. Where specific actions are needed to reduce the likelihood or potential impact of risks to acceptable levels, the HSO will ensure that such actions are taken, reporting any failings to the CTHS.
- 4.6 The following sections of this Policy and Procedure Manual contain information on key risk areas common to all organisations, which are governed by specific legislation. They are:
  - Display Screen Equipment
  - Control of substances hazardous to health
  - Manual handling
  - Equipment
  - New and Expectant Mothers
  - Young people
  - Lone Working
  - Fire and Emergency Procedures
  - Working at height
- 4.7 Note that new and expectant mothers are a key area identified in the Management Regulation updates of 1999 and require specific risk assessment to ensure that both the mother and the unborn child are not placed at risk.

## Section D - Display Screen Equipment (DSE)

### 5 The Health and Safety (Display Screen Equipment) Regulations 1992 (Amended 2002)

- 5.1 These include specific requirements for risk assessment for users of computers and liquid crystal display equipment, including laptop computers (if used as the main machine), as well as microfiche and process control screens, with the exception of screens used predominantly for viewing television or film pictures.
- 5.2 TRBC undertakes to identify all employees (and volunteers) classed as users and conduct DSE assessments as required by law. (See also Section K - Homeworking.)

### 6 Work Related Upper Limb Disorders (WRULDs)

- 6.1 Ergonomics of the workstation and equipment are important when working with display screen equipment, with bad design and incorrect equipment potentially leading to WRULDs. Whilst normally associated with secretarial roles, increasing use of DSE leads to increased risk for all DSE users.
- 6.2 Common factors implicated in the onset of WRULDs include:
  - Badly designed or incorrect workstations or equipment
  - Repetitive actions
  - Poor working posture
  - Excessive time at a given task or in a given position
  - Psychosocial factors
- 6.3 Any potential symptoms of WRULDs must be reported to the HSO as soon as possible. The HSO should report to the Trustees to ensure prompt attention when necessary.

### 7 Display Screen Equipment Users and Assessments

- 7.1 The responsibility for identifying people who are users of display screen equipment rests with the Trustees.
- 7.2 Responsibility for ensuring assessments are conducted rests with the Trustees.
- 7.3 All assessments will be conducted annually or as and when the activity is changed, for example, on the appointment of a new employee, and when changes to desks, workstations, work location or software are made.
- 7.4 If an issue arises, employees and volunteers should consult their Line Manager who should take it up with the Trustees.
- 7.5 All DSE assessment records will be retained by the Church Administrator.
- 7.6 All employees (and volunteers) will receive training to a level of competency for the job in hand regarding the safe use of DSE and software.
- 7.7 Once employees are identified as users of DSE, the Church shall offer them a free eyesight test and make provision for corrective glasses for DSE use only if needed.

## Section E - The Control of Substances Hazardous to Health (COSHH)

The use, transportation and storage of chemicals and other hazardous substances in the workplace is regulated by the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

### 8 Encountering Hazardous substances

8.1 Within the work or activities of TRBC, hazardous substances might be encountered through:

- Exposure to cleaning products such as bleach;
- Exposure to paints or solvents during decorating.

8.2 Mitigating measures for hazardous substances include the location of cleaning products such as bleach on the high-level shelf within the cleaning cupboard opposite the kitchen. Additionally, this cupboard should be locked when not in use by the Housekeeper. All paint and decorating products are only to be stored in the loft room above the Greenroom. Access to this room is limited to Church staff and the Buildings Manager.

## Section F - Manual Handling

### 9 The Manual Handling Regulations 1992 (amended 2002)

9.1 The Regulations cover all aspects of load handling in the workplace.

9.2 In TRBC, manual handling tasks will typically include:

- Moving chairs and tables, including the communion table
- Moving the keyboards and other musical instruments
- Moving other equipment such as the pool table, televisions, or flip charts
- Receiving deliveries of stationery and other supplies
- Moving trays of crockery into and out of the kitchen steriliser
- Putting trays of food into the oven and removing them from the oven
- Moving equipment in and out of the loft space

### 10 Manual handling Risk Assessments and control measures

10.1 Manual handling is not a significant activity at the Church beyond the specific tasks mentioned above. In all these instances, the Trustees anticipate a dynamic assessment approach where the individual activity is assessed against approved risk assessments for similar activities and a sensible outcome is initiated. If there is any doubt, then consideration should be given to developing a specific risk assessment for the activity with the results added to the file records, in accordance with paragraphs 3.1 and 4.2.

## Section G - Equipment

All equipment used or purchased must be “fit for purpose” and comply with all relevant regulations relating to the area in which it is to be used. This affects all pieces of equipment for use at work, which are covered by the Provision and Use of Workplace Equipment Regulations 1998 (PUWER). There are other regulations which also relate to equipment used at work, including electrical safety, CE marking, machine guarding and the Road Traffic Act. Beyond these specific regulations, the Trustees recognise the need to exercise appropriate care in the purchase or acquisition of equipment for use on the Church premises.

### 11 Purchasing equipment

- 11.1 All equipment purchased must conform to the relevant safety standards as dictated for that equipment at the time of use.
- 11.2 The person who carries the responsibility for ensuring that the equipment conforms to the required standards is the Church Administrator, in discussion with the HSO and Treasurer.

### 12 Existing equipment

- 12.1 All existing equipment must comply with PUWER (Provision and Use of Work Equipment Regulations), that is, it must be fit for the purpose for which it is intended and must comply with the current relevant legislation related to that type of equipment. Old electrical equipment may not comply with current legislation and therefore it should not be used.
- 12.2 Before using equipment, employees and volunteers should carry out the following basic process: Ensure manufacturers’ instructions are followed.
- 12.3 Defective or unsafe equipment must be marked as such and removed from circulation until repaired by a competent person or destroyed.
- 12.4 The person to whom any failures and defects should be reported is the HSO.
- 12.5 Instruction in the safe use of all equipment will be given as identified by risk assessments. Any instructions will be presented in the following form: As manufacturers’ instructions.
- 12.6 If further instruction is required, employees or volunteers should consult with the HSO.

### 13 Testing electrical equipment

- 13.1 The frequency for testing portable and transportable equipment will be determined by risk assessment. In low risk environments, such as an office, a visual inspection will normally suffice, but in higher risk environments (out in all weathers, or used in extremes of temperature) more frequent and thorough testing will be required.
- 13.2 A scheme or timetable for inspection and testing of electrical equipment in the workplace will be drawn up by the Church Administrator. HSE guidelines below will be used in drawing up the scheme for assessment.



## 14 Inspection and Testing of Portable and Transportable Electrical Equipment in a Low Risk Environment

Equipment / environment	User checks	Formal Visual Inspection	Combined inspection and testing
Battery operated (less than 20 volts)	No	No	No
Extra low voltage (less than 50 volts AC) e.g. Telephone equipment, low voltage desk lights	No	No	No
IT e.g. Desktop computers, VDU screens	No	Yes 2-4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines NOT handheld, rarely moved	No	Yes 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated equipment NOT hand-held, moved occasionally e.g. Fans, table lamps, slide projectors	No	Yes 2-4 years	No
Double insulated equipment HAND-HELD e.g. Some floor cleaners, hairdryers.	Yes	Yes 6-12 months	No
Earthed equipment (Class 1) e.g. electric kettles, some floor cleaners	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to
Cables (leads) and plugs connected to the above, extension leads (mains voltage)	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

Notes:

- a) This guidance is for equipment used in low risk environments only. Frequency and testing regimes in higher risk environments should be defined by risk assessment.
- b) Source: HSE

## 15 Portable Appliance Testing (PAT)

15.1 A competent specialist PAT company or individual, or electrician will carry out PAT inspections in accordance with the scheme or timetable devised.

## 16 Equipment from uncontrolled sources

16.1 The position of the Church regarding the use of electrical equipment brought in from uncontrolled sources, for example, from employees' or volunteers' homes, is as follows: No responsibility is taken by the Church for equipment brought in by volunteers or outside organisations. The assumption is made that they have read manufacturers' instructions and have the relevant skillset to operate the equipment.

## 17 Mains electricity testing

- 17.1 In addition, mains electricity testing, an Electrical Installation Condition Report (EICR), will be done on a five yearly basis by a competent person. Responsibility for arranging the mains testing rests with the Church Administrator. The dates into the future are to be booked into the Church Calendar and then, when complete, confirmed to the HSO and CTHS. Records of the testing are to be kept on file, including a note of any remedial work necessary and the date and certification of work carried out.

## Section H - Lone Working

This section identifies the way in which TRBC will ensure that lone workers are not exposed to additional risks by virtue of their lone working and identifies a process to ensure that risks are assessed and that control measures are in place.

### 18 Guidance for lone workers

18.1 The following situations may require lone working within TRBC:

- a) Admitting users of the building or showing round prospective users
- b) Working alone in the office
- c) Setting up the premises for the Church's use or for the use of hirers
- d) Visiting church members or other contacts for pastoral or other reasons.

18.2 Employees and volunteers are expected to follow the following general advice to minimise risks involved in lone working, for example:

- a) Signing in when arriving in the building, so that the presence of the lone worker is known in the event that emergency services are called to the building
- b) Ensuring the thumb lock is turned on the front door and that the fire doors are secured
- c) Not using the lift when alone in the building
- d) That if an off-site lone visit is being made, at least one other person knows where the lone worker or volunteer is going and when the person expects to return
- e) Keeping a mobile phone about their person and switched on at all times
- f) For those regularly working alone in the building, being invited to join a lone working WhatsApp group. They are asked to notify other group members when they are alone in the building and other group members (one only) are required to acknowledge and check regularly the status of the person working alone. The lone worker then confirms when they are no longer working alone or they have left the building.

18.3 In addition to the guidelines above, a risk assessment will be carried out if it is identified that employees are at risk when lone working, and the likelihood of this occurring.

18.4 The risk assessment will consider the nature and type of the operation that is being undertaken, emergency procedures, the risk of violence and the level and type of supervision available.

18.5 This risk assessment will be undertaken with the cooperation of those who work alone and will be recorded by the Church Administrator.

18.6 The risk assessment will be updated and reviewed annually by the Church Administrator or when a different situation for lone working occurs or if new information relating to the risk is received.

## Section I - Young Persons at Work

### 19 Considerations in respect of young workers

- 19.1 Young workers (under the age of 18) are seen as being particularly at risk because of their possible inexperience, lack of awareness of existing or potential risks, and immaturity.
- 19.2 It is not anticipated that TRBC would either employ or have volunteers under the age of 18 working within the Church environment. If this were to become the case, the Trustees would review this at the time of employment to ensure appropriate safeguarding and other risk control measures were in place.

## Section J - Management of Contractors

### 20 Considerations in respect of contractors

- 20.1 External Contractors should have their own Health and Safety Policies. The TRBC employee, Trustee or volunteer responsible for appointing the contractor should ensure that the contractor has an appropriate Health and Safety Policy and obtain an undertaking that it will be followed while work is being conducted on TRBC's premises.

## Section K - Home working

It is recognised that some employees and volunteers carry out work from home on behalf of TRBC.

### 21 General arrangements

- 21.1 TRBC is aware that under the Health and Safety at Work Act, employers have a duty to protect the health, safety and welfare of their employees and volunteers including home workers. Most of the Regulations under the HSWA apply to home workers as well as to employees and volunteers working at the workplace. These include:
- a) General management of Health and Safety
  - b) Display Screen Equipment
  - c) General equipment
  - d) COSHH
- 21.2 Activities carried out from home which may have Health and Safety implications include:
- a) Administrative tasks using TRBC IT equipment
  - b) Bookkeeping
- 21.3 Measures that TRBC takes with regard to home working include ensuring equipment and workstation set up and procedures adopted for working within the Church Office are replicated in the Home Working Environment.

## Section L - Violence and Aggression

The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 impose duties on organisations, including assessing the risk of violence, such as assault or verbal abuse, and protecting employees and volunteers from those risks as far as reasonably practicable.

### 22 General arrangements

- 22.1 TRBC will endeavour to eliminate or reduce the likelihood of violence to employees and volunteers on the Church's premises or while they are involved in the Church's activities, recognising the risks to the individuals concerned and the detrimental effect on morale and the reputation of the Church.
- 22.2 TRBC will assess the risks to all our staff and volunteers and introduce all reasonable steps to minimise and control the risk of violence, verbal abuse or intimidating behaviour. The control measures within risk assessments include measures for lone workers where there is a risk of violence and include making a panic alarm available to anyone opening up the building to an unknown person.
- 22.3 TRBC accepts that, in general, facing aggressive behaviour or violence is not part of an employee's job or a volunteer's role and the reporting of such incidents will not reflect badly on employees or volunteers.
- 22.4 Employees and volunteers should report to the Minister or the Leadership Team (the Trustees) any experience of an incident that subjects them to:
  - a) Physical assault, whether or not injury results.
  - b) Verbal abuse, shouting or swearing.
  - c) Threatening behaviour, with or without any form of weapon.
  - d) Anything that they feel might damage their health through anxiety or stress.

## Section M - Mobile Phones

### 23 Considerations on the use of mobile phones while driving

- 23.1 TRBC's policy is that at no point should the Minister or other paid employee use their mobile phone for Church related business while driving unless the phone is wholly hands free and complies with the requirements of the Law.



## Section N - Driving for Work

### 24 Staff and Volunteer Drivers

24.1 Staff and volunteers have a responsibility not to put themselves and others at risk and to co-operate with the Church to ensure their own safety and the safety of people they are working with, whether other staff and volunteers or Church members or others. Since a significant number of people die on the UK's roads every year, driving can be considered a hazardous activity and drivers should take every care to protect themselves and others by following the policies and the management system of the Church. They should:

- a) Report any organisation owned vehicle defects to the HSO
- b) Not drive a defective vehicle
- c) Be aware of what action needs to be taken in an emergency situation
- d) Participate in and implement the knowledge and skills gained from the driver training provided
- e) Inform their line manager of any health problems or personal circumstances, which could make driving hazardous
- f) Ensure that they are physically fit to drive
- g) Not drive while under the influence of alcohol or drugs. (Drugs which adversely affect the ability to drive can be illegal, prescription or over the counter medicines.) Individuals should check with their doctor or pharmacist if the drugs they are taking will affect their ability to drive safely
- h) Have their eyes tested regularly and ensure that any necessary corrective eyewear is worn
- i) Comply with the ban on mobile phone use while driving (other than allowed for under UK law)
- j) Ensure that line managers are aware of hazards and delays on regular routes so that journey times can be extended to take account of the circumstances
- k) Drive within speed limits and to the speed dictated by conditions, which can be less than the limit
- l) Follow advice on route planning supplied by line management
- m) Allow sufficient time for planning the route, driving the route and the breaks needed to prevent fatigue. When appropriate extra journey time and breaks should be built into the journey plan, to allow for bad weather, for example
- n) Be aware that fatigue will be more of a problem at certain times (for example, just after lunch or in the early hours of the morning)
- o) Stay calm and relaxed while driving and try to avoid situations which could lead to stress or road rage

## Section O - Summary of information, instruction, training & supervision

### 25 Consultation and communication

- 25.1 All employees (and volunteers) will be consulted regarding health and safety issues involving the activities in which they are taking part, and all issues should be dealt with at source and at the time. Consultation and communication will be through discussion with their Line Manager. In the instance of volunteers, it would be necessary to evaluate to decide how best to pass on the information and a meeting arranged with all to be involved.
- 25.2 Display of Health and Safety information is via a notice pinned to the Notice Board within the Gathering Space and online.
- 25.3 The poster contains details of employers' legal obligations, the local enforcing authority and the nominated competent person within the Church.
- 25.4 This information should be read in conjunction with Section B - Responsibilities of this Health and Safety policy.
- 25.5 Health and Safety advice can be obtained from the HSO or the Health & Safety Executive, as displayed on the Health and Safety Law information.

### 26 Instruction, training and supervision

- 26.1 Any required training will be identified by the Line Manager or HSO and arrangements made as soon as practicable.
- 26.2 Where an employee identifies a safety training need, they should advise their Line Manager.
- 26.3 Training records and certificates will be kept in a folder in the Church Office.
- 26.4 Supervision will be provided at the level deemed necessary for the employees or volunteers (for example, young and inexperienced employees and volunteers will need a higher degree of supervision than those who are more experienced).

## Section P - Accidents (including Reporting of Disease and Dangerous Occurrences Regulations RIDDOR)

### 27 First aid

- 27.1 TRBC has nominated staff trained in the use of first aid. These people are listed in the Church Office and the Church Administrator will advise who is available.
- 27.2 First aid equipment is located in the Kitchen. A defibrillator is located on the wall of the cabin. The person with responsibility for replenishing first aid kits is the HSO.

### 28 Reporting accidents

- 28.1 All accidents and first aid treatments, and near misses, no matter how minor, will be reported in the Accident book which is held in the Church Office. Incidents are also to be reported to the HSO where they resulted in hospitalisation or further treatment was needed. They should be reported within 24 hours.
- 28.2 Any accidents requiring the use of the emergency services must be dealt with prior to recording in the accident book.
- 28.3 Serious injury involving emergency services or absence from work for more than 3 days should be reviewed and reported to the HSE under RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations). Informing the HSE for reportable incidents will be undertaken by the HSO. Accidents or near misses can be reported in the following ways:
  - Telephone 0845 3009923
  - Fax. 0845 3009924
  - E-mail riddor@natbrit.com
  - Web site www.hse.gov.uk/riddor/
- 28.4 Asbestos and Lead at work are covered by specific legislation and should be treated accordingly. (Further information can be obtained from the HSE website at [www.hse.gov.uk](http://www.hse.gov.uk) )
- 28.5 Categories of accidents covered by this reporting procedure are as specified on the HSE RIDDOR website <http://www.hse.gov.uk/riddor/guidance.htm>
- 28.6 The responsibility for ensuring that accidents are reported, investigated and that countermeasures are taken to prevent a reoccurrence lies with the HSO.

### 29 Near Miss Incidents

- 29.1 A near miss incident represents an event that does not cause injury or damage to property but has the potential to cause significant injury or property damage. The person responsible for carrying out investigations of near miss incidents is the HSO. The person responsible for ensuring other parties are informed and will monitor the progress of any actions to be taken to prevent a recurrence is the CTHS.

### 30 Dangerous Occurrences

- 30.1 A dangerous occurrence represents an event that normally involves damage to property and has the potential to cause serious injury. Dangerous occurrences are clearly defined within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, Schedule 2. Employees and volunteers should report dangerous occurrences to the HSO as soon as practicable. Where the occurrence is reportable under RIDDOR, the person responsible for ensuring that the HSE are informed is the HSO.

### 31 Potentially Disabling or Disabling Accidents

- 31.1 Potentially disabling injuries represent any injury suffered whilst at work, which requires the injured party to seek treatment from a qualified medical practitioner.

- 31.2 A disabling injury represents an injury where the injured person is unfit for work on the day following that on which the injury occurred.
- 31.3 Potentially disabling or disabling accidents will be reported to the HSO as soon as is practicable and will be the subject of an immediate investigation. The person responsible for ensuring that the Health and Safety Executive is informed as deemed necessary is the HSO.

## 32 Major Accidents

- 32.1 A major injury represents an injury resulting in broken bones (other than toes and digits) and any injury that results in a person being detained in hospital for a period greater than 24 hours. In the event of a major accident, all appropriate personnel will be informed as soon as is practicable. The person responsible for ensuring that the Health and Safety Executive is promptly informed is the HSO. Initial investigations at the site of the accident will be carried out ensuring that there is no disturbance of evidence or items that could have contributed to the cause of the accident. This investigation would be, where practicable, carried out by the HSO.
- 32.2 The initial investigation would be followed up by a detailed investigation. On completion of this investigation, a report of findings, including details of short and long term actions, together with time scales required to prevent reoccurrence, will be drawn up.

## 33 Fatal Accident

- 33.1 In the event of a fatal accident, the area of the accident will be isolated, and nothing will be moved or interfered with, except by the emergency services or where action is required to protect others who may be at imminent risk.
- 33.2 The person responsible for informing the Health & Safety authorities by telephone as soon as possible is the HSO / CTHS. Full co-operation will be given by personnel throughout TRBC to the Health and Safety Executive representatives conducting any investigations.

## 34 All accidents

- 34.1 All accidents must be recorded in the accident book no matter how minor they seem at the time.

## Section Q - Emergency Procedures, Fire and Evacuation

### 35 Considerations for emergencies

- 35.1 TRBC maintains a separate document covering Emergency Procedures, Fire and Evacuation. That separate document forms part of TRBC's overall Health and Safety Policy and procedures. The Church Administrator will provide a copy of that document to hirers of the building and to other users of the building on request, either electronically or in hard copy paper form.

## Section R - Work-related stress

### 36 General arrangements

- 36.1 Stress may demonstrate itself in a variety of symptoms, including drop in productivity, aggression, lateness, increase in sickness days and headaches.
- 36.2 The following processes will help the organisation to identify factors which may lead to work related stress: By regular checks by the Line Manager.
- 36.3 If an individual feels that he/she is under stress, they should contact their line manager before it escalates.
- 36.4 If work related stress is identified, the support processes put in place are to be determined by the Line Manager.

## Section S - Smoking

This policy section has been developed to protect all employees, volunteers, Church building users, and visitors from exposure to second-hand smoke and to comply with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

### 37 Smoke Free Policy

- 37.1 TRBC is smoke free, and all employees and volunteers have a right to operate in a smoke free environment.
- 37.2 Smoking and vaping are prohibited in all enclosed and substantially enclosed premises in any workplace. TRBC does not allow smoking or vaping inside its premises in any circumstances.

### 38 Implementation

- 38.1 Overall responsibility for policy, implementation and review rests with the Church Administrator. However, all staff, volunteers and visitors are obliged to adhere to and support the implementation of this non-smoking policy.
- 38.2 The person responsible for informing all existing employees, volunteers and contractors of the policy and their role in its implementation and monitoring is the Church Administrator.

### 39 Non-Compliance

- 39.1 If a member of staff or volunteer does not comply with this policy this may result in disciplinary action by the Trustees.
- 39.2 Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## Section T - Alcohol and drugs

It is TRBC's aim to ensure the provision of a safe working environment and a high standard of safety for its employees and volunteers and for other users of the premises. It therefore has the responsibility to recognise the potential health and safety risks within the operating environment which may occur as a result of alcohol and drug abuse or the effects of long-term or temporary use of prescription medication.

### 40 Legal Obligations

- 40.1 The Church would be committing a criminal offence by ignoring the principal legislation in the UK for controlling drug and alcohol abuse. There is a legal requirement under Section 2 of the Health and Safety at Work etc. Act 1974 to "ensure as far as is reasonably practicable, the health, safety and welfare at work of all employees". Section 7 of the Act requires "employees to take reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions at work".
- 40.2 In addition, the Transport and Works Act 1992 imposes strict regulations regarding the alcohol and drug levels in those staff working in "safety critical" posts, for example driving vehicles and operating machinery.

### 41 Awareness, reporting and consequences

- 41.1 This policy aims to make all personnel within the organisation aware of issues relating to the effects of drug and alcohol misuse in the workplace and the need to understand the potential for some prescription medication to cause either long-term or transient effects on work capabilities.
- 41.2 Staff and volunteers should not come to work if under the influence of drugs or alcohol or if they have been advised by a doctor not to undertake work activities whilst taking certain prescription medication.
- 41.3 Managers and trustees should be aware of the issues arising from alcohol or drug related problems. These include absenteeism, high accident levels, impaired work performance, mood swings and misconduct.
- 41.4 Employees and volunteers should not cover up for colleagues with an alcohol or drug related problem. Collusion represents a false sense of loyalty and will result in compromising health and safety within the Church and longer term damage for the individual.
- 41.5 If an employee or volunteer has suspicions about a colleague relating to alcohol or drug abuse, they should report to their line manager, volunteer co-ordinator etc.
- 41.6 If an employee is known to be intoxicated by alcohol or drugs during working hours disciplinary action will be taken by the Trustees. Volunteers will also be subject to action if found to be intoxicated by alcohol or drugs whilst working within or on behalf of the Church. This will usually be in the form of disciplinary action by the Trustees. In the event of this applying to an outside Organisation then they will be asked to leave the premises by the Church Administrator or person responsible for giving access to the Building.

### 42 Use of alcohol on TRBC's premises

- 42.1 TRBC has a separate policy on the use or consumption of alcoholic drinks on its premises, covering both Church activities and those of hirers of the premises.



## Section U - Insurance

### 43 Trustees' approach to insurance

43.1 The Trustees are responsible for ensuring that adequate Insurance has been obtained. This may include the following:

- Property damage
- Business interruption
- Specified business equipment
- Terrorism
- Equipment Breakdown
- Money and personal assault
- Goods in Transit
- Employer's liability for Employees and Volunteers
- Public Liability including care & treatment
- Products liability
- Loss of licence/registration
- Motor no claims and excess protection
- Legal expenses
- Executive risks; including Trustees' indemnity
- Group personal accident
- Property damage loss recovery

## Section V - Food safety

### 44 Considerations for food safety

- 44.1 TRBC has a separate document covering Food Safety and in particular the use of the Kitchen. The Church Administrator will make that document available to users of the kitchen, whether hirers of the premises or regular Church attendees. This document should be read in conjunction with the Food and Safety policy where appropriate.

## Section W - Working at heights

### 45 HSE guidance on working at height

- 45.1 Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof).
- 45.2 This section shows how employers can take simple, practical measures to reduce the risk of any of their workers falling while working at height.

### 46 What do I have to do?

- 46.1 You must make sure work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. You must use the right type of equipment for working at height.
- 46.2 Take a sensible approach when considering precautions. Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

### 47 Control measures

- 47.1 First assess the risks. Factors to weigh up include the height of the task, the duration and frequency, and the condition of the surface being worked on.
- 47.2 Before working at height work through these simple steps:
- **avoid** work at height where it is reasonably practicable to do so
  - where work at height cannot be easily avoided, **prevent** falls using either an existing place of work that is already safe or the right type of equipment
  - **minimise** the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated
- 47.3 For each step, always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection).
- 47.4 Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds.
- 47.5 Personal protection is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.

### 48 Dos and don'ts of working at height

- 48.1 Do....
- as much work as possible from the ground
  - ensure workers can get safely to and from where they work at height
  - ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
  - take precautions when working on or near fragile surfaces
  - provide protection from falling objects
  - consider emergency evacuation and rescue procedures
- 48.2 Don't...
- overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
  - overreach on ladders or stepladders
  - rest a ladder against weak upper surfaces, e.g. glazing or plastic gutters

- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height

## 49 Find out more

49.1 HSE's [work at height website](#) provides further practical advice on how to comply with the law, and the safe use of ladders and stepladders. It also contains useful links to industry-specific guidance.

## 50 The law

50.1 Work at Height Regulations 2005

## 51 TRBC Specific Policy

51.1 In recognising the guidance given by the HSE above, TRBC must ensure that any working at height be considered very carefully. Individuals should never rush in to get a job done quickly. They should always consider the safety of those who will be part of the team carrying out the work. TRBC should consider the following:

- Will the work be carried out by an outside Contractor or internally by members or people associated with the Church?

51.2 In the case of the former, TRBC should outline to them, in discussions about the job, that they would need to take responsibility for the wellbeing of their employees and ensure that appropriate access equipment be provided. This should be in written form to the Contractor.

51.3 Where the work is to be by members of the Church or others associated with the Church, then TRBC needs them to follow specific instructions.

- Plan the work ahead of doing the job.
- Consider how it will be carried out. TRBC has a Tower Scaffold and this scaffold should be used in all instances where the feet of the person working will be above 1.5m from the floor level or in all circumstances where a job will last for more than 20 minutes. The Tower Scaffold is the safest equipment and should be our preferred safety measure.
- Where the job is less than 20 minutes then a step ladder can be used. However, **never use a step ladder when on your own in the building** and it would be preferred that another person is standing by the step ladder whilst in use.
- The use of the Tower Scaffold is for those trained to assemble the scaffold and who have completed the working at height training. The Tower scaffold is locked by a cycle lock. The key to this lock is with the Church Administrator. The Church Administrator will ask for the person organising the job to fill out a risk assessment form and will only hand over the key once they have received a signed copy of the form. Please plan ahead to ensure these procedures are met.
- When using the Tower Scaffold, there should be a minimum of two people present to facilitate its assembly and removal. When working at height on the scaffold, a harness should be worn which is then clipped to a convenient location near the working area.

## Section X - Version control

Version	Comment	Date	Approved by
v1.0	First version	10/04/2012	Church meeting
v2.0	Second version	14/04/2016	Church meeting
v3.0	Third version – COVID 19 updates	19/10/2021	Trustees
v4.0	Fourth approved version	22/09/2023	Trustees
v4.1	Sections E & U updated	27/10/2023	
v4.2	Minor amendments for Trustee approval	19/02/2024	
v5.0	Fifth approved version	20/02/2024	Trustees