



# 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.*

## Contents

Section A - Health and Safety Policy .....	2
Section B - Responsibilities .....	2
Section C - Risk Assessments .....	3
Section D - Display Screen Equipment (DSE) .....	4
Section E - The Control of Substances Hazardous to Health (COSHH) .....	4
Section F - Manual Handling.....	4
Section G - Equipment .....	4
Section H - Lone Working .....	5
Section I - Young Persons at Work.....	5
Section J - Management of Contractors .....	5
Section K - Home working .....	5
Section L - Violence and Aggression .....	5
Section M - Mobile Phones.....	5
Section N - Driving for Work.....	5
Section O - Summary of information, instruction, training & supervision .....	5
Section P - Accidents (including Reporting of Disease and Dangerous Occurrences Regulations RIDDOR).....	5
Section Q - Emergency Procedures, Fire and Evacuation .....	7
Section R - Work-related stress.....	7
Section S - Smoking .....	7
Section T - Alcohol and drugs.....	7
Section U - Insurance .....	8
Section V - Food safety.....	8
Section W - Working at heights.....	8
Section X - Version control .....	9

## 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)

Full details available from the Church Administrator

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

Full details available from the Church Administrator

## Section F - Manual Handling

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

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

5.2 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

### 6 Manual handling Risk Assessments and control measures

6.1 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

Full details available from the Church Administrator

### 7 Equipment from uncontrolled sources

7.1 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.

## Section H - Lone Working

Full details available from the Church Administrator

## Section I - Young Persons at Work

Full details available from the Church Administrator

## Section J - Management of Contractors

Full details available from the Church Administrator

## Section K - Home working

Full details available from the Church Administrator

## Section L - Violence and Aggression

Full details available from the Church Administrator

## Section M - Mobile Phones

Full details available from the Church Administrator

## Section N - Driving for Work

Full details available from the Church Administrator

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

Full details available from the Church Administrator

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

### 8 First aid

- 8.1 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.
- 8.2 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.

### 9 Reporting accidents

- 9.1 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.
- 9.2 Any accidents requiring the use of the emergency services must be dealt with prior to recording in the accident book.
- 9.3 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/](http://www.hse.gov.uk/riddor/)

- 9.4 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) )
- 9.5 Categories of accidents covered by this reporting procedure are as specified on the HSE RIDDOR website <http://www.hse.gov.uk/riddor/guidance.htm>
- 9.6 The responsibility for ensuring that accidents are reported, investigated and that countermeasures are taken to prevent a reoccurrence lies with the HSO.

## 10 Near Miss Incidents

- 10.1 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.

## 11 Dangerous Occurrences

- 11.1 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.

## 12 Potentially Disabling or Disabling Accidents

- 12.1 Potentially disabling injuries represent any injury suffered whilst at work, which requires the injured party to seek treatment from a qualified medical practitioner.
- 12.2 A disabling injury represents an injury where the injured person is unfit for work on the day following that on which the injury occurred.
- 12.3 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.

## 13 Major Accidents

- 13.1 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.
- 13.2 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.

## 14 Fatal Accident

- 14.1 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.
- 14.2 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.

## 15 All accidents

- 15.1 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

### 16 Considerations for emergencies

- 16.1 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

Full details available from the Church Administrator

## 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.

### 17 Smoke Free Policy

- 17.1 TRBC is smoke free, and all employees and volunteers have a right to operate in a smoke free environment.
- 17.2 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.

### 18 Implementation

- 18.1 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.
- 18.2 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.

### 19 Non-Compliance

- 19.1 If a member of staff or volunteer does not comply with this policy this may result in disciplinary action by the Trustees.
- 19.2 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.

## 20 Legal Obligations

- 20.1 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".
- 20.2 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.

## 21 Awareness, reporting and consequences

- 21.1 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.
- 21.2 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.
- 21.3 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.
- 21.4 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.
- 21.5 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.
- 21.6 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.

## 22 Use of alcohol on TRBC's premises

- 22.1 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

Full details available from the Church Administrator

## Section V - Food safety

### 23 Considerations for food safety

- 23.1 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

Full details available from the Church Administrator



## 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	Approved version	22/09/2023	Trustees
v4.1	Sections E & U updated	27/10/2023	
v4.2	Abbreviated version for hirers	13/12/2023	
v5.0	Approved abridged version for Hirers	20/02/2024	Trustees