

**HESTERS WAY**  
BAPTIST CHURCH

Health and Safety  
Policy and Procedure

Updated Summer 2023

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## **Introduction**

Church Premises and Address:

*Hesters Way Baptist Church, Ashlands Road, Cheltenham, Gloucestershire, GL51 0DH.*  
(Referred to as HWBC)

This document sets out how we manage Health and Safety at HWBC in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it. Our success in this area of management will depend on us all (staff and voluntary helpers) understanding this document and our role in the overall arrangements for Health and Safety.

The policy is in three sections:

Section A- General Statement of Policy

Section B- Organisation and Responsibilities

Section C- Arrangements

## **Key Responsibilities**

Rev Tim Welch	P/T Minister, GDPR officer (P/T Staff)
Katie Youlton	Church Secretary, Health and Safety Officer Safeguarding officer (P/T Staff)
James Raynor	Minister in Training (F/T Staff)
Susannah Raynor	Safeguarding Officer
Andy Stratton	Technology Manager
David Gray	Operations Manager, Health and Safety Officer
Geoff Buckeridge	Church Treasurer
Deacons:	Valerie Gray, David Gray, Geoff Buckeridge, Katie Youlton, Beverley Cecchi, Mark Wagstaff, James Waters

## **Section A: General Statement of Policy**

Our policy, as far as is reasonably practicable, is to:

- Provide safe and healthy working conditions, systems of work, and equipment for all our employees and voluntary helpers.
- Ensure the health, safety and welfare of all HWBC members and visitors to the church and associated land and buildings.
- Provide information, supervision and training where needed.

The particular people having responsibilities for Health and Safety at HWBC are shown in Section B. The arrangements that will be put in place to ensure a safe and healthy environment are set out in Section C.

To ensure an effective Health and Safety environment we will:

- Regularly consult with employees and voluntary helpers.
- Ensure that Health and Safety issues are a regular agenda item for the Deacon meetings.
- Annually review and update the policy.
- Carry out regular written risk assessments to identify hazards, which, as far as is reasonably practicable, will be eliminated or controlled.
- Carry out regular Health and Safety checks which will be recorded either manually or electronically in line with the specific arrangements as outlined in Section C.

## **Section B: Organisation and Responsibilities**

### **Minister and Staff**

To have overall responsibility for Health and Safety of HWBC

### **Health and Safety Officers**

- To be up to date and coherent on the government's Health and Safety Regulations.
- To understand the HWBC Health and Safety Policy and Arrangements and facilitate the best opportunity to ensure they are observed.

And to ensure that:

- Safe systems of work are in place.
- Risk assessments are carried out and the findings recorded.
- The church and associated land and buildings are clean and tidy, and properly maintained.
- Adequate access and security is maintained.

- Emergency procedures are in place.
- Adequate fire fighting equipment is available and maintained.
- Safety equipment and clothing is provided and used where necessary.
- All employees and helpers are properly trained to carry out their duties.

### Responsibility of Deacons, Staff and Voluntary Workers

All employees and voluntary helpers have a responsibility under the Health and Safety at Work Act (1974) to co-operate in the implementation of this Health and Safety policy, and to take reasonable care of themselves or others whilst on church business or premises.

Employees and voluntary workers must therefore:

- Comply with safety rules, operating instructions, working procedures, and pre works briefings.
- 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

### **Section C: Arrangements for Implementation of Policy**

#### 1. Accidents and First Aid

First aid boxes are located in the kitchen under the handwashing sink.

Trained/qualified first aiders are listed on the pinboard in the hall.

First Aid and incident logs are located in the kitchen on the pin board and are checked weekly.

Employees and voluntary workers have a responsibility to:

- Enter all accidents, first aid given and incidents in the logs, and report it the Church Health and Safety officer, contacts written on Logs.
- Report certain incidents (fatal accidents, specified injuries and injuries which involve the injured person being absent from work or unable to perform their normal duties for more than seven days) to the appropriate authorities in

accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accidents must be recorded, but not reported, unless they result in a worker being incapacitated for more than seven consecutive days. (Social Security - Claims and Payments - Regulations 1979), Occupational diseases (regulation 8 and 9) and certain dangerous occurrences (Schedule 2 of RIDDOR) must also be reported.

- Report any unsafe practice or condition of a facility, to the person responsible for Health and Safety and log it in the incident form found on the kitchen pin board.

## 2. Fire Safety

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

- Carry out an annual assessment of the fire risks in the church.
- Check that people who may be in the buildings can get out safely.
- Ensure that staff and volunteers know what to do in the event of a fire or other emergency resulting in evacuation.
- Provide reasonable firefighting equipment and ensure that fire alarms and fire fighting equipment are regularly checked by a reputable company under a maintenance agreement and that the results are recorded. See Appendix A.
- Arrange an emergency evacuation exercise at least every 12 months.

See the HWBC Fire Policy and Risk Assessment document for more information.

## 3. Electrical Safety

Faulty electrical equipment is a significant cause of fires and injury.

All employees and voluntary workers have a responsibility to:

1. Visually inspect all electrical equipment before use.
2. Report all faults immediately to the health and safety officers.
3. Not attempt to use or repair faulty equipment.
4. Not to bring electrical equipment onto the premises and use it until it has been

tested by the approved person and entered in the electrical equipment register.

5. Switch off electrical equipment and disconnect when not in use for long periods.

6. Protect flexible cables so that they do not become a tripping hazard or be subject to mechanical damage.

All electrical appliances and associated plugs and flexible cables will be inspected and tested at appropriate intervals in accordance with the guidelines to ensure they are in good working order. Dependent on type of equipment, inspection intervals may typically, be between 12 and 24 months. A list of all our portable electrical appliances is held by the operations manager.

Every 5 years the fixed electrical system will be inspected and tested by a competent electrical contractor who is a 'Full scope' member of an approved body. Any necessary remedial work will be carried out.

#### 4. Gas Equipment Safety

Staff and voluntary workers must not interfere with gas equipment. Any gas equipment will be maintained and checked annually by a competent contractor who is CORGI registered and any necessary work required for safety will be implemented immediately. Portable gas cylinders are not permitted to be stored within buildings. Occasionally, hire or loan equipment may be stored outside for short periods.

#### 5. Hazardous Substances

Where at all possible hazardous substances will be eliminated. Where this is not possible hazardous substances will be kept locked away in the storage cupboard in the porch and only used by persons with the appropriate experience. Personal Protective Equipment will be provided. Staff and voluntary workers have a responsibility under the Health and Safety at Work Regulations to make use of such equipment. Chemicals must not be mixed or stored in unmarked containers.

#### 6. Safety of Equipment and Machinery

The Operations Manager will maintain a list of all items of equipment and machinery.

Staff and voluntary workers must not operate or interfere with equipment and machinery that are not trained or authorised to use. When training has been provided staff and voluntary workers must visually check equipment and machinery to ensure as

far as is reasonably possible that it is in safe working condition. All machinery will be regularly maintained and a schedule kept of maintenance requirements. The Operations Manager will be responsible for identifying all equipment and machinery needing maintenance, drawing upon the appropriate maintenance procedures, and ensuring implementation.

Ladders may only be used when other equipment such as tower scaffolds cannot be used by competent staff and voluntary workers, and only when they have been visually checked and safely secured.

### 7. Slips, Trips and Falls

To reduce as far as is reasonably practicable the risk of slips, trips and falls, regular inspections will be made of all flooring in church, and the paths and steps giving access. Particular attention will be given to ensuring passageways and walkways are kept clear from obstructions and that outside surfaces do not become hazardous as a result of wet leaves, moss, etc.

### 8. Lighting

In order to ensure that all our buildings are adequately lit, faulty bulbs and tubes will be replaced as soon as possible. The necessary safety precautions will be followed for replacing light bulbs and tubes at high levels.

### 9. Working at High Levels

Only approved contractors or competent volunteers may work at high levels subject to the necessary safety provisions being in place and a risk assessment carried out prior to the work starting.

Work at heights should only be carried out using scaffolds by trained persons. If it is necessary to use ladders, training must be provided. Scaffolds and ladders should be checked before use and pre-works briefings provided. All new ladders need to have BS EN131.

### 10. Food Preparation

Preparation and serving of food will be carried out in accordance with the appropriate regulations governing the preparation and storage of foodstuffs. All food handlers will be given adequate instruction and training and supervision particularly in the areas of risk



assessment, hygiene, working surfaces, and storage of foodstuffs at the correct temperature. The list of those with food hygiene certificates will be on the pin board in the hall, refer to them for more guidance.

#### 11. Manual Handling

Our objective is to eliminate the need for manual handling as far as is reasonably practical and therefore reduce the risk of injury to the lowest possible level. Where it is not possible to eliminate manual handling, a risk assessment will be made to ensure it is a safe operation, and where possible use made of lifting aids such as trolleys.

All staff and volunteers involved in manual handling will be given training in risk assessment and lifting techniques and a register will be maintained. Only those who have received the appropriate training are authorised to undertake manual handling tasks.

#### 12. Hazardous Buildings including Glazing

Our policy is to ensure that our buildings are safe and without risk to the health, safety and welfare of all who work in and use them. Regular inspections will be carried out and defects noted and repaired. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

Particular attention will be given to glazing to ensure that any glass in windows below waist height and in doors and partitions below shoulder height is of a safety material or is protected against breakage.

#### 13. Safeguarding of Children, Young People and Vulnerable Adults

HWBC are committed to safeguarding as an integral part of the life and ministry of the church. We believe it is an honour to be part of such a rich and diverse church family and hold a high value on ensuring that everyone can engage with church life and meet with God in a safe and appropriate way.

HWBC will fully comply, and seek to exceed, the current government guidance and advice from The GB Baptist Union. Please refer to the HWBC Safeguarding Policy and Procedure for more information.

#### 14. Personal Safety for people working alone

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables.

## 15. Risk Assessments

Risk assessments will be carried out on all areas of the church 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. Any hazards identified will be recorded and then eliminated or controlled as far as is reasonably practicable.

Risk assessments will also be carried out for all events and conferences, whether on or off site, and with particular attention to those involving children, youth and vulnerable adults to ensure risks are identified and minimised.

The Health and Safety Officer and Operations Manager will be responsible for carrying out risk assessments and determining how risks can be removed or controlled in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

The Operations Manager will be responsible for:

- Recording the findings of the risk assessments.
- Making the necessary arrangements to remove or control the risks.

## 16. Contractors

Anyone entering HWBC premises for the purpose of carrying out work, or providing a service other than an employee or voluntary worker will be regarded as a contractor. All contractors must abide by the following:

- Provide a copy of their own Health and Safety policy document.
- Produce evidence that they have appropriate Public and Employer's Liability insurance in place. A record of this evidence will be maintained.
- Comply with all the requirements of HWBC Health and Safety policy and cooperate with appropriate responsible persons in providing a safe place of work and a safe system of operation.
- Where plant and machinery is brought onto HWBC 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 direct employees with the permission of HWBC. However responsibility will remain with the contractors.
- HWBC will set out basic rules concerning the safe working of contractors.

Construction (Design & Management) Regulations (CDMR). The CDMR applies to all construction work in Great Britain. As a 'client'- an individual or organisation for whom construction work can be carried out, there are a number of specific duties under the

CDMR. The Approved Code of Practice to the CDMR summarises the duties of the client as follows:

- Check the competence and resource of all appointees.
- Ensure there are suitable management arrangements for the project including welfare facilities.
- Allow sufficient time and resources for all stages.
- Provide pre-construction information to designers and contractors..

A project is notifiable to the Health and Safety Executive (HSE) if the construction phase will be longer than 30 days or 500 person days of construction work, and for such projects, clients must:

- Appoint a CDMR coordinator.
- Appoint a Principal contractor.
- Make sure construction work does not start unless there are suitable welfare facilities, and a construction phase plan is in place.
- Provide information relating to the Health and Safety file to the CDMR co-ordinator.
- Retain and provide access to the Health and Safety file.

## 17. Information, Communication and Training

### **a) Information**

A copy of this Health and Safety Policy document is always available in the main church Office. Health and safety advice will always be available from:

- The Health and Safety Officer
- The Church Secretary

For HWBC, Health and Safety and Environmental Health is the responsibility of Cheltenham Borough Council.

Address: Municipal Offices, Promenade, Cheltenham, Gloucestershire, GL50 9SA

Telephone: 01242 264135

Email: [envhealth@cheltenham.gov.uk](mailto:envhealth@cheltenham.gov.uk)

### **b) Communication**

HWBC is committed to ensuring that all employees and voluntary workers are familiar with the contents of its Health and Safety Policy document. In the initial

period of implementation, meetings will be arranged to allow open discussions on Health and Safety, and for staff and volunteers to express concerns and ask questions.

Thereafter there will be effective communication of any reviews of Health and Safety policy and opportunities for new issues or ideas to be raised and discussed with the Health and Safety Officer and member of staff responsible for Health and Safety policy implementation.

### **c) Training**

Induction training for all existing employees, voluntary workers and those leading in ministries will be given during the initial period of implementation. Thereafter, the member of staff responsible for Health and Safety policy implementation will provide training for new employees and voluntary workers.

The following jobs and activities have been identified as requiring special training:

- Any maintenance work.
- Children and youth activities.
- Office support.
- Life Group leaders.
- Group leaders e.g. Discipleship Training, Alpha.

### 18. Health and Safety Law Poster

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

### 19. General Safety and Security

A safety plan and risk assessment will be in place for all large gatherings in church. A Deacon will be present to cover all aspects of safety and security including emergency evacuation. In addition the grounds will be inspected prior to any of these events and any dangerous waste (sharps etc) will be disposed of using the approved procedure.

### 20. Storage

Where it is necessary to store material and equipment it will be done in such a way as not to cause a hazard by way of:

- Obstructing emergency exit passageways and walkways.
- Fire risk.

- Insecure stacking.

## 21. Hygiene

In all circumstances, hygiene standards set by environmental health regulations are to be complied with. All leaders of events held at HWBC are responsible for ensuring that these standards are met on clearing and cleaning up at the end of an event. Full and clear instructions are posted in each room and each kitchen. Cleaning products used comply with regulatory standards.