

Paulsgrove Baptist Church

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Health and Safety Policy 23rd October 2013

Section 1: Health and Safety Policy statement.

The Elders/Deacons of Paulsgrove Baptist Church are committed to ensure the health and safety of the members and those attending the church premises so far as reasonably practical.

The Elders/Deacons undertake to:

- Ensure the building meets the current health and safety standards so far as reasonably practical
- Enforce the health and safety policy; any person that refuses to adhere to the policy will be asked to leave the premises.
- Maintain effective communication and consult members, attendees, and organisations renting rooms within the church.

All people using the church premises have a duty to co-operate with the deacons in operation of this policy and are therefore required to:

- Endeavour to use the premises in a safe manner.
- Adhere to procedures designed to make a secure and safe environment.
- Take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions.
- Report all accidents, no matter how minor.

This policy will be regularly monitored by the Health & Safety Officer or member of the Leadership Team to ensure that the objectives are achieved. It will be reviewed and, as necessary revised to ensure continuous improvement in our health and safety performance and to take account of legislative or organisational changes. The Pastoral Care Elder will ensure the manual is updated and Elders, Deacons and activity leaders made aware of any significant changes.

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Section 2: Introduction

This health and safety book is available to each organisation using the church premises and all leaders of groups within the church organisation. A copy is also kept in the church office. The handbook provides a guide to the risks associated with the use of the church buildings. It also includes rules and policy passed by the church meeting to ensure the safety of all who enter the premises.

Section 3: Fire precautions

Stewards, Leadership Team and 'activity leaders' must be familiar with these instructions:

- During a Sunday church service there are Stewards on duty. These Stewards will be named on the notice board to the rear of the church.
- Any person discovering a fire must inform a Duty Steward immediately, or if not in view, then contact the emergency services immediately and inform a Steward. In the event of discovering a fire, if the fire can be extinguished safely with one of the extinguishers within the church building do so. If you are in any doubt of your ability to extinguish the fire get out of the building and raise the alarm. In the event of a fire breaking out a Steward or activity leader will act as Fire Marshall
- Everyone should leave the premises in an orderly manner via the quickest and safest route and congregate in the surgery car park opposite the church. Do not spend time collecting personal belongings.
- All fire exits are clearly marked and plans of the church are posted in several locations. A plan of exits is also located within the fire plan document in the church policies folder kept in the pastor's office.
- Youth church classes should congregate in the same area with their leader. The leader must ensure all their children are accounted for. In the case of children missing the leader should inform a Steward immediately.
- Once the emergency services have arrived the Steward will liaise with them. Do not attempt to re-enter the building without the Steward or emergency services giving the all clear signal.

NOTE: All organisations and departments of the church, using the church premises must assign a fire marshal and have a written Evacuation plan (or adopt that drawn up by PBC). This is the responsibility of the leader of the organisation.

NOTE: This manual is not the complete and conclusive fire manual, please refer to the fire plan that is located in the policies folder of the Pastors office.

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Section 4: First aid and reporting of accidents.

First Aid Box

- The first aid box is located in the church kitchen. Each organisation using the church premises should have an appointed person to carry out simple first aid.

Accident reporting

- All accidents must be reported. The accident book can be found with the first aid box in the kitchen next to the door. Every accident needs to be entered into the accident book and all sections fully completed. A copy needs to be passed to a deacon or to the person you have contact with through your rental agreement.
- All equipment that is damaged must be reported. If any equipment has been damaged this needs to be assessed for safety. The equipment that you damage may cause someone else to have an accident.
- All accidents will be investigated so it is very important you enter the contact details of the person injured and the person treating the injury.
- The law requires us to report major accidents to the Health & Safety Officer and it is the duty of the deacon responsible to ensure that this happens. It is therefore important that all major accidents are reported to a deacon as soon as possible after they happen.

The first point of call is to the Health & Safety Officer (or Pastoral Care Elder).

Section 5: Hazards within the church premises

Electrical appliances

- PBC has all the portable electrical appliances cables/plugs checked and, where relevant, tested every 12 months.
- If for any reason you have to bring an electrical appliance onto the premises then this must have a current test certification attached or available (the test being Portable Appliance Test known as PAT testing. The test certification to be current. Battery operated appliances are not included.
- In the case of people renting the rooms within the church, you must inform your contact person what appliances you are bringing onto the premises. Again these must be PAT tested. If you see an appliance on the premises that is faulty or damaged you must alert one of the deacons, or your contact person in the case of renting.

Gas appliances

- PBC has all the gas appliances tested every 12 months. This is to ensure the appliances are safe to use. No other gas appliances are to be brought onto the premises without agreement with the safety officer or agreement of the church elders.

Manual handling

- Before lifting any object ensure you assess how heavy it is. If the item looks heavy or by initial feel is seen to be too heavy, do not lift it until sufficient help is available. Use the correct lifting equipment for the weight of object. Lift in the correct way to ensure you do not injure yourself. Do not drag heavy items across floors, as this may damage the item, floor surfaces and lead to accidents or expensive repairs.

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Chemicals and other hazardous substances

- Do not bring chemicals onto the premises without authorisation. The chemicals that are on the premises are kept locked away. Remember children are on the premises regularly and often they cannot read labels or assess risk.
- A material safety sheet should be held for each chemical used on site.
- In general the products at PBC do not present any major risk as long as you follow these rules: All products must be used in accordance with the instructions written on the container or supplied with it.
- Never leave cleaning substances around the premises but ensure they are locked away in the cleaner's cupboard immediately after use.

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Section 6: Organisations renting the buildings.

Insurance

- PBC has a general insurance that covers the buildings and public liability.
However, outside organisations using the premises must have their own insurance cover.
- If items are owned by the group and are on the premises, they need to be covered by the group's own insurance. Also liability cover needs to be arranged by the organisation for the activities in which they are involved.

NB: The Deacons at PBC cannot be held liable for other group's property. In most cases the use of equipment must be agreed before the group is allowed to meet.

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Section 7: Hygiene on the premises.

- PBC has a kitchen. Food that has been prepared off the premises can be consumed on the premises but please ensure all food left is removed from the premises at the end of the meeting. Food left on the premises can lead to infestation and vermin problems.
- Fridge temperature is monitored frequently and recorded on a temperature checklist. Back copies are kept in the Pastor's office. Current check lists are close to the fridge.
- When using the kitchen there is a white hygiene sink in the second area for washing hands. Paper towels are available for drying hands.
- The premises are cleaned weekly by our resident cleaner. Due to the size of the premises it is important that meeting leaders ensure the rooms are left tidy for the next people to use. Untidy rooms can also cause risk of injury to the next people using the room.

The weekly cleaning is incorporated into a cleaning procedure, and a check list initialled when cleaning is completed. Once a sheet is fully completed this is kept in a file in the Pastors office.

- For stability all chairs should be neatly stacked no more that 7 high; folding tables collapsed and replaced in the correct storage area.
- If you are working on maintenance in the premises you must clear all your tools away at the end of the job. Do not leave tools or waste materials in areas other than those that are designated. Always leave the area safe for other people.
- It is not just the responsibility of the LT or cleaner to maintain a comfortable environment for all members and guests alike at PBC. We all have a duty of care and consideration.

Signatures: Health & Safety Officer or Elder