



Paulsgrove Baptist Church

Health and Safety Policy

Summer 2025

Paulsgrove Baptist Church, 1 Woofferton Road, Paulsgrove, Portsmouth PO6 4DW

A Charitable Incorporated Organisation registered with the Charity Commission

CIO number 1200307

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This Health and Safety Policy was approved by the Elders on

Signatures:

..... Elder

..... Elder

Section 1: Health and Safety Policy statement

The Elders and Deacons of Paulsgrove Baptist Church (hereafter the 'Leadership Team' or 'LT') are committed to ensure the health and safety of the partners and those attending the church premises so far as reasonably practical. The LT undertakes 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 LT 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 a designated member of the LT (usually the Governance Deacon) 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 LT designated member will ensure the manual is updated and all are made aware of any significant changes.

Section 2: Introduction

This Health and Safety book is available for download from the Paulsgrove Baptist Church website to each organisation using the church premises and all leaders of groups within the church organisation. The document 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.

Download location: <https://www.paulsgrove.org.uk/policies>

Section 3: Fire precautions

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

- During a Sunday church service, the Welcome Team are on duty. These Team members will be named on a rota on the notice board to the rear of the church. Each week one Welcome Team member is designed the Leader.
- Any person discovering a fire must inform the Leader immediately, or if not in view, then contact the emergency services immediately and inform the Leader. 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 the Leader or (where not in the Sanctuary) an activity leader will act as Fire Marshal for the part of the building in which their activity is located.
- 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 Admin filing cabinet.
- Youth church classes should congregate in the same area with their leader. The class leader must act as a Marshal for those in their care and ensure all their children are accounted for. In the case of children missing the leader should inform the Leader immediately.
- Once the emergency services have arrived the Leader will liaise with them. Do not attempt to re-enter the building without the Leader or emergency services giving the 'all clear' signal.

NOTE 1: 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 2: This document is not the complete and conclusive fire manual, please refer to the fire plan that is located in the Admin filing cabinet.

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. Record slips should be sent to the pastor for filing.

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 to discuss any issue is to the designated LT member responsible for health and safety (see Section 1 above).

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 (twelve) 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 the Portable Appliance Test or PAT test). The test certification to be current. Battery operated appliances are not included in the requirement for PAT testing.

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 designated LT member.

Manual handling¹

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.

Chemicals and other hazardous substances²

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.

¹ Good advice is available on the HSE website: <https://www.hse.gov.uk/msd/manual-handling/index.htm>

² See the Control of Substances Hazardous to Health website for more information: <https://www.hse.gov.uk/coshh/>

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.

Note: The LT 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.

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. 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 twice weekly by our resident cleaner (heavy clean Saturday, light clean Monday). 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 twice-weekly cleaning is incorporated into a cleaning procedure, and a check list initialled when cleaning is completed.

For stability all chairs should be neatly stacked no more than 7 (seven) 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.

The FIEC publishes a guide for food handling and hygiene where the property is classed as a business under legislation. Whilst PBC is exempt from this requirement, the Guide itself carries much useful information and a link to it is included in the footnote below³ for reference and good practice.

³ https://fiec.org.uk/resources/food-safety-and-standards-in-church?utm_source=FIEC+emails&utm_campaign=4a20bf3463-EMAIL_CAMPAIGN_2025_07_30_02_15&utm_medium=email&utm_term=0_-4a20bf3463-321222537