



# Health and Safety Policy

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## TRURO BAPTIST CHURCH HEALTH AND SAFETY POLICY

### Statement of Policy

1. This policy is written in accordance with Section 2(3) of the Health and Safety at Work, etc Act 1974 (HASAW). The Act is an enabling measure superimposed over existing Health and Safety (H&S) legislation which requires Truro Baptist Church (TBC) to prepare a written statement of their general policy on the H&S of their employees, leaders, helpers and volunteers and those who use or attend the church premises, of the organisation and arrangements for carrying out that policy and to bring the statement and any revision of it to the notice of all their employees, leaders, helpers, volunteers and those who use or attend the church premises. This policy will comply fully with the requirements of the Act and all other relevant statutory provisions subject only to such exceptions, exemptions and qualifications upon its obligations as are provided in the legislation.
  
2. In complying with these requirements TBC will, so far as it is reasonably practical to do so:
  - 2.1. recognise and accept its 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.
  - 2.2. maintain the church premises in a condition that is safe and without risk to health and provide and maintain means of access to and exit from that are safe and without risk.
  - 2.3. provide and maintain furnishings and equipment which are safe and without risks to health.
  - 2.4. assess the risk to the health and safety of those who use the church premises.
  - 2.5. ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
  - 2.6. provide information, instruction, training and supervision as is necessary to ensure the H&S of those who use the church premises.
  - 2.7. provide and maintain a proper environment for the church's employees, leaders, helpers, volunteers and those who use or attend the church premises that is safe, without risks to health, and adequate with regard to facilities and arrangements for their welfare.
  - 2.8. consult, where necessary, with all employees, leaders, helpers, volunteers and those who use or attend the church premises on the implementation of any changes to this policy.
  - 2.9. ensure that adequate funds and resources are made available for carrying out this policy.



## Responsibilities

### 3. Managing Trustees

- 3.1. The ultimate responsibility for the safety of the church premises rests with the TBC Managing Trustees (Minister, Deacons, Church Secretary and Treasurer) who will ensure that relevant legislation and good practice are adhered to.
- 3.2. The Trustees may nominate an H&S Officer to organise and oversee the fulfilment of the H&S policy but the Diaconate will be responsible for carrying out the implementation of the church's policy and for the issue of supplementary policy statements where this may be necessary.

### 4. Health and Safety Officer

The H&S Officer will:

- 4.1. carry out appropriate risk assessments (these to be reviewed annually) of the church's premises and activities and report to the Diaconate as necessary.
- 4.2. co-ordinate the implementation of the church's H&S Policy (including Fire Safety).
- 4.3. carry out investigations of any accidents and recommend measures for preventing their recurrence.
- 4.4. ensure that accident and other appropriate records are maintained and returned to the appropriate bodies.
- 4.5. ensure that all appropriate arrangements are made to provide for first aid.
- 4.6. ensure that all food safety legislation is complied with.
- 4.7. arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees, leaders, helpers, volunteers and those who use the church premises as necessary.
- 4.8. ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times.
- 4.9. ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.

### 5. Employees, leaders, helpers, volunteers and those who use or attend the church premises

Employees, leaders, helpers, volunteers and those who use or attend the church premises have a legal responsibility under the HASAW to take reasonable care for the H&S of themselves and of other persons who may be affected by their acts and/or omissions. Employees, leaders, helpers, volunteers and those who use or attend the church premises will:

- 5.1. take reasonable care of their H&S, and of the H&S of other persons who may be affected by a person's act or omissions while working or helping.
- 5.2. as regards any duty or requirement imposed on the church or any person by or under any of the relevant statutory provisions, co-operate with the church so far as is necessary to enable that duty or requirement to be performed or complied with.
- 5.3. ensure that they shall not intentionally or recklessly either interfere with nor misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions.
- 5.4. make themselves familiar with and conform to the H&S Policy of the church at all times.
- 5.5. observe all safety rules, procedures, and codes of practice at all times, and in particular be fully conversant with the procedures to be followed in the event of a fire or any other emergency.
- 5.6. conform to all the food safety regulations that are applicable to themselves.
- 5.7. co-operate with the church to enable it to carry out the duties and requirements under the provisions of all H&S legislation, including participating in any training if called upon to do so.
- 5.8. report to the church's H&S Officer all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable.
- 5.9. ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip.
- 5.10. have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use or attend the church premises.

## **6. Training and Consultation**

Section 2 of HASAW imposes a general duty to provide as much information, instruction, training and supervision as is necessary to ensure the H&S of all who use or attend the church premises. To fulfil this duty the H&S Officer will:

- 6.1. provide H&S training at regular intervals.
- 6.2. ensure employees, leaders, helpers, volunteers and those who use or attend the church premises receive sufficient instruction to enable him or her to carry out a task without risk.
- 6.3. ensure that details of H&S training received are recorded.

## First Aid

7. Although every precaution should be taken to prevent accidents at TBC, there may be occasions when employees, leaders, helpers, volunteers and those who use or attend the church premises suffer an injury or are taken ill. One purpose of first aid treatment is to give such attention as will try to prevent a minor injury or indisposition from becoming more serious. Where the illness or accident is more serious the purpose is to ensure that prompt and qualified attention is made available and so reduce the consequences to the individuals to an absolute minimum.
8. Under the H&S (First Aid) Regulations 1981, TBC must have suitable first aid equipment available and a minimum of an “Appointed Person”, who has training in elementary first aid and resuscitation.
9. An “Appointed Person” will have attended a course giving training in the handling of emergencies and the priorities for the care of the casualty when rendering first aid. An appointed person’s role is to take charge of first aid arrangements, including looking after equipment and facilities, calling the emergency services if required, and to ‘look after’ someone until a fully qualified first aider or the emergency services arrive at an incident.
10. A suitably stocked first aid kit must be available at all times, and should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. A check list of contents of the kit must be included and must give the expiry dates of the dressings etc. It is the responsibility of the H&S Officer to ensure that the kit is replenished quickly.
11. When first aid treatment is carried out the TBC accident book should be completed to record the details of treatment given and must be retained for a minimum of three years from date of the illness/injury. Once the details of the treatment given have been recorded the pages must be removed and stored securely so that personal information is kept private (Data Protection Act).



## Recording and Reporting Accidents

12. All accidents, dangerous occurrences, incidents, near misses, acts of violence and ill health, plus incidents not involving injury, but which could have caused an injury or have given rise to a serious hazard, at TBC involving employees, leaders, helpers, volunteers and those who use or attend the church premises must be recorded in the accident book.
13. Once the details of an accident have been recorded the pages must be removed and stored securely so that personal information is kept private (Data Protection Act).
14. If the incident comes within the scope of the Report of Injuries, Diseases and Dangerous Occurrences Regulations, 1985 (RIDDOR), i.e. incidents which are serious or potentially serious, the H&S Officer must report it to the local Health and Safety Executive.

## Risk Assessments

15. The Management of H&S at Work Regulations 1992 (Risk Assessments) require TBC to make a suitable and sufficient assessment of the risks to the H&S of employees, leaders, helpers, volunteers and those who use or attend the church premises and to reduce them as far as reasonably practicable.
16. The H&S Officer is responsible for carrying out a risk assessment and will:
  - 16.1. identify all the things which could cause harm. These are known as the Hazards.
  - 16.2. consider the likelihood of a hazard befalling anyone and the consequences arising from that occurrence. These are known as Risks.
  - 16.3. record the findings of the risk assessment.
  - 16.4. plan, introduce, monitor and review the effectiveness of preventative measures to ensure that hazards and risks are controlled at all times.

## Fire Safety

17. The Regulatory Reform (Fire Safety) Order 2006 requires fire precautions to be put in place at TBC that are reasonable and practicable.
18. The H&S Officer is responsible for complying with the Fire Safety Order and will:
  - 18.1. carry out a fire risk assessment.
  - 18.2. record the findings of the risk assessment.
  - 18.3. plan, introduce, monitor and review the effectiveness of preventative measures to ensure that fire hazards and risks are controlled at all times.
  - 18.4. create a plan to deal with a fire emergency, including the appointment of fire wardens.
  - 18.5. ensure that fire action/evacuation procedures notices are displayed showing what to do in the event of a fire and that employees, leaders, helpers, volunteers and those who use or attend the church premises are familiar with the procedures.
  - 18.6. organise and carry out at least one fire drill per year. A review and de-briefing meeting must be held at the conclusion of each drill.
  - 18.7. arrange for an annual site specific fire risk assessment to be carried out by a competent fire safety specialist.
  - 18.8. ensure that fire extinguishers, fire blankets and fire signs are provided as appropriate.
  - 18.9. ensure that fire alarms are tested weekly and records kept.
  - 18.10. ensure that fire call points and emergency lighting are tested regularly and records kept.
  - 18.11. ensure that fire extinguishers are tested annually and records kept.
  - 18.12. ensure that emergency exits are never blocked and that evacuation routes are kept clear and free of clutter.
  - 18.13. ensure that combustible materials are stored correctly.



## Control Of Substances Hazardous to Health

18. The Control of Substances Hazardous to Health (COSHH) Regulations 1994 is the legislative control of the risks from chemicals, respiratory sensitizers, infectious agents and toxic substances.
  
19. The H&S Officer is responsible for carrying out a COSHH assessment and will:
  - 19.1. carry out a formal risk assessment of all activities which involve hazardous substances.
  - 19.2. ensure adequate control of any substance liable to be hazardous to health.
  - 19.3. ensure adequate instruction, training and supplying of information to those at TBC who may be exposed to hazardous substances.
  - 19.4. record the findings of the risk assessment.
  - 19.5. plan, introduce, monitor and review the effectiveness of preventative measures to ensure that hazards and risks are controlled at all times.



## Environmental, Mechanical, Physical and Chemical Hazards

### Temperature, Ventilation and Humidity

20. The H&S Officer is responsible for ensuring that minimum environmental standards, as set out in The Workplace (Health, Safety & Welfare) Regulations 1992, are met within TBC.

### Physical (Slips, Trips and Falls)

21. The H&S Officer is responsible for maintaining a high level of good housekeeping within and outside of TBC and will ensure:
- 21.1. external paths, steps, handrails, car parking access, entrance gates are maintained in a condition that is safe and without risk to health.
  - 21.2. seating must be arranged to ensure free and easy movement within TBC and with free and ready access direct to exits.
  - 21.3. gangways between seating must be of adequate width.
  - 21.4. standing or sitting in gangways, or in front of an exit, must not be permitted.
  - 21.5. corridors, stairways, entrances and exits, in particular emergency exits, must be kept clear.
  - 21.6. cables and leads must be positioned or permanently covered so as not to present a trip hazard.
  - 21.7. adequate storage space and fixed shelving that is filled correctly and not overloaded, with only lightweight equipment or materials stored above waist level and heavy objects placed on lower shelves.
  - 21.8. approved steps/stools must be used for access to high storage areas.
  - 21.9. all work carried out at height is properly planned, organised, assessed and controlled.
  - 21.10. all areas of TBC are cleaned on a regular basis.

### Electricity

22. The H&S Officer is responsible for ensuring that all fixed electrical installations at TBC:
- 22.1. meet the requirements of the Electricity at Work Regulations 1989 and the Institution of Electrical Engineers Regulations for Electrical Installations.
  - 22.2. are maintained in accordance with a programme that will prevent danger.
  - 22.3. have an appropriate inspection certificate.
23. The H&S Officer is responsible for ensuring all portable electrical appliances at TBC are annually tested by a competent person. The test must include checks on earth continuity and insulation, as well as a visual inspection of wiring, fuse rating, condition of insulation etc. The equipment should be affixed with a label showing the date of the test and when the next test is due.

24. Ideally all electrical equipment should be switched off, and preferably unplugged, when not in use. However, where equipment must be kept on, e.g. IT equipment, this is acceptable providing cables and equipment are in good condition.
25. Employees, leaders, helpers, volunteers and those who use or attend the church premises are advised to visually inspect all electrical equipment before use. Make sure that plugs are correctly fitted and not damaged and that the fuse is the correct rating. Any equipment with obvious faults must not be used.

#### **Gas**

26. The H&S Officer is responsible for ensuring that all gas appliances are annually checked for safety by a CORGI registered engineer.

#### **Water**

27. The H&S Officer is responsible for ensuring that:
- 27.1. drinking water taps are identified.
  - 27.2. written procedures are available for the filling and emptying of the baptistry and its use.

#### **Asbestos**

28. The H&S Officer is responsible, under the Control of Asbestos at Work Regulations 2002, for arranging an inspection of TBC for the presence of asbestos and producing and monitoring an asbestos management plan.

#### **Waste Disposal**

29. The Environment Protection Act 1990, Section 34 imposes a Duty of Care on persons concerned with controlled waste. Controlled waste is any household, office or industrial waste. The duty applies to anyone who has responsibilities for controlled waste at any stage from its production to disposal to ensure that it is legally and safely managed.
30. The H&S Officer has a duty of care to ensure that all waste produced on the site is stored, handled and disposed in a safe and proper manner.
31. Although waste cannot be eliminated, TBC will endeavour to reduce its environmental impact by preventing waste wherever possible, and making more sustainable use of the waste that is produced.

### **Manual Handling**

32. Lifting and carrying, if not correctly done, can lead to ruptures, strains and back injuries. Some injuries are caused by ill-advised attempts to move excessive weights; but the majority are due to failure to observe the correct procedures.
33. Under the Manual Handling Operations Regulations 1992, the H&S Officer is required to make an assessment, which must be kept up to date, of the handling operations likely to be performed and to take all necessary steps to prevent foreseeable injury to employees, leaders, helpers, volunteers and those who use or attend the church premises from the handling of loads.
34. All employees, leaders, helpers, volunteers and those who use or attend the church premises that carry out manual handling activities must be trained in good lifting techniques and must receive information and training, on the basis of risk, before commencing tasks involving manual handling.

### **Visual Display Unit Work Stations**

35. TBC must ensure by assessment, compliance with the basic requirement for safety and comfort applicable to all visual display unit (VDU) work stations under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
36. The H&S Officer must ensure that:
  - 36.1. all VDU work stations (including the use of laptops and when working at home or away from TBC) meet minimum standards as laid out in the Regulations.
  - 36.2. risk assessments are completed on all VDU work stations.
  - 36.3. work is planned to ensure adequate breaks away from VDU work (10 minutes in every hour of VDU use).
  - 36.4. users have eyesight tests on request, and spectacles or other corrective appliances are provided if needed for VDU work.
  - 36.5. information and training is provided on all aspects of H&S relating to the work station, including details of Risk Assessments.

### **Welfare**

37. The H&S Officer must ensure that so far as is reasonably practicable:
  - 37.1. adequate and appropriate toilet, baby changing and hand washing facilities are available.
  - 37.2. drinking water is available and drinking water taps identified.
  - 37.3. adequate lighting is available.



### **Food Safety**

38. TBC must ensure by assessment, compliance with the basic requirements for food law under the Food Safety Act 1990. However, for the serving of teas and coffees after Sunday services and the occasional preparation of food, registration under the Act with the Environmental Officer of the District Council is not required.
  
39. General personal hygiene is an important safety precaution and employees, leaders, helpers, volunteers and those who use or attend the church premises are advised that hands should be carefully washed, and special attention made to cuts and scratches and appropriate waterproof dressings applied, before preparing or serving food and drinks.

### **Personal Security**

40. All employees, leaders, helpers, volunteers and those who use or attend the church premises are advised that personal awareness and continued vigilance are of paramount importance and to be alert to suspicious or unaccountable conduct by others in the vicinity of TBC and to call for assistance via “999” at the first sign that something unusual has happened or is about to happen. Trust ones own instincts and if a threat of danger is felt aim to get away as quickly as possible. Be aware of surroundings and potential hazards and try to keep oneself between the aggressor and a means of escape. No one can have greater interest in protecting themselves than the individual concerned and the greater degree of effort put into the task the greater will be the degree of safety.

### **Property Security**

41. A full time caretaker is employed by TBC to ensure the building is unlocked and locked and secured when necessary. At the end of each use of the TBC building, windows and appropriate doors must be locked. A search of those public areas on closing the premises represents good security practice.
42. A key safe, containing a full set of internal and external keys, can be accessed by a limited number of approved TBC personnel
43. A list of key holders for the TBC buildings must be held.

### **Pre-school**

44. The pre-school management have a specific H&S Policy for the operation of the pre-school and its equipment and are aware that they must also comply with the TBC H&S Policy with regard to the use of the premises.