

Health & Safety  
Policy  
Shoreham by Sea  
Baptist Church

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adopted  
**2020**

This document has been prepared in accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the regulations made under it. <sup>1</sup>

The policy is in three sections:

**Section A** – General statement of policy

**Section B** – Organisation and responsibilities

**Section C** – Arrangements

Review date: November 2023

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<sup>1</sup> The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for Health & Safety.

## **A - General Statement of Policy**

- Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.
- We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and all others who may come into the church buildings.
- The allocation of duties for safety matters and the particular arrangements that we will make to implement this policy are set out in parts B and C of the policy.
- This policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.
- In order to ensure that Health & Safety matters are kept constantly under review, Health & Safety will be a standing agenda item of all meetings of the Diaconate, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

Reviewed and agreed by Shoreham by Sea Baptist Church  
Diaconate (Trustees) on 26<sup>th</sup> October 2020

## **B - Organisation and Responsibilities**

### **Responsibility of the Diaconate and Health & Safety Advisor**

1. Overall responsibility for Health & Safety is that of the Health & Safety Advisor on behalf of the Diaconate.
2. The Health & Safety Advisor will ensure that arrangements are in place to satisfy Health & Safety regulations and appropriate Codes of Practice.
3. That the arrangements outlined in this policy are updated as necessary, that the Health & Safety policy is implemented, and that regular Health & Safety updates are provided to the diaconate.
4. Specific responsibilities may be delegated to church members.

### **The Health & Safety Advisor will**

1. be familiar with Health & Safety regulations as far as they concern church premises and activities
2. be familiar with the church Health & Safety Policy and arrangements
3. provide advice and guidance and advise on the carrying out of suitable and sufficient assessments of the risk to the Health & Safety of those who use the church premises and identification of appropriate controls
4. carry out investigations of any accidents and recommend measures for preventing their recurrence
5. ensure that accident and other appropriate records are maintained and reported to the appropriate bodies

### **Responsibility of the Buildings Trustee**

1. The Buildings Trustee has responsibility to ensure that regular inspections of church premises, grounds and equipment are carried out to identify potential hazards or lack of control, and ensure suitable remedial actions are taken.

### **Responsibility of Activity and Group Leaders**

1. Activity and Group Leaders have responsibility to ensure arrangements detailed in this policy are implemented within their group including undertaking risk assessments appropriate to their event or activity while on church business or premises.

### **Responsibility of Employees and Voluntary Workers**

1. All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety Policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must:

1. Comply with safety rules, operating instructions and working procedures
2. Use protective clothing and equipment when it is required
3. Report any fault or defect in equipment immediately
4. Report all accidents, injuries, near misses or other potential safety hazards
5. Not misuse anything provided in the interests of Health & Safety.

## **C - Arrangements**

This section sets out our arrangements to minimise, as far as is reasonably practicable, risks to the Health & Safety of employees, voluntary workers, members of the congregation, visitors and contractors.

### **First Aid**

1. The Deacons will appoint a person to oversee first aid arrangements.
2. The locations of first aid boxes and those who are trained first aiders are listed in the first aid folder kept in the office and either posted on the notice board or listed in the accident book or both.
3. A defibrillator is available at Shoreham Centre in Pond Road. It is installed outside on the wall to the left of the main entrance.

### **Accident Reporting**

1. All accidents must be reported to the person responsible for the activity or persons involved.
2. The responsible person will need to complete the accident book, submit the tear out report to the church office and inform Health & Safety Adviser at the earliest opportunity.
3. In addition, near misses, hazards and unsafe conditions are to be reported by completing the Hazard Report Form (Appendix A) and sending to the Health & Safety Adviser at the earliest opportunity.
4. Accident Reports and Hazard Reports are reviewed by the Health & Safety Adviser, who will report regularly to the Deacons.
5. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Where necessary, these reports will be submitted by the Health & Safety Adviser.

### **Fire Safety**

1. Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:
2. assessment of the fire risks in the church and associated buildings and the risks to our neighbours;
3. a check that a fire can be detected in a reasonable time and that people can be warned;
4. to ensure that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage;
5. to provide firefighting equipment;
6. to ensure that those in the building know what to do if there is a fire;
7. checks of the premises before occupation and prior to locking up to ensure no fire risk exists;
8. a regular check that our firefighting equipment is in place and is serviceable.

### **Fire Extinguishers**

1. The extinguishers noted are checked regularly by the Buildings Trustee to ensure that they are still in place and have not been discharged.
2. The extinguishers are checked annually by a specialist fire protection company.
- 3.

### **Evacuation Procedure**

The Church has a separate Emergency Evacuation Plan (see Schedule 1)

1. All employees, trustees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.
2. The evacuation arrangements will be announced at the start of each large event. For Sunday Services, the arrangements will be announced at a service once per quarter.

### **Personal Safety and Security**

Except for a brief visit, e.g. to collect/deliver an item or undertake visual inspection, anyone planning to work alone in a part of the premises must ensure that:

1. Another person is aware of the intention and the planned times they will be at the premise
2. That the contact is informed of any change to the arrangements (e.g. cancellation of arrangements, extension of planned time or early departure)
3. That an effective means of making contact or calling emergency services is readily available
4. Only low risk activities may be undertaken within the premises by lone workers.
5. Handling of cash and opening the safe should not be undertaken alone.
6. Before opening any part of the premises, when alone, keyholders must make themselves aware of any individuals in the vicinity.
7. If there are any concerns, the premises should not be opened until additional support is available.
8. In the event that someone gains access to the premises and attempts to remove items, they should not be challenged, but emergency services summoned.

### **Electrical Safety**

1. Portable Appliance Testing is carried out annually for equipment kept on the premises (see Schedule 2). Portable electrical equipment that is to be brought onto the premises for the first time or temporarily will be inspected and assessed by a Trustee or the Health & Safety Advisor.
2. Every 5 years, our fixed electrical system will be inspected and tested by a competent contractor.
3. Any necessary remedial work will be carried out.
4. All employees and voluntary workers must observe the following:
  - a. visually check all electrical equipment before use
  - b. report required repairs in the maintenance book and tell a trustee

- c. not to attempt to use or repair faulty equipment
- d. electrical equipment should be switched off and disconnected when not in use for long periods
- e. flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

### **Gas Equipment Safety**

All gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register.

Any necessary work required for safety is implemented immediately.

### **Hazardous Substances**

The Buildings Trustee and Cleaner will maintain a list of hazardous substances they use.

Where possible, we will eliminate the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

1. For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident

### **Safety of Plant and Equipment**

The Buildings Trustee will maintain a list of all items of plant and equipment. The procedures for checking and rules for use are as follows:

1. Employees and voluntary workers must not operate plant or equipment that they are not trained and authorised to use
2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use
3. Machinery and equipment must be switched off before any adjustments are made
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
5. Before using any item of plant or equipment, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects
6. The appropriate personal protective equipment must be worn when operating any item of plant or machinery
7. Persons under the age of 18 may use hand tools only and are not permitted to operate any power-driven item of plant or equipment
8. Ladders may only be used by those who have completed the Church's use of ladders checklist (see Appendix B)
9. Any defect and damage found to any item of plant or machinery must be reported in the maintenance book and to a trustee

10. All plant and equipment will be regularly maintained and a schedule kept of maintenance requirements.

### **Slips, Trips and Falls – condition of floors, steps and paths**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made regularly by the Buildings Trustee of:

1. all floors and stairs in the church and buildings
2. all entry steps to the buildings
3. any defects or potential problems will be reported in the Maintenance Book
4. repairs or remedial measures to be carried out as soon as possible

### **Lighting**

Any bulbs that require replacing will be reported to the Buildings Trustee via the maintenance book. They will ensure that the bulbs are replaced following all appropriate safety procedures.

### **Working at Height**

All activities working at height must be subject to risk assessment.

### **Kitchen Area / Preparation of Food**

A church appointment is made to oversee these arrangements and will:

1. ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
2. ensure that all food handlers have received appropriate supervision, instruction and training
3. ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
4. before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
5. food stuffs should normally only be prepared in the kitchen area
6. ensure that all Church Members who wish to provide foodstuffs are advised of the facilities and procedures

### **Manual Handling – lifting, carrying and moving loads**

Our policy is to eliminate the need for manual handling as far as is reasonably practicable. Where it is not possible, we will:

1. avoid the need to move loads
2. we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible

### **Display Screen Equipment**

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible.



The following factors will be considered when carrying out risk assessments:

1. stability and legibility of the screen
2. contrast and brightness of the screen
3. tilt and swivel of the screen
4. suitability of keyboards, desks and chairs in the workstation environment
5. the user-friendliness of the software
6. daily work routines will involve periods away from the screen.
7. risk assessments will be carried out by the Health & Safety Advisor.

### **Buildings/Glazing**

1. The buildings are inspected regularly by the Buildings Trustee
2. Any defects noted are immediately reported in the Maintenance Book and to a trustee and the procedures put in hand for repairs.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
4. A check is made of any asbestos in the building its location, type and condition.
5. Where necessary, asbestos will be removed by a licensed contractor.
6. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected
7. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage

### **Sharps**

Needles, and other paraphernalia associated with illicit drug use, may be discarded on the premises. If encountered the area will be secured to prevent others, including children, touching the items. Adequate protection should be used to transfer the items to a Sharps Container.

### **Risk Assessments – Church**

Risk assessments will be carried out for all activities that carry a significant risk by a competent person in order to meet our obligations under The Management of Health & Safety at Work Regulations 1999. The following are examples of activities that will require risk assessments.

- a. Treasure Hunts & Donkey Tales
- b. the use of bouncy castles
- c. visits and outings
- d. church maintenance
- e. roof maintenance
- f. erection of temporary staging
- g. Messengers Choir and the like
- h. Harvest Meals
- i. Special Services

### **Risk Assessments – Contractors**

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

For all hazardous activities, all contractors, including the self-employed, must abide by the following:

1. carry out risk assessments and introduce procedures as appropriate and be able to provide the Church with a copy of them on request
2. have their own Health & Safety policy (where required by law) and be able to provide a copy of the same
3. produce evidence that they have appropriate Public and Employers' Liability Insurance in place. A record of this evidence will be maintained
4. comply with all the requirements of this Health & Safety Policy and co-operate with the church officials in providing a safe place of work and a safe system of operation
5. where plant and machinery are brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
6. contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials (responsibility will remain with the contractors)
7. all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake.
8. These terms and conditions will be checked by the person hiring the contractor on behalf of the Church.

### **Risk Assessments - Users of the Church**

For all activities, other users of the church premises need to carry out risk assessments and introduce procedures that must be followed and be able to provide a copy of them on request.

The following are examples of activities that will require risk assessments.

- children's parties including the use of bouncy castles
- visits and outings
- any event where a child / young person may stray beyond the church rooms

**Information and Enforcement**

**Environmental Health Department Adur and Worthing Councils**

**Public Health & Regulation**

01903 221064

**Health & Safety Advisor**

Ian Stainsby

Telephone: 01273 887564 or 07754 483695

Email: [ian.stainsby2@ntlworld.com](mailto:ian.stainsby2@ntlworld.com)

**Buildings Trustee**

**Responsible Person for First Aid**

Rev Ray Orr

Telephone 07886 887457

Email: [revrayorr@gmail.com](mailto:revrayorr@gmail.com)

**Responsible Person for Kitchen Area and Food Preparation**

Hilary Leggett

Telephone 01273 887290 or 07763 758657

Email: [hilary.leggett@ntlworld.com](mailto:hilary.leggett@ntlworld.com)

## Schedule 1 – Emergency Evacuation Plan

**The sound of the fire alarm is a continuous warning siren**

### **Raising the alarm in the event of a fire beginning**

- The alarm will be raised by activation of the nearest call point
- If fire is detected by automatic detectors, this will trigger the fire alarm

### **Action a Trustee (or person in charge) should take on hearing the alarm**

The following actions will be taken upon the fire alarm being sounded/raised:

- A Trustee will take charge and lead in the fire evacuation
- Delegate someone to call the Fire Service.
- That person shall give their name, name of building, building address (as detailed above), a contact number and details of the Fire.
- Trustee will commence evacuation of the building via the nearest fire exit – ensuring this is done in a calm and orderly manner
- If a separate ‘Personal emergency evacuation plan (PEEP)’ is in place this will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- A Trustee to organise a sweep of the building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- A Trustee to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check everyone from the building is accounted for
- A Trustee to liaise with Fire Service upon their arrival

### **Escape routes from the building**

- The Church front doors
- Fire Exit in the far end room

**Fire assembly point is outside of The Shoreham Centre, Pond Road**

<b>Fighting Fires – Extinguisher use</b>
Fire extinguishers will only be used where it is deemed safe to do so i.e. there is a clear means of escape, fire is small
Personal safety always takes priority and, if in any doubt, do not attempt to extinguish a fire

<b>Location of key safety hazards or other fire related equipment</b>
<ul style="list-style-type: none"> <li>• Gas supply shut off: Cupboard in Foyer</li> <li>• Mains fuse box: Cupboard in Foyer</li> <li>• Mains water inlet: Cupboard in Foyer</li> <li>• Location of fire alarm panel: Cupboard in Foyer</li> </ul>

### Schedule 2 – Regular Inspections & Testing

Inspection	Frequency	Responsible	Notes
Fire Extinguishers	Monthly	Buildings Trustee	Inspect and Record
Fire Extinguishers	Annually	Chubb	Arranged by the Trustees
Fixed Electrical Installation	5-yearly	Specialist Company	Arranged by the Trustees
Portable Appliance Test	Annually	Michael Edwards	Arranged by the Trustees
Fire Alarm Service	6 & 12 Monthly	Brighton Fire Alarms	Arranged by the Trustees
Fire Alarm Test	Weekly	Austin Edwards	Test and Log
Gas Appliances	Annually	British Gas	Arranged by the Trustees
Building Fabric and Glazing	6 Monthly	Buildings Trustee	Inspect and Record



## Appendix B

### Shoreham Baptist Church — use of ladders checklist

- Ladders shall be used for access, inspection and simple, short duration tasks when using only one hand
- Only use a ladder when it can be used safely.
- Never work alone.
- Please complete the following checklist before each task involving a ladder and file the completed form in the office.

Hazard	Control measures	Applied	Comment
Ladder Unstable	<ol style="list-style-type: none"> <li>1) Stable and level footing</li> <li>2) Secured at top</li> <li>3) Secured at foot</li> <li>4) Correct angle (75 degrees max)</li> </ol>		
Risk of falling	<ol style="list-style-type: none"> <li>1) 3 points of contact at all times</li> <li>2) Long enough to extend at least 1m above landing /platform</li> <li>3) Dry conditions.</li> <li>4) Sturdy shoes with good grip.</li> <li>5) Check for clean rungs</li> <li>6) Consider the potential fall location, remove protruding objects.</li> </ol>		
Risk of falling objects	<ol style="list-style-type: none"> <li>1) Carry objects/tools with a shoulder bag/holster</li> <li>2) Exclude people from underneath the ladder.</li> </ol>		
Ladder failure	<ol style="list-style-type: none"> <li>1) Inspect ladder before use.</li> <li>2) Don't use painted ladders.</li> <li>3) Observe weight limits.</li> <li>4) Use correct angle of lean.</li> </ol>		
Can you suggest any improvements to this checklist? If so please provide feedback below.			

