

HEALTH AND SAFETY POLICY

1. The church recognises and accepts 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. The church will, therefore, take all necessary steps within its power to meet its responsibilities **so far as is reasonably practicable** by:
 - maintaining the church premises in a condition that is safe and without risk to health and providing and maintaining means of access to and egress from it that are safe and without such risks;
 - providing and maintaining furnishings and equipment which are safe and without risks to health;
 - assessing the risk to the health and safety of those who use the church premises and attend services held at the Warriner School;
 - ensuring the safety and minimising risks to health in connection with the use, handling, storage and transport of articles, equipment, furniture and substances;
 - the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of those who use the church premises;
 - the provision and maintenance of a proper environment for the church's employees, leaders, helpers and volunteers that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare;
 - arranging for suitable induction programmes and training; consulting, where necessary, with all employees, leaders, helpers and volunteers on the effectiveness and implementation of this policy; and any necessary changes.
 - ensuring that adequate funds and resources are made available for carrying out this policy.
3. The church's charity trustees have overall responsibility for health and safety. In order to implement this policy they will:
 - carry out appropriate risk assessments (these to be reviewed annually) of the church's premises and activities and report to the church's charity trustees as necessary;
 - comply with the Fire Safety Order and carry out a fire risk assessment;
 - carry out investigations of any accidents and recommend measures for preventing their recurrence;
 - ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;
 - ensure that all appropriate arrangements are made to provide for first aid and ensure boxes are regularly checked and replenished;

- ensure all fire equipment is regularly serviced by a qualified person; [A fire safety service will be undertaken every year]
- ensure all gas and electrical installations and appliances are regularly checked by a qualified person; [A gas safety check will be undertaken every year and a portable appliance test no more than every 5 years.
A routine electrical test will be undertaken annually and an installation inspection and test no more than every 5 years. A 'routine check' should be carried out by someone who is competent to understand the electrical system, but need not be electrically qualified. The check should look for any wear and deterioration, missing parts, correct labelling and operation of test buttons etc. The 'inspection and test' needs to be carried out by a suitably qualified professional who should be an NICEIC registered contractor.]
- ensure compliance with all food safety legislation; [online training courses will be purchased and made available as required]
- 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 and volunteers as necessary;
- 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;
- 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.

4. All volunteers, ministers, employees, leaders, and helpers will:

- take reasonable care of their health and safety, and of the health and safety of other persons who may be affected by a person's act or omissions while working or helping.
- 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;
- ensure that they shall not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions;
- make themselves familiar with and conform to the Health and Safety Policy of the church at all times;
- ensure they have means to call for assistance in an emergency at Hawke Lane Chapel and have made their whereabouts known if working alone on the premises;
[People should not undertake repairs in a building if they are alone, or if nobody else knows that they are in the building. This is especially important if the task involves ladders or working at height. It is about planning carefully and making sure somebody knows what time you plan to finish – and making arrangements to 'phone them when you get home safely. Mobile phones are useful but making a specific arrangement when undertaking specific visits for repairs is a vital safeguard – a person may not be able to use their phone if they are injured.]
- 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;
- conform to all the food safety regulations that are applicable to themselves, and have undertaken the relevant online training if requested to do so;
- co-operate with the church to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any initial or other training if called upon to do so;

- report to the church's Secretary all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable;
 - 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;
 - report immediately to the church Secretary any equipment or furnishings found to be broken or otherwise dangerous;
 - report immediately to the church Secretary any potential hazards;
 - ensure all electrical equipment brought onto the church premises is in safe working order, and sockets points are not overloaded;
 - 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 the church premises.
 - not take any unnecessary risks
5. When occupying the main hall of The Warriner School for Sunday morning services, Bloxham Baptist Church will endeavour to apply all aspects of its Health & Safety policy, mutatis mutandis wherever relevant and to comply with all reasonable Healthy and Safety requirements demanded by The Warriner School.

This policy statement was adopted by a resolution of a Church Members' Meeting dated

Signed.....Rev. Mike Tydeman