



Health and Safety Policy

01 March 2024

RECORD OF AMENDMENTS

DATE	SECTION	APPROVED BY	COMMENTS
Feb 2023	"B" – Page 10	IAM	Added section on Children and Vulnerable Adults
Feb 2023	Appendix – Fire Strategy	IAM	Added section on Fire Strategy
Feb 2024	"B" – Page 9	TJC	Updated section on Asbestos
Feb 2024	Appendix – Fire Equipment	TJC	Updated equipment locations for manse
Feb 2024	Added Appendices 6 & 7	TJC	

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1. STATEMENT OF INTENT

1.1 Aim

In accordance with our statutory responsibilities under the Health and Safety at Work etc. Act 1974, it is our aim that we should work together to provide a healthy and safe environment that protects employees and voluntary workers of Long Buckby & Brington Baptist Church, and users of the premises.

Organisation for Managing Health and Safety

We aim to ensure that those with responsibility for the building are aware of their responsibilities and duties regarding health and safety. These are detailed in Section A. below.

1.2 Arrangements for Ensuring a Safe and Healthy Environment

We aim to ensure that practical arrangements for managing health and safety are clearly articulated to all. These are detailed in Section B. below.

1.3 Monitoring and Review

We aim to ensure that adequate systems to monitor and review health and safety are in place. This involves measuring the performance through inspections to confirm the standards are being properly implemented and effective management controls are in place. The review will use information gained in inspections to identify systems which need improving. These arrangements are detailed in Section C. below.

2. SECTION A: ORGANISATION

2.1 Responsibilities

Minister and Deacons

The Minister and Deacons are responsible for:

- Ensuring the policy is implemented.
- Periodically reviewing the procedures.
- Ensuring, as far as is reasonably practicable, the safety of all individuals and groups using the church premises and working on church business.
- Appointing one of their number as Fabric Deacon who will assume particular responsibility for ensuring compliance with this policy.

Fabric Committee

The Fabric Committee has delegated responsibility from the Deacons for "day-to-day" actions to ensure the safety of all individuals using the church premises and will include Health & Safety as a standing item on their agenda. They will appoint one of their number to undertake the necessary inspections and reviews at the required intervals.

Employees, Voluntary Workers and Users

All employees and voluntary workers and anyone visiting the church premises have a responsibility to cooperate in the implementation of this Health and Safety policy and to take reasonable care of themselves and others.

Employees, voluntary workers and visitors must therefore:

- Comply with safety rules, operating instructions and working procedures.
- Use protective clothing and equipment when it is required.
- Report any fault or defect in equipment immediately to the appropriate person, or failing that the Fabric deacon.
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- Not misuse anything provided in the interests of health and safety.
- Undertake their own assessment to assess any risks to themselves or others before starting any task which involves working alone, at height, in a confined space or when using equipment or hazardous materials.

3. SECTION B: ARRANGEMENTS

3.1 Communications

Users of the church premises need to be fully aware of health and safety issues in which they have a direct involvement, or by which they could be affected.

A copy of this policy, together with the current compulsory employers' liability insurance certificate, will be placed on the designated notice board at the church. Additionally, any group using the church premises will be given a copy of this policy and subsequent updates. Where additional health and safety information needs to be given, this will be done in the form of health and safety memos which will be incorporated into each revision of the Health and Safety policy.

The policy will be communicated to all church members and users of the premises at least once every two years.

3.2 Fire/Emergency Procedures

The church's Fire Strategy is set out at Appendix One.

Routes of evacuation will be displayed around the church premises and, from time to time, on the screen in advance of services. In the event of a fire or emergency, the first priority is to evacuate the premises. No personal risk should be taken.

If a fire is discovered by anyone, they should immediately raise the alarm.

The following actions should then be taken:

- i) A Deacon, normally the Duty Deacon, or the group organiser will assume responsibility for controlling the situation - the "Emergency Coordinator".
- ii) All persons present will exit using the nearest fire exit. All persons must walk quietly and ensure that the doors are closed behind the last person. No one should stop to collect personal belongings.
- iii) Should any person be present who is wheelchair bound, the "Emergency Coordinator" will designate two persons with the responsibility of assisting any such person present.
- iv) All persons present will assemble on the pavement in Market Square.
- v) The "Emergency Coordinator" will call the fire brigade and then leave the building, taking, if applicable, any registers of attendance.

vi) The "Emergency Coordinator" will be responsible for reporting any missing persons to the fire brigade.

The Fabric Deacon will ensure that fire extinguishers are inspected according to the recommended frequency, and that the fire detection system (See Appendix One) is operational.

3.3 Smoking Policy

- LBBBC is a no-smoking building and smoking is not permitted in any area of the building.
- Hirers are informed in the lettings policy of the church's policy on smoking.

3.4 Manual Handling

- Manual handling should be kept to a minimum. In particular, the wheeled chair cart provided should be used to move stackable chairs. Anyone moving furniture or equipment must do so with regard to the safety of themselves and others and not attempt to carry any weight that puts them in danger of injury. Lifting should be done according to the safe system of work set out in Appendix Two.

3.5 Contractors on Site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the church and on arrival must report to the appointed church representative.
- Contractors will work under close supervision of the appointed church representative so as not to endanger the health and safety of persons using the church premises.
- Any equipment that contractors bring into the church buildings must be stored in a safe place away from any areas used by adults or children.
- Contractors should be handed a copy of the guidance set out in Appendix Three.

3.6 Use of Hazardous Substances in Church

All substances which may be hazardous must be identified and kept in a locked store in accordance with the manufacturer's instructions. The Fabric Deacon will ensure the store is inspected at least quarterly.

Anyone using hazardous substances must:

- Follow procedures laid down for use.
- Be aware of procedures for avoiding exposure and for control.

- Inform the Fabric Committee of any difficulties.

3.7 Administration of Medicines

At all times parents remain responsible for the administration of any medication required by their child/children. Any groups using the church premises remain responsible for conforming to their policy in such circumstances.

No medication is to be left overnight on the church premises.

3.8 First Aid

LBBBC will not be responsible for the provision for qualified First Aiders. Groups using the church premises must determine what arrangements are appropriate for their needs and resource accordingly.

First-aid boxes are located in the kitchen on the ground floor and in the toilet by the main church entrance.

A list of contents, as suggested by the Health & Safety Executive, will be placed in each box. A designated member of the Fabric Team will be responsible for checking the contents of the first-aid boxes, ensuring that any items that have been used are replaced to ensure the boxes are fully stocked, at least quarterly, as part of the regular inspection (see C below).

3.9 Construction Projects

The Fabric Deacon will ensure the church fulfils its responsibilities as a client under the Construction (Design and Management) Regulations when managing contracts involving the alteration, maintenance and repair of its premises, including, for these purposes, the manse. These include making appropriate arrangements to manage the project, appointing suitable contactors, allowing sufficient time and resources and ensuring suitable welfare facilities are provided.

3.10 Asbestos

The Fabric Deacon will ensure the church fulfils its responsibilities under the Control of Asbestos at Work Regulations by maintaining a current risk assessment of any asbestos present on the church premises, including, for these purposes, the manse. The Church was surveyed in 2006 and no asbestos was found. The Manse was surveyed

in 2023 and asbestos levels were found to be low or very low. A copy of the resultant Risk Assessment and Management Plan is attached at Appendix Seven.

3.11 Working with Visual Display Units (VDUs)

In the event that any of our employees or volunteers regularly use computers daily for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also ensure access to information/training, eye/eyesight tests and special spectacles if needed.

3.12 Accidents

LBBBC has an Accident Report book which is located on the noticeboard in the small lounge.

In the event of an accident, the church representative or group leader will be responsible for ensuring the person suffering the accident is made aware of the Accident Book and for entering details of the accident into the book. The Fabric Deacon will review entries in the Accident Book to determine what if any action is necessary to address the causes of any accident.

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

If a work-related accident to an employee, including the minister, results in death, hospitalisation or absence from work for more than seven days it must be reported to the Health & Safety Executive. A report must also be made if any work-related accident to a non-worker results in treatment in hospital (except for examinations and diagnostic tests).

Additionally, an accident to an employee, self-employed person or the minister resulting in a fatal or major injury must be reported to the Baptist Union immediately by telephone. The details must also be confirmed in the Accident Book without delay.

3.13 Children and Vulnerable Adults

Guidance will be sought from the church's Safeguarding team when considering arrangements particular to children and vulnerable adults.

3.14 Lone Working

It is the responsibility of the Fabric Deacon to identify lone workers and determine the hazards that the lone workers' activities present. Where substantial risks to health and safety are identified, the hazards and the decision-making process should be documented and reported to the Deacons Meeting.

Before undertaking an activity, employees and voluntary workers should identify whether there is a risk to them by working alone and if necessary, arrange to be accompanied in case of an emergency. Examples of such activities are entry into confined spaces or working at height, using dangerous machinery or hazardous chemicals or using a ladder, but this list is not comprehensive.

The minister or voluntary worker undertaking pastoral visits should always carry a mobile phone to make emergency contact if necessary. Where any potential risk is identified in advance, another person should accompany the visitor.

3.15 Electrical Equipment

The Fabric Deacon will ensure that the appropriate inspections of fixed wiring, portable electrical equipment and emergency lighting are undertaken at their required frequencies, and a record kept of them.

3.16 Public Health issues

The Minister and Deacons will take due account of any public health guidance and instruction issued by the government and/or public health authorities and publish additional measures as required to ensure the health and safety of all persons using the premises or undertaking church activities.

3.17 Security of People and Premises

Whilst the risk of an attack on the premises either during church activities or at another time is currently low, the Minister and Deacons will keep the situation under review and will follow any updates and advice from public authorities. People on welcome duties during services and events will be briefed on the need to be vigilant to the risk and should have access to a mobile phone to call for help in case any incidents arise.

3.18 Risk Assessment

The Fabric Deacon will ensure the Church Risk Assessment is updated at least annually to ensure that duties under relevant statutory provisions are being met. The risks currently identified are listed in Appendix Four.

The Fabric Deacon, with the help of the Fabric Committee, should review hazards which have been subject to a Risk Assessment, and not eliminated, at least once a year.

4. SECTION C: MONITORING AND REVIEW

4.1 Monitoring Arrangements

The Minister and Deacons, and in particular the Fabric Deacon are responsible for monitoring the effectiveness of the arrangements for managing health and safety, and will do this with the support of the Fabric Committee, supplemented by other individuals as appropriate.

A designated member of the Fabric Committee will undertake a safety inspection of the church premises and grounds once a quarter to check for hazards and identify any new risks, ensure fire extinguishers are in place, escape routes are clear, check the Accident Book, etc. The date of such inspections and any actions required will be recorded on the form provided.

The Fabric Committee will review the form at each meeting.

4.2 Review

As a result of information gathered in monitoring, the Fabric Deacon, with the support of the Fabric Committee, should review the procedures and make changes where necessary.

A formal review of the policy should take place every two years or more frequently if new and relevant legislation is introduced.

This policy was agreed by LBBBC Leadership Team at their meeting on 01 March 2023

Signed: *Peter Walls*

Name: Peter Walls

Position: Secretary

5. APPENDICES

5.1 Appendix One – Fire Strategy and Fire Equipment

a) Fire Strategy

LBBBC is viewed as “low risk”, but the following fire prevention actions apply:

1. No smoking is permitted inside the premises or in the surrounding areas.

2. The premises have:

- 2.1 A fire alarm system installed that is activated by a “break glass” button release. The alarms are audible in every part of the premises. The alarm system is tested on a regular basis, with a log of testing maintained.
- 2.2 An integrated smoke alarm system that covers all of the premises. Units are installed in both kitchens. Alarms are tested on a regular basis, with a log of testing maintained.
- 2.3 Fire extinguishers installed at various points in the premises that are serviced and maintained by way of an annual service contract with the supplier, with the certificate retained amongst church records.

3. Escape routes

Emergency doors are identified by emergency stickers or emergency illumination, which is serviced twice yearly.

On a regular basis, the congregation are reminded of the escape routes by means of map projection prior to the start of the church service with copies placed at various points throughout the building. The organiser of external groups using the premises are advised of the escape routes in order that they can inform those attending.

In the event of an evacuation, an assembly point for those in the building has been designated in Market Square.

b) Fire Equipment / First Aid / Carbon Monoxide and Smoke Detectors

Church

Item	Type	Location
Fire Extinguisher	6 Litre Water	Main entrance lobby – L
Fire Extinguisher	6 Litre Water	Main entrance lobby - R
Fire Extinguisher	2Kg CO2	Front of sanctuary
Fire Extinguisher	2 Kg CO2	Main Church Office
Fire Extinguisher	6 Litre Water	Small lounge
Fire Extinguisher	2Kg CO2	Main kitchen
Fire Extinguisher	6 Litre Water	Large lounge
Fire Extinguisher	6 Litre Water	Upstairs room – main door
Fire Extinguisher	6 Litre Water	Upstairs room – balcony door L
Fire Extinguisher	2 Kg CO2	Upstairs room – balcony door - R
Fire Extinguisher	6 Litre Water	Balcony – front R
Fire Extinguisher	6 Litre Water	Balcony – Rear - L
Fire Extinguisher	2 Kg CO2	Balcony - Rear
Fire Alarm Call Point		Upstairs room
Fire Alarm Call Point		Side entrance
Fire Alarm Call Point		Small lounge
Fire Blanket		Upstairs kitchen
Fire Blanket		Main Kitchen
First-Aid Box		Upstairs kitchen
First-Aid Box		Upstairs room
First-Aid Box		Main kitchen
Smoke alarm		Church – balcony – L
Smoke alarm		Church – balcony – R
Smoke alarm		Pre-school room
Smoke alarm		Pre-school room
Smoke alarm		Copier office
Smoke alarm		Lobby
Smoke alarm		Lounge
Smoke alarm		Main kitchen
Carbon Monoxide detector		N/a
Smoke alarm (old)		Top of stairs
Smoke alarm (old)		Pre-school room
Smoke alarm (old)		Pre-school room

Manse

Type	Location
Fire Extinguisher	Down to tenant to provide
Fire Blanket	Kitchen (second drawer down)
Carbon Monoxide Detector	Kitchen (left of boiler)
First-Aid Box	Down to tenant to provide
Fire Alarms	Hall & Landing

HOW TO LIFT

UCDAVIS
OCCUPATIONAL
HEALTH SERVICES



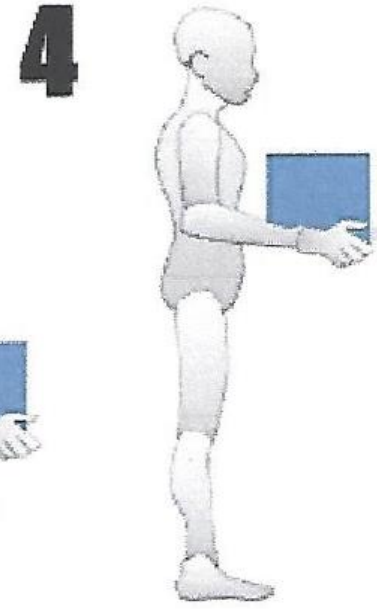
- Get close to the object
- Gloves may improve grip
- Ensure loads are lightweight
- Avoid lifting from the floor



- Bend at the waist
- Use both hands
- Have a good grip



- Keep close to body
- Push up with legs
- Use forearms & thighs to rest load



- Get help, if needed
- Keep it tucked in
- Pivot with your feet, not your back

5.3 Appendix Three - Health and Safety Guidance for Contractors on Site

On arrival on site, you must report to the authorised church representative.

Contractors should be aware of the health and safety of church users at all times. Please ensure that no unauthorised users have access to any piece of equipment, chemicals or other materials which you are using.

We would be grateful if you could refrain from:

- Smoking in the building or in the grounds as we are a no-smoking building.
- Talking to the children (children are asked not to talk to strangers).
- Moving vehicles when children are at play.
- Working on or near the play areas when the children are at play.
- Leaving equipment around.
- Playing music when church premises are in use.

Thank you for your co-operation. If you have any problems, please see the appointed church representative.

5.4 Appendix Four - LBBBC Risk Assessment

Potential Risk	Likelihood	Severity	Action to Reduce Risk
Risk of electrocution when using baptistery when filled with water	1	3	Users of baptistery must never use wired microphones. Any electrical equipment must be placed further than 2 metres from the edge of the pool. Wireless mics must be used instead.
Risk of fall from height	1	3	No one should work higher than 3 metres without another person being present and obtaining specific prior authority from the Head of the Fabric Team. For access up to 3 metres one of the step ladders must be used, rather than standing on furniture. Voluntary workers and contractors must always assess the risks before commencing work.
Injury on stairs	2	2	Particular care to be taken on stairs. Children must always be supervised. Cautionary tape to be placed above balcony stairs.
Trips over trailing electrical cables	1	2	Users of electrical equipment are responsible for ensuring cables are kept away from line of traffic and tidied away when not in use.
Slips in kitchen	1	2	Any spillages are mopped up promptly.
Risk of scalding when serving liquid refreshments in church	1	2	Coffee rota members are reminded to take care and avoid contact with the hot water boiler. It is recommended that refreshments are served from the kitchen hatches. If not feasible to serve from the hatches, then the trolley must be used. The serving trolley must not be left unsupervised and children must be closely supervised.
Risk of injury when pastoral visiting	1	2	The visitor should assess any risk prior to each visit and advise another person or go accompanied if any danger is perceived. A charged mobile phone should always be carried.
Injury from falling gravestones and unstable walls	1	2	The quarterly safety inspection should review gravestones, and if unstable, arrangements should be made to lower them. The condition of boundary walls should be similarly inspected quarterly.
Lone working	1	2	Whilst lone working is discouraged, it is recognised that on occasions, an employee or volunteer will be on the premises on their own. If

			<p>Pre-school is in operation, the worker/volunteer shall advise a member of Pre-school on arrival and prior to departure.</p> <p>If Pre-school is not in operation, the worker/volunteer is to contact a designated person to advise:</p> <ul style="list-style-type: none"> i) they are on site; and ii) how long they anticipate being on the premises. <p>When leaving the premises, the worker/volunteer is to update the designated contact that they have left the church premises.</p>
Risks to children from leaving the building or from trips, falls and colliding with furnishings by running around during services and events	2	2	<p>Parents/carers to assume responsibility for their children. Leaders to remind them of this as necessary. Welcome team members to remain near the door at least until the children go to their supervised groups.</p> <p>The door release mechanism on the rear exit door to kitchen lobby poses a risk to younger children.</p>
Risk of injury or delay in evacuation due to layout of moveable chairs in church sanctuary	1	2	<p>Layout should always maintain side aisles as well as a central aisle. Chairs placed adjoining these aisles should not have link protuberances extending into the aisle.</p>
Risk of injury when moving chairs out of church sanctuary for cleaning or certain events	1	2	<p>Fabric Committee to develop safe system of work to amend or replace current method of moving chairs to balcony over railings.</p>
Risk of injury from the church chair connectors	2	1	<p>Armchairs (which do not have connectors fitted) are to be used at the end of each row along the central aisle.</p> <p>The connectors have been removed from a number of chairs and are marked by tape to designate which side of the chairs are to be placed on the outer aisles so that no chair has a connector protruding into the aisles.</p>
Access to loft	1	2	<p>When access to the loft is required, the loft ladder, where fitted, is to be used. If no loft ladder has been installed, a step ladder is to be used.</p> <p>Two people will be required – one in the loft to pass items to/from the other person, who is also responsible to ensure the ladder is steady.</p>

Carbon monoxide	1	1	Church The boiler is in an enclosed space and vented externally. No residential use of the church is permitted and as such, testing for carbon monoxide is deemed unnecessary. Manse A carbon monoxide alarm is installed and is checked as part of the annual boiler service.

Potential risks are assessed according to likelihood (how likely or frequently an incident may occur which may cause injury) and severity (if there is an injury arising from the risk assessed, how serious it is likely to be), where 1 is low and 3 is high. This is not a comprehensive assessment of all potential risks, but a summary of the main issues identified.

Risk assessment conducted 25 March 2022 by Peter Walls.

Risk assessment updated 25 February 2023 by Ivan Martin

5.5 Appendix Five - Quarterly Safety Inspection Report

Date of inspection	Name of person inspecting	Items identified	Date resolved

5.6 Appendix Six – Special Event Risk Assessment

LONG BUCKBY & BRINGTON BAPTIST CHURCH SPECIAL EVENT RISK ASSESSMENT

This form needs to be completed by the organiser of any church special events whether on or off the church premises. The organiser is responsible for ensuring that risks and appropriate steps to reduce them are identified, and for ensuring that such mitigations are followed. You should consider both Health and Safety and Safeguarding risks and record them here. The completed form should be sent to the Fabric Deacon and if appropriate the Designated Person for Safeguarding at least two weeks before the event takes place.

Event Title:
event:

Date of

Risk assessment completed by:
assessment:

Date of risk

Potential Risk	Likelihood	Severity	Action to reduce risk	Likelihood after action	Severity after action	Who is responsible

Score likelihood and severity: 1= low, 2= medium, 3= high

5.7 Appendix Seven – Asbestos Risk Assessment and Management Plan: 9 Hammas Leys

This risk assessment and management plan should be read in conjunction with the Asbestos Management Survey, dated June 2023, which provides the information on which this is based.

Location/item	Risk score, category	Risk assessment	Management plan
Textured coating to plasterboard throughout	3, very low	Very low-level risk. HSE advise that work that disturbs textured coatings can be carried out by non-licensed workers who are appropriately trained (see HSE Asbestos Essentials task sheets a26 – a29 for best practice guidance) provided that large scale removal using steaming or gelling methods is not used. If they are it becomes a notifiable activity and will require a specialist plan.	<ol style="list-style-type: none"> 1. Inform contractors of risk before they undertake works which disturb textured plasterboard. 2. Discuss with contractors and seek specialist advice if necessary 3. Warn tenant of potential risk 4. Undertake annual visual inspection to check on any deterioration.
Thermoplastic floor tiles affixed with adhesive in various places	3, very low	Very low-level risk. HSE advise that removal of floor tiles containing asbestos can be carried out by non-licensed workers who are appropriately trained (see HSE Asbestos Essentials task sheet a23 for best practice guidance)	<ol style="list-style-type: none"> 1. Inform contractors of risk before they undertake works which disturb thermoplastic floor tiles. 2. Discuss with contractors and seek specialist advice if necessary. 3. Warn tenant of potential risk. 4. Undertake annual visual inspection to check on any deterioration.
Insulating board – undercloaking of main roof	6, low	In the absence of a full inspection this is presumed to include brown asbestos (Amosite), given the age of the building. Low risk	<ol style="list-style-type: none"> 1 Warn tenant of potential risk. 2. Undertake annual visual inspection to check on any deterioration.

		unless insulating board is disturbed	3. Before any works are undertaken which disturb the insulating board discuss with contractor and seek specialist advice
Loft	Not surveyed due to restricted access	The risk is unknown, therefore appropriate caution required if works undertaken in loft	<ol style="list-style-type: none"> 1. Warn tenant of unknown risk 2. Discuss potential risk with any contractors prior to working in area.

Peter Walls, AIOSH

19 June 2022

Review date June 2024