

## **1. Introduction**

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 meet with us.

## **2. Scope**

In the context of this policy: 'church premises' means the premises at which our regular meetings take place, i.e. Sunbury Youth and Community Centre. Ashford Common Baptist Church are not responsible for the premises, but shall take every reasonable step to ensure that the premises are safe. This policy does apply to items of equipment owned by the church, and for the conduct of meetings, etc in the 'church premises' and elsewhere.

The 'Manse' is classified as Domestic Premises and is outside the scope of this policy.

## **3. Policy**

The church will take all necessary steps within its power to meet its responsibilities in so far as is reasonably practicable by, among other arrangements:

- 3.1. the maintenance of the church premises in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- 3.2. the provision and maintenance of furnishings and equipment which are safe and without risks to health;
- 3.3. assessing and minimising the risk to the health and safety of those who use the church premises;
- 3.4. ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- 3.5. the provision of such information, instruction, training and supervision as it necessary to ensure the health and safety of those who use the church premises;
- 3.6. 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;
- 3.7. consulting, where necessary, with all employees, leaders, helpers and volunteers on the implementation of any changes to this Policy;
- 3.8. ensuring adequate funds and resources are made available for carrying out this Policy.

## **4. Health and Safety Officer**

4.1. The church has given the overall responsibility for the fulfilment of this Policy to the church's Health and Safety Officer but the Leadership Team 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.

4.2. The Health and Safety Officer will:

- 4.2.1. carry out appropriate risk assessments (these to be reviewed annually) of the church's premises and activities and report to the Leadership Team as necessary;
- 4.2.2. co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety);
- 4.2.3. carry out investigations of any accidents and recommend measures for preventing their recurrence;
- 4.2.4. ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;
- 4.2.5. ensure that all appropriate arrangements are made to provide for first aid;
- 4.2.6. ensure that all Food Safety legislation is complied with;
- 4.2.7. 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 and volunteers as necessary;
- 4.2.8. 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;
  - 4.2.9. 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. Fire Marshall Responsibilities**

- 5.1. In the event of a fire at the 'church premises' the person leading the worship service shall be designated Fire Marshall. The preacher shall be designated as Assistant Fire Marshall, unless the preacher is a visiting speaker, in which case the Minister or Secretary shall take this role.
- 5.2. The Fire Marshall shall ensure that the meeting hall is evacuated to the Car Park area.
- 5.3. The Assistant Fire Marshall shall ensure that the lounge and other areas are evacuated and confirm this to the Fire Marshall.

## **6. General responsibilities**

All employees, leaders, helpers and volunteers will:

- 6.1. take reasonable care of their health and safety, and of the health and safety and of other persons who may be affected by a person's act or omissions while working or helping.
- 6.2. 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;
- 6.3. 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;
- 6.4. make themselves familiar with and conform to the Health and Safety Policy of the church at all times;
- 6.5. observe all safety rules, procedures, and codes of practice at all times, and in particular, they must be fully conversant with the procedures to be followed in the event of a fire or any other emergency;
- 6.6. conform to all the Food Safety regulations that are applicable to themselves;
- 6.7. 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 training if called upon to do so;
- 6.8. report to the church's Health and Safety Officer all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable;
- 6.9. 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;
- 6.10. 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 the church premises.
- 6.11. where it is necessary to work alone outside the church workers, make sure that they have assessed the risks of personal violence or sexual advance against themselves. If either of these give cause for concern agree appropriate precautions with a member of the Leadership or a Steward (this may for example include accompanied on a first visit to a new person in order to assess the risks associated with future visits) and ensure they know and have ready access out of the place where they are working.

---

Issue 3 of this Policy statement was adopted by a resolution of a Church Members' Meeting dated 28<sup>th</sup> May 2015. (Section 6.11 was added relating to lone working outside church)