

Holmer Green Baptist Church Health and Safety Policy

- 1.1 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 church premises.
- 1.2 This policy will be brought to the attention of any person wishing to hire or use Church premises.
- 1.3 All hirers will be required to comply with this policy.
- 2.0 The Church will, therefore, take all necessary steps within its power to meet its responsibilities **so far as reasonably practicable** by, among other arrangements:
 - 2.1 Maintaining the Church premises in a condition that is safe and without risk to health and safety and providing and maintaining means of access to and egress from it that are safe and without such risks.
 - 2.2 Providing and maintaining furnishings and equipment which are safe and without risks to health and safety.
 - 2.3 Assessing the risk to the health and safety of those who use church premises.
 - 2.4 Ensuring the safety and absence of risks to health and safety in connection with the use, handling, storage and transport of articles, equipment, furniture and substances.
 - 2.5 Providing information, instructions, training and supervision as necessary to ensure the health and safety of those who use church premises.
 - 2.6 Providing and maintaining a proper environment for the Church's employees, leaders, helpers, volunteers and visitors that is safe, without risks to health and safety, and adequate as regards facilities and arrangements for their welfare.

2.7 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.

2.8 Ensuring adequate funds and resources are made available for carrying out this policy.

2.9 The Church Trustees have overall responsibility for Health and Safety. They are responsible for carrying out the implementation of this policy and for issuing and updating policy where this may be necessary. They will review this policy annually.

3.0 The Church Trustees will:

3.0.1 ensure that appropriate risk assessments of the Church premises and activities are carried out and reviewed annually, and any actions identified are implemented within a reasonable timeframe.

3.0 Carry out any investigations of any accidents and recommend measures for preventing their recurrence.

3.1 Ensure that accident and other appropriate records are maintained and returned to the appropriate bodies.

3.2 Ensure that all appropriate arrangements are made to provide for first aid.

3.3 Ensure that all food safety legislation is complied with.

3.4 Arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are complied with and communicated to employees, leaders, helpers and volunteers as necessary.

3.5 Ensure that where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are always exhibited and clearly visible.

3.6 Ensure that access to and from emergency exits and fire equipment are not impeded, and that corridors and stairs are kept free from obstructions.

3.7 Ensure that all health and safety and fire safety equipment is inspected and tested as recommended and that any failure in equipment is replaced or repaired as soon as practicably possible.

4.0 All employees, leaders, helpers, volunteers and visitors will:

4.1 Take reasonable care for their own health and safety, and the health and safety of other persons who may be affected by their acts or omissions while working, helping or using the Church or taking part in Church activities.

4.2 As regards any duty or requirement imposed on the Church or on 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.

- 4.3 Ensure that they shall not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare or in pursuance of any legal requirement.
- 4.4 Be familiar with and comply with this policy.
- 4.5 Observe all safety rules, procedures, and codes of practice always, and be fully conversant with procedures to be followed in the event of a fire or any other emergency.
- 4.6 Conform to all food safety regulations that are applicable when preparing and serving food for consumption at any Church activities.
- 4.7 Co-operate with the Church Trustees to enable them to carry out their duties and requirements under health and safety legislation, including taking part in any training as may be requested.
- 4.8 Report all accidents and incidents in the accident book, and where the accident is required to be reported under health and safety legislation to the appropriate authorities ensure the Pastor and Church Secretary are notified as soon as practicable.
- 4.9 Ensure all equipment and materials used for the performance of Church activities are safe and serviceable before using them and report any faults to the Church Secretary. Not use any materials or equipment that is broken or defective and make sure that it is clearly labelled as broken and stored safely to prevent others using it. Ensure all cables and wires do not cause a tripping hazard and are adequately covered when using equipment.

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