



## Godmanchester Baptist Church

### 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, among other arrangements:

2.1 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;

2.2 providing and maintaining furnishings and equipment which are safe and without risks to health;

2.3 assessing the risk to the health and safety of those who use the church premises;

2.4 ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles, equipment, furniture and substances;

2.5 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;

2.6 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;

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

**3)** The Leadership Team have overall responsibility for health and safety. They have given responsibility for the fulfilment of this policy to **Jo Hitchins** as the church's Health and Safety Officer but subject hereto 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) Specific responsibilities have been designated as follows:

<b>Area of responsibility</b>	<b>LT member with oversight</b>	<b>Other designated person</b>
Safety inspections; Statutory notices; Security alarm testing; PAT testing;	Jo Hitchins	Phil Jones Tony Davis (caretaker)
Fire alarm testing; Fire procedures	Joe George	Tony Davis
Risk assessments for events, buildings and lettings; Insurance	Jo Hitchins	Phil Jones
First aid; First aid equipment; Training and certification of individuals	Jo Hitchins	Tom Houghton
Food hygiene, kitchen, environmental health, food certification of individuals	Tony Goodwin	Chris Cowan

to ensure that the following actions/duties are undertaken:

4.1 carry out appropriate risk assessments (to be reviewed annually) of the church's premises and activities and report to the Leadership Team as necessary;

4.2 carry out regular, (monthly) visual inspections of the church premises, checking for any safety hazards or issues of concern.

4.3 co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety) and report to The Leadership Team as detailed in the church's Governance Reporting Schedule.

4.4 carry out investigations of any accidents and recommend measures for preventing their recurrence;

4.5 maintain accident and other appropriate records and return to the appropriate bodies;

4.6 make appropriate arrangements to provide for first aid;

4.7 comply with food safety legislation;

4.8 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;

4.9 where necessary, to prominently display all relevant safety regulations, to properly exhibit all emergency procedure notices and ensure that these are clearly visible at all times;

4.10 maintain access to and from emergency exits and to fire equipment ensuring that they are not impaired and that corridors and stairs are kept free from obstructions.

**5) All volunteers, ministers, employees, leaders, and helpers will:**

5.1 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.

5.2 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;

5.3 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;

5.4 make themselves familiar with and conform to the Health and Safety Policy of the church at all times;

5.5 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;

5.6 conform to all the food safety regulations that are applicable to themselves;

5.7 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 initial or other training if called upon to do so;

5.8 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;

5.9 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;

5.10 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.

This policy is to be reviewed annually and is supported by the following documents:

Guidelines for users of GBC centre

GBC Governance Reporting Schedule

March 2018