



Totterdown Baptist Church Health and Safety Management Plan

Version 1

5 Sept 2012

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| Prepared by tbc Health and Safety Team | 5 th Sept 2012 |
| Approved by Jonathan Rayers (tbc Health and Safety Coordinator) | 5 th Sept 2012 |
| Accepted by tbc church meeting on 18 th September 2012 | |

Amendment Record

| Issue No. | Details | Amendment Date | Authorised |
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| 1 | First issue of the tbc Health and Safety Management Plan | N/A | 18/09/12 |
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Distribution

Deacons

Elders

Employees

Leaders of main church activities (e.g. youth work, junior church, girls brigade etc.)

Regular Church Hirers

This Health and Safety Management Plan is available to download from the tbc website (www.tbc.org.uk). A hard copy is available on the notice boards in the Jarman Hall and the Salt Cellar, and in the Health and Safety folder in the vestry.

1. Policy Statement

1.1. Totterdown Baptist Church (hereafter referred to as tbc) is committed to ensuring the safety of all who use the church premises (including employees, volunteers, the church fellowship and external groups who make use of the buildings and facilities).

1.2. tbc will meet this commitment by ensuring that:

1.2.1. Health and safety responsibilities are clearly defined

1.2.2. People are competent to undertake their responsibilities

1.2.3. All significant activities taking place within the church are subject to risk assessment and appropriate controls put in place to minimise risk as far as is reasonably practicable.

1.2.4. The church premises, furnishings and equipment are maintained in a safe condition

1.2.5. Sufficient resources are available to implement this policy

1.2.6. Accidents, incidents and near misses are investigated, recorded and reported as necessary to the enforcing authority

1.2.7. The health and safety policy, risk assessments and precautions are reviewed periodically.

1.3. Details of the arrangements for discharging this policy are set out in the “tbc *Health and Safety Management Plan (Version 1 dated 5 Sept 2012)*”.

2. Aims of this Health and Safety Management Plan

2.1. The aim of this plan is to:

2.1.1. Define the health and safety arrangements that are in place at tbc

2.1.2. Raise awareness of health and safety

2.1.3. Ensure that everyone who uses the church is safe

3. Scope

3.1. This Health and Safety Management Plan applies to the whole church fellowship and any person or group visiting, renting or otherwise using the church buildings.

3.2. Regular users should submit a copy of their Health and Safety policy and procedures to the tbc Health and Safety Coordinator. Ad-hoc church users only need to submit a written risk assessment for activities which are outside the scope of the existing tbc risk assessments.

4. Organisation and Responsibilities

4.1. The tbc Diaconate as managing trustees are responsible for:

- 4.1.1. Overall and final responsibility for health and safety.
- 4.1.2. Appointing a competent Health and Safety Coordinator.
- 4.1.3. Approving the tbc Health and Safety Policy.

4.2. The tbc Health and Safety Coordinator is responsible for:

- 4.2.1. Coordinating the implementation of the church's health and safety management plan.
- 4.2.2. Chairing the tbc Health and Safety Team
- 4.2.3. Reporting progress and highlighting issues to the tbc Diaconate once a month
- 4.2.4. Reviewing accident reporting forms, undertaking an investigation and taking any corrective action deemed necessary.

4.3. The tbc Health and Safety Team are responsible for:

- 4.3.1. Reviewing the Health and Safety Management Plan 1/year.
- 4.3.2. Carrying out appropriate risk assessments of the church's premises.
- 4.3.3. Reviewing the risk assessments annually or when any significant change occurs (whichever is sooner)
- 4.3.4. Investigating incidents and near-misses and recommending measures for preventing their recurrence.
- 4.3.5. Ensuring that appropriate records are maintained and, where necessary, submitted to the appropriate bodies.
- 4.3.6. Organising appropriate Health and Safety training as required
- 4.3.7. Implementing this health and safety management plan.

4.4. Users of the building are responsible for:

- 4.4.1. Taking reasonable care of their own health and safety and that of other persons who may be using the building.
- 4.4.2. Familiarising themselves with, and adhering to, the tbc health and safety policy statement.
- 4.4.3. Reporting any concerns to the tbc Health and Safety Coordinator
- 4.4.4. Respecting the church premises, furnishings and equipment
- 4.4.5. Reporting accidents, incidents and near misses in accordance with the process outlined in Section 7.9

4.5. The tbc Safeguarding Officer is responsible for:

- 4.5.1. Advising the church on any matters relating to the safeguarding of children, young people and vulnerable adults.
- 4.5.2. Taking appropriate actions when any kind of abuse is disclosed, discovered or suspected.

5. Freq of meetings

5.1. The tbc Health and Safety Team will meet at least once per quarter.

6. Training

6.1. The tbc Health and Safety Team is responsible for organising appropriate Health and Safety training as required

7. Specific Health and Safety Procedures

7.1. Risk Assessments

7.2. The tbc Health and Safety Team are responsible for carrying out appropriate risk assessments of the church's premises and activities. They are also responsible for reviewing the risk assessments annually or when any significant change occurs (whichever is sooner)

7.3. Risks should be assessed using the following 5-step process:

- 7.3.1. Step 1 - Identify the hazards
- 7.3.2. Step 2 - Decide who might be harmed and how
- 7.3.3. Step 3 - Evaluate the risks and decide on precautions
- 7.3.4. Step 4 - Record the findings and implement them
- 7.3.5. Step 5 - Review the assessment and update if necessary

7.4. A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc. The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

7.5. The latest risk assessments can be found in Appendix A.

7.6. First Aid

7.6.1. First aid kits are located in the lobby and kitchen. Appendix G lists the contents of the first aid kits.

7.6.2. The Health and Safety Coordinator is responsible for ensuring that every first aid kit is checked on a monthly basis to ensure that the contents is complete and in-date.

7.6.3. A list of known first-aiders is in Appendix F.

7.6.4. It is tbc policy that a first-aider will be in attendance during key activities (such as youth or children's work). For outside groups hiring the premises, responsibility for ensuring adequate first-aid cover is the responsibility of the hirer.

7.7. Food Safety

- 7.7.1. It is tbc policy that at least one member of the church should hold a Food Safety Certificate to act as a source of advice for other church members, and to check that food safety guidelines are adhered to.
- 7.7.2. tbc will clearly display their food hygiene rating, and food safety guidelines will be displayed in the kitchen area.

7.8. Safeguarding Policy Statement

- 7.8.1. The vision statement of the church is Being God's family, helping people to know Jesus. In fulfilling this vision the church:
 - 7.8.1.1. Has a programme of activities with children and young people.
 - 7.8.1.2. Welcomes children, young people and vulnerable adults into the life of our community.
 - 7.8.1.3. Makes our premises available to organisations working with children, young people and vulnerable adults.
- 7.8.2. The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of ethnicity, gender and ability) as set out in The Children's Act 1989 and 2004, Safe from Harm (HM Government 1994) and Working Together to Safeguard Children (HM Government 2010).
- 7.8.3. Details of the tbc Safeguarding Policy and procedures are available on request from the tbc Safeguarding Officer.

7.9. Reporting Accident, Incidents and Near-Misses

- 7.9.1. Church users are responsible for reporting all accidents, incidents and near-misses using the accident reporting book located in the kitchen. Completed report forms should be put in the church pigeon hole in the corridor adjacent to the vestry. The Health and Safety Coordinator will review the reports, undertake an investigation and take any corrective action deemed necessary.
- 7.9.2. Discussion of accident report forms is a standing agenda item at the Health and Safety management committee.

7.10. Fire

- 7.10.1. The H&S Team are responsible for ensuring all building users are aware of the Fire Action Plan.
- 7.10.2. It is tbc policy that all groups using the building have a Fire Warden present. Responsibilities of the Fire Warden are identified in the Fire Action Plan.
- 7.10.3. The H&S Team are responsible for undertaking a Fire Risk Assessment at least annually. They will review their findings and take any corrective action deemed necessary. Ad-hoc assessments may be undertaken at any time if the building changes.
- 7.10.4. The H&S Team are responsible for ensuring fire safety equipment is periodically checked. The alarm system is to be tested weekly. The alarm and emergency light system is to be serviced twice yearly, and the extinguishers are to be serviced annually. Refer to Appendix E for the date of the last service.

7.11. Periodic Building Inspections

- 7.11.1. The Health and Safety Management Team will conduct an inspection of the building at least every 6 months using the checklist in Appendix D to identify any new hazards. They will review their findings and take any corrective action deemed necessary. Ad-hoc inspections may be undertaken at any time if the building changes.
- 7.11.2. All portable electrical appliances used within the church should be tested for electrical safety annually. Refer to Appendix E for the date of the last PAT testing.
- 7.11.3. The building gas installation is inspected annually to ensure it is safe. Refer to Appendix E for the date of the last gas installation inspection.
- 7.11.4. The building electrical installation is inspected once every five years to ensure it is safe. Refer to Appendix E for the date of the last electrical installation inspection.

7.12. Control of Substances Hazardous To Health

- 7.12.1. Any substances that could be hazardous to health (including paint, cleaning materials and other chemicals) should be locked in the cleaner's cupboard or the Fabric Team Cupboard when not in use. The risk assessments in Appendix A include an assessment of the risk presented by hazardous substances.

7.13. Monitoring Health and Safety Performance

- 7.13.1. The Health and Safety committee will provide an annual report to the diaconate at the AGM, to:
 - 7.13.1.1. Summarise the activities of the committee during the year
 - 7.13.1.2. Highlight any significant incidents that have occurred
 - 7.13.1.3. Recommend any action required as appropriate