

Beulah 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 any 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 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 consulting, where necessary, with all employees, leaders, helpers, and volunteers on the implementation of any changes to this policy.

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

**3** The overall responsibility for the fulfillment of this policy lies with the Trustees who have appointed.

**Mr. John Black and Mr Heinz Nahringsbauer** as Health and Safety officer. The Trustees will issue any supplementary policy statements where this may be necessary. The Trustees may delegate these tasks to other responsible person/s to carry out but retain overall responsibility. Those responsible for carrying out these tasks can be seen in the responsibility check list which accompanies this policy.

**4 The Health and Safety Officers will:**

4.1 carry out appropriate risk assessments (these to be reviewed annually) of the church's premises and activities and report to the Trustees as necessary.

4.2 co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety).

4.3 carry out investigations of any accidents and recommend measures for preventing their recurrence.

4.4 ensure that accident and other appropriate records are maintained and returned to the appropriate bodies.

4.5 ensure that all appropriate arrangements are made to provide for first aid.

4.6 ensure that all food safety legislation is complied with.

4.7 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.

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

4.9 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.

4.10 to arrange 5 yearly Fire Risk Assessment by a qualified person.

4.11 to arrange for fire extinguisher maintenance annually.

4.12 to arrange PAT testing regularly by qualified person.

4.13 to arrange for fire alarm testing as required by BS 5839 (including 6monthly maintenance by qualified person).

4.14 to arrange for 5 yearly Electrical Installation Condition Report by Qualified electricians.

4.15 to arrange for Asbestos survey to be updated regularly by qualified person.

## **5 All employees, leaders, helpers, and volunteers 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, cooperate 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 neither 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 always conform to the Health and Safety Policy of the church.

5.5 observe all safety rules, procedures, and codes of practice always, and 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 training if called upon to do so.

5.8 report to the church's Health and Safety Officer all accidents or hazardous occurrences and 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.

*Reviewed June October 2023*

*Next Review date October 2024*

**HEALTH AND SAFETY RESPONSIBILITIES**  
**(October 2023)**

1. Risk assessments for all activities and Groups	<del>Erika James</del> Heinz Nahringsbauer
2. FIRE	
a) Alarms	
Weekly check of emergency lighting	J Mfula
Monthly check of emergency lighting	J Mfula
Daily check of means of escape	J Mfula
Daily check of control panel	J Mfula
6 Monthly check of Fire Alarm System	J Black
b) Extinguishers	
Weekly check	P Wilson
c) Fire drill – 6 monthly	J Mfula
3. First Aid boxes	
a) Stocking First Aid boxes	P
b) List of First aiders to be displayed in Foyer	E James
c) First Aid training	E James
4. Ladders	<del>J Black</del> Heinz Nahringsbauer
5. Fire instruction and training	J Black
6. Defibrillator check	P Wilson
7. Accident reporting	
a) Reviewing weekly to check for patterns or hazards	J Black / H Nahringsbauer
7 Food safety compliance	
a food	A Hoy, H Morton
b) fabric	H Nahringsbauer
8 COSHH	<del>J Black</del> -H Nahringsbauer
9 Electrical installation test	<del>J Black</del> -H Nahringsbauer
10 Fire risk assessments	J Black
11 Lightning conductors	<del>J Black</del> -H Nahringsbauer
12 PAT testing	<del>J Black</del> -H Nahringsbauer