

BUC GUIDELINES

C7 Health and Safety and Fire Precautions (12/2009)

These notes are offered as guidelines by The Baptist Union Corporation Limited to provide information for Baptist churches.

These notes can never be a substitute for detailed professional advice if there are serious and specific problems, but we hope you will find them helpful.

If you want to ask questions about the leaflets and one of the Baptist Trust Companies are your property trustees, you should contact them. They will do their best to help.

If your church property is in the name of private individuals who act as trustees they may also be able to help.

USING THIS LEAFLET

Health and safety legislation is detailed and varied and it is not possible to outline here every provision which might affect an individual Church. Instead, the aim of this leaflet is to point you in the right direction so that you will know the issues which you should be considering and where to obtain more information when you need it. In particular, the following two publications available from HSE books (www.hsebooks.co.uk or 01787 881165) are recommended:

'Essentials of Health and Safety at Work' (ISBN 9780717661794) £10.95

'Charity and Voluntary Workers – a guide to health and safety at work' (ISBN 07176-61857) £13.50

A number of helpful leaflets are available to download from the main HSE (Health and Safety Executive) website at www.hse.gov.uk, these are highlighted * and their references provided below. Hard copies are available **free** from HSE books. 'An Introduction to Health and Safety: health and safety in small businesses' - INDG259* is particularly recommended.

It is often more economical to purchase individual publications rather than to buy the bumper health and safety information packs which are offered to churches by mailshot from time to time.

WHO IS RESPONSIBLE?

The ultimate responsibility for the safety of church premises rests with its Charity Trustees (sometimes also known as the Managing Trustees). These are usually the Minister, Deacons, Elders, Church Secretary and Treasurer in a Baptist church (see BUC *Guidelines C6 - Charity Legislation and Churches*). They may find it helpful to appoint a Fabric Steward or Health and Safety Officer to help them monitor health and safety issues on a day to day basis, but the Charity Trustees themselves must ensure that relevant legislation and good practice are followed.

LEGAL DUTIES

The main piece of health and safety legislation is the Health and Safety at Work Act 1974 and its associated regulations. This legislation applies when a Church is an employer because it has at least one paid employee. However the Health and Safety Executive (HSE) considers it good practice for a

volunteer user, such as a Church, to provide volunteers with the same level of health and safety protection as they would in an employer/employee relationship, irrespective of whether there are strict legal duties.

Most churches will decide, therefore, to proceed as though the legislation applies to them even where their only 'employee' is a Minister. The question of whether they are legally obliged to do so is a 'grey' area but it is not appropriate to be reckless with the health, safety and wellbeing of another person. The Christian principles of caring for our neighbour is an important guide.

The Act says that you must do what is 'reasonably practicable' to ensure the health and safety of all who come, or are likely to come, onto church land or premises, even if they are trespassing.

It is not always possible to find prescriptive advice on what you have to do to meet your health and safety responsibilities in your local situation. It is often up to you to judge what is reasonable in all the circumstances giving proper attention to the risks which may exist, the precautions which are already in place and the resources available to you.

However you must:

- have a written health and safety policy if you employ five or more people
- display the Health and Safety Law poster for employees or distribute the leaflet (available from www.hsebooks.co.uk)
- notify certain types of injuries and accidents
- display a current certificate as required by the Employers' Liability (Compulsory Insurance) Act 1969
- carry out a Health and Safety risk assessment to identify potential hazards (this is not the same kind of risk assessment required under various accounting rules).

These issues are addressed in more detail below.

It is not just employers who have legal duties. Employees are also specifically legally obliged to accept the health and safety responsibilities which are outlined in the written health and safety policy. Although many Baptist ministers have an 'office-holder status' it is reasonable to expect them to comply with the church's Health and Safety policy – not least because they are one of the Charity Trustees who have responsibility for ensuring this is followed.

ENFORCING THE LAW

Your local authority, together with the fire authority, has the legal obligation to enforce health and safety regulations and has the right to come on to church premises which are 'places of work' to make inspections. The local authority can serve an enforcement notice which sets out the work or action which is to be taken and has the power in extreme situations to issue a prohibition order to prevent the premises from being used until the necessary work has been carried out.

It is important to remember that churches are not automatically 'places of work' so they are not automatically bound to follow all the requirements of a small business. However, a balance is needed and good, reasonable and sensible recommendations should be noted, and where possible followed. There is no point in doing the absolute minimum if the outcome is a dangerous or hazardous building – and accident or injury.

THE HEALTH AND SAFETY RISK ASSESSMENT

Churches have a legal duty to assess the risks which exist on your premises and to reduce them as far as reasonably practicable. We have already indicated that this is the responsibility of the Charity

Trustees. Any risk which cannot be entirely removed should be reduced until it can be described as a small risk.

You should:

- identify the hazards
- decide who might be harmed, and how
- consider the likelihood and severity of hazards
- identify existing precautions and decide whether they are adequate or whether more should be done to overcome the hazard
- if you have more than five employees, record the significant findings of your risk assessment, eg. the main risks and the measures you have taken to deal with them
- review your assessment from time to time.

You can do the health and safety risk assessment yourself. You do not have to be overcomplicated. In deciding the amount of effort you put into assessing risks you have to judge whether the hazards are significant and whether they are already managed by satisfactory precautions so that the risks are small. If higher risks remain, write an 'action list' of what else you need to do, giving priority to the highest risks or those which could affect the greatest number of people. Think about everyone who uses your building, however infrequently, paying special attention to vulnerable groups such as children, people with disabilities and lone workers. It may be helpful to consult some of these people. Remember that children are attracted by balconies, stairwells, organ lofts, fences and cleaning materials! In legal terms you have a higher level of duty where the danger is one which is known to attract children, either as trespassers or otherwise.

The baptistery should also be included in routine risk assessments. Particular consideration should be given to the potential for danger as a result of using electrical items in or around the water. Electrical equipment of any kind should be positioned at least two metres from the baptistery and people in the water should never use microphones with electric leads. The risk of other types of injury to individuals who are assisting the baptismal candidate will vary due to physical factors and this should be assessed from case to case. It may be appropriate to have more than one person involved in the immersion of the candidate, several insurers have suggested that using a hoist may be appropriate in some cases. We do not produce a generic risk assessment for baptisteries since they differ from church to church and risk must be measured based on local circumstances.

You should check that safety glass has been used in all windows up to adult waist height and up to shoulder height in or next to doors or elsewhere where there is a likelihood of injury. Where your building is listed permission might be needed from the Listed Buildings Advisory Committee (see *LB2 Applying to the Listed Buildings Advisory Committee*).

At the end of this leaflet there is a risk assessment checklist which you might like to use.

*Five steps to risk assessment – INDG163**

EMPLOYERS' LIABILITY INSURANCE

Churches are required to purchase employers' liability insurance to insure against their liability for injury or disease to their employees (including Ministers) arising out of their employment. You must be insured for at least £5 million. Each certificate of insurance must be displayed on the church premises and, by law, retained for 40 years after it has expired since claims for diseases can be made many years after the disease is caused.

*Employers' Liability Act 1969, A Guide for Employers – HSE40**

FIRE SAFETY

The Regulatory Reform (Fire Safety) Order came into effect on 1 October 2006. It reforms the law relating to fire safety in non-domestic premises. There is greater emphasis on fire prevention; the Order requires fire precautions to be put in place 'where necessary' and to the extent that these are reasonable and practicable in the circumstances. Responsibility for complying with the Fire Safety Order rests with the 'responsible person', in a church this will be the diaconate as a group. The 'responsible person' must:

- carry out a fire risk assessment identifying any possible dangers and risks
- consider who may be especially at risk
- get rid of or reduce the risk from fire as far as is reasonable possible
- provide general fire precautions to deal with any possible risk left
- take measures to make sure there is protection if flammable materials are used or stored
- create a plan to deal with any emergency
- review findings where necessary

The risk assessment should pay particular attention to those at special risk, such as disabled people and those with special needs. It will help to identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that need to be taken to protect people against the fire risks that remain. If you employ five or more people you must record the significant findings of the assessment, which should cover:

- possible causes of fire
- ways in which the risk of fire occurring and spreading can be minimized
- means of fighting fire
- fire detection and warning
- emergency routes and exits
- information on fire precautions
- maintenance and testing of fire precautions

Responsibility for enforcement of the new rules will be with the local fire and rescue service authority who will carry out regular inspections with top priority going to those premises presenting most risk to the community. Your local fire authority will also be able to provide detailed advice on the fire precautions suitable for your building.

Further information on the Order can be found at www.communities.gov.uk/fire/firesafety/firesafetylaw where the Government guides to how this legislation affects 'places of assembly' apply to churches. These can be downloaded free of charge or purchased at £12.00 each. A very useful entry-level guide entitled 'A Short Guide to making your Premises Safe from Fire' is also available, free of charge, and is highly recommended. It summarises the main points of the new legislation and offers practical guidance.

If your premises are used for any kind of public entertainment a local authority licence may be required

see *Guidelines C10 – Licensing for Entertainment and Copyright*

http://www.baptist.org.uk/resources/resource_downloads/193.pdf

Certain fire safety precautions may be stipulated as a condition of the licence.

The Safety Signs and Signals Regulations (1996) brought into force the EC Safety Signs Directive on the provision and use of safety signs at work. The purpose of the Directive is to encourage the standardisation of safety signs throughout the European Union so that safety signs, wherever they are seen, have the same meaning. Fire safety signs such as signs for fire exits and fire-fighting equipment are covered and advice on their use can be obtained from your local fire authority.

*Signpost to the Health and Safety (Safety Signs and Signals) Regulations 1996 – INDG184**

RECORDING AND REPORTING ACCIDENTS

Although many churches have accident books they are not legally obliged to do so unless they have ten or more employees. Nevertheless it is good practice to have a book and to put procedures in place which ensure that personal information is protected. Accident books must comply with the Data Protection Act. The Health and Safety Executive publish a book with perforated pages. Once the details of an accident have been recorded the page should be removed and stored securely so that personal information is kept private. The book is available from Waterstones, Blackwells, W H Smith or from www.hsebooks.co.uk for £4.75. Alternatively churches may decide to adapt their own reporting system to meet data protection concerns.

The RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) Regulations require you to report some 'work-related' accidents, diseases and dangerous occurrences. If an accident results in death, hospitalisation, an inability to work for three days or more or if there is a dangerous occurrence which could have caused a reportable injury then you need to report it to your local environmental health department. Some uncertainty exists surrounding the legal definition of 'work-related' and the relevance of these regulations to church premises where there are no employed staff, so it is suggested that you approach your local environmental health department for advice if you need it. It seems reasonable to regard a Baptist minister as an employee for these purposes. Further details are available at www.riddor.gov.uk.

*Incident at Work? – HSE31**

HEALTH AND SAFETY POLICY

Churches with five or more employees are required to adopt a health and safety policy. Other churches may decide to do so as a matter of good practice. We would want to recommend that all churches adopt a health and safety policy. At the end of this leaflet there is a policy which churches can use or adapt to meet their own needs. Thinking about these issues and how they apply to local circumstances is important.

Where part of the church premises are used by outside organisations there is a responsibility on the church to liaise with the organisation concerned on health and safety matters including fire precautions so that it is clear where the responsibility lies. The usual arrangement will be that the church will take responsibility for the safety of the premises with the organisation being responsible for the conduct of its own operations.

TRAINING AND CONSULTATION

The law requires that you provide whatever information and training is needed to ensure, so far as is reasonably practicable, the health and safety of those who use your premises. This is particularly important when people start work or are exposed to new or increased risks. You may have a church member with sufficient knowledge to assist in this area.

You are also expected to consult employees or their representatives on matters to do with health and safety.

*Health and Safety Training, What You Need to Know – INDG345**

FIRST AID

The minimum first aid provision is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements.

An appointed person is someone who takes charge when someone is injured or falls ill, including calling an ambulance if required, and who looks after the first aid equipment. They should not attempt to give first aid for which they have not been trained. You should put up a notice to say who the appointed person is and where the first aid box is kept. You may decide that you need more than the minimum first aid provision and that your appointed person should be a qualified first aider. In particular it may be appropriate to consider whether church crèche supervisors or other individuals should be qualified first aiders.

*First Aid at Work, Your Questions Answered – INDG214**

ELECTRICAL INSTALLATION INSPECTIONS

Electrical installations need to be checked from time to time to ensure that they are safe. These checks and tests have become more rigorous over time. Churches should have regard to the following recommended inspection frequencies but should also obtain independent professional advice whenever necessary.

	Routine check	Maximum period between inspection and testing
Residential Property	Annually	5 years
Churches	Annually	5 years
Where there is a public entertainment licence	Annually	3 years

In addition to these an inspection and test should be done after any building work or change of occupancy or whenever there is any damage apparent. A 'routine check' should be carried out by someone who is competent to understand the electrical system, but need not be electrically qualified. The check should look for any wear and deterioration, missing parts, correct labelling and operation of test buttons etc. The 'inspection and test' needs to be carried out by a suitably qualified professional who should be an NICEIC registered contractor. Utility companies and local letting agents may both be able to help churches to find suitable contractors.

It should be noted that building regulations apply to all electrical installation work undertaken in 'dwellings', such as manses. As a result some electrical work with a higher level of risk must be notified to your Building Control Service unless you employ a suitably qualified and registered installer. If you use an unregistered installer for notifiable work the Building Control Service will need to inspect it.

*Electrical Safety and You – INDG231**

PORTABLE ELECTRICAL EQUIPMENT

The term 'portable electrical equipment' covers items which have a lead (cable) and plug and can be moved around. Visual inspection on a regular basis by a competent, but not necessarily professionally qualified, church member is important to ensure the safety of these items. All earthed equipment, and most leads and plugs, should also have a regular electrical test, particularly when a fault is suspected or

after a repair. You will probably need to employ an electrician to do this unless there is a church member with the appropriate knowledge and equipment. You may decide that it is best to discourage visitors from bringing their own electrical equipment onto your premises but where this is unavoidable it should be made clear that the visitor is responsible for their safe operation.

The HSE leaflet *Maintaining Portable Electrical Equipment in Offices and other Low-risk Environments – INDG236** offers suggested inspection and testing intervals for different items. These intervals range from six monthly to five yearly but are guidelines only and not legal requirements. Your own experience of operating the maintenance system, together with information on faults found, should be used to review the frequency of inspection.

GAS INSTALLATIONS

A Manse, although used by the Minister as a place of work, will for almost all purposes be classified as domestic premises so in legal terms and will not be subject to the more stringent requirements of health and safety law. However the church should comply with the regulations which apply generally to landlords with regard to the safety of gas installations. The HSE advise all gas consumers to have appliances checked for safety at least every 12 months by a Gas Safe registered engineer, who will be able to offer further advice.

*Gas Appliances, Get Them Checked, Keep Them Safe – INDG238**

*Landlords, A Guide to Landlords' Duties: Gas Safety (Installation and Use) Regulations 1998 – INDG285**

LONE WORKING

As part of their routine risk assessment process churches need to consider the particular risks that arise for lone workers or volunteers. This will often be the Minister who will probably visit the church building quite frequently. As with any other risk churches need to identify the potential hazards and put appropriate controls in place to minimise those risks. For the Minister this could apply when they are working on church premises and when they are working from home.

Routine safety equipment such as security chains, other forms of restricted access, and good lighting are important. Much will depend on local circumstances. Some churches have found that a visit from the local Crime Prevention Officer has been very helpful in suggesting areas where improvements could be made. Lighting at the front door of the church and the Manse is often an important safety issue. It is also important to think about how a Minister or other volunteer working alone will be able to make a safe exit from their home or office, if a visitor becomes aggressive or violent.

People should not undertake repairs in a building if they are alone, or if nobody else knows that they are in the building. This is especially important if the task involves ladders or working at height. It is about planning carefully and making sure somebody knows what time you plan to finish – and making arrangements to 'phone them when you get home safely. Mobile phones are useful but making a specific arrangement when undertaking specific visits for repairs is a vital safeguard – a person may not be able to use their phone if they are injured.

It may be a small point, but public announcements – even as a topic for prayer – that make it obvious that the minister or any other person is away, perhaps at a conference, can create a vulnerability for family members 'alone' at home. Similarly, publicising the identity of the family taking the young people to summer camp could offer an irresistible invitation to burglars! Clearly the regular members of the congregation will be aware of these events, but this kind of personal information should not be publicised on notice sheets, in the church magazine, or church websites.

*Working Alone in Safety (Controlling the risks of solitary work) – INDG73**

WORK AT HEIGHT

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others, such as building owners, to the extent that they control the work. The overriding principle is that you must do all that is reasonably practicable to prevent anyone falling. Duty holders must:

- avoid work at height where they can
- use work equipment or other measures to prevent falls where they cannot avoid working at height and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

The regulations require duty holders to ensure:

- all work at height is properly planned and organised
- those involved in work at height are competent
- the risks from work at height are assessed and appropriate work equipment is selected and used
- the risks from fragile surfaces (such as glass or smooth slates) are properly controlled; and
- equipment for work at height is properly inspected and maintained.

Further information can be found at www.hse.gov.uk/falls.

*The Work at Height Regulations 2005 - INDG401**

COSHH

The Control of Substances Hazardous to Health (COSHH) regulations require you to control exposure to hazardous substances to prevent ill health. Cleaning equipment and repair or redecoration materials need to be both handled and stored properly.

*COSHH, a Brief Guide to the Regulations – INDG136**

ASBESTOS

The control of asbestos regulations impose a duty on anyone with an obligation to maintain non-residential premises, including churches, to investigate whether asbestos is present. If it is present then there is an obligation to monitor its condition, put control measures in place and notify persons who may be at risk.

There is further information in Guidelines *C15 – Control of Asbestos at Work Regulations 2006 and Churches*.

This is a very important issue in church buildings, but it is also important to remember that for the purposes of these regulations manses are not classed as domestic premises. The regulations also apply to manses.

WORKING WITH VDUS

There are health problems even in an office. The health problems associated with VDU (display screen)

work are:

- repetitive strain injury or 'RSI'
- back ache
- fatigue and stress
- temporary eye strain (but not eye damage) and headaches.

The Display Screen Regulations require you to:

- analyse workstations to assess and reduce risks
- ensure that workstations meet specified minimum requirements
- plan work activities so that they include breaks or changes of activity
- provide eye and eyesight tests on request, and special glasses if needed
- provide information and training.

*Working with VDUs – INDG36**

WELFARE AT WORK

You are required 'so far as is reasonably practicable' to provide adequate and appropriate welfare facilities for your employees. 'Welfare facilities' are those that are necessary for their well-being, such as toilet and washing facilities, drinking water, lighting and appropriate temperature etc.

*Welfare at Work, Guidance for Employers on Welfare Provisions – INDG293**

MANUAL HANDLING

Another free leaflet from the HSE which may be helpful to churches is:

*Getting to grips with Manual Handling – INDG143**

Manual handling is the technical term for lifting items safely. It can be important, especially if chairs or other equipment are moved regularly.

CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS – THE MANSE

The general principle that a manse is treated as a residential property has already been mentioned in the section on Gas installations. However, there is an important exception to this general rule.

Manses are not residential property for the purposes of the Construction (Design and Management) Regulations 2007. They are treated in the same way as church property – so the regulations apply.

There is no alternative but to recommend that if building work is planned at a manse the regulations should be considered and appropriated site supervision and safety monitoring be put in place. The detail is contained in our guidelines leaflet

C8 Construction (Design and Management) Regulations 2007
http://www.baptist.org.uk/resources/resource_downloads/191.pdf

The regulations apply for any project where building work is planned:

that is due to last for more than 30 days: or
it involves more than 500 person days of work

This is an important exception. It is unlikely that a general builder or kitchen fitter will know about the way this particular set of regulations applies to manses, so the church needs to be careful to mention this at the appropriate stage in the project planning.

PANDEMIC INFLUENZA

Churches need to be prepared for the particular issues that will arise for faith communities in the event of a flu pandemic occurring. The Government recognises the role which churches can have in supporting those that are affected by an outbreak. If a pandemic occurs churches will need to take steps to try to ensure that their services and activities do not contribute to the spread of the virus.

The Government has written specific guidance on these issues for faith communities which can be found here: www.communities.gov.uk/publications/communities/influenzapandemic. This guidance was updated in May 2009.

More general information about swine flu is available on the Directgov website here: www.direct.gov.uk/swineflu and on the NHS Direct website here: www.nhsdirect.nhs.uk.

FURTHER INFORMATION

The Baptist Union Corporation publish a number of other guideline leaflets which refer to health and safety issues. In particular:

- B5 - Hiring of Church Premises
- C1 - Burial Grounds
- C8 - Construction (Design and Management) Regulations
- C9 - Food Safety
- C11 - Pre-Schools
- C13 - Disability Discrimination Act 1995
- C15 - Control of Asbestos at Work Regulations 2006 and Churches.

You may also find that your insurance company are able to offer you advice in certain situations and can outline the health and safety provisions that they would expect you to have had in the event of a claim.

The Health and Safety Executive have a helpline on 08701 545500.

..... BAPTIST CHURCH

RISK ASSESSMENT CHECK AND ACTION LIST

DATE MADE:

This risk assessment is offered to help you check your premises. It is for guidance only and is not exhaustive. You should give careful consideration to any other risks that are specific to your church premises. You need to look at your premises for anything that could cause harm to people ('hazards'). The church should weigh up whether it has taken enough precautions or should do more to prevent harm. It has to be remembered that even after all precautions have been taken, some risk will remain. Therefore what has to be decided in each case is whether what has been done or will be done will, as far as reasonably practicable, make the church premises safe for those who use them.

The questions in the checklist draw attention to what could be described as usual 'hazards' found on church premises. The person conducting the risk assessment needs to go round the church premises asking the questions and making an assessment as to whether any action is required and how urgent it is having regard to the risk of injury.

As you look at your building try to imagine how its different characteristics might affect all those who use it, with all their different characteristics, be they young or old, disabled or able bodied.

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
1. Are the Church premises, paths, steps, staircases, floors and toilets in a safe, clean and tidy condition and adequately lighted. Are there satisfactory arrangements for their cleaning and maintenance?		
2. Is the electrical wiring safe? Is it tested regularly?		
3. Are portable electrical appliances regularly checked for safety net faulty flexes, appropriate fuses and trailing wires. Are they plugged into a sufficient number of sockets for their use without the use of adaptors? Is there a clear rule concerning the electrical equipment which can be brought onto the Church premises?		

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
<p>4. Is the gas/oil installation regularly serviced? At the church building?</p> <p>At the Manse?</p> <p>When was it last tested by a qualified person?</p>		
<p>5. Has anybody at the church read the leaflet C15 Control of Asbestos at Work Regulations 2006 and Churches?</p> <p>Has an investigation been made to check whether Asbestos is present:-</p> <p>in the church building in any residential property e.g a manse</p> <p>Is the situation being adequately managed?</p>		
<p>6. Are all exists and escape routes clearly marked with appropriate signs which comply with the Health and Safety (Safety Signs and Signals) Regulations 1996?</p> <p>Are the emergency exit escape routes kept clear of obstruction and properly lighted?</p>		
<p>7. Should emergency exits and any emergency exit route be provided with emergency lighting?</p>		
<p>8. What provisions are made to ensure that emergency exit doors are either unlocked or fitted with panic bolts?</p> <p>Where possible do they open outwards?</p>		
<p>9. If appropriate, are clear instructions issued giving instructions as to what to do in the event of a fire?</p>		

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
10. Are there appropriate arrangements for giving warning in case of fire?		
11. Is the fire fighting equipment adequate, easy to use, properly positioned and signed in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996, and is it regularly maintained? Do a number of people understand how to use the equipment?		
12. Is it appropriate to specify the maximum number of people that may be present at any one time in any part of the premises?		
13. Is contact with the emergency services necessary regarding rescue work and fire fighting?		
14. Does the kitchen and any equipment in it comply with modern hygiene requirements?		
15. If heavy items need moving is proper advice given on how this should be done and how furniture and equipment should be stacked or stored?		
16. Is a first aid box available and is someone responsible for ensuring that it is adequately stocked? If appropriate is somebody designated as a first aider?		

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
17. Where a VDU is used on a daily basis, has the appropriate check and advice been given?		
18. If any hazardous or harmful substances are used or stored on the church premises are there proper precautions for their use, labelling and storage? Is cleaning and decorating equipment stored away from children? Is safety equipment such as goggles, rubber gloves and aprons available?		
19. Is the outside of your building safely maintained? Can doors be exited safely? Are ramps safe? Is external land properly maintained? Can children be safely escorted between different parts of the premises?		
20. Are appropriate arrangements made for planning and supervising volunteer work parties undertaking maintenance or repairs on the church premises?		
21. Are arrangements made for employees and volunteers to be consulted or supplied with appropriate information about health and safety and fire precautions?		

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
22. Are there adequate arrangements for outside contractors who carry out work on the church premises to ensure that they work safely and do not create a safety hazard for others?		
23. Where outside organisations use the church premises are the users aware of the church's Health and Safety Policy and is it clear to them that they must take responsibility for their own operations?		
24. Where a door can swing both ways, does it have a visibility panel and if so is this fitted with safety glass? Are there any other glazed areas that should be fitted with safety glass?		
25. Are there proper arrangements for investigating, recording and reporting accidents?		
26. Are there any other 'hazards' which need consideration? If so, list them noting the action required and the programme for action.		
27. Do new employees of volunteers (including the minister) receive instructions and information about the church's health and safety policy?		

NATURE OF CHECK	RESULT OF CHECK AND NOTE OF ACTION REQUIRED	PROGRAMME FOR ACTION
28. Do new employees or volunteers (including ministers) understand any rules or agreed advice about working alone in the building?		
29. Are there proper arrangements for monitoring the action required as a result of this risk assessment and for its annual review?		
30. Is there an annual review of the health and safety policy by the Charity Trustees?		

..... **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 church's charity trustees have overall responsibility for health and safety. They have given responsibility for the fulfilment of this policy to (named person) as the church's Health and Safety Officer but subject hereto the charity trustees 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 The Health and Safety Officer will:
 - 4.1 carry out appropriate risk assessments (these to be reviewed annually) of the church's premises and activities and report to the church's charity 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 at all times;
 - 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.
- 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 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 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 statement was adopted by a resolution of a Church Members' Meeting dated

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Association Trust Company	Contact
Baptist Union Corporation Ltd	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700
East Midlands Baptist Trust Company Ltd	The Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700
Heart of England Baptist Association	Heart of England Baptist Association BMS International Mission Centre 24 Weoley Park Road Selly Oak Birmingham B29 6QX Telephone: 0121 472 4986
London Baptist Property Board	London Baptist Association 235 Shaftesbury Avenue London WC2H 8EP Telephone: 020 7692 5592
North West Baptist Association	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700
South West Baptist Trust Corporation	South West Baptist Trust Corporation Wonford Baptist Chapel 36-38 Wonford Street Exeter Devon EX2 5DL Telephone: 01392 433533
West of England Baptist Association	West of England Baptist Association The Old Forge Broom Hill Stapleton Bristol BS16 1DN Telephone: 0117 965 8828
Yorkshire Baptist Association	The Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700

As at Jan 2010

This is one of a series of *Guidelines* that are offered as a resource for Baptist ministers and churches. They have been prepared by the Baptist Union Corporation Limited and are, of necessity, intended only to give very general advice in relation to the topics covered. These guidelines should not be relied upon as a substitute for obtaining specific and more detailed advice in relation to a particular matter.

The staff at the Baptist Union Corporation, at Baptist House (or your regional Trust Company) will be very pleased to answer your queries and help in any way possible. It helps us to respond as efficiently as possible to the many churches in trust with us if you write to us and set out your enquiry as simply as possible.

The Baptist Union Corporation staff also deal with churches that are in trust with the East Midland Baptist Trust Company Limited, the North Western Baptist Association (Incorporated), and Yorkshire Baptist Association.

If your holding trustees are one of the other Baptist Trust Corporations you must contact your own Trust Corporation for further advice. A list of contact details has been included.

If you have private trustees they too should be consulted as appropriate.

Contact Address and Registered Office:

The Baptist Union Corporation Ltd, Baptist House, PO Box 44, 129 Broadway, Didcot, Oxfordshire OX11 8RT England

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