



STREATHAM  
BAPTIST  
CHURCH

## **SBC Health and Safety Policy**

**Policy Approved by:** Church Leaders / Trustees on 16 October 2017

**Communicated to Church Members:** at CMM – 27 November 2017

**Review date:** October 2020 or earlier if church needs dictate

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in three sections:

- Section A – General statement of policy
- Section B – Organisation and responsibilities
- Section C – Arrangements

### **Section A - General Statement of Policy**

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church premises.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out in Sections B & C below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities or changes to legislation. To ensure this, the policy and the way in which it operates will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the SBC Leadership Team and the Risk Management Strategic Group. Employees and voluntary staff will be consulted on a regular basis in order to seek their views on health and safety matters.

## **SBC Health and Safety Policy**

### **Section B - Organisation and Responsibilities**

#### **1. Responsibilities of the Leaders / Trustees**

Overall responsibility for health and safety is that of the SBC Leaders / Trustees who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel.

As new projects emerge, the names of responsible persons will be identified and the list amended accordingly.

SBC Leaders / Trustees also have the general responsibility to ensure that the health and safety policy is implemented and that the arrangements outlined in this policy are updated as necessary.

#### **2. Responsibility of the Health and Safety Officer**

The following person, as Health and Safety Officer, carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy: Robert King – Church Manager.

The responsibility of the Health and Safety Officer shall be to:

1. be familiar with health and safety regulations as far as they concern church premises;
2. be familiar with the health and safety policy and arrangements and ensure they are observed;
3. ensure so far as is reasonably practicable, that safe systems of work are in place;
4. ensure the church premises are clean and tidy;
5. ensure the gardens and other external areas are properly maintained so that a safe environment is provided;
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required;
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
8. ensure that adequate access and egress is maintained;
9. ensure adequate firefighting equipment is available and maintained.

#### **3. Responsibilities of Employees and Volunteers**

All employees and volunteers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and volunteers must therefore:

1. comply with safety rules, operating instructions and working procedures;
2. use protective clothing and equipment when it is required;
3. report any fault or defect in equipment immediately to the appropriate person;
4. report all accidents (however minor), injuries, near misses or other potential; safety hazards as soon as possible;
5. not misuse anything provided in the interests of health and safety.

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### 4. Responsible Persons

The following are responsible for safety in particular areas:

<b>Activity</b>	<b>Name / Position</b>
Accident Book / Accident Reporting	Robert King / Church Manager
Fire Extinguishers (See C 2.1)	Zac Healy / Caretaker
Other Fire Protection Equipment (See C 2.3)	Zac Healy / Caretaker
Emergency Evacuation (See C 2.4)	Service / Activity Leader
Portable Electrical Appliances (See C 3.1)	Zac Healy / Caretaker
Fixed Electrical System (See C 3.4)	Zac Healy / Caretaker
Gas Equipment (See C 4)	Zac Healy / Caretaker
Hazardous Substances (See C 5)	Zac Healy / Caretaker
Plant and Machinery (See C 6)	Zac Healy / Caretaker
Condition of floors and stairs (See C 7.1)	Zac Healy / Caretaker
Condition of church gardens (See C 7.2)	Zac Healy / Caretaker
Light bulb changing (See C 8)	Zac Healy / Caretaker
Working at high levels (See C 9)	Zac Healy / Caretaker
Food Preparation (See C 10)	Pauline Bayley & Angela Hilliard / Catering Team Leaders
Manual Handling (See C 11)	Zac Healy / Caretaker
Display Screen Equipment (See C 12)	Robert King / Church Manager
Building Defects / Glazing (See C 13)	Zac Healy / Caretaker
Safeguarding of Children and Young People (See C14)	Sue King - Designated Person for Safeguarding Children
Safeguarding of Adults at Risk (See C 14)	Sabina Willey - Designated Person for Safeguarding Adults at Risk
Personal Safety (See C 15)	Robert King / Church Manager
Fairs, Fetes, Outings and Trips (See C 16.1)	Activity Leader(s) concerned
Contractors (See C 17)	Zac Healy / Caretaker
Health and Safety Training	Robert King / Church Manager
Sanctuary	Zac Healy / Caretaker
Hall	Zac Healy / Caretaker
Meeting Rooms	Zac Healy / Caretaker
Offices	Zac Healy / Caretaker
Baptistry (See C18)	Zac Healy / Caretaker
Boiler Room	Zac Healy / Caretaker
Main Kitchen	Pauline Bayley & Angela Hilliard / Catering Team Leaders

## **SBC Health and Safety Policy**

### **Section C – Arrangements (Implementation of the Policy)**

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

#### **1. Accidents and First Aid**

First Aid Boxes are located in:

- Main Office;
- Main Kitchen;
- Norton House Kitchen;
- Atrium Servery;
- Crèche.

Trained / Qualified First Aiders are listed on the Safety Information Notice Board in corridor at rear of Sanctuary.

Accident forms are held in the Main Office and the accident log is held by the Church Manager. All accidents and incidents are entered on an Accident report form and our insurers advised where necessary.

When the sanctuary, church hall or any church room is let to outside organisations, they are told in writing (Terms and Conditions) that in the event of an accident, details must be entered on an Accident Report Form.

Accident reports are reviewed by the Church Manager upon receipt and any action required is progressed.

Where accidents are reportable under RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 these accidents will be reported by the responsible person.

#### **2. Fire Safety**

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. To achieve this, we undertake the following:

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments;
- A check that a fire can be detected in a reasonable time and that people can be warned;
- A check that people who may be in the building can get out safely including the provision of emergency lighting and fire exit signage.;
- To provide reasonable fire protection equipment;
- A check that those in the building know what to do if there is a fire;
- A regular check, usually weekly, that our fire protection equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company
- Produce Personal Evacuation Plans for regular visitors to the Church Premises who have a disability or are frail which could impede their evacuation in the event of a fire.

Fire Action Notices are posted in all rooms and in Corridors giving instructions on what to do in the event of a fire.

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### 2.1 Fire Extinguishers

Fire Extinguishers are kept in the following locations:

Location	Type of Extinguisher and Capacity
Atrium adjacent to Garden Fire Exit Doors	Water – 6 litre
Atrium Servery	CO2 – 2 kg
Basement Corridor adjacent to Lewin Road Door	Water - 6 litre
Basement Corridor adjacent to Lewin Road Door	CO2 – 2 kg
Church Sanctuary – On wall near Sound Desk	Water – 6 litre
Church Sanctuary – On wall near Sound Desk	CO2 – 2 kg
Garage	Water – 6 litre
Garage	CO2 – 2 kg
Hall Entrance Lobby – PreSchool – Natal Road	Water – 6 litre
Kitchen Main	CO2 – 2 kg
Natal Road Entrance	Water – 6 litre
Natal Road Entrance	CO2 – 2 kg
Office Main	CO2 – 2 kg
Stairs – Main Stairs by mid landing Fire Exit	Water – 6 litre
Stairs - Natal Road – mid landing	Water – 6 litre
Tower Doors - Lewin Road	Water – 6 litre

The extinguishers noted above are usually checked every week by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by Faithful Fire Protection Ltd.

### 2.2 Fire Alarm System

The church has a fire detection and alarm system which is usually tested every week by the responsible person to ensure that all sounders are working and that all Dorgard units are operating correctly. Dorgard units are fitted to doors and hold the doors open when required but release the doors when the fire alarm operates).

The church also has emergency lighting which is usually tested every month by the by the Responsible Person to ensure that it operates correctly.

The fire detection and alarm system is checked every 3 months by H G Higginson Ltd.

The emergency lighting is checked every 6 months by H G Higginson Ltd.

### 2.3 Other Fire Protection Equipment

There is a Fire Blanket in the Main Kitchen which is usually checked every week by the Responsible Person to ensure that it is still in place and has not been used.

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### *2.4 Evacuation Procedure*

For large services and concerts, where the congregation/audience exceeds 80 people our procedures for stewarding/ evacuation are as follows:

1. All designated fire doors must be unlocked before the service / event commences and be clearly marked as fire exits using the 'Running Man' symbol;
2. A check must be made that all doors can be opened;
3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church;
4. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Service Leader or Concert / Event Organiser;
5. When children are in organised activities away from the Main Church Sanctuary their group leaders will be responsible for their safe evacuation to one or other of the Assembly Points;
6. Depending on which exit people leave the building persons will assemble in either Lewin Road outside No16 or in Natal Road near the junction with Ellora Road;
7. The emergency services will be contacted immediately by a person nominated by the Service Leader or Concert / Event Organiser using a mobile telephone or by the telephone located in the Main Office.

### *2.5 Evacuation Drills*

Fire evacuation drills will be carried out usually every 6 months. All employees, Activity Leaders and volunteers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

### *2.6 If anyone discovers a fire (no matter how small) they must:*

1. Immediately raise the alarm;
2. Telephone the emergency services;
3. Check the building for occupants;
4. Assist in the evacuation of the building, ensuring that all doors are closed behind you;
5. Evacuate to the designated assembly point as detailed on the Fire Action Notice;
6. Ensure clear access for the emergency vehicles.

## **3. Electrical Safety**

A list of all our portable electrical appliances is maintained by the responsible person.

Every month plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be managed by the responsible person.

Every year all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.

Every 3 months a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be managed by the responsible person.

Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.

Every year our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

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It is our policy to dispose of any second-hand electrical goods either through a local council refuse recycling facility or by the contractor supplying a replacement item.

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees, Activity Leaders and volunteers must observe the following:

- 1 visually check all electrical equipment before use;
- 2 report all faults immediately to the responsible person;
- 3 do not attempt to use or repair faulty equipment;
- 4 no electrical equipment is to be brought onto the premises and used until it has been visually checked by the Caretaker or Church Manager to assess its safety. This does not include personal laptop computers or music players;
- 5 electrical equipment should be switched off and disconnected when not in use for long periods;
- 6 flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

### **4. Gas Equipment Safety**

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

### **5. Hazardous Substances**

The responsible person will maintain a list of all hazardous substances used in the church premises.

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

### **6. Safety of Plant and Machinery**

The responsible person will maintain a list of all items of plant and machinery.

SBC has a number of items of plant which are as follows:

- Dishwasher;
- Cooker,
- Hot Water Heaters;
- Central Heating Boilers;
- Passenger Lift;

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The procedures for checking and rules for use are as follows:

- 1 Employees and volunteers must not operate plant or machinery that they are not trained and authorised to use;
- 2 Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties;
- 3 Any defect and damage found to any item of plant must be reported to the responsible person;
- 4 All plant will be regularly maintained and a schedule kept of maintenance requirements;
- 5 The following items of plant are tested by a competent person in accordance with an inspection programme.

Item	Inspection Arrangements
Lift	6 Monthly by Amalgamated Lifts
Central Heating Boilers	Annually by Gas Group Services Ltd
Gas Cooker and Grill	Annually by Gas Group Services Ltd

### 7. *Slips, Trips and Falls – condition of floors, steps and paths*

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will usually be made every week by the Responsible Person of:

- all floors and stairs in the church premises;
- all paths and steps in the church gardens. Particular note will be made of moss, algae and leaves on paths.

Any defects will be managed by the Responsible Person who will arrange for repairs or remedial measures to be carried out.

### 8. *Lighting*

In order to ensure that the church premises are adequately lit, an inspection will be made every week by the responsible person to ensure that all lights in the church premises and gardens are working. The Responsible Person will ensure that any defective bulbs are replaced following appropriate safety procedures.

### 9. *Working at High Levels*

The following areas are designated as high levels:

- Interior: Balcony in Sanctuary;
- Exterior: Church roofs.

Only the following persons may work at high level:

- Church Manager;
- Church Caretaker;
- Approved Contractors.

The following procedures must be followed:

- Extension Ladder Operation Procedure;
- Telescopic Ladder Operation Procedure;
- Scaffold Tower Operation Procedure.

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Only the following work is authorised without special agreement:

- Replacement of light bulbs;
- Clearing leaves and debris from gutters.

The appropriate training will be given and a system of recording will detail who is working where at any time.

### **10. Preparation of Food**

SBC has a separate Food Safety Policy which must be read and followed in conjunction with the SBC Health and Safety Policy.

### **11. Manual Handling – Lifting, Carrying and Moving Loads**

Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.

Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

### **12. Display Screen Equipment**

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible.

The following factors will be considered when carrying out risk assessments:

- stability and legibility of the screen;
- contrast and brightness of the screen;
- tilt and swivel of the screen;
- suitability of keyboards, desks and chairs;
- the work station environment;
- the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

### **13. Hazardous Buildings / Glazing**

Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the Responsible Person. Any defects noted are recorded and the procedures put in hand for repairs.

Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

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A check has been made of any asbestos in the building by a competent person noting its location, type and condition. This information has been recorded in an Asbestos Register. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected. A check is made of the identified asbestos usually every month to ensure that it has not been exposed or damaged.

A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

### **14. Safeguarding of Children and Young People and Safeguarding of Adults at Risk**

The Church has separate policies and procedures for Safeguarding of Children and Young People and Safeguarding of Adults at Risk.

### **15. Personal Safety**

Guidance for people working alone has been included in both the Activity Leaders' Health, Safety and Security Handbook and the SBC Staff and Volunteer Health, Safety and Security Handbook.

The Church has a CCTV system to enable persons to view visitors seeking access to the building. The church doors are also fitted with an intercom system. To control access to the Office suite key pads have been fitted to doors at the top of both flights of stairs to the office corridors.

A Personal Safety Plan for Pastoral Visitors has been developed and is issued to all Pastoral Visitors.

The number of people required to take cash to the bank is as follows:

<b>Amount of Cash</b>	<b>Number of People</b>
Up to £2,499	1
£2,500 to £4,999	2
£5,000 to £7,499	3
Over £7,500	4

### **16. Risk Assessments / Activities**

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

Guidance on Risk Assessments has been included in Activity Leaders' Health, Safety and Security Handbook.

The following activities will require risk assessments:

- Fêtes, Fun Days and similar events including the use of bouncy castles;
- Church trips – The SBC Financial Management of Church Trips Policy must be followed for all trips organised by the Church or one of its ministries;
- Erection of temporary staging.

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### **17. Contractors**

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

- 1 Have their own health and safety policy (where required by law) and be able to provide a copy of the same;
- 2 Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained;
- 3 Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation;
- 4 Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation;
- 5 Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors;
- 6 All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

### **18. Baptistry**

Our policy is to ensure that the Baptistry is prepared, filled, used, emptied, cleaned and closed in a safe manner. Operation of the Baptistry can only be undertaken under the supervision of the Caretaker and must be done in accordance with the Baptistry Operation Procedure.

### **19. Information and Enforcement**

Environmental Health Service Information:

Environmental Health Department  
London Borough of Lambeth, 6th Floor, International House, 6 Canterbury Crescent, London,  
SW9 7QE

Employment Medical Advisory Service Information:

Health and Safety Executive  
Rose Court  
2 Southwark Bridge  
London  
SE1 9HS

### **20. Health and Safety Law Poster**

A copy of the HSE poster 'Health and Safety Law - what you should know' is displayed in the Main Office

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