

# Policy with guidance notes

## church health and safety policy



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The following guidance notes are also available from your Insurance Consultant and Surveyor, by calling our Church and Commercial Underwriting Team on 0845 070 2223 or by visiting our website at [www.baptist-insurance.co.uk](http://www.baptist-insurance.co.uk)

Fire  
Security  
Health and Safety  
Functions

*These guidance notes are based on current legislation and we have tried to make them thorough and informative. If you require any further assistance, please contact the relevant organisations mentioned in the notes.*

*This advice is given in good faith and is based on our understanding of current law and practice. Baptist Insurance does not accept any liability whatsoever for any errors or*

*omissions which may result in injury, loss or damage, including consequential or financial loss. It is the responsibility of the Insured or any other person to ensure that they comply with their legal responsibilities and any interpretation or implementation of this guidance is at the sole discretion of the Insured or other party who may read these notes.*

# This document has been produced by Baptist Insurance to help you draw up your own Health and Safety Policy

Churches are not exempt from health and safety legislation. Local Authority Environmental Health Officers are specifically charged with enforcing health and safety legislation in churches.

The Health and Safety Executive have advised that it is good practice for volunteers to be provided with the same level of health and safety training and protection as if they were employees. This means that churches should follow exactly the same regulations to ensure the health and safety of volunteers and other persons using the church as if they were employees.

Following the enclosed guidance will help to ensure that you will have done all you need in order to satisfy the Environmental Health Officer should one call.

We would suggest that you appoint someone with responsibility for health and safety, and possibly set up a sub-committee under the guidance of the Diaconate. Then work through the outline health and safety policy. Remember, this document is intended as a guide only. It is your policy. You will need to insert the details applicable to your own church, delete parts that are not applicable, and amend or add others.

## What does the law require?

The law only requires those who employ five or more people to have a written health and safety policy. This will not apply to the majority of churches. However, you are required to make adequate arrangements for health and safety, and the easiest way to do this is to set these out in writing.

For every hazardous activity you undertake, you should have a written procedure. Remember the Health and Safety Executive says that measures need only be matched to the levels of risk. It may only be possible to decide on your procedures once you have carried out a risk assessment.

The law only requires written risk assessments where five or more people are employed, and then only the significant findings have to be recorded.

However, you need to ensure that your church is safe, and the easiest way to do this is to carry out systematic risk assessments of each part of the church and each activity.

To help you do this, guidance is given on how to undertake risk assessments and how to record them.

A general risk assessment pro-forma is enclosed. Copy this form as often as you need.

## Further help and information

If you have any queries at all, please contact us on 0845 070 2223 or contact your local Insurance Insurance Consultant and Surveyor for help and guidance.

*This advice is provided to you as best practice guidance from Baptist Insurance. Please check your policy documents for details of any conditions specific to your policy.*

# Our Health and Safety Policy

**Name of church****Address**  
  

Postcode

**Date****Review date**

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

**To all employees, voluntary helpers and contractors:**

*The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.*

**Note**

*Instructions and guidance are in blue type*

## 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, casual labour and voluntary helpers, 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, churchyard and any associated buildings.

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

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated 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 Diaconate, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed

[Redacted signature]

Secretary/Administrator/Trustee  
(delete as appropriate)

Date

[Redacted date]

Review date

[Redacted review date]

This policy should be reviewed at regular intervals. The interval will depend on the level of your activities and the extent of change. Where there is a high level of activity the policy may need to be reviewed annually. As a minimum it should be reviewed every five years.

## B Organisation and responsibilities

### 1 Responsibility of the Secretary/Administrator/Trustee

Overall responsibility for health and safety is that of the Secretary/Administrator/Trustee (delete as appropriate)

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 notified and the list amended accordingly.

### 2 Responsibility of the Diaconate

The Diaconate has 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.

### 3 Responsibility of the Health and Safety Officer

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

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

- 1 be familiar with the health and safety policy and arrangements and ensure they are observed
  - 2 ensure so far as is reasonably practicable, that safe systems of work are in place
  - 3 ensure the church and hall, if applicable, are clean and tidy
  - 4 ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
  - 5 ensure that safety equipment and clothing is provided and used by all personnel where this is required
  - 6 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
  - 7 ensure that adequate access and egress is maintained
  - 8 ensure adequate firefighting equipment is available and maintained
  - 9 ensure that food hygiene regulations and procedures are observed.
  - 10
- 1 be familiar with health and safety regulations as far as they concern church premises

#### **4 Responsibility of employees and voluntary workers**

All employees and voluntary workers 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 voluntary workers 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.

#### **5 Responsible persons**

The following are responsible for safety in particular areas:

Allocate responsibilities either by the area of the church or by activity or a combination of both. Alternatively, you may wish to arrange responsibilities in some other way. (The numbers in brackets relate to the appropriate section of the policy.)

These lists are not exhaustive.



**2. By area**

**Name/position**

Baptistry

Main body of church

Vestries

Organ loft

Boiler room

Kitchens

Churchyard

Church hall

Offices

Meeting rooms

School rooms

## 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.

*Note: general guidance is given but you will need to detail your own arrangements where appropriate. You should refer to the various guidance notes produced by Baptist Insurance and other guidance produced by the Health and Safety Executive.*

*There are a number of places where you need to insert the interval for inspections. This could be weekly, monthly, quarterly or annually. The period you choose will depend on your own situation and experience.*

### 1 Accidents and first aid

First aid boxes are located in:

Trained/qualified first aiders are:

The accident book(s) is/are located in:

All accidents and incidents are entered in the accident book or on an Accident report form and our insurers advised. (A specimen Accident report form is available upon request.)

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed.

#### RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These accidents will be reported by the responsible person.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than three days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting, as follows:

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **ten days** on official form **F2508**;
- accidents involving the injured person losing **more than three consecutive days** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within **ten days** on form **F2508**;

- reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form **F2508A**. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

**Accident reporting**

The quickest and easiest way to do this is to call the Incident Contact Centre and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records. The ICC Consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority and you will be sent a copy of the information recorded which you can file - this meets the RIDDOR requirement to keep records of all reportable incidents.

You can also send reports by post or email.  
 www.riddor.gov.uk  
 Tel. 0845 300 9923  
 Fax. 0845 300 9924  
 email: riddor@connaught.plc.uk  
 Incident Contact Centre, Caerphilly  
 Business Park, Caerphilly, CF83 3GG.

**Recording**

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

**2 Fire safety**

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order 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, if necessary, the provision of emergency lighting and fire exit signage;
- to provide reasonable firefighting equipment;
- a check that those in the building know what to do if there is a fire;
- a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

**2.1 Fire extinguishers**

Fire extinguishers are kept in the following locations:

Location (e.g., organ loft)	Type of extinguisher and capacity (e.g., Carbon dioxide 2kg)
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The extinguishers noted are checked every

--

(e.g., week, month etc.) 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

--

(insert name of maintenance company)

**2.2**

**Fire alarm system**

*Note: if you have a fire alarm system, note below details of the procedures for checking and maintaining the system and who has responsibility to ensure this is done*


- 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

Area of church	Exit door(s)


**2.3**

**Other fire protection equipment**

*Note: if you have other fire equipment e.g., fire blankets, hose reels, dry risers etc., note below the procedures for checking and maintaining them and who has responsibility to ensure this is done*


- 4** Responsibility for using each fire extinguisher will be allotted to named and trained stewards
- 5** If emergency lighting is not available, torches must be available for each steward
- 6** In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the

--

(Minister/Chief Steward/Church Secretary, etc. Insert as appropriate)

- 7** Persons will assemble in the

--

- 8** The emergency services will be contacted immediately by a nominated person using the telephone located in the

--

- 9** If there is no telephone available in the immediate vicinity, a mobile phone will be held by

--

**2.4**

**Evacuation procedure**

For large services and concerts, where the congregation/audience exceeds

--

(insert number as determined from fire risk assessment) our procedures for stewarding/evacuation are as follows:

*Note: the following is a suggested evacuation plan. This must be adapted to meet your own requirements or insert your own plan*

**2.5**

**Evacuation drills**

Fire evacuation drills will be carried out every

(e.g., six months, annually). All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

**2.6**

**If you discover a fire (no matter how small)**

- 1 Immediately raise the alarm
- 2 Telephone the emergency services
- 3 Check the building for occupants
- 4 Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
- 5 If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
- 6 Evacuate to the designated assembly point
- 7 Ensure clear access for the emergency vehicles

**3 Electrical safety**

- 1 A list of all our portable electrical appliances is maintained by the responsible person
- 2 Every

[Redacted]

(e.g., week, month, quarter) 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 reported to

[Redacted]

for action

- 3 Every

[Redacted]

(e.g., 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

- 4 Every

[Redacted]

(e.g., quarter) a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to

[Redacted]

for action

- 5 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
- 6 At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers
- 7 It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained
- 8 Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
  - (i) visually check all electrical equipment before use
  - (ii) report all faults immediately to the responsible person
  - (iii) do not attempt to use or repair faulty equipment
  - (iv) no electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
  - (v) electrical equipment should be switched off and disconnected when not in use for long periods
  - (vi) 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

(Delete this section if not applicable)

- 1 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
- 2 Our arrangements for the use of appliances using LPG (liquid petroleum gas) are as follows:
  - (i) We have

[Redacted]

LPG heaters

- (ii) These are located in

[Redacted]

- (iii) Cylinders are changed outside in the open air

- (iv) Spare cylinders

[Redacted]

(maximum held) are kept in a locked compound

[Redacted]

(delete/insert as appropriate).

These arrangements are checked by the responsible person.

## 5 Hazardous substances

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

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 for example

Name of substance: Liquid floor cleaner 'Flash'

Hazard level: Low

Storage: Must be kept in locked store room off vestry

Protective clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water.

Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident. A hazardous substance record is available upon request.

Examples of other hazardous substances you might have are: petrol, pesticides, insecticides and polishes. Some hazardous substances, such as asbestos, which may be found in boiler rooms or pigeon droppings in belfries, require specialist treatment and must only be touched or removed by specialist contractors. (You must consult the local Environmental Health Officer in such circumstances.)

Do not mix chemicals.

Do not store chemicals in unmarked containers.

## 6 Safety of plant and machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- 1 Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- 2 Employees and voluntary workers must not ride on any parts of machinery not intended for that use
- 3 Machinery must be switched off before any adjustments are made
- 4 After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used

- 5** Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects
- 6** The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- 7** Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery
- 8** 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
- 9** Any defect and damage found to any item of plant or machinery must be reported to the responsible person
- 10** All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.  
(List all your items of plant and machinery and the rules and procedures for their use, including the appropriate personal protective equipment needed. In most cases when using machinery, boots, gloves, eye protection and overalls should be worn.) Other items of plant and machinery could include the following: ladders, lawnmowers, strimmers, chainsaws. A form to list your plant and machinery is available upon request.
- 11** Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on
- 12** The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

You must detail here those items of plant and equipment that require inspection by a competent person such as an engineering insurance company inspector or engineer. Such items will include lifts, hoists and other lifting equipment.

Item	Inspection arrangements

**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 be made every

[Redacted]

(e.g., week, month, quarter etc.) by the responsible person of

- 1** all floors and stairs in the church and hall; and
- 2** all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to

[Redacted]

who will arrange for repairs or remedial measures to be carried out.

**8 Lighting**

In order to ensure that the church is adequately lit, an inspection will be made every

[Redacted]

(e.g., week, month etc.) by the responsible person to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to

[Redacted]

who will ensure that the bulbs are replaced following appropriate safety procedures.

**9 Working at high levels**

The following areas are designated as high levels:



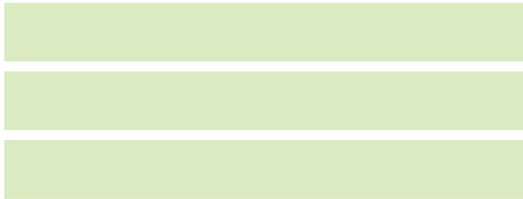
(Insert as appropriate, e.g., Interior: gallery, Exterior: tower, parapets, gable end).

Only the following persons may work at high level:



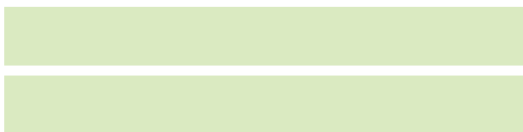
(e.g., approved contractors, competent volunteers, named individuals).

The following procedures must be followed:



(e.g., the safety harnesses provided must be used in conjunction with the fixed anchor points).

Only the following work is authorised without special agreement:



(e.g., replacing light bulbs in the church, clearing leaves and debris from the 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**

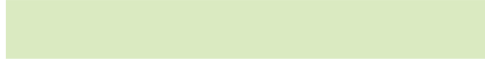
(Your procedures must state where, when, how and by whom food may be prepared. You should consult the local Environmental Health Officer to see if your premises need to be licensed or if any improvements are needed. Food Hygiene Regulations apply

whether you sell publicly or privately, in a hall or marquee, for profit or for fund-raising. The only exception is for food cooked at home for private consumption.)

- 1** We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
- 2** We ensure that all food handlers have received adequate supervision, instruction and training
- 3** We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
- 4** Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
- 5** Food stuffs may only be prepared in the following areas:



- 6** Only the following persons who have received the appropriate training may prepare and serve foodstuffs:



- 7** We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

**11 Manual handling - lifting, carrying and moving loads**

- 1** Our policy is to eliminate the need for manual handling as far as is reasonably practicable
- 2** 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
- 3** The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling
- 4** 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

- 1 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

(e.g., quarter) by the responsible person

- 2 Any defects noted are immediately reported to

and the procedures put in hand for repairs

- 3 Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
- 4 A check is made of any asbestos in the building by a competent person noting its location, type and condition. 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
- 5 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 Child protection

Your procedures should include a policy on child protection issues as set out in the current Baptist Union of Great Britain's document 'Safe to Grow'. The activities undertaken by youth groups require special attention. Details of the numbers and ages of the young people involved in each group and details of adult supervisors must be maintained. Parental consent forms should be obtained for trips away from the parish and any particular needs of individual children noted.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

A permanent record will be maintained of all accidents involving children.

## 15 Personal safety

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables. Procedures must be drawn up, including the appropriate control measures. A guidance note concerning personal safety is available from Baptist Insurance.

## 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.

For all hazardous activities, you need to carry out risk assessments and introduce procedures that must be followed.

These procedures need to be based on your own situation. However, there are guidelines produced by Baptist Insurance in our Guidance Notes for Churches.

The following activities will require risk assessments. You will then need to write your own procedures and include them in this health and safety policy:

- fêtes, including the use of bouncy castles;
- sponsored walks, visits and outings;
- churchyard maintenance, including; grave digging;
- erection of temporary staging.

Refer to Baptist Insurance guidance notes to help you draw up your own procedures.

(A specimen Risk assessment form is attached.)

## 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.

(A specimen Work permit is available upon request.)

Particular care needs to be taken for 'hot works' and a separate Hot work permit is available from Baptist Insurance.

## CDM Regulations

The Construction (Design & Management) Regulations apply to all construction work in Great Britain. You should be aware of your responsibilities under these regulations.

As a 'client' - an individual or organisation for whom construction work is being carried out, you have a number of specific duties under the CDM Regulations; however, you can appoint a competent person to assist you in the discharge of these duties if you wish. The Approved Code of Practice to the CDM Regulations summarises the duties of a client as follows:

- check the competence and resource of all appointees;
- ensure there are suitable management arrangements for the project including welfare facilities;
- allow sufficient time and resources for all stages;
- provide pre-construction information to designers and contractors.

A project is notifiable to the HSE if the construction phase will be longer than 30 days or 500 person days of construction work and, for such projects, clients must:

- appoint a CDM co-ordinator;
- appoint a Principal Contractor;
- make sure construction work does not start unless there are suitable welfare facilities, and a construction phase plan is in place;
- provide information relating to the health and safety file to the CDM co-ordinator;
- retain and provide access to the health and safety file.

## 18 Information and enforcement

Environmental Health Service Information:

(Enter here the contact details for the Environmental Health Department of your local council).

Address

Tel

email

Contact name if known

Employment Medical Advisory Service  
Information:

(The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters. Enter here the contact details of your regional HSE office where you can contact the Medical Advisory Service).

Address

Tel

email

Contact name if known

Health and Safety Executive  
Information Line: 0845 345 0055  
HSE Books: 01787 881165

## 19 Health and Safety Law poster

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

If you have any employees then you need to display the HSE poster 'Health and Safety Law - what you should know'. This is available from HSE Books or HMSO bookshops. ISBN 9780717663149 (standard version).

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## The following forms are available upon request

Manual handling procedures	
Hazardous substance record	
General risk assessment form	
Fire risk assessment form	
Accident and witness report form	
Work permit	
Plant and machinery record	
Letting of church premises	
Personal safety risk assessment form	

# Health and safety guidance notes

## How to carry out a risk assessment

Risk assessment is not difficult, but it does take time. It is sensible, therefore, to spread the load as far as is possible and for people to carry out risk assessments in their own particular area, where they best know about any hazards. For example, the organist should look at the organ loft. The process should be overseen and co-ordinated by the person who has overall responsibility for health and safety.

Systematically look at each area of the church/hall or other building and note all of the hazards and risks, and any existing safety measures. Note also any person who may be specifically at risk. You must then note any additional safety measures or 'controls' which will reduce those risks as far as possible. As well as the interior of buildings, you must also look at the churchyard and other external areas.

In order to help you, a checklist is given overleaf of common hazards that you should look for in each area that is being assessed. The checklist is in the same order as the sections of the health and safety policy. If any of these hazards are present then record them and what you need to do about them. Look for any other hazards that may not be included in the checklist, such as specific activities or pieces of equipment that may cause harm.

If you wish, you can calculate a risk rating to help you prioritise any additional safety measures that may be required.

An example of a risk assessment is shown on page 25.

It is not necessary to do this calculation if you don't want to. Just leave the likelihood, severity and risk rating columns blank and note any existing safety measures and any additional ones that you decide to implement.

However, any risk which could result in a fatality must receive priority attention.

### Risk assessment calculator

To calculate a risk rating, you need to grade both the likelihood and severity from 1 to 3. The grades are then multiplied together to give a risk rating.

#### Likelihood

The likelihood of something happening can be graded as:

- 1** = Low (seldom)
- 2** = Medium (frequently)
- 3** = High (certain or near certain)

#### Severity

The severity of injury if something does happen can be graded as:

- 1** = Low (minor cuts and bruises)
- 2** = Medium (serious injury or incapacitated for 3 days or more)
- 3** = High (fatality or a number of persons seriously injured)

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood with the severity. This will give a rating from 1 to 9.

### Risk rating matrix

	<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>
<b>Likelihood</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
		<b>1</b>	<b>2</b>	<b>3</b>
				<b>Severity</b>

The implementation of additional controls can then be prioritised as follows:

#### Risk Rating:

1 - 2 = low priority

3 - 4 = medium priority

6 - 9 = high priority

- With low priority no action at all may be required.
- With medium priority additional control measures may be necessary.
- With high priority it may be necessary to stop the particular activity or restrict access to the area until action has been taken.

## Risk assessment checklist

### Accidents and first aid

- Provision of first aid equipment
- Persons with first aid training
- Procedures to deal with accidents
- Transport arrangements to hospital
- Existing arrangements and assess what is needed

### Fire safety

- Combustible materials, flammable liquids and accumulations of waste
- Heaters, smoking and other sources of heat
- Provision of fire exits, escape routes, signage and emergency lighting
- Provision of fire detection equipment and firefighting equipment
- Effect of a fire on our neighbours
- Evacuation plans and training of stewards

### Electrical safety

- Condition of fixed electrical installation, including switches and sockets
- Condition of portable electrical appliances, including leads and plugs
- Use of unauthorised electrical appliances and temporary wiring
- Mechanical damage to wiring
- Frequency of inspections

### Gas safety

- Condition and maintenance arrangements for fixed gas boilers and heaters
- Condition and arrangements for use, including storage and changing of cylinders for portable Liquid Petroleum Gas heaters

### Control of hazardous substances

#### Internal

- Cleaning materials
- Types, amounts, storage arrangements
- Provision of personal protective equipment

#### External

- Pesticides, herbicides, petrol
- Types, amounts, storage arrangements
- Provision of personal protective equipment

### Plant and machinery

#### Internal

- Condition and potential injury arising from suspended items
- Lifts, hoists and other lifting mechanisms
- Ladders, scaffolds and staging, including storage and accessibility
- Display screen and computer equipment
- Any other equipment

#### External

- Churchyard maintenance equipment
- Lawnmowers, gangmowers, strimmers, etc.

### Slips, trips and falls

#### Internal

- Loose carpets, rugs, mats and other floor coverings
- Loose and uneven tiles, stone paving and floorboards
- Trailing leads and other obstructions
- Worn, steep and uneven steps and stairs
- Inadequate lighting, lack of handrails

#### External

- Uneven and poorly maintained paths and steps, boiler room steps and access
- Potholes, tree roots and unprotected drops
- Gravestones and other obstructions
- Long grass and undergrowth
- Areas designated as wildlife habitats
- Poor drainage of paths and growth of algae
- Inadequate lighting and lack of handrails
- Unprotected open graves prior to burials

### Lighting

#### Internal

- Check adequacy of lighting
- Pay particular attention to stairs, steps, basements

#### External

- Paths, steps, drives, car parks, boiler room steps and entrances

### Falls from a height

#### Internal

- Arrangements for light bulb changing
- Use of unsecured ladders
- Unprotected openings and walkways at high level
- Use of fixed vertical ladders

#### External

- Clearing of gutters and valleys
- Low parapets and balustrades

### Food hygiene

- Extent of food preparation
- Nature of foods to be prepared and stored
- Areas used for food preparation
- Facilities for washing and preparation of foodstuffs
- Facilities for storage of foodstuffs
- Experience, training and competence of food handlers

### Manual handling

- Moving and lifting of furniture, staging, pianos and other equipment
- Numbers required
- Specialist equipment needed

### Display screen equipment

- List all computer equipment
- Who uses it and for how long
- Check seating, workstation, screen, software

### Hazardous buildings/glazing

- Loose stonework, falling masonry, parapets, slates, tiles, gutters
- Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage (narrow panes up to 250mm need not be included)
- Arrange for a competent person to check for the presence of asbestos
- Dangerous gravestones, tombs, monuments and railings in the churchyard

### Child protection

- Existing child protection procedures
- Implementation of Baptist Union guidelines

### Personal safety

- Risk of attack
- Lone working, church sitting
- Handling of cash
- Means of raising an alarm, summoning assistance

### Activities and other hazards

- Services, concerts, events, exhibitions, etc.
- Numbers attending
- Age-related hazards (children/elderly)
- Disability access/provision
- Fêtes, sponsored walks, fund-raising activities
- Bungee jumping, abseiling, parachute jumps etc.

*Note: These activities will require separate insurance arrangements by the provider of the facility*

- Look for and note any other hazard which could cause someone harm which are not included in the above checklist.

### Improving safety - additional control measures

In most cases, it will be obvious what additional measures are necessary to reduce risk. For example, if there is a risk of falling down steps which are badly lit and do not have a handrail, the additional controls needed will be to improve the lighting and fit a handrail.

If you find any hazardous glazing, this will need to be replaced with safety glass, such as toughened or laminated, be covered with a safety film or have a barrier fitted.

If there are risks of falls from a height, you will need to consider the fitting of barriers or the use of safety lathways, eyebolts and the use of harnesses.

In many cases, however, safety can be improved by changing working methods. It does not always require alterations to the building.

Maintain a record of the work you have done to reduce or remove hazards.

#### Four examples of risk assessments are given below:

Note: the likelihood and severity rating will depend on what existing controls are already in place

Area - South porch					
Hazards/risks	Existing controls	Likelihood	Severity	Risk rating	Additional controls
Falls down steps into the church	None	3 (High)	2 (Medium)	3 x 2 = 6 (High priority action)	Fit handrail

Area - Churchyard					
Hazards/risks	Existing controls	Likelihood	Severity	Risk rating	Additional controls
Cuts, eye injuries and hearing loss from use of strimmer in the churchyard	All operators use full face visor, gloves, ear muffs, steel-capped boots, must be over 18 and have been trained	1 (Low)	1 (Low)	1 x 1 = 1 (Low priority action)	Strimmer must be regularly serviced and maintained

Area - Kitchen					
Hazards/risks	Existing controls	Likelihood	Severity	Risk rating	Additional controls
Portable hot water heater - risk of scalds and burns from hot water and steam	None	1 (Low)	2 (Medium)	1 x 2 = 2 (Low priority action)	Strap the water heater to the wall or place it in a cradle to prevent it from being knocked over. Replace with a fixed heater

Area - Nave					
Hazards/risks	Existing controls	Likelihood	Severity	Risk rating	Additional controls
Faulty fixed electrics - risk of electric shock and burns	None	3 (High)	3 (High)	3 x 3 = 9 (High priority action)	Isolate the faulty electrical wiring and arrange for a qualified electrician to carry out remedial work at the earliest opportunity. Ensure the faulty wiring cannot be switched back on until it has been made safe

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## Getting in touch

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**enquiries@baptist-ins.com**

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