



## Health and Safety Policy

***God had concerns about safety e.g. Deut 22 v 8.***

### **1. Everyone's Responsibility**

*You share responsibility for your own safety and that of others.*

Accident Prevention is the duty of every church member. You should:

1. take all reasonable care of the health and safety of yourself and any other persons who may be affected by your acts or things you have failed to do;
2. not interfere with or misuse anything provided in the interest of health, safety or welfare.

If you see anything which you think might be a potential hazard, you should report it to the Safety Officer, Minister, Elders, or any one of the Deacons.

#### **1.1 Behaving Carefully and Considerately**

The behaviour listed below indicates the sort of approach that is required.

1. Think about the possible effects on other people of what you do.
2. Open doors carefully.
3. Walk – don't run!
4. Car drivers must take exceptional care manoeuvring in the car park.
5. Ensure that someone able to help is present before undertaking anything that may be potentially hazardous such as climbing ladders or moving hot liquids.
6. Do not obstruct exits and passageways, particularly with sharp-cornered objects.
7. Dispose of rubbish in the appropriate containers and recycling bins.
8. Use the correct lifting method when lifting and storing heavy items.

#### **1.2 Disabled people** (see WBC Disability Policy)

The premises have disabled access, hearing aid loop etc. However, the elderly and disabled must be given special consideration. In particular children should not be permitted to race around bumping into those who are unsteady, or unable to get out of the way. It is the primary responsibility of parents to control their children, but if they are not present we should all be ready to calm them down in a gracious way.

The Safety Officer will keep a watching brief on disability issues.

## **2. Some common potential hazards to remember.**

### ***2.1.1 Moving vehicles***

The car park is a dangerous area, particularly if children are playing in the vicinity. Drivers must make sure they drive slowly and can see as clearly as possible where they are going. Exceptional care must be taken when reversing a car because of limited visibility. Cars should be reversed into parking spaces so that when meetings are over anyone in the car park area is more clearly seen by driving forwards. Parents, after Sunday Club or any other meeting, are responsible to make sure that children do not run into the car park. After the services Sunday Club teachers will keep young children until collected, but older children may go off and find their parents and are expected to behave responsibly.

### ***2.1.2 Trip hazard***

Electrical cables or ropes should be kept short and, if they cross an area where people generally walk, they should be secured and clearly marked. Any damage to carpets and floors that is potentially hazardous should be reported.

### ***2.1.3 Hot liquids***

Hot drinks are regularly served. Take care not to spill drinks over yourself or others, and move around cautiously. Parents should make sure that their children do not run round in these areas. Helpers preparing drinks are especially exposed to the hazard of hot water and should always seek help if urns etc need to be moved.

### ***2.1.4 Stairs and Steps***

Care needs to be taken on steps. Particularly people with limited vision find steps a problem, and we will endeavour to make edges clear.

### ***2.1.5 Sharp objects***

Occasionally sharp objects such as boxes with sharp corners or objects with projecting screws are left in areas where people congregate. This is usually carelessness and a little additional thought for others should be given.

### ***2.1.6 Cleaning materials***

Keep cleaning or decoration materials out of children's reach and locked away in the appropriate cupboard(s).

### ***2.1.7 Food poisoning & Cross Infection***

When food is served on the premises, great care must be taken to ensure that food is prepared hygienically, stored and served appropriately. Out-of-date food items will be disposed of and must never be consumed.

Mops used to clean toilets and other spills must not be used to clean the kitchen. Similar precautions are needed with cleaning cloths etc. Mops and cloths are labelled for their appropriate use.

### ***2.1.8 Lifting - See Appendix***

### ***2.1.9 VDUs- See Appendix***

### **3. First Aid and Appointed 'Responsible Persons':**

- 1) Information on the location of first aid kits will be made available to leaders, although the positions of the kits are marked.
- 2) Ideally, fully trained first aiders with current certificates should be available at all meetings. Realistically, this is almost impossible to achieve and certificated "Responsible Persons" who have received less stringent training may be appointed by the Managing Trustees to manage any accident or illness. (See Appendix for people currently certificated as trained 'Responsible Persons').
- 3) Responsible Persons can offer emergency first aid and know how to summon help and co-ordinate activities in the event of an emergency. Other suitable people may be identified and approved such as trained first aiders whose certificates have lapsed, Registered General Nurses and GPs. They will have sufficient knowledge of first aid to be able to deal with simple accidents.
- 4) All leaders must be able to take appropriate action if an appointed Responsible Person is not available.
- 5) Except in life-threatening situations, Responsible Persons and other appointed people must not attempt emergency treatment for which they have not been trained.
- 6) The names of Responsible People who have agreed to act will be displayed in the Church Library.
- 7) A Member, appointed by the Trustees, will ensure that First Aid Boxes are kept suitably stocked.

### **4. Leaders of organisations**

Leaders should:

- 1) understand the potential hazards in the rooms they use and of the work they do, and take all necessary precautions to minimise them.
- 2) know what to do if an accident occurs.
- 3) be aware of the people on list of Responsible Persons.
- 4) know what to do if a fire occurs (Specified in the WBC Fire Policy).
- 5) carry out, with help from the safety officer if required, assessments of risks including, if relevant, COSHH (Control of Substances Hazardous to Health) assessments. Trustees will arrange to keep a copy of assessments in the Library.

### **5. Accident Reporting**

- 1) So that safety can be improved by learning from experience, Accident Reporting is essential in the event of any incident and should be done as soon as possible afterwards. 'Near miss' incidents, i.e. those in which no injury occurred but could easily have done, should also be reported.
- 2) Reports are to be recorded in the accident book provided, by the activity leader or the person dealing with the incident. There are two books. One is kept with the first aid box in the Outreach Hall Kitchen and the other with the box in the Lounge kitchen. N.B. to maintain confidentiality the books have tear out pages that are filed securely by the Safety Officer.
- 3) In the case of accidents involving children, a parent or guardian is to be informed of the accident, its cause and what is being done.

- 4) Accidents involving an employee may need to be reported to the Health and Safety Executive (HSE) under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR) e.g. major accident, or injury resulting in an absence of over 3-days.

## **6. What to do if an incident occurs.**

### **6.1.1 *Illness or minor injury***

- 1) For minor bumps, grazes and cuts, apply first aid using the material provided in one of the first aid boxes and summon a Responsible Person. If a child, the parent/guardian should also be informed as soon as possible.
- 2) In case of minor illness help the victim home and if required help them contact a doctor. In the case of a child the parent/guardian should be informed first or, if unavailable, as soon as possible.
- 3) Sometimes it may be helpful to phone NHS Direct on 0845 4647.
- 4) If necessary, transport the injured person to an A&E department (by car is acceptable for minor injuries).
- 5) The nearest A&E department to the Church is at Mayday Hospital (530 London Rd, O20 8401 3000).
- 6) During afternoons and evenings (2-9pm weekdays & 12-9pm weekends), minor injuries can usually be dealt with more quickly at the 'Minor Injuries Unit' Parkway Health Centre, in Central Parade, New Addington, CR0 0JA. Check that the Unit is open before going (Phone 020 8251 7225). This service is not available for babies under one year old.

### **6.1.2 *Major Accident, Injury or Illness:***

- 1) Call for help and get someone to phone 999 to call for an ambulance.
- 2) Summon a Responsible Person.
- 3) If the accident is clearly life threatening, if possible, apply appropriate life-saving action.

### **6.1.3 *Cardiac Arrest:***

- 1) Call for help and get someone to dial 999.
- 2) Summon a Responsible Person.
- 3) Apply cardio pulmonary resuscitation immediately if the technique is known.

### **6.1.4 *Electric Shock:***

- 1) Call for help and get someone to dial 999.
- 2) Disconnect the power source.
- 3) Use something non-conducting to separate the victim from the source.
- 4) If resuscitation or emergency aid is required, be absolutely sure that the victim is not still electrically live by touching them with the back of hand.
- 5) Apply resuscitation as necessary.

## **7. FIRE** (This section should be read along with the WBC Fire Policy which gives more complete details)

- 1) THINK THROUGH WHAT YOU WOULD DO IN THE CASE OF A FIRE:
- 2) For all but small fires that can be dealt with easily and safely, phone 999 for the Fire Service.
- 3) The leader of any activity is responsible for deciding whether to evacuate the building, and must give clear instructions for doing so.

Leaders must know:

- 1) Where the exits and fire exits are. These are clearly marked.
- 2) The position of fire extinguishers. A sign is displayed above all extinguishers indicating the type.
- 3) How to pick the type needed and how to use it.

Observe the following rules:

- 1) Smoking is not permitted anywhere on the premises including the grounds.
- 2) Ensure that no fire exit is obstructed.
- 3) Ensure that all electrical and gas appliances are turned off before leaving the premises (except any that are specifically designed to remain on safely).
- 4) Do not dry fabrics or towels over or near gas or electric fires, or gas or electric stoves.
- 5) Keep aerosol cans away from direct heat and sunlight.
- 6) Do not bring any electrical items on to the premises unless you first seek permission from the Church Safety Officer (if required, they must pass a Portable Appliance Test for electrical safety).

### **Risk assessment** (see section 10 below) **when open flames are used**

Before deliberate use of open flames, such as use of candles in meetings, a suitable risk assessment should be undertaken and sent to the Safety Officer (help is available from the Safety Officer if required) and consequent Rules should be provided to the leaders for the occasion. The Rules will normally specify special provisions and identify people who will act in an emergency.

#### **7.1 Assembly point**

Occupants leaving each building should be directed by their leader to assemble on the broad pavement outside the church.

## **8. Statement of Intent**

- 1) The Managing Trustees are responsible for the Health and Safety of the Church employees and that of any child or adult coming onto its premises.
- 2) The Managing Trustees may appoint a Safety Officer to assist in managing the task.
- 3) The Church accepts its responsibility under the Health and Safety at Work Act 1974 for Health and Safety in all matters relating to the Church.
- 4) Health and Safety Policy is developed by the Managing Trustees and ratified by the Church Business Meeting. It will be reviewed at appropriate intervals.
- 5) Associated policies such as the Fire Policy and Asbestos Policy will be maintained.
- 6) Records will be kept of all inspections.
- 7) The Trustees will endeavour to ensure that Health and Safety Risk Assessments are available and reviewed regularly.
- 8) The Church is covered by public liability insurance and employer's liability insurance provided by the Baptist Union Insurance Company.

## **9. The church undertakes to: -**

- 1) keep Exit and Fire Exit and other statutory signs in place and in good order
- 2) keep extinguishers serviced in accordance with the manufacturer's recommendations.
- 3) undertake electrical Portable Appliance Testing at appropriate intervals
- 4) obtain a fixed electrical installation certificate every five years.
- 5) obtain a gas appliance servicing and testing certificate at appropriate intervals.
- 6) provide a COSHH (Control of Substances Hazardous to Health) assessment on any potentially hazardous materials used in the church.
- 7) arrange for safety or first aid training when necessary.
- 8) when required, apply for a 'Public Entertainment' licence before special events are put on and follow any safety precautions for the event as stipulated by the Council.

## **10. Typical Structure for a Risk Assessment**

"Accidents happen because no one thinks they will".

Risk assessment may seem a time-waster to many leaders who have routinely overseen an event and think, "I've done it safely a hundred times before, nothing can go wrong". However, thinking beforehand about any event in a structured way makes it much more likely that problems (that providentially have not previously happened) will be avoided. Help in producing a risk assessment is available from the Safety Officer.

Reducing risks to zero can only be achieved by not putting the event on!!

In every situation the objective is to reduce risks to a level acceptable to all involved.

## 10.1 A Risk Assessment includes:

- 1) Identification of a potential hazard.
- 2) Thinking about who would be affected.
- 3) Giving the hazard an approximate **severity** rating – low, medium, high – according to how serious an accident would probably be.
- 4) Estimating the **probability** of it happening – again low, medium, high (often the hazard has never been known to happen in the history of our Church or other churches in which case the probability is low).
- 5) The risk is a combination of the severity and the probability of a hazard occurring.
- 6) State how the risk is currently controlled (if at all).
- 7) Identify anything that needs to be done to reduce the risk to an acceptable level.

A fictitious example of a children's party is given below.

First the risks are identified, then the actions required to reduce the risks are specified.

Hazard	Who affected	Existing controls	Sev'ty	Prob'.	Control OK?
Movement of vehicles in car park	Particularly children and elderly	Watchfulness of carers.	High	Low	No
Young children running out of main gate	Children	Keep doors of party hall closed	Medium	Medium	Yes
Moving boiling water for refreshments	All	None	High	Medium	No
Food hazards	All	Leader to ensure nuts are avoided, cream is fresh, etc.	Medium	Medium	Yes
Football etc. hitting younger children	Small Children	None	Low	Low	No

Problem	Solution	By whom	Timing
Movement of vehicles	Appoint a volunteer car park attendant. Ask drivers to reverse into parking spaces. Ask carers to be watchful.	Party organiser	Before event.
Moving boiling water for refreshments	Require two people always to be available to assist in opening doors and stopping children running into carrier.	Refreshments organiser	When asking volunteers to help
Football etc. hitting younger children	Appoint a games organiser & organise ball games in a different hall	Party organiser	When booking halls

## Appendix

Many guidelines for health and safety could have been selected. The two in this Appendix are important issues. They are not complete in their coverage, but offer some recommendations on a way of working that is designed to reduce risks.

### Guidelines on Lifting & Carrying

- 1) Use any aids provided for lifting, such as chair trolleys (usually kept at the pulpit end of the Church, or in the Outreach Hall) and wheelbarrows.
- 2) For heavy loads, ask someone else to help, or if possible, reorganise the load to easily managed weights.
- 3) Never attempt to lift weights that are more than you can easily manage.
- 4) When carrying a heavy object to another location, make sure you have prepared the route by looking out for obstacles, and make sure that you can see where you are going.
- 5) Technique
  - Keep your back straight.
  - Allow your thigh muscles to do the work, rather than your back.
  - Before lifting an object from the floor, take a wide stable stance and squat down.
  - Keep your head up, back straight and stomach pulled in.
  - Grasp the object firmly; pull it close to your body.
  - If the load is uneven hold the heaviest part close to your body.
  - If possible use your whole hand not just your fingers.
  - Stand up in one slow, smooth movement.
  - Keep your head up; push with your legs.
- 6) When putting the load down be careful not to trap your fingers.
- 7) Ensure that the surface you are putting the load on is strong and secure.
- 8) Do not leave loads in a condition where they could fall and hurt anyone, particularly a child.

### GUIDELINES ON SETTING UP A VDU WORKSTATION

The working posture you should aim to achieve is as follows:

- 1) Head: directly over shoulders without straining forward or backward, about an arm's length from the screen.
- 2) Neck: elongated and relaxed.
- 3) Shoulders: kept relaxed, with the chest wide and open.
- 4) Back: upright or inclined slightly forward from the hips; maintain the natural concave curve of the back.
- 5) Elbows: relaxed at about a right angle or slightly more.
- 6) Wrists: relaxed and in a neutral position, without flexing up or down.
- 7) Knees: slightly lower than the hips.
- 8) Screen: centred at eye level or slightly below.
- 9) Fingers: gently curved.
- 10) Feet: firmly planted on the floor - shorter people may need a footrest.
- 11) Keyboard: preferably kept flat - flatter than many traditional keyboards - for proper wrist positioning, and at or just below elbow level: computer keys that are far away should be reached by moving the entire arm, starting from the

shoulders, rather than by twisting the wrists or straining the fingers - take frequent rest breaks.

12) Chair: Seat should slope slightly forward to facilitate correct knee position.

## **‘Responsible Persons’**

As at 9<sup>th</sup> January 2009,

The following people have a current training certificate

- Roland Blackwell
- Hazel Blair
- Roy Cayley
- Alison Davis
- Jennifer Dublin
- Steve Ewing
- Jean Fernley (ages 1-8 only)
- Bukky George
- Garry Harrison
- Keith Henry
- Jocelyn Kajubi
- Christine Matuvu
- Louise Lauder
- Valerie Philips

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