



# Health and Safety Policy

The policy of Taunton Baptist Church (TBC) so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all employees, casual labour, and voluntary helpers, and to provide such information, training, and supervision as required for this purpose.

TBC 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 church premises.

The allocation of duties for safety matters and the arrangements made to implement this are set out in this policy.

This policy will be kept up to date, particularly in the light of any changes to TBC buildings or activities. To ensure this, the policy and its operation will be reviewed regularly and appropriate changes made. Health and safety matters are kept constantly under review by the Health & Safety Officer, and issues referred to the trustees as appropriate. Church members may raise concerns at a Church Members meeting or, if urgent, direct with the Health and Safety Officer ([health.safety@tauntonbaptist.org](mailto:health.safety@tauntonbaptist.org))



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## 1. Remit

TBC will take all necessary steps within its power to meet its responsibilities by:

- 1.1 Maintaining TBC 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 risks.
- 1.2 Providing and maintaining furnishings and equipment which are safe and without risks to health.
- 1.3 Assessing the risk to the health and safety of those who use the church premises.
- 1.4 Ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles, equipment, furniture, and substances.
- 1.5 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.
- 1.6 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.
- 1.7 Ensuring that adequate funds and resources are made available for carrying out this policy.
- 1.8 Identifying and implementing any other arrangements that may be necessary because of new TBC activities or changes to legislation/guidance.

## 2. Responsibilities

2.1 The Health and Safety Officer will:

- Arrange appropriate risk assessments (these to be reviewed annually) of TBC premises and activities and report to the property team and charity trustees as necessary.
- 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.
- Co-ordinate the implementation of the church's Health and Safety Policy (including, but not restricted to, Fire safety, Food Safety, Safeguarding, and First Aid).



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- Carry out investigations of any accidents and recommend measures for preventing their recurrence.
- Ensure that accidents and other appropriate records are maintained and returned to the appropriate bodies.
- Ensure that all appropriate arrangements are made to provide for first aid.
- Ensure that all food safety legislation is complied with.
- Ensure safeguarding legislation is complied with.
- Ensure that all relevant safety regulations are prominently displayed and that all emergency procedure notices are properly exhibited and clearly visible.
- 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.

## 2.2 The Trustees will accept overall responsibility for implementation of this policy by ensuring that:

- All employees and volunteers are aware of their health and safety responsibilities.
- Adequate precautions are taken, as set out in this policy and related risk assessments.
- Adequate information and training are provided for those who require it.
- Any hazards or complaints are investigated and dealt with as soon as possible.
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger.
- All accidents are reported in-line with the requirements of this policy.
- Advice is sought where clarification is necessary on the implementation of this policy.
- Set a personal example on matters of health and safety.

## 2.3 All volunteers, ministers, employees, leaders, helpers, and organisations using the church will:

- 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.
- Co-operate with TBC to comply with any duty or requirement imposed on the church or any person by or under any of the relevant statutory provisions.
- Ensure that they shall neither intentionally or recklessly interfere with nor misuse anything provided in the interest of health, safety, or welfare in pursuance of any of the relevant statutory provisions.
- Make themselves familiar with and conform to this Health and Safety Policy.
- Observe all safety rules, procedures and codes of practice, and be fully conversant with the procedures to be followed in the event of a fire or any other emergency.
- Conform to all the food safety regulations that are applicable.



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- Conform to all the safeguarding regulations that are applicable.
- Co-operate with TBC in meeting the requirements of all health and safety legislation, including participating in any training if required.
- Report all accidents, hazardous occurrences or dangers (whether persons are injured or not) to the Health and Safety Officer as soon as is reasonably practicable.
- 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 a trip hazard.
- Have regard to the possible consequences of their actions on the health, safety and welfare of anyone using TBC premises.

### 3. Specific Health and Safety Arrangements

- 3.1 **Asbestos** – reasonable steps will be taken to identify the presence of asbestos in TBC buildings, assessing any risk pertaining and a plan implemented to manage that risk if required. Relevant information will be provided to others who might need it (for example, building contractors). Records of the checks, assessments and plans will be kept.
- 3.2 **Church Buildings** - the fabric of the buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable, bearing in mind that a facility may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made (including glazing).
- 3.3 **Construction Work** - where maintenance, refurbishment and restoration work are planned on TBC premises, a risk assessment will be undertaken to ensure the safety of all those concerned before work starts. Any responsibilities under the Construction, Design and Management Regulations will be assessed and action taken to comply with these if necessary.
- 3.4 **Display Screen Equipment** - where employees (and volunteers engaged in TBC activity) regularly use computers daily, for continuous periods of an hour or more, their workstations will be analysed to identify precautions, implementing these as necessary. Information, training, eye/eyesight tests (on request) and special spectacles (if needed) will be provided.
- 3.5 **Electricity** - electrical systems, fixed machines, and portable appliances will be maintained to prevent danger. Any defective equipment will not be used until it is repaired or replaced. Records of the checks will be kept.
- 3.6 **Events** – a risk assessment will be undertaken for any large or unusual concert, service or fundraising event, and any additional precautions that are necessary identified and implemented.



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- 3.7 **Fire** – a specific risk assessment will be completed to identify any steps necessary to prevent, detect and action in the event of a fire. Any necessary precautions will be implemented and reviewed and revised as necessary. Records of the risk assessments, actions and revisions will be kept.
- 3.8 **Grounds** – the boundary walls of the premises and the car park barrier will be kept in good repair.
- 3.9 **Heating Systems** – any gas heating system will be suitably maintained and checked annually by a competent person and any defects found will be corrected immediately. Records of the annual checks and maintenance/repair work will be kept.
- 3.10 **Hazardous Substances** (domestic cleaning products and paint) – will be stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.
- 3.11 **Lifting Equipment** – any lifting equipment will be properly maintained and thoroughly examined periodically by a competent person.
- 3.12 **Manual Handling** – the need for lifting or carrying heavy objects will be avoided as far as is possible. Where this is not practical, lifting aids (such as trolleys) or other precautions including team lifting will be deployed.
- 3.13 **Preparation of Food** – on those occasions when food is prepared on the premises, clean and disinfected work surface, utensils and equipment will be used. Food will be stored in such a way as to avoid contamination; hand-washing facilities will be provided; and suitable arrangements will be made for the disposal of waste.
- 3.14 **Safeguarding** – when working with children and/or vulnerable adults, the latest safeguarding best practice will be followed. (See the separate TBC Safeguarding Policy).
- 3.15 **Slips, Trips and Falls** – suitable precautions will be implemented to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. This will include periodic checks to ensure that floors, coverings, steps, and pathways remain in good condition, free from obstruction and that any precautions (such as handrails or lighting) remain adequate. Any defects identified will be corrected and records kept of the periodic checks. Arrangements are in place to manage pathways in winter weather.
- 3.16 **Working at Height** – the need for work at height will be avoided wherever possible. Where this is not practicable, any work will be properly planned to identify and implement suitable precautions, including the provision of training and equipment safety checks where required.



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- 3.17 **Work Equipment** (including hand tools) – where provided by TBC, this will be suitable, in good condition and properly maintained. Where necessary, equipment (such as ladders) will be regularly checked to ensure it is safe. Records of any checks will be kept.
- 3.18 **Working Alone** – circumstances where employees and volunteers work alone will be identified and suitable precautions implemented to ensure their safety.

## 4. Summary

- 4.1 TBC recognises its responsibilities for providing, as 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.
- 4.2 The charity trustees have overall responsibility for health and safety. They have delegated responsibility for the implementation of this policy to the church's elected Health and Safety officer, Mike Newberry, but remain responsible for ensuring adherence to the policy and for the issue of supplementary policy statements where required.
- 4.3 In support of this policy, separate guidance notes have been produced for Group Leaders and others with a responsibility for maintaining safety at TBC.
- 4.4 While this document is not intended to be comprehensive, it highlights TBC's commitment to maintaining TBC premises safely, and ensuring the safe use of the premises and equipment.
- 4.5 This document is available on line (<https://tauntonbaptist.org/members/policies/>) and from the church office.
- 4.6 This policy document has been prepared by the Health and Safety Officer, Mike Newberry, in accordance with the provisions of the Health and Safety at work Act 1974, the regulations made under it, guidance from Baptist Insurance, and Baptist Together document L10.

Signed:

Richard Matcham, Minister

On behalf of the Trustees, as agreed at a meeting on: