

Broadway Baptist Church Chesham Health & Safety Policy

Part 1: Statement of Intent

This is the health and safety policy statement of: **Broadway Baptist Church, Chesham**

Our health & safety policy is to:

- provide, as far as reasonably practicable, a safe environment for all those who use the church
- maintain the premises, and means of access and egress, in a condition that is safe
- provide furnishings and equipment that is safe
- assess the risk to the health and safety of those who use the church premises
- ensure safety in the use, handling and storage and transport of articles and substances
- provide information, instruction and training as necessary
- provide a safe environment for the church's employees, leaders, volunteers, and visitors
- consult, where necessary, with employees and others on changes to this policy
- ensure adequate funds and resources are available to carry out this policy
- implement emergency procedures, including evacuation in case of fire or significant incident
- review and revise this policy regularly

Signed	
Name: Steve Mason	Review date:

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

The deacons, as charity trustees, bear the overall and final responsibility for health & safety.

2 Day-to-day responsibility for ensuring this policy is put into practice:

- The Health & Safety Officer, David Frith, including
- review of church risk assessments (notably fire safety and evacuation routes)
 - investigation of any accidents and recommend measures to prevent recurrence
 - ensuring accident and other appropriate records are made to the appropriate bodies
 - appropriate arrangements are made for provision of first aid
 - ensuring food safety legislation is complied with
 - review any contractor method statement and risk assessments

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Premises Team, Graham Green for maintenance activities, including routine checks of emergency lighting and fire alarm system and for control of work done on the premises
- Kitchen supervision [position currently vacant]

4 All members, employees, volunteers and visitors should:

- co-operate with the deacons and others with responsibility for health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Within the church premises, the most serious risk is that presented by fire. The fire alarm system is an essential element of the church's approach to minimising the risks from fire.

Other notable risks on the premises include trip hazards, (lack of) food hygiene and (lack of) electrical safety.

Risk Assessment

- Fire Safety will be reviewed whenever circumstances change, e.g. significant alteration to the premises or when significant changes occur to the use of the premises.
- We will review risk assessments when working habits or conditions change.

Training

- Appropriate training will be provided where appropriate e.g. to employees in use of computer equipment, to volunteers working from height, and encourage volunteers to take first aid or food hygiene training as appropriate.
- We will provide personal protective equipment.
- We will make sure suitable arrangements are in place for employees who work remotely or alone.

Consultation

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary.