



Romford
BAPTIST CHURCH

Health and Safety Policy

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Health and Safety Policy Statement

Romford Baptist Church

Main Road, Romford RM1 3BL

We are committed to the Health, Safety and Welfare of our members of staff, our volunteers and members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all, by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. We will consult with you about Health and Safety and provide you with the information, instruction, supervision, and training that we consider is necessary.

We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a healthy and safe work and worship environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises

This policy will be reviewed regularly and revised as necessary.

A handwritten signature in dark ink, appearing to be 'IB', followed by a long horizontal line extending to the right.

Signed:

Revd Ian Bunce - Minister – Team Leader

Date: 13 / 01 / 2025

1. Organisation and Responsibilities

1.1 Responsibility of the Pastor(s)

Overall responsibility for health and safety is that of the Minister – Team Leader.

1.2 The responsibility of the Operations Manager shall be to:

- be familiar with Health and Safety Regulations as far as they concern church premises
- be familiar with the health and safety policy and arrangements and ensure they are observed
- ensure so far as is reasonably practicable, that safe systems of work are in place
- ensure that the church is kept clean and tidy and that the grounds are well maintained
- ensure that safety equipment and clothing is provided used by all personnel where this is required
- ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- ensure that adequate access and egress is maintained
- ensure adequate firefighting equipment is available and maintained
- ensure that food hygiene regulations and procedures are observed
- assist employees, contractors, self employed and volunteers to comply with their health and safety responsibilities and duties.

1.3 Responsibility of employees and voluntary workers

All employees and voluntary helpers 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:

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

1.4 **Responsible Persons**

The following are responsible for Health & Safety in particular areas:

Activity	Role
Accident reporting	All users of the church buildings
Accident book	Church Administrator
Fire extinguishers	Operations Manager
Emergency evacuation	Leadership / Operations Manager
Portable electrical equipment	PAT tester
Fixed electrical system	Certified electrician
Gas equipment	Certified GasSafe engineer
Hazardous substances	Operations Manager
Plant and machinery	Operations Manager
Condition of floors and stairs	Operations Manager
Condition of grounds	Operations Manager
Light bulb changing	Operations Manager
Working at elevated levels	All trained staff / volunteers
Food preparation	Minister with a focus on Youth and Children Meeting Place & Outreach Leader Catering Team (responsible person)
Manual handling	Operations Manager
Display screen equipment	Operations Manager
Building defects / equipment	Operations Manager
Child protection	Safeguarding team
Personal safety	Operations Manager
Fetes and outings	Various
Contractors	Operations Manager
Choirs / music	Worship team
Health & Safety training	Leadership & Operations Manager

2. Arrangements

2.1 Accidents and First Aid

First Aid boxes are located in The Meeting Place, the church office, Oak Room, main kitchen and the Youth Lounge.

Spare first aid supplies are located in the storage cupboard in the corridor leading to the main kitchen.

A DEFIBRILATOR is located outside the Flower Room / Photocopier Room.

An accident book is located in the church office. All accidents and incidents must be entered in the accident book.

A list of trained First Aiders who have all completed the Emergency First Aid at Work course is kept in each First Aid box. A record of when certificates will expire is also kept on file.

Accident forms are in each First Aid box and should be handed back to the Church Administrator to file in the Accident Folder located in the Minster – Team Leader’s office. All forms are immediately reviewed by the Church Administrator, the Operations Manager and the Minster – Team Leader.

If the church buildings are let out to outside organisations, they are told in writing that in the event of an accident, details must be recorded on the Accident Form. The form is attached to the booking form and handed to the keyholder.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

These accidents will be reported by the responsible person or the Operations Manager.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (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 seven 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;
- accidents involving the injured person losing more than seven 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 fifteen days;
- reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority. 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

Go to **www.hse.gov.uk/riddor** and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the GDPR 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.

We use our own adapted sheet which is stored securely and encompasses GDPR regarding sharing personal information and details of the accident with 3rd parties.

2.2 **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
- 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
- To provide reasonable fire-fighting equipment
- A check that those in the building know what to do if there is a fire
- A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company

If a fire is discovered (no matter how small):

- Immediately raise the alarm
- Telephone the emergency services
- Check the building for occupants
- Attack the fire if possible, within your capability using the appliances provided, but without taking personal risk
- If it is 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 priority is people before property
- Ensure clear access for emergency vehicles

Fire extinguishers are kept as follows:

Ground Floor

Location	Type of Extinguisher
Outside Juniper Room	1 x 6 litre foam
Youth Lounge	1 x fire blanket
	1 x 6 litre foam
	1 x 2kg carbon dioxide
Willow Hall kitchen	2 x fire blankets
	1 x 2kg carbon dioxide
Willow Hall	3 x 6 litre foam
The Meeting Place	1 x fire blanket
	2 x 6 litre foam
	1 x 2kg carbon dioxide

Upper Floor

Location	Type of Extinguisher
Church gallery	1 x 6 litre foam
	1 x 2kg carbon dioxide
1 st floor landing – Job Centre side	1 x 6 litre foam
	1 x 2kg carbon dioxide
1 st floor landing – outside	1 x 2kg carbon dioxide
Sycamore Room	
1 st floor landing – outside Pine Room / Olive Room	1 x 6 litre foam

The extinguishers are checked every week to ensure that they are still in place and not been discharged.

The extinguishers and fire blankets noted above are checked annually by M&G Fire and Protection - 01376 519 627.

Fire Alarm and Emergency Lighting System

The system is tested weekly and is maintained every six months by MPE Power.

Evacuation Procedure

For large services and concerts where the congregation/audience exceed 100, our procedure for emergency evacuation is outlined in our evacuation plan:

- All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the running man symbol
- A check must be made that all doors can be opened
- A trained steward must be allocated to each door and have responsibly for the people in specific parts of the church.

Routes of escape are as follows:

Area of Church **The Meeting Place**

Exit Door

From The Meeting Place leading to Main Road

Upper Church Gallery

Exit on either side and go down the stairs

Back half of the church nearest The Meeting Place	And then from The Meeting Place leading to Main Road
Front half of the church nearest the platform	From The Meeting Place leading to Main Road
Juniper Room (Foodbank Room)	Door leading into the corridor and then from the side door leading to drive alongside the church
Church Office	Side door leading to drive alongside the church
Copier Room / Flower Room	Side door leading to drive alongside the church
Oak Room	Side door leading to drive alongside the church
1st floor offices / Cedar Room	Door next to the men's toilet leading through covered area out to the side of church and onto the drive alongside the church
Olive Room and Pine Room	Down the stairs into the corridor and then out of the side door leading to the drive alongside the church
Sycamore Room	Down the stairs leading to the kitchen and out of the exit leading to the drive alongside the church
Willow Hall	Down the stairs into the corridor and then out of the side door leading to the drive alongside the church
Youth Lounge	Out of the double doors by the main kitchen and turn right for the exit leading to the drive alongside the church <u>or</u> out of the double doors to the right of the stage, turning right and through the gate into the car-park
	Out through the double doors to the car-park <u>or</u> through the back door and turning left through the side gate into the car-park

Responsibility for using each fire extinguisher will be allotted to named and trained individuals.

Emergency lighting is available and maintained by an external company so torches are not required. A flick test is completed on monthly basis and tested for 3 hours annually by RBC staff.

In the event of an emergency evacuation on a Sunday an announcement will be made by the Minister in charge.

Persons will assemble at the assembly points which are by the external notice board at the front. If further evacuation is required away from the grounds, assemble outside Asda.

The emergency services will be contacted immediately by a nominated person either using the telephone located in The Meeting Place or using a personal mobile phone.

Evacuation Drills

Normally fire evacuation drills will be carried out every 6 months. All employees, Fire Marshalls, Deacons and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.3 Electrical Safety

At regular intervals, plugs, cables and sockets to be inspected to ensure there are no loose connections, worn flexes or trailing leads. Any repairs needed to be carried out by a competent electrician

Every five years the fixed electrical system to be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body

At intervals of not more than five years the lightning conductor system to be examined and tested by a competent contractor

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:

- Visually check all electrical equipment before use
- Report all faults immediately to the health and safety coordinator
- Do not attempt to use or repair faulty equipment
- Electrical equipment should be switched off and disconnected when not in use for long periods
- Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to damage

Every year all 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 tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.

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

2.4 Gas Equipment Safety

Gas boilers and any other gas equipment to be maintained and checked annually by a competent contractor who is a Gas Safe registered gas installer. Any necessary work required for safety to be implemented immediately.

2.5 **Hazardous Substances**

Where at all possible, the use of hazardous substances has been eliminated. Where this is not possible, hazardous substances are locked away and only used by persons with the appropriate experience. Personal Protective Equipment is used where appropriate.

Our arrangements for the use of appliances using LPG (liquid petroleum gas) are as follows:

there are 2 cylinders stored in our shed at Rose Court. Cylinders are changed outside in the open air. These arrangements are checked by the responsible person.

Do not mix chemicals.

Do not store chemicals in unmarked containers. All chemicals must be stored in the cupboards marked with either "Control of Substances Hazardous to Health" (COSHH) notices or Chemical Sign notices.

2.6 **Safety of Plant and Machinery**

Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use

Employees and voluntary workers must not ride on any plant or machinery not intended for that use

Machinery must be switched off before any adjustments are made

After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used

Before using any item of plant or machinery, a check must be made to ensure it is in safe working condition, correctly adjusted and that there are no loose nuts, bolts or other defects

The appropriate personal protective equipment must be worn when operating any item of plant or machinery.

Persons under the age of 18 may not use hand tools and are not permitted to operate any power-driven item of plant or machinery

Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or a two-person operation

Any defect or damage found to any item of plant or machinery must be reported to the health and safety coordinator

Any plant or machinery to be regularly maintained and a schedule kept of maintenance requirements

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.

The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

Stair lift – serviced annually in January
Organ – serviced every 6 months

2.7 **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, regular inspection to be made of floors and stairs in the church, and externally.

Particular note to be made of moss, algae and leaves on paths. Any defects to be reported and repairs carried out.

2.8 **Lighting**

In order to ensure that the church is adequately lit, regular inspections to be carried out ensuring that all lights in church, are working and are replaced as necessary. The necessary safety precautions will be followed for replacing bulbs at high levels.

2.9 **Working at High Levels**

Only contractors or competent staff or volunteers approved by the Operations Manager may work at high levels, subject to the necessary safety provisions being in place. A high level is any level where an injury could result from a fall.

All ladders are inspected on a monthly basis but all defects must be reported.

Any erected scaffolding must be assessed and reported in line with PASMA requirements before being used.

2.10 **Preparation of Food**

All the appropriate regulations governing the preparation and storage of foodstuffs to be followed

All food handlers to receive adequate supervision, instruction and training

The appropriate assessment of risks to be carried out for food preparation and storage, including storage at correct temperatures

Before any preparation commences, surfaces coming into contact with food to be washed down and disinfected

2.11 **Manual Handling (Lifting, Carrying and Moving Loads)**

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

2.12 **Building / Glazing Hazards**

Our policy is to ensure that our building is safe and without risks to the health, safety and welfare of all who work in or use it. In order to achieve this, the church is regularly inspected and any defects noted are immediately reported 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.

A check is made of all glazing in the building 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.

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. An asbestos survey was carried by Salvum in April 2017.

2.13 **Contractors**

Anyone entering church premises for the purpose 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:

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same
- Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained
- Comply with all requirements of this health and safety policy and cooperate with the church officials in providing a safe place of work and a safe system of operation
- Where plant and machinery is brought onto 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
- 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.

For any 'hot works' that need to be completed (i.e. work with flame cutting apparatus, oxyacetylene welding apparatus, electric welding apparatus, blow lamps, grinding equipment, any other equipment producing flame, intense heat or sparks, working with bitumen boilers) a Hot Work Permit must be put in place prior to the works being commenced. See appendix 1 for the Hot Works permit.

Signed-off by: Revd Ian Bunce

Date: 13 January 2025

Next review date: January 2027

Appendix 1:
HOT WORKS PERMIT

Definition of hot work - work with flame cutting apparatus, oxyacetylene welding apparatus, electric welding apparatus, blow lamps, grinding equipment, any other equipment producing flame, intense heat or sparks, working with bitumen boilers.

Proposed work							
Description of work				Equipment to be used			
Location of work							
Planned works period	Start Date		Finish Date		Extension?		
	Start Time		Finish Time		Extension?		

Hazard Present	Yes /No	Removed/ controlled	Hazard Present	Yes /No	Removed/ controlled
Combustible solids			Confined space		
Flammable liquids			Work at height		
Combustible building fabric (floors / walls / ceilings / roofs)			No segregation of work from others		
Flammable / toxic Gases / Vapours			Pressure (pipes / vessels discharged and vented)		
Chemicals			Conduction of heat / sparks		
Services (Water Gas / electricity)			Operator Competence		

Fire control precautions in place					
No and Type of Extinguisher		Smoke alarms covered/ disconnected?		Alternative fire alarm in place?	
Fire watch during operation and for 60 minutes following completion					
NOTE: ALL PERMITS TO BE CANCELLED AT LEAST 60 MINUTES BEFORE LEAVING SITE					
State any additional precautions required (e.g. personal protective equipment, isolations, emergency procedures, fire-fighting equipment):					

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Authorisation before work starts	
<p>The area is prepared, and work may start in line with the conditions of this permit.</p> <p>Name of Permit Issuer: Signed: Date / Time:</p>	<p>I have read and understood the conditions of this permit and will ensure that all workers understand the requirements.</p> <p>Name of Permit Acceptor: Acceptance signature: Date / Time:</p>
<p>If the permit needs to be extended, re-examine work area and complete appropriate section below</p>	

Extension to Permit Time Limit		
<p>The work area has been re-examined and work may continue subject to the conditions of this permit</p>		
Permit Valid on (Date)	From	To
Signed (Permit Acceptor)		Signed (Permit Issuer)

Cancellation after work is completed	
<p>The above work has/has not been completed and the area is safe for normal working to resume.</p>	
Signed (Permit Acceptor)	Date / Time
Signed (Permit Issuer)	Date / Time