

## Bloomsbury Central Baptist Church – HEALTH & SAFETY POLICY

**OUR POLICY** is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church. The Diaconate (Trustees) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

**THE DIACONATE WILL ENSURE THAT** the standards set out in this policy are implemented and maintained ▪ Where necessary, specialist health and safety assistance is obtained ▪ Any hazards reported to them are rectified as soon as practicable. ▪ Only competent persons carry out repairs, modifications, inspections and tests ▪ Any accidents are investigated, recorded and reported if necessary ▪ Relevant health and safety documents and records are retained ▪ They keep up to date on health and safety matters relevant to the church ▪ Any necessary information and training for our employees and volunteers is provided ▪ They set a personal example on matters of health and safety.

**EMPLOYEES AND VOLUNTEERS.** It is the duty of each employee and volunteer to: exercise personal responsibility for their own safety and that of others. ▪ Complete their work taking any necessary precautions to protect themselves and others ▪ Comply with any safety rules, operating instructions and other working procedures ▪ Report any hazard, defect or damage in writing, so that this might be dealt with ▪ Warn any new employees (or volunteers) of known hazards ▪ Attend any training required to enable them to carry out their duties safely ▪ Do not undertake any repair or modification unless they are competent to do so ▪ Report any accident ▪ Do not misuse anything provided in the interests of health and safety.

### GENERAL ARRANGEMENTS.

We have appointed someone who is competent to assist us in meeting our health and safety obligations.

***Our person appointed to assist us is: - James Fisher, Church Manager.***

***First Aid.*** We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of these facilities. We will also provide relevant information for employees and volunteers. ***Our person appointed to assist us is: Solvita Šmulytė.***

***Food Preparation.*** We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, and provide hand-washing facilities. ***Our person appointed to assist us is: Libby Brown, Kitchen Manager.***

### SPECIFIC ARRANGEMENTS.

***Risk Assessments.*** Each person responsible for their activity or event will complete risk assessments to identify what they need to do to comply with health and safety law. (This will include external hirers and building users as required for their event).

***Church Building.*** We will ensure that the fabric of our buildings is inspected regularly. Defects will be repaired as soon as is practicable bearing in mind that listed permission may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made.

***Asbestos.*** We have taken steps to identify the presence of asbestos in our buildings and will assess any risks arising from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the assessments we have made.

***Electricity and Gas.*** We will ensure that our electrical, gas and heating systems are maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks.

***Fire.*** We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions and keep under review.

Agreed by the deacons meeting on 21st May 2019.

Review Date Due: May 2021