

Shipley Baptist Church

New Kirkgate

SHIPLEY

BD18 3QY



Version February 2023

Reviewed: Annually

Next revision due: February 2024

Our Health and Safety Policy

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in three sections:

- Section A - General statement of policy
- Section B - Organisation and responsibilities
- Section C - Arrangements
- Section D - Appendices

Note:

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

A General statement of policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We 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 the church, church garden, car park and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed annually in May and at any other time as required, and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Diaconate and sub-committees. Employees and voluntary workers will be consulted as decided by the Diaconate in order to seek their views on health and safety matters.

Signed: _____

SBC Chair of Deacons

Date: January 2022

Review date: January/February each year

B Organisation and responsibilities

1 Responsibility of the Managing Trustees

Overall responsibility for health and safety is that of the Managing Trustees who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects or areas emerge, the names of responsible persons will be notified and the list amended accordingly

2 Responsibility of the Diaconate

The Diaconate, as Managing Trustees, have the general responsibility to ensure that the health and safety policy is implemented and that the arrangements outlined in this policy are updated as necessary.

3 Responsibility of the Health and Safety Officer

The Health and Safety Officer named in the Appendix to this Policy carries responsibility for the day-to-day implementation of the arrangements outlined in this policy: The responsibility of the Health and Safety Officer shall be to:

- 1 be familiar with health and safety regulations as far as they concern church premises
- 2 be familiar with the health and safety policy and arrangements and ensure they are observed
- 3 ensure so far as is reasonably practicable, that safe systems of work are in place
- 4 ensure the worship room, lower hall and ancillary rooms are clean and tidy
- 5 ensure the church garden and car park are properly maintained including the safety of walls and trees, and that grass is kept cut
- 6 ensure that safety equipment and clothing is provided and used by all personnel where this is required
- 7 ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 8 ensure that adequate access and egress is maintained
- 9 ensure adequate firefighting equipment is available and maintained
- 10 ensure that food hygiene regulations and procedures are observed.

4 Responsibility of employees and voluntary workers

All employees and voluntary workers 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:

- 1 comply with safety rules, operating instructions and working procedures
- 2 use protective clothing and equipment when it is required
- 3 report any fault or defect in equipment immediately to the appropriate person

- 4 report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- 5 not misuse anything provided in the interests of health and safety.

5 Responsible persons

The following are responsible for safety in particular areas: These lists are not exhaustive.

1 By activity (numbers in brackets refers to sections of the Policy)

Activity	Position
Accident book/Accident reporting (1)	First Aid Officer
Fire extinguishers (2.1)	Fire Officer
Emergency evacuation (2.4)	Fire Officer
Portable electrical appliances (3.1)	Electrical Officer
Fixed electrical systems (3.4)	Electrical Officer
Gas equipment (4)	Property Deacon
Hazardous substances (5)	Property Deacon
Plant and machinery (6)	Property Deacon
Condition of floors and stairs (7.1)	Property Deacon
Condition of car park (7.2)	Property Deacon
Light bulb changing (8)	Property Deacon
Working at high levels (9)	Property Deacon
Food preparation (10)	Catering Supervisors
Manual handling (11)	Property Deacon
Display screen equipment (12)	Electrical Officer
Building defects/glazing (13)	Property Deacon
Child and vulnerable adult protection (14)	Safeguarding Officers
Personal safety (15)	Property Deacon
Fêtes and outings (16.1)	Church Secretary
Contractors (17)	Property Deacon
Musicians	Worship Co-ordinators
Health and safety training	Health & Safety Officer

2 By area

Name

Position

Baptistry	Property Deacon
Main body of worship room	Property Deacon
Narthex	Property Deacon
Music equipment room	Property Deacon
Boiler room	Property Deacon
Kitchen	Property Deacon
Car park and garden	Property Deacon
Offices	Property Deacon
Meeting rooms & toilets	Property Deacon
Lower Hall & Extension Store	Property Deacon

C Arrangements (implementation of the policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

Lower Hall
Kitchen

1 Accidents and first aid

First Aid boxes are located in:

The names of trained/qualified first aiders are displayed with the First aid boxes and recorded in the Appendix to this Policy.

The First Aid boxes

The accident book(s) is/are located in:

.

All accidents and incidents are entered in the accident book and our insurers advised on request.

If the church or church hall is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book.

Accident books and accident records are regularly reviewed.

These accidents will be reported by the responsible person.

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 on official form F2508;*
- 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 on form F2508;*
- reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. 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

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:

- (a) an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments;
- (b) a check that a fire can be detected in a reasonable time and people can be warned;
- (c) a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage;
- (d) to provide reasonable firefighting equipment;
- (e) a check that those in the building know what to do if there is a fire;
- (f) a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company

2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of extinguisher and capacity
Car Park Entrance	6 litre water
Emergency Exit Kitchen corridor	6 litre foam
Kitchen	Fire blanket
Lower Hall New Kirkgate exit	6 litre foam
Lower Hall exit to car park	9 litre water
Corridor by boiler room	CO2 2 kilo
Worship room raised platform	CO2 2kilo
Worship room narthex	6 litre water
Worship room IT control area	CO2 2 kilo
Vestry off worship room	CO2 2kilo
Zephaniah/Church office	CO2 2 kilo

The extinguishers noted are checked every month by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by

Flamstop Ltd Chapel Street, Bradford BD1 5DL

2.2 Fire alarm system

The fire alarm system control is located next to the lower exit door. The detectors and alarm are tested annually by the responsible person.

2.3 Evacuation procedure

For large services and events, where the congregation/audience exceeds 120 our procedures for stewarding/evacuation are as follows:

- 1 All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol.
- 2 A check must be made that all doors can be opened.
- 3 A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church.

Area of buildings

Exit doors

Worship room	Front doors & stairs to Car park door
Lower Halls	Doors to New Kirkgate via both corridors

- 4 Responsibility for using each fire extinguisher will be allotted to named and trained stewards.
- 5 If emergency lighting is not available, torches must be available for each steward
- 6 In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the

Church Secretary, Property Deacon or person responsible for the event

- 7 Persons will assemble in the

Municipal Saville Car Park at Cross Rosse Street

- 8 The emergency services will be contacted immediately by a nominated person using the telephone located in the

Church office or a mobile telephone

2.5 Evacuation drills

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 If you discover a fire (no matter how small)

- 1 Immediately raise the alarm.
- 2 Telephone the emergency services.
- 3 Check the building for occupants but do not put your own safety at risk.
- 4 Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk.
- 5 If not possible to attack the fire or if you are unsure which fire extinguisher to use, leave the building, ensuring that any doors you use are closed behind you. The general rule is people before property.
- 6 Go to the designated assembly point.
- 7 Ensure clear access for the emergency vehicles.

3 Electrical Safety

- 1 A list of all our portable electrical appliances is maintained by the responsible person.
- 2 Every year, plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the Property Deacon for action.
- 3 Every three years all our 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 the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.
- 4 Every

Six months

A visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Property Deacon for action.

- 5 Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.
- 6 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.

8 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:

- (i) visually check all electrical equipment before use
- (ii) report all faults immediately to the responsible person
- (iii) do not attempt to use or repair faulty equipment
- (iv) no electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
- (v) electrical equipment should be switched off and disconnected when not in use for long periods
- (vi) flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

4 Gas equipment safety

1 Our gas boilers and any other gas equipment are maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

These arrangements are checked by the responsible person

5 Hazardous substances

The responsible person will maintain a list of all hazardous substances used in the church/hall.

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

We do not mix chemicals, or store chemicals in unmarked containers.

6 Safety of plant and machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- 1 Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- 2 Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- 3 Machinery must be switched off before any adjustments are made.
- 4 After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- 5 Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- 6 The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- 7 Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery
- 8 Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used or for work of short duration provided they can be safely secured.
- 9 Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- 10 All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
- 11 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.
- 12 The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

Item	Inspection arrangements
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Vacuum cleaner	Cleaned and checked for faults
Dishwasher	Cleaned and checked for faults
Strimmer	Checked for faults
Ladders	Checked for defects

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, an inspection will be made every

Six months

by the responsible person of

- 1 all floors and stairs in the church and hall; and
- 2 all paths and steps in the church garden and car park. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Property Deacon who will arrange for repairs or remedial measures to be carried out.

8 Lighting

In order to ensure that the church is adequately lit, an inspection will be made every year by the responsible person to ensure that all lights in the church, hall and external car park lights are working. Any bulbs that require replacing will be reported to

The Property Deacon

who will ensure that the bulbs are replaced following appropriate safety procedures.

9 Working at high levels

The following areas are designated as high levels:

Worship room

Lower hall

Only the following persons may work at high level:

Authorised by Property Deacon

The following procedures must be followed:

No work at high level will be carried out by a lone worker

10 Preparation of food

- 1 We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
- 2 We ensure that all food handlers have received adequate supervision, instruction and training.
- 3 We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
- 4 Before any preparation commences, all surfaces coming into contact with food will be washed down and disinfected.
- 5 Foodstuffs may only be prepared in the following areas:

Lower Floor Kitchen

Kitchenette @ Mezzanine level

- 6 Only the following persons who have received the appropriate training may prepare and serve foodstuffs on behalf of Shipley Baptist Church:

SBC Catering Team

- 7 All people using our premises and providing food at any event on our premises must take full note of hygiene rules and food preparation requirements, and must provide their own trained catering persons.

11 Manual handling – lifting, carrying and moving loads

- 1 Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
- 2 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.
- 3 The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.

- 4 Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12 Display screen equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible.

The following factors will be considered when carrying out risk assessments:

- (a) stability and legibility of the screen;
- (b) contrast and brightness of the screen;
- (c) tilt and swivel of the screen;
- (d) suitability of keyboards, desks and chairs;
- (e) the workstation environment;
- (f) the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

13 Hazardous buildings/glazing

- 1 Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every year by the responsible person.
- 2 Any defects noted are immediately reported to the Property Deacon and the procedures put in hand for repairs.
- 3 Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- 4 A check is made of any asbestos in the building by a competent person noting its location, type and condition. 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.
- 5 A check is made of all glazing in the buildings 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.

14 Child protection/safeguarding

Our procedures include a policy on child protection issues as set out in the current Baptist Union of Great Britain's document 'Safe to Grow'. Details of the numbers and ages of the young people involved in each group and details of adult supervisors are maintained. Parental consent forms should be obtained for trips away from SBC and any particular needs of individual children noted. Similar considerations for vulnerable adults apply.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

A permanent record will be maintained of all accidents involving children by our Safeguarding Team who always include a male and a female who have undergone DBS checks.

All those working with children in our Junior Church/Sunday School and at midweek events will have current DBS certificates.

15 Personal safety

Risk assessments will be undertaken to assess the risks to persons working alone in the church. These will be overseen by the Health and Safety Officer.

The handling of SBC cash and other valuables will be subject to Risk Assessment.

16 Risk assessments/activities

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

The following activities will require specific risk assessments.

- (a) fêtes, including the use of bouncy castles in the car park;
- (b) sponsored walks, visits and outings;
- (c) erection of temporary staging.

17 Contractors

Anyone entering church premises for the purposes 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:

- 1 have their own health and safety policy (where required by law) and be able to provide a copy of the same
- 2 produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- 3 comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation
- 4 where plant and machinery is brought onto the 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
- 5 contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials

- 6 all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake.

18 Information and enforcement

- 1 Environmental Health Service Information:
Environmental Health Department
Bradford Metropolitan District Council
Jacob's Well
Bradford
BD1
Tel:
Email:
Contact name:

- 2 Employment Medical Advisory Service Information:

Enter here the contact details of your regional HSE office where you can contact the Medical Advisory Service.)

Address

The Lateral
8 City Walk
LEEDS
LS11 9AT
0345 300 9923

Tel:

Email:

Contact name if known:

Health and Safety Executive Information Line: 0300 003 1747

HSE Books: 01787 881165

19 Health and Safety Law poster

The Church Narthex

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in

D. Appendices

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2. Shipley Baptist Church – Position Holders and Qualified Personnel

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How to carry out a risk assessment

Risk assessment is not difficult, but it does take time. It is sensible, therefore, to spread the load as far as is possible and for people to carry out risk assessments in their own particular area, where they best know about any hazards. For example, the organist should look at the organ loft. The process should be overseen and co-ordinated by the person who has overall responsibility for health and safety.

Systematically look at each area of the church/hall or other building and note all of the hazards and risks, and any existing safety measures. Note also any person who may be specifically at risk. You must then note any additional safety measures or 'controls' which will reduce those risks as far as possible. As well as the interior of buildings, you must also look at the churchyard and other external areas.

In order to help you, a checklist is given overleaf of common hazards that you should look for in each area that is being assessed. The checklist is in the same order as the sections of the health and safety policy. If any of these hazards are present then record them and what you need to do about them. Look for any other hazards that may not be included in the checklist, such as specific activities or pieces of equipment that may cause harm.

If you wish, you can calculate a risk rating to help you prioritise any additional safety measures that may be required.

It is not necessary to do this calculation if you don't want to. Just leave the likelihood, severity and risk rating columns blank and note any existing safety measures and any additional ones that you decide to implement.

However, any risk which could result in a fatality must receive priority attention.

Risk assessment calculator. To calculate a risk rating, you need to grade both the likelihood and severity from 1 to 3. The grades are then multiplied together to give a risk rating.

Likelihood. The likelihood of something happening can be graded as

1. Low (seldom)
2. Medium (frequent)
3. High (certain or near certain)

Severity. The severity of injury if something does happen can be graded as

1. Low (minor cuts and bruises)
2. Medium (serious injury or incapacitated for 3 days or more)
3. High (fatality or a number of persons seriously injured)

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood with the severity. This will give a rating from 1 to 9.

The implementation of additional controls can then be prioritised as follows:

Risk rating	1 – 2	=	low priority
	3 – 4	=	medium priority
	6 – 9	=	high priority

- (a) With low priority no action at all may be required.
- (b) With medium priority additional control measures may be necessary.
- (c) With high priority it may be necessary to stop the particular activity or restrict access to the area until action has been taken.

Risk assessment checklist

1 Accidents and first aid

- (a) Provision of first aid equipment
- (b) Persons with first aid training
- (c) Procedures to deal with accidents
- (d) Transport arrangements to hospital
- (e) Existing arrangements and assess what is needed

2 Fire safety

- (a) Combustible materials, flammable liquids and accumulations of waste
- (b) Heaters, smoking and other sources of heat
- (c) Provision of fire exits, escape routes, signage and emergency lighting
- (d) Provision of fire detection equipment and firefighting equipment
- (e) Effect of a fire on our neighbours
- (f) Evacuation plans and training of stewards

3 Electrical safety

- (a) Condition of fixed electrical installation, including switches and sockets
- (b) Condition of portable electrical appliances, including leads and plugs
- (c) Use of unauthorised electrical appliances and temporary wiring
- (d) Mechanical damage to wiring
- (e) Frequency of inspections

4 Gas safety

- (a) Condition and maintenance arrangements for fixed gas boilers and heaters
- (b) Condition and arrangements for use, including storage and changing of cylinders for portable Liquid Petroleum Gas heaters

5 Control of hazardous substances

1 Internal

- (a) Cleaning materials
- (b) Types, amounts, storage arrangements
- (c) Provision of personal protective equipment

2 External

- (a) Pesticides, herbicides, petrol
- (b) Types, amounts, storage arrangements
- (c) Provision of personal protective equipment

6 Plant and machinery

1 Internal

- (a) Condition and potential injury arising from suspended items
- (b) Lifts, hoists and other lifting mechanisms
- (c) Ladders, scaffolds and staging, including storage and accessibility
- (d) Display screen and computer equipment
- (e) Any other equipment

2 External

- (a) Car Park maintenance equipment
- (b) Strimmers, etc.

7 Slips, trips and falls

1 Internal

- (a) Loose carpets, rugs, mats and other floor coverings
- (b) Loose and uneven tiles, stone paving and floorboards
- (c) Trailing leads and other obstructions
- (d) Worn, steep and uneven steps and stairs
- (e) Inadequate lighting, lack of handrails

2 External

- (a) Uneven and poorly maintained paths and steps, boiler room steps and access
- (b) Potholes, tree roots and unprotected drops
- (c) Gravestones and other obstructions
- (d) Long grass and undergrowth
- (e) Areas designated as wildlife habitats
- (f) Poor drainage of paths and growth of algae
- (g) Inadequate lighting and lack of handrails

8 Lighting

1 Internal

- (a) Check adequacy of lighting
- (b) Pay particular attention to stairs, steps, basements

2 External

- (a) Paths, steps, drives, car parks, boiler room steps and entrances

9 Falls from a height

1 Internal

- (a) Arrangements for light bulb changing
- (b) Use of unsecured ladders
- (c) Unprotected openings and walkways at high level
- (d) Use of fixed vertical ladders

2 External

- (a) Clearing of gutters and valleys
- (b) Low parapets and balustrades

10 Food Hygiene

- (a) Extent of food preparation
- (b) Nature of foods to be prepared and stored
- (c) Areas used for food preparation
- (d) Facilities for washing and preparation of foodstuffs
- (e) Facilities for storage of foodstuffs
- (f) Experience, training and competence of food handlers

11 Manual handling

- (a) Moving and lifting of furniture, staging, pianos and other equipment
- (b) Numbers required
- (c) Specialist equipment needed

12 Display screen equipment

- (a) List all computer equipment
- (b) Who uses it and for how long
- (c) Check seating, workstation, screen, software

13 Hazardous buildings/glazing

- (a) Loose stonework, falling masonry, parapets, slates, tiles, gutters
- (b) Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage (narrow panes up to 250mm need not be included)
- (c) Arrange for a competent person to check for the presence of asbestos
- (d) Dangerous gravestones, tombs, monuments and railings in the churchyard

14 Child protection/safeguarding

- (a) Existing child protection/safeguarding procedures
- (b) Implementation of Baptist Union guidelines

15 Personal safety

- (a) Risk of attack
- (b) Lone working, church sitting
- (c) Handling of cash
- (d) Means of raising an alarm, summoning assistance

16 Activities and other hazards

- (a) Services, concerts, events, exhibitions, etc.
- (b) Numbers attending
- (c) Age-related hazards (children/elderly)
- (d) Disability access/provision
- (e) Fêtes, sponsored walks, fund-raising activities
- (f) Bungee jumping, abseiling, parachute jumps, etc.
Note: These activities will require separate insurance arrangements by the provider of the facility
- (g) Look for and note any other hazards which could cause someone harm which are not included in the above checklist

17 Improving safety – additional control measures

In most cases, it will be obvious what additional measures are necessary to reduce risk. For example, if there is a risk of falling down steps which are badly lit and do not have a handrail, the additional controls needed will be to improve the lighting and fit a handrail.

If you find any hazardous glazing, this will need to be replaced with safety glass, such as toughened or laminated, be covered with a safety film or have a barrier fitted.

If there are risks of falls from a height, you will need to consider the fitting of barriers or the use of safety lathways, eyebolts and the use of harnesses.

In many cases, however, safety can be improved by changing working methods. It does not always require alterations to the building.

Maintain a record of the work you have done to reduce or remove hazards.

Four examples of risk assessments are given below:

Note: the likelihood and severity rating will depend on what existing controls are already in place.

Area – South porch					
Hazards/risks	Existing controls	Likelihood	Severity	Risk rating	Additional controls
Falls down steps into the church	None	3 (High)	2 (Medium)	$3 \times 2 = 6$ (High priority action)	Fit handrail

Area – Churchyard					
Hazards/risks	Existing controls	Likelihood	Severity	Risk rating	Additional controls
Cuts, eye injuries and hearing loss from use of strimmer in the churchyard	All operators use full face visor, gloves, ear muffs, steel-capped boots, must be over 18 and have been trained	1 (Low)	1 (Low)	$1 \times 1 = 1$ (Low priority action)	Strimmer must be regularly serviced and maintained

Area – Kitchen					
Hazards/risks	Existing controls	Likelihood	Severity	Risk rating	Additional controls
Portable hot water heater – risk of scalds and burns from hot water and steam	None	1 (Low)	2 (Medium)	$1 \times 2 = 2$ (Low priority action)	Strap the water heater to the wall or place it in a cradle to prevent it from being knocked over. Replace with a fixed heater

Area – Nave					
Hazards/risks	Existing controls	Likelihood	Severity	Risk rating	Additional controls
Faulty fixed electrics – risk of electric shock and burns	None	3 (High)	3 (High)	$3 \times 3 = 9$ (High priority action)	Isolate the faulty electrical wiring and arrange for a qualified electrician to carry out remedial work at the earliest opportunity. Ensure the faulty wiring cannot be switched back on until it has been made safe

Shipleigh Baptist Church – Position Holders and Qualified Personnel

1. Position holders

Position	Names	Date of appointment
Health and Safety Officer	Lydia Drake	
Property Deacon	Martin Butterworth	
Fire Officer	Martin Butterworth	
Electrical Officer	Alex Froud	
Correspondence Secretary	Iain Buglass	
First Aid Officer		
Catering Supervisor	Barb Binder	
Safeguarding Officer	Alex Jones	
Worship Coordinator	Keith Jones	

2. Qualified personnel

Qualification	Names	Date of expiry
First Aiders	Lydia Drake	
DBS Certificated	Alex Jones, Katie Jones, Keith Jones, Lydia Drake, Yvonne Froud, Jenny Cousens, Caroline Whitehouse, Charley Pollard, Cath Hardy, Denise Jones	