

ROBERT HALL

BAPTIST CHURCH

HEALTH AND SAFETY

HAND BOOK

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ROBERT HALL BAPTIST CHURCH HEALTH AND SAFETY HAND BOOK

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Section 1: Robert Hall Health and Safety Policy statement.

The deacons of Robert Hall Baptist Church are committed to ensure the health and safety of the members and the people attending the church premises so far as reasonably practicable.

The deacons undertake to:

Ensure the buildings meet the current health and safety standards so far as reasonably practicable.

Enforce the health and safety policy; any person that does not adhere to the policy will be asked to leave the premises.

Maintain effective communication and consult members, attenders, and organisations renting rooms within the church.

All people using the church premises have a duty to co-operate with the deacons in operation of this policy and are therefore required to:

Endeavour to use the premises in a safe manner.

Adhere to procedures designed to make a secure and safe environment.

Take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions.

Report all accidents, no matter how minor.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised to ensure continuous improvement in our health and safety performance and to take account of legislative or organisational changes.

The Deacons of Robert Hall Baptist Church.
23rd October 2004

Section 2: Introduction

This health and safety book is issued to each organisation using the church premises and all leaders of groups within the church organisation. A copy is also kept in the minister's vestry and the church office.

The handbook provides a guide to the risks associated with the use of the church buildings. Also includes rules and policy passed by the church meeting to ensure the safety of all who enter the premises.

In the event of an activity that is not outlined in this booklet, or has not been performed on the church premises before: the leader of the organisation must approach a deacon to clarify the church's policy on such an activity. If in any doubt ask before starting such an activity.

For further information you can speak to the safety officer Ben Lawton or any other deacon.

Section 3: Fire precautions

Please read the Fire emergency plan carefully.

During a church service there is a deacon on duty. The name of the deacon on duty can be found in the monthly Hallmark and on the list on the notice board at the back of the church.

Any person discovering a fire must contact the emergency services immediately and inform the duty deacon. In the event of discovering a fire if the fire can be extinguished safely with one of the extinguishers within the church building do so. If you are in any doubt of your ability to extinguish the fire get out of the building and raise the alarm.

In the event of a fire breaking out the duty deacon will act as fire marshal.

Every one should leave the premises in an orderly manner via the quickest and safest route and congregate in the church car park. Do not spend time collecting personal belongings.

All fire exits are clearly marked and plans of the church are posted in several locations. A plan of exits is also attached to this booklet in appendix 1.

Junior church classes should congregate in the same area with their teacher. The teacher must ensure all their children are accounted for; in the case of children missing the teacher should inform the duty deacon immediately.

Once the emergency services have arrived the duty deacon will liaise with them.

Do not attempt to re-enter the building without the duty deacon or emergency services giving the all clear signal.

NOTE

All organisations using the church premises must assign a fire marshal and have a written evacuation plan. This is the responsibility of the leader of the organisation.

Section 4: First aid and reporting of accidents.

First Aid Box

The first aid box is located in the church kitchen.

Each organisation using the church premises should have an appointed person to carry out simple first aid.

Accident reporting

All accidents no matter how minor must be reported. The accident book can be found in the first aid box. Every accident needs to be entered into the accident book and all sections fully completed. A copy needs to be passed to a deacon or to the person you have contact with through your rental agreement.

All equipment that is damaged must be reported. Equipment that has been damaged needs to be accessed and made safe. The equipment that you damage may cause someone else to have an accident.

All accidents will be investigated so it is very important you enter the contact details of the person injured and the person treating the injury.

RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulation 1995)

The law requires us to report major accidents to the appropriate authority via the new incident contact centre. The deacons are responsible to ensure that this happens. It is therefore important that all major accidents are reported to a deacon as soon as possible after they happen. The first point of call is Ben Lawton the safety officer who can be contacted on 0116 2249606.

Section 5: Hazards within the church premises

Electrical appliances

Robert Hall Baptist Church has all the portable electrical appliances tested every 12 months. This is to ensure the appliances are safe to use.

If for any reason you have to bring an electrical appliance onto the premises then this must have a current test certification attached or available (the test being Portable Appliance Test known as PAT testing. The test certification to be current i.e. dated within the last 12 months)

If the appliance has not been tested it cannot be plugged into the electrical supply in the church buildings. Battery operated appliances however can be used.

In the case of people renting the rooms within the church, you must inform your contact person what appliances you are bringing onto the premises. Again these must be PAT tested.

If you see an appliance on the premises that is faulty or damaged you must alert one of the deacons or your contact person in the case of renting.

Gas appliances

Robert Hall Baptist Church has all the gas appliances tested every 12 months. This is to ensure the appliances are safe to use.

No other gas appliances are to be brought onto the premises without agreement with the safety officer or agreement of the church meeting.

Manual handling

Before lifting any object ensure you know how heavy it is. Lift in the correct way to ensure you do not injure yourself.

Do not drag heavy items across floors, as this may damage the item, floor surfaces and lead to accidents or expensive repairs.

Use the correct lifting equipment for the weight of object. If you are unsure of the weight do not attempt to lift it.

Chemicals and other hazardous substances

Do not bring chemicals onto the premises with out authorisation. The chemicals that are on the premises are kept locked away. **Remember children are on the premises regularly and often they can not read labels or assess risk.**

In general the products at Robert Hall Baptist Church do not present any major risk as long as you follow these rules:

All products must be used in accordance with the instructions written on the container or supplied with it.

Never transfer products into different containers. This could lead to hazardous materials not being recognised and it separates the products from the instructions for use.

Never leave cleaning substances around the premises or; ensure they are locked away in the cleaner's cupboard.

Section 6: Organisations renting the buildings.

Insurance

Robert Hall Baptist Church has a general insurance that covers the buildings and public liability. But organisations must have their own insurance cover. If items are owned by the group that are on the premises, they need to be covered by the group's own insurance. Also liability cover needs to be arranged by the organisation for the activities in which they are involved.

The Deacons at Robert Hall cannot be held liable for other group's property. In most cases the use of equipment must be agreed before the group is allowed to meet.

Section 7: Hygiene on the premises.

Robert Hall Baptist Church does not have a catering licence. The facilities at Robert Hall are not to the standards for food hygiene. Therefore no cooking is to be done on the premises.

Food that has been prepared off the premises can be consumed on the premises but please ensure all food left is removed off the premises at the end of the meeting. Food left on the premises leads to infestation of pest.

Pest Control

Pest controls are placed on the premises; please do not touch these controls. If you should see a pest problem please contact one of the deacons.

Keeping the Building Clean

The premises are cleaned weekly. Due to the size of the premises it is important that meetings ensure the rooms are left tidy for the next people to use. Untidy rooms can cause risk of injury to the next people using the room. All chairs should be neatly stacked no more than 5 high. Tables moved to the edges of the room and folding tables collapsed and replaced in the correct storage area.

If you are working on maintenance in the premises you must clear all your tools away at the end of the job. Do not leave tools or waste materials in areas other than those that are designated. Always leave the area safe for other people.