

Edward Road Baptist Church Health & Safety Policy

ERBC will:

1	Manage risks & prevent accidents	Carry out risk assessments, manage risks, designate responsibility in order to prevent accidents and ill health
2	Give clear instructions for daily users	Ensure activity leaders and users are aware of health & safety measures and how to carry out preventative actions, including reports defects or mis-use.
3	Training staff and volunteers	Ensure sufficient training to carry out activities safely.
4	Engage & consult with users	Ensure all users know they are responsible for safe use of the building and other users.
5	Maintain healthy & safe conditions	Ensure that use, repairs, documentation, training, engagement and display are up to date.
6	Document our policy and procedures	Ensure everyone knows or can find our policies and procedures and when reviews are needed.
7	Display policies & procedures	So that all users are advised of key policies and procedures so all are safe.
8	Review date	To keep up to date, so safe.
9	Signature of responsible	Safety requires someone to take ultimate responsibility. All trustees are ultimately required to accept responsibility.

Expanded:			Person or company Responsible	Who else	Review date
1	Manage risks & prevent accidents				
		Risk assessment by church activity annually. Each activity leader (incl rentals) made aware of risks, mitigation measures and daily precautions needed.			
		Check fire equipment			
		Check first aid kits quarterly			
		Check displays up to date			
		Carry out the following as necessary			
		Regular cleaning and tidying (see 5)			
2	Clear instructions (regular and rental users)				
		Fire drill talk and practice			
		Where is accident book.			
		Where is first aid kit.			
		Steps to use kitchen safely and leave clean.			
		Safeguarding. What to do if you have a concern.			
		Computer & Internet use.			
		Lifting, carrying, storing			
		Working at heights			
3	Training				
		Fire drill			
		Safeguarding			
		Health & Safety (food prep)			
		First aid			
		Specific activity qualification			
4	Engage & consult				
		Activity leaders Should regularly consult users about safe use and possible risks. Remind users to act safely.			
		Rental agreement should explain H&S requirements and request suggestions for improvement.			
		Congregation reminded at members' meetings about health and safety risks and mitigation measure. All are responsible.			
		Keep a list of suggestions and report actions taken.			
5	Maintain health & safety				
		<i>Check weekly, clean, supply, report defects</i>			
		Sanctuary			
		Kitchen			
		Bathrooms (4)			
		Hall			
		Office			
		Foyer			
		Upstairs			
		Creche			
		Youth room			
		Storage areas			
		Rubbish removal			
		Outside space			
		Glazing			
		Heating and water supply			
		<i>Check regularly, monthly</i>			

		Baptistry cover secure.			
		Baptistry in use: safe heating of water, electric use isolated, constant vigilance, drowning hazard mitigated			
		Fabric for necessary repairs			
		BDS's required or updated			
		Electric equipment, including bulbs & extension wires			
		<i>Check regularly, annually</i>			
		PAT testing of electric equipment			
		Boiler maintenance			
		Training requirements			
	6 Document				
		H&S Policy, Responsibilities and Review date			
		Where are first aid boxes kept			
		Where is accident book kept & how to use			
		Rental agreement			
		DBS checks			
		Training certificates issued & validity period			
	7 Display				
		Health & Safety poster			
		Steps to close church /hall			
		Fire exits and meeting Point			
		Safeguarding designated persons and contact details			
		Minister(s) & Elders responsible			