

Bishop's Stortford Baptist Church (BSBC)

Health and Safety Policy

1. Bishop's Stortford Baptist Church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the premises at the Baptist Church Centre, Twyford Road, Bishop's Stortford, CM23 3LJ ("the church premises").
2. BSBC's general policy is to carry out its activities safely and without risk to the health of its staff, volunteers, visitors, congregation or others using its premises.
3. The Leadership Team has overall responsibility for this and the implementation of the policy and will:
 - a. ensure adequate funds and resources are available for carrying out the policy
 - b. have due regard to the policy when making decisions
 - c. keep the policy under review at appropriate intervals
 - d. consult, where necessary, with staff, volunteers and the congregation on matters concerning health and safety at the church premises
 - e. monitor the effectiveness of the policy and make appropriate modifications as necessary.
4. The Church Centre Manager, subject to the supervision, direction and control of the Leadership Team and to the extent that it is reasonably practicable to do so, is to have responsibility for the implementation of this policy by:
 - a. maintaining church premises in a safe condition without risk to health, including furnishings and equipment
 - b. assessing risks to health and safety and taking reasonable precautions to eliminate or minimise those risks, implementing any measures which those assessments show to be necessary and reporting them to the Leadership Team
 - c. rectifying all hazards coming to his or her attention without delay, including taking interim safety measures
 - d. obtaining specialist health and safety advice where necessary and appropriate
 - e. ensuring only competent persons carry out repairs, modifications, inspections and tests of the church premises
 - f. taking reasonable measures to eliminate or minimise risks to the health and safety in connection with the use, handling, storage and transport of articles and substances
 - g. providing information, instruction, training and supervision to ensure the health and safety of those who use the church premises and arranging appropriate safety training for members of staff

- h. providing and maintaining a proper environment for its staff and volunteers as regards facilities and arrangement for their welfare
 - i. investigating and recording accidents, and reporting them when necessary
 - j. ensuring proper facilities for first aid, including training, are available
 - k. ensuring compliance with relevant food safety legislation
 - l. ensuring proper display of safety information and emergency notices in accordance with relevant legislation
 - m. maintaining proper health and safety records
5. Members of staff and volunteers each have a personal responsibility for their own safety and for that of others who may be affected by their actions. They are to be made aware of this policy and the part they must play in its implementation.
6. Leaders, members of staff and volunteers will:
- a. cooperate in the implementation of this policy and any specific or general obligations or duties on BSBC as regards health and safety matters
 - b. familiarise themselves with the requirements of this policy
 - c. observe all rules, procedures and codes of practice relating to safety with particular regard to evacuation procedures and food safety rules
 - d. undertake any and all health and safety training required of them
 - e. not intentionally or recklessly interfere with or misuse anything either to reduce its effectiveness in protecting the health and safety of any person or to cause or increase risks posed by it to any person's health or safety
 - f. not carry out repairs, modifications, inspections and tests of the church premises unless competent to do so
 - g. report all accidents and hazards to the Church Centre Manager
 - h. ensure all working equipment and materials are used safely and maintained in a serviceable condition
 - i. avoid causing risks of tripping or slipping, including but not limited to the use of wires and cables and the spillage of liquids
 - j. have regard to the possible consequence of their actions on the health, safety and wellbeing of others.
7. A copy of this policy will be kept in the Church Office and will be available on request.

This policy was adopted by the Trustees on 10th February 2020 and will be reviewed every three years.