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| **Rodbourne Cheney Baptist Church**https://img1.wsimg.com/isteam/ip/6148df9a-1da0-4d07-a697-1b97293b750e/logo/02841be2-6c42-488e-bd5b-9597f9524042.png |

Health and Safety Policy

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# Statement of intent

Rodbourne Cheney Baptist Church (referred to as the Church through the policy) regards compliance with health and safety legislation as the absolute minimum acceptable standard. In general terms, the Church will:

* + Maintain a safe and healthy environment - providing adequate control of the health and safety risks arising from our activities.
	+ Ensure that our employees, members and visitors are provided with the appropriate awareness, training and supervision within the church building and grounds.
	+ Ensure the appropriate engagement – listening to health and safety concerns and having clear reporting and escalation channels.
	+ Work closely with our other building occupants - ensuring clear and joined up policies, working practices and communications.
	+ Regularly review our policies and practices to ensure that they are fit for purpose - having access to health and safety specialists as required.

# Aim and Scope

The Church will provide adequate control of the health and safety risks arising from our activities. This policy applies to all members and visitors and contractors when working within the building and grounds. We will also ensure the appropriate assessments and controls are in place at external events organized by the Church.

All members, visitors and workmen contracted to carry out work must take reasonable care of their own health and safety and for the health and safety of others who may be affected by their activities. Members, visitors and workmen are required to follow all relevant procedures, codes of practice and guidelines and must report any matter likely to present a health and safety danger.

# Responsibilities

The Church Trustees and members will formally approve the Church’s Health and Safety Policy and receive independent assurance from audits on the effectiveness of the Church’s health and safety controls, systems and procedures. A Trustee of the Church will be appointed Health & Safety Officer and they will lead on health and safety within the Church - ensuring that health and safety arrangements are established, resourced, operated, monitored, improved and reported.

The Health & Safety Officer acts on behalf of the Church membership in overseeing health and safety arrangements. The Trustees are responsible for making executive decisions regarding health and safety for the Church. Supported by the members, the Health & Safety Officer will also:

* + Deliver the Church’s health and safety policies.
	+ Ensure adequate accident reporting and investigations – including improvements based on lessons learnt.
	+ Maintain a register of health & Safety Risks.
	+ Ensure that health and safety training is undertaken.

All members, including regular non-member attendees that lead activities, must ensure that health and safety standards are achieved within their areas of responsibility through ensuring that:

* + They lead by example on good health and safety practice.
	+ Attendees or visitors under their control are informed of the building evacuation procedures on the first day of employment.
	+ Attendees and visitors under their control receive the necessary training in order for them to be safe.
	+ Personal Emergency Evacuation Plans (PEEPS) are in place for attendees and visitors under their control.
	+ Attendees and visitors, including workmen, under their control are capable of operating equipment correctly.
	+ Attendees and visitors, including workmen under their control comply with health and safety policies.
	+ Attendees and visitors, including workmen under their control are encouraged to report anything that they believe to be a health and safety risk.
	+ Assistance is provided on all health and safety matters including risk assessments, inspections and accident investigations.
	+ They conduct or arrange for a Risk Assessment of organized activities prior to the event to ensure the correct controls are in place.

All members, including regular non-member attendees, have a responsibility to take reasonable care of themselves and others and to co-operate fully with Trustees to achieve a healthy and safe environment. Members, visitors and contracted persons must:

* + Set a personal example, especially to junior members in the Church or visitors.
	+ Report any actual or potential health and safety problems (which they are not able to rectify easily themselves) to the Health & Safety Officer or another Trustee.
	+ When visiting outside organisations on Church business, comply with any specific health and safety requirements pertaining to those organisations.
	+ Work safely and efficiently, carrying out all work in the prescribed manner.
	+ Use equipment correctly, including any safety equipment provided.
	+ Inform new members and visitors of hazards in the area where the activity is undertaken.
	+ Children must not be given access to the following area without supervision:
		- Kitchens
		- Cupboards, especially cleaning cupboard
		- Jeremiah Store room.
	+ Parents or guardians are responsible for health and safety of their children, when not in an activity arranged by the Church. It is recommended that parents or guardians should keep their children with them where they can be supervised, especially the very young.

# Monitoring and Review

The Health and Safety Officer will monitor the effectiveness of this policy and review it at least annually or as legal/business reasons dictate. The Church membership at the Annual General Meeting will ratify the policy, especially if there are any changes.

At the Annual General Meeting the Health & Safety Officer will report on Health & Safety raising any major incidents or concerns and recommendations.