

Health & Safety Policy

Trafalgar Road 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 church premises. For policy relating to 'Working at Height', refer to the separate Policy document.

The church will, therefore, take all necessary steps within its power to meet its responsibilities so far as is reasonably practicable by, among other steps:

- Maintaining the church premises in a condition that is safe and without risk to health and providing and maintaining means of access to and egress from it that are safe and without such risks;
- Providing and maintaining furnishings and equipment which are safe and without risks to health;
- Assessing the risk to the health and safety of those who use the church premises;
- Ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of those who use the church premises; The provision and maintenance of a proper environment for the church's employees, leaders, helpers, volunteers and users that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare;
- arranging for suitable induction programmes and training, consulting, where necessary, with all employees, leaders, helpers and volunteers on the implementation of this policy and any necessary changes;
- Ensuring that adequate funds and resources are made available for carrying out this policy.
- During the time of Pandemic, TRBC has adhered to the advice given by the Government and the further advice issued by the Baptist Union. TRBC will continue to monitor Pandemic advice from the Government and BU and instigate any recommendations resulting from changes. The Trustees will also seek to clarify what these are by way of notification to Members and Regular Attendees of services, Church based initiatives as well as outside hirers of the building. This will be backed up by Risk Assessments for events either supplied by the Church or the outside organisation using the church building.

The TRBC Charity Trustees have overall responsibility for health and safety. They have delegated responsibility for the fulfilment of this policy to the TRBC Health and Safety Officer, but subject hereto the charity trustees will be responsible for:

- carrying out the implementation of the church's policy;
- the issue of supplementary policy statements where this may be necessary;
- arranging for suitable induction programmes and training, where necessary, for all users of the building prior to commencement of their letting.

The Health and Safety Officer will;

- Carry out appropriate risk assessments (these to be reviewed annually) of the church's premises and activities and report to the Charity Trustees as necessary. In times of a Pandemic there will be monitored to react to advice given by Government and the BU.
- Co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety)
- Carry out investigations of any accidents and recommend measures for preventing their recurrence;
- Ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;
- Ensure that all appropriate arrangements are made to provide for first aid;
- Ensure that all food safety legislation is complied with;
- Arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees, leaders, helpers and volunteers as necessary;
- Ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;
- Ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.

All volunteers, ministers, employees, leaders, helpers and users will:

- Take reasonable care of their health and safety, and of the health and safety of other persons who may be affected by a person's act or omissions while working or helping;
- As regards any duty or requirement imposed on the church or any person by or under any of the relevant statutory provisions, co-operate with the church so far as is necessary to enable that duty or requirement to be performed or complied with;
- Ensure that they shall not intentionally or recklessly either interfere with or misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions;

- Make themselves familiar with and conform to the Health and Safety Policy of the church at all times;
- Observe all safety rules, procedures, and codes of practice at all times, and in particular be fully conversant with the procedures to be followed in the event of a fire or any other emergency;
- Conform to all the food safety regulations that are applicable to themselves;
- Co-operate with the church to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any training if called upon to do so;
- Report to the church's Health and Safety Officer all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practical;
- Ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;
- Have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purposes may or will use the church premises.
- It is the duty of every person, under Pandemic conditions, using the building, whether this be staff, Leaders, Members, Regular Attendees or Organisations or individuals hiring the building to comply with advice given by Government and interpreted by TRBC and adhere to the notices provided electronically and signage around the building to ensure the safety of all people using the building.

A copy of this Health and Safety Policy is to be made available to all employees and users of the building.

Acting Health and Safety Officer: Trevor Tilley

Policy reviewed annually at AGM

Date created	
Dates of changes	10 th April 2012
	14 th April 2016
	10 th June 2020
	19 th October 2021