



TRBC Health & Safety Policy

As a church, we recognise and accept our responsibilities for providing, as 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.

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Section A - Health & Safety Policy

1 Purpose of this document

- 1.1 At Trafalgar Road Baptist Church, we understand that we owe a duty of care to ensure the safety of those who visit or use our building or grounds.
- 1.2 We also know that, where we are an employer or control premises in certain circumstances, we must meet the requirements of health and safety law.
- 1.3 This document contains our policy. It is intended to be read by all church trustees, employees and members.
- 1.4 This revision has been prepared in the light of the Baptist Union template, "Keeping People Safe". Compared to earlier versions, this has allowed the policy to be condensed. The revision has also removed some of the elaborations of legislation that were contained in the earlier version. This is because some matters, such as smoking, are now dealt with by legislation, and because legislation changes over time.
- 1.5 All church members are encouraged to read this document. Section 4 is key as it deals with what is expected of all of us. The document contains:
 - a) A statement of the Church's policy
 - b) A section on responsibilities
 - c) A section dealing with specific issues
 - d) A list of the salient legislation that could apply
 - e) A table showing specific responsibilities and timetables of what should be done and when.
- 1.6 The Health and Safety Executive publishes useful guidance to help in applying the legislation.
- 1.7 This Policy should be read in conjunction with church policies that deal with related matters, such as Fire and Food safety.

2 Abbreviations and Acronyms used in this Policy

COSHH	The Control of Substances Hazardous to Health
CTHS	Charity Trustee nominated with responsibility for Health and Safety
DSE	Display Screen Equipment
HSWA	The Health and Safety at Work Act
HSO	The Health and Safety Officer nominated by the trustees
PUWER	The Provision and Use of Workplace Equipment
RIDDOR	Reporting of Incidents, Diseases and Dangerous Occurrences Regulations
TRBC	Trafalgar Road Baptist Church

3 The Health & Safety Policy

- 3.1 The policy at TRBC is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, church members, visitors and others who may use the church, grounds or any other buildings for which we are responsible. This will be in accordance with good practice and any relevant statutory provisions where they apply.
- 3.2 The Trustees accept their overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

- 3.3 We will appoint a member of the Trustees to have specific responsibility for this policy and its implementation. The person is called the CTHS. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.
- 3.4 It is the duty of each church member, employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation. TRBC requires its minister, trustees and employees to ensure they carry out their duty under the HSWA 1974, and all other relevant legislation.
- 3.5 Further details about our organisation and arrangements for managing health and safety are set out in this document. A copy of it will be kept in the church, on the church website and made available to others on request.
- 3.6 The CTHS and those members in significant roles in Health and Safety are named in the Health and Safety List which can be found in the TRBC Who's Who noticeboard in the gathering space.

4 Responsibilities

- 4.1 The name of the CTHS can be found in the Health & Safety List. The CTHS will ensure that:
 - a) the standards set out in this policy are implemented and maintained
 - b) where necessary, specialist health and safety assistance is obtained
 - c) any hazards reported to them are dealt with immediately
 - d) only competent persons carry out repairs, modifications, inspections and tests and where defects cannot be corrected immediately, interim steps are taken to prevent danger
 - e) all accidents are investigated, recorded and reported if necessary
 - f) relevant health and safety documents and records are retained
 - g) they keep up to date on health and safety matters relevant to the church
 - h) they set a personal example on matters of health and safety
 - i) they warn any new employees or volunteers of known hazards.
- 4.2 An HSO will be appointed by the trustees. The HSO will be responsible for assisting the CTHS in implementing the above, ensuring day-to-day compliance with the policy. The HSO's name can be found in the Health and Safety List.
- 4.3 The trustees have overall responsibility for implementing this policy. Their names are to be found on the TRBC Who's Who noticeboard in the gathering space.
- 4.4 All employees, church members and volunteers have a responsibility to co-operate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises. They will seek to ensure that:
 - a) they are aware of their health and safety responsibilities
 - b) they read this policy and understand what is required of them
 - c) they comply with any safety rules, operating instructions and other working procedures
 - d) they complete their work taking any necessary precautions to protect themselves and others
 - e) they report any hazard, defect or damage, so that this may be dealt with immediately
 - f) adequate information and training are provided for those that need it
 - g) they attend any training required to enable them to carry out their duties safely
 - h) they do not misuse anything provided in the interests of health and safety. all accidents are recorded and reported if necessary
 - i) relevant health and safety documents and records are retained
 - j) only competent persons carry out repairs, modifications, inspections and tests, and where defects cannot be corrected immediately, interim steps are taken to prevent danger

- k) adequate precautions are taken as set out in this policy and related risk assessments
- l) advice is sought where clarification is necessary on the implementation of this policy
- m) they warn any new employees or volunteers of known hazards
- n) they set a personal example on matters of health and safety.

5 Risk Assessments

- 5.1 We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.
- 5.2 The HSO will carry out these risk assessments (these to be reviewed annually) of the Church's premises and activities and report to the Charity Trustees as necessary.
- 5.3 TRBC makes the significant findings of risk assessments available for those who wish and/or need to see them on file in the church office. The church administrator holds these.

6 Display Screen Equipment

- 6.1 The Health and Safety (Display Screen Equipment) Regulations 1992 (Amended 2002) apply.
www.hse.gov.uk/pubns/indg36.pdf
- 6.2 Where our employees and volunteers regularly use computers for continuous periods of an hour or more, we will assess workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

7 The Control of Substances Hazardous to Health

- 7.1 The use, transportation and storage of chemicals and other hazardous substances in the workplace is regulated by the Control of Substances Hazardous to Health Regulations 2002.
www.hse.gov.uk/coshh
- 7.2 Normally, our use of such substances is limited to domestic cleaning and horticultural products and any flammable substances. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified.
- 7.3 Any hazardous substances such as bleach should be stored in a locked cupboard. Any paint and decorating products are only to be stored in the loft above the Green room.

8 Manual Handling

- 8.1 The Manual Handling Regulations 1992 (amended 2002) apply.
www.hse.gov.uk/pubns/books/l23.htm
- 8.2 We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.
- 8.3 Should significant items need handling, then consideration should be given to developing a specific risk assessment for the activity.

9 Work Equipment

- 9.1 Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. All equipment used or purchased must be "fit for purpose". Where necessary, equipment (such as ladders) will be regularly checked to make sure it is safe. We will keep records of any checks we make.
- 9.2 All electrical equipment used shall comply with the Provision and Use of Workplace Equipment Regulations 1998.

www.hse.gov.uk/work-equipment-machinery/power-overview.htm

- 9.3 Defective or unsafe equipment must be marked as such and removed from circulation until repaired by a competent person or destroyed.
- 9.4 We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.
- 9.5 Electrical Equipment in the church premises is considered to be in a low-risk environment and will normally be assessed by visual inspection.
- 9.6 In addition, mains electricity system will be tested, and an Electrical Installation Condition Report (EICR) will be done on a five yearly basis by a competent person. Portable Appliance testing (PAT) is to be carried out annually by a competent person. Responsibility for arranging PAT and the mains testing rests with the Church Administrator.

10 Lone Working

- 10.1 We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety. There are occasions when it is necessary for individuals to be the sole person in the church building, for instance setting up for a meeting, repairs and office work. In these circumstances they should:
 - a) sign in when they enter and sign out when they leave
 - b) lock the outer doors
 - c) not use the lift when alone in the building
 - d) keep a mobile phone about their person and switched on at all times
 - e) *Post a message in the **TRBC Lone Worker** WhatsApp group when*
 - 1) *entering the building as a lone worker **or***
 - 2) *being left as a lone worker through the departure of one or more persons.**Another member of the group (Person A) should acknowledge this message. The Lone Worker should post a second message upon leaving the building. Another member of the group (Person A or Person B) should acknowledge this. In this way Person A takes some responsibility for checking that the Lone Worker has safely left the building in good time.*
- 10.2 Guidance on lone working is given in:

www.hse.gov.uk/pubns/indg73.htm

- 10.3 In addition to the guidelines above, a risk assessment may be carried out if it is identified that employees are at risk when lone working.

11 Management of Contractors

- 11.1 If we employ contractors, we will make sure that they have their own Health and Safety Policy and Public and Employer's Liability Insurance by asking to see copies of the relevant documents.

12 General Arrangements

- 12.1 TRBC is aware that under the HSWA, employers have a duty to protect the health, safety and welfare of their employees and volunteers, including home workers. Most of the Regulations under the HSWA apply to home workers as well as to employees and volunteers working at the church.
- 12.2 Measures that TRBC takes with regard to home working include encouraging workers to replicate, at home, equipment and workstation set up and procedures adopted for working within the Church.
- 12.3 The HSWA and associated legislation also impose duties on organisations, including assessing the risk of violence, such as assault or verbal abuse, and protecting employees and volunteers from those risks as far as reasonably practicable.

- 12.4 Employees and volunteers should report to the Minister or the Trustees any experience of an incident that subjects them to:
- a) Physical assault, whether or not injury results
 - b) Verbal abuse, shouting or swearing
 - c) Threatening behaviour, with or without any form of weapon
 - d) Anything that they feel might damage their health through anxiety or stress.
- 12.5 TRBC staff terms of appointment (grievance procedure) and BU guide L08, Annex 7 also apply.

13 Consultation and Communication

- 13.1 All employees and volunteers will be consulted regarding health and safety issues arising from the activities in which they are taking part. Consultation and communication will be through discussion with the Trustees or the HSO.
- 13.2 Any required training or assistance will be identified by the Trustees or HSO and arrangements made as soon as practicable.
- 13.3 Training records and certificates will be kept in a folder in the Church Office.
- 13.4 Should any serious accidents happen, they will be reported in accordance with RIDDOR.

14 First Aid

- 14.1 TRBC has identified staff trained in the use of first aid. These people are listed in the Church Office and on the ground-floor noticeboard next to the door leading to the stairs and lift. The Church Administrator will advise who is available.
- 14.2 First aid equipment is located in the Kitchen and behind the reception desk. A defibrillator is located outside on the wall of the cabin. The person with responsibility for replenishing first aid kits is the HSO.
- 14.3 All accidents and first aid treatments, and near misses, no matter how minor, will be recorded in the Accident Book which is held in the Church Office. Forms for reporting incidents are available in a book in the top drawer behind reception and should be given to the Administrator. Incidents which resulted in hospitalisation or where further treatment was needed should be reported to the HSO within 24 hours.
- 14.4 Any accidents requiring the use of the emergency services must be dealt with prior to recording in the accident book.
- 14.5 Serious injury involving emergency services or related absence from work for more than 7 days should be reviewed and reported to the HSE under RIDDOR. Informing the HSE for reportable incidents will be undertaken by the HSO. Accidents or near misses can be reported in the following ways:
- a) Telephone 0845 3009923
 - b) Fax 0845 3009924
 - c) E-mail riddor@natbrit.com
 - d) Web site www.hse.gov.uk/riddor/
- 14.6 Categories of accidents covered by this reporting procedure are as specified on the HSE RIDDOR website.
- www.hse.gov.uk/riddor/examples-reportable-incidents.htm
- 14.7 Responsibility for ensuring that accidents and near misses are reported, investigated and that countermeasures are taken to prevent recurrence lies with the HSO.

15 Emergency Procedures, Fire and Evacuation

- 15.1 TRBC maintains a separate document covering Emergency Procedures, Fire and Evacuation. The document forms part of TRBC's overall Health & Safety Policy and procedures. The Church Administrator will provide a copy of the document to hirers of the building and to other users of the building on request, either electronically or in hard copy paper form.

www.trbc.info/Publisher/File.aspx?ID=357526

16 Work-relate Stress

- 16.1 If an individual feels that he/she is under stress, they should contact the Trustees before it escalates. If work related stress is identified, the support processes put in place are to be determined by the Trustees. See also 12.5 above in respect of grievance procedure.

17 Alcohol and drugs

- 17.1 It is TRBC's aim to ensure the provision of a safe working environment and a high standard of safety for its employees and volunteers and for other users of the premises. It therefore has the responsibility to recognise the potential health and safety risks within the operating environment which may occur as a result of alcohol and drug abuse or the effects of long-term or temporary use of prescription medication.
- 17.2 TRBC has a separate policy on the use or consumption of alcoholic drinks on its premises, covering both Church activities and those of hirers of the premises.

www.trbc.info/Publisher/File.aspx?ID=255846

18 Insurance

- 18.1 The Trustees are responsible for ensuring that adequate and appropriate Insurance has been obtained.

19 Food safety

- 19.1 TRBC has a separate document covering Food Safety and, in particular, the use of the kitchen. The Church Administrator will make the document available to users of the kitchen, whether hirers of the premises or regular Church attendees. The Health & Safety policy should be read in conjunction with the Food Safety policy where appropriate. The Food Safety policy can be found at:

www.trbc.info/Publisher/File.aspx?ID=338072

20 Working at heights

- 20.1 The Work at Height Regulations 2005 apply. The HSE's work at height website (www.hse.gov.uk/work-at-height) provides further practical advice on how to comply with the law, and the safe use of ladders and stepladders. It also contains useful links to industry-specific guidance.
- 20.2 In recognising the guidance given by the HSE above, TRBC must ensure that any working at height be considered very carefully. Individuals should never rush in to get a job done quickly. They should always consider the safety of those who will be part of the team carrying out the work.
- 20.3 Where the work is to be by members of the Church or others associated with the Church, then TRBC needs them to follow specific instructions.

- a) Plan the work ahead of doing the job.
- b) Consider how it will be carried out. TRBC has a Tower Scaffold, and this scaffold should be used in all instances where the feet of the person working will be above 1.5m from the floor level or in all circumstances where a job will last for more than 20 minutes. The Tower Scaffold is the safest equipment and should be our preferred safety measure.
- c) Where the job is less than 20 minutes then a step ladder can be used. However, **never use a step ladder when on your own in the building** and it is also preferred that another person is standing by the step ladder whilst in use.

Section B - Supporting Documents

- Baptist Insurance - Keeping People Safe Health and Safety Toolkit
- The Health and Safety (Display Screen Equipment) Regulations 1992 (Amended 2002)
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Accidents (including Reporting of Disease and Dangerous Occurrences Regulations RIDDOR)
- Introduction to managing health and safety, HSE website

Section C - Main Actions and Responsibilities

Section	Heading	Action	By Whom	When	Responsibility
3	H&S Policy	Review	Trustees	Annually	Trustees
4	Responsibilities	Overview	CTHS/HSO		CTHS/HSO
		Implementation	All	As necessary	CTHS/HSO
5	Risk Assessments	Records	Church Administrator	As necessary	HSO
6	Display Equipment	Assess and implement	Users and HSO	As necessary	CTHS
7	COSHH	Keep substances safely	Users	As necessary	HSO
8	Manual Handling	Review methods	Handlers	When needed	HSO
9	Work Equipment	Check fit for purpose	Users	When needed	HSO
		Mains testing	Church Administrator	Every 5 years	CTHS
		PAT testing	Church Administrator	Annually	CTHS
10	Lone Working	Lone Working Risk Assessment	Lone Worker, record by Church Administrator	As and when	HSO
11	Contractors	Ensure they have H+S plan	Church Administrator	When needed	HSO
12	General Arrangements	Report bad experience	Employees/volunteers	As and when	CTHS/Minister
13	Information, Training etc	Arrange training if needed	User	As identified	CTHS
14	First Aid	Replenish box and report	User/HSO	ASAP	HSO
15	Emergency Procedures	Understand	Obtain from Church Administrator	As needed	
16	Work Related Stress	Report	User	As needed	Trustees
17	Alcohol and Drugs	Separate policy is available			
18	Insurance	Keep update and relevant	Trustees	Annually	Trustees
19	Food Safety	Food Safety Document	Church Administrator	As needed	
20	Working at Height	Prepare and Risk Assess	User	As needed	HSO

Section D - Version control

Version	Comment	Date	Approved by
v1.0	First version	10/04/2012	Church meeting
v2.0	Second version	14/04/2016	Church meeting
v3.0	Third version – COVID 19 updates	19/10/2021	Trustees
v4.0	Fourth approved version	22/09/2023	Trustees
v5.0	Fifth approved version	20/02/2024	Trustees
v5.1	KC Major revision to remove redundant sections and align with BU template	17/05/2025	
v5.2	Modified by Trustees	03/03/2026	
v5.3	Modified to be closer to TRBC template format	03/03/2026	
v5.4	Moved into TRBC policy template	23/03/2026	
v6.0	Sixth approved version	07/04/2026	Trustees