Upton Vale
BAPTIST CHURCH

Health and Safety Policy

Upton Vale Baptist Church
Castle Circus
TORQUAY
Devon
TQ1 3HY

Charity Registration No. 1176425

Documentation Control

Date	Details of Revisions & Review	Signed
December, 2010	New Policy Issued (Draft for Discussion & Approval)	
June 2014	Updated	Judith Harris
October 2015	Updated	Martin Dean
May 2021	Updated	Mat Miller
24 May 2022	Reviewed	Mat Miller
04-11-2024	Reviewed and updated.	Mat Miller
14th May 2025	Reviewed	Mat Miller
5th May 2026	Reviewed and updated	Mat Miller

Reviews must be undertaken at a frequency of at least 12 months and in response to significant changes within the organisation. Signatory to ensure that the intranet and all paper copies of the Health and Safety Policy are also updated.

Date	Page(s) Amended	Amendment Detail	Authorised Signature
w/c 23/6/14	Various	Changed Church Administrator to Church Office and Premises Manager and updated responsibilities	
"	Various	Updated UV's Trustee details, contact details	
w/c 21/9/15	Various	Updated UV's Trustee details Combined the roles of Church Administrator and Assistant to that of the Church Office and Premises Manager	
08 May 2021	Various	Mat Miller, Premises Manager amended Various pages to bring this document up to date.	MMiller MM
04-11-2024	Various (attached)	Mat Miller, PM reviewed and amended various pages to bring this document up to date.	MMiller MM
05/05/26	1,4,13,26	Charity number, Trustees' names. Up to date First Aiders, Kitchen Equipment repairs and servicing.	Mmiller MM

POLICIES PREPARED FOR:

The Trustees of Upton Vale Baptist Church.
The Minister and Trustees.

OFFICE ADDRESS:

Upton Vale Baptist Church
2 St Marychurch Road
Castle Circus
TORQUAY
Devon
TQ1 3HY

Tel: 01803 – 400 403
Website www.uptonvale.org.uk Email: office@uptonvale.org.uk

Registered in England & Wales. Charity Registration No: 1132159.

2015 v5 COMPILED WITH SUPPORT FROM:

Jerry Diplock (CMIOSH)
Diplock Safety & Hygiene Ltd.
High Orchard
Knowle Road
Lustleigh
NEWTON ABBOT
Devon
TQ13 9SP

The Food Safety Policy is the intellectual property of Upton Vale Baptist Church and Diplock Safety & Hygiene Ltd. and unauthorised copies may not be taken for use by others.

Registered Company Number 5547713
© Diplock Safety & Hygiene Ltd

The building

The Church premises are spread across three levels and include: the main church (with balcony seating), sports hall, youth club facilities, a range of meeting rooms, main hall, kitchens, toilets and storage areas. There is a separate church building adjacent to the main building, called 'The Cottage'.

The building is used for a very wide and diverse range of church-organised groups, including all age groups and abilities, from crèche through children' clubs, youth clubs through to groups which support the elderly and those out of work. There is also a group for adults with learning difficulties and a support group for adults with mental health issues. It is on a Sunday when the building has the most numbers (of members / visitors) accommodated in the main church, lobby and adjacent meetings rooms at any one time as Church services are likely to include congregations of around 350.

In addition, the facilities are hired out to other organisations and individuals. This use ranges between regular hiring organisations, through to simple one-off lettings for parties and social events.

The number of staff employed, by the Church, includes: a Senior Minister, Minister in training, Premises Manager, Youth Pastor, Children and Families Pastor, Administration assistant, Data input assistant, full time Caretaker, part time Comms lead. The Premises Manager holds the day-to-day responsibility for health and safety (including fire safety).The building is occupied by staff during main core office hours. Outside of core hours, supervisory control may be provided by employed staff members, volunteers running activities, or defined persons who hire facilities. Activities take place seven days a week and include regular evening activities.

Health and Safety Administration

At Upton Vale, the Church Leadership Team includes the minister, and lay volunteer Trustees. The charitable Trustees have been appointed as non-incorporated Trustees and have overall responsibility for the Upton Vale Baptist Church operations.

CHARITY REGISTRATION No 1176425

Registered: 21 December 2017
Further resolution passed: 6 July 2020
Constitution adopted 28 November 2017

TRUSTEES

Simon Clay, Alex Kittow, Charlie Haywood, Dave Chivers, Ruth Addison, Ros Morison, Andy Manley, Kathy Farnum, Paul Rosser, Rachel Greenwell and Richard Thorpe.

The Trustees delegate the day-to-day administration of health and safety to the Premises Manager for the implementation of the Policies and Strategies as agreed. The Premises Team will assist in this task and undertake covering duties, in the absence of the Premises Manager.

Defined health and safety responsibilities are allocated to named staff. Volunteers are expected to safeguard their own health and safety AND those of their colleagues; they will also assist staff in undertaking their duties for health and safety.

Arrangements

This document sets out the health and safety statement for general policy, organisational structure and arrangements for health and safety at the Church. The Policy incorporates safety consideration of all activities undertaken within the Church and any off-site activities and aims to cover significant hazards that affect both staff and those persons, including the public visiting the premises.

The Trustees take overall responsibility for ensuring the effective establishment of these policies and associated procedures and they oversee the maintenance of the stated requirements, ensuring that they are effectively implemented. The Premises Manager has been identified as having overall responsibility for health and safety, although the ultimate responsibility is shared between all Trustees.

This Policy and Plan is endorsed and signed by the Trustees, who fully understand their roles to support meeting the requirements stated. Upton Vale Baptist Church had contracted Diplock Safety and Hygiene Ltd. for competent assistance in providing ongoing support for documentation preparation and legal compliance, although the maintenance and development of systems is retained by the Trustees.

The church leadership team has day-to-day responsibility for ensuring that the Policy, Risk Assessments and associated Working instructions are fully implemented and understood by staff, volunteers and others working within the Church. They will also ensure that appropriate supervision is provided. The Trustees fully understand their obligations to meet the requirements that relate to health and safety and aspire to not only meet the legal requirements but also comply with good practice guidelines.

Further details of individual responsibilities are detailed in Section 2 for organisational responsibilities.

The Policy is prepared to be expandable as the Church expands and meets the requirements outlined in Section 2 (3) of the Health and Safety at Work etc. Act 1974. Separate Risk Assessments have been prepared to meet the requirement of The Management of Health and Safety at Work Regulations 1999. The Policy and Risk Assessments will be brought to the notice of all staff and volunteers working at the premises during their general induction and at defined intervals for refresher training. Staff are briefed on health and safety issues as part of their Induction. An extract of the Health and Safety Policy is also displayed on the main notice board.

Contents

Section		Page No.
1.0	**General Statement of Intent**	**8**
2.0	**Organisation Responsibilities**	**9**
	2.1 Organisational Structure	**9 - 10**
	2.2 Trustees' (Charitable Trustees)	**10**
	2.3 The Premises Manager	**11**
	2.4 Health and Safety Officer	**12**
	2.5 Employees and Volunteers	**12**
	2.6 Visitors and Contractors	**13**
	2.7 Health and Safety Consultant	**13**
	2.8 Management and Supervision	**14 - 16**
3.0	**Arrangements**	**17**
	3.1 General Overview	**17 – 18**
	3.2 Administration and Documentation	**18 – 24**
	3.2.1 Risk Assessments	18 – 20
	3.2.2 Accidents, Incidents and Near Misses	20 – 22
	3.2.3 First Aid	22 – 23
	3.2.4 Training and Communication	23 – 24
	3.2.5 Workplace Inspection, Audit and Review	24
	3.3 Fire Safety	**25 – 27**
	3.3.1 Fire Safety and Emergencies	25 – 27
	3.3.2 Fire Risk Assessment	27
	3.3.3 Fire Training and Records	27
	3.4 General Safety	**27 – 37**
	3.4.1 Plant & Machinery	27 – 29
	3.4.2 Gas Services	29
	3.4.3 Slips, Trips & Falls	29 – 30
	3.4.4 Visitors, Contractors & Vulnerable Persons	30 – 32
	3.4.5 Accessing the Loft	32
	3.4.6 Electrical Safety	32 – 34
	3.4.7 Working at Height	35
	3.4.8 Driving	35 – 36
	3.4.9 Hiring Arrangement	36 – 37
	3.4.10 Food Hygiene	37
	3.4.11 Infection Control	37
	3.5 Occupational Health and Safety	**38 – 40**
	3.5.1 Hazardous Substances (Inc. Legionella & Asbestos)	38 – 39
	3.5.2 Personal Protective Equipment (PPE)	39
	3.5.3 Manual Handling	39
	3.5.4 Display Screen Equipment	40

1.0 General Statement of Intent

The Trustees are committed to achieving high standards of health and safety performance throughout the Church activities. This commitment will be afforded to all employees, volunteers and visitors who may be affected by the organisation's work activities.

The Trustees recognise and accept their responsibility as an employer under duties prescribed by the Health and Safety at Work etc. Act 1974 and associated regulations. This includes the duty to make and put into effect suitable arrangements for health, safety and welfare together with the funding and other resources necessary to ensure that they are effective. The Trustees regard compliance with statutory requirements as a minimum standard and aspire to providing arrangements that will exceed the legal minimum in developing a culture where health and safety is always considered as a priority. Standards are based on good management principles.

The Trustees believe that minimising risks to people, equipment and premises is essential to offering a quality service in a cost-conscious and competitive environment. The Trustees will, so far as is reasonably practicable, provide:

a. *plant, equipment and systems of work that are safe and without risk to health.*
b. *safe arrangements for the use, handling, storage and transport of articles and substances, to include safe operational procedures for high hazard situations.*
c. *appropriate information, instruction, training and supervision to ensure that all employees and volunteers are aware of any hazards to which they maybe exposed and the measures to control risks arising.*
d. *a safe place of work and healthy environment together with safe access and egress.*
e. *appropriately devised risk assessments that consider significant hazards and associated controls.*
f. *effective systems for the monitoring of health and safety performance throughout the organisation together with means for reporting and or instigating any corrective measures found necessary.*
g. *monitoring and inspection to review the effectiveness of measures and compliance with the stated Upton Vale Baptist Church polices and working procedures.*
h. *means for effective communication and consultation with all employees on health and safety matters.*
i. *arrangements to deal with any emergencies and imminent dangers that might be reasonably foreseen.*

The safety management system is based on the principles described in the Health and Safety Executive document HSG 65, 'Successful Health and Safety Management'. The Trustees and staff have a collective responsibility to achieve the degree of performance to which this organisation aspires and to this end, the co-operation and commitment of all staff is essential. Consideration is also given to the British Standard BS 8800:2004 'Guide to Occupational Health and Safety Management System' and the 'Occupational Health and Safety Assessment Series OHSAS 18001'.

This policy will be reviewed and revised at regular intervals, to not exceed 12-monthly.

…….. ……

On Behalf of the Upton Vale Baptist Church Trustees **Date**

2.0 Organisational Responsibilities

2.1 Organisational Structure

This section of Upton Vale Baptist Church Health and Safety Policy establishes and allocates a range of duties and responsibilities from the Trustees (charitable Trustees), to include employees and volunteers within the organisation. Volunteers will be afforded the same level of protection as employees, although they may be restricted from undertaking certain tasks. Overall and final responsibility for health and safety at Upton Vale Baptist Church lies with the Trustees and day to day responsibility is delegated to Mat Miller Premises Manager.

The Trustees also have the overall responsibility for ensuring that all aspects of the Policy are put into effect and ensuring that what is stated in the Policy will actually be achieved in practice, through delegation of duties to named staff members. This will include ensuring that appropriate resources are available to fulfil this requirement. Inspection of areas is a useful tool to demonstrate on-going compliance, and the Church operates a comprehensive system to verify maintenance of stated controls.

Peninsula has been appointed to provide external support in the form of guidance on the requirements, assistance with documentary records and interpretation of the requirements for health and safety. In liaison with Mat Miller, the Premises Manager and the Trustees, they will assist in providing a framework for health and safety and developing arrangements towards a fully comprehensive system.

To be successful, the development of a health and safety culture within the organisation will need competency of personnel, control, co-operation and communication of all involved.

Training is considered to be a priority in spreading ownership of these systems and is an integral part of the organisation's activities, to include temporary and volunteer staff. In particular, the Trustees will ensure that they identify significant risks within the business and ensure the development of appropriate arrangements to control risks to a safe level. Trustees and supervisory staff also have a duty to ensure that staff are aware and follow controls and are supervised to ensure that this will happen in practice.

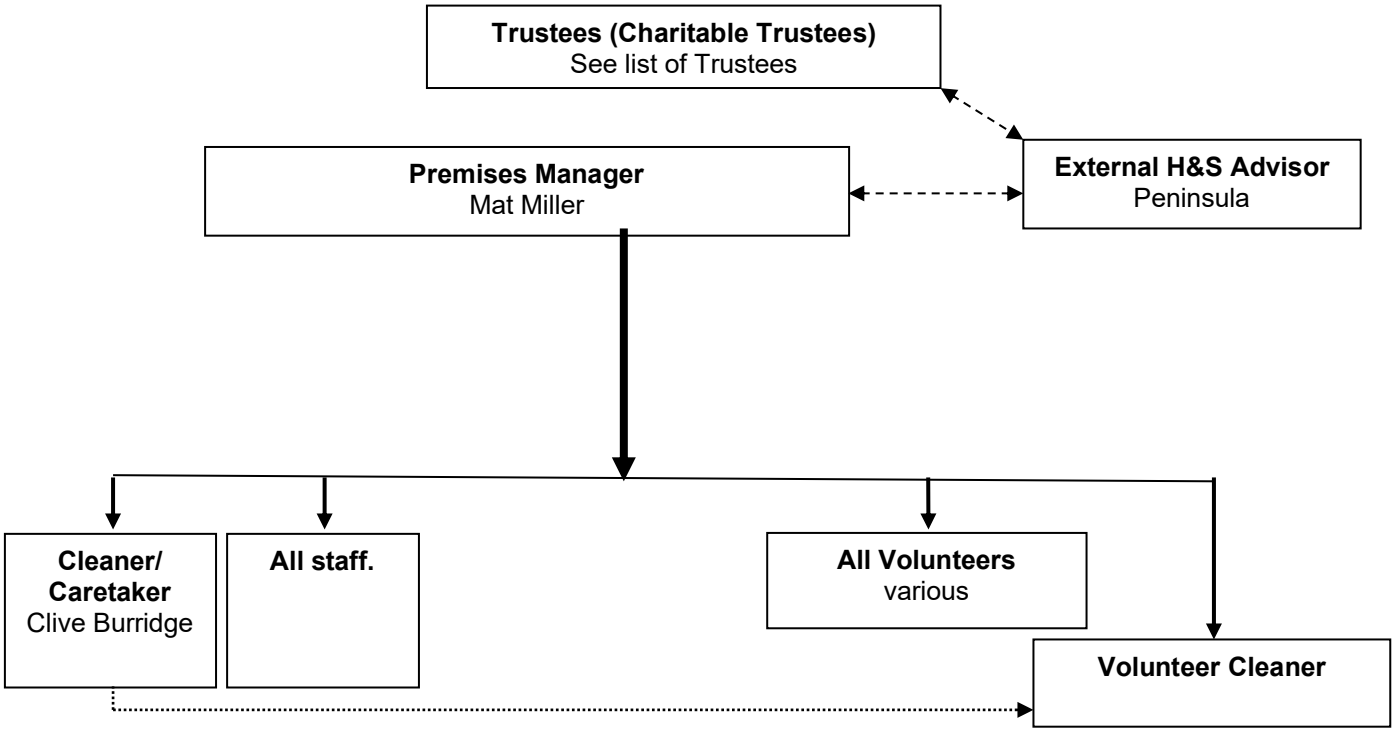
All staff have responsibilities to ensure not only their own safety, but the safety of those colleagues they work with. They are also responsible to ensure that all procedures and systems of work are followed in accordance with the stated Policies and procedures.

The facilities are hired out to other organisations and this forms part of the regular activities in the Church. The Trustees acknowledge the need to ensure that appropriate coordination and cooperation with these organisations is in place to ensure safety, and such use is subject to formal agreement as part of hiring arrangements.

The organisational structure for managing health and safety is outlined in the following section, together with an outline of key responsibilities for named roles. The following provides an indication of formal structures in place for health and safety management:-

Health & Safety Responsibilities

(Names as of May 2021)



2.2 Trustees' (Charitable Trustees)

The Trustees hold the overall responsibility to make and give effect to such arrangements and management systems as necessary for the health and safety of employees and others who may be affected by the Upton Vale Baptist Church operations. The Trustees, as Charitable Trustees produce an annual report which provides a review of progress and also clarifies priorities for the coming year, to include health and safety issues.

The Trustees will:

- liaise with the Premises Manager and all staff, as necessary, to ensure the arrangements given in the health and safety policy are carried out.
- be instrumental in setting health and safety objectives and in the establishment of appropriate means of monitoring to ensure that staff follow policies.
- ensure that the necessary resources, to include financial support are provided to meet Upton Vale Baptist Church objectives for health and safety.
- ensure that adequate competent health and safety advice and assistance is obtained to undertake the measures needed to comply with statutory requirements and guidance.
- take steps to ensure compliance with the policy and where non-compliance is identified, take steps to ensure effective remedies are applied.
- have sufficient knowledge of health and safety laws or obtain advice to enable them to discharge duties and responsibilities and encourage good practice to effectively champion health and safety throughout the organisation.
- ensure health and safety issues are communicated to staff and given equal priority with other issues and that associated training is provided to ensure on-going competence of staff.
- monitor health and safety performance within the Church through establishing systems of supervision and review.
- have in place suitable and sufficient written emergency procedures, where appropriate.

2.3 Premises Manager

The Upton Vale Baptist Church Premises Manager has responsibility for supporting the Trustees, in the objectives outlined in Section 2.2 and also to ensure that arrangements for health and safety are fully implemented according to instructions provided.

The Health and Safety Officer and Premises Team will deputise in the absence of the Premises Manager, in the event of an emergency.

The Premises Manager will have appropriate training provided to ensure competency, supported by the external consultant and will have responsibility to:

- provide positive leadership and a visible commitment to the Health and Safety Policy, and to reinforce the development of a positive health and safety culture.
- ensure effective liaison and communication with the Trustees to support the objectives outlined in Section 2.2.
- ensure that the health and safety policy and procedures are carried out by all staff, in accordance with instructions.
- ensure, in liaison with other staff and volunteers, that arrangements are in place to support staff and volunteers to have sufficient understanding of the Health and Safety Policy applied to their role, and that training of key personnel in health and safety is available to ensure that they are competent for their duties.
- liaise with the externally appointed safety advisor in coordinating health and safety system development.
- ensure that staff are supervised and advised of health and safety precautions for the work that they do, in accordance with work instructions.
- ensure that all contractors employed are appropriately selected in terms of competence for health and safety and managed accordingly.
- use their authority from the Trustees, to stop any work activity or operation being undertaken by employees, volunteers, or contractors working for Upton Vale Baptist Church if it carries a serious and imminent risk of injury or ill-health.
- liaise with the local authority, Fire Authority, and other enforcing authorities and relevant agencies, as necessary; and be familiar with the emergency arrangements to deal with evacuation and fire, to include procedures outlined in the Fire Risk Assessment document, should the need arise.
- oversee the development of documented risk assessments to cover significant hazards and co-ordinate the development of work instructions and associated work instructions, where this is appropriate.
- ensure that all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill health are recorded, appropriately investigated, and acted upon (according to legal requirements).
- ensure that the Trustees are made aware of financial and other resources required to meet safety objectives.
- ensure that documentation relating to health and safety is maintained in a retrievable form and available for all employees. Ensure that reviews and revisions to documentation are undertaken, as required and as directed by the Trustees.
- undertake appropriate monitoring of health and safety progress and performance in order to update the Trustees, coordinating the review and full implementation of the Policy, risk assessments and devised procedures for health and safety on an annual basis.

2.4 Health and Safety Officer (Volunteer however, this role is currently Vacant May 6th)

Whilst this is a voluntary role, there are specific functions (not duties) that are included in it. To:

- liaise with staff and volunteers, as appropriate, to ensure that the health and safety policy is carried out and procedures are followed.
- support programs of staff training and support (in accordance with instruction from the Premises Manager).
- undertake inspection and monitoring activities for fire safety and health and safety, as defined within the Policy and under the supervision of Premises Manager.
- contribute towards accident, incident and near miss investigations, under the supervision of the Premises Manager.
- contribute towards the preparation of appropriate risk assessments and work instructions for significant hazard.
- be familiar with emergency arrangements to deal with evacuation and fire, should the need arise;
- ensure that significant health and safety concerns are reported without delay to the Premises Manager or Trustees.
- use their authority from the Trustees to stop any work activity or operation being undertaken by employees or contractors working for Upton Vale Baptist Church if it carries a serious and imminent risk of injury or ill-health.
- assist in the identification of health and safety training needs, in consultation with the Premises Manager.

2.5 Employees and Volunteers

All persons employed at Upton Vale Baptist Church have a duty to themselves, their colleagues, visitors, contractors and other persons who may be affected by their work, to conduct themselves in a safe and responsible manner. The Trustees consider that it is appropriate to treat the health and safety obligations to volunteers in a similar way to employees and this apply to training and competence, to ensure that they are properly trained to ensure their safety. Volunteers will be given less specific responsibility for issues relating to health and safety but will be requested to support regular staff members in their duties.

Volunteers and staff must, so far as is reasonably practicable:

- assist the management of Upton Vale Baptist Church in achieving health and safety objectives.
- **NOT UNDERTAKE WORK THAT IS NOT SAFE** and **SUMMON HELP IF IN DOUBT**.
- take action to prevent work-related accidents and ill health and follow work instructions at all times.
- report unsafe processes, practices and equipment to the Trustees.
- report **all** health and safety incidents and concerns, to the Premises Manager.
- follow the appropriate safety rules and procedures for their work.
- cooperate in participating in the production of risk assessments, safe operating procedures and the selection of appropriate safety clothing/equipment for the tasks that they undertake.
- use protective clothing, safety equipment and devices where provided.
- ensure that they work in a safe manner that will not jeopardise the health and safety of colleagues or other persons who may be affected by their acts or omissions.
- not interfere with equipment or arrangements made to ensure the safety of staff and the public.
- always set a good example to others and always behave in a responsible manner.
- be aware of emergency procedures to be taken for situations, i.e fire in the area that they work in.

2.6 Visitors & Contractors

All visitors and contractors will be advised by signage and instruction, of risks associated with their health and safety, and this Policy will include consideration of appropriate signage provision. In addition, arrangements are in place for contractors to be appropriately accompanied and supervised by Upton Vale Baptist Church management to ensure their safety. They will be advised of any relevant arrangements for health and safety, such as fire emergency arrangements and the location of asbestos-containing materials [where this appropriate to their work].

Contractors are selected to ensure that they can provide a competent service that is undertaken in a safe manner, which is included within the arrangements outlined in Section 3 of this Policy. They will also be advised of health and safety rules and procedures relevant to the work that they are undertaking. For more complex work, certain activities might warrant the preparation of specific risk assessment or method statements, which is under the control of the Premises Manager.

Through liaison with the Upton Vale Baptist Church management, contractors will be expected to:

- cooperate with employees of Upton Vale Baptist Church in undertaking work with due consideration for the health and safety and hygiene of those who may be affected by their work activities.
- be aware of relevant provisions of, and comply with, Upton Vale Baptist Church Health and Safety Policy & Risk Assessments, safety rules and systems of work or other arrangements that may be agreed with the organisation.
- report any accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill health associated with work at Upton Vale Baptist Church.
- report any unsafe arrangements that may be identified during their work and to stop work should the need dictate.
- be aware of emergency procedures to be taken for situations, such as fire and emergency arrangements.
- be aware of particular hazards, such as the location of asbestos containing materials (ACMs), transport movements etc. that are relevant to their work on site.
- ensure that they follow agreed working methods and controls that have been defined.

2.7 Health and Safety Consultants

The Health and Safety Consultants, Peninsula will work with the Trustees and Upton Vale Baptist Church management in order to ensure competence, as defined by regulation 7 of The Management of Health and Safety at Work Regulations 1999 (as amended).

The Health and Safety Consultants will:

- support key personnel, notably the Premises Manager and Trustees to ensure progressive development of policies and procedures pertaining to health and safety in accordance with contractual arrangements.
- provide advice on interpretation and requirements to meet statutory requirement.
- provide support to key personnel in developing expertise of staff towards competency in managing health and safety systems.
- in liaison with the Upton Vale Baptist Church Premises Manager and Trustees, contribute towards the staff safety training programme.

2.8 Management & Supervision

Whilst the Trustees retain ultimate responsibility, key day-to-day responsibilities have been allocated in accordance with the table that follows to ensure that these areas are covered. The flexible nature of the small staffing core team means that on occasions, some of these may be necessarily flexible to take account of staff availability.

Key Responsibilities

Issue	Person or Job Role Responsibility
H&S Policy, Implementation & Ensuring Staff Awareness	Premises Manager
Risk Assessment Reviews & Updates	Premises Manager
Fire Risk Assessment & Emergency Procedures	Premises Manager
Fire Log & Alarm Testing	Premises Manager
Machinery Service & Repair	Premises Manager
COSHH Assessments and Records	Premises Manager
Asbestos Controls	Premises Manager
DBS Checks	Church Office and Safeguarding Trustee
Kitchen Safety	General users and Caretaker with oversight from Premises Manager
Generic Risk Assessments and Working Procedures	Premises Manager
First-aid Training & Provision	Premises Manager
First-aid Boxes	Caretaker and Premises Manager
Portable Electrical Appliance Testing	Premises Manager and Premises Team
Fixed Electrical Installation Testing	Premises Manager
Gas Safety & Servicing	Premises Manager
RIDDOR Incident Reports	Premises Manager
Accident, Incident & Near Miss Investigations	Premises Manager
Display Screen Assessments	Premises Manager
Visitors & Contractors	Premises Manager
Appointment & Management of Contractors	Premises Manager along with Premises Team
Proactive Workplace Inspection	Caretaker and Premises Manager
Health & Safety Training Provision	Premises Manager

ACCIDENTS

First-aid boxes located: Main Hall kitchen, Basement kitchen, Sports Hall, Church Office, Lymington Room, Link coffee point, .

Trained first-aiders: Kirsty Chant, Rachel Derbyshire, Kathy Farnum, Becky Stockley, Sally Rosser, Clive Burridge, Teubes Mehnert, Barbara Sumner, Michele Spear, Nikki Parton-Fenton, Neil Jones, Sylvie Hynes, Paul Hine, Ele Hine, Eik Peng.

Persons responsible for first-aid boxes: Premises Manager and Caretaker

RIDDOR incidents:	Premises Manager, Premises team.
Accident record location:	In all listed First aid boxes

GENERAL FIRE SAFETY

CHECKING OF:

Fire Log	Premises Manager
Escape routes:	All Staff
Fire Extinguishers:	Premises Manager & Fire Contractor (MK)
Fire Alarm & Smoke Detectors:	Premises Manager & Fire Contractor (MK)
Emergency Lighting	Premises Manager & Fire Contractor (MK)

JOB TRAINING

Persons responsible for training:	Premises Manager and Church Trustee (Human Resources)
Job training:	Premises Manager

CHEMICAL HAZARDS

COSHH Assessments located:	Caretakers room. Premises office. Link coffee point.
Asbestos Controls	Overseen by Premises Manager

ELECTRICAL EQUIPMENT & PORTABLE APPLIANCE TESTING

Responsibility: Premises Manager and Premises team.

- Routine inspection of plugs and cables for loose connections and faults / All leads and cables to be inspected quarterly.
- Rules for use of extension leads and portable equipment. Leads must be routed carefully minimising accident risk by tripping or damage to cable.
- Fixed installation wiring checked five yearly by contractors [under the direction of the Church Office and Premises Manager].
- Test and inspection on all office and company machinery done by external contractor [under the supervision of the Church Office and Premises Manager].

MACHINERY

Under the day-to-day responsibility of the Premises Manager.

Key tasks are included within the Planned Maintenance Register and will include such areas as:

- Gas equipment servicing
- Ladders and access equipment
- Kitchen equipment
- Garden machinery
- Maintenance tools

- Fabrication maintenance

DANGEROUS SUBSTANCES
All manufacturers' recommendations should be adhered to when using cleaning chemicals and engineering materials.

Personal protective equipment is provided and should be used as required and in accordance to the policy outlined in Section 3.

Product Health and Safety Data Sheets (COSHH) are located in each work area and is the responsibility of the Premises Manager

OTHER SIGNIFICANT HAZARDS

Loft Access:	No access at any time.
Kitchen:	Premises Manager & Caretaker

SAFETY INSPECTION & AUDIT

Premises & Equipment Safety:	Premises Manager (periodically)
Quarterly Review:	Premises Manager with/without Health and Safety Officer (Volunteer)

3.0 Arrangements

3.1 General Overview

This section of the health and safety policy outlines the arrangements that are in place for the effective planning, organisation, control, monitoring and review of preventive and protective measures. The safety management system is based on the principles described in the Health and Safety Executive document HSG 65, 'Successful Health and Safety Management'. The Trustees and staff have a collective responsibility to achieve the degree of performance to which this organisation aspires and to this end, the co-operation and commitment of all staff is essential.

It is recognised that the development of a positive health and safety culture is essential to support health and safety programmes. Positive health and safety culture does not happen by accident, but is the result of a concerted effort across a range of disciplines. Positive culture is influenced by the attitude and observable emphasis placed on health and safety by the Trustees and Premises Manager.

The following areas are identified as key to positive health and safety culture development:-

- **Competency** – this will need to ensure that staff are competent in their roles. This will start at selection and recruitment of staff and lead on to effective training and mentoring. Competency is defined as ensuring that individuals have the theoretical and practical knowledge, combined with experience to undertake their work safely. Training underpins competency, whether this is based on informal training or formal training courses.

- **Control** – the organisation needs to control and co-ordinate activities relating to health and safety by identification of key individuals and roles within the organisation. Management needs to ensure that correct procedures are in place and these form an essential element of training and employee compliance, and that job roles and contracts are in place. Control may include enforcement of procedures by disciplinary procedures, where this is found to be necessary.

- **Co-operation** – this will be essential to ensure that staff and management work together effectively. Where staff have some input and influence in formulating policies and procedures, it can be demonstrated that there is a spread of 'ownership'. Co-operation is linked to effective communication to ensure that staff are engaged in processes. Co-operation is more likely where there is effective consultation within the workforce, particularly during periods of change.

- **Communication** – effective communication both from the management down and workers upwards through an organisation will support implementation of policies and procedures. As a small organisation, effective communication works best on the basis of both informal and formal mechanisms. Effective communication is most effective through face-to-face contact and allowing the free flow of information upwards and downwards through organisations. Ineffective communication is often identified during accident investigations as an underlying cause.

As the health and safety management systems are developed, the Upton Vale Baptist Church Health and Safety Policy & Risk Assessments, and other documents will provide a reference to key areas of operation and each unit will have a copy of the document, subject to routine review, and available within each department. Staff will be made aware of the policy as part of their induction and on-going training. The management of the Church documentation will be administered by the Premises Manager. Paper copies are kept in the office, and electronic copies are stored online.

Generic Risk Assessments, Including Fire Risk Assessments
Within Upton Vale Baptist Church, there are a number of workplace risks that are generic and common to all areas. Examples include electrical safety, fire safety, use of display screen equipment, slips, trips and falls, working at height and manual handling. These issues are dealt with by central, generic policies and procedures which are under the control of the Premises Manager, in liaison with the externally appointed H&S Consultants, Peninsula.

In accordance with these risk assessments, in some cases, there will also be a need to develop formal working procedures to ensure safe methods are used. These Working Procedure documents are provided where there is a need for a documented procedure and provide a point of reference, on which training in these tasks will be based.

In particular and given the importance of fire safety controls for this type of premises, an individual fire risk assessment with associated controls has been devised, to include all areas. Checks to ensure that equipment is working effectively is contracted to specialist contractors, MK or undertaken in house and under the control of the Premises Manager. Overall responsibility for Fire Risk Assessment lies with the Premises Manager.

3.2 Administration & Documentation

This section deals with the main arrangements that ensure availability of appropriate documentation and appropriate administration and review of these documents. Section 4 provides an indexing of the available documentation and review periods, which are co-ordinated by the Premises Manager.

Upton Vale Baptist Church holds public and employer's liability insurances, and a copy of the insurance certificate is displayed on the main notice board in the service area, and this is a central point at which copies of all health and safety information are displayed.

3.2.1 Risk Assessments

It is a legal requirement of The Management of Health & Safety at Work Regulations 1999 to carry out suitable and sufficient, documented risk assessments. There are also specific requirements under other

regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, electrical safety etc.

Generic Risk Assessments have been written for all activities that have been identified as posing a significant risk to staff and other persons who may be affected by significant hazards. The Fire Risk Assessment is under the control of the Premises Manager and is subject to an independent Upton Vale Baptist Church Fire Risk Assessment document.

The Generic Risk Assessments are under the control of the Premises Manager and include the following key areas:-

• Electrical Safety • Plant & Machinery Safety • Slips, Trips & Falls • Use of Display Screen Equipment • Lone Working • Facility Users • Young Persons & Children • Expectant & Nursing Mothers	• Personal Protective Equipment • Working at Height (Including Loft Access) • Manual Handling • Emergencies & First-aid • Vehicles & Off-site Visits • Infection Control • Substances Hazardous to Health (Including Asbestos)

The organisation is moving towards robust risk assessments for all areas of operation, a process that falls to the Premises Manager to coordinate to ensure coverage of all specific significant hazards that are not otherwise covered by the Generic Risk Assessments above.

Template for the formatting for Risk Assessments are provided by Peninsula which forms the record for the central register of risk assessments.

The process of risk assessment should evolve, with additional assessments being prepared as any other previously unidentified hazards emerge. **Any staff who identify additional areas of significant risk that they believe are not covered, should advise Upton Vale Baptist Church Trustees or the Premises Manager accordingly.**

Risk Assessments are carried out in consultation with staff and will use the standard format template. Necessary actions and controls will be communicated to those potentially at risk as part of their training. Review and updating of risk assessments is administered by the Premises Manager.

The Risk Assessment Register is administered and revised / reviewed by the Premises Manager who will automatically undertake a review should a significant incident occur. Paper copies are kept in the Premises office and online.

It should be noted that the preparation of risk assessment documentation is not a one-off exercise to be completed, filed and forgotten. It is a dynamic process requiring regular review and where necessary revision. Consideration has been given to who might be harmed, which will also include such groups as contractors and visitors to the premises. Such persons will need to also be made aware of control measures in place to ensure their safety.

Particular care is needed to ensure that high risk groups such as young persons (under 18 years) and new / expectant mothers have been adequately considered, whether they work as employed staff or volunteers. Further, more stringent controls will also apply to children (defined as persons below the minimum school leaving age). There are currently no individuals who fall within this age group and they will only be considered through direct consideration of the Premises Manager. Children on work experience will only be considered where a specific assessment has been undertaken in accordance with Devon County Council educational guidelines. Other children will be considered only once there has been a specific

documented risk assessment of their proposed tasks, under the control of the Premises Manager. There are also specific requirements for parents and guardians to be advised of the risks and controls that apply to the work they will be doing (in writing).

Hazards
The assessments aim to document only the hazards which could reasonably be expected to result in significant harm under conditions in the workplace. It includes consideration of who may be affected by the hazard and this is recorded using the online Peninsula forms.

Level of Risk and Risk Assessment
Risk may be considered as the likelihood that a hazard will occur. This will depend on the adequacy of controls that are in place and is often described as low, medium or high. It will also vary according to the numbers of people exposed to the hazard.

Control Measures
Priority should be given to those risks which affect large numbers of people and / or could result in serious harm. The principles of control are outlined below and should be applied, if possible, in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination & first-aid)
- The provision of adequate levels of training, information and supervision will always be necessary.

Risk Evaluation
The aim of risk assessment will be to assess whether existing control measures are sufficient or whether more needs to be done. This will take into account the nature of those who are exposed to the hazard, potential numbers at risk and an assessment of the likelihood and severity should the hazard be realised.

Risk reduction measures normally reduce the likelihood of the hazard occurring, but occasionally these are based on reduction of the consequences for the hazard outcome severity. The assessment needs to identify any additional controls that may be needed, who is responsible for applying these and a timescale for compliance this enables a uniform approach with some moderation prior to entry onto the risk assessment register.

Review
The record needs to include a review date for the assessment. Reassessment will be needed in response to changes or incidents and accidents that occur, and the policy is to ensure that assessments are reviewed at least annually. Risk assessments will also be reviewed for significant process changes and other changes that may lead to changes in risk. In particular, a review will always be made in response to an accident, occupational health effect or 'near miss' that occurs in relation to the assessed process. The approach should be proactive to minimise potential risks, rather than simply responding to past issues.

3.2.2 Accidents, Incidents & Near Misses

All employees and volunteers have a statutory duty to report all accidents, dangerous occurrences, work-related ill-health and incidents, however minor, to supervisory staff. This is explained to new staff as part of their induction training by the Premises Manager.

Where there is an injury, the accident book in the main office must be completed. The Premises Manager or Church Office Volunteer are responsible for making this report and will consider the need to escalate to

completion of a more detailed record, to include a detailed investigation for incidents that require a closer examination, where this is appropriate. An Accident, Incident & Near Miss Record will be completed and the level of details required for the investigation will be decided by the Premises Manager. Importantly, the investigation form includes a record of responses made following the incident, to effectively 'close the loop' on actions required. It is also vitally important that the incident log will also capture 'near misses' as these can often lead to more serious incidents, where they are left unattended. All records should be kept secure in accordance with data protection requirement but must be available for completion as required and therefore are held in the main office.

Significant accidents must be reported to the Premises Manager, Trustees and to the Premises Team, to ensure that appropriate RIDDOR reporting and investigations are considered and made, where required. Completed investigations are stored in confidential files which are kept secure in the main office. The procedure and storage is Data Protection Act 1998 compliant and contains information which must be recorded under law. Accidents will be regularly reviewed by the Premises Manager to ascertain the nature of accidents and to ensure there has been adequate investigation, which is a responsibility of the Fabric team.

Requirement for reporting is under the control of the Premises Manager and the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 which requires notifiable incidents to be forwarded to the Incident Contact Centre (if required to be notified by RIDDOR 1995 – see below).

Definitions

An accident: An accident is defined as an unplanned event which causes, or could have caused, injury to persons, and / or damage to property.

A "near-miss" incident: A "near-miss" is an incident which represents a danger although it produces no injury. Nonetheless, it is relevant to draw such incidents to the attention of Upton Vale Baptist Church Trustees, as lessons can be learnt and additional controls applied to prevent a recurrence and what may be a more serious incident if appropriate measures are not taken.

Dangerous occurrence

A dangerous occurrence is an incident that has a high potential to cause death or serious injury.

The Accident Book

All accidents resulting in personal injury must be recorded in an accident book (BI 510). There are several books around the premises, in all First aid boxes. If an injury renders an employee or member of the public unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the accident. Employees must ensure that they are aware of the location of the accident books within the areas that they work.

All accidents and near misses must be recorded, however minor, to include members of the public. Unless the company is informed of these accidents, it will be unable to take effective remedial action.

An injury may be dealt with by a first-aider or the situation taken under control by an appointed person. However, if an emergency arises, medical assistance, e.g. an ambulance, must be called at the first opportunity. Any accident involving an emergency must be reported to supervisory staff immediately.

Employees who are absent as a result of an accident at work must keep the Premises Manager informed of their progress, up to and including a return to normal duties in accordance with their employment contract.

Reporting Procedures

In addition to an entry in the accident record, any accident, dangerous occurrence or 'near miss' must be reported. Injuries which occur whilst carrying out work duties off-site must be reported in the same way.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires a report of specified incidents to be made to the enforcing authority. It is now more convenient for these

reports to be made to the **Incident Contact Centre** in Caerphilly, who act as a national Church for notifications. This can be online at or by telephone on 0845 345 0055.

Deaths and defined major injuries must be reported immediately. An accident at work, which causes someone to be absent or results in ill-health for more than 3 days (including weekends) must be reported within 10 days.

The Environmental Health Department at Torbay Council is the enforcing authority for Upton Vale Baptist Church. **Reports to the Incident Contact Centre** (in Caerphilly) are automatically made to Torbay Council. Contact details for the Department are as follows:

Licensing Department, Torbay Council, Town Hall, Castle Circus, Torquay, TQ1 3DR
licensing@torbay.gov.uk
(tel) 01803 208025

Reportable incidents include:

a) The death of any person as a result of an accident, whether or not they are an employee.

b) Someone who is at work suffers a major injury as a result of an accident.

c) Someone who is not at work (e.g. a member of the public or contractor) suffers an injury as a result of an accident at Upton Vale Baptist Church that arises from the work undertaking and is taken from the scene to a hospital for treatment.

d) One of a list of specified dangerous occurrences takes place.

e) Someone at work is unable to do the full range of their normal duties for more than three days (including weekends) as a result of an injury caused by an accident at work.

f) The death of an employee if this occurs sometime after a reportable injury which led to that employee's death, but not more than one year afterwards.

g) A person at work suffers one of a number of specified diseases, provided that a doctor diagnoses the disease and the person's job involves a specified work activity.

Further details are available at RIDDOR or by entering 'RIDDOR' into a web search engine. The Premises Manager and the Health and Safety Officer Volunteer will make the final decision on the need for notification.

If the accident results in over 3 consecutive days of incapacity for work it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) Regulations 1995 and reports should be made as outlined above.

The Premises Manager will also keep records of any developments to injured persons health, up to and including a return to normal duties.

Members of the public who are injured as a result of Upton Vale Baptist Church work activities may require a notification to be made under the Reporting of Injuries, Diseases and Dangerous Occurrence (RIDDOR) Regulations 1995 and reports should be made as outlined above. This will apply where the person leaves the site and is taken to hospital for treatment. These notifications must be made within 10 days of the incident.

3.2.3 First-aid

The Policy is to ensure that there will be a minimum of one member of staff as a first aider who has attended an Emergency First-aid at Work (EFAW) qualification during the main operational periods. The role is to take charge, provide emergency first-aid and coordinate activities until trained paramedics arrive. The Trustees acknowledge their responsibility for both their own staff and others who visit their premises in providing immediate and competent first-aid care, prior to the arrival of trained medical assistance. A list of first-aid trained staff is provided on all the First aid boxes.

First-Aid Kit
There are 6 fully equipped first-aid boxes available on the Church premises: Church Office, Link coffee point, Main Hall Kitchen, Basement kitchen, Lymington Room, and the Sports Hall. There is also a mobile first aid kit for any off-site activity in the Premises office. The Premises Manager is responsible for ensuring the contents are checked and replenished, as necessary. Eye-wash materials can be found in Premises office and Caretaking store.

First-Aid Records
A first-aid record system for all cases is maintained and will supply the following information, as part of the completion of incident records:

- full name and address of the injured person.
- their occupation.
- date of record.
- date and time of incident.
- incident details.
- injury details.
- Witnesses.
- first-aid administered.
- signature and details of the person making the entry.

The Trustees will ensure RIDDOR notifications are made, as may be necessary as outlined in Section 3.2.3.

3.2.4 Training & Communication
Communication is recognised as vital both up and down through the organisation and as a small team this is normally along informal lines.

Information for Staff
An extract of the policy is also provided to new staff as part of staff induction on appointment of new staff members as the Upton Vale Baptist Church H&S Handbook. This includes generic Upton Vale Baptist Church safety information and information that is specific to their role. Staff training in fire safety procedures and evacuation of the building is recorded separately within the Fire Log books and further training is also provided to staff who have key responsibilities during evacuation.

Volunteers' induction will include short training provided on emergency action in the event of fire, which is recorded within the Fire Log.

Staff and volunteers are advised of the main arrangements for health and safety as part of their induction and the Health and Safety Poster is provided on the main office notice board to reinforce this, together with other salient information.

Copies of the relevant documented policies, procedures and risk assessments are held on the Upton Vale Baptist Church intranet.

The Church recognises its obligations to comply with Health & Safety law by displaying the new, relevant poster. It is currently displayed on the main staff notice board.

Regular weekly meetings to include both staff members and volunteers are scheduled; these ensure that both staff and volunteers are kept up to date with relevant information for health and safety.

Ongoing Training for Staff

Upton Vale Baptist Church will provide suitable and sufficient information, instruction and training to employees to enable them to work without risk to their own health and safety and others affected by the organisation's activities. This will include induction training, job specific training and general health, safety and welfare training, as required. Those with particular responsibility for health and safety will also be provided with appropriate training to support them in these responsibilities.

A **Generic Staff Training Record** (**Record 3)** is provided to all staff and this record will also include recording of specific training for individuals that is specific to their work area, together with any externally accredited training that has been undertaken. Qualification certificates are held on staff HR files.

Staff are selected to ensure that they have an appropriate level of fitness, experience and prior training, where this is a prerequisite for the job that they will be doing. Induction training, followed by job specific training will be provided for all new staff. Staff will be mentored by experienced staff members until they are considered to be competent to work on their own. The induction training will include advice on fire safety, emergency arrangements, manual handling and a general overview of employees' responsibility for health and safety, where necessary.

Key areas for training apply to fire awareness, use of chemicals, machinery safety, electrical safety, working at height and manual handling. Within the kitchen areas and fabrication areas, specific training is provided in accordance with a training matrix to ensure that staff are competent for different aspects of the work that they do. Where relevant, this is extended to volunteers who work within these areas.

Slips, trips and falls are common accidents on church premises; risk assessments have been prepared to cover these identified priority areas. The control measures that are within the assessments are included within staff training for these areas.

Staff will receive training as appropriate to their role and this will include specific advice relevant to ensuring that their work is undertaken safely. As a small organisation, the Trustees support good informal communication arrangements to ensure that staff are kept up to date and properly supervised. There is also a system of off-site qualification training and in-house cascade training to support general staff competence.

Staff who feel that they have not been adequately trained for the work that they undertake in respect to health and safety must report their concerns directly to the Trustees or the Premises Manager.

Health and Safety Communication

The Trustees will ensure that there are regular updates for staff on matters relating to health and safety and will ensure that there is effective communication on matters that are relevant to individual staff and volunteer members. As a small organisation and given the open culture, staff are encouraged to bring forward any issues that they have identified requiring attention and they also have a legal duty to do so. The Trustees take overall responsibility to ensure that adequate training is available for staff to enable them to be competent to carry out their work safely.

3.2.5 Workplace Inspection, Audit & Review

The Upton Vale Baptist Trustee Chair has overall responsibility for ensuring that standards are maintained and effectively supervised during work periods. The Trustees also have responsibilities for ensuring on-going compliance in their areas.

The Upton Vale Baptist Church Fire Log provides a routine inspection checklist to confirm on-going compliance with fire safety requirements. The Workplace Inspection Record is used by the Premises Manager to provide a routine inspection checklist to confirm on-going compliance within all areas.

The organisation has been assisted by Peninsula Health and Safety for competent assistance in providing support to develop safety management systems, including audit and review. The audits give rise to an Action Plan scheduling a prioritised programme of improvement.

3.3 Fire Safety

3.3.1 Fire Safety & Emergencies

Fire Prevention, Detection and Risk Assessment
Fire is a significant hazard posed by the Church operations, given the numbers of public who are present during the range of activities undertaken, together with staff and volunteers.

The Church has a full Fire Risk Assessment that has been prepared as a separate document, to comply with the Department for Communities and Local Government (DCLG) Publications Fire Safety Small and Medium Places of Assembly.

The Trustees are committed to providing a safe environment for employees, volunteers, building occupants and visitors. Fire safety is everyone's responsibility and emphasis is placed on well devised fire prevention and emergency evacuation arrangements. To prevent loss of life, injury, and property damage, all employees must be familiar with the fire precautions, fire evacuation procedures and fire-fighting arrangements.

Given the potential risk, fire services have been fully considered and the extensive refurbishment over recent years has ensured compliance with Building Regulation controls in providing fire protection within the design and a fully automated alarm and detection system within the Upton Vale Baptist Church buildings which were extensively upgraded in the past few years.

Notices advising employees of fire safety and in particular fire evacuation procedures are provided in all locations and public areas and the fire assembly point has been designated and is marked by signage in the garden area. All staff and volunteers are trained to be aware of fire controls and means of escape and in particular awareness of alternative means of escape and arrangements for safe evacuation form all buildings during both core hours and at other times.

Smoking is not permitted on the premises and is restricted to external areas off-site in accordance with the recently introduced smoke-free requirements and this also applies to any visitors to the premises.

Fire Alarm System
A fully maintained fire alarm system is present being linked to call points, heat detection, smoke detection and emergency lighting services. The system is routinely checked and serviced by MK and checks are included by staff as part of maintenance of the Fire Log.

Fire Prevention
Employees and volunteers should follow the following guidelines to promote fire safety. That they:

- know which areas of the external Church site are areas designated for smoking.
- ensure familiarity with fire and emergency arrangements.
- are aware of the fire precautions and escape routes that are in place in the church.
- minimise the storage of combustible materials and ensure that waste is regularly removed.

- store waste materials in suitable containers and ensure that external waste bins are lidded, secure and routinely emptied.
- ensure equipment is in good working order.
- avoid overloading sockets with computer and other electrical equipment.
- wherever possible, turn off electrical equipment (and isolate gas equipment) at the end of their work.
- keep storage areas and areas that could be a source of ignition clear of rubbish.
- ensure that areas for ventilation are not blocked.
- ensure familiarity with the two valves that isolate the gas supply (exit door near the kitchen and in the external enclosure adjacent to the office entrance door).
- ensure that highly flammable materials are not kept on the premises, or if they must be that they are in secured metal cabinets and restricted to designated areas.

Fire Doors
Fire doors serve as a barrier to limit the spread of fire and to restrict the movement of smoke. Staff are trained to never tamper with fire doors or block them with equipment, furniture, or other items. In particular, wedges are never used on any fire doors.

Fire Extinguishers
The position of fire extinguishers and other fire equipment is defined on Plans which are displayed in prominent positions and in the Appendices of the Fire Risk Assessment. All fire extinguishers are clearly marked to indicate the fire classes for which they are designed. Portable fire extinguishers are located throughout the buildings. They are mounted in readily accessible locations such as corridors, near exit doors, and areas containing fire hazards. Adjacent to the extinguishers are fire signs and staff are aware of the need to keep these clear for use. All firefighting equipment is inspected and tested on an annual basis and as required.

Specific Responsibilities
The Upton Vale Baptist Church Fire Risk Assessment document also provides details of the emergency action that is required to be taken in emergencies to evacuate the building.

Supervisory Staff and Volunteers
The task of all staff members is primarily to assist with emergency evacuation of the building and to check that their designated areas are clear of people. Fighting the fire is not the prime function, but in certain cases, and where a fire is small, prompt action by a person properly trained to use extinguishers can help to prevent more extensive damage.

The designated persons will:-

- in the event of the fire alarm sounding assist and encourage others to leave the buildings in an orderly manner and proceed to the appropriate assembly point (main garden during the week and in front of the Town hall during a Sunday service).
- coordinate the evacuation arrangements in accordance with the Emergency Evacuation arrangements within the Upton Vale Baptist Church Fire Risk Assessments and check with others at the designated Assembly Point and to liaise with group leaders to ensure that all persons are accounted for.
- [providing they have received appropriate training], use extinguishers to tackle fires, but only where the fire is small, and they are confident that it can be tackled safely. They must always remember that it is vitally important to raise the alarm first before tackling any fire.

- once an all clear to return to the building has been issued, to provide instructions to those assembled to confirm that it is safe to return to the buildings.

All Employees & Volunteers
Employees must be aware of the fire safety and emergency arrangements that apply to all areas, as when a building becomes full of smoke situations quickly become confusing and death due to smoke inhalation can occur within a very short time of a fire being reported.
All employees should:

- know at least two ways out of the building.
- know the location of their assembly point.
- be familiar with the checks required to carry out an effective sweep of the building in the event of a full evacuation.
- know the location of telephones and extinguishers in the areas they work in.
- ensure their work area is tidy and that nothing obstructs fire escapes and exits.
- ensure fire doors remain closed at all times.
- report any concerns to the Premises Manager.

Maintenance of Fire Equipment & Inspection
Fire equipment is subject to servicing and maintenance at prescribed intervals and the Fire Risk Assessment document specifies inspection periods and includes a Fire Log for recording checks. This has been set in accordance with relevant British Standard requirements. Routine fire safety arrangement checks are undertaken on a regular basis and are recorded in the Fire Log

3.3.2 Fire Risk Assessment
Upton Vale Baptist Church has full Fire Risk Assessment that has been prepared in accordance with The Regulatory Reform (Fire Safety) Order 2005 and the Department for Communities and Local Government guidance documents. The Fire Risk Assessment is a separate document from the Upton Vale Baptist Church H&S Risk Assessments and plans of all areas to identify fire precautions and escape routes are included within the document.

The Upton Vale Baptist Church Fire Risk Assessment has provided details of ignition sources, fire prevention and associated controls. The document is regularly reviewed as part of general management controls under the responsibility of the Premises Manager. More detailed information, plans and inspection logs are included within the Fire Risk Assessment document.

3.3.3 Fire Training & Records
The greatest protection against loss and injury from fire is prevention. Staff and volunteers receive general awareness fire safety training at induction and further training at regular intervals. Every 12 months there is a rehearsal of a fire evacuation of the building rehearsal. This is all compliant to the statutory legal requirement to provide employees with fire safety training.
Every March a full Fire evacuation is carried out during a Sunday service. Records kept and adjusted yearly by the Premises Manager.

3.4 General Safety

3.4.1 Plant & Machinery
Principal plant and machinery in use by staff at the church (as appropriate) will include:-

Cooking Range & Ovens Dishwasher Refrigerators	Computers Printers and copiers	Ladders & Stepladders Hand & Power Tools Gas-fired Boilers Mower

The Premises Manager will ensure that all plant and machinery is subject to routine inspection, servicing and preventative maintenance. Such work is included on the maintenance schedule '**Plant & Equipment Maintenance Record'** (**Record 5)** which is held in the main office i.e a Gas Register contractor (IH Huddart) inspects all gas equipment on an annual basis. Machinery must not be adjusted or disassembled by anyone other than by competent and authorised persons. Where plant and machinery is found to be defective, it will be formally marked and removed from service.

Records of staff who have been trained to use plant and machinery are kept in the main church office - Untrained staff (notably children and young persons) are not to use the plant and machinery.

Inspection of the ladders and stepladders is included within the **Ladder & Stepladder Inspection Record** (**Record 6**). Staff must also ensure that they report defective ladders and stepladders and that these are effectively removed from service.

Portable electrical equipment is subject to routine inspection, as outlined in Section 3.4.6 below and staff must immediately report identified defects to the Premises Manager who will mark and remove the item from use and action repair or replacement.

New equipment will be checked prior to use and Upton Vale Baptist Church has a policy to use CE marked equipment wherever possible. Consideration will be given to general safety of equipment at the time of ordering and at the point of commissioning.

Any guarding or protective equipment that is defective or not in place should be reported to the Premises Manager immediately and the equipment should be isolated, signed and removed from service.

Contracted Equipment Maintenance

Fire Alarms & Extinguishers	**MK** Unit A3, Old Umber Works, Chuley Road, Ashburton, Devon, TQ13 7DH.	01626 903065	Six monthly
Electrics	Phil Bunce **PBR Electrics** Office 4, Dainton Complex Torre Station Yard, Torre Torquay TQ2 5DD	07887 566805	
Plumbing & Gas	Ian Huddart **I H Plumbing & Heating Ltd** 21 Falmouth Close Torquay, TQ2 7SE	01803 391776 07778 655274	Annual boiler check
Kitchen Equipment Repairs	**Allsop & Pitts** 102 Barton Road Torquay TQ2 7NY or GS Group Aspen Way Paignton, TQ4 7QR	01803 310111 01803 528586	As and when

Isolation of Services

Staff are aware of the points for isolation of services which are outlined below.

Isolation of water is by stopcocks that are located in the following areas:-

- Lymington rm corridor = in the far corner cubicle.
- Lymington Room = in the corner of the new kitchen
- Stop Cock for Offices and Basement = outside office reception door
- Cottage Café, Sports Hall and Church = on pavement by the Sports Hall.

Isolation of gas is located in two points:-

- The Main Hall kitchen corridor.
- On the wall outside the office entrance.

Isolation of electricity is located in two points:-

- Lymington outside store.
- Under balcony staircase (by coffee point).

3.4.2 Gas Services

Cooking equipment in the kitchen and all boilers for heating within Upton Vale Baptist Church are gas-fired. All Servicing of gas appliances is undertaken annually by a Gas Safe registered engineer. The servicing of the main heating boilers and catering equipment is scheduled by the Premises Manager who has responsibility for ensuring these are undertaken within the annual time requirement.

Location of Gas Boilers & Catering Equipment

Kitchen	Kitchen Corridor	Understairs (Crèche)	Music Room	Sports Hall
Vailant VU282GB	Vailant VU282E Vailant VU282E Vailant VU282E	Vailant VU282GB	Vailant UU2b21EGB	Glow Worm

All kitchen staff are made aware of the arrangements for gas isolation in the case of emergencies and fire. They have an awareness of the main isolation valve in the kitchen corridor and isolation of individual pieces of equipment – this is reinforced with signage. Current procedures for fire safety include switching off the gas supply in the event of fire, prior to evacuation.

Accounts & Suppliers	Customer Account Reference No	Meter No	Meter Point Reference	Location
Gas to Kitchen & Church **British Gas**	A0969947	M040A0096312D6	48590506	Kitchen corridor
Gas to Church Offices **British Gas**	600515362	M025A00171 07 A6	4252321703	Outside Office Entrance (on the wall)

3.4.3 Slips, Trips & Falls

Slips, trips and falls is the second most common cause of accident in UK buildings and workplaces and can result in significant injury Staff training and the routine monthly departmental checks need to reinforce vigilance in ensuring walkways are kept clear and housekeeping standards are maintained to a good standard in the main buildings and in external areas.

Reducing the risk of slips, trips and falls:

- floor cleaning is scheduled at times when the numbers of public in the buildings is limited.
- floor warning signage is used when floors are wet
- Staff using vacuum cleaners are trained to avoid trailing leads in public areas.
- All staff working in the main offices and kitchens are required to wear flat, footwear. [Footwear within the kitchen is required to be flat and fully enclosed when cooking].
- The kitchen is provided with an anti-slip commercial floor to minimise slipping
- Kitchen floor cleaning is scheduled at times when staff are not working in the area.
- Where spillages are cleared, the area is dried and marked until the floor is fully dry.
- Good lighting to ensure safe access and egress to the premises during periods of darkness.
- Steps are highlighted with white paint markings (external) to highlight the changes in level.
- Internal and external rails have been raised or covered to lessen the danger of falls.
- Salt and grit is put down on main walkways during spells of freezing conditions.
- Pillars in the main hall have been covered to lessen any impact collision, but it is down to the supervising adults to further lessen this risk through verbal instruction and alertness.

3.4.4 Visitors, Contractors & Vulnerable Persons

Upton Vale Baptist Church Trustees recognise their responsibility to visitors and contractors within the buildings as well as the regular staff members and volunteers. The organisation is committed to providing a safe working area and to highlight any special hazards that may be encountered by contractors and visitors.

Contractors

As the Trustees understand that appointing contractors doesn't relinquish but shares responsibility for ensuring the safety of work on site they understand that only competent individuals can be appointed to do work at the Church and that supervision to coordinate safety has to be agreed between the client and the contractor. In selecting contractors to undertake significant work, Upton Vale Baptist Church Premises Team will undertake a formal assessment of their suitability and ensure that they will undertake work with regard to the relevant statutory provisions. Contractors are required to submit a **Prospective Contractor's Questionnaire** (**Record 7)** and where work carries particular hazards, the Premises Manager will decide on whether a method statement will be needed i.e. a **Contractor Method Statement** (**Record 8)**.

For significant contract work, the contractor must be made aware of their responsibilities to follow Upton Vale Baptist Church Health and Safety Policy & Risk Assessments. Such issues as fire safety arrangements, emergency actions and the location of any asbestos-containing materials should be explained to contractors, together with any other relevant issues that are required to ensure their safety. Copies of emergency procedures and the asbestos register are kept by the Premises Manager and all contractors must sign in. Supervising staff will ensure appropriate liaison is provided and verbal advice provided in the context of the required work.

Children & Young Persons (Staff and Volunteers)

Employed or volunteering young persons (under the age of 18) may not have the experience of older workers and can be more vulnerable to particular hazards, such as extreme manual handling, dealing with chemicals and operating or cleaning machinery. Supervising staff need to be aware that young workers will need to be supervised closely, particularly whilst they familiarise themselves with the working arrangements. A separate risk assessment should be written for young people, whether they be employees or volunteers.

Children (under the minimum school leaving age) will not be employed but will be guests and may be taken on as volunteers from time to time. There needs to be care to ensure that the work that they undertake is appropriate and does not pose particular risks. Children will need to be carefully supervised particularly when they are in areas of moving vehicles and machinery.

There are specific considerations for the engagement of staff or volunteers who are children or on work experience and for this reason, a specific risk assessment to provide information for parents and ensure completion of a Work Permit issued by the Torbay Council Education Welfare Officer needs to be agreed. Work experience students will only be taken on, providing the appropriate controls have been followed.

Consideration for Employment of Children and Volunteers
Children (under the minimum school leaving age) are not permitted into the main cooking areas within kitchens as there are risks associated with chemicals, machinery, hot surfaces and knives being used in these areas. They are also restricted in terms of working hours; use of machinery and Torbay Council provide by-laws to restrict activities.

All children are required to have permits issued by the Torbay Council Education Welfare Officer and risks and associated protective measures are explained to parents in writing, prior to work commencing.

There are specific restrictions to prohibit the following activities that are explained at induction, with active supervision during their working times:-

- handling corrosive and harmful chemicals.
- undertaking cooking activities.
- operating dangerous machinery.
- undertaking severe manual handling activities.
- undertaking work with electrical or gas services.

Work Experience Students
On occasions, the organisation may consider taking on work experience students. The organisation operates a policy to meet students, prior to agreeing to take them, and all arrangements are made in liaison with the Torbay Council Education Department who undertake a risk assessment prior to placement. Arrangements for taking work experience students will be coordinated by the Trustees who will ensure that they will be adequately supervised and that adequate risk assessments are developed in accordance with Torbay Council policy.

Child Protection
Organisations hiring facilities are responsible for their own child protection policies and this will be included within OFSTED inspection requirements. Current policy for church leaders and volunteers will be in accordance with the 'Free to Grow, Safe to Grow' policy, in accordance with BUC guidelines. This will involve DBS checks for all relevant staff as laid out within this document.

New & Expectant Mothers
Any members of staff who advise that they are pregnant will be interviewed to review the work that they undertake and ensure that the work and welfare facilities do not give rise to particular risk. This will include a written confirmation of any issues that arise from the interview and, in particular any restrictions that apply to particular tasks.

Staff re-assessments will include a documented record of the issues discussed. The risk assessment review included within the interview will consider particular work that may pose additional risk such as extreme manual handling, long periods of standing, specific chemical hazards, excessive working hours and seek an appropriate revision in working practice, as may be indicated. Arrangements for new mothers will also be made to ensure appropriate adaptions in welfare arrangements are made, where this is indicated.

Persons with Disabilities
Every effort is taken to ensure that access is provided to visitors with disabilities and the Upton Vale Baptist Church policy is to ensure that persons with disabilities are able to take part in all activities, wherever this is practicable. The absence of a passenger lift does mean that access to some areas is restricted, but the entrance from the street at two levels enables greater access from the different entrances.

The buildings are designed to a modern standard that will not restrict disabled access and appropriate adjustments have been made to allow access within the grounds. The ethos of the Upton Vale Baptist Church would also not prejudice staff and volunteers with disabilities and Upton Vale Baptist Church is committed to ensuring 'reasonable adjustments' are made to arrangements to accommodate staff needs in accordance with the Equality Act 2010.

3.4.5 Accessing the Loft
Access to the loft is no longer permissible due the discovery of asbestos ceiling tiles and high levels of dust and other contaminates located on top of the tiles.

3.4.6 Electrical Safety
Upton Vale Baptist Church ensures that electrical systems are maintained to be safe and free from danger. Any electrical work undertaken will be in accordance to BS 7671: 2004, 17th Edition Wiring Regulations and certification to this affect is to be provided on any new work that is undertaken. PBR Electrics is currently the company used by the Church as there is currently a rolling programme to upgrade existing electrical installations in accordance with these requirements. Where equipment is used in wet environments, staff need to use equipment with residual current devices (RCDs) to provide additional protection. Staff should not remove earthing tags on equipment which has been earth bonded.

Staff Responsibilities
All staff should check electrical equipment every time it is used. Where any defects are observed, the matter should be taken forward to the Premises Manager. All equipment provided for use in wet environments must be designed for the purpose and other equipment must not be used in these environments.
To minimise the risk of an electrical fire or shock, staff should be aware that:

- Sockets must not be overloaded and should be switched off when not in use. This includes 'standby' settings for electrical items, wherever this is practicable.
- Trailing leads should be avoided wherever possible and where they are used, maintained in good repair. Extension cables should be uncoiled according to supplier's recommendations, prior to use.
- Any cables showing damage to the outer insulation should be replaced. Repairs should not be made by unqualified persons.
- All staff should ensure that electrical equipment is switched off after use or at the end of the day, wherever possible. Switching off the socket prior to plugging or unplugging equipment must always be undertaken.
- Any equipment known to be faulty, worn or hazardous must not be operated.
- Wet hands should not be used when switching or plugging in equipment.
- No unauthorised electrical equipment should be brought in by staff or hiring organisations, unless this is agreed by the Premises Manager.
- Any defective electrical equipment is immediately removed from service and reported to the Premises Manager.

Accounts& Suppliers	Customer Account Reference No	Meter No	Meter Point Reference	Location
Electricity **British Gas**	A3378900	E10BG01974	N/A	Under Balcony Staircase (by coffee point)

Electricity to Cottage Cafe				Cupboard next to back door

Fixed Electrical Circuits

In accordance with BS 7671:2001 recommendations, the aim is to ensure that installations in all areas will continue to be inspected on a rolling programme at a five-yearly interval, subject to availability of resources. Records for installations and inspections are available and held in the main office. For the main under balcony staircase supply, the following circuits have been identified:-

FUSE BOXES - Emergency. lighting fuses marked with either E/L or yellow dot

No	Location	Trips	Lights
1	**Reception Area**	2	4
2	**Top floor offices**	1	-
3	**Under office stairs -** (2 outside, 2 in stairwell, Riviera passage, men's toilets and Ladies' toilets)	2	7
4	**Meter cupboard in the church -** (11 in the church, 2 outside & 3 in The Link)	6	16
5	**Downstairs corridor -** (Men's toilets, disabled toilet, Chelston Room, outside kitchen door, boiler corridor, top of the stairs, outside St Marychurch Road door & 2 in the back corridor)	3	8
6	**Outside kitchen door by Monday Lunches cupboard -** (Music studio, music store & outside the freezer store)	2	3
7	**Morning Out cupboard -** (2 in hall, 2 exit boxes, ladies' toilet outside – lights on steps up to the Link & outside hall entrance & fire doors)	2	9
8	**Basement kitchen -** (Kitchen, toilet & main door 2 outside the Basement & 2 in worship area)	2	7
9	**Sports Hall entrance lobby -** (Over the entrance door, outside & on the hall wall)	2	3
	TOTAL	22	57

1	UNDER STAIR LIGHT	19	PILLARS AND STEPS LIGHTS
2	COMPUTER & MONITORS RING MAIN	20	LINK BUILDING LIGHTS 5&6
3	SOUND ROOM RING MAIN	21	CANOPY LIGHTS 3
4	SOUND DESK AMP RING MAIN	22	LINK BUILDING LIGHTS 1,2,3, AND 4.
5	STAGE SOCKETS RING MAIN	23	LIGHTS UNDER BALCONY R/H SIDE
6	MUSIC ROOM, FRONT SIDE OF CHURCH, AND BEHIND ORGAN PIPES RING MAIN	24	LIGHTS UNDER BALCONY L/H SIDE
7	BALCONY SOCKETS RING MAIN	25	LIGHTS FOR VESTIBULE, STAIRS AND CLOAKS
8	COFFEE BAR RING MAIN	26	CENTRE LIGHTS
9	15AMP BAPTISMAL POOL	27	CEILING LIGHTS L/H SIDE
10	2 POINT, JUST INSIDE DOOR	28	CEILING LIGHTS R/H SIDE
11		29	FIRE ALARM
12		30	CEILING FANS
13		31	CEILING LIGHTS, BACK OF CHURCH
14		32	CEILING SPOTS, CHOIR, BAPTISTERY
15		33	CENTRE LIGHTS, REAR
16		34	CENTRE LIGHTS CHOIR END
17		35	HEATER ABOVE DOOR & EM LIGHTS
18		36	RING MAIN VESTIBULE/ GALLERY

Portable Electrical Equipment (PEE)

An inventory for electrical equipment is held by the Premises Manager. Portable electrical equipment checks are undertaken by Steve Hyde, Premises team member, on a yearly basis, in accordance with HSE recommended guidelines and records are maintained.

The majority of defects associated with portable electrical equipment can be identified by the user and staff are trained to be aware of the need for checking of equipment each time it is used and ensure that it is taken out of service immediately, if defects are identified.

A formal system of inspection and testing of items in accordance with recommendations made in respect to the Electricity at Work Regulations 1989 and associated Memorandum is documented with records being maintained in files within the main office in the PAT Testing Log held by the Premises Manager - **Portable Appliance Test Record** (**Record 9)**.

3.4.7 Working at Height

With the exception of normal routine use of stepladders and ladders, there are requirements to risk assess working at heights in advance to ensure that the method of access is properly considered, and control measures applied to minimise risk.

The use of ladders and steps other than those supplied by Upton Vale Baptist Church is prohibited. The control for the use of ladders and step ladders applies and is restricted to trained staff only. In addition, guidance information is available within the folder 'Health and Safety Topics' and this forms the basis for training in safe ladder use.

As a general rule, a ladder or steps may be used where:

- The work will not exceed a duration of 30 minutes in a fixed location
- The work allows a three-point contact with ladders to be maintained.

Ladders in Use

Type	Description	Location
3 Ladder extension	Commercial weight	Church
9 Step ladder	Domestic (Weight restriction 15 stone)	Kitchen corridor
5 Step ladder	Domestic	Kitchen corridor
3 Step ladder	Domestic	Kitchen corridor

With the exception of the Premises and Tech Team, no high level work on extending ladders should be undertaken without the express permission of the Premises Manager. Such work will need to be carefully considered to ensure that ladders provide the most appropriate means of access and that working arrangements will be safe.

Consideration should always be made to providing a second person to support steps and ladders, particularly when undertaking work at a high level. A record of stepladder and ladder inspections is maintained as part of the **Ladder & Stepladder Inspection Record** (**Record 6**).

Alternative systems of access, such as access towers, scaffolds or mobile elevating work platforms are to be considered for work at height. Replacement of high level lights above 5m can only be done by the Fabric Team using tower scaffolding and this applies to the main church and sports hall areas Competent Contractors will be used in the case of major works being completed.

3.4.8 Driving

Drivers are selected carefully to ensure suitability. Checks are made of driving licences, with copies retained on file where staff drive as part of their job role. Similar controls will also apply to volunteers who regularly drive as part of their church responsibility.

All drivers are responsible for ensuring that they adhere to safe working practice and that they advise of any health and safety issues that arise. The use of mobile 'phones is prohibited, and the use of hands-free mobile sets are discouraged during driving and company policy encourages drivers to pull over to return mobile telephone calls.

Upton Vale Baptist Church may on occasions hire transport for excursions with guests and normally this will include provision of drivers by the contracting transport company. Should such transport require a driver to be provided by the church, appropriate checks will be made to ensure that staff driving vehicles are appropriate for this purpose.

Where employees use their own vehicles, it is wholly their responsibility to ensure that the vehicle is roadworthy and has a valid MOT certificate. They must also hold insurance for business use - an up-to-date copy of this should be held on file in the church.

Medical Conditions Affecting Driving
Employees who need to drive as an essential part of their work, must inform the Premises Manager of any medical condition which would prevent them from driving legally on the public highway or adversely affects their ability to drive safely or with due care and attention.

Disqualification from Driving
Employees or volunteers who drive for church purposes are duty bound to inform the Premises Manager immediately of disqualification from driving on the public highway.

Vehicle Maintenance
The church will ensure that vehicles owned or leased by the company are properly serviced and maintained in accordance with the manufacturer's recommendations

The driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, whilst travelling on the public highway. Appropriate checks should be carried out prior to using the vehicle.

3.4.9 Hiring Arrangement

Those regularly using the church facilities are required to complete a signed hiring agreement in accordance with the form and associated conditions given in the **Hiring Agreement** (**Record 10)**. The booking conditions include health and safety considerations and those hiring the facilities are shown copies of this Health and Safety Policy and Risk Assessments and sign to confirm that they have read and understood the relevant arrangements. For lower key use, the **Room Booking Request Form** (**Appendix 10)** is to be used.

The Trustees have a significant role in ensuring that there is coordination and communication between those hiring the facilities and the Church Leadership. Key considerations will include fire safety, first-aid, security and emergency arrangements. The organising group needs to have a clear understanding of relevant arrangements provided by the church and the expectations that the church has for their organisation and use of the facilities.

In cases where there are particular hazards associated with the hirer's use, these must be brought to the attention of the Premises Manager. Particular care is needed where bouncy castles are to be hired and these are outlined in the section below:-

Bouncy Castles - Guidelines
The equipment should be hired from reputable hire companies, and wherever possible, set up, operated and supervised by the hire company's own staff. This is particularly important if substantial numbers of children are likely to be present.

Before Hiring.
Before hiring a Bouncy Castle, ensure that the hire company: -

1. Fully complies with the safe use and operation of play inflatables, including bouncy castles guidance issued by the PIPA Inflatable Play Inspector Scheme. This guidance can be downloaded from www.pipa.org.uk

2. Employees are suitably experienced and well-trained adult personnel, where the company is responsible for setting up, operation and supervision of the bouncy castle, provides evidence of a current public liability insurance with a limit of indemnity of at least £5 million. This insurance is to cover the hire the liability of the hire company. It is unlikely to extend to cover the hire of the equipment.

Self Operation.
If you are to operate the bouncy castle, in addition to items 1 and 2, ensure that you are provided with written instructions about the safe setting up, operation and supervision of the equipment, and that the name and address of the manufacturer or supplier is clearly marked upon it.

Safety Instructions.
The safety instructions should include the following points: -

- Children should not be allowed to use the bouncy castle if there is a high wind or in wet weather (inflatables can flip over, and slippery surfaces may cause injury)
- The castle must be adequately secured to the ground.
- Soft matting covering hard surfaces must be placed adjacent to the front or open sides.
- There should be responsible adult supervision, paying close attention to the children at play at all times during its use.
- The number of children using the bouncy castle must be limited to the number recommended in the hire company's safety instructions. There must be no overcrowding.
- A rota system for different age or size groups should be operated, together with the observance of an age limit of users. (It is suggested that children over 10 years of age should not use the equipment.
- All children must be made to remove footwear, hard or sharp objects such as jewellery, buckles, pens and other similar pocket contents. Eating while bouncing or performing acrobatics must not be allowed.

3.4.10 Food Hygiene
Food service within the church is overseen by the Premises Manager who will ensure the adequacy of training for core food handlers.

Where there is **significant** catering by Church members, albeit at home, there is a commitment for these individuals to be registered with the Environmental Health Department at Torbay Council. Staff and volunteers who work within the kitchen areas are required to be trained at an appropriate level for the food handling that they undertake. Some training is undertaken by attendance on external, accredited food hygiene courses, and some is provided in house.

3.4.11 Infection Control
The potential for spread of infections can pose a particular problem when groups of people meet. It is therefore very important that all areas are properly cleaned, and toilets are properly disinfected.

The issue of legionella is considered separately in Section 3.5.1 below.

The following guidance should be followed in the event of a suspected outbreak of viral gastroenteritis:

REPORTING PROCEDURES
Management should be notified of any symptoms of illness (vomiting or diarrhoea) as soon as possible.

Any member of staff or volunteers reporting symptoms of illness should be immediately sent off duty, and a specimen be provided by that staff member. Staff should not be permitted to return to work until they have been free of symptoms for at least 48 hours.

CLEANING PROCEDURES
If notified of a case of illness, immediate action must be taken to clean away any vomit or diarrhoea and the immediate vicinity will be thoroughly cleaned as the viruses connected to these illnesses spread in an aerosol manner and so contaminates a wide area.

3.5 Occupational Health & Safety

3.5.1 Hazardous Substances (Including Legionella / Asbestos)

Upton Vale Baptist Church Trustees have considered the exposure of staff to hazardous substances. These are assessed in respect to the Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH). Collation of these details will fall to the Premises Manager and records are held in the main office. There is a central register of approved substances purchased and used by the church - alternatives should not be purchased without proper consideration of the potential health effects. This is to be undertaken by acquiring Material Safety Data Sheets (MSDSs), prior to use and undertaking an assessment that takes account of the way the material is used. Specific COSHH assessments are held in COSHH files, stored adjacent to the chemical storage area and in the main office. The **COSHH Assessment Record** (**Record 11)** provides the format for this assessment record and is included in the COSHH file together with Material Safety Data Sheets (MSDSs).

All hazardous substances are to be retained in their original packaging and labels should be referred to before use. All containers used must be labelled to confirm contents. The use of dispensing pumps on container tops limits the need for handling. The mixing of different chemicals must not be undertaken without reference to procedures as some substances may produce violent reactions when mixed. New substances obtained are required to be assessed prior to use by the Premises Manager. All chemicals and sprays must be used in accordance with the suppliers' instructions and stored and marked in the designated storage areas.

Chemicals are stored in designated, secure cupboards and staff are trained to ensure that these materials are always secured and not left out in areas where, in particular the public and children have access.

Contract cleaning companies are responsible for undertaking COSHH assessments and provision of protective equipment which is included as a prerequisite requirement for cleaning contracting companies.

Provision of Information and Training

Staff are trained in correct and safe methods of handling of substances and assessments that have been undertaken and the documented COSHH assessments are available in close proximity to their point of use within departments, as a point of reference.

Legionella

Biological hazards, notably bacterial infections need to be considered as part of the assessments required by the Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH). Legionella is a bacteria which can be present in water services that are not correctly maintained.

The level of risk at Upton Vale is to be considered very low, given the mains water supply within the church. Hot water circulation temperatures will exceed those temperatures considered to be a risk.

Infectious Agents

Hypodermics may occasionally be thrown into external areas and are required to be removed by staff. This a rare occurrence, but if it does occur, the guidelines listed in **Safe Handling and Disposal of Sharps** (**Record 12)** must be followed.

Asbestos Containing Materials

A survey was carried out in 2011 to identify any asbestos containing materials (ACMs) present within the building. The survey document provides full details of the location and condition of asbestos.

Legal requirements make it is necessary for all three units to meet the legal requirement to identify and manage ACMs within units. Any materials that are identified as ACMs are required to be identified, marked, included in a register, and effectively managed.

A register is provided to be held in the main office for any contractors who will be made aware of locations relevant to their work.

3.5.2 Personal Protective Equipment (PPE)

The level of personal protective equipment provided for staff and volunteers is limited, given the limited scope of activities. Where the risk assessment indicates, this will be provided free of charge and replacements will be made as necessary.

The responsibility for wearing equipment at appropriate times and ensuring that equipment is maintained, replaced and stored correctly is down to each staff member, which will be actively supervised by the Premises Manager.

One key area is the provision of the safety harness which must be stored and maintained in serviceable condition. The control of the harness is therefore under the direct control of the Premises Manager.

Staff are responsible to ensure that they wear PPE identified by the risk assessments and that PPE is maintained, worn and stored to be in good working order.

3.5.3 Manual Handling

Upton Vale Baptist Church has a policy to avoid severe manual handling wherever this is possible and use mechanical aids and team lifting where this is appropriate. Trolleys are available to assist staff in moving heavy items and handling deliveries.

There are a number of particular handling operations that can pose a particular risk, such as moving furniture, handling heavy equipment and ladders. These operations are to be reviewed in detail in accordance with the Manual Handling Operations Regulations 1992. Staff undertaking this work are to receive training in addition to general controls in wearing the correct footwear and observing general good practice procedures for handling. The assessment form is provided in '**Manual Handling Assessment Form'** (**Record 13)**

Manual handling is a necessary part of the work for staff in all areas, although the general weights that are handled are reasonable.

Staff should always plan manual handling carefully and request additional assistance where this appears to be appropriate. General controls for manual handling are included in generic manual handling assessments.

General Handling Arrangements

The use of mechanical aids should always be considered as a priority. Handling should be carefully considered and appropriate planning given prior to attempting tasks. The use of team lifting, or alternative, safer methods should always be considered in preference to individual handling.

It is important to

- avoid the need to undertake manual handling wherever possible.
- use mechanical aids or get assistance, where appropriate.
- avoid the need for handling that involves stretching and twisting operations.
- use sensible techniques for manual handling.
- where possible, break down loads to smaller amounts.
- contact supervisory staff where there is a need for additional support to deal with difficult handling operations.
- be aware of and use safe manual handling techniques as outlined below.

Any member of staff who has particular concern about a handling operation should raise this to the Premises Manager and they must not attempt to undertake work that they consider unreasonable.

Safe Techniques for Manual Handling

The following principles should be applied when lifting and lowering is undertaken: -

- think about the task involved. Can it be avoided or are there mechanical aids or assistance from other staff available. Consider whether the weight and task is reasonable.
- plan the manual handling before starting. Make sure the area is clear and where you are going to put the item down.
- position feet a shoulder width apart and soften the legs and hips and grip the item.
- straighten your legs, keeping your head looking forward and move smoothly without jerking.
- move to the final position and smoothly place the item down, bending knees as before

3.5.4 Display Screen Equipment

Habitual users of display screen equipment will be provided with training to assist them in ensuring a good ergonomic layout of their workstation in accordance with The Health and Safety (Display Screen Equipment) Regulations 1992. A DSE assessment will be undertaken for all defined 'users' using the forms given '**Display Screen Equipment Assessment and Guidance**' (**Record 14)**

Identification of DSE users *(regulation 1)***:**

DSE users will be classified as those employees who use computer equipment as a main part of their work and will work with a computer for a period that exceeds an hour's continuous use, per day. Risk Assessments will be completed by the Church Office Manager and/or Premises Manager and will be kept in the employee's personal file.

Assessments will be made in consultation with the individual and their opinion will be considered when making a final decision.

Health and Safety of DSE workplaces *(regulations 2 and 3)***:**

All DSE workstations will be assessed to determine whether there are any potential health and safety risks, which will be minimised as far as, practicable. The assessment will be carried out by use of the appropriate checklist, which is incorporated as part of this policy. The assessments will be kept and reviewed every three years or sooner if there are any appreciable changes to the workstation.

Daily work routine of DSE users *(regulation 4)***:**

Whenever possible the jobs of DSE users will be planned in such a way so that DSE work is not continuous. In most cases natural breaks or pauses occur but where this does not happen occasional breaks from the job will be encouraged.

Eye and eyesight testing *(regulation 5)***:**

All DSE users are entitled to free sight checks under regulation 5 of the Regulations. If the sight check indicates a need for glasses specifically for DSE work the organisation will meet the cost of a standard frame and lenses or make a contribution to a more expensive item.

Training and information *(regulations 6 and 7)***:**

All current and new DSE users will be given health and safety DSE guidelines designed to increase competence in the safe use of equipment and to reduce the risk to their own and other people's health.