***This is part 1 of this document adopted at the Trustees meeting on 4th June 2024***

***The completion of the final sections, approval and adoption of the whole document will be completed at future Trustee meetings***

**Our Health and Safety Policy**

 **Name of church:** Kingsteignton Community Baptist Church **Registered Address:** 30Slanns Meadow, Kingsteignton

**Scope of this document**

As a church whether part of the leadership team or as church members we understand we owe a duty of care to ensure the safety of those who visit our church services or events in the community hall or at other locations.
Also as an employer we specifically understand that we must consider our employees under health and safety law.

We don’t reach the threshold of five or more employees requiring us to have a written health and safety policy, the leadership team have anyway chosen to do so as we believe this is part of the churches duty of care to our employee(s), members and any visitors.

As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

**Scope of buildings/areas in which the following policy would be considered as applying**

**Kingsteignton Community Hall, Rydon Road.** Rented by KCBC from Kingsteignton Town Council for weekly worship meetings, children and toddler events (KILTS and Messy Church), church meetings and occasional social events.

**Home of Minister (‘The Manse’)** as the workplace of the Minister and for leadership meetings, pastoral meetings, occasional small group meetings

*See appendix A for details on how we treat the Manse within this framework*

Events outside of this scope would include social events in other buildings and outside events such as the RAM fair and organisers (or our lead) at those events would be required to complete a risk assessment and abide with this policy.

Within this document “volunteers” would include anyone involved in the setup or running of events not exclusively including PA/sound setup, musicians, childrens group leaders and refreshments team.

**General statement of policy**Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, church members, visitors and others who may join us at the Community Hall or other buildings that we may use for regular church meetings or community initiatives or ad-hoc events.

* This will be in accordance with good practice and any relevant statutory provisions where they apply.
* The Trustees accept their overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective.
* Any decisions we make will have due regard for it.
* We will appoint a member of the leadership team to have specific responsibility for this policy and its implementation.
* We will keep health and safety matters under review at appropriate intervals.
* We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.
* It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention.
* We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

**Name** :
**Signed :**\*on behalf of the Trustees as agreed at a meeting on:
**Date:**

**Organisation and responsibilities**

**1. The member of the leadership team with overall responsibility for implementing our policy is noted in Appendix E:
They will ensure that:**• the standards set out in this policy are implemented and maintained
• where necessary, specialist health and safety assistance is obtained
• any hazards reported to them are rectified immediately
• only competent persons carry out repairs, modifications, inspections and tests on equipment owned by KCBC
• any accidents are investigated, recorded and reported if necessary
• relevant health and safety documents and records are retained
• they keep up to date on health and safety matters relevant to the church
• set a personal example on matters of health and safety.

**2. The Trustees have day-to-day responsibility for implementing our policy:
They will ensure that:**• all employees and volunteers are aware of their health and safety responsibilities
• adequate precautions are taken as set out in this policy and related risk assessments
• adequate information and training is provided for those that need it
• any hazards or complaints are investigated and dealt with as soon as possible
• where defects cannot be corrected immediately, interim steps are taken to prevent danger
• all accidents are reported in-line with the requirements of this policy
• advice is sought where clarification is necessary on the implementation of this policy
• set a personal example on matters of health and safety policy

3. All **employees** and **volunteers** have a responsibility to cooperate in the
implementation of this policy and to take reasonable care of themselves and others while on church business or premises.
**They will ensure that they:**• read this policy and understand what is required of them
• complete their work and activities taking any necessary precautions to protect themselves and others
• comply with any safety rules, operating instructions and other working procedures
• report any hazard, defect or damage, so that this might be dealt with
• warn any new employees or volunteers of known hazards
• attend any training required to enable them to carry out their duties safely
• do not undertake any repair or modification unless they are competent to do so
• report any accident
• do not misuse anything provided in the interests of health and safety.

**Arrangements**
This section sets out our arrangements for managing health and safety and dealing with
specific risks.

**Competent Assistance**Where necessary, we will appoint someone who is competent to assist us in meeting our health
and safety obligations. Where an appointment is made, we will record the details here.

*at this time we have not considered it necessary to make an appointment.*

**Risk Assessment**

We will complete risk assessments to identify what we need to do to comply with health and
safety law. We will record our findings, implementing any necessary precautions. We will review
and revise these where we suspect that they are no longer valid.

We will prepare risk assessments for our regular meetings and events which will be review annually, these will include

* Sunday morning meetings, separate assessments for the main hall and rooms/outbuildings used for the various children’s groups.
* KILTS which is held in the main hall of the community centre.
* external events such as the Ram Fair.

We will keep a copy and log of all risk assessments carried out for regular and ad-hoc events and these

will be kept in a safe box and reviewed annually

**Information and Training**We will provide any necessary information and training for our employees and volunteers in a
timely manner. We will keep a record of what is provided. We will also give relevant information to
contractors and self-employed people who may need this to complete their work safely.

The record of any Health & Safety training given to employees or volunteers will be held by the secretary.

**First Aid**We will provide adequate first aid facilities including as a minimum a suitably stocked first aid
box.

We will also provide relevant information for employees and volunteers.

Our first aid box is located in the store cupboards in the community hall
We will designate a Lead First Aider (but not necessarily also a first aider !) in charge of first aid arrangements who will manage any first aid boxes and manage any training or refresh training of the First Aiders

**Accident Reporting**We will keep an accident book and record details therein.

We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences
Regulations.

Our accident books (proforma) are available in the store rooms in the Community hall and at the Manse

Completed accident reports will be store in the safe box in the Community Hall.

**Monitoring of this policy**

The secretary on behalf of the trustees will include an annual review of this document in the leadership diary

**Record Keeping**Our Health and Safety Risk Assessments, records and other documents are stored in the secretary’s computer and where appropriate copies will be maintained on the KCBC website for public view.

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Changes** | **Version** | **Change date** | **Approved at Meeting** |
| Part 1 of document adopted | initial | 4 June 2024 | Trustee Meeting 4/6/24 |
|  |  |  |  |
|  |  |  |  |