



Our Health and Safety Policy

Name of church: Kingsteignton Community Baptist Church

Registered Address: 30 Slanns Meadow, Kingsteignton

1. 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.

Whilst 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.

1.1 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

Other events 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.

1.2 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 :

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2 Organisation and responsibilities

2.1 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.

2.2 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

2.3 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.

3. 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.

3.1 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 reviewed annually, these will include

- Sunday morning meetings, separate assessments for the main hall and rooms/outbuildings used for the various children's groups and the kitchen area used for after service refreshments and fellowship lunches.
- KILTS which is held in the main hall of the community centre.
- Messy Church which is held in the main hall of the community centre.
- external events such as the Ram Fair.

Note that where we complete risk assessments for leased buildings such as the Community Hall, the fabric and infrastructure of the building is maintained by the council, any defects or risks associated with the building should be reported to one of the KCBC leadership team for onward communication to the council however we still need to be aware that we need to mitigate any identified risks until the council rectify them.

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

3.2 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.

3.3 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

3.4 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 stored in the safe box in the Community Hall.

3.5 Monitoring of this policy

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

3.6 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.

3.7 Worship Meetings on Sunday mornings and other large meetings during the year

Recognising that these are a regular large meeting of most of the membership and would include guests and the general public and that there is a significant amount of work in setting up and clearing up involving moving of furniture and equipment and installation of electrical items and many obstacles and trailing leads.

To ensure that these services are safe a risk assessment will need to be completed, see appendix B for a template document.

A "Sunday Morning Worship Service" checklist has been compiled to assist in a safety check of the hall and corridors .. see appendix C

It would be impractical to nominate an individual to have a responsibility to check the setup is safe and it is a requirement of all involved to take responsibility for their safety and that of anyone else attending.

All of the current setup team will be notified of the risk assessment and checklist and asked to use that as a basis for setup works accepting that new risks may arise which they need to be mindful of.

New members to the setup team will be asked to read the risk assessment and checklist before they first undertake setup duties.

3.8 Construction Work

Where the council as owners of the Community Hall notify us of works or maintenance that are required we will ensure that they have dutifully considered the safety of our employees, congregation and visitors and act as appropriate to ensure that they are in a safe environment during any work.

3.9 Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

The use of laptop and screens at worship meetings by volunteers would not be considered as continuous use of an hour or more.

3.10 Electricity

We will ensure that any electrical system, fixed machine and portable appliance is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced.

We do not have any responsibility to maintain the building electrical infrastructure but we do have a duty to report any faults or problems we find to the council for rectification.

We will carry out an annual visual check of all our electrical equipment and label all items as they are checked. The record of the annual check will be kept in the safe box in the community hall.

There is a checklist that the setup team will have which will include an item for them to do a visual check of electrical safety of equipment as they setup a Sunday morning (or at any other event).

They will understand that any faulty equipment is not to be used until made safe or replaced.

An electrical safety checklist is provided at appendix D

3.11 Special Events

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these by completing a risk assessments, a generic risk assessment document has been created for such instances.

3.12 Fire

Although the council has the responsibility to create and maintain a fire safety policy as hirers we have a duty to follow that policy as well as having an obligation for our appointed fire wardens to undertake any training as required by the council and as outlined in their document.

The councils Fire Evacuation document will be available to view here once the council have published their document !

Fire marshalls will be required to undertake training and the completed training certification, the council will maintain the training and certification and will manage any retraining that is required by us. Our fire marshalls are listed in Appendix E

The community hall noticeboards in the main hall, the Mary Hall Suite and the Rydon rooms all have a notice of what to do in the event of a fire. We will follow these instructions if needed.

3.13 Corridors and Exits

We must ensure that all the fire exits are kept clear during and at the end of events which includes the corridor from the main hall through the storage cupboard area which must be kept clear and unobstructed.

We must maintain an exit path to both of the main hall fire exits at the rear of the building.

3.14 Candles

We don't routinely use candles in our services except at Christmas.

The site <https://www.ecclesiastical.com/risk-management/safe-use-of-candles/> has a great amount of detail about the use of candles in a place of worship.

3.15 Hazardous Substances

We only use domestic cleaning products in the kitchen.

We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.

3.16 Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.

3.17 Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

The Food Hygiene (England) Regulations 2013 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

We will require everyone involved in the preparation of food at KCBC events to have at least level 1 food hygiene certification.

A record of those with the required certification and review periods will be maintained by the secretary.

3.18 Slips and Trips

At events held at the community hall the council have the responsibility to ensure that floors, coverings, steps and pathways remain in good condition and free from obstruction and have arrangements in place to manage pathways in winter weather. Where we find an issue with any of these we will report it to the council officers

Our welcomer team need to bear in mind that we often have frail, elderly or disabled visitors who may have difficulty in negotiating access and we would need to be aware and assist them as necessary.

3.19 Working Alone

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.

For the minister this will be in the form of an annually reviewed questionnaire.

3.20 Insurance obligations

The Treasurer holds the Public Liability Insurance Policy Document a copy of which is displayed on the church noticeboard.

4 . The Manse

This part of the policy will cover the use of the property owned by the minister ('The Manse') and used by the minister as his place of work for his church duties and where he might invite in visitors for face-to-face meetings or pastoral work.

The Manse could also host scheduled and ad-hoc church meetings which may be by invitation or open meetings. As KCBC lease back the ministers owned property we have a legal responsibility for the Manse which extends to the Health and Safety of the Minister and his family as well as to church visitors to the Manse

As employer of the minister KCBC has a legal responsibility covering work from home and the health & safety requirements which come alongside that.

There are many aspects of health & safety which would need to be incorporated in order to ensure a healthy living and working environment, and working our way through what is necessary for the H&S Policy itself.

After discussion the leadership team have agreed with the current minister that the H&S responsibility we have would be covered by creation of a questionnaire which would be completed/reviewed annually.

This may need to be backed up with an initial risk assessment of the Ministers work area and any areas used for church meetings.

This risk assessment would be completed by the Minister and incorporated into the annual questionnaire.

See Appendix A for the template document.

The completed questionnaire and risk assessment would be held by the church secretary.

At the time of the creation of this policy KCBC acknowledge that the current Minister is approaching retirement and after an expected interregnum we will need to review this policy in light of any new appointee and what Manse lease arrangements KCBC agrees with them.

5. Document History

Changes	Version	Change date	Approved at Meeting
Part 1 of document adopted	initial	4 June 2024	Trustee Meeting 4/6/24
Whole document	draft	14 Jan 2025	For presentation to forthcoming CMM

Appendix A

Ministers Safe Working Environment

The Trustees felt that the best way to ensure that the Minister is working in a safe and healthy environment and also that they have a method to relay concerns back to the trustees was by using a questionnaire that would be completed and reviewed annually by the minister and as part of the trustees annual diary checks.

The following is a living document to be amended by either the Minister or the trustees as issues or concerns are identified.

Item	Detail	Comments	
Working Alone	When working alone, are there any circumstances where it is thought to be unsafe?		
Safeguarding	Does the Minister think they are always safe when working with visitors to the Manse and also when carrying out pastoral visits.		
Electrical Equipment	Are there any hazards that might cause tripping, such extension cables? Have all electrical items used by the Minister had an annual visual safety check (<i>see Appendix E of this document</i>)		
COSHH	Are there any consumables that are kept in the manse office which require a COSHH assessment (e.g. Printer toner, Tipex)?		
Desk based Computer work	Is the layout of the Ministers working environment with respect to placement of computer equipment conducive to comfortable working, especially comfort during extended work periods? This will include placement of computer screens, seating and heating.		
Display Screen Equipment	providing information, training, eye/eyesight tests (on request) and special spectacles if needed.		

Appendix A .. part 2

Ministers Safe Working Environment Annual Signoff

Document Review	Comments	Minister Sign off	Trustee Sign off

Appendix B : Risk Assessment Template

The following is also available as a template Word document [here](#)



KCBC Risk Assessment

<i>Name of Organization</i>	<i>Date assessment completed</i>	
Kingsteignton Community Baptist Church	<i>Assessment completed by</i>	
<i>Purpose of Assessment / Area Assessed</i>	<i>Next assessment review date</i>	
Sunday Morning services / Community Hall		

How we carried out the risk assessment

- **First of all, we looked at information freely available on the internet and also talking to our local churches about information that they could share with us.**
- **We also looked at relevant information provided by the Health and Safety Executive at www.hse.gov.uk**
- **We discussed if anyone could remember if there had ever been any accidents in the past.**
- **We then discussed if any other users of the church or anyone who had done work for the church had reported any concerns regarding health and safety.**
- **We then walked around the community hall and the grounds and any other buildings on the site that we regularly use and noted anything that might cause harm. We considered how accidents might happen and how serious the outcome of those might be. We noted if there were any precautions in place or any additional ones we could take. If it was possible to eliminate the risk entirely, we did this as soon as we could. This was based on what we had learned from the information we had reviewed above.**

- We also considered any hazards presented by other activities, such as festivals, concerts or other events.
- Where these were to be held, we agreed that we would review health and safety precautions before holding the event.
- We recorded the findings of our assessment using this template.
- We communicated the findings to all our employees and volunteers, including anyone new who joins us.
- We have put the risk assessment into practice, making sure that each identified action is progressed and noting when each one is completed on this template.
- We will review and update our risk assessments where we suspect they are no longer valid.

What could cause harm?	Existing precautions in place	Additional precautions / actions required	Who owns the action?	Action target date	Action completion date
<p>TRIPS</p> <ul style="list-style-type: none"> • Worn or unfixed carpet edges, condition, • rugs or doormats properly fixed • Trailing wires, cables or leads down. • No trailing • Worn, damaged or uneven steps • or stairs • Poor lighting • Missing or defective handrails • Variations in the level of floors • Restricted access including Regularly • doorway widths maintained. • Other 					
SLIPS					

<ul style="list-style-type: none"> • Smooth floor surfaces, • Cleaning activity making floors slippery (for wet mopping, use of polishes, etc.), • Wet or contaminated floors from poor maintenance (for example,leaking roofs), • Spillages of food or drink (particularly in kitchen areas), • Walk-in contaminant from adverse weather (for example, mud, rainwater, etc.) • Other 					
<p>Working at Height</p> <ul style="list-style-type: none"> • Accessing high level equipment (eg overhead projector, etc) • When putting up decorations or displays • Damaged ladders, stepladders or other access equipment <ul style="list-style-type: none"> • Other 	<p>We (KCBC) own no ladders or stepladders or foot stools. Where these are brought into the building this needs to be authorized by the H&S lead and appropriate checks to the ladder safety and suitability carried out</p>				

<p>FIRE</p> <ul style="list-style-type: none"> • Accumulations of combustible waste or flammable materials • Blocked or obstructed exit routes • Locked escape doors • Portable heaters • Votive candles • Other. 					
<p>ELECTRICITY</p> <ul style="list-style-type: none"> • Faulty or damaged fixed wiring • Faulty, damaged or unauthorised portable electrical equipment • Faulty or damaged extension cables or adaptors • Other. 	<p>We have no responsibility for the fixed wiring in the building other than to report defects to the council</p> <p>We will do visual checks of all our portable equipment and cables at the setup of any event</p>				
<p>Hazardous Substances</p> <ul style="list-style-type: none"> • Domestic Cleaning products • Other 					

<p>Manual Handling (lifting or carrying)</p> <ul style="list-style-type: none"> • Bulky or unwieldy furniture • Heavy audio visual or computer equipment • General rubbish that may include breakages (for example,glass) • Other 					
<p>Other Risks or Hazards Identified</p>					

Appendix B : Risk Assessment Log

This log is of all completed risk assessments

Purpose of Assessment	Completed By	Completed On	Next Review	Action defects requiring attention
Community Hall for Sunday Worship				
Community Hall Kitchen on Sunday mornings				
Sunday morning childrens meeting in the Mary Hall Suite				
Sunday morning childrens meeting in the Rydon Buildings				
KILTS mornings in the Community Hall				
Messy Church events in the Community Hall				

Appendix C

Sunday Morning Worship Safety Checklist

During setup there will be transient hazards as equipment and cables are unpacked and laid out, the setup team need to be aware at all times of these hazards and where possible must mitigate any hazards.

The setup team will be aware that there may be others setting up in the kitchen or Sunday club rooms who will be moving through the hall and also that there may be early arrival of congregation whilst the setup is being carried out and need to manage this by modifying their activities as required.

The following is not an exhaustive list and changes to setup or additional display materials might highlight new hazards which need to be identified and mitigated. There will have been completed a full risk assessment of the Sunday morning setup which the setup team can refer to as necessary.

Item	Detail	Comments
Trailing Leads	All leads should be laid out to minimise any trip hazard and any cables that remain a potential hazard must be covered with suitable mats or cable protectors	
Microphone stands and Tripods	Must be placed to minimise obstruction and any cables must be tied or otherwise attached to the stands so that they cannot be caught on clothing as people move by.	
Speaker Stands	Similarly, cable must be placed and attached to the standard so as not cause a hazard and also they must be correctly positioned so that they cannot be easily toppled.	
Visual checks of electrics	As equipment is unpacked check that any mains cables and plugs are not damage and that there are no exposed wires. Check that all plugs are correctly inserted and that any unused mains outlets are covered.	See appendix D for a full electrical equipment safety check
Liquids/Drinks	Ensure that any liquids/drinks that any of the service participants have are away from any electrical equipment or are in containers suitable for use in that area.	
Tables and Special Displays	Must be placed so as not to cause obstruction and not stacked so as to cause a hazard if there is any sort of collapse.	

Interior Banners and Display boards	Must be placed so as not to cause an obstruction and positioned so that they would not be caught by the wind. They may need additional supporting to mitigate any risk of collapse.	
Outside Flags and Display Boards	Must be positioned so as not to cause an obstruction or hazard to our visitors or the general public passing the hall. Bear in mind that in extreme weather the banners and display board could be dislodged and become a hazard.	
Fire Exits and store room corridor	Access to both of the hall fire exits must be unhindered and the corridor from the hall through the store rooms to the fire exit must be kept clear.	
Fire Extinguishers	Must be easily accessible and no equipment or displays should be placed within 1 metre of them	
Packing and Storage boxes	Any storage boxes, equipment covers or other unused equipment must be returned to the equipment storage room or moved to a safe position in the hall.	

Appendix D

Electrical Safety Checklist

An electrical equipment safety checklist can help you identify and mitigate potential hazards and ensure that electrical equipment is safe to use.

The following is non exhaustive list of items that can be used to check the electrical environment at any KCBC run events where we are using our PA equipment or any other electrical devices.

Equipment Safety Checks	
Use the following items to carry out annual reviews of each item of equipment we use.	
This is purely a visual check. We will not be carrying out any detailed PAT testing.	
Equipment condition	Consider the age of the equipment, how often it's used, and the manufacturer's recommendations.
Plugs and cables	Check that the plug is not damaged and that the cable is secure with no visible internal wires.
Fuses	Check that the fuse is rated correctly for the equipment.
The following are generic items we need to consider during any setting up of our equipment	
Trailing cables	Ensure there are no cables that could cause people to trip or fall.
Socket outlets	Make sure there are enough sockets available and that they aren't overloaded. No daisy chaining ... don't plug trailing leads into trailing leads without carefully considering the loads involved.
Residual current devices (RCDs)	Consider using an RCD between the equipment and the electrical supply, especially in wet, confined, or outdoor spaces.
Childproofing	Use outlet covers to prevent electrocution.
Flickering lights	Have flickering lights checked.
Electrical safety training	Ensure everyone knows how to use electrical equipment safely. No specific training is envisaged for the low power equipment we use
Grounding system	Check the integrity of the grounding system to ensure it's working properly. This will only apply when we are working in an external environment

Appendix D .. part 2

Electrical Safety Annual Check Log

All of KCBC owned electrical items need to be checked annually using the [Electrical Safety Checklist](#) in Appendix D

This will only be a visual check, there is no requirement to carry out any PAT testing.

If an item fails any of the visual checks listed in the checklist then it must immediately be removed from service until repair or replacement.

Tested items will be marked with a suitable label.

This completed log will be stored in the safebox in the community hall music equipment cupboard.

Equipment tested	Result & any remedial action necessary	Tested On	Tested By

Appendix E Health and Safety Roles and Responsibilities

		Appointed
Health and Safety Lead	Nick Oddy	
Chief Fire Marshall	David Goddard	
Deputy Fire Marshalls	Sue Watkin Nat Bond	
Safeguarding Lead	Claire Goodard	
Safeguarding Deputy	Tessa Brown	
Safeguarding Trustee	Sheila Pink	
First Aid Lead (not necessarily a First Aider)	Mike Hayes	
First Aiders	Jennie Chapman .. expired Darren Graydon Tessa Brown	

Document History

Changes	Version	Change date	Approved at Meeting
Part 1 of document adopted	initial	4 June 2024	Trustee Meeting 4/6/24
Full document adopted	Final	21 Jan 2025	Members Meeting 21.01.25