

Freedom Church Health & Safety Policy

May 2022

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Section 1

Place of worship / organisation details

Freedom Church
Mill Road
Great Barton
Bury St Edmunds
Suffolk IP31 2RU

Tel: **01284 788032**
Email: hello@freedomchurch.org.uk
Charity Number: 1151616
Company Number: 8364261

Insurance Provider:

Ansvar Insurance
Ansvar House
St Leonards Road
Eastbourne
East Sussex BN21 3UR

Tel: **01323 737541**
Web: www.ansvar.co.uk

Combined Policy: **CHP 2247583**

Cover includes:

Employers Liability: £10M
Public/Products Liability: £5M
Personal Accident: £10K

Freedom Church is associated by informal relationship with:

Skylark International,
4 Hanbury Road,
Chelmsford,
Essex CM1 3AE

Tel: 01245 255775
Email: info@skylarkinternational.org

Freedom Church seeks to be primarily a place of Christian worship and teaching open to all members of the community and does not hold a formal membership register.

This is achieved through Sunday services with age appropriate teaching and activities taking place in various parts of the building.

Freedom Church also provides mid-week social and teaching activities for all ages including parents with toddlers through to teens and adults groups meeting on church premises, and in private homes.

Freedom Church also makes its premises available for other activities and community groups who will be responsible for having their own health & safety policies and procedures in place.

Section 2

General Statement

General Statement

Freedom Church (FC) is committed to the Health, Safety and Welfare of its members of staff, volunteers and the members of the public that use the premises. The aim is to ensure that the premises are a safe work and worship environment for all by controlling the hazards in and around our premises and the hazards caused by the nature of the activities and events that happen. The aim is to prevent work-related injuries and ill health.

Risk Assessments have been completed and will be regularly reviewed. FC will consult with volunteers and staff about Health and Safety and provide them with the information, instruction, safety equipment, supervision and training considered necessary.

Staff, volunteers and others using the building and facilities will be kept safe by the carrying out of inspections and performing health surveillance as required. The premises, facilities and equipment will be maintained and any Personal Protective Equipment, which is considered necessary for everyone's Health and Safety, will be provided.

Staff and volunteers are asked to help the Church to maintain a healthy and safe work and worship environment by reporting and recording hazards, accidents, incidents and dangerous occurrences. Staff and volunteers are asked to look after the safety equipment provided and to follow safety instructions and signs. Staff and volunteers are reminded that they are responsible for their own safety and the safety of others who use the premises.

This policy will be reviewed annually and revised as necessary.

The Leadership undertakes to:

- endorse and follow all national and local health & safety legislation and procedures outlined above.
- provide on-going health & safety training for all its workers and volunteers and will regularly review the Practice Guidelines.
- ensure that the premises meet the requirements of all relevant legislation, and that it is welcoming and inclusive.
- ensure that all staff, workers and volunteers are made aware of the requirement to report and record information about accidents, incidents, hazard situations and untoward occurrences and all necessary actions taken to prevent further occurrences or events.
- be responsible for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health & Safety Executive
- support the Health & Safety Officer in his/her work and in any action he/she may need to take in order to protect staff, volunteers and others using the building and facilities.
- not allow the document to be copied by other organisations.

Section 3

Organisation & Responsibility

Organisation and Responsibility.

The overall responsibility for Health and Safety lies with the Senior Leader.

The following people are responsible for Health and Safety:

- Mike Long – Health & Safety Senior Leader
- Nicola Lancaster – Health & Safety Co-Ordinator

Members of staff and volunteers are reminded that they are responsible for their own Health and Safety and the safety of any others in the premises.

The Senior Leader and Health & Safety Officer will be responsible for discussing matters surrounding Health and Safety. If further information is required or there are any concerns about Health and Safety, please contact one of the people above to discuss and raise safety issues with them.

Section 4

Procedure & Safety Arrangements

Procedures and Safety Arrangements:

Accident and Incident Reporting

An incident is not an accident but is an instance of something happening that is noteworthy, unusual or unexpected that may cause loss or damage to property or injury to people, including those involving fire, fire equipment or the fire alarm system; or a condition of fabric, governance or behaviour that threatens to do so unless remedied.

An accident is an event that happens by chance or that is without apparent or deliberate cause which causes injury.

All incidents are to be recorded on the Freedom Church 'Incident or Near Miss Form'.

All accidents are to be recorded in the FC Accident Book and if required (see definition below) reported by the Health & Safety Officer or Senior Leader to the Health & Safety Executive or Environmental Health Officer in accordance with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)' by the quickest practicable means.

The following is a summary of the injuries or occurrences that must be reported under RIDDOR:

1. Any fatality to employees or non-employees including volunteers
2. Major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting in admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work)
3. Injuries to employees that result in the injured person being incapacitated for more than 7 days
4. Injuries to non-employees that require the injured person to be taken straight to hospital for treatment

Chemicals

Hazardous chemicals, identified by an orange warning symbol, will be assessed for safety using a COSHH (Control of Substances Hazardous to Health) assessment. This will be completed by the Health & Safety Officer and will be reviewed annually. COSHH assessments are kept in the Health and Safety Folder and near to the Chemical Stores.

No hazardous substance is to be used or stored on the premises that does not have a COSHH assessment.

Ensure that the door to the Chemical Store is always locked shut and all chemicals are correctly stored in the cupboard.

Ensure that all of the manufacturer's guidance is followed along with any additional information in the COSHH assessment. Ensure that users are familiar with the precautions that might need to be taken in the event of an emergency involving the substance.

Section 4

Procedure & Safety Arrangements

Electrical equipment and wiring

The electrical wiring within the building(s) will be inspected at a duration that has been suggested by the contractor performing the tests. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations).

No person is to make any alterations to the electrical installation without prior agreement from the Senior Leader.

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done every two years as suggested by the contractor performing the tests.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the filing cabinet with the Health and Safety File, alongside the 'Electrical Systems & PAT Testing Log' which will be completed each time an inspection or any work is carried out.

Ensure that electrical equipment is used safely, following the manufacturer's instructions. Electrical sockets must not be overloaded. The use of extension leads should be minimised. Care should be taken to prevent trip hazards when laying cables.

Fire Extinguishers

The Fire Extinguishers within the premises will be periodically examined and tested as recommended by the Service Company. The Service Company will also advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be kept in the filing cabinet with the Health & Safety file, alongside the 'Fire Alarm Systems & Extinguishers Log' which will be completed each time an inspection or any work is carried out.

Fire extinguishers will be examined for damage and use quarterly by the Health & Safety Officer.

Fire extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.

Fire extinguishers should, where possible, only be used by persons competent and trained in their safe use.

Section 4

Procedure & Safety Arrangements

Fire Policy

- A Duty Fire Marshall and Deputy Fire Marshall will be appointed for each meeting/activity.
- In the event of a fire alarm sounding all people will be safely evacuated from the building and directed to the fire assembly point on the grass overflow car park.
- If the alarm is found to be false, normal order will be restored as soon as possible following the all clear instruction from the Duty Fire Marshall.
- If on resetting the fire system the alarm re-sounds, the building must be immediately evacuated, the fire service called and the Health and Safety Officer contacted.

The Duty Fire Marshall will be responsible for:

- carrying out a final check of the building to ensure that everyone has been evacuated.
- ascertaining whether it is actually a fire and contacting the Fire Service if required. If it is found to be a false alarm it is the Fire Marshall's responsibility to decide when it is safe to return to the building.
- resetting the fire alarm system once it has been established that the building is safe to re-enter. Instructions for resetting can be found above the fire system panel in the foyer.
- co-ordinating with the Fire Service if attending.
- contacting the Health and Safety Officer Mike Long – Health & Safety Senior Leader: 07840 038378 to advise him of the incident details.

The Deputy Fire Marshall will assist the Duty Fire Marshall.

If any group is using more than one room/area of the building the person supervising each room/area (the Group Leader) must be made aware of their responsibilities in case of a fire alarm sounding.

Group Leaders' Responsibilities

- On hearing the fire alarm sounding each Group Leader is responsible for ensuring that everyone in their group evacuates the building calmly from the nearest safe Fire Exit and then assembles on the grass overflow car park to await instructions from the Duty Fire Marshall.
- Group Leaders responsible for children/vulnerable adults (VA) are responsible for taking them to the fire assembly point where they will meet their parent/responsible adult.
- Instruct parents and those responsible for VA whose children/VA are in a separate activity to go directly to the assembly point and their children/VA will be brought to them by their Group Leader.
- Instruct people not to delay to collect belongings.

Section 4

Procedure & Safety Arrangements

Sunday Morning Services

The individual Group Leaders will be responsible for evacuating those people that they are responsible for as follows:

- Main Church - Service Leader
- Youth, Children's Church, Creche - Duty Group Leaders.

Creche

At the beginning of each session the Duty Group Leader must, according to the number of children attending the group, nominate sufficient parents to ensure that in the event of a fire alarm sounding there are sufficient adults to evacuate the children at a ratio of 1:2 (one adult to every 2 children).

All Other Groups

All outside hirers of the premises and any group meeting at any time other than Sunday Services are instructed to follow the Freedom Church Fire Policy.

First Aid

At least one First Aid Kit is available in the building and is easily accessible for all building users. If the contents of any First Aid Kit is used, the Health & Safety Officer must be informed and the details recorded in either the accident book, or on an incident report form accordingly. The First Aid Kit Log must also be updated appropriately.

Suitably trained and competent persons should only administer first aid.

First Aid Kits will be checked quarterly by the Health & Safety Officer or a delegated person to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit. 'The First Aid Kits Log' must also be updated appropriately.

Food and Drink Safety and Hygiene

Any food that is prepared on the premises must meet food safety regulations. The preparation of any food on the premises must be supervised by someone qualified in basic food hygiene and in possession of an up to date basic food hygiene certificate or equivalent.

Any food that is prepared either on the premises or away from the premises and brought along for consumption must be labelled as such and a detailed ingredients/allergens list provided.

Workers must ensure that children, young people or vulnerable adults do not have access to food/drinks to which they are allergic.

Any suspected outbreak of food poisoning or other unexplained and possible food related incidents must be recorded in the designated group/activity logbook and the Health & Safety Officer notified.

Section 4

Procedure & Safety Arrangements

Lone Working

FC seeks to minimise the risks of lone working to sensible and acceptable levels and provide guidance to staff and volunteers when working alone at FC. General guidelines are provided below.

It is the responsibility of the individual worker to make a reasonable assessment of any risks associated with their working alone.

Lone Working Guidelines:

- Ensure that you are sufficiently fit and well to be carrying out your tasks alone.
- Do not work at height.
- Do not use gas appliances unless you are familiar with their operation.
- Consider locking outside doors and/or upstairs office area door to prevent unauthorised entry to the building.
- Ensure that you know where to find the First Aid Kit.
- Ensure that you are familiar with the procedures for dealing with a fire.
- Any incidents must be reported on an 'Incident or Near Miss Form'.
- Ensure that someone knows where you are and when you expect to leave. Let them know that you have left safely.

Risk Assessment

The Health & Safety Officer will identify hazards and perform a Risk Assessment. The outcome of this assessment will be recorded and kept in the Health and Safety Folder. The significant findings of this assessment will be made available to Staff and Volunteers through information, instruction and training.

Where actions are needed to reduce or eliminate risk, the Senior Leader will decide a time scale by which the corrective actions are to be completed. This will be based on the principle of 'As Low As Reasonably Practicable'.

Any person discovering a hazard must inform the Health & Safety Officer or Senior Leader as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

Visual Display Units

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002: Guidance on Regulations L26 (Second edition). All new employees operating VDUs are issued with a copy of the Health & Safety Executive information booklet entitled 'Working with display screen equipment (DSE): a brief guide'.

Date: _____

Signed by: _____

Appendix 1

Leadership Health & Safety Policy Statement

Great Barton Free Church Health and Safety Policy

<p>This is the statement of general policy and arrangements for: Great Barton Free Church</p>	
<p>Trevor Harrington – Senior Leader</p>	<p>has overall and final responsibility for health and safety</p>
<p>Darren Bullen – Health & Safety Officer</p>	<p>has day-to-day responsibility for ensuring this policy is put into practice</p>
<p>Statement of general policy</p>	<p>Responsibility of: Name/Title</p>
<p>Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace</p>	<p>Trevor Harrington – <i>Senior Leader</i></p>
<p>Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work</p>	<p>Darren Bullen – <i>Health & Safety Officer</i></p>
<p>Engage and consult with employees on day-to-day health and safety conditions</p>	<p>Trevor Harrington – <i>Senior Leader</i> Darren Bullen – <i>Health & Safety Officer</i> All Staff</p>
<p>Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities</p>	<p>Trevor Harrington – <i>Senior Leader</i></p>
<p>Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances</p>	<p>Darren Bullen – <i>Health & Safety Officer</i></p>
<p>Action/Arrangements (What are you going to do?)</p>	<p>Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)</p> <p>Staff and volunteers given necessary health and safety induction and provided with appropriate training (including working at height, hazard awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees and volunteers engaged in work and activities remote from the main church site.</p> <p>Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.</p> <p>Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.</p> <p>Toilets, washing facilities and drinking water provided.</p> <p>System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.</p>

<p>Signed: * (Employer)</p>	<p>Trevor Harrington</p>	<p>Date:</p>	<p>8th May, 2015</p>
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You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

<p>Health and safety law poster is displayed and located:</p>	<p>Kitchen</p>
<p>First-aid box is located:</p>	<p>Kitchen</p>
<p>Accident book is located:</p>	<p>Kitchen</p>

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
 To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
 Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Appendix 2

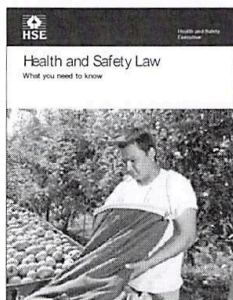
Health & Safety Law Information Sheet



Health and Safety

Health and Safety Law

What you need to know



This is a web-friendly version of leaflet
ISBN 978 0 7176 6501 3,
published 04/09

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre: 0845 300 9923. Report other injuries, diseases and dangerous incidents online at www.hse.gov.uk.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

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Appendix 2

Health & Safety Law Information Sheet

Health and Safety
Executive

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: www.hse.gov.uk

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at:
www.gov.uk

This leaflet is available at www.hse.gov.uk/pubns/books/lawposter.htm
The information is available in other formats.

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www.hse.gov.uk/copyright.htm for details. First published 04/09.

Published by the Health and Safety Executive 08/14

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Appendix 3 Building Risk Assessment Form - Example

RISK EVALUATION						<u>LIKELIHOOD (L)</u>	<u>SEVERITY (S)</u>
LIKELIHOOD						0 - No Hazard	1 - No Injury
SEVERITY	0	1	2	3	4	5	2 - First Aid Injury
		2	4	6	8	10	3 - A 3 Day Injury
		3	6	9	12	15	4 - Major Injury
		4	8	12	16	20	5 - Fatal/Disabling
		5	10	15	20	25	
						1 - Very Unlikely	<input type="checkbox"/> Low Risk (1-5)
						2 - Unlikely	<input type="checkbox"/> Med Risk (6-10)
						3 - Likely	<input type="checkbox"/> High Risk (11+)
						4 - Very Likely	
						5 - Almost Certain	
AREA OF ASSESSMENT:						Risk = Likelihood x Severity	
MAIN ENTRANCE FOYER							
Identified Hazard	L	S	Risk Score	Measures to Minimise Risk	L	S	Residual Risk Score
Trips - Threshold	2	2	4	None necessary	2	2	4
Trips – Door Mat	2	2	4	Ensure mat is flat and in correct position	1	2	2
Shocks – Electrical Sockets	2	5	10	Children to be supervised at all times. Use socket guards when not in use.	1	5	5
Burns - Radiator	2	2	4	Small children to be supervised at all times.	1	2	2
Cuts - Radiator	2	3	6	Children to be supervised at all times.	1	3	3
Slips – Wet Floor	3	3	9	Ensure floor cleaning is done when no groups are in Mop up and dry spills immediately	2	3	6
Completed By:				Actions Required:			
Date:				Ensure adequate supervision of children Visually inspect mat to ensure it is safe Fit plug socket guards			

Appendix 4 Activity Risk Assessment Form - Example

RISK EVALUATION						LIKELIHOOD (L)	SEVERITY (S)	Pre-Activity Considerations		Tick
LIKELIHOOD						0 - No Hazard	1 - No Injury	Room Check... safe?		
SEVERITY	0	1	2	3	4	5	2 - First Aid Injury	Equipment set up correctly?		
	2	4	6	8	10		3 - A 3 Day Injury	Participants physically suitable?		
	3	6	9	12	15		4 - Major Injury	Adequate supervision provided?		
	4	8	12	16	20		5 - Fatal/Disabling	Allergy info obtained?		
	5	10	15	20	25		<input type="checkbox"/> Low Risk (1-5) <input type="checkbox"/> Med Risk (6-10) <input type="checkbox"/> High Risk (11+)	Activity Risk assessed?		
NAME OF ACTIVITY:						Risk = Likelihood x Severity				
CHANGING TUBES & LIGHTS IN MAIN CHURCH										
Identified Hazard	L	S	Risk Score	Measures to Minimise Risk			L	S	Residual Risk Score	
Falls from Height, Objects Falling From Height,	3	4	12	Restrict access to adults only Avoid replacing tubes & bulbs when building full of people Use a safe & secure scaffold tower or cherry picker platform whenever practicable, otherwise must use appropriate ladder or steps secured to prevent movement Always work as a team with a 'partner' to steady ladder and clear area and watch out for children and other building users Extreme care and caution must be observed when raising and lowering ladder to minimise risk of it falling onto a bystander or through the windows Always work in a team and exercise extreme care when passing tubes and bulbs up or down and they must never be dropped from height.			2	4	8	
Completed By:				Actions Required: Investigate Scaffolding Solutions						
Date:										