

NBCF

Health and Safety Policy

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1. Document Control

1.1. Issuer Details

Issuer	New Barn Christian Fellowship
Address	Scout Hall, Nurstead Lane, Longfield Hill, Longfield, DA3 7AN
Author(s)	Lynne Bishop
Reviewer(s)	Ron Owen, Andrew Richardson, Paul Bishop, Alan Murphy

1.2. Change History

Version	Date	Changes Made	Author/Editor	Approved By
1.0	20/11/2020	Release	Lynne Bishop	All Trustees
1.1	27/03/2021	Review	Lynne Bishop	All Trustees
2.0	11/04/2021	Revised to New Format	Rowan Troy	Lynne Bishop

- 1.2.1. This is a CONTROLLED document. It is UNCONTROLLED when printed. You should verify that you have the most current issue.

2. Introduction

- 2.1.1. This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it. It should be read in conjunction with the Scouts Information File located in the kitchen of the Longfield Hill Community Hall.
- 2.1.2. The policy is in three sections:
Section A – General statement of policy
Section B – Organisation and responsibilities
Section C – Arrangements
- 2.1.3. To all employees, voluntary helpers and contractors:
The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

3. Section A - General statement of policy

- 3.1.1. This policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour, voluntary helpers and to provide such information, training and supervision as is needed for this purpose.
- 3.1.2. We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit our church premises.
- 3.1.3. The allocation of duties for health and safety matters including the particular arrangements that we will make to implement the policy are set out below.
- 3.1.4. This policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed at least annually and the appropriate changes made.
- 3.1.5. In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be a regular agenda item at Elders' and Trustee's meetings and employees and voluntary workers where appropriate will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed

Pastor

Date

Chairman of The Trustees

Date

4. Section B - Organisation and Responsibilities

4.1. Responsibility of the Trustees

- 4.1.1. Overall responsibility for health and safety is that of the Trustees.
- 4.1.2. They will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice, although specific responsibilities may be delegated to church personnel and volunteers. As new projects emerge, the names of responsible persons will be notified, and the list amended accordingly.

4.2. Responsibility of the Pastor

- 4.2.1. The responsibility of the Pastor is to ensure that the arrangements outlined in this policy are carried out and updated as necessary by the Trustees and any other named persons within the policy with specific responsibilities.

4.3. The Elders

- 4.3.1. The Elders have a general responsibility to ensure that the H&S policy is implemented and to lead by example to promote a safety culture.

4.4. Responsibility of the Health and Safety Officer

- 4.4.1. The Health & Safety Officer carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy. The church premises are rented from the Scouting Movement and therefore some responsibilities will lay with/be in conjunction with the 1st New Barn Scout Group and these are noted along with the responsibilities of the Health & Safety Officer below:

Action:	Person / Group Responsible
Be familiar with health and safety regulations as far as they concern church premises	Health & Safety Officer
Be familiar with the health and safety policy and arrangements and ensure they are observed	Health & Safety Officer
Ensure so far as is reasonably practicable, that safe systems of work are in place	Scouts / Health & Safety Officer
Ensure the church and hall are clean and tidy	Health & Safety Office / all church members
To inspect the church premises for any health and safety issues as highlighted in this policy and maintain a log of such inspections, any issues found and actions taken	Health & Safety Officer
Liaison with the Scouts to ensure that grounds are properly maintained, trees pruned, and that grass is cut [use where appropriate, necessary etc]	Health & Safety Officer
Ensure that safety equipment and clothing is provided, and all personnel made aware of its availability and whereabouts	Health & Safety Officer
Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training	Scouts
Ensure that adequate access and egress is maintained	Health & Safety Officer / Fire Marshalls
Ensure adequate firefighting equipment is available and maintained	Health & Safety Officer / Chief Fire Marshalls
Ensure that food hygiene regulations and procedures are observed	Health & Safety Officer

4.5. Responsibility of employees and church congregation

4.5.1. All employees and those attending New Barn Christian Fellowship have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

4.5.2. Employees and voluntary workers must therefore:

- Comply with health and safety rules, operating instructions and working procedures
- Use protective clothing and equipment when required and as appropriate
- Report and fault or defect in equipment immediately to the appropriate person
- Report all accidents (however minor), injuries, near misses and other potential safety hazards as soon as possible
- Not misuse anything provided in the interests of health and safety

4.6. Responsible persons

4.6.1. A list of responsible persons will be displayed on the church notice board and the Policies Folder and updated as appropriate.

4.6.2. The following are responsible for safety in particular areas. Please note, these lists are not exhaustive.



By Activity	Position
Accident book/Accident reporting	Health & Safety Officer
Fire extinguishers	Chief Fire Marshall / Health & Safety Officer
Emergency evacuation	Fire Marshalls / Health & Safety Officer
Portable electrical appliances (PAT Testing)	Health & Safety Officer / Scouts
Fixed electrical system	Scouts
Hazardous substances	Scouts / Health & Safety Officer
Plant and machinery	Scouts / Health & Safety Officer
Condition of floors	Scouts / Health & Safety Officer
Condition of grounds	Scouts / Health & Safety Officer
Lighting	Scouts / Health & Safety Officer
Manual handling	Health & Safety Officer to encourage church members to read manual handling instructions contained within this policy
Display screen equipment	Health & Safety Officer / users
Building defects/glazing	Scouts / Health & Safety Officer
Child protection	Safeguarding Officer
Personal safety	Trustees / Pastor / Elders
Events and outings	Pastor / event organiser
Contractors	Trustees
Health & Safety Training	Health & Safety Officer / Elders / Trustees
Worship Group / visiting musicians	Elders / Worship Group

5. Section C - Arrangements

- 5.1.1. This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

5.2. Accidents and First Aid

- 5.2.1. There are First aid boxes in Church kitchen and the cupboard in the entrance hall. These are checked on an annual basis by the lead First Aider.
- 5.2.2. A list of qualified First Aiders is held on the Responsible Persons List displayed on the church notice board and at the front of the Policies Folder.
- 5.2.3. The Accident book is located in: Church kitchen. All accidents and incidents MUST be entered in the accident book. Accident books and accident records are regularly reviewed by the Health and Safety Officer / Lead First Aider.

5.3. RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

- 5.3.1. Accidents of this nature will be reported by the Trustees.
- 5.3.2. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.
- 5.3.3. There are three requirements for reporting, as follows:
- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508.
 - Accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category must be reported in writing within fifteen days on form F2508.
 - Reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

5.4. Accident reporting

- 5.4.1. Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.
- 5.4.2. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

5.5. Recording

- 5.5.1. Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

5.6. Fire safety

5.6.1. This policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments.
- A check that a fire can be detected in a reasonable time and that people can be warned.
- A check that people who may be in the building can get out safely with the provision of emergency lighting and fire exit signage by the 1st New Barn Scouts.
- Check that those in the building know what to do in the event of a fire.
- Regular checks that firefighting equipment is in place and is serviceable. It is the responsibility of the 1st New Barn Scouts to ensure that there is an annual maintenance contract in place with a reputable company

5.7. Fire extinguishers

5.7.1. Fire extinguishers are provided and maintained by 1st New Barn Scouts. Please refer to Appendix 1 for their locations and type.

5.7.2. The extinguishers noted are checked every month by the Lead Fire Warden to ensure that they are still in place and have not been discharged.

5.8. Evacuation procedure

5.8.1. For church services and other events our procedures for stewarding/evacuation are as follows:

- All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'running man' symbol
- A check must be made that all doors can be opened and are accessible
- A trained Fire Marshall must be available and have responsibility for persons within the church including the evacuation of any vulnerable or disabled persons
- If emergency lighting is not available, torches must be made available for each Fire Marshall
- In the event of an emergency (fire/bomb threat etc), an announcement to leave the building will be made by the leader of that service or one of the Elders, Trustees or Fire Marshalls
- Persons will assemble on the green at Longfield Hill as directed by the Fire Marshalls
- The emergency services will be contacted immediately

5.9. Evacuation drills

5.9.1. Fire evacuation drills will be carried out annually and dates will be reported by the Health & Safety Officer.

5.9.2. All employees, voluntary workers and church members should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

5.9.3. **If you discover a fire (no matter how small)**

- Immediately raise the alarm and alert a Fire Marshall
- Telephone the emergency services
- Attack the fire if possible and safely within your capability, using the appliances provided, but without taking personal risk

- If not possible to attack the fire or if you are unsure which fire extinguisher to use immediately alert a Fire Warden and assist in the evacuation of the building, ensuring that all doors are closed behind you. Remember people before property
- Fire Marshalls to evacuate the building to the designated assembly point (the green at Longfield Hill) and check for any remaining occupants.
- Evacuate to the designated assembly point
- Ensure clear access for the emergency vehicles

5.10. Electrical safety

A list of all our portable electrical appliances is maintained by the Health and Safety Officer

- 5.10.1. Every quarter or where appropriate plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to Health & Safety Officer for action
- 5.10.2. Every year all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.
- 5.10.3. Every year a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Health and Safety Office for action
- 5.10.4. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
 - i. Visually check all electrical equipment before use
 - ii. Report all faults immediately to the Trustees, Elders or Health and Safety Officer
 - iii. Do not attempt to use or repair faulty equipment
 - iv. No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
 - v. Electrical equipment should be switched off and disconnected when not in use for long periods
 - vi. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

5.11. Hazardous substances

- 5.11.1. This should be considered in conjunction with the 1st New Barn Scouts Information File which contains details of COSHH statements/documents.
- 5.11.2. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:
- 5.11.3. For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.
- 5.11.4. Any hazardous substances which may be stored on the premises will be kept in a locked cupboard.

5.12. Safety of plant and machinery

- 5.12.1. As a small church we do not have access to or use plant and heavy machinery. In the unlikely event of such being used in or on the church grounds outside contractors will be employed. They will be responsible for the condition of their

equipment and any Health and Safety measures involved with their work. Our responsibility will be to see that church members and visitors are safe at all times and that work areas are clearly delineated for their protection.

5.12.2. This will be the responsibility of the Health and Safety Officer.

5.12.3. In certain situations, hand, ear, eye and foot protection may be necessary for the use of lawnmowers, strimmers and electrical drills or saws.

5.13. Slips, trips and falls – condition of floors, steps and paths

5.13.1. In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the Health and Safety Officer to ensure the safety of all floors and stairs in the church and hall, and all paths and steps in the church grounds. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the scouts for action.

5.14. Lighting

5.14.1. In order to ensure that the church is adequately lit, any repairs and/or replacement bulbs required must be reported to the Health and Safety Officer to ensure that all internal and external lights in the church and hall are working. Any bulbs / repairs will be replaced following appropriate safety procedures.

5.15. Working at high levels

5.15.1. The following areas are designated as high levels: Ceilings in church and roof areas on all buildings. Only Health and Safety Officer or his nominated persons may work at high level (eg approved contractors, competent volunteers, named individuals).

5.16. Preparation of food

5.16.1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs on church premises.

5.16.2. We ensure that all food handlers have received adequate supervision, instruction and training.

5.16.3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.

5.16.4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.

5.16.5. Food stuffs may only be prepared in the following areas: the church kitchen and the private kitchens of church members prior to bring such foodstuffs to the church.

5.17. Manual handling – lifting, carrying, and moving loads

5.17.1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

5.17.2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts, and hoists as far as possible.

5.17.3. Church members should not stack chairs any more than 3 high in the hall or move no more than 6 chairs on a trolley at a time and stack no more than 12 high in cupboard. Consideration should also be given when moving other items such as the PA equipment, speakers etc.

5.17.4. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.

5.17.5. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

5.18. Display screen equipment

- 5.18.1. It is the responsibility of those using display screen equipment for church purposes to ensure that they take adequate steps to ensure their personal safety taking into consideration the following risk factors:
- Stability and legibility of the screen including the contrast and brightness of the screen tilt and swivel of the screen
 - Suitability of keyboards, desks and chairs
 - The workstation environment
 - The user-friendliness of the software.

5.19. Hazardous buildings/glazing

- 5.19.1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings will be regularly inspected (at least annually).
- 5.19.2. Any defects noted should be immediately reported to the Health and Safety Officer / 1st New Barn Scouts and the procedures agreed for repairs and where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

5.20. Child/Safeguarding

- 5.20.1. The church maintains a Safeguarding Policy which is reviewed regularly as advised by the Churches Child Protection Advisory Service.
- 5.20.2. A permanent record will be maintained of all accidents involving children by the Safeguarding Officer.

5.21. Personal safety

- 5.21.1. Risk assessments need to be undertaken to assess the risks to persons working alone in the church, and those handling cash and other valuables including appropriate measures.

5.22. Lone Working

- 5.22.1. It is the responsibility of everyone to ensure that they do not knowingly place themselves at risk when working alone. This may apply to the Pastor, Church volunteers, those opening/locking the Church, those conducting solo pastoral work in people's homes, those handling cash and Pastors working at home. The risks include but are not limited to:
- Physical accident
 - Sudden illness
 - Physical violence, abuse or threat from a visitor/intruder
 - Sexual advances or advances deemed inappropriate or threatening
 - Accusations by a visitor/intruder of inappropriate behaviour by staff/volunteers where there are no witnesses
 - Stress caused by working in isolation (including from abusive calls, social media etc)
- 5.22.2. To mitigate risks the following should be considered:
- Ensure that someone knows where you are when working at the Church alone or visiting someone's home alone
 - Carry a charged mobile phone
 - Do not work at heights or use power tools when alone
 - Consider whether it is appropriate to visit people alone in their homes
 - If working at the Church after dark lock the doors
 - Do not make it obvious who takes any monies from the Church/to the bank
- 5.22.3. The Trustees will take responsibility to identify, monitor and update reasonably foreseeable risks with appropriate actions taken to minimise these in conjunction with the Health and Safety Officer. They will also ensure that appropriate insurance cover is reviewed and, if applicable, is in place for lone working. Also that any vulnerable members of staff have appropriate means of communication to summon help.

5.23. Covid-19 (including other infectious diseases)

- 5.23.1. Due to the Covid-19 pandemic all individuals must be aware that they can be considered personally liable if they knowingly or recklessly expose church members to any virus or illness due to negligence or not considering others. It is a duty of every individual to familiarize themselves with this standard and apply it during any NBCF event.
- 5.23.2. Please also refer to the NBCF Covid-19 Risk Assessment which complies with all current guidelines and requirements for socially distance events, protects the most vulnerable from the risks that may be present when hosting physical services, provides clear and concise guidance to church members who wish to be part of church services and protects members and the organisation from any civil or criminal charges for negligence. The Risk Assessment will be maintained and updated as appropriate.

5.24. Risk assessments/activities

- 5.24.1. Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

5.25. Contractors

- 5.25.1. Anyone entering church premises for the purposes of carrying out work, other than an employee, voluntary worker or church member, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:
1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same
 2. Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained.
 3. Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
 4. Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
 5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.
 6. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

5.26. CDM Regulations

- 5.26.1. The Construction (Design & Management) Regulations apply to all construction work in Great Britain. You should be aware of your responsibilities under these regulations. As a 'client' – an individual or organisation for whom construction work is being carried out, you have a number of specific duties under the CDM Regulations; however, you can appoint a competent person to assist you in the discharge of these duties if you wish. The Approved Code of Practice to the CDM Regulations summarises the duties of a client as follows:
- check the competence and resource of all appointees
 - ensure there are suitable management arrangements for the project including welfare facilities
 - allow sufficient time and resources for all stages
 - provide pre-construction information to designers and contractors.

5.26.2. A project is notifiable to the HSE if the construction phase will be longer than 30 days or 500 person days of construction work, and for such projects, clients must:

- appoint a CDM co-ordinator and appoint a Principal contractor
- make sure construction work does not start unless there are suitable welfare facilities, and a construction phase plan is in place
- provide information relating to the health and safety file to the CDM co-ordinator
- retain and provide access to the health and safety file.

5.26.3. Information and enforcement

Environmental Health Service Information:

Address: Environmental Health, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, DA1 1DR

Tel 01322 343434

Address: HSE, International House, Dover Place, Ashford, Kent, TN23 1HU

Tel 0300 003 1747

Health and Safety Executive Information Line: 0845 345 0055 HSE Books: 01787 881165

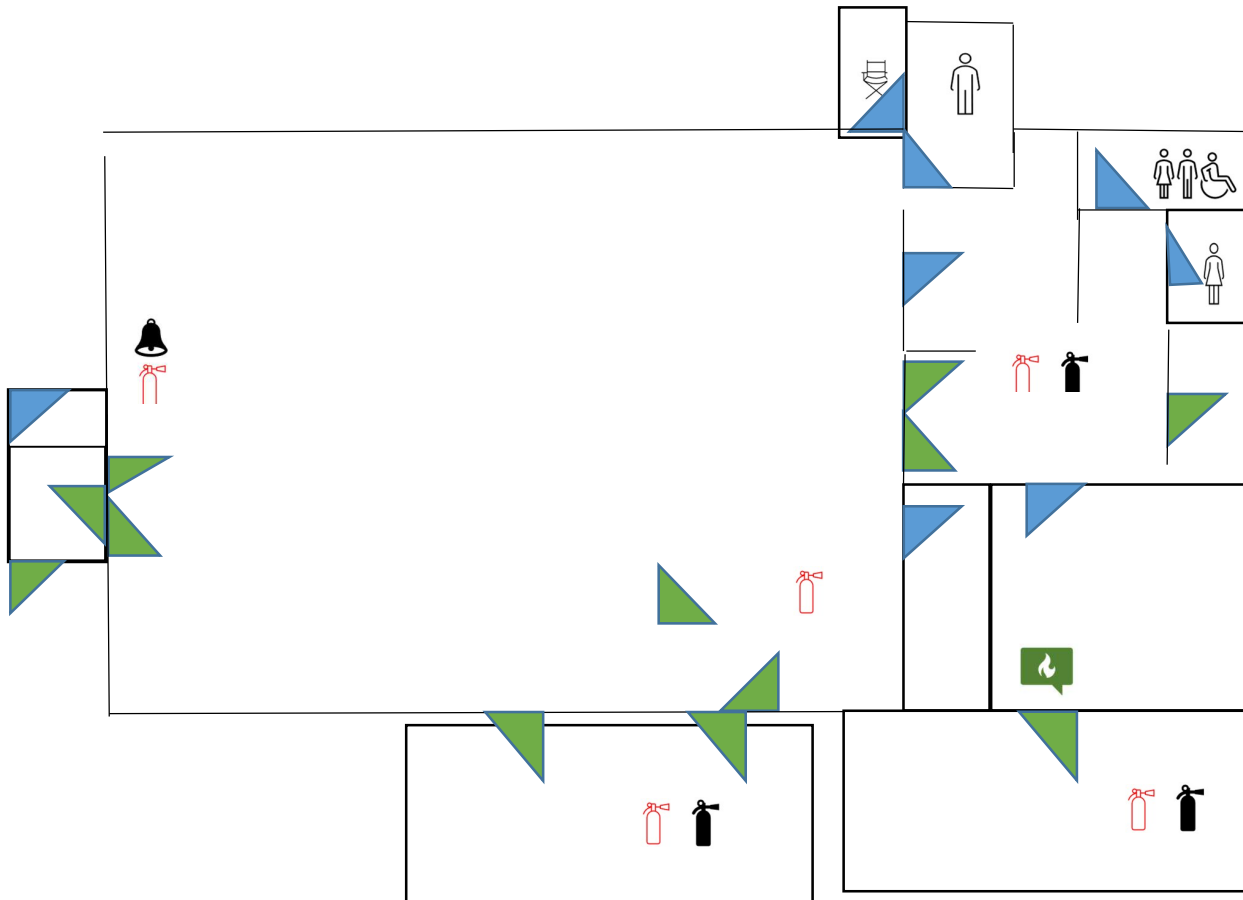
Health and Safety Law poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the Church office.







Appendix 1

Fire Plan of Scout Hall

NB: Please note this plan is not to scale and intended for reference/guidance purposes only.



Key

-  Fire exit (indicating direction of opening)
-  Door (indicating direction of opening)
-  Water fire extinguisher
-  Co2 fire extinguisher
-  Fire blanket
-  Fire bell