

Health and Safety Policy and Forms





This policy has been adapted from the Church of the Nazarene BISD Policy (January 2020)

Basic Best Practice

Policy adopted by: BCC-Salford Steering Group/Trustees

Date policy adopted by Steering Group/Trustees: 01/05/2023

Policy to be reviewed: Annually prior to AGM (see control box at end of document)

Named person responsible for implementing policy: Revd Louise Kenyon

This policy covers the basic minimum Health and Safety policies and practices. Refer to Document Control Box for other associated policies.

SECTION 1 – TABLE OF CONTENTS

Section	Title	Page
1	Table of Contents	2
2	Health and Safety Policy	3
2.1	Health and Safety Policy Statement	3
2.2	Organisation and Responsibility	3
2.3	Procedures and Safety Arrangements	4
2.3.1	Chemicals	4
2.3.2	Electrical Equipment and Wiring	4
2.3.3	Gas Safety	5
2.3.4	Fire Safety	5
2.3.5	First Aid	5
2.3.6	Food Safety	5
2.3.7	Safeguarding	6
2.3.8.	Risk Assessment	6
2.4	Monitoring	6
Appendix 1	Health and Safety Policy Statement	7
Appendix 2	Template COSHH Register	8
Appendix 3	Electrical Safety Risk Assessment	9
Appendix 4	Kitchen Risk Assessment	10
Appendix 5	Premises Risk Assessment for Work with Children	11
Appendix 6	Activity Risk Assessment	12
Appendix 7	Premises Risk Assessment for General Use	13



SECTION 2 – HEALTH AND SAFETY POLICY

2.1. Health and Safety Policy Statement

It is a legal requirement for a written “Health and Safety Policy Statement” to be displayed in churches/workplaces with 5 employees or more

See Appendix 1 for Health and Safety Policy Statement to be displayed.

We are committed to the Health, Safety and Welfare of our members of staff, our volunteers and the members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all by controlling the risks in and around our premises and the risks caused through what we do. We aim to prevent work-related injuries and ill health.

- We have completed Risk Assessments and will regularly review them.
- We will consult with you as appropriate about Health and Safety and provide you with the information, instruction, supervision and training that we consider is necessary.
- We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required.
- We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.
- You are asked to help us maintain a health and safe work and worship environment by reporting hazards, accidents and dangerous occurrences.
- You are asked to look after the safety equipment we provide and to follow safety instructions and signs.
- You are reminded that you are responsible for your own safety and the safety of others who use these premises.

2.2. Organisation and Responsibility

The overall responsibility for Health and Safety lies with the Steering Group/Trustees of BCC-Salford.

The following people are named responsible for implementing this policy and are the contacts for Health and Safety issues arising in BCC-Salford:

Name	Area of Responsibility
Revd Louise Kenyon	Overall responsibility for implementing this policy
Lucy Frost (Food Pantry)	Shared responsibility for implementing this policy

Health and Safety Policy



Alan Wright (Volunteer Trustee) Shared responsibility for implementing this policy

If you need any more information or have any concerns about Health and Safety, please contact Louise or Lucy.

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

The Steering Group/Trustees will be responsible for discussing matters surrounding Health and Safety. The Steering Group/Trustees will discuss Health and Safety issues every three months, including a written report from the Church and Community Development Minister. Any member of the Steering Group/Trustees should be contacted to discuss and raise safety issues.

2.3. Procedures and Safety Arrangement

2.3.1. Chemicals

- a. Hazardous chemicals, identified by an orange warning symbol, will be listed in the COSHH (Control of Substances Hazardous to Health) Register.
- b. A COSHH Register will be completed by Louise Kenyon and will be reviewed annually.
- c. A COSHH Register is kept in Health and Safety Folder in the office cupboard
- d. No hazardous substance is to be used or stored on the premises that is not listed in the COSHH Register.
- e. We will ensure that all chemicals are correctly stored in locked cupboards or cabinets.
- f. We will ensure that we follow all of the manufacturer's guidance and follow any additional information in the COSHH Register.
- g. We will ensure that we are familiar with the precautions that we might need to take in the event of an emergency involving hazardous chemicals.

See Appendix 2 COSHH Register. **This is a legal requirement**

2.3.2. Electrical Equipment and Wiring

- a. BCC-Salford will have its building(s) electrical installations inspected and tested every five to ten years: every five years is recommended as best practice. The inspection and testing will be carried out by an NICEIC contractor in accordance with IET Regulations, Guidance Note No. 3, and an inspection certificate obtained in every case. The certificate will be kept with the BCC-Salford records. **This is a legal requirement**
- b. No person will make any alterations or additions to the electrical installation without prior agreement from the Steering Group/Trustees of BCC-Salford, and all works will be carried out in accordance with current legal requirements.
- c. "PAT Testing": Portable electrical appliances will be maintained, inspected and tested within legal timescales (usually annually). **This is a legal requirement**

Health and Safety Policy



- d. Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File
- e. We will ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads and take care to prevent tripping hazards when laying cables.

See Appendix 3 Template Electrical Safety Risk Assessment

2.3.3. Gas Safety

- a. All gas appliances (e.g. cookers, boilers, fires) on BCC-Salford premises will have an annual gas safety check. The certificate will be stored in the Health and Safety File
- b. Gas appliances will be serviced in line with manufacturers recommendation.

2.3.4. Fire Safety

- a. We will undertake a Fire Safety Risk Assessment on the building, this will be reviewed and updated annually and any findings acted on.
- b. Fire Safety Risk Assessment will include (but will not be limited to) sources of ignition, sources of fuel, sources of oxygen, people at risk, means of detecting fires, means of warning of fires, means of tackling fires, means of escape, emergency lighting, training and information sharing, maintenance, monitoring.

See separate Fire Safety Policy and website [Ecclesiastical Insurance Fire Safety Risk Assessment Template](#)

2.3.5. First Aid

- a. We will provide and maintain adequate first aid kits for the number of people attending the premises.
- b. If the contents of any first aid kit is used, the appointed person must be informed.
- c. Suitable trained and competent persons only should administer first aid.
- d. First aid kits will be checked monthly by the appointed 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.

2.3.6. Food Safety

- a. We will ensure that all food provided by BCC-Salford is “safe to eat” as stipulated by the Food Standards Agency.
- b. As required by Law, we will ensure that food handlers receive the appropriate supervision and training in food hygiene, which is in-line with the area they work in and will enable them to handle food in the safest way.
- c. We will register our activities as a food business with our local authority if appropriate.

See Food Hygiene Folder

See Appendix 4 Template Kitchen Risk Assessment

Health and Safety Policy



2.3.7. Safeguarding

All activities and contacts with children aged under 18 and with vulnerable adults will be in line with the BCC-Salford "Safeguarding Policy (parts 1-4)".

See separate Safeguarding Policy (parts 1-4)

See Appendix 5 Template Premises Risk Assessment for Work with Children

2.3.8. Risk Assessment

- a. The Steering Group/Trustees of BCC-Salford will identify risks both in BCC-Salford premises and during the activities of BCC-Salford (both within and without the premises) and perform Risk Assessments.
- b. The outcome of Risk Assessments will be recorded and kept in the Health and Safety Folder
- c. The significant findings of Risk Assessments will be made available to staff and volunteers through information, instruction and training as appropriate.
- d. Where actions are needed to reduce or eliminate risk, the Steering Group/Trustees of BCC-Salford 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".
- e. Any person discovering a risk must inform the Church and Community Development Minister or the Steering Group/Trustees of BCC-Salford as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

See Appendix 6 Template Activity Risk Assessment.

See Appendix 7 Template Premises Risk Assessment for General Use

2.4. Monitoring

The Steering Group/Trustees will have "Health and Safety" as a standing agenda item at all meetings.

All Risk Assessments will be reviewed annually and any recommendations implemented.

All relevant inspections (e.g. Emergency lights, fire extinguishers, fire alarm, Fire Safety Risk Assessment, gas safety, electrical installations) will be carried out in line with legal timeframes by a qualified practitioner and results and evidence reported to the BCC-Salford Steering Group/Trustees and stored in the Health and Safety File.



APPENDIX 1: Health and Safety Policy Statement


Name of Organisation: BCC-Salford

Date: July 1st 2023

HEALTH AND SAFETY POLICY STATEMENT

- We are committed to the Health, Safety and Welfare of our members of staff, our volunteers and the members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all by controlling the risks in and around our premises and the risks caused through what we do. We aim to prevent work-related injuries and ill health.
- We have completed Risk Assessments and will regularly review them.
- We will consult as appropriate about Health and Safety and provide relevant information, instruction, supervision and training as we consider is necessary to volunteers, staff and premises users.
- We will make sure that all are kept safe by carrying out inspections and performing health surveillance as required.
- We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for Health and Safety.
- Employees, volunteers and premises users are asked to help us maintain a health and safe work and worship environment by reporting hazards, accidents and dangerous occurrences.
- Employees, volunteers and premises users are asked to look after the safety equipment we provide and to follow safety instructions and signs.
- Employees, volunteers and premises users are reminded that you are responsible for your own safety and the safety of others who use these premises
- This policy will be reviewed regularly and revised as necessary.

For more information, please contact: Revd Louise Kenyon

Signed: 

Date: July 1st, 2023

Health and Safety Policy



APPENDIX 2: Template COSHH Register






This sheet should be completed for each hazardous chemical that is used on the premises, for example bleach, toilet cleaner, air freshener, paint.

Name of Organisation: BCC-Salford

Date:

Assessment completed by:
COSHH REGISTER

Review date:

Product name:				Product code:			
Supplier:				Description:			
1.Hazard classification		YES OR NO		YES OR NO		YES OR NO	Non-Hazardous
		YES OR NO		YES OR NO	Other Hazard	Description	
2.Method of use	Description method of use:						
3. People at risk	Description of people at risk:						
4. Action in case of emergency	Description of action to take in case of emergency:						
5. General precautions and personal protection	Description of precautions and personal protection:						
6. Emergency first aid treatment	Description of emergency first aid treatment:						
7. Handling, storage, disposal and transport information	Handling:		Storage:		Disposal:		Other:
8. Health surveillance / exposure monitoring	Description of health surveillance or exposure monitoring required:						
9. Assessment of risk	L=Low M=Medium H=High						
10. Further action, any other information							

Name of Organisation: BCC-Salford

Date: _____

ELECTRICAL SAFETY	YES	NO	N/A	Risk Level L=Low M=medium H=high
Is electrical installation suitable and safe?				
Are appliances in good condition?				
Are plugs, sockets, leads in good condition?				
Are leads tidied away safely and not trailing?				
Are appliances correctly fused?				
Are circuit breakers used?				
Are regular checks carried out?				
Is the electrical installation checked every 5 to 10 years by a qualified person?				
Is PAT testing done as required by law, usually annually?				
Is equipment taken out of use if faulty and promptly repaired?				
Is all electrical work done by a competent, qualified person?				
Do only competent people check and maintain equipment?				
Are staff trained in safe use of equipment?				
Have the work areas sufficient socket outlets to avoid the use of adaptors and trailing cables across floors?				
Shaded box is target answer				
ACTION REQUIRED				
Signed _____	Date:			
Approved by Steering Group/Trustees _____	Date:			

Date: _____

www.bcc-salford.org



APPENDIX 5

Template Premises Risk Assessment for Work with Children

Name of Organisation: BCC-Salford

Date:

PREMISES RISK ASSESSMENT FOR WORK WITH CHILDREN

	YES	NO	N/A	Risk Level L=Low M=medium H=high
Subject to the approval of the Fire Officer are all doors and gates leading to streets secure?				
Is low level glass protected?				
Are low level windows that open fitted with restrainers?				
Are children allowed unsupervised access to the kitchen?				
Are hazardous items such as knives, forks etc., household cleaners, toxic materials, chemicals and matches stored out of reach in cupboards or in drawers fitted with suitable child proof locks?				
Are portable gas and paraffin heaters being used?				
Is all equipment suitable to the age of the children and conforms to British Standards where appropriate, and be in a good state of repair at all times?				
Where possible is the furniture child-sized?				
Are children's personal records obtained and kept confidential & in line with GDPR policy?				
Is there an attendance register where appropriate?				
Are the children aware of what to do in an emergency?				
Is outdoor space safe and secure?				
REPORTING ACCIDENTS & INCIDENTS				
Do you have an accident record book?				
Are accidents and dangerous occurrences reported?				
Are they reported to HSE as necessary?				
Are there records of the accident or dangerous occurrence?				
Does the record stipulate - date and time, name and nature of injury of person affected				
- place where incident happened				
- brief description of the circumstances				
Do parents/Guardian sign the accident book				
Is an incident book available to record any problems with a person not considered an accident?				
Are the records discussed with the parent/guardian if it is a child?				
If there are instances of a child's behaviour causing concern, are they discussed with the parent / guardian?				
INSURANCE				
Has the Church a full insurance protection?				
Does it cover employer's liability, public liability, personal accident, equipment and contents?				
Is the insurance certificate on display?				
SAFEGUARDING				
Are Safeguarding Policy and Procedures in place and fully implemented?				

Health and Safety Policy



Shaded box is target answer
ACTION REQUIRED

Signed _____

Date: _____

Approved by Steering Group/Trustees _____

Date: _____



FRIENDSHIP

WORSHIP



NAZARENE
COMPASSIONATE
MINISTRIES



APPENDIX 6

Template Activity Risk Assessment

Name of Organisation: BCC-Salford

Date: _____

ACTIVITY RISK ASSESSMENT

Name of Group or Description of Activity: _____

What are the identified hazards or risks?	Who might be harmed?	Actions already in place	Further action required	Action by whom?	By when

Signed _____

Date: _____

Approved by Steering Group/Trustees _____

Date: _____



FRIENDSHIP

WORSHIP

HOPE



NAZARENE
COMPASSIONATE
MINISTRIES



APPENDIX 7

Template General Premises Risk Assessment

Name of Organisation: BCC-Salford

Date: _____

PREMISES RISK ASSESSMENT FOR GENERAL USE

GENERAL PREMISES	YES	NO	N/A	Risk Level L=Low M=medium H=high
Legal Basics				
Is there a Fire Safety Risk Assessment that is implemented and updated annually?				
Are all Fire Safety equipment checks up to date?				
Are all Gas and Electrical Safety Checks up to date?				
Are there appropriate First Aid boxes, kept well-stocked and in- date?				
Is there an Accident/Incident Book on hand for all premises users?				
WCs				
Is there at least one WC provided for each gender?				
Is there disabled access WC?				
Are there handwashing facilities in the WCs, with hot and cold water, soap and towels?				
Are WCs kept clean and properly maintained?				
Are WCs private, well ventilated, well lit, not communicating directly with a workroom, partitioned off for privacy, and with suitable doors and fastenings?				
Cleaning				
Are the premises cleaned to an acceptable level regularly?				
Are cleaning products available to use?				
Are there adequate rubbish bins that are emptied regularly?				
Are cleaning products stored appropriately?				
Is there a COSHH Register that is reviewed and updated annually?				
Trip Hazards				
Is there any unsuitable or loose floor surfaces/ coverings?				
Are there any uneven outdoor surfaces?				
Are there any cables or other hazards across walking areas?				
Are there any bumps, ridges and protruding nails etc in the floor or walls?				
Are all changes in floor level (e.g. slopes, ramps, steps, stairs) clearly marked?				
Is there poor or unsuitable lighting?				
<p>Shaded box is target answer</p> <p>ACTION REQUIRED</p> <p>Signed _____ Date: _____</p> <p>Approved by Steering Group/Trustees _____ Date: _____</p>				

Health and Safety Policy



Document control box	
Policy title	Health and Safety Policy and Forms
Policy date approved	August 1 st 2023
Approving body or person	
Version	1.0
Supersedes	
Next review date	September 1 st 2024
Related policies	<ul style="list-style-type: none">• Safeguarding Policy: Parts 1, 2, 3, and 4• Data Protection Policy• Use of Digital Devices Policy• Food Hygiene Policy and Procedures• Fire Safety Policy
Lead contact	Church and Community Development Minister