



HEALTH AND SAFETY POLICY

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Name of Church

City Life Church

Address

Chapel Hill
Truro
Cornwall
Postcode: TR1 3BD

Date

Agreed by Trustees 24th September 2024

Review Date

September 2025

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.

The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

To all employees, leaders, 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.

SECTION A - General Statement of Policy

Our 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, and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, church partners, contractors, visitors and others who may visit the church, grounds and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The 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 regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all Trustees meetings and sub-committees (where they exist) and employees/voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:

Managing Trustee (Church Secretary)

Date: 24/09/2024

Review date: September 2025

As a minimum this policy will be reviewed annually and, on each occasion where there is a significant change to the organisation, responsibilities and arrangements.

SECTION B - Organisation and Responsibilities

Managing Trustees

Overall responsibility for health and safety is that of the City Life Church Managing Trustees (Pastors, Deacons, Church Secretary and Treasurer) who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

Responsibility of the Trustees

The Deacons have the general responsibility on behalf of all the trustees to ensure that the health and safety policy is implemented and that the arrangements outlined in this policy are updated as necessary.

Responsibility for Health and Safety

The following person carries the responsibility for the oversight of the implementation of the arrangements outlined in this policy: Helen Holmes, Church Secretary. She will be supported in this role by the Administrators.

The Health and Safety responsibilities shall be to:

- be familiar with health and safety regulations as far as they concern the church
- be familiar with the health and safety policy and arrangements and ensure they are observed
- ensure that all hazards are adequately risk assessed and appropriate control measures remain in place to reduce risks to health and safety to as low a level as is reasonably practicable
- ensure risk assessments are regularly reviewed
- ensure so far as is reasonably practicable, that safe systems of work are in place
- carry out investigations of all accidents including near misses and recommend measures to prevent a recurrence
- ensure the church and lounge area if applicable, are clean and tidy
- ensure the grounds are properly maintained including the safety of trees, and that grass is kept cut
- ensure that safety equipment and clothing is provided and used by all personnel where this is required
- ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- ensure that adequate access and egress is maintained
- ensure adequate fire fighting equipment is available and maintained
- ensure that adequate provision is made for first aid
- ensure that food hygiene regulations and procedures are observed
- arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees, leaders, helpers, volunteers and those who use the church premises as necessary.

Responsibility of employees, leaders, helpers and voluntary workers

All employees, leaders, helpers and voluntary workers 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.

Employees, leaders, helpers and voluntary workers must therefore:

- comply with safety rules, operating instructions and working procedures
- use protective clothing and equipment when it is required
- report any fault or defect in equipment immediately to the appropriate person
- report all accidents (however minor), injuries, incidents, near misses or other potential safety hazards as soon as possible
- not misuse anything provided in the interests of health and safety

Responsible persons

The following are responsible for particular safety features/ areas of the church:

Activity	Name/position
Accident/Incident or Near Miss Reporting and Accident Book	Su Cascarina, Administrator Helen Holmes, Church Secretary
First Aid Materials	Su Cascarina, Administrator
First Aid Training	Su Cascarina, Administrator
Fire Extinguishers & Other Fire Protection Equipment, e.g. fire blankets, hoses etc.	Maintenance team
Fire Alarm Testing/Emergency Lighting	Maintenance team
Emergency Evacuation	During services – Welcome team Group leaders Church office – Administrators
Portable Electrical Appliances	Su Cascarina, Administrator Helen Holmes, Church Secretary
Fixed Electrical System	Su Cascarina, Administrator Helen Holmes, Church Secretary
Gas Appliances and LPG	Su Cascarina, Administrator Helen Holmes, Church Secretary
Asbestos Register	Maintenance team
Legionella Controls	Maintenance team
Hazardous Substances (COSHH)	Maintenance team/Cleaning team/Su Cascarina, Administrator

Plant and Machinery (including tools and equipment)	Maintenance team/Volunteers using own tools
Condition of Floors and Stairs	Maintenance team
Condition of Building and Grounds	Maintenance team
Baptisms	Matt Noble Pastor supported by Chris Cascarina Community Pastor
Light Bulb Changing	Maintenance team
Working at High Levels	Maintenance team
Food Preparation	Helen Holmes, Church Secretary
Manual handling	Maintenance team Helen Holmes, Church Secretary
Display Screen Equipment	Helen Holmes, Church Secretary
Building Defects/Glazing	Maintenance team
Safeguarding	Jodeigh Phelps, Mark Fenlon – Designated persons Helen Holmes-Safeguarding Trustee
Personal Safety	Helen Holmes, Church Secretary
Events	Helen Holmes, Church Secretary
Contractors	Su Cascarina/John Gilbert, Administrators
Musical Equipment/PA etc	Mark Harris/Individual musicians using their own equipment
Health and Safety training	Helen Holmes, Church Secretary

SECTION C – Arrangements (Implementation of this Policy)

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

Accidents/Incidents and First Aid

First aid boxes are located in:

City Life Church kitchen
Office kitchen cupboard
Powerhouse cupboard
Toddlers Kitchen
Youth Room
Portable kit for ReStore
Portable kit for Toddlers/Youth off site events

Trained/qualified First Aiders are:

Suzi Cascarina First Aid at work expires 17/05/2025
Sally Berriman First Aid at work expires 12/07/2025
John Gilbert First Aid at work expires 27/07/2026
Lorna Sapsford First Aid at work expires 16/01/2026
Janet Pengilley First Aid at work expires 18/09/2024 (to be renewed)
Catherine Cole Life Support training expires 11/03/2025 First Aid at Work expires 25/11/2025
Sue Rice Paediatric First Aid expires 09/09/2027
Dan Cooke Mental Health First Aid expires 15/03/2027 First aid at work expires 27/03/2027

The accident books are located in the following first aid boxes:

Main Church kitchen
Church office kitchen
Powerhouse cupboard
Toddlers Kitchen
Youth Room

All accidents, dangerous occurrences, incidents, near-misses, acts of violence (including verbal assault), and any other incidents which may have an impact on health, safety or wellbeing are entered in the accident book and the Church Secretary notified. Completed pages are stored in a locked filing cabinet in the church office, and destroyed after 3 years. The nominated person responsible for day to day first aid is Su Cascarina.

If the church or associated buildings is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book.

Accident books and accident records are regularly reviewed and a summary presented at Deacons meetings.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities.

- work-related deaths
- work-related accidents which cause certain specified serious injuries to workers, or which result in a worker being incapacitated for more than seven consecutive days
- cases of those industrial diseases listed in RIDDOR
- certain 'dangerous occurrences' (near-miss accidents)
- injuries to a person who is not at work, such as a member of the public, or which are caused by an accident at work and which result in the person being taken to hospital from the site for treatment

For a full and detailed list of reportable incidents, see the RIDDOR website, below.

Accident reporting

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. Most incidents must be reported within 10 days, or as soon as a diagnosis is received in the case of occupational diseases.

In addition, **records** must be kept of all 'over-three-day injuries', which are those where a person who is injured at work is incapacitated for more than three consecutive days.

Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005 and the amendments to the Order made in October 2023. In order to achieve this, we have undertaken the following:

- an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This assessment is kept under annual review;
- 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, including the provision of adequate emergency lighting and fire exit signage;
- the provision of sufficient fire fighting equipment;
- a check that those in the building know what to do if there is a fire;
- a regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.
- record keeping of responsible persons and equipment service records in line with the 2023 Fire safety Order.

Fire Extinguishers

Fire extinguishers are kept in the following locations: (List confirmed at annual service July 2024)



Main Church & Kitchen		
1	Sound desk	2kg carbon dioxide
2	Rear entrance door	3L foam
3	Next to kitchen	6L foam
4	Next to kitchen	2kg carbon dioxide
5	Inside Kitchen	2L foam
6	Inside Kitchen	Fire blanket

Toddler, Baby & Youth Area		
7	By Alarm Control	6L foam
8	Hallway	6L water
9	Resource room	2kg carbon dioxide
10	Kitchenette	Fire blanket
11	Kitchenette	2kg carbon dioxide
12	Sunny room	6L foam
13	Powerhouse	3L water
14	Youth room	2kg carbon dioxide
15	Youth room	6L water

House of Prayer & Offices		
16	Hallway	6L foam
17	Hallway	2kg carbon dioxide
18	Upstairs	3L foam
19	Office	2L foam

All extinguishers and other fire protection equipment are checked by the responsible person every month to ensure that they are still in place and have not been discharged. This is recorded in the Church's Fire Safety Log.

All extinguishers, smoke detectors and emergency lighting are checked annually by:
Argos Fire Protection

Fire Alarm System

The Fire alarm system is checked monthly according to the manufacturer's instructions and entered in the Church's Fire Safety Log. Defects are reported to the manufacturer for immediate attention.

The system is checked every 6 months by Argos Fire Protection.

Evacuation Procedure

For large services and concerts (recommended maximum capacity is 200) our procedures for stewarding/ evacuation are as follows:

1. All designated fire doors will be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol;
2. A check will be made that all doors can be opened;
3. Stewards will be made aware of the location of the fire extinguishers;
4. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Service leader/Event Organiser;
5. Trained stewards will check through entire building including toilets and back rooms to ensure the building has been fully evacuated;
6. All persons will assemble in the Age UK car park to the rear of the building;
7. The emergency services will be contacted immediately by a nominated person. If required, there is a telephone in the Church Office.

Evacuation Drills

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed. The Welcome Team act as stewards on a Sunday morning and receive Fire Evacuation training as part of their induction.

If you discover a fire (no matter how small)

1. Immediately raise the alarm
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is 'people before property'
6. Evacuate to the designated assembly point
7. Ensure clear access for the emergency vehicles

Use of Candles

Live flame candles are not to be used in the House of Prayer or upstairs Powerhouse and Youth rooms; LED candles are available. Birthday cake candles may be used in the downstairs Toddlers rooms under staff supervision only.

In the main church candles are permitted on a small scale, e.g. Advent ring or birthday cake candles. Candles must be kept clear of all combustible materials including flammable decorations, foliage and electrical equipment. Ideally, candles should be

placed in proper holders on non-combustible surfaces such as stone or brick. For a candlelit service, a specific risk assessment should be carried out and additional safety precautions put in place.

Electrical safety

Loose connections, worn flexes or trailing leads on cables and sockets must be reported to the administrators. Any repairs needed will be reported by them to the maintenance team for action.

All our portable electrical equipment will be tested on a regular basis 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. If users notice any damage, a smell or any fault they should report it to the office immediately. The item will be removed from use until repaired or, if unsafe, the equipment will be safely disposed of. External hirers are requested to ensure any items they bring to use in our buildings have been PAT tested.

Any defects to the fixed electrical installation should be reported to the maintenance team for action and we ask that the item that is not to be used until tested.

Every five years, our fixed electrical systems (main church building, church office and Manse) will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.

It is our policy not to buy any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person.

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:

- a) visually check all electrical equipment before use
- b) report all faults immediately to the responsible person
- c) do not attempt to use or repair faulty equipment
- d) any personal electrical equipment brought onto the premises and used should be in safe condition and is used at the owners own risk. RCDs should be used where appropriate.
- e) electrical equipment should be switched off and disconnected when not in use for long periods
- f) flexible cables should be positioned and protected so that they do not constitute a trip hazard and are not subject to mechanical damage.
- g) a 'clear stage' policy will operate in the musicians' performance area, with no equipment to be left out after performances. The sound technician will ensure that all cables are tidy and safe.
- h) drum extension leads should be fully uncoiled to avoid overheating.
- i) some appliances use more power than others, so be mindful of not overloading extension leads. Power-hungry appliances such as kettles, toasters and microwaves shouldn't be on the same extension.

In addition, any groups hiring the building are requested to ensure that electrical items they bring to use on the church premises as part of their event have been PAT tested.

Defibrillator

The defibrillator is registered with the national defibrillator network and is regularly checked for emergency readiness (battery displaying green light, electrical connection in good order and pads in date.) Step-by-step instructions on how to operate the defibrillator are clearly displayed on the cabinet. If the defibrillator has been used then the church secretary will check it is made ready for re-use and mark it on the network.

Heating

The fixed space heaters in the main church worship area will have safety guards fitted where advised by the gas safety inspector to protect against burns and unauthorised access

Portable heaters should only be used in church when there is no alternative. Paraffin and oil-fired heaters and others designed specifically for use in industrial, agricultural or commercial buildings should never be considered for use in church, even as a temporary measure.

Heaters should be carefully sited well clear of woodwork or other combustible materials and, where possible, protected against the possibility of being knocked over or moved accidentally by the fitting of guards.

Heaters should not be left unattended for long periods or used when the building is unoccupied and should never be moved while in use. Portable electric radiant heaters are dangerous in a public building and only convector or fan-assisted types fitted with a thermostatic cut-out that operates in the event of overheating should be used. They should be positioned well away from any combustible materials to avoid the risk of fire damage.

Gas Equipment Safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

Hazardous substances

The responsible persons monitor hazardous substances used in the church buildings. Where possible, we have eliminated the use of hazardous substances. We are endeavouring to use more environmentally friendly products where possible, which are less hazardous. Where this is not possible, our safety arrangements are as follows:

For hazardous substances, which can 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 kept for reference to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

This record is stored in the office Health and Safety folder and will be available upon request.

The COSHH risk assessment summarises hazardous substances identified, control measures in place and any outstanding actions.

Other hazardous substances such as asbestos require specialist treatment and must only be touched or removed by specialist contractors (see Asbestos section).

Do not mix chemicals and do not store chemicals in unmarked containers. Safely dispose of any chemicals no longer required or which might decompose or leak. Store all hazardous products out of the reach of children. Maintenance products are to be kept in a securely locked cupboard. When refilling cleaning product containers, ensure that the product labels match.

Safety of plant and machinery, including hand tools and maintenance equipment

The procedures for checking and rules for use are as follows:

- 1) Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- 2) Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- 3) Machinery must be switched off before any adjustments are made.
- 4) After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- 5) Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- 6) The appropriate personal protective equipment must be worn when operating any item of plant or machinery e.g. boots, gloves, eye protection, headgear, face mask, breathing apparatus, overalls. The operator should ensure they have no loose clothing or jewellery which could be caught in machinery and tie back long hair.
- 7) Persons under the age of 18 may use hand tools only and are not permitted to operate any power-driven item of plant or machinery.
- 8) Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used, and only for work of short duration, provided they can be safely secured. This may necessitate the use of ladder ties.
- 9) Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- 10) All plant and machinery will be regularly inspected and maintained.
- 11) Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

The following items of plant and equipment are tested by a competent person in accordance with an inspection programme:

- Stair lift to House of Prayer

The following items of plant and equipment are only to be serviced and repaired by specialist contractors:

- Stair lift to House of Prayer
- Photocopier

Any person conducting maintenance or repairs must be competent and prepared, following a safe scheme of work.

Slips, Trips and Falls

- In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, any hazards needing addressing on any floors or stairs in the church and on all paths and steps in the church grounds should be reported to the church office. Particular note will be made of moss, algae and leaves on paths, loose or worn flooring, absent or damaged guardrails etc. Regular inspections are made of the veranda and car park where adverse weather can result in slippery conditions. Any defects will be reported to the maintenance team who will arrange for repairs or remedial measures to be carried out. In extreme heat the veranda surface can become hot to the touch and warnings will be signposted where appropriate.

Lighting

In order to ensure that the church is adequately lit, any lighting problems should be reported to the church office to ensure that all lights in the church buildings and grounds are working. Any bulbs that require replacing will be reported to the maintenance team who will ensure that the bulbs are replaced, following appropriate safety procedures.

Working at Height

The following areas are designated as high levels:

Loft above lounge, high ceilings above lounge and worship areas, external walls and roofs, and any other area that must be accessed by a ladder.

Only the following persons may work at high level:

- approved contractors and approved competent volunteers.

The following procedures must be followed: HSE guidance on use of Ladders and Stepladders and Risk Assessment or use of Mobile Access Towers for working at height.

Only the following work is authorised without special agreement:

replacing light bulbs in the church; clearing leaves and debris from the gutters; putting up fairy lights and decorations at height; accessing loft; cleaning and painting.

The appropriate training will be given.

Storage Safety

An annual inspection to be held of all the shelving and storage boxes throughout the Church to make sure they are still fit for purpose and are being used correctly including lids where appropriate. This applies to both the shelving and the storage boxes being used. Weight limit stickers for the racking in the Growbaby room are in situ and "Do not climb" signs for all racking higher than head height. Areas for which this applies:

- Maintenance cupboard
- Restore / Lanterns cupboard in main church
- Toddler / Creche room cupboard.
- Toddler & Baby resource room & cupboards
- Grow Baby storeroom and cupboard.
- Dads and Kids cupboard (This is the only cupboard that requires a ladder to access items on the top shelves)
- Toddler & Baby craft materials cupboard
- Youth Cupboard

Preparation of food

Most food is prepared at the church on an ad hoc basis and by various members of the church. However, we will ensure that where food is handled and prepared, (with the exception of the provision of tea/coffees and biscuits):

- a food safety management system will be in place for those operations, i.e. Safer Food Better Business (SFBB)
- that we will follow the appropriate regulations governing the preparation and storage of foodstuffs and
- all food handlers will have received adequate supervision, instruction and training. In this regard only the following persons who have received the appropriate training may supervise the preparation and serving of foodstuffs:
 - Tony Sanders (certificate expires 17/01/2025)
 - Lily Preston (certificate expires 06/02/2026)
 - Dan Cooke (certificate expires 20/02/2026)
 - Matt Noble (certificate expires 14/08/2026)
 - Melinda Trevivian (certificate expires 05/09/2026)
 - Sally Berriman (certificate expires 03/05/2027)
 - Mark Harris (certificate expires 07/05/2027)
 - Hannah Harris (certificate expires 10/06/2027)
 - Paul Scott-Dickens (certificate expires 08/08/2027)

As the food provision at Trelander Café and 'Dads & Kids' is regular and organised, these events are registered with the local authority and all the relevant guidelines complied with. **Dads and Kids no one with training at present.**

We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

Manual handling – lifting, carrying and moving loads

Our policy is to eliminate the need for manual handling as far as is reasonably practicable. 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. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling. Any manual handling will be supervised by someone who has received the appropriate training. Specific tasks can be completed as follows:

Moving tables & chairs – competent volunteers;

Lifting and moving furniture (2 persons) – competent volunteers;

Lifting and moving stands and covers for the baptism pool (2 persons)- two competent volunteers.

Moving the Biffa recycling bin- competent volunteers (2 persons whenever possible). Bin to only be left on flat areas of tarmac and wheel locks should always be in position except when moving.

Display screen equipment (DSE)

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. DSE workstation checklists are completed for all DSE users in line with the VDU workstation risk assessment.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out or updated by the Church Secretary.

Ergonomic office chairs will be provided which are adjustable to suit the needs of individual employees.

Hazardous buildings/glazing

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 any defects should be immediately reported to the Church Secretary or maintenance team and the procedures put in hand for repairs.

Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

Glazing

Any glass in windows below waist height, and in doors and beside doors below shoulder height, must be in good condition and comply with the appropriate safety standard. Any defects should be reported immediately to the Church Secretary. Any floor to ceiling glazing will have visibility stickers to prevent accidental collisions.

Asbestos

A check has been made of any asbestos in the church building by a competent person noting its location, type and condition. This has been recorded in the **Asbestos Register**. Information from this register regarding any asbestos remaining in the building is given to all contractors who may be working in the building and to anyone else who may be affected. Where necessary, asbestos will always be removed by a licensed contractor. There is no evidence of exposed asbestos in the former manse.

Annual checks will be made of all asbestos identified in the Asbestos Register and recorded in the Asbestos Log.

Child and Vulnerable Adult Safeguarding

Our policy on child and vulnerable adult safeguarding is a separate document and is based on the current Baptist Union of Great Britain's documents 'Safe to Grow' and 'Safe to Belong'. The Safeguarding Policy is reviewed annually. We have two Designated Persons for Safeguarding and a Safeguarding Trustee.

Personal safety

A risk assessment is in place to assess the risks to persons working alone in the church. Our Safeguarding Policy includes sections on Pastoral Home Visits and Safe Behaviour for workers. A guidance note concerning personal safety is available from Baptist Insurance.

Risk Assessment

Risk assessments have been carried out for all church activities that present a risk of injury or ill health to employees, volunteers or members of the public including worshippers. These are reviewed annually (or before commencement of occasional events) by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999 and the 2006 amendments.

The following church activities have risk assessments. These risk assessments contain the specific control measures necessary to eliminate the hazards being assessed:

- Toddler groups
- Growbaby
- Church Walk
- Livestreaming
- Manual Handling
- Restore
- Trelander café
- Dads and Kids
- Youth outings
- Exercise class
- Youth residential trips
- Children's outings
- Use of baptismal pool
- Working at height
- Lone working
- Use of Display Screen Equipment
- Legionellosis

Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. When selecting a contractor, we will follow the recommendations of the Baptist Insurance company in their leaflet 'Managing Contractors' (<https://www.baptist-insurance.co.uk/documents/contractors.pdf>). In particular, for larger jobs we will check whether the contractor has Public Liability Insurance in place.

All contractors working at City Life Church:

- must comply with all the relevant 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;
- will be given the necessary information regarding the presence of asbestos in the building and our emergency procedures;
- 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;
- 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 site specific safety precautions they must undertake.

Church officials will ensure that any building users are aware of work going on, and are segregated from the affected areas if necessary, for their own safety or that of the contractors.

Particular care will be taken for 'hot works'. A hot work permit will be required. (NB: a template is available from Baptist Insurance www.baptistinsurance.co.uk/documents/hot-work-permit.pdf).

The HSE defines hot work as the: 'use of open fires, flames and work involving the application of heat by means of tools or equipment.' Common types of hot work include:

- Welding, brazing, and soldering
- Grinding and cutting
- Thawing pipes
- The use of open flames, blow-lamps, and torches
- Using bitumen and tar boilers
- The use of hot air blowers and lead heaters

CDM Regulations

The Construction (Design & Management) Regulations 2015 apply to all construction work in Great Britain. We are aware of our responsibilities under these regulations and the extra controls introduced in the new regulations outlined in the Building Safety Act 2022 (BSA). However, the City Life church buildings do not meet the criteria for 'higher risk' buildings. As a 'client' for whom construction work may be being carried out, we have a number of specific duties under the CDM Regulations.

We will make suitable arrangements for managing a project. This includes making sure:

- a Principal Designer and Principal Contractor are appointed, in writing, where more than one contractor is involved;
- sufficient time and resources are allocated;
- relevant information is prepared and provided to other duty holders;
- good communication is maintained with the designer and contractor throughout the project;
- a construction phase plan is put in place, detailing how Health and Safety risks will be managed, before construction begins;
- the principal designer and principal contractor carry out their duties, managing risks throughout the project;
- welfare facilities are provided.

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 have more than 20 workers on site simultaneously at any point in the project.

We will appoint principal designers and principal contractors as soon as practicable and before the start of the construction phase, so they have enough time to carry out their duties to plan and manage the pre-construction and construction phases respectively. At the end of the project we will keep the health and safety file provided by the duty holders.

Protect Duty

New legislation drafted in October 2023 will be presented in Parliament in the near future to help protect the public against terrorist attacks in publicly accessible buildings with a capacity of 100 or more people including places of worship.

The church will be required to take steps to mitigate the impact of a terrorist attack and reduce harm in the event of a terrorist attack occurring. The measures required will vary according to the capacity of the premises or event.

City Life Church is categorised as 'smaller premises' in the 'standard tier' and will be required to notify the regulator of their premises and put in place reasonably practicable procedural measures to keep the public safe.

In response to the legislation we will develop a 'Protect Plan' which takes account of potential terrorist risks and mitigates as far as is reasonable and proportionate any

perceived threat by limiting the opportunity for an attack and planning a coordinated response in the event of an attack.

Information and enforcement

Environmental Health Service Information:

Business Regulatory Support

Neighbourhoods & Public Protection

Cornwall Council

Tel 0300 1234 212 option 4

Email: Businessadvice@Cornwall.gov.uk

Employment Medical Advisory Service Information:

Health & Safety Executive

1st Floor

Cobourg House

32 Mayflower Street

Plymouth

PL1 1QX

<http://www.hse.gov.uk/contact/contact.htm>

Health and Safety Executive Information Line: 0300 003 1647

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.

If you have any employees then you need to display the HSE poster 'Health and Safety Law - what you should know'. This is available from HSE Books or HMSO bookshops. ISBN 9780717663149 (standard version).

Change Log

November 2020

Responsible persons updated.

Accidents/Incidents and First Aid – locations updated

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 updated and clarified

Fire Safety extinguisher list updated; evacuation procedure updated.

Use of Candles section added.

Electrical safety references to register of appliances removed. Clear stage policy added.

Hazardous substances switch to environmentally friendly products noted.

Safety of plant and machinery reference to register of plant removed.

Preparation of food updated to reflect the registration of Trelander Café and Dads and Kids as food businesses. Certificate holders updated.

Display screen equipment (DSE) simplified as this is covered by the standard HSE DSE checklist.

Glazing updated to include reference to safety standards and visibility stickers.

Personal safety updated to reflect the policies and risk assessments already in place. Risk Assessment list updated to include Lone Working, Use of DSE and Legionellosis.

Contractors updated to reflect actual practice – reference to Contractor's H&S policy and their insurance removed, as these are legal requirements for contractors of a certain size to have.

CDM Regulations updated and simplified, following HSE template.

March 2021

Church Secretary, Lead Administrator and Maintenance Team reviewed the policy, and updated **Responsible persons, Hazardous substances** and **Manual handling** – lifting, carrying and moving loads. Planned additional training for **Working at Height**.

June 2022

Church secretary and Maintenance team reviewed the policy and updated **Responsible Persons, Fire Extinguishers list, Electrical Safety, Safety of plant and machinery, including hand tools and maintenance equipment**. Planned additional training for Toddlers team for manual handling. This was completed in January 2023.

July 2023

Church secretary and Maintenance team reviewed the policy and updated **Responsible Persons, Section C First Aid arrangements, Fire Safety appointed contractor, Electrical Safety** external hirers' own electrical equipment, **Preparation of Food** trained food handlers, **Contractors- definition of 'hot works', Protect Duty 2023 section added**

July 2024 policy reviewed: presented to trustees September 2024

Church secretary and Maintenance team reviewed the policy and updated as follows:

- Page 3-change to ensure consistency of phrasing for 'employees, leaders, helpers, voluntary workers'
- Page 4- change 'Minister' to 'Pastors'
- Page 4 -delete 'monuments'
- Page 6 –responsible persons Baptisms add Matt Noble and Chris Cascarina, Safeguarding trustee replace Sharon Patterson with Helen Holmes
- Page 7- add to first aid kits Portable kit for Toddlers/Youth off site events

- Page 9-add to fire safety 'and the amendments to the Order made in October 2023.' And record keeping of responsible persons and equipment service records in line with the 2023 Fire Safety Order.
- Page 9- 10 amend extinguisher list checked November 2023 to (List confirmed at annual service July 2024) Pages 9- 10: expand detail on inspection by Argos Fire Protection.
- Page 12 Electrical safety Add: External hirers are requested to ensure any items they bring to use in our buildings have been PAT tested.
- Page 13-add Defibrillator the defibrillator is registered with the national defibrillator network and is regularly checked for emergency readiness (battery displaying green light, electrical connection in good order and pads in date.) Step-by-step instructions on how to operate the defibrillator are clearly displayed on the cabinet. If the defibrillator has been used then the church secretary will check it is made ready for re-use and mark it on the network.
- Page 15- Slips, trips and falls add to paragraph 'Regular inspections are made of the veranda and car park where adverse weather can result in slippery conditions.' In extreme heat the veranda surface can become hot to the touch and warnings will be signposted as appropriate
- Page 15- Working at height add to permissible list 'cleaning and...' and add 'use of Mobile Access Towers.'
- Page 15- addition of new section on safety of storage and shelving
- Page 16- Update to the food hygiene certificate list. NB dads and kids- need someone to complete
- Page 16-add to manual handling information about new Biffa bin: 'Moving the Biffa recycling bin- competent volunteers (2 persons whenever possible). Bin to only be left on flat areas of tarmac and wheel locks should always be in position except when moving.'
- Page 17- add to DSE section -'Ergonomic office chairs will be provided which are adjustable to suit the needs of individual employees.'
- Page 17- Safeguarding to add-'The Safeguarding Policy is reviewed annually. We have two Designated Persons for Safeguarding and a Safeguarding Trustee.'
- Page 17- add to reference about H & S Management Act 'and the 2006 amendments.
- Page 17- update to the Risk Assessment list
- Page 18- add hot works permit web link
- Page 19- CDM regulations add 'the extra controls introduced in the new regulations outlined in the Building Safety Act 2022 (BSA). However, the City Life church buildings do not meet the criteria for 'higher risk' buildings'
- Page 19- update current Protect Duty information to' New legislation drafted in October 2023 will be presented in Parliament in the near future to help protect the public' and details from the king's Speech July 2024
- Page 20- update contact number for Cornwall Council Business regulatory support