

**Earls Colne Baptist Church Health and Safety Policy and Risk Assessment**  
**(Updated September 2023)**

Health and safety measures associated with the church building are the responsibility of the minister and deacons (legally the trustees of the organisation).<sup>1</sup>

The church building is currently closed for general use, as urgent repairs are needed, but the church does not have sufficient funds to carry them out. The building should only be entered for the briefest time possible to check on its condition or to access or return items.

Church members and attendees are now meeting in the manse (downstairs only) for worship, study and meetings.

Any accidents should be recorded on accident forms (kept in a labelled cupboard in the church kitchen and in the manse office) and stored responsibly by the church. Any broken or dangerous items should be fixed or replaced as soon as possible.

Please see below for the church's risk assessment for all areas of the church building, car park and garden and the downstairs of the manse.

*Michelle Eversden-Thomas, Earls Colne Baptist Minister.*

**All Areas, both buildings**

<i>Hazard(s)</i>	<i>Who is affected</i>	<i>Control Measure</i>	<i>Person(s) Responsible</i>	<i>Any further</i>
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<sup>1</sup> In the absence of deacons, health and safety becomes the responsibility of every church member.

				<i>action needed?</i>
Broken roof slates, church building (medium risk)	Anyone entering or exiting the church building.	<ul style="list-style-type: none"> <li>Once the first person has entered the building by the side door, any additional persons enter and exit by the front doors. (The front doors cannot be opened from the outside. The last person out will need to leave by the side door.)</li> <li>Slate guards erected on left-hand side of roof (when facing the front of the building).</li> </ul>	Minister / Church Members	Slate guards to be erected on the right-hand side of roof (when facing the front of the building) from 4 <sup>th</sup> October.
Fire (medium risk)	All persons inside	<ul style="list-style-type: none"> <li>Flammable items cleared marked and safely stored with extinguishers / fire blanket nearby.</li> <li>Fire exits clearly labelled, fire plan displayed, extinguishers available in all areas of the building.</li> <li>Smoking and lighting of candles forbidden in the</li> </ul>	Minister / Church Member	Review fire plan and check fire equipment every Spring.

		<p>building, garden or car park.</p> <ul style="list-style-type: none"> <li>• Evacuate, if necessary, by nearest safe exit, head towards the front of the building and stand at the far edge (road side) of front car park.</li> </ul> <p>If the way out to the front of the building is blocked, head to the back wall of the garden at the rear of the building.</p> <ul style="list-style-type: none"> <li>• Telephone the fire service. Check that everyone has left the building, including checking of toilets by church member. Carry or support those who are unable to walk unaided.</li> <li>• All electrical items to be PAT tested annually (March).</li> </ul>		
Unexpected Illness, Accident or other Incident (low risk)	Anyone inside or in the car park / gardens of either building	<ul style="list-style-type: none"> <li>• First Aid kit easy to find and fully stocked.</li> <li>• At least five members of the church first aid trained. <ul style="list-style-type: none"> <li>• In case of incident, get First</li> </ul> </li> </ul>	Minister / Church Member	Check contents of First Aid Box and that Accident Forms are available every

		<p>Aid box from labelled cupboard in the kitchen.</p> <ul style="list-style-type: none"> <li>• Telephone for further assistance if necessary.</li> <li>• Record any incidents on Accident Form / Safeguarding Form in labelled cupboard in kitchen.</li> <li>• Seek advice from the environmental health agency for serious incidents.</li> </ul>		school holiday.
Front or side door left unlocked (low risk)	Anyone inside either building	<ul style="list-style-type: none"> <li>• Check that all doors are locked if alone in the building and not expecting anyone to arrive.</li> </ul>	Minister / Church Member	No
Accident(s) with Cleaning Products (low risk)	Anyone in contact	<ul style="list-style-type: none"> <li>• Check all are in a locked cupboard / out of reach of children and vulnerable adults.</li> <li>• List of potentially dangerous substances (COSHH) kept in the First Aid cupboard in church building kitchen, to be shown to medical staff if applicable.</li> </ul>	Users of the kitchen	Move products to more secure area of manse kitchen

		<ul style="list-style-type: none"> <li>• First Aid kit easy to find in labelled church kitchen cupboard / manse office and fully stocked.</li> <li>• At least five members of the church first aid trained.</li> </ul>		
Movement of tables and chairs (low risk)	Anyone in contact	<ul style="list-style-type: none"> <li>• Avoid working at height.</li> <li>• Take care when folding tables or stacking chairs and do not attempt if feel unconfident or unfit.</li> <li>• Ensure they are stacked and stored safely so as not to topple over.</li> </ul>	Anyone moving furniture	No
Food or drink spillages (low risk)	Anyone handling food or drink	<ul style="list-style-type: none"> <li>• Clear up and dry as soon as cool enough to do so.</li> </ul>	Any responsible adult	No
Lone working (low risk)	One individual working alone in the building	<ul style="list-style-type: none"> <li>• Let someone else know where you are and what you are doing.</li> <li>• Do not attempt hazardous</li> </ul>	The lone individual	No

		<p>activities, such as climbing ladders.</p> <ul style="list-style-type: none"> <li>• Keep doors shut and locked whilst alone.</li> <li>• Share good practice.</li> </ul>		
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Worship Spaces: Main Church Hall and Manse Living Room

<i>Hazard(s)</i>	<i>Who is affected</i>	<i>Control Measure</i>	<i>Person(s) Responsible</i>	<i>Any further action needed?</i>
Falling on front entrance steps (medium risk)	Person(s) using front doors	<ul style="list-style-type: none"> <li>• Use hand-rail at church.</li> <li>• Warning notice displayed at church.</li> <li>• Church member at door as more vulnerable members enter and exit</li> </ul>	Minister / Church Member	No.
Falling over trailing wires from electrical equipment (medium risk)	All persons inside	<ul style="list-style-type: none"> <li>• Check that they are tucked in, away from where people are walking.</li> </ul>	Minister / Church Member	Check after every use
Electric shock from electrical	All persons inside	<ul style="list-style-type: none"> <li>• Check that wires are not stretched,</li> </ul>	Minister / Church Member	Check after every use

equipment (low risk)		knotted, left trailing from a live socket or wet. <ul style="list-style-type: none"> <li>• Turn off socket when not in use.</li> <li>• PAT testing to be completed annually (March).</li> </ul>		
Falling in church baptistry (medium risk)	Anyone near or in baptistry	<ul style="list-style-type: none"> <li>• Baptistry fully covered.</li> </ul>	Minister / Church Members	Keep covered at all times.

Kitchens, both buildings

<i>Hazard(s)</i>	<i>Who is affected</i>	<i>Control Measure</i>	<i>Person(s) Responsible</i>	<i>Any further action needed?</i>
Presence of sharps (low risk)	Anyone using them	<ul style="list-style-type: none"> <li>• Keep in a labelled drawer.</li> <li>• Replace in drawer immediately after washing and drying.</li> <li>• Only to be used by responsible adults.</li> <li>• Children / young people / vulnerable adults to be supervised or kept away.</li> </ul>	Any adult using the kitchen.	Add label in manse kitchen

Electrical or gas use and fault(s) (low risk)	Anyone in the kitchen or adjacent area	<ul style="list-style-type: none"> <li>• Turn off cooker, taps and all plugs apart from the fridge / freezer one after use.</li> <li>• Children / young people / vulnerable adults to be supervised or kept away.</li> <li>• PAT testing by electrician every year (March).</li> <li>• Gas safety check by plumber every year.</li> <li>• Immediate reporting of any hazard(s) or fault(s) to minister or deacons.</li> </ul>	Any adult using the kitchen.	No
Food and drink (low risk)	Anyone eating or drinking	<ul style="list-style-type: none"> <li>• Observe good personal hygiene.</li> <li>• Ask about allergies of anyone eating or drinking.</li> <li>• Take care with hot items and keep them away from young children and vulnerable adults.</li> <li>• Check use by dates on all food</li> </ul>	Any adult preparing, serving food and drink, eating or drinking.	No

		and drink items every school holiday.		
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Upper Room, Church Building

<i>Hazard(s)</i>	<i>Who is affected</i>	<i>Control Measure</i>	<i>Person(s) Responsible</i>	<i>Any further action needed?</i>
Fall on stairs to Upper Room (low risk)	Anyone using stairs	<ul style="list-style-type: none"> <li>• Do not leave items on the stairs.</li> <li>• Support young children or more vulnerable adults when using stairs.</li> <li>• Keep stair gate closed and bolted when young children or vulnerable adults are in the Upper Room.</li> </ul>	Church Member	No
Vulnerable Person alone (low risk)	Children and vulnerable adults	<ul style="list-style-type: none"> <li>• Supervise children and vulnerable adults.</li> <li>• Check that everyone has come downstairs at the end of a session.</li> </ul>	Church Member	No

Loft Area in Church Building, including Resource Rooms

<i>Hazard(s)</i>	<i>Who is affected</i>	<i>Control Measure</i>	<i>Person(s) Responsible</i>	<i>Any further action needed?</i>
Falling on front stone staircases (medium risk)	Anyone using staircases	Only use in case of emergency. Sign displayed, advising of this.	Church Member	No
Falling in open loft area (low risk)	Anyone walking through	Take care. Keep stored items tidy, so as not obstructing walkways.	Church Member	No
Dangers related to lone working / vulnerable person alone (low risk)	Anyone in the room alone	Let somebody know where you are. Only group leaders to access these areas.	Church Member	No

Toilets, downstairs at manse and church building

<i>Hazard(s)</i>	<i>Who is affected</i>	<i>Control Measure</i>	<i>Person(s) Responsible</i>	<i>Any further action needed?</i>
Water on the floor, making slipping possible (low risk)	Anyone using the room	<ul style="list-style-type: none"> <li>• Dry up any spilt water immediately</li> </ul>	Minister / Church Member	No
Vulnerable Person alone (low risk)	Children and vulnerable adults	<ul style="list-style-type: none"> <li>• Supervise children and vulnerable adults.</li> <li>• Check that everyone has come out of the</li> </ul>	Minister / Church Member	No

		toilets before leaving the building.		
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Gardens, manse and church building

<i>Hazard(s)</i>	<i>Who is affected</i>	<i>Control Measure</i>	<i>Person(s) Responsible</i>	<i>Any further action needed?</i>
Access to car park and road with traffic and strangers (low risk)	Child or vulnerable person who requires supervision in the car park / on the street	<ul style="list-style-type: none"> <li>• Keep gate shut and bolted during session.</li> <li>• Supervise children and vulnerable adults at all times.</li> </ul>	Parents / carers / church member	No
Falling on hard / uneven ground (low risk)	Anyone using the garden	<ul style="list-style-type: none"> <li>• Take care.</li> <li>• Supervise children and vulnerable adults at all times.</li> <li>• Put sign up to warn of slippery surfaces in wet weather.</li> </ul>	Parents / carers / church member	No
Insect bites / stings (low risk)	Anyone using the garden	<ul style="list-style-type: none"> <li>• Take care</li> <li>• Supervise children and vulnerable adults at all times.</li> </ul>	Parents / carers / church member	No

**FULLY REVISED 21<sup>ST</sup> SEPTEMBER 2023.**