

Earls Colne Baptist Church Health and Safety Policy and Risk Assessment
(Updated March 2024)

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

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. The church's toddler group are meeting at Earls Colne Recreational Club.

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, the downstairs of the manse, ECBC's cemetery ground and for the church's toddler group.

Michelle Eversden-Thomas, Earls Colne Baptist Minister.

¹ In the absence of deacons, health and safety becomes the responsibility of every church member.

All Areas, Church Building and Manse

<i>Hazard(s)</i>	<i>Who is affected</i>	<i>Control Measure</i>	<i>Person(s) Responsible</i>	<i>Any further action needed?</i>
Broken roof slates, church building (medium risk)	Anyone entering or exiting the church building.	<ul style="list-style-type: none"> 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.) Slate guards erected on both left-hand and right-hand sides of roof (when facing the front of the building). Only authorised persons enter building once a week at the most. 	Minister / Church Members	No
Fire (low risk)	All persons inside	<ul style="list-style-type: none"> Flammable items cleared marked and safely stored with extinguishers / fire blanket nearby. 	Minister / Church Member	Review fire plan and fire service to check fire equipment

		<ul style="list-style-type: none"> • Fire exits clearly labelled, fire plan displayed, extinguishers available in all areas of the building. • Smoking and lighting of candles forbidden in the building, garden or car park. • 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 (church) or other side of the street (manse). <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 (church and manse).</p> <ul style="list-style-type: none"> • Telephone the fire service. Check that everyone has left the building, including checking of toilets by church member. Carry or support those who are 		<p>every Spring.</p>
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		<p>unable to walk unaided.</p> <ul style="list-style-type: none"> All electrical items to be PAT tested annually (March). 		
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"> First Aid kit easy to find and fully stocked. At least five members of the church first aid trained. <ul style="list-style-type: none"> In case of incident, get First Aid box from labelled cupboard in the kitchen. Telephone for further assistance if necessary. Record any incidents on Accident Form / Safeguarding Form in labelled cupboard in kitchen. Seek advice from the environmental health agency for serious incidents. 	Minister / Church Member	Check contents of First Aid Box and that Accident Forms are available every school holiday.
Front or side door left unlocked (low risk)	Anyone inside either building	<ul style="list-style-type: none"> Check that all doors are locked if alone in the building and not expecting anyone to arrive. 	Minister / Church Member	No
Accident(s) with	Anyone in contact	<ul style="list-style-type: none"> Check all are in a locked cupboard / 	Users of the kitchen	First Aid training

Cleaning Products (low risk)		<p>out of reach of children and vulnerable adults.</p> <ul style="list-style-type: none"> List of potentially dangerous substances (COSHH) kept in the First Aid cupboard in church building kitchen, to be shown to medical staff if applicable. First Aid kit easy to find in labelled church kitchen cupboard / manse office and fully stocked. At least two members of the church first aid trained. 		for two members / attendees every 3 years.
Movement of tables and chairs (low risk)	Anyone in contact	<ul style="list-style-type: none"> Avoid working at height. Take care when folding tables or stacking chairs and do not attempt if feel unconfident or unfit. Ensure they are stacked and stored safely so as not to topple over. 	Anyone moving furniture	No
Food or drink	Anyone handling	<ul style="list-style-type: none"> Clear up and dry as soon as 	Any responsible adult	No

spillages (low risk)	food or drink	cool enough to do so.		
Lone working (low risk)	One individual working alone in the building	<ul style="list-style-type: none"> • Let someone else know where you are and what you are doing. • Do not attempt hazardous activities, such as climbing ladders. • Keep doors shut and locked whilst alone. • Share good practice. 	The lone individual	No

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 (low risk)	Person(s) using front doors	<ul style="list-style-type: none"> • Use hand-rail at church. • Warning notice displayed at church. • Church member at door as more 	Minister / Church Member	No.

		vulnerable members enter and exit		
Falling over trailing wires from electrical equipment (low risk)	All persons inside	<ul style="list-style-type: none"> • Check that they are tucked in, away from where people are walking. 	Minister / Church Member	Check after every use
Electric shock from electrical equipment (low risk)	All persons inside	<ul style="list-style-type: none"> • Check that wires are not stretched, knotted, left trailing from a live socket or wet. • Turn off socket when not in use. • PAT testing to be completed annually (March). 	Minister / Church Member	Check after every use
Falling in church baptistry (low risk)	Anyone near or in baptistry	<ul style="list-style-type: none"> • Baptistry fully covered when not in use. • Constantly monitored when in use and people accompanied when descending or ascending steps. • Everyone using the building informed when being filled. 	Minister / Church Members	Check cover fully secured after every use.

Kitchens, Church Building and Manse

<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"> • Keep in a labelled drawer. • Replace in drawer immediately after washing and drying. • Only to be used by responsible adults. • Children / young people / vulnerable adults to be supervised or kept away. 	Any adult using the kitchen.	No
Electrical or gas use and fault(s) (low risk)	Anyone in the kitchen or adjacent area	<ul style="list-style-type: none"> • Turn off cooker, taps and all plugs apart from the fridge / freezer one after use. • Children / young people / vulnerable adults to be supervised or kept away. • PAT testing by electrician every year (March). • Gas safety check by plumber every year. 	Any adult using the kitchen.	No

		<ul style="list-style-type: none"> • Immediate reporting of any hazard(s) or fault(s) to minister or deacons. 		
Food and drink (low risk)	Anyone eating or drinking	<ul style="list-style-type: none"> • Observe good personal hygiene. • Ask about allergies of anyone eating or drinking. • Take care with hot items and keep them away from young children and vulnerable adults. • Check use by dates on all food and drink items every school holiday. 	Any adult preparing, serving food and drink, eating or drinking.	Review renewing food hygiene training for those serving food.

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"> • Do not leave items on the stairs. • Support young children or more vulnerable 	Church Member	No

		<p>adults when using stairs.</p> <ul style="list-style-type: none"> • Keep stair gate closed and bolted when young children or vulnerable adults are in the Upper Room. 		
Vulnerable Person alone (low risk)	Children and vulnerable adults	<ul style="list-style-type: none"> • Supervise children and vulnerable adults. • Check that everyone has come downstairs at the end of a session. 	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 (low 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	Anyone in the room alone	Let somebody know where you are. Only group	Church Member	No

person alone (low risk)		leaders to access these areas.		
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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"> • Dry up any spilt water immediately 	Minister / Church Member	No
Vulnerable Person alone (low risk)	Children and vulnerable adults	<ul style="list-style-type: none"> • Supervise children and vulnerable adults. • Check that everyone has come out of the toilets before leaving the building. 	Minister / Church Member	No

Gardens, Church Building and Manse

<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	<ul style="list-style-type: none"> • Keep gate shut and bolted during session. 	Parents / carers / church member	No

	the car park / on the street	<ul style="list-style-type: none"> Supervise children and vulnerable adults at all times. 		
Falling on hard / uneven ground (low risk)	Anyone using the garden	<ul style="list-style-type: none"> Supervise children and vulnerable adults at all times. Put sign up to warn of slippery surfaces in wet weather. 	Parents / carers / church member	No
Insect bites / stings (low risk)	Anyone using the garden	<ul style="list-style-type: none"> Supervise children and vulnerable adults at all times. 	Parents / carers / church member	No

Cemetery Ground

<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 uneven / slippery ground, tripping over grave stones, nettle stings or accident involving gate (low risk)	Anyone accessing the cemetery	<ul style="list-style-type: none"> Regular maintenance of whole area by gardening company. Annual inspection carried out by deacons. 	Minister / deacons	Annual inspection every Spring.

Chatterbox Toddler Group at Earls Colne Recreational Club

<i>Hazard(s)</i>	<i>Who is affected</i>	<i>Control Measure</i>	<i>Person(s) Responsible</i>	<i>Any further action needed?</i>
Fire (low risk)	All persons inside	<ul style="list-style-type: none"> • To be familiar as to the location of ECRC's fire safety equipment, fire exits and fire procedure. • Evacuate, if necessary, by nearest safe exit and gather at assembly point. • Telephone the fire service. • Check that everyone has left the building, including checking of toilets by group leaders. Carry or support those who are unable to walk unaided. 	Group leaders	Ask for ECRC's fire information .
Unexpected Illness, Accident or other Incident (low risk)	Anyone inside	<ul style="list-style-type: none"> • Remove very small toys to avoid choking hazard. • Bring own First Aid kit, fully stocked, to each session 	Group leaders	Check contents of First Aid Box every school holiday. Bring Accident Forms to

		<ul style="list-style-type: none"> • At least one First Aider present. • In case of incident, get First Aid box. • Telephone for further assistance if necessary. • Record any incidents on ECBC Accident Form / Safeguarding Form. 		<p>each session. Update ECBC Public Liability Insurance Policy annually.</p>
Unattended child leaving the hall (low risk)	Anyone inside	<ul style="list-style-type: none"> • Responsible team member designated to watch the door when session in progress and to see all children leave with a parent / carer. 	Group leaders	<p>Make sure that there is a designated person on the door during each session.</p>
Accident(s) with Cleaning Products (low risk)	Anyone in contact	<ul style="list-style-type: none"> • Check all are in a locked cupboard / out of reach of children and vulnerable adults. • Only use cleaning products before and after session • View list of potentially 	Group leaders	<p>Ask about location of COSH and COSH information at ECRC.</p>

		<p>dangerous substances and show to medical staff if applicable.</p> <ul style="list-style-type: none"> • Bring own First Aid kit, fully stocked • At least one First Aider present. 		
Movement of tables and chairs (low risk)	Anyone in contact	<ul style="list-style-type: none"> • Avoid working at height • Take care when folding tables or stacking chairs and do not attempt if feel unconfident or unfit. • Ensure they are stacked and stored safely so as not to topple over. 	Anyone moving furniture	No
Food or drink spillages (low risk)	Anyone handling food or drink	<ul style="list-style-type: none"> • Hot drinks to be consumed away from where children are playing • Clear up and dry as soon as cool 	Any responsible adults	No

		enough to do so.		
Presence of sharps (low risk)	Anyone using them	<ul style="list-style-type: none"> • Keep in ECRC kitchen. • Only to be used by responsible adults. • Children / young people / vulnerable adults to be supervised or kept away. 	Any adult using a sharp.	No
Electrical or gas use and fault(s) (low risk)	Anyone on site	<ul style="list-style-type: none"> • Children / young people / vulnerable adults to be supervised or kept away. • Immediate reporting of any hazard(s) 	ECRC staff and group leaders	No
Food and drink preparation (low risk)	Anyone eating or drinking	<ul style="list-style-type: none"> • Observe good personal hygiene. • Ask about allergies of anyone eating or drinking. 	Any person preparing and serving food and drink.	Review food hygiene training for those involved
Art and Craft Activities	Anyone engaged in Art and Craft Activities	<ul style="list-style-type: none"> • Supervise all children and vulnerable adults, particularly with use of scissors and glue. 	Team members overseeing Art and Craft activities	No
Water on the floor in the toilet room,	Anyone using the room	<ul style="list-style-type: none"> • Dry up any spilt water immediately 	ECRC / group leaders	No

making slipping possible (low risk)		<ul style="list-style-type: none"> • Report serious incidents to ECRC staff 		
Vulnerable Person alone in the toilets (low risk)	Children and vulnerable adults	<ul style="list-style-type: none"> • Ask parents and carers to supervise children and vulnerable adults. • Inform parents or ECRC staff where appropriate 	Group leaders	No