



*Sharing the Gospel
Making Disciples*



Health and Safety Guide for Members and Visitors



**Helping to keep you SAFE in the
Church Complex**





INTRODUCTION



Health and Safety (H&S) is an everyday matter in all of our lives; we check to see if the plug is taken out before we rewire or service an electrical item; we make sure that the steps are on firm ground before we use them; we read the manual before we use new equipment. However, there are still things (hazards) which could harm us.

Now, while we are blessed if our Lord intervenes directly to protect us, there are also systems put in place (nationally, locally and within the Church) to help keep us safe and well.

Weymouth Baptist Church (WBC) is subject to the "Health & Safety at Work, Etc, Act" of 1974 and seeks to provide a safe working environment and place of meeting for employees, members and visitors alike. Weymouth & Portland Borough Council (W&PBC) 'Community Protection' is our H&S enforcement organisation with which we maintain close liaison.

Through periodic, and one-off inspections, WBC seeks to identify all hazards which put our health and safety at risk and either to remove them or reduce the risk to manageable levels.

"Lord, why did you not save me from the flood when I prayed for deliverance"?



H&S RESPONSIBILITY



H&S is basically simple and we are all responsible for our own H&S both at home and when out and about. However, WBC is responsible for making the Church Complex as safe as possible for you, as far as is reasonably practicable. While the Fabric Deacon is responsible for all aspects of WBC H&S, as a member or visitor, you have a responsibility for your own H&S.

You must follow all H&S instructions and notices displayed in the Church complex or instructions conveyed to you by the Leadership, the Welcome or the Security Teams, or others in authority. Do not take any unnecessary risks while in the Church complex.

Where you are not qualified or trained for a task, but are required to carry it out, you should contact the Fabric Deacon or Catering Lead to obtain instruction and training.

To help us identify where there might be a particular risk to safety or health, all accidents (whether a cut finger in the kitchen, a fall or an injury) resulting from your activity in the Church complex are to be recorded in the Accidents Book held in the Kitchen. Where you notice a particular danger to others, please report it to the Fabric Deacon or another Deacon or Elder.

"My child, I had a man throw you a lifebelt,"



MAJOR EVACUATION



WBC electrical and fire equipment is regularly checked by qualified tradesmen and the building inspected for structural failure. However, in the unlikely event of a fire or other major incident, it will be necessary to evacuate the building quickly and go to a safe place which the Church has already identified.

If you hear the fire alarm, prepare to leave the Church by the nearest fire exit; these are marked throughout the building. Also, if you are instructed to leave the building by someone in authority, due to an incident, again leave by the nearest fire exit. Do not stop to collect your belongings. Carefully cross the road outside the Church and gather in Alexandra Gardens where the Stewards will advise you further. If you know that someone is still in the Church, let the Stewards know.

Those who have a physical disability will be asked to remain in the Main Chapel, or similar safe place, until those more mobile have left the building; they will then be assisted to exit.

If you cannot use a fire exit, use one of the alternative exits which are marked. If you are unable to find an exit, close the doors to the room you are in and try to attract someone's attention from a window.

“Then, when you ignored the lifebelt, I sent you a lifeboat.”



LONE WORKING



If you are required to work alone in the Church Complex, you could have an accident (a 'slip, trip or fall'), be trapped (due to cabinets toppling or items falling from high shelves), become ill, or suffer some other incident. Let a family member or friend know when you are in the Church alone; call them at agreed times (every few hours) and again when you leave the Church so that they know you are safe.

That family member or friend must know how to raise the alarm with the Emergency Services if you fail to call.

Also, before you leave the Church, check to see if anyone else is present and that they are able to get out if you leave before them.



SLIPS, TRIPS AND FALLS



Be vigilant when moving around the Church Complex. Other staff or visitors may be working in the Church and there may be wet floors, trailing wires, boxes, or loose equipment left in the way.

If you are mopping floors, using equipment or moving items around, make sure that you leave them where they will not present a risk to others, or mark them with signs (i.e. 'Trailing Wires', 'Wet Floor', etc).

“When you ignored that, and kept praying, I sent a helicopter.



MANUAL HANDLING AND STORAGE



If you are moving or lifting items, make sure that you know how to 'man-handle' them properly and use the correct handling equipment (i.e. sack trucks, trolley, etc). Get help to move heavy and bulky items. If you regularly have to 'man-handle' heavy items, ask the Fabric Deacon for suitable training.

The Fabric Deacon will also carry out a risk assessment of your task, seeking to remove or reduce the need to handle heavy items, to reduce the risk of injury to you. A copy of the risk assessment will be made available to you and to your Stream or Ministry leader.

Store items securely to reduce the risk to you from them slipping or falling. Store heavy or bulky items on proper shelving at low level and lighter ones higher up. But, while a single toilet roll is light, a box of 48 toilet rolls on the top shelf is heavy!

Check the safety and serviceability of your cupboards, shelving and storage containers periodically and let the Fabric Deacon know if they require servicing or repair.

Remember: Get trained; use the appropriate handling equipment.

"But sadly, when you ignored the helicopter I sent, you drowned."



ELECTRICAL



The Church uses a wide variety of electrical equipment ranging from 'industrial' and domestic kitchen items to specialist audio-visual equipment. There are some areas where a high voltage electrical supply is used.

Unless you have been trained and specifically authorised, you are not to replace a fuse or otherwise tamper with Church electrical equipment. While you may replace a fuse at home and are perfectly competent, you must be authorised to do the same for any item of Church equipment.

If you bring any personal mains electrical equipment into the Church, you must ensure that it is electrically safe and that the Fabric Deacon or another person in authority is made aware. If it will be used routinely in the Church, it will be necessary to have it periodically electrically checked by the Fabric Deacon's specialist electricians.

You are not to tamper with any mains electrical supply equipment, including fuse boxes. If any repairs or modifications are required, the Fabric Deacon will arrange for this to be carried out.

Moral: Sometimes there is already a process in place to help keep us safe - this is it!



WORKING AT HEIGHT



The Fabric Deacon will authorise any work 'at height' which he/she considers may be safely conducted by Church members or volunteers, otherwise you are NOT authorised to work at height. The term 'At height' is defined by WBC as working above the height of its normal step ladders. 'At height' includes any access ('long') ladders or specialist equipment. If you are using step ladders, make sure that they are being used as intended and that they are on firm, level ground. If you are unsure: **ASK**.



KITCHEN



You should only use the Kitchen equipment if you have been authorised to do so and have been given any instruction considered necessary for its use.

While much of the equipment can be found in domestic kitchens, some items are of industrial quality: (the hob tops and ovens, the dishwasher) and may operate at a much higher voltage than yours at home. You will be shown how to use them safely, if this is required, by the Church 'Catering Lead' or your Home Group Leader. 'User Guides' will be available for some specialist equipment.

Equipment may be replaced and you may be unfamiliar with the new operating methods, if so: **ASK**.



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH



The Church uses a wide variety of commercial and industrial chemicals to help clean and maintain the building and these may be harmful to humans. Some flowers and bulbs are also hazardous and must be handled safely. If you work in the Church, you or others may be harmed by contact, fumes, mist, dust, or accidental ingestion, if you do not use these substances correctly.

The Fabric Deacon holds 'safety data' sheets on the substances authorised for use in the Church and will obtain additional sheets if a new chemical is introduced. When you are using these products:

- Read the label and any 'safety data' sheet provided before you use a product.
- Call the Fabric Deacon or Catering Lead if you are unsure how to use a product.
- Do not introduce new products without the Fabric Deacon's authority.
- Do not mix different products even if they are for the same task — the chemicals may be different and mixing them may be unsafe.
- Clean up after any spillage.
- Wear rubber gloves, aprons, goggles if the container recommends it.
- Keep the products in the original container and in the correct storage cupboard.

NOTES

See '**Points to Remember**' and '**Contacts**' on the back of this booklet.

H&S Points to Raise with Fabric Deacon:

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Training Required:

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NOTES



POINTS TO REMEMBER



1. Be aware of your own health and safety while in the Church Complex.
2. If working alone in the Church, let someone know you are there, contact them every few hours and when you leave.
3. Only use equipment on which you have been trained and authorised.
4. Evacuate the Church on hearing the fire alarm, or when instructed to do so, and go to Alexandra Gardens to await further guidance.
5. Take care when lifting or moving heavy items; get help where necessary. Store heavy items low down and use appropriate handling aids (sack trucks, etc) and access equipment (ladders, etc).
6. Use cleaning materials and chemicals in accordance with the makers' instructions, don't mix different products, clean up spills, wear gloves/goggles/aprons.
7. Report all accidents and any H&S concerns to the Fabric Deacon.



CONTACTS



Fabric Deacon: }
Church Secretary: } Via Church Office 01305 787778,
Catering Lead: } or office@weychurch.co.uk

W&PBC Community Protection: 01305 838432

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