

Responsible Trustee	Date policy produced	Name of Policy Writer	Frequency of Review	Date reviewed on / by whom	
Health & Safety Deacon	2018	John Milroy	Five yearly	2/01/24	John Milroy and Ian Parsons

Baptism Safety Policy and Procedures

Safety Policy

No live electrical equipment must be within 3.5m of water (the baptismal pool)

The power to 240volt sockets on the platform must be cut off before any water is put into the baptistry. Live sockets must be more than 2m from the pool as mandated when there is water present.

To ensure this the water supply taps are fitted with locks and a procedure is needed to ensure the electrical cut-off is activated before water is present in the pool.

The responsible person will need to retain the keys to the electrical cut-out until satisfied that it is safe to restore power.

Please refer to the Baptismal Safety Procedure below.

Locations

1. The electrical cut-out is in the electrical cupboard in the corner of the Schoolroom corridor near the schoolroom entrance, next to the disabled toilet.
2. The cold-water fill tap is in the same cupboard
3. The hot-water fill tap is in the disabled toilet, under the gas boiler
4. The keys for the padlocks are kept in the wall-mounted key box in the photocopier room – Key code is 1843

Baptismal Safety Procedure

Two people to carry out this procedure. Follow and tick-off the checklist

1. Turn the red cut-off switch OFF (anticlockwise) in the electrical corner cupboard.
2. Use red key to unlock red padlock and put through locking holes on cut-off switch and lock it.
3. Remove baptismal pool floor tiles from back left to back right as you look at the pulpit. Note numbers are in sequential order on the back of the tiles
4. Remove baptismal pool covers using at least two people for the large covers and using safe lifting techniques
5. Store covers safely (in corridor) leaving emergency access past them
6. Put drain plug in pool
7. Remove warning “lock-off” A-Board from baptistry and put in electrical cupboard
8. Put warning A-Boards and tape around the baptistry

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9. Use blue key 1 to unlock the cold tap in electrical cupboard
10. Use blue key 2 to unlock the hot tap in disabled toilet.
11. Fill baptistry to the required height and temperature and turn off the taps. See timing notes below.
12. Use blue key 2 to lock the hot tap in disabled toilet.
13. Use blue key 1 to lock the cold tap in electrical cupboard
14. Check that no live electrical equipment is within 3.5m of the pool.
15. Position floor towels safely near the baptistry steps and towards the exit doors.
16. Remove A boards shortly before service starts
17. Baptise believers.
18. Remove drain plug
19. Wait for pool to empty. (can then be cleaned)
20. Replace warning "lock-off" A-Board in pool (from electrical cupboard)
21. Check hot tap is locked off
22. Check cold tap is locked off
23. Replace baptismal pool covers safely
24. Use red key to unlock red padlock and remove from electrical cut-off switch
25. Replace red padlock to storage next to cold tap
26. Turn red electrical cut-off switch ON
27. Return keys to key-box and lock it
28. Return completed checklist to office to be filed

Responsibilities

Responsible person – Office, H&S Deacon or Fabric Deacon, to organize.

Check power is off when water is present:- H&S committee member allocated by H&S deacon.

Keeping and issuing of keys – Only one set provided kept in locked key safe. Under care of the responsible person until returned to locked safe when procedure complete.

Timings

The filling of the baptismal pool takes a significant amount of time. The higher the water level the longer it takes to fill up as the pool gets wider.

Optimum water height is approx. 75cm depth. The pool is 5.5 tiles high in total, (each tile being about 15cm) so 75cm is about half way up the final tile.

As a rule of thumb expect the pool to fill at 30cm depth per hour on average. Therefore the pool needs to start being filled at least 2.5 hours before the baptisms are going to take place.

There does not seem to be any significant difference in the filling rate between filling with warm water or both warm and cold water.

Whilst the warm water only is being added, it holds a fairly steady 102-104°F (39-40°C). This is slightly too warm to be comfortable. 90°F (32°C) is about right. Measured in Fahrenheit because that's how the thermometer in the baptismal pool is calibrated.

Adding about half an hour of cold water between 1.5 and 2 hours after the start of the filling (1hr before to half an hour before the pool is full) seems to work about right, although could probably be added at any time.

Suggested timetable is outlined below:

Time from start of filling	Depth		Temp		Comments
	(hrs)	(cm)	(tiles)	(°C)	
0	0	0	103	39	Start filling with Hot
0.5	20	1	103	39	
1	36	2	103	39	
1.5	49	3	103	39	Turn on cold with hot
2	62	4	90	32	Turn off cold, leave hot on
2.5	75	5	92	33	Turn off hot