



Responsible Trustee	Date policy produced	Name of Policy Writer	Frequency of Review	Date reviewed on / by whom	
Health and Safety Trustee			Annually		

Risk Assessment Policy

Overall policy

The overall policy of Cambray Baptist Church (CBC) is to manage the church's affairs in a way that reduces the risk to employees, users and members of the church in terms of harm to health, safety and welfare and loss or liability.

The measures to be taken are at least those required by law, ordinarily comply with guidance from the Baptist Union Corporation, and may at the church's discretion, exceed those requirements.

In pursuing this policy, every member and user of the church bears a share of the responsibility. The church is guided in the steps it takes, however, by its trustees, who in turn identify officers, employees, or church members or professional advisers to assist them, and who take action as necessary.

Context

As a Christian community we believe we are encouraged not to be overanxious about risks, but to trust in God. At the same time we want to love our neighbours as ourselves, be a good witness of what it is to be a Christian Church, and to obey the requirements of authorities. Our approach thus coincides with what secular authorities would regard as good practice.

Whether voluntary workers count as non-paid employees with regards to health & safety law is a grey area in law but it is considered good and wise practice to treat them as if they were. As such the Charity Trustees of CBC have taken the decision to treat the church as a place of work and, as far as reasonably possible, to work to protect the health and safety of those 'workers' as well as all users of the premises.

This policy outlines the steps that will be taken to comply with the requirements of the Health & Safety at Work Act 1974.

Policy specifics

In pursuit of the above overall policy, CBC:

- will comply with risk improvement actions identified periodically by the Church's insurers;
- will identify premises deacons, as well as a deacon organising cleaning, who as part of their duties will act in ways which help implement the overall policy;
- will promote pastoral care, and at its discretion provide spiritual and practical support for the welfare of employees, users and members;
- will not allow any employees of the church or of outside organisations to work in or from church premises without the express permission of the trustees and will maintain a list of persons for whom the premises are a place of work
- has adopted a written Church Health & Safety policy [essentially of the form given in Baptist Union Corporation guidance], as below

- has undertaken or will undertake specific risk assessments for the main premises, the caretaker's cottage and 16 Sydenham Road South which will be acted upon in accordance with the requirements of the Health & Safety policy and will be reviewed periodically by the trustees;
- will maintain a running risk assessment document to record areas of risk as they are identified at Trustees' and deacons' meetings.
- will in support of this policy be developing, adopting and making known relevant companion policies for:
 - child protection
 - working from heights
 - insurance
 - food safety
 - the letting of church premises
 - and other areas that seem to the Church to be appropriate;
- will appoint, where required, competent professional health & safety consultants to advise on the requirements for those parts of the church deemed as a place of work and will implement the professional advice given where that is reasonable;
- will not interpret any of the above as limiting it from taking other action as appropriate.

Health & Safety Policy

The church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the church premises.

The church will, therefore, so far as is reasonably practicable:

- maintain the church premises, its furniture and equipment in a condition that is safe and without significant risk to health;
- provide safe means of access and egress (for example fire exits);
- assess the risk to the health and safety of those who use the church premises;
- ensure as far as reasonably possible the safety and absence of significant risks to health in connection with the use, handling, storage and transport of articles and substances;
- provide information, instruction, training and supervision as is necessary to ensure, the health and safety of those who use the church premises;
- consult, where necessary, with all employees, leaders, helpers and volunteers on the implementation of any changes to this policy;
- ensure adequate funds and resources are made available for carrying out this policy.

The trustees will be responsible for carrying out the implementation of the church's policy and for the issue of supplementary policy statements where this may be necessary. They will:

- carry out appropriate risk assessments (to be reviewed at suitable intervals) of the church's premises and activities and report to the Church as necessary;
- co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety);
- carry out investigations of any accidents and recommend measures for preventing their recurrence;
- ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;
- ensure that all appropriate arrangements are made to provide for first aid;
- 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 and volunteers as necessary;

- ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times; and
- ensure that access to and from emergency exits and fire equipment are not impaired and that escape corridors are kept free from obstructions.

All employees, leaders, helpers and volunteers will:

- take reasonable care of their own health and safety, and that of others who may be affected by their action or lack of while working or helping ;
- co-operate with the church by complying with any statutory duty or requirement and with church policies [e.g. food safety, working at height, child protection, first aid etc.];
- not interfere with nor misuse anything provided for the safety of church users;
- participate in any training if called upon to do so;
- report to the trustees all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable;
- ensure that all working equipment and materials used by them are in a safe and, serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;
- have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use the church premises.