



# **Purley Baptist Church**

## **Health, Safety & Wellbeing Policy Statement**

**3<sup>rd</sup> Edition (August 2025)**

# Statement of Intent

## Introduction

Purley Baptist is a large and vibrant church near one of South London's busiest traffic intersections. We serve people of all ages and stages of life, with a membership of over 400 and more than 600 attending each Sunday across different congregations. Services are held on Sundays at 9:30 a.m., 11:15 a.m., and 3:00 p.m. The main activities that pose risks to our staff, volunteers, and members of the public during our operations include:

- Use of the building during the week and on Sundays to carry out activities involving children, adults, and vulnerable adults.
- Use of the car park during weekdays and Sundays.
- Conducting routine building maintenance activities during the week, which may involve working at height, using electrical equipment, etc.
- Use of display screen equipment and routine tasks in the office setting.

## Our Policy

This document outlines the Health, Safety, and Wellbeing Policy for Purley Baptist Church ("The Church") in accordance with the requirements of the Health and Safety at Work etc. Act 1974 and other statutory obligations. This policy applies to all employees, volunteers, contractors and visitors to their premises.

The Church is committed to ensuring the health, safety and welfare of its employees and others who may be affected by its activities. The Church will take all reasonably practicable steps to achieve this commitment, comply with its statutory obligations, and promote a positive health and safety culture throughout the organisation.

Health and safety are essential to the Church's activities. The Senior Pastor, acting on behalf of the leadership team (trustees), holds overall responsibility for health and safety within the organisation. All staff share a duty to implement and uphold this policy in their areas of work. The Operations Manager leads on health and safety issues across the Church and oversees the development, implementation, and monitoring of all health and safety arrangements. The Office Manager supports the Operations Manager in this role as needed and helps coordinate daily health and safety tasks and maintain records.

The Church is committed to conducting its operations in a manner that ensures the highest reasonably practicable standards of health and safety, protecting its employees, volunteers, and all others who may be affected by its activities.

To achieve this, the Church will:

- Operate a robust health and safety management system, proportionate to the size and nature of its activities.
- Define clear roles, responsibilities, and authorities within the "Organisational Arrangements" section of this policy, cascading from the Leadership Team to all operational levels.
- Use risk assessments to identify and control health and safety risks and communicate them to relevant staff and volunteers where appropriate.
- Provide information, instruction, training, and supervision to enable employees, volunteers, contractors, and visitors to work safely and without risk to health.
- Comply with all relevant statutory health and safety legislation as a minimum standard.
- Investigate all accidents, incidents, and near misses promptly to identify causes and prevent recurrence.

- Consult with employees on health and safety matters affecting their wellbeing and working environment.
- Maintain valid employer’s liability insurance and ensure the certificate is displayed and accessible.
- Provide access to competent health and safety advice when required.
- Maintain a safe working environment with safe access and egress, and adequate welfare facilities.
- Allocate sufficient time, money, and resources to meet the requirements of this policy.
- Implement effective emergency response arrangements, including fire safety and first aid procedures.
- Develop and apply safe systems of work where required, including method statements and permit-to-work systems.
- Promote a supportive environment that recognises the impact of workplace stress and is committed to protecting and supporting mental health and wellbeing.
- Ensure the principles of safeguarding are upheld by complying with the Church’s [Safeguarding Policy](#), which outlines responsibilities for protecting children, young people, and vulnerable adults.
- Audit health and safety arrangements periodically to ensure continued adequacy and effectiveness.

The Church recognises its duty to protect the health and safety of all visitors to its premises, including contractors, sub-contractors, and temporary workers who may be affected by its operations. Reasonable steps will be taken to verify the competence of all contractors before engagement. All third parties will be provided with relevant health and safety information upon arrival, including details of any work activities or site-specific risks that may affect them.

This policy will be introduced to all new employees during their induction. Each employee must take reasonable care of their own health, safety, and welfare, as well as that of others who may be affected by their actions. Employees are expected to familiarise themselves with the Church’s health and safety procedures, follow them consistently, and report any hazards, unsafe conditions, or deficiencies in arrangements without delay.

### Review of this Policy

This Health, Safety, and Wellbeing Policy Statement, along with the supporting Organisation and Arrangements sections, will be reviewed at least annually, and more frequently if there are significant changes to the Church’s operations, staffing, premises, or risk profile.

The Senior Minister (Director) oversees the effective implementation of this policy, ensuring that sufficient time, funding, and resources are allocated to support its delivery.

<b>Name:</b>	James Collins
<b>Position:</b>	Senior Minister <b>Director Responsible for Health &amp; Safety</b>
<b>Signature:</b>	[signed]
<b>Date:</b>	06/08/2025