



# **Purley Baptist Church**

## **Health & Safety Policy Statement**

# Statement of Intent

## Introduction

Purley Baptist is a large and lively church situated close to one of South London's busiest traffic intersections. We cater for all age groups and stages of life with a membership of over 400 people and 600+ people each Sunday across congregations. Congregations meet on Sundays at 9.30am, 11.15am, 6pm and 7.15pm.

The main activities that pose risks to our staff, volunteers and members of the public as part of our operations includes:

- Use of the building during the week and on Sundays to conduct activities involving children, adults and vulnerable adults;
- Use of the car-park during weekdays and Sunday;
- Conducting routine maintenance activities within the building during the week which may involve working at height, use of electrical equipment, etc;
- Use of display screen equipment and routine tasks within the office environment.

## Our Policy

This document sets out the Health and Safety 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 Purley Baptist's employees, volunteers, contractors and visitors to their premises.

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

Health and safety is an integral part of our activities and whilst the **Senior Minister (Director)** on behalf of the leadership team (Trustees) takes overall responsibility, all employees share the responsibility for implementing this policy.

The Church will conduct operations in such a manner as to ensure it achieves the highest standards of health and safety, to protect its employees, volunteers and anyone else who may be affected by its activities.

To achieve this The Church will:

- Provide information, instruction, training and supervision to enable staff, volunteers, visitors and contractors (where applicable) to carry out their activities safely without harm to themselves and others;
- Ensure that effective emergency responses are in place, including arrangements for fire and first aid;
- Investigate all accidents incidents and near misses promptly to prevent recurrence;

- Use risk assessments as tools to manage health and safety risks. These risk assessments will be communicated to relevant personnel where appropriate;
- Ensure access to professional health and safety advice where required is available;
- Provide a safe working environment, including safe access/egress, adequate facilities and arrangements for welfare at work;
- Ensure that time, money and resources are allocated to ensure that the obligations of this policy are met;
- Consult with employees and volunteers on health and safety issues through the most appropriate means;
- Review and revise the health and safety policy at regular intervals as necessary;
- Ensure periodic auditing of health and safety arrangements thus maintaining its continued adequacy and effectiveness.

The Church recognises its duty to protect the health and safety of all visitors to our building, including contractors who might be affected by its operations. It will take steps to check the competence of any contractor before their services are engaged and will ensure that all third parties are provided with appropriate information in relation to its work activities.

This policy will be drawn to the attention of all employees, volunteers, contractors/sub-contractors (where appropriate) as part of their induction.

### **Review of this policy**

This Health and Safety Policy Statement and the Organisation and Arrangements that support it, will be reviewed at least annually by the Operations Manager, or more frequently where there have been significant changes to The Church or the nature of The Church's activities.

### **Ultimate Responsibility**

It is the responsibility of the **Senior Minister (Director)** to monitor the effective implementation of this policy and to ensure that adequate resources are provided.

Date:

[signed]

Signed: \_\_\_\_\_

**James Collins, Senior Minister**  
**Director Responsible for Health & Safety**  
**Purley Baptist Church**