Melton Mowbray Baptist Church

Registered No: 1203133

Health and Safety Policy: 2026 - 27

Name of Church: **Melton Mowbray Baptist Church**

Address: **Bowling Green Lane**
Melton Mowbray
Leics.
LE13 0FA

As a church, we understand that we owe a duty of care to ensure the safety of those who visit or use our church, hall or church grounds. We also know that, where we are an employer or control premises in certain circumstances, we must meet the requirements of health and safety law. We know that if we are an employer having five or more employees, we are required to have a written health and safety policy.

However, this policy is written as we accept that, regardless of the number of employees, we have a responsibility to meet our duty under Section 2(3) of the Health and Safety at Work Act.

General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, church grounds or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply. The Trustees accept their overall responsibility for this.

We will ensure that adequate resources are made available to achieve this objective.

- Any decisions we make will have due regard for it.
- We will appoint a member of the MMBC Trustees to have specific responsibility for this policy and its implementation.
- We will keep health and safety matters under review at appropriate intervals.
- We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.
- It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others.
- This policy will be brought to their attention.
- We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

This policy statement was adopted by members at the Church Meeting on:

Date: 16th March 2026

Signed: _____

Review date: March 2027`1a

Organisation and Responsibilities:

1. **The member of the MMBC Trustees with overall responsibility for implementing our policy is:**

   TBC

   They will ensure that:

   - The standards set out in this policy are implemented and maintained
   - Where necessary, specialist health and safety assistance is obtained
   - Any hazards reported to them are rectified immediately
   - Only competent persons carry out repairs, modifications, inspections and tests
   - Any accidents are investigated, recorded and reported if necessary
   - Relevant health and safety documents and records are retained
   - They keep up to date on health and safety matters relevant to the church
   - Set a personal example on matters of health and safety.

2. **The Minister and Administrator have day-to-day responsibility for implementing our policy.**

   Minister: **Rev Sam Dunn**

   Administrator: **Jude Prasad-Smith**

   They will ensure that:

   - All employees and volunteers are aware of their health and safety responsibilities
   - Adequate precautions are taken as set out in this policy and related risk assessments
   - Adequate information and training are provided for those that need it
   - Any hazards or complaints are investigated and dealt with as soon as possible
   - Where defects cannot be corrected immediately, interim steps are taken to prevent danger
   - All accidents are reported in-line with the requirements of this policy
   - Advice is sought where clarification is necessary on the implementation of this policy
   - Set a personal example on matters of health and safety.

3. **All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.**

   They will ensure that they:

   - Read this policy and understand what is required of them
   - Complete their work taking any necessary precautions to protect themselves and others
   - Comply with any safety rules, operating instructions and other working procedures
   - Report any hazard, defect or damage, so that this might be dealt with
   - Warn any new employees or volunteers of known hazards
   - Attend any training required to enable them to carry out their duties safely
   - Do not undertake any repair or modification unless they are competent to do so
   - Report any accident
   - Do not misuse anything provided in the interests of health and safety.

Arrangements:

Competent Assistance:

MMBC will ensure someone who is competent is able to assist us in meeting our health and safety obligations.

Our person appointed to assist is: **David Cockerill**

Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

First Aid

We will provide adequate first aid facilities including, as a minimum, a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We also provide a medical blanket and pillow which are situated in a box beneath the first aid box in the foyer. We will also provide relevant information for employees and volunteers.

Our first aid boxes are located in:

1. **Foyer**
2. **Kitchen**

The person appointed to take charge of first aid arrangements is: **Jude Prasad-Smith**

Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Our Accident Book is kept in: **Kitchen**

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

Contractors

If we employ contractors, we make sure that they have their own health & safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

A register of contractor visits is kept on the church diary and all contractors are required to sign in on arrival and out on departure.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in:

The Health & Safety file on the front desk

Fire Log book

Accident book

Specific Arrangements:

Asbestos

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable and in priority of urgency. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Church grounds

We will ensure that boundary fences and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

Construction Work

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will check workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

Electricity

We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

Events

Where we intend to hold large or unusual concerts, services and events, we will identify any additional precautions that are necessary and implement these.

Fire

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review these at least annually and revise these where we suspect that they are no longer valid.

Heating Systems

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

Legionella

We will ensure that water systems are suitably maintained and checked every three years by a competent person. Water temperature checks will be carried out monthly by a competent person. Any defects will be remedied immediately and records of the checks made.

Hazardous Substances

We only use domestic cleaning or horticultural products. We will ensure that these are stored in a locked area, used and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified.

Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

Training will be provided in basic food hygiene. A trained person will always be present when food is being prepared and offered for events such as church lunches. We will check the accreditation and training of external food providers. Hirers are responsible for meeting their own safety standards.

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, handrails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Working at Height

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

Working Alone

Working alone will be kept to a minimum. We will identify circumstances where our employees and volunteers work alone and implement suitable precautions to ensure their safety.

Risk assessments

A full church risk assessment has been completed and is reviewed and updated regularly. For special events, activity and equipment providers (such as bouncy castles, crazy golf, hog roasts) are required to submit their own risk assessments in advance. MMBC will undertake separate risk assessments for any activities being held in the building, grounds or for off-site activities.

Communication

Maintenance of health & safety issues should be communicated to the MMBC Health & Safety Trustee or the administrator either in person, by email or by the clipboard in the foyer. These will be monitored weekly, actions will taken as appropriate and communicated back to the membership.

Health & Safety is a regular item at Trustees' and Church Meetings where matters can be discussed.