



# HEALTH AND SAFETY POLICY

Health and Safety Policy  
for South Eastern Baptist Association

July 2024

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# Health and Safety Policy

## Glossary of terms

The following terms used in SEBA policies and guidance have specific meanings and are defined here to avoid confusion:

- **The Association** – The South Eastern Baptist Association (SEBA);
- **Staff** – Employees and Ministers;
- **Employees** – people who are paid to work for the Association and are not Ministers;
- **Ministers** – ordained members of staff;
- **Volunteers** – are those people who carry out a specific role within the Association without being paid;
- **Colleagues** – Staff and volunteers (including trustees);
- **Members** – Baptist churches in the region in membership with the Baptist Union of Great Britain (BUGB);
- **Workers** – The terms worker has a particular legal meaning and defined as ‘An employee (who works under a contract of employment) or one who has any other type of contract (written or unwritten) under which they are personally obliged to work or perform services’.

## Who does this policy apply to?

This Policy applies to all colleagues and workers including Ministers, employed staff, volunteers and Trustees (excluding the Bread of Life project which has its own Health and Safety Policy) and contractors engaged by the Association.

It is worth noting that the Health and Safety at Work Act imposes a duty of care on employers and employees towards those not at work, i.e. volunteers. This means that volunteers are protected by health and safety legislation but aren't subject to it. However, volunteers still have a duty of care to their colleagues which is described in this policy and covered in civil law.

This policy does not form part of any employee's contract of employment or terms of appointment and the Association may amend it at any time.

## General statement of policy

The Association recognises and accepts its responsibilities as an employer for providing so far as is reasonably practicable, a safe and healthy environment on and within its own offices and storage facilities, and at outside association events, with a view to ensuring the health, safety and welfare of all its colleagues, visitors and contractors. It is our policy that all activities and work will be carried out in a safe manner, and our target is for zero accidents and zero work-related ill health to be achieved by applying good health and safety practices and complying with any relevant statutory provisions where they apply.

This policy is designed to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

The Trustees of the Association will ensure that adequate resources are made available to achieve this objective and any decisions made will have due regard for it. They will monitor the effectiveness of this policy and amend it where it is no longer valid.

The Operations Manager will have specific responsibility for this policy and its implementation and to keep health and safety matters under review at appropriate intervals.

It is the duty of all colleagues to exercise personal responsibility for their own safety and that of others and this policy will be brought to their attention. We will ensure that everyone involved with the Association plays his or her part in its implementation.

## Responsibilities

The Operations Manager 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 Association
- set a personal example on matters of health and safety.

The Trustees will ensure that:

- all colleagues 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 is 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.

All colleagues have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on Association business. 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

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

### General Arrangements

#### *Competent Assistance*

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations.

#### *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 colleagues 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 ensure that adequate first aid facilities are available at Association events including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for all colleagues and where appropriate visitors/guests.

### *Accident Reporting*

We will report to the enforcing authority and keep records of certain accidents to colleagues and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

### *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 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 will make sure that they have their own health and safety policy and Public and Employers Liability Insurance by asking to see copies of the relevant documents.

### *Specific Arrangements*

#### *Display Screen Equipment*

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

#### *Driving on Association business*

We recognise that driving is an integral part of the working day for some of our team, and we will make sure that all those driving on association business are safe to do so. This will include checking driving licences on appointment to the Association and at least annually for staff once in role.

We will also ask colleagues to let us know if they receive any endorsements to their driving licence or if they are disqualified from driving – for employed staff this will form part of their terms of employment if they are required to drive as part of their role.

### *Electricity*

We will ensure that any electrical system, fixed machine and portable appliance is maintained so as to prevent danger. Any defect identified by colleagues must be reported immediately and any defective equipment will not be used until it is repaired or replaced.

### *Events*

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

### *Home Working*

We will carry out an annual review of any risks that may be present in the Association properties. We will also ask any member of staff who works from home on a regular basis to complete a self-assessment.

### *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 when we provide 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. Any colleagues preparing food will hold a food hygiene certificate as necessary.

#### *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.

#### *Lone Working*

The Association seeks to minimize the risks of lone working to sensible and acceptable levels. It is the responsibility of colleagues to make a reasonable assessment of any risks associated with their working alone, and to discuss those risks and appropriate risk control measures with their immediate line manager or the Operations Manager.

Guidance will be given to all colleagues where lone working is likely to form part of their role. It is the responsibility of line managers to ensure that lone workers under their supervision have the awareness and competency to follow these guidelines.

Policy Owner	Operations Manager
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Version	Revisions	Date Approved
1.0	New standalone policy (previously part of staff handbook)	08/07/2024