



Name of Policy: HEALTH & SAFETY Policy & Procedures	Approved By: RCGB ref. AH
Last Updated: Nov 2022	Review Date: Nov 2023

HEALTH AND SAFETY POLICY STATEMENT

River Church is committed to:

- **Working together to ensure healthy and safe environments for all staff, volunteers, members of church congregations and clubs, visitors and contractors.**
- **An organisation in which each staff member and volunteer understands his or her roles in the delivery of safe and healthy environments.**
- **Leadership, at all levels, which includes and values health and safety at its heart.**
- **A culture in which each staff member and volunteer holds themselves and each other accountable for the delivery of appropriate health and safety standards, whether on or off church premises.**
- **The provision of appropriate information and training to ensure that all staff and volunteers are competent and confident to carry out their roles.**
- **The availability of specialist information and advice whenever appropriate.**
- **The provision of written systems and procedures which set out how River Church will manage and deliver health and safety for all.**

River Church’s Health and Safety Policy sets out how the management of health and safety, including legal and regulatory requirements, is to work across all Church and community activities. It also identifies the responsibilities of Leadership, staff and volunteers.

The Policy and the various Procedures can be accessed by all staff and volunteers on the River Church website.

The Policy and Procedures will be reviewed by the Church Leaders and Trustees annually.

..... Date

River Church Maidenhead

..... Date

Chair of Trustees

..... Date

River Church Marlow

..... Date

River Church Slough

..... Date

River Church The Journey

Date:

ORGANISATION AND RESPONSIBILITIES

Responsibilities of the Trustees

- Review the implementation of this Policy – at least annually.
- Ensure that the leaders of the River churches have sufficient training to be able to carry out his/her duties under this Policy.

The Trustees are:	Mike Holt (Chair), Graham Burgess, Alistair Handford, Ian Linton, Christopher May, Mary Porter, Lina Read
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Responsibilities of the leaders of the River Churches

- Overall accountability and responsibility for all Health & Safety (H+S) matters across all church activities
- Ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice, taking advice as necessary.
- The leader of each of the River churches may delegate specific responsibilities to others in addition to those shown below. Where these are long-term and significant, this document should be revised accordingly. Any delegations of responsibility should be done clearly and the leader of each of the River churches should be satisfied that sufficient training has been given in advance.
- Ensure that this Policy is delivered effectively, including through reviews and audits.
- Ensure that all of the River churches' activities are covered by appropriate Risk Assessments and that mitigation actions are delivered.
- Prioritising actions on health and safety matters where resources are required from the budget, seeking further advice as appropriate.
- Ensuring that staff and volunteers are aware of their responsibilities and are competent and briefed.

The Leaders of the River churches are:	Ceri Davies, Adam Chisnall, Paul Wratten, Anthea Wratten, Julie Ioakeim, Rachael Pymm on behalf of The Journey leadership team
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- Responsibility under the Trustees for the delivery of this Policy and for all health and safety of all Church level activities including clubs, sports, external activities, etc., whether in church locations or elsewhere.

- Responsible under the Trustees for all health and safety responsibilities lying with River Church as tenant under any property lease or licence agreements.
- Ensure that all Church level activities are covered by appropriate Risk Assessments and that mitigation actions are delivered.

The Congregation Leaders of the four River churches are:

Maidenhead:	Ceri Davies and Adam Chisnall
Marlow:	Paul and Anthea Wratten
Slough:	Julie loakeim
The Journey:	Rachael Pymm on behalf of The Journey Leadership team

Responsibilities of Function Heads

- Responsibility under the leaders of the River churches for the delivery of this Policy and the health and safety of all activities within a particular function.
- Ensure that all activities within the function are covered by appropriate Risk Assessments and that mitigation actions are delivered.

Safeguarding	Rachael Odeniyi
Youth and children's work	Maidenhead – Bethani Chisnall & Heike West Marlow – Anthea Wratten Slough – Julie loakeim The Journey – Rachael Pymm
The Hub	Gulnar George
Worship/PA	Maidenhead – TBA Marlow – TBA Slough – TBA The Journey – TBA
Central Administration	Rachel Smith
River Life	Beryl Berrett
CAP Debt Centre	Gary Jones

Employees and Volunteers

Employees and Volunteers are responsible for health and safety within their sphere of work. They do this by participating in the preparation of Risk Assessments, by ensuring that all agreed precautions are implemented and by the application of this Policy.

Responsible Persons

Persons responsible for health and safety in the following activities are:

Emergency procedures	Church Leaders, Central Admin
Accident Book, First Aid, RIDDOR reporting	Church Leaders, Central Admin
Fire Safety	Church Leaders, Central Admin
Emergency evacuation	Church Leaders
Portable electrical appliances	Church Leaders, PA Leaders, Central Admin
Gas	Church Leaders
Hazardous substances	Church Leaders
Food preparation	Church Leaders
Manual handling	Church Leaders, PA Leaders
Display screen equipment	Church Leaders, PA Leaders, Central Admin
Personal safety, Lone Working	Church Leaders, Central Admin
Contractors	Church Leaders, Central Admin
Health and safety training	Church Leaders, Central Admin
Property matters	Church Leaders, Central Admin

ARRANGEMENTS

In order to minimize the risks to health and safety of staff, volunteers, visitors, contractors, etc and to ensure compliance with regulations and Codes of Practice, River Church will arrange that:

1. First Aid and minor accidents:

Church Leaders must ensure that First Aid boxes will be provided at each event and location, including clubs, external trips, etc. They are also responsible for ensuring that they are regularly maintained and refreshed.

The requirement for trained First Aiders at regular events and one-off events, including external events, should be identified in the Risk Assessments for those activities. The Responsible Person must then ensure that the requisite number of First Aiders is present.

Although Regulations do not require First Aiders to be present at church services, it is good practice. The number required should be ascertained by completing a Risk Assessment. Church Leaders should ascertain who are trained First Aiders (with up to date qualifications) in their congregations and endeavour to have recognised First Aiders at each service. Church members should be encouraged to train in First Aid.

For clarity, the responsibilities for services of the four River churches lie with the 'host' Church Leader. The 'host' Church Leader should conduct a Risk Assessment and arrange to ensure the appropriate minimum number of first aiders.

Minor accidents and incidents must be reported promptly via the digital Accident Report forms available on Sharepoint. This constitutes the River Church Accident Book which is located on the Central Admin Sharepoint site. Church Leaders are responsible for ensuring that accidents are reported on the relevant Sharepoint site and that reports are shared both internally and externally where necessary .

Where a hall or space is sub-let to outside organisations, they must be told in writing that, in the event of an accident, details must be provided so that the Accident Book can be updated.

Accident books and records will be regularly reviewed.

2. RIDDOR accidents:

Under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being

absent from work or unable to perform their normal duties for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

For most types of incident, the responsible person must notify the enforcing authority immediately. A report must be received within 10 days of the incident.

- Serious injuries or dangerous occurrences must be reported immediately
- Accidents involving the injured person losing more than seven consecutive days work must be reported within 15 days
- Accidents to visitors, members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- Reportable diseases, as defined by the regulations, must be reported to the enforcing authority. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculoskeletal disorders

RIDDOR accident reporting: Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Recording: Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, and the Social Security regulations.

3. **Fire Safety:**

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we will undertake the following:

- an assessment of the fire risks in the church and associated buildings and the risks to our neighbours.
- a check that a fire can be detected in a reasonable time and that people can be warned
- a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- to provide reasonable firefighting equipment

- a check that those in the building know what to do if there is a fire
- a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

Fire extinguishers:

Where necessary, the leaders of the River churches will arrange to draw up a schedule of fire extinguishers to be provided and/or maintained by River Church.

These extinguishers will be checked monthly by responsible persons (identified by the Church Leaders and the Office Manager) and will be maintained annually by an external company.

Fire Extinguishers - external maintenance company is:	The Hub, Englefield Green – TBA
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Fire alarms:

Where necessary the leaders of the River churches will arrange to draw up a schedule of locations where River Church is responsible for the provision and/or maintenance of fire alarm systems and will arrange for the necessary checks and maintenance to be carried out.

Fire Alarms - external maintenance company is:	The Hub, Englefield Green – TBA
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4. Emergency Procedures

Emergency Procedures are required for each venue to cover fire, people threatening violence and gas/electricity/water faults.

Where our Risk Assessments require it, evacuation procedures for stewarding/evacuation will be provided.

In each case, the priorities are:

- Safety of all people, their care and the application of first aid and medical treatment as appropriate.
- Call the emergency services as soon as appropriate.
- Safeguard the premises and equipment without putting people at risk.

5. Electrical Safety

- A list of all our portable electrical appliances will be maintained by the leaders of the River churches, the PA Team/ Worship Leader and Central Admin.
- Every year plugs cables and sockets will be inspected by a competent person to ensure that they are safe, including that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be carried out as soon as possible. Unsafe equipment will be disposed of.
- Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All staff and volunteers must observe the following:
 - a. Visually check all electrical equipment before use.
 - b. Report all faults immediately to the responsible person.
 - c. Do not attempt to use or repair faulty equipment.

6. Gas Equipment Safety:

The leaders of the River churches and Central Admin will identify any gas equipment for which River Church has any responsibility for maintenance. Such equipment will be maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety will be implemented immediately.

7. Hazardous Substances:

The leaders of the River churches, the PA Team/ Worship Leader and Central Admin will ensure that a list is drawn up of all hazardous substances used by River Church. Where possible, we will have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements will be as follows:

- For all hazardous substances, which include substances marked as harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive oxidising or dangerous for the environment - data sheets or product information provided by the manufacturers will be used to determine the correct method of use, protective clothing needed, method of storage and action to take in the event of an accident.

8. Plant and machinery

Any plant or machinery must only be used in accordance with the manufacturer's instructions and after appropriate training.

9. Preparation of Food

Food Hygiene Regulations apply whether we sell publicly or privately, for profit or for fund raising. The only exception is for food cooked at home for private consumption.

Church Leaders, as part of their Risk Assessments for the preparation of food, whether for on-site or off-site activities, should ensure that:

- We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
- We ensure that all food handlers have received adequate supervision, instruction and training.
- We ensure that the appropriate assessment of risk is carried out for the foods to be prepared and stored including storage at the correct temperatures.
- Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
- We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

10. Manual Handling-lifting, carrying and moving loads

- Our policy is to eliminate the need for manual handling as far as reasonably practicable.
- Where it is not possible to avoid the need to move loads, Church Leaders, the PA Leaders and Central Admin will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
- The necessary training will be given to all those employers and volunteers who are required to undertake manual handling.

11. Display Screen Equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- Stability, legibility, contrast and brightness of the screen.
Tilt and swivel of the screen.
Suitability of keyboards, desk and chairs.
- The workstation environment.
- Daily work routine will involve periods away from the screen.

12. Child protection and vulnerable adults' protection

This is covered by the River Church Safeguarding Policy.

13. Personal Safety

Church Leaders and Central Admin should carry out Risk Assessments to cover the risks to persons working alone in a church or office, travelling to and from church, accepting persons to their homes, handling cash and other valuables, etc.

Lone workers should be given a copy of the River Church Lone Working Policy which should also be available to staff and volunteers on the website.

14. Risk Assessments /activities

Risk assessments will be carried out on all venues and for those activities which carry potentially significant risk.

Activities will include services, River Church gatherings, youth work, River Life, The Hub, weekday and evening events, one-off events, weekends away, etc.

They must be reviewed regularly for ongoing activities and before new activities take place.

Where appropriate, it is good practice to involve the participants in any activity in the completion and reviews of the Risk Assessments.

Church Leaders, Central Admin and responsible staff and volunteers must ensure that Risk Assessments are completed, that mitigating actions to reduce the risks are carried out and that relevant staff and volunteers are informed. The completed Risk Assessments should be filed appropriately on the River Church Sharepoint platform.

Proforma Risk Assessment forms are available via Sharepoint/ Central Admin.

15. Contractors

Anyone entering church premises for the purpose of carrying out work, other than an employee or voluntary worker of the River Church, will be regarded as a contractor. All contractors including the self-employed, must abide by the following:

- a. Have their own health and safety policy (where required by law) and be able to provide a copy of the same.

- b. Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained.
- c. Comply with all the requirements of this health and safety policy and co-operate with River Church officials in providing a safe place of work and a safe system of operation.
- d. Where plant and machinery are brought onto River Church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
- e. Contractors may also use sub-contractors or persons other than their own direct employees with the express permission of River Church officials. However, responsibility will remain with the contractors.
- f. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake.

Particular care needs to be taken for 'hot works'.

16. Premises:

Church Leaders and Central Admin will make themselves aware of River Church's responsibilities under the lease and licence agreements for all the premises that they use.

This includes health and safety issues, eg. provision/maintenance of safety/fire equipment, locations of main services isolation points, operation of alarm systems, fire evacuation arrangements, hazard reporting, etc. Also, all insurances.

If any premises are sub-let, Church Leaders are responsible for ensuring that other users are informed of necessary health and safety issues, procedures, unrectified hazards, reporting processes, etc.

17. Information sources:

Online forms, further information and guidance are available from:

- Health and Safety Executive: www.hse.gov.uk
- HSE Report Forms RIDDOR: <https://www.hse.gov.uk/forms/incident/>

Other documents

Code of Practice

Lone Working Policy

River Church Staff Handbook

Safeguarding Policies – Children & Vulnerable Adults