



Health & Safety Policy

Adopted by the Trustees on: 17.09.2025

Next Review Due: 17.09.2026

United Church Ferndown Health & Safety Policy

United Church Ferndown, 505 Wimborne Road east, Ferndown, Dorset. BH22 9NF

www.ferndown.church

Registered Charity: **1159971**

1. Policy Statement

United Church Ferndown recognises its responsibility to ensure the health, safety, and welfare of all members, volunteers, employees, hirers, visitors, and contractors who engage with the life and work of the church. This commitment is rooted in our Christian calling to care for one another and to promote a safe and supportive environment.

We will take all reasonably practicable steps to prevent accidents and injuries and to protect the health of all who use our premises, in accordance with the Health and Safety at Work etc. Act 1974 and aligned with guidance from the Baptist Union of Great Britain (Baptists Together) and the United Reformed Church (URC).

2. Responsibilities

2.1.

Trustees

The trustees (charity trustees) are responsible for ensuring that this policy is implemented and regularly reviewed. They will:

- Appoint a Health and Safety Officer.
- Ensure adequate funding and resources for health and safety measures.
- Review risk assessments and incident records annually.

2.2.

Health and Safety Officer

The appointed Health and Safety Officer will:

- Keep up to date with relevant legislation and denominational guidance.
- Undertake and review risk assessments.
- Carry out regular checks and inspections of church buildings and equipment.
- Ensure appropriate signage, first aid provision, and accident reporting systems are in place.

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- Report concerns to the trustees and act on them promptly.

2.3.

Church Members, Staff, and Volunteers

All who participate in church life are expected to:

- Take reasonable care of their own health and safety and that of others.
 - Comply with this policy and any guidance or instructions provided.
 - Report hazards, accidents, or near-misses to the Health and Safety Officer.
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3. General Arrangements

3.1.

Risk Assessments

- Risk assessments will be carried out for all regular church activities, use of equipment, and areas of the premises.
- Additional assessments will be conducted for occasional or high-risk events, such as large public gatherings or external lettings.

3.2.

First Aid

- First aid kits are available in key locations on the premises and are regularly checked.
- At least one designated First Aider will be present during services and events, where reasonably practicable.
- All incidents requiring first aid are to be recorded in the Accident Book.

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3.3.

Fire Safety

- Fire risk assessments are maintained and reviewed annually.
- Fire exits are clearly marked and kept clear at all times.
- Fire drills will be carried out at least once a year.
- Fire extinguishers will be serviced annually by a competent contractor.

3.4.

Manual Handling

- Volunteers and staff will be provided with guidance on safe manual handling procedures.
- No one is expected to lift or carry items beyond their capability.

3.5.

Electrical Safety

- Portable appliance testing (PAT) will be conducted annually for all electrical equipment used on the premises.
- Any faulty equipment must be reported and removed from use immediately.

3.6.

Contractors

- Contractors working on site must provide risk assessments and proof of public liability insurance.
- A member of the church team will supervise access and work on-site when necessary.

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3.7.

Control of Substances Hazardous to Health (COSHH)

- All cleaning and maintenance chemicals will be safely stored and clearly labelled.
 - COSHH assessments will be carried out for relevant substances.
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4. Lettings and Hirers

All hirers of the premises will:

- Receive a copy of the Health and Safety Summary for Hirers.
 - Agree to abide by our fire safety procedures and report any incidents.
 - Be responsible for the safety of their own group members, including children and vulnerable adults.
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5. Children and Vulnerable Adults

This policy operates in conjunction with our Safeguarding Policy. Activities involving children, young people or vulnerable adults must:

- Follow best safeguarding practice.
 - Ensure proper adult supervision.
 - Use premises and equipment safely and appropriately.
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6. Policy Review

This policy will be reviewed annually, or sooner if there are changes in legislation, guidance, or significant incidents. The review will be led by the Health and Safety Officer and reported to the trustees for approval.

Signed:

Chair: _____

Health and Safety Officer: _____

Date: _____

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