

**United Church Bradford on Avon  
Health and Safety Policy**

This is a statement of general policy and arrangements for Bradford on Avon United Church 10, St Margaret's Street, Bradford on Avon.

It is intended to cover the duties and requirements of the Health and Safety At Work and Occupiers Liability Law.

Overall and ultimate responsibility for health and safety and day to day implementation of this policy rests with the Church Officers and Council (Trustees).

**Relevant Documents:**

1. Health and Safety Policy.
2. General Assessment of Health and Safety Risk.
3. Fire Risk Assessment.
4. Asbestos Management Survey.
5. Junior Church Risk Assessment.
6. Safeguarding Policy.

| Ref | Statement of General Policy   | Responsibility                          | Arrangements   |
|-----|---|---|--|
| 1   | <p>To prevent accidents and cases of work-related ill health to employees and volunteers.</p> <p>To provide adequate control of health and safety risks arising from the church property and church related activities which might affect those on the church premises.</p> <p>To manage the letting / hiring of halls and church property.</p> | <p>The Church Officers and Council.</p> | <p>The Church has one part time employee, a cleaner. Other functions and activities are carried out by volunteers. The church recognises its duties and liabilities in law in respect of these individuals.</p> <p>Relevant hazards and risks have been identified and assessed within this General Assessment of Health and Safety Risk. This and other relevant documents will be reviewed annually or earlier if necessary as a result of an accident or incident that requires a review or change of arrangements.</p> <p>A hiring / letting agreement procedure is in place in respect of halls and church property. This sets out the requirement for hirers to have suitable risk assessments and arrangements in place for their own activities.</p> |

|   |  |  |  |
|---|--|--|--|
| 2 | To ensure adequate training to ensure employees and volunteers are competent to carry out their tasks.   | The Church Officers and Council.                           | Relevant hazard and risk information will be communicated and appropriate training given where necessary.  |
| 3 | To engage and consult with employees and others on day to day health and safety conditions and provide adequate response to rectify relevant health and safety related issues. | The Church Officers and Council.                           | Employees are in regular contact with designated church officers and are advised that the church operates an open door health and safety policy. Employees and others are encouraged to raise any concerns they may have regarding their own or anyone else's health and safety as result of a work activity, a church activity or premises defect.  |
| 4 | To implement emergency procedures – evacuation in case of fire or other significant incident.  | The Church Officers, Council, hirers and activity leaders. | A Fire Risk Assessment in accordance with the Regulatory Reform (Fire Order) 2005 is in place.   |
| 5 | To maintain safe and healthy conditions.<br><br>To provide and maintain plant, equipment and machinery.<br><br>To ensure safe use and storage of substances.                   | The Church Officers and Council.                           | Adequate welfare facilities exist within the buildings.<br><br>Regular inspection, testing and maintenance is carried out by competent persons i.e. periodic inspection and testing of fixed wiring, boiler servicing, portable appliance testing (PAT), buildings quinquennial inspection, asbestos management.<br><br>Prompt action is taken to rectify any issues that are identified that constitute a dangerous condition.<br><br>The only substances allowed and in use on the premises are off the shelf cleaning substances. |
| 6 | Health and Safety Law Poster   | This is displayed.   |  |
| 7 | First Aid box and Accident Book.   | These are situated in the Kitchen.                         |  |
| 8 | Date of Review   | Agreed by Church Council 12/05/2025                        |  |