



# Health and Safety Policy

**Lymm Baptist Church**  
**Higher Lane**  
**Lymm**  
**Cheshire**  
**WA13 9EX**

Version	Update	Changes Made by	Approved by	Date
V1.1	Addition of appendix I <b>Hazardous substances</b> (see p 8)	AJ	AJ	23/06/22
V1.2	Review and reformat	EP	CB	31/10/22
V1.3	Changes made by AJ: Accident and hazard reporting, safety of plant and machinery, Appendices 3 and 5	AJ	EP	Dec 2022
V1.4	Minor adjustments by EP. Sent to leadership for approval	EP	Leadership	
V2.0	Minor adjustments post leadership review, remove appendix 9	EP	Final Version	Feb 2023
V 2.1	Amendment to Fire procedure flow chart, update of responsible person - Fire safety training of Staff (p10)	AJ		07/02/2023
V2.1	Annual review – minor revisions	CB		27/09/2023
V2.1	Review and update of Appendix 9 (hazardous substances)	SS/AJ		16/04/2024
V2.2	Add Health & safety policy statement to p 3	AJ		10/07/2024
V2.3	Change of Appointments p 6 (From Esther Prescott to Kevin Wisdell)	AJ		16/10/2024
V3.0	Addition of GEEP (appendix 1) and Smoke Free policy (p16), update of regular testing table (appendix 5) and subsequent renumbering of the appendices, then reviewed and approved	AJ	CB	23/10/2024
V3.1	Update of appendix 6 – Incident Report Form	AJ	CB	11/12/2025

## Contents

A. General statement of policy .....	4
Review and Update .....	4
Intended Audience .....	5
Storage .....	5
Legal Basis .....	5
B. Organisation and responsibilities .....	6
Appointments .....	6
Responsibilities .....	6
Risk assessments/activities.....	7
C. Arrangements (implementation of the policy).....	8
1. Accident and Hazard reporting .....	8
2. First Aid.....	8
3. Fire Safety.....	8
4. Electrical safety .....	11
5. Gas equipment safety .....	11
6. Hazardous substances.....	11
7. Safety of plant and machinery .....	12
8. Slips, trips and falls – condition of floors, steps and paths.....	12
9. Churchyard .....	13
10. Lighting.....	13
11. Working at high levels.....	13
12. Kitchen Area / Preparation of food .....	13
13. Manual handling – lifting, carrying and moving loads .....	14
14. Display screen equipment.....	14
15. Hazardous buildings/glazing .....	14
16. Personal Safety .....	15
17. Contractors.....	15
18. CDM Regulations .....	15
19. Use of Baptistry .....	16
20. Smoke Free Policy.....	16
D. Appendices .....	17
Appendix 1 – Fire Fighting Equipment.....	17
Appendix 2 – Fire Procedure.....	18
Appendix 3 – GEEP .....	19
Appendix 4 – Fire Safety Emergency Plan: for Large Church Events (eg morning services) .....	20
Appendix 5 - Regular Inspections/Testing .....	22
Appendix 6 – Incident Report Form .....	24
Appendix 7 – Hazard Report Form .....	25

Appendix 8 – Essentials of Food Hygiene .....	26
Appendix 9 – Lone Worker Policy.....	27
Appendix 10 – Hazardous Substances Health and Safety Policy .....	28
Appendix 11 – Lift Policy .....	32

## HEALTH & SAFETY POLICY STATEMENT

We take seriously our responsibility towards the health, safety and wellbeing of our staff and each participant in the life of our church. Procedures to help with this are in place. Whether you are a regular attendee, volunteer or part of a hiring group we would ask that you take care to act responsibly within the building and grounds. Please make sure that you are familiar with the evacuation procedure and be mindful of anyone needing particular assistance.

Should you become aware of any situation requiring attention please report it to our site manager, office staff or church secretary.

Our full Health & Safety and Safeguarding policies are available on ChurchSuite or from the church office.

### A. General statement of policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all our members of the congregation, employees, volunteers, visitors and others who may use, hire or visit the church, churchyard or any other associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out in this document. Note that safeguarding is out of scope of this document and is covered separately in LBCs safeguarding policy.

#### Review and Update

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed annually and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Leadership Team. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

## Intended Audience

It is the duty of each employee, volunteer, third party hirer and contractor to exercise personal responsibility for their own safety and that of others.

The success of this policy will depend on the co-operation of all of the above. It is therefore important that the relevant parts of this policy is brought to their attention and that they understand their role and the overall arrangements for health and safety.

## Storage

A copy of this document will be kept in the church office and made available to others on request. Health and Safety Risk Assessments, records and other documents are kept in the church office.

## Legal Basis

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

### **Information and enforcement**

Warrington Borough Council Environmental issues:

Telephone: 01925 443322; Email: [contact@warrington.gov.uk](mailto:contact@warrington.gov.uk)

Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)

### **Health and Safety Law poster**

A copy of the HSE poster 'Health and Safety Law - what you should know' is displayed in the church office.

# B. Organisation and responsibilities

## Appointments

The following appointments are relevant to this policy:

<b>Church Secretary</b>	Carol Best
<b>Health and Safety Representative</b>	Carol Best
<b>Administrators</b>	Sam French and Alison Johnston
<b>Site Managers</b>	Sam French and Alison Johnston
<b>Kitchen Coordinator</b>	Sheila Randall
<b>Member of leadership responsible for Risk Management</b>	Kevin Wisdell

## Responsibilities

### 1) Responsibility of the Church Secretary

The Church Secretary has general responsibility for health and safety and will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific tasks may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

### 2) Responsibility of the Leadership Team (the charity trustees)

The Leadership Team, and in particular the nominated member responsible for risk policies, has the general responsibility to ensure that the health and safety policy is implemented and that the arrangements outlined in this policy are updated as necessary.

### 3) Responsibility of the Health and Safety Representative

The Health and Safety Officer carries the responsibility for the day- to-day implementation of the arrangements outlined in this policy and for providing regular update reports to the Leadership Team.

### 4) Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Article 23 of the Regulatory Reform (Fire Safety) Order 2005 places a responsibility on every employee. These responsibilities are: -

- To take reasonable care for the safety of themselves and others who may be affected by their acts or omissions at work.
- To co-operate with their employer in complying with Fire Safety Legislative requirements,
- Inform the employer of any situation that would represent a serious and immediate danger to the safety of persons from fire and any shortcoming in the employer's protection arrangements for safety.

The responsibilities of employees and volunteers are captured in the risk assessments, for more detail see below.

## 5) Responsibility of third-party hirers/users

Third party hirers/users must read and agree to the 'LBC – Terms and conditions for Hiring Room and Equipment'. This includes:

- The User will comply with the provisions of the Church's Health and Safety policy and will ensure that all those using the accommodation are aware of the appropriate safety procedures including but not limited to, completing an Accident Form (in each First Aid box) to record any incident involving injury; ensuring all are aware of the fire evacuation procedures including appointing a person to act as a Fire Marshall; performing appropriate risk assessments prior to the Event.

This document is available to third party hirers/users.

## 6) Responsible persons

The people responsible for each area of health and safety is noted in Section C.

### Risk assessments/activities

In order to ensure that the requirements of this policy are met, risk assessments will be carried out. There are two forms of risk assessment

- i) Generic: A Risk assessment will be carried out on all areas of the church premises at least annually in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. This will be overseen by the Health & Safety Representative. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.
- ii) Specific: A risk assessment will be carried out for all activities that are carried out in church. Users are asked to review this and delete areas not applicable to their group, add any other activity specific risk actions that are being taken and note areas where there are gaps against the template.

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

Copies of completed risk assessments and templates are held by the church administrators.

We recommend that all third-party hirers/users carry out risk assessments.

# C. Arrangements (implementation of the policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors, third party users and contractors.

## 1. Accident and Hazard reporting

*Responsible person: Health and Safety Representative*

All accidents involving injury are to be reported by completing an Accident Report Form, see appendix 6.

Near misses, hazards and unsafe conditions are to be reported by completing a Hazard Report Form, see appendix 7. Completed forms are reviewed regularly by the Health and Safety Officer, who will report to the Leadership Team. If the church building is hired to outside organisations, they are told in writing that in the event of an accident, details must be entered on an Accident Report Form.

Accident Report Forms and Hazard Report Forms are available from the church office. Copies of the Accident Report Form can also be found in first aid boxes.

Under the Reporting of Injuries, Diseases 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.

Where necessary, these reports will be submitted by the Health & Safety Representative, Church Secretary or Church Administrator.

## 2. First Aid

*Responsible person: Church Administrators*

Adequate, suitably stocked first aid boxes will be available.

The locations of first aid boxes is as follows:

- 1) The foyer
- 2) Main kitchen
- 3) Large basement room
- 4) Upstairs landing

The Church Administrators will ensure that first aid boxes are available and regularly checked and that first aiders are appointed and trained.

## 3. Fire Safety

*Overall Responsible person: Health and Safety Representative (noting that some actions are delegated to site manager)*

Our policy is to protect the welfare of its employees, visitors and contractors against the incidence of fire by complying with Fire Safety Legislation and fulfill our obligations under the Regulatory Reform (Fire Safety) Order 2005. Fire safety

will be reviewed on an annual basis by the responsible person to ensure that the policy and procedures are up-to-date and effective.

- **Emergency Plan - Responsible person: Health and Safety Representative**

An Emergency Plan is provided for this building. The purpose of the Emergency Plan is to ensure that Fire Marshals are aware their responsibilities in the event of a fire occurring and to ensure the safe evacuation of all persons from the premises. In the event of a fire the Emergency Plan is to be put into operation.

The specific actions to be taken in the event of a Fire Incident are detailed in the Emergency Plan, however details will also be displayed on Fire Action Notices sited adjacent to every manual fire alarm call point and emergency exit. The Notices provide brief information to the occupants of the building on actions to take in the event of a fire and the location of the Assembly Point.

The General Emergency Evacuation Plan (GEEP) can be found in appendix 3. The Emergency Plans for high and low occupancy events can be found in appendix 4 and Fire Procedure found in appendix 2.

- **Fire detection and Warning System - Responsible person: Site Manager**

The building has an electrically operated fire alarm and detection system. The system is subject to weekly testing by the Site Manager and to a bi-annual Maintenance Contract.

The building is provided with an electrically operated Automatic fire alarm and detection system/manually operated alarm/battery operated smoke detection. The system is subject to periodic testing and maintenance in accordance with BS 5389. The results of the tests must be recorded.

Emergency lighting is provided in the premises and tested monthly and annually by competent persons in accordance with BS 5266. The results of the tests will be recorded.

Testing requirements are set out in appendix 5.

- **Providing a safe means of escape - Responsible person: Site Manager**

A safe and secure means of escape from the premises will be maintained and available for use at all times. Fire Safety signs are provided to indicate the Emergency Routes and Exits.

The signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS EN ISO 7010:2012+A7:2017. All Fire Exit doors display the appropriate Fire Exit sign above them. Signs that show indications of wear are to be reported to the Site Manager.

All staff, voluntary workers and third-party users are to ensure they are familiar with escape routes and that Fire Exit doors and the routes to them are kept free from obstruction at all times.

- **Firefighting equipment - Responsible person: Site Manager**

The main purpose of Fire Extinguishers is to assist in the means of escape of a person/s from the building. Firefighting equipment is kept in the locations detailed in appendix 1.

All equipment is provided with appropriate signs displaying the type of extinguisher and the category of fire they can be used on.

The fire extinguishers are checked annually by a specialist fire protection company, and every month by the Site Manager to ensure that they are still in place and have not been discharged. (see appendix 5)

Staff, voluntary workers and third-party hirers/users are to make themselves aware of the location of the extinguishers and the information on the signs above them.

Fire Extinguishers are only to be used by persons who have specific training in their use. The main purpose of this equipment is to assist in the means of escape of a person/s from the building. If a fire is discovered the main focus should be on the operation of the Fire Alarm, calling the Emergency Services and initiating the Fire Evacuation Procedure.

- **Fire Evacuation Procedures - *Responsible person: Health and Safety Representative***

A safe and secure means of escape from all premises will be maintained at all times. During normal working hours, staff are to ensure that Fire Exit doors are unlocked and available for use at all times the premises are occupied. These doors and the routes to them should be free from obstruction at all times. In addition, the doors must be able to be easily opened without the use of a key, regularly inspected and maintained in a good state of repair. Any defects are to be reported to the Site Manager for action to be taken.

The specific actions to be taken in the event of a fire incident are detailed in the brief within Fire Action Notices sited close to every manual fire alarm call point and emergency exits. The Notices provide brief information to the occupants of the building on actions to take in the event of a fire and the location of the Assembly Point. On hearing the fire alarm, all persons on the premises are to be evacuated to the designated Fire Assembly Point, which is in the far corner of the rear car park.

A 'refuge' where persons with a disability can safely wait (a temporary waiting space) is situated in the area adjacent to the lift on the first floor. An evacuation chair is sited in this area. Special provisions are provided on how to evacuate persons who have reduced mobility from the building in the event of a fire incident. (See appendix 4 - Emergency Plan)

For large events evacuation arrangements will be announced at the start. For Sunday morning services, evacuation arrangements will be announced at a service once per quarter.

- **Fire safety training of Staff - *Responsible person: Church administrators/Site manager***

The risk of fire is to be reduced by the education of employee's in Fire Prevention, basic fire safety awareness and the Fire Risk Assessment process.

Fire Safety Training will be arranged and conducted to comply with the current Fire Regulations. All new members of staff will receive training on commencement of employment; all members of staff will receive training on an annual basis.

- **Fire Drills - *Responsible person: Health and Safety Representative***

To ensure that staff, voluntary workers and third-party hirers/users are capable of dealing with a full evacuation of the premises. It is a requirement to conduct a fire drill at least once a year and it would be recommended to consider at least two drills, to ensure all occupants are present for at least one. A system is in place to formally record findings, which will help to identify areas where improvements are required, in order to make the evacuation procedure more effective. This will be required for examination during an inspection by the Fire Authority.

- **Fire Risk Assessment - *Responsible person: Health and Safety Representative***

A Fire Risk Assessment will be conducted at these premises on behalf of the Responsible Person, by experienced and qualified Fire Safety Consultants

The Fire Risk Assessment will be reviewed on an annual basis or following significant changes to the size, layout and use of the building.

Any temporary structure erected on site must be subject to a Fire Risk Assessment prior to its use. The assessment is to ensure there are no fire hazards and the means of escape are satisfactory for the numbers of persons who are likely to use it.

Through the Fire Risk Assessment process, all fire hazards in the workplace will be identified and the risk of fire evaluated. Taking account of the control measures in place, where applicable, the Health and Safety Representative will maintain all reasonably practical measures to eliminate or control those fire hazards

## 4. Electrical safety

*Responsible person: Site Manager*

A list of all our portable electrical appliances is maintained by the Site Manager

Every month plugs, cables and sockets will be inspected by the Site Manager to ensure that there are no loose connections, worn flexes or trailing leads and any required repairs necessary will be undertaken (see appendix 5).

Every year all our portable electrical equipment will be tested (PAT Testing) by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.

Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.

It is our policy not to sell any second-hand electrical goods.

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

- visually check all electrical equipment before use;
- report all faults immediately to the Site Manager;
- do not attempt to use or repair faulty equipment;
- no electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record. Electrical items brought in for occasional use, which do not remain in church property, may only be used at the discretion of the appointed leader of the organisation concerned;
- electrical equipment should be switched off and disconnected when not in use for long periods;
- flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

## 5. Gas equipment safety

*Responsible person: Site Manager*

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register.

Any necessary work required for safety is implemented immediately.

## 6. Hazardous substances

*Responsible person: Site Manager*

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

The Site Manager will maintain a list of all hazardous substances used in the church (see appendix 10).

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 are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

## 7. Safety of plant and machinery

*Responsible person: Site Manager*

Generally speaking, plant and machinery is an asset that is used by a business for the purpose of carrying on the business. Examples of items of plant and machinery that we have at LBC include automatic doors, burglar alarms, electrical systems, fans and heaters, hand dryers, kitchen equipment, light fittings and lamps, passenger lift, wash basins.

See <https://www.curtisplumstone.com/definition-plant-machinery-capital-allowance> for a more complete list

The procedures for checking and rules for use are as follows:

- i) Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- ii) Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- iii) Machinery must be switched off before any adjustments are made.
- iv) After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- v) Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- vi) The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
- vii) Persons under the age of 18 may use hand tools only and are not permitted to operate any power-driven item of plant or machinery.
- viii) Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties.
- ix) Any defect and damage found to any item of plant or machinery must be reported to the Site Manager.
- x) All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
- xi) Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.
- xii) The lift and the automatic door are regularly inspected and serviced by a competent person in accordance with an inspection programme (see appendix 5). Other items are covered under gas and electrical appliances safety.

## 8. Slips, trips and falls – condition of floors, steps and paths

*Responsible person: Site Manager*

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the Site Manager (see appendix 5) of:

- all floors and stairs in the church and buildings;
- all external paths and steps.

Any defects or potential problems will be reported to the Site Manager who will arrange for repairs or remedial measures to be carried out.

In addition, the Site Manager will coordinate arrangements for the clearing of paths in the event of accumulation of moss, algae and leaves and after snow falls or during icy conditions.

## **Access for mobility impairments**

Site Manager will ensure that:

- There are ramps at the main entrance/exit to the building
- There is a toilet with disabled access

## **9. Churchyard**

*Responsible person: Site Manager*

Boundary walls and gates will be checked regularly to ensure they are kept in good repair. Trees will be inspected by a competent person and any necessary work carried out to make them safe. Headstones and tombs will be checked regularly to ensure they are properly maintained.

## **10. Lighting**

*Responsible person: Site Manager*

In order to ensure that the church is adequately lit, an inspection will be made every month by the Site Manager (see appendix 5). The Site Manager will ensure that the bulbs are replaced when necessary following all appropriate safety procedures.

## **11. Working at high levels**

*Responsible person: Site Manager*

Work at height will only be undertaken by appropriately qualified and equipped specialist contractors, who will be responsible for specifying the safe method of working.

Only the following work is authorised without special arrangements:

- replacing light bulbs in the church;
- access to high level cupboards.
- cleaning, decorating or putting up display

## **12. Kitchen Area / Preparation of food**

*Responsible person: Kitchen Coordinator*

- 1) We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
- 2) We ensure that all food handlers have received appropriate supervision, instruction and training.
- 3) We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
- 4) Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
- 5) Food stuffs prepared on the premises may only be prepared in the kitchen areas.
- 6) We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.
- 7) Access to the kitchen area is controlled to restrict potential for accidental contact with hot surfaces, boiling

liquids and sharp implements.

Our document “Essentials of Food Hygiene’ can be found in appendix 8.

### **13. Manual handling – lifting, carrying and moving loads**

*Responsible person: Site Manager*

- Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
- Where it is not possible to avoid the need to move loads the necessary training will be given. We will carry out risk assessments and make use of mechanical aids, including trolleys, lifts and hoists as far as possible.
- The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
- Only those persons who have received the appropriate training are authorized to undertake manual handling tasks.

### **14. Display screen equipment**

*Responsible person: Administrators*

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. It is the responsibility of all employees/users of computer workscreens to ensure their own safety and if they feel that adaptations need to be made they must draw this to the health and safety officer and/or the administrators.

The following factors should be considered:

- stability and legibility of the screen
- contrast and brightness of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the work station environment
- the user-friendliness of the software

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the Administrators/Health & Safety Representative.

### **15. Hazardous buildings/glazing**

*Responsible person: Site Manager*

Our policy is to ensure that our buildings are safe and without risk to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the Site Manager

- Any defects noted are immediately reported and the procedures put in hand for repairs by the Site Manager.
- Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

## 16. Personal Safety

*Responsible person: Health and Safety Representative*

The greatest risk arises when people are on their own. The risk is increased when people are carrying cash or there is cash or other valuables on the premises.

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.

A lone worker policy, including appropriate control measures to minimise these risks can be found in appendix 8. People should not undertake repairs in a building if they are alone, or if nobody else knows that they are in the building. This is especially important if the task involves ladders or working at height.

For the cash handling policy, please refer to LBCs Finance Policy.

## 17. Contractors

*Responsible person: Site Manager*

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

- have their own health and safety policy (where required by law) and be able to provide a copy of it on request;
- for all hazardous activities, the contractor/s will need to carry out risk assessments and introduce procedures that must be followed and be able to provide us with a copy of them on request;
- produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained;
- comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation;
- where plant and machinery are brought onto the 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;
- contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors;
- 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. This 'permit to work' will also specify any safety precautions they must undertake.

These terms and conditions will be checked by the person hiring the contractor on behalf of the Church.

## 18. CDM Regulations

*Responsible person: Site Manager*

Where maintenance, refurbishment and restoration work are 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.

## 19. Use of Baptistry

*Responsible person: Site Manager*

- Electrical equipment of any kind should be positioned at least two metres from the baptistry and people in the water should never use microphones with electric leads.
- More than one person must be involved in the immersion of the candidate.
- If children are on the premises the baptistry must not be left unattended during filling, once full and during emptying.
- Immediately after use the baptistry must be emptied.

## 20. Smoke Free Policy

*Responsible person: Site Manager*

### 1 Introduction

1.1 Under the Health Act 2006, all internal areas within workplaces are required to be smoke-free. It further puts a responsibility on employers to protect the health of its employees from hazards including tobacco smoke exposure in the workplace.

1.2 While Lymm Baptist Church (LBC) recognise the benefits of e-cigarettes in helping people stopping smoking, there is emerging evidence of the negative effects of vaping including passive inhalation of e-cigarette vapour. LBC are therefore extending their Smoke-free policy to include vaping.

1.3 LBC wish to provide a healthy, smoke-free environment for all employees, volunteers and visitors and are extending the smoke/vape-free area to all entrances/ exits and any vehicle being used for church business.

### 2 Smoke-free Policy

2.1 This smoke-free policy prohibits smoking, including but not limited to the smoking of e-cigarettes (known also as “vaping”) on Lymm Baptist Church (LBC) premises. This includes all church buildings, the Manse and all entrances and exits

2.2 Our policy also extends to any vehicle when being used for church business.

2.3 The policy complies with Smoke-free legislation (Health Act, 2006).

2.4 The policy applies to all staff, volunteers, church members, church attendees, visitors and contractors.

### 3 Responsibilities

3.1 The LBC Leadership shall ensure:

- awareness and visibility of this policy
- appropriate signage when entering the premises
- inclusion in the terms and conditions of any premises hire or leasing agreements

3.2 LBC Administration Staff, Stewards and Welcome team shall ensure:

- they are aware of the policy
- shall politely inform anyone of this policy should any person be found smoking or vaping in contravention of this policy.

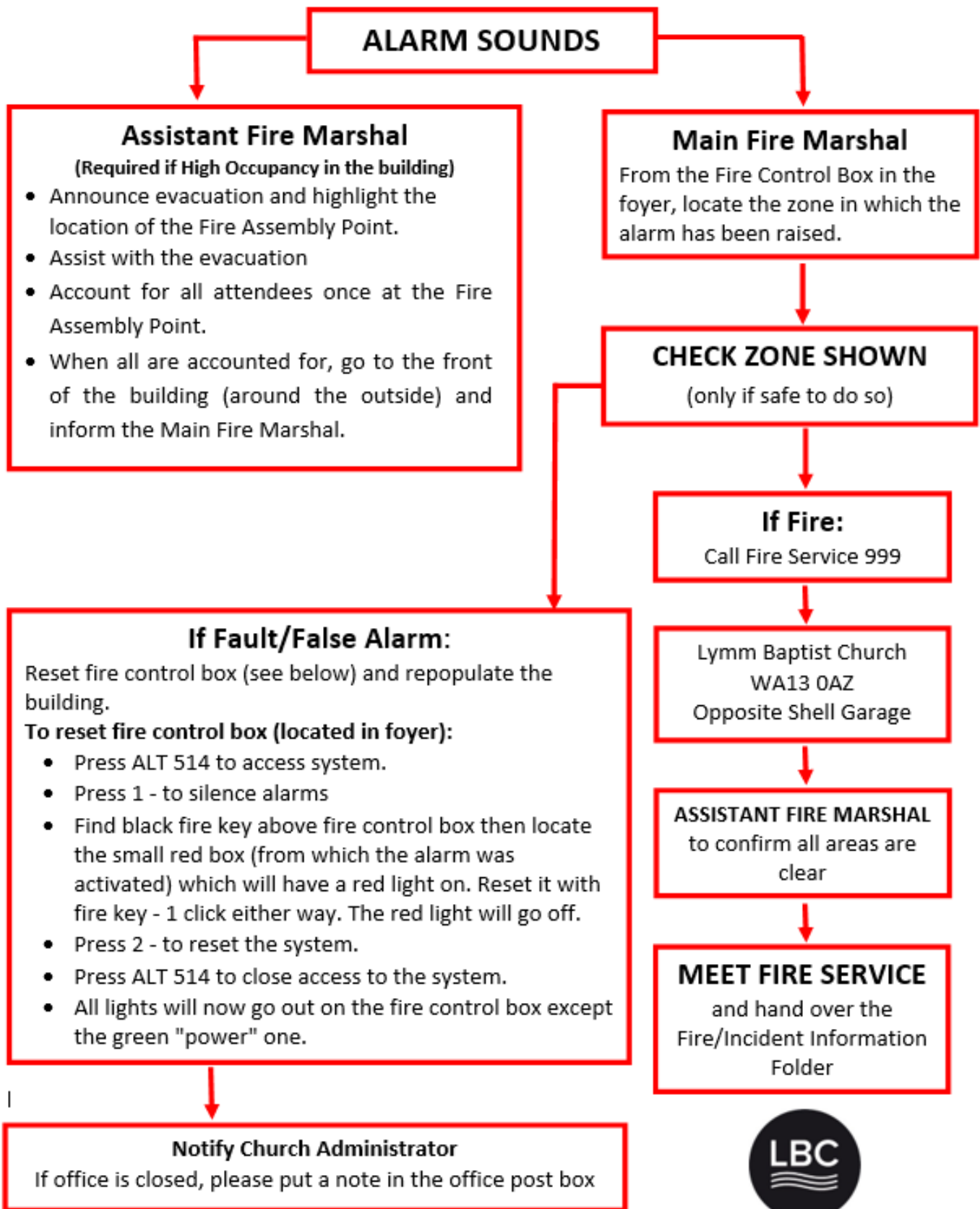
# D. Appendices

## Appendix 1 – Fire Fighting Equipment

Portable firefighting equipment is provided and strategically sited throughout the buildings. The type, numbers and locations have been selected for the appropriate type of risk. All extinguishers are hung on wall brackets or placed on suitable stands. In addition, all equipment is provided with appropriate signs displaying the type of extinguisher and the category of fire they can be used on. Employees are to make themselves aware of the location of the extinguishers and the information on the signs above them.

Location	Size	Type
<b>Foyer</b>	2kg 6 litres	CO <sub>2</sub> AFFF Foam
<b>Kitchen</b>	2kg Std. Fire Blanket	CO <sub>2</sub>
<b>The Lounge</b>	6 litres	AFFF Foam
<b>Basement</b>	2kg 6 litres	CO <sub>2</sub> AFFF Foam
<b>Upper Ridgway</b>	6 litres	AFFF Foam
<b>Corridor outside Room 1</b>	2kg 6 litres	CO <sub>2</sub> AFFF Foam
<b>Bottom of Main Stairs</b>	6 litres	AFFF Foam
<b>Millington Hall</b>	2kg 2kg 6 litres	CO <sub>2</sub> CO <sub>2</sub> AFFF Foam
by sound desk		
by music group		
by fire exit		
<b>Boiler Room</b>	2kg	CO <sub>2</sub>
<b>Old Youth Kitchen</b>	2 litres	Foam Spray

# FIRE PROCEDURE



## Appendix 3 – GEEP

<b>General Emergency Evacuation Plan</b> <b>For: Lymm Baptist Church</b>
Plan Date: 22 October 2024
Review date: Annually as part of H&S policy review

<b>The Fire Alarm:</b>
The sound of the fire alarm will be: A continuous siren
In the event of a fire the alarm will be sounded by: <ul style="list-style-type: none"><li>• Operation of a Fire Alarm Call Point</li><li>• Automatic operation by a detector</li></ul>

<b>Action by staff on hearing the alarm:</b>
Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner
<b>Ground floor:</b> Any visitors identified as requiring assistance to evacuate must be helped towards the exit. Persons in wheelchairs or who require an aid to walk should wait at the exit for everyone else to leave, and then be assisted to the assemble point in the car park. If required there is an evacuation chair located on the first floor by the lift.
<b>First floor:</b> The designated 'Refuge Point' is located in the corridor at the lift on the first floor and is a safe waiting area.. Someone must remain with the person to be assisted. If it is necessary to evacuate persons to the ground floor, there is an evacuation chair provided at this location. The lift MUST NOT be used to evacuate.
If persons remain in the building at the Refuge Point the attending Fire Crews are to be informed on arrival.

## Appendix 4 – Fire Safety Emergency Plan: for Large Church Events (eg morning services)

### Responsibilities of MAIN FIRE MARSHAL

- Before the service a check must be made that all fire doors can be opened

#### On hearing the alarm, the Main Fire Marshal is to:

- Check the Fire Control Box in the foyer, and **in the event of a fire**, call the fire service (999).
- Supervise anyone leaving the building by the front door, assisting where necessary.
- Check kitchen, foyer, lift and office are clear of people, then close main double doors into Millington and other foyer doors (if safe to do so).
- Wait for Assistant Fire Marshal (**who is wearing a high vis vest**), to confirm that the building is clear.
- Pick up the Fire/Incident Information Folder (located by the Fire Control Box).
- Remain near the front of the building (if safe to do so) to meet the fire service, give them the Fire/Incident Information Folder and direct them towards the zone indicated on the Fire Control Box.
- If there is **not** a fire, follow the RESET procedure displayed on the wall by the Fire Control Box and inform the Assistant Fire Marshals (who will return to the Fire Assembly Point to announce that it is safe for everyone to re-enter to the building).

### Responsibilities of ASSISTANT FIRE MARSHAL

#### On hearing the fire alarm, the Assistant Fire Marshal is to:

- Announce the evacuation and highlight the location of the Fire Assembly Point.
- Assist with the evacuation of Millington Hall, then leave via the fire door at the rear of Millington (by the AV station) closing it as you go.
- **Put on the high vis vest** that is hanging by the fire exit next to the Prayer Room (this is so you are obvious/noticeable to all at the Fire Assembly Point).
- Check that the Prayer Room and the downstairs toilets are clear of people, leave the building by the fire exit and go to the Fire Assembly Point.
- If the children/youth had gone out to their groups, the leaders of these groups will report to you that all of their group are accounted for. Ensure that all identified with physical or sensory needs are also accounted for. Then return to the front of the church (around the outside) and inform the Main Fire Marshal that the building is clear.
- If there is **not a fire**, return to the Fire Assembly Point and announce that it is safe for everyone to re-enter the building.

### FIRE MARSHAL responsible for anyone with PHYSICAL/SENSORY NEEDS

1. As congregation/visitors arrive, ensure that anyone with physical or sensory needs has an adult with them who is aware of the location of the fire exits, and will take responsibility for helping them to evacuate the building safely in an emergency. If they use the lift during their visit ensure they are aware that the lift is out of bounds in the event of an evacuation.
2. If they arrive alone, ensure that someone is assigned to them to assist with their evacuation in an emergency. Note: in the interest of a speedy evacuation, those requiring assistance should be the last to be evacuated
3. In the event of an evacuation, go to the Fire Assembly Point and report to the Assistant Fire Marshal, **who is wearing a high vis vest**, when all who were identified with physical or sensory needs are out of the building.

## Fire Safety Emergency Plan - For User Groups

In order to ensure that we clear the building quickly and everyone is kept safe, each group using the building needs to appoint a **Temporary Responsible Person** (also known as the **Main Fire Marshal**) with regard to the safety of those persons assisting or attending the event and in accordance with the Regulatory Reform (Fire Safety) Order 2005.

### Responsibilities of the Main Fire Marshal before the event/meeting:

- Check that the escape routes are free of obstruction and that the fire doors can be easily opened.
- Ensure that attendees know where the fire exits are and the location of the Fire Assembly Point.
- Ensure that anyone with physical or sensory needs has an adult with them responsible for helping them to evacuate the building safely in an emergency and that they are aware of the nearest fire exit.
- Appoint an **Assistant Fire Marshal**

### Responsibilities of the Main Fire Marshal on hearing the Fire Alarm:

- Follow the procedure on Fire Control Box, located in the foyer by the main entrance.
  - **If there is a fire call the Fire Service on 999.**
  - Supervise anyone leaving the building by the front door, assisting where necessary.
  - Pick up the Fire/Incident Information Folder (located by the Fire Control Box).
  - Remain near the front of the building (if safe to do so) to meet the fire service, give them the Fire/Incident Information Folder and direct them towards the zone indicated on the Fire Control Box.
  - **If there is not a fire**, follow the RESET procedure displayed on the wall by the Fire Control Box, then inform your group/event that it is safe for everyone to return to the building.

### Responsibilities of the Assistant Fire Marshal on hearing the Fire Alarm:

- Announce the evacuation and highlight the Fire Assembly Point.
- Assist with the evacuation and close the fire doors when the room clear of people,
- Account for all attendees when at the Fire Assembly Point. (If the group/event has a register, this person, on hearing the fire alarm, would be responsible for collecting the register and conducting a roll call once everyone is at the Fire Assembly Point.)
- Return around the outside of the building to inform the Main Fire Marshal that all of the group is accounted for.

### FIRE MARSHAL responsible for anyone with PHYSICAL/SENSORY NEEDS

- As attendees arrive, ensure that anyone with physical or sensory needs has an adult with them responsible for helping them to evacuate the building safely in an emergency and that they are aware of the nearest fire exit and location of the fire assembly point.
- Report to the Assistant Fire Marshal that everyone identified with physical or sensory needs is accounted for.

### NOTES: - THE FIRE ASSEMBLY POINT IS LOCATED AT THE REAR FAR CORNER OF THE CAR PARK

In the interest of a speedy evacuation, those requiring assistance should be the last to be evacuated.

## Appendix 5 - Regular Inspections/Testing

The numbers in brackets relate to the appropriate part of section C (implementation) of the policy)



Inspection	Frequency	Responsible	Notes
Fire Extinguishers (3)	Monthly	Site Manager	Inspect
Fire Extinguishers (3)	Annually	Specialist Company	Arranged by Site Manager/Administrators
Fire Alarm System (3)	Weekly	Site Manager	
Fire Alarm System (3)	Bi-Annually	Specialist Company	Arranged by Site Manager/Administrators
Electrical plugs, cables, sockets (4)	Quarterly	Site Manager	Inspect
Fixed Electrical Installation (4)	5-yearly	Specialist - electrician	Arranged by Site Manager/Administrators
Portable Electrical Equipment (4)	Annual	Specialist	Arranged by Site Manager/Administrators
Gas Appliances (5)	Annual	Gas Safe Engineer <b>Heating Global</b>	Arranged by Site Manager/Administrators
Emergency Lighting (3)	Monthly	Site Manager	Inspect
Emergency Lighting (3)	Annual	Specialist - electrician	Arranged by Site Manager/Administrators
Lift	Bi- Annually	Specialist Co <b>Stannah</b>	Arranged by Site Manager/Administrator
Floors/Stairs/Paths/Steps (8)	Quarterly	Site Manager	Inspect
Lights (10)	Monthly	Site Manager	Inspect
Building fabric including glazing (15)	Quarterly	Health & Safety Rep	Inspect
Automatic Door	Bi-Annually	Specialist Co. <b>Dormakaba.</b>	Arranged by Site Manager
Boiler Service (with Gas certificate)	Annual	Specialist Co <b>Heating Global</b>	Arranged by Site Manager
Gas Safety Check of manse	Annual	Specialist Co <b>British Gas</b>	Arranged by Site Manager
First Aid Boxes (1)	Annual	Administrator	

**Example of a form used for Regular Inspections/Testing**

LBC Health & Safety Tests		October 2024				November 2024				December 2024				
Fire Alarm Test (weekly)	Date (w/c)	05	12	19	26	4	11	18	25	2	9	16	23	30
	Fire alarm call point number													
	Initials													
CO Alarms test														
Emergency Lights Test = (monthly)		(date of inspection and initials)				(date of inspection and initials)				(date of inspection and initials)				
Visual Inspection of Fire Extinguishers & Fire Blankets(monthly)		(date of inspection and initials)				(date of inspection and initials)				(date of inspection and initials)				
Inspection of all lights in building & grounds (monthly)		(date of inspection and initials)				(date of inspection and initials)				(date of inspection and initials)				
Inspection of electrical plugs (monthly)		(date of inspection and initials)				(date of inspection and initials)				(date of inspection and initials)				
Inspection of floors, steps, paths, stairs (quarterly)		(date of inspection and initials)				Notes/comments								
Visual inspection of EMERGENCY exits & their opening devices. (quarterly)		(date of inspection and initials)				Notes/comments								
Visual inspection of escape routes - Are they unobstructed? (quarterly)		(date of inspection and initials)				Notes/comments								
Visual inspection of Fire resisting doors and their closing devices (quarterly)		(date of inspection and initials)				Notes/comments								
Fire Procedure Announcement (quarterly)		(date of announcement during Sunday morning service)												
Fire Drill (every 6 months)		_____(date and initials)												

Boundary walls and gates will be checked regularly to ensure they are kept in good repair. Trees will be inspected by a competent person and any necessary work carried out to make them safe. Headstones and tombs will be checked regularly to ensure they are properly maintained

## Appendix 6 – Incident Report Form

	<h1>Incident Report Form</h1>	
<b>1. About the person who has had the incident</b>		
If the person is under 18 please provide the address and phone number of parent/carer		
Name:		
Address:		
Phone number:		
<b>2. About the incident – continue on the back of this form if necessary</b>		
Say when it happened	Date:        /        /	Time:
Say where it happened. State the room or place:		
Say how the incident happened. Give the cause if you can. If there was a witness please record their name and phone number:		
If the person who had the incident suffered an injury, say what it was and details of any action taken:		
Name of first aider (if applicable):		
Was injured person advised to seek medical attention if there is no improvement or if any deterioration?	<input checked="" type="checkbox"/>	
If there is any chance the injured person could contract tetanus, advise them to check their vaccine status. If they don't know it, tell them to contact their GP.	<input checked="" type="checkbox"/>	
Signature (person who had the incident):		
<b>3. About you, the person filling in this record</b>		
Name:		
Address:		
Phone number:		
<b>4. Please sign the record and date it</b>		
Signature (person filling in the record):		Date:        /        /

We are collecting this information to ensure that injured persons are treated correctly, dangerous situations are made safe, the health of individuals is not put at risk, corrective and preventative action is taken, and that statutory requirements are fulfilled. The information you supply will be held in paper form in a folder which will be kept securely in the church office and will **NOT** be disclosed to anyone else without your consent and will be retained in compliance with the retention of safeguarding records.

In holding and using personal data, we are bound by General Data Protection Regulations. We have adopted the requirements of this legislation in the Lymm Baptist Church Data Protection Policy which available on our website ([www.lymmbaptistchurch.com](http://www.lymmbaptistchurch.com)) and from our church office. Under Data Protection legislation, the church Charity Trustees of Lymm Baptist Church are collectively the Data Controller, and can be contacted emailing [trustees@lymmbaptistchurch.com](mailto:trustees@lymmbaptistchurch.com) or by ringing 01925 752805.

August 2025

## Appendix 7 – Hazard Report Form



### Lymm Baptist Church Hazard Report Form

**Note: To report an accident, please use an Accident Report Form. Use this form to report a near miss, hazard or unsafe condition.**

Location of hazard / incident:

Description of hazard / incident:

**Person completing this form:**

Name:

Address:

Telephone:

Date:

Signature:

- Please inform the Health and Safety Representative of any incident/hazard at the earliest opportunity.  
email: [healthandsafety@lyymbaptistchurch.com](mailto:healthandsafety@lyymbaptistchurch.com)
- Return this completed form to the church office

We are collecting this information to ensure that injured persons are treated correctly, dangerous situations are made safe, the health of individuals is not put at risk, corrective and preventative action is taken, and that statutory requirements are fulfilled. The information you supply will be held in paper form in a folder which will be kept securely in the church office and will **NOT** be disclosed to anyone else without your consent and will be retained in compliance with the retention of safeguarding records.

In holding and using personal data, we are bound by General Data Protection Regulations. We have adopted the requirements of this legislation in the Lymm Baptist Church Data Protection Policy which available on our website ([www.lyymbaptistchurch.com](http://www.lyymbaptistchurch.com)) and from our church office. Under Data Protection legislation, the church Charity Trustees of Lymm Baptist Church are collectively the Data Controller, and can be contacted emailing [trustees@lyymbaptistchurch.com](mailto:trustees@lyymbaptistchurch.com) or by ringing 01925 752805.

**Action Needed:**

**Date Action Complete:**

## Appendix 8 – Essentials of Food Hygiene

Lymm  
Baptist  
Church

We are required to give the following to anyone who cooks or serves food at church so it covers basic food hygiene advice for both cooks and servers. Some of it may not apply to you but please read it all carefully and take on board all that fits your role.

### ESSENTIALS OF FOOD HYGIENE

- All kitchen surfaces must be sanitized before any food prep. takes place.
- If you have had ANY recent stomach problem you may not work in the kitchen or serve food until you have been clear of all symptoms for 48 hours.
- All bags & coats in the kitchen must be hung on the hooks by the tall fridge.
- Always wash your hands before preparing food, after going to the toilet, after using a paper tissue, using a handkerchief or using any cleaning materials.
- Wear a clean apron & tie back long hair before preparing or serving food. Wear plastic gloves if serving or plating food. **APRONS MUST BE TAKEN HOME AND WASHED AFTER USE BEFORE BEING PUT BACK IN THE BOX.**
- Do not wear jewellery or anything which could fall into food.
- Cover cuts or sores with a clean, coloured, waterproof blue/patterned dressing. These are kept in the first aid box on the kitchen wall.
- NEVER cough or sneeze over food.
- Keep the preparation of raw and cooked foods strictly separate by using different knives and correct coloured chopping boards....see list in the kitchen.
- Dishes containing meat or fish must not be out of the fridge for more than 2 hrs before being eaten.
- Keep perishable food either refrigerated or piping hot. Hot food must be heated to 75°C for a minimum of 2 minutes and kept at a temperature of at least 63°C. A thermometer is in the kitchen equipment box under small hatch.
- Clean as you go and keep all kitchen equipment and surfaces clean. Please label any food left in fridge or freezer. Please try to take away any spare food. All equipment boxes should have lids.
- Before leaving, the kitchen floor should be mopped if food has been prepared, cooked or served. **Clean cloths should be used for each event. Tea towels should be taken home by their users and washed, then returned, please.**
- PLEASE LEAVE THE KITCHEN AS YOU WOULD LIKE TO FIND IT

**The white catering file ‘Safe food, better business’ must be used to record ALL catering of any sort when the state of fresh food has been changed. (This is statutory.)**

Please refer any queries or kitchen problems to me or write them in the kitchen book.

Many thanks. Sheila Randall. Kitchen Co-ordinator



### LBC – Lone Worker policy

Lymm Baptist Church is committed to ensuring, so far as is reasonably practicable, that employees and volunteers alone are protected from risks to their health and safety when working alone. Through the process of risk assessment, activities that have a significant level of risk attached to them have been identified and controls employed to reduce the exposure to those risks or eliminate the risk all together. This policy outlines the procedures that employees and volunteers are to follow when lone working.

A lone worker is anyone working without the direct and immediate support of supervisors or colleagues. If an employee or volunteer cannot be seen or heard by a colleague, they are lone working.

- Lone/ out of hours working should be minimised. Try not to be in situations where you are alone at the church.
- Anyone alone in the building must turn the 5-position switch for the automatic door to OFF.
- It is strongly advised to only open the door to known personnel or those with legitimate grounds for visiting the church (although this remains at your discretion).
- Ensure that your mobile phone is easily accessible and in good working order.
- If worried about a situation take whatever action you need to escape to safety.
- Do not attempt to become involved in counselling unless trained to do so.
- Don't leave visitors alone in the church/ office.
- Read the situation / visitor – have a prepared excuse to ask visitors to leave the building (i.e. "I've got another meeting now so need to leave; can we re-schedule for another time?")
- Display church opening times near the main door.
- Do not let uninvited visitors know that you are alone in the church.
- Keep a log of visitors who are unexpected with brief details of name and reason for the visit.
- Ensure all areas of the building, both inside and outside, are well lit.
- Establish safety guidelines for dealing with people in difficulty or distress. Make information sheets available that can be given to callers detailing local shelters, social services, emergency social workers and other voluntary organisations and identifying fixed times and places where others with specialist skills would be available to help people in need.
- Report on all identified hazards, concerns or incidents including near misses to enable follow up action to be taken.

## Appendix 10 – Hazardous Substances Health and Safety Policy

The responsible person will maintain a list of all hazardous substances used in the church/stables. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are 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 are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

Substance: **Washing up liquid**

Hazard level: Low

Storage: Kitchen sinks/shelf, out of reach of children and locked storage cupboard S4

Protection & Accidents: Prolonged use may irritate skin, wear gloves. In case of contact with eyes rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Cif surface cleaner**

Hazard level: Low

Storage: Kitchen sinks/shelf, out of reach of children and locked storage cupboard S4

Protection & Accidents: Prolonged use may irritate skin, wear gloves. In case of contact with eyes rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Anti-bacterial multi-purpose cleaner**

Hazard level: Low

Storage: Kitchen sinks/shelf, out of reach of children and locked storage cupboard S4

Protection & Accidents: In case of contact with eyes rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Cream cleaner**

Hazard level: Low

Storage: Kitchen sinks/shelf, out of reach of children and locked storage cupboard S4

Protection & Accidents: Irritant, wear gloves. In case of contact with eyes rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Detergent/disinfectant/chrome cleaner**

Hazard level: Low

Storage: Locked storage cupboard S4

Protection & Accidents: Access to the store room is restricted Prolonged use may irritate skin, wear gloves. In case of contact with eyes rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Household bleach**

Hazard level: Moderate

Storage: Locked storage cupboard S4

Protection & Accidents: Access to the store room is restricted Prolonged use may irritate skin, wear gloves. Access to the store is restricted. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Milton Disinfecting Fluid**

Hazard level: Low

Storage: Locked storage cupboard S4

Protection & Accidents: Access to the store room is restricted. Prolonged use may irritate skin, wear gloves. Access to the store is restricted. In case of contact with eyes or skin rinse immediately with

plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Vax carpet cleaning solution**

Hazard level: Low

Storage: Locked storage cupboard S4

Protection & Accidents: Access to the store room is restricted Prolonged use may irritate skin, wear gloves. Access to the store is restricted. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Sanitising hand wash**

Hazard level: Low

Storage: Locked storage cupboard S4

Protection & Accidents: Access to the store is restricted. If swallowed seek medical advice immediately.

Substance: **White spirit**

Hazard level: Moderate

Storage: Locked storage cupboard S4 and locked external basement store room

Protection & Accidents: Access to the store rooms is restricted. Prolonged use may irritate skin, wear gloves. Access to the store is restricted. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately. Flammable.

Substance: **Tannin remover**

Hazard level: Moderate

Storage: Locked storage cupboard S4

Protection & Accidents: Access to the store room is restricted. Prolonged use may irritate skin, wear gloves. Access to the store is restricted. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Sticky Stuff Remover**

Hazard level: Low

Storage: Locked storage cupboard S4

Protection & Accidents: Access to the store is restricted. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Jeyes Fluid outdoor disinfectant**

Hazard level: Moderate

Storage: Locked storage cupboard S4

Protection & Accidents: Access to the store room is restricted Prolonged use may irritate skin, wear gloves. Access to the store is restricted. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **WD40**

Hazard level: Low

Storage: Locked storage cupboard S4.

Protection & Accidents: Access to the store room is restricted. Prolonged use may irritate skin, wear gloves. Access to the store is restricted. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately. Flammable.

Substance: **Window/Glass cleaner**

Hazard level: Low

Storage: Locked storage cupboard S4

Protection & Accidents: Access to the store room is restricted. Access to the store is restricted. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Multi-purpose polish**

Hazard level: Low

Storage: Locked storage cupboard S4

Protection & Accidents: Access to the store room is restricted. Access to the store is restricted. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately. Flammable.

Substance: **Laundry gel**

Hazard level: Low

Storage: Locked storage cupboard S4

Protection & Accidents: Access to the store is restricted. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Toilet/drain unblocker**

Hazard level: High

Storage: Off-site

Protection & Accidents: Located off-site away from building users/children as Phosphoric Acid. Irritant, wear gloves. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **Dishwashing machine liquid**

Hazard level: Moderate

Storage: Kitchen, attached to machine.

Protection & Accidents: Corrosive, wear protective equipment, avoid inhalation and any skin contact. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice. If swallowed seek medical advice immediately.

Substance: **A5 dishwashing machine rinse**

Hazard level: Low

Storage: Kitchen, attached to machine

Protection & Accidents: Avoid inhalation. In case of contact with eyes or skin rinse immediately with plenty of water. If irritation occurs seek medical advice. If swallowed seek medical advice immediately.

Substance: **Sanitising Hand Rub**

Hazard level: Low

Storage: Office and Foyer

Protection & Accidents: Flammable

Substance: **Paint**

Hazard level: Moderate

Storage: Locked external basement store room

Protection & Accidents: Avoid inhalation and skin contact. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice if irritation occurs. If swallowed seek medical advice immediately.

Substance: **Sugar Soap Liquid**

Hazard level: Low

Storage: Locked external basement store room

Protection & Accidents: Avoid inhalation and skin contact. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice if irritation occurs. If swallowed seek medical advice immediately.

Substance: **Drain Cleaner**

Hazard level: Moderate

Storage: Locked external basement store room

Protection & Accidents: Avoid inhalation and skin contact. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice if irritation occurs. If swallowed seek medical advice immediately.

Substance: **Heavy Duty Adhesive**

Hazard level: Moderate/High

Storage: Locked storage cupboard S4,

Protection & Accidents: Access to the store room is restricted. Extremely flammable. Keep away from heat and sparks. Wear protective gloves, clothing and eye protection. Avoid inhalation and skin contact. In case of contact with eyes or skin rinse immediately with plenty of water and seek medical advice if irritation occurs. If swallowed seek medical advice immediately.

All items should be suitably stored, away from the reach of children.

Do not mix chemicals.

Do not store chemicals in unmarked containers.

## Appendix 11 – Lift Policy

### Lymm Baptist Church Lift Policy

We have put in place arrangements and procedures for the assessment and control of risks with regard to use and maintenance of the passenger lift.

Responsibility for implementing this policy lies with the Site Manager, who will delegate functions.

#### **We undertake to ensure that:**

- all passenger lifts and escalators will be subjected to thorough examination by a competent person in accordance with legal and best practice requirements and that any defects identified will be rectified immediately or the passenger lift will be taken out of service until they are rectified
- only competent persons will be allowed to carry out any modification, repair or maintenance on the passenger lift

#### **Procedures are in place to:**

- arrange for thorough examinations for all lifts and escalators at a frequency not exceeding every six months and maintain accurate records of all completed inspections and service
- obtain, and retain for inspection a report/certificate that gives information on the safety of the lift or escalator
- instruct staff and user group leaders in the safe use of lift, including associated emergency procedures, and to report any issues to the church office.
- train authorised personnel in the procedures to be taken in the event of a lift or escalator breakdown and how persons are to be released.
- prevent unauthorised persons from entering the lift plant room.

Care must be exercised when the passenger lift is being used by vulnerable persons such as children. No unaccompanied children are to use the lift.

The passenger lift should not be used for emergency evacuation. This is reflected in government guidance that notes that a lift not specifically designed as a fire fighting or evacuation lift is not normally considered acceptable as a means of escape.<sup>1</sup>

25 July 2022

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<sup>1</sup> BD 2466 Guidance on the Emergency Use of Lifts or Escalators for Evacuation and Fire and Rescue Services Operations (2006) from the Government