

Health, Safety and Environmental (HS&E) Policy

(Reviewed May 2019; to be reviewed no later than May 2022)

General Background

Horley Christadelphian Church ("The Church") is a registered charity (No. 1034410) whose objective is the advancement of the Christian religion. We do this by:

- Holding weekly Sunday services for our members and their families, which are also open to the public and members of other Christadelphian churches
- Running a Sunday School which is open to the public as well as our members' children and the children of members of other Christadelphian churches
- Holding gatherings for our members and their families on week night evenings or Saturdays, which may also be attended by members of the public.
- Occasionally arranging outdoor gatherings and recreational activities for our members, and group visits to places of interest.

The Church numbers about 30 active members¹ and our Sunday congregation typically averages 20. Sunday attendance can also typically include 3 or 4 visitors, but attendance by members of the wider public is infrequent and involves very small numbers. Our Sunday School has one child as an active members and, on occasion, there may be a few visiting children.

The Church has no employees and owns no real estate. Our activities are all organised and conducted by our members on a voluntary basis. Our services are mainly held in Hookwood Memorial Hall, Withey Meadows, Horley RH6 0AZ, which we occupy by licence agreement with the Hookwood Memorial Hall Trust. We also make occasional use of accommodation in schools, by arrangement with local education authorities. Outdoor activities are infrequent, but might involve, for example, a group visit to a public open space, coupled with gentle recreation (but not "risk" sports) and a barbeque. Small gatherings, which may include members of the public, also take place in the private houses of our members.

The Church operates no vehicles. Members are generally responsible for getting themselves and their families to and from our Sunday services and other gatherings. Where lifts are given and received, these are arranged between members and/or their friends on an informal and personal basis. Safety and insurance are matters for those providing the lift.

¹ As at May 2019

The church owns various items of electronic and electrical equipment, such as a public address system, a tea urn and a microwave oven. Our Sunday Services involve sharing bread and wine, and we routinely have “bring and share” lunches and sometimes communal picnics.

This HS&E policy is reviewed whenever there is a significant change in our places of meeting and/or scale of activities.

Overall HS&E objective

Our objective is that all our activities are conducted

- so as to cause no risk of damaging the health, or impairing the safety, of those involved, whether our members and their families, members of the public, or any service providers we may engage in connection with those activities, and
- in a way that minimises impact on the environment and cause minimal disturbance to members of the public not involved in our activities.

Persons responsible for Health and Safety

Overall responsibility for Health, safety and Environmental Compliance rests with the individual appointed as the church secretary.

In the case of activities taking place in hired accommodation, responsibility for H&S compliance rests with the church member(s) (“hall-keepers”) appointed (usually by duty rota) to unlock the hall and set out the furniture and equipment required for the service and related activities. The same individuals act as the “fire warden(s)” in the event that emergency evacuation is required.

In the case of one-off activities and outdoor outings, the principal organiser of the event is responsible for risk assessment and risk management during the event.

Particular areas of risk

The main risks arising from the activities of our church include:

- Injury to pedestrians while vehicles are being manoeuvred in the curtilage of premises we hire (such as the car park at Hookwood Memorial Hall, through which members of the public often pass on foot)
- Injury to those preparing food and/or hot beverages (e.g. in the kitchen at Hookwood Memorial Hall)
- Injury from lifting heavy furniture and/or equipment when setting up for meetings and services, and/or packing away afterwards

- Injury from fire, leaking gas or faulty electrical equipment or wiring, and from other aspects of disrepair etc. in premises we are hiring,
- Injury from electrical shock due to faults in our own electrical equipment.
- Injury from tripping over loose cables being used for our electrical equipment.

H&S risk reduction and risk management

In order to minimise health and safety risks we:

- Ensure that all premises we hire are operated and managed by responsible authorities and/or trustees, are regularly checked for H&S purposes (e.g. testing of electrical infrastructure), have appropriate fire and smoke alarms systems in place and are equipped with clearly marked emergency exits.
- Ensure that our hall-keepers and/or door stewards are familiar with those emergency exits and aware that it is their responsibility to keep them clear at all times, and act as “fire wardens” to ensure the swift and complete evacuation of the accommodation when required.
- Ensure that any new members, and all members in the case of unfamiliar premises, are made aware of the location(s) of emergency exits
- Ensure that children below the age of 10 are supervised by a responsible adult whenever outside buildings we are using.
- Ensure as far as possible that those driving vehicles within the curtilage of buildings we are using are licensed drivers competent to take responsibility for the safety of others.
- Ensure that at least two hall-keepers are appointed for each occasion so that the lifting of heavy items can be shared.
- Ensure that all of our electrical equipment is PAT tested at least annually and that, when in use, all cables are routed so as to minimise the risk of tripping, and never routed across emergency escape routes.
- Ensure that on-site food preparation is by carried out competent and experienced adults, that best practice as to food hygiene is observed, that any appropriate protective clothing and/or equipment is used, and that children below the age of 10 are not present in the kitchen while the preparation of hot food and/or beverages is taking place.

- Ensure that H&S issues are taken into account whenever changes or additions to our activities are under consideration.
- Ensure a “first aid box” is readily available when meetings, service and other collective activities are taking place.
- Ensure that accidents are reported to the church elders so that risks management procedures can be revised.

Environmental impact management

Our approach is:

- While weekly meeting are essential to our activities as a church, we aim as far as possible to arrange their locations and timings so as to minimise car travel by our members (e.g. having our two Sunday services running back to back rather than separated morning/evening).
- While music and singing are integral to our worship, we aim to minimise disturbance to local residents (e.g. ensuring doors and windows are closed should worship be taking place after 8pm).

Responsibility of church members

All members are expected to:

- co-operate in the implementation of this health and safety policy.
- take care to minimise the risk of harm to themselves and others during church activities.
- comply with any reasonable H&S related requests and procedures.
- report any fault or defect in premises or equipment to the secretary or another church elder as soon as possible.
- report all accidents, injuries, near misses or other potential safety hazards to the secretary or another church elder as soon as possible.

R V Coverley, Horley Christadelphian Church

14 May 2019

Note: a separate written policy is maintained on child and vulnerable adult protection.