

Health and Safety Policy

Health and Safety Policy Statement

**Excel Church
Wolverhampton Street
Bilston
WV14 0LT**

We are committed to the Health, Safety and Welfare of our members of staff, our volunteers and members of the public that use our premises. Our aim is to ensure that our premises are a safe work, worship, and community environment for all, by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

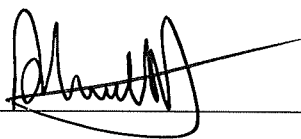
We have completed Risk Assessments and will regularly review them annually or sooner if significant changes occur. We will consult with you about Health and Safety and provide you with the information, instruction, supervision, and training that we consider is necessary.

We will make sure that you are kept safe by conducting inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a healthy and safe work and worship environment by reporting hazards, accidents, and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises.

This policy will be reviewed every 3 years or following any significant incident or building change.

Signed



Date

3/2/26

Organisation and Responsibilities

1. Responsibility of the Trustees

Overall responsibility for health and safety is that of the Board of Trustees.

The Trustees will demonstrate commitment by reviewing incident reports, ensuring resources for safety improvements, and monitoring compliance.

2. Responsibility of the Health and Safety Coordinator – Senior Pastor

The Health and Safety Coordinator shall:

- be familiar with Health and Safety Regulations as far as they concern church premises.
- be familiar with the health and safety policy and arrangements and ensure they are observed.
- assist employees, contractors, self-employed and volunteers to comply with their health and safety responsibilities and duties.
- maintain a central register of checks, inspections, and servicing schedules.
- ensure staff and volunteers receive appropriate induction and refresher training.

3. Responsibility of Employees and Voluntary Workers

All employees and voluntary helpers 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.

Employees and voluntary workers must therefore:

- comply with safety rules, operating instructions and working procedures.
- use protective clothing and equipment when it is required.
- report any fault or defect in equipment immediately to the appropriate person.
- report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- not misuse anything provided in the interests of health and safety.
- participate in relevant safety briefings and training.

Arrangements

This section sets out our arrangements to minimise risks to employees, voluntary workers, members of the congregation, members of the public, visitors, and contractors.

1. ACCIDENTS AND FIRST AID

Several volunteers have received training in First Aid and refresher training will be provided every three years or as required.

First Aid boxes are located in the Excel kitchen and Bilston People's Centre (BPC) kitchen.

A defibrillator is located in the Excel welcome area behind the signing-in desk.

An accident book is located in the BPC kitchen in the cupboard under the round sink. All accidents and incidents must be entered in the accident book. Serious incidents will also be reported under RIDDOR where required.

2. FIRE SAFETY

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005.

A Fire Safety Responsible Person is appointed. – Senior Pastor

We undertake the following:

- Assessment of fire risks
- Checks that fire can be detected and people warned.
- Safe evacuation
- Provision of appropriate fire-fighting equipment
- Regular checks and an annual service of fire safety equipment

If a fire is discovered:

- Immediately raise the alarm
- Telephone the emergency services.
- Check the building for occupants.

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- Attack the fire only if safe to do so.
- Assist evacuation if the fire cannot be tackled.
- Ensure clear access for emergency vehicles.
- Fire drills will be conducted annually.

For further details please refer to the fire risk assessment and evacuation plan.

3. ELECTRICAL SAFETY

- a) Plugs, cables and sockets inspected regularly, PAT testing annually.
- b) Fixed electrical installation tested every five years by a competent contractor.
- c) Misuse of electricity precautions, including:
- Visually checking equipment before use
 - Reporting faults
 - No self-repair of equipment
 - Switching off equipment when not in use
 - Preventing tripping hazards

Electrical equipment not compliant with test dates will be removed from use.

4. GAS EQUIPMENT SAFETY

Gas boilers and equipment maintained annually by Gas Safe contractors.

Carbon monoxide detectors checked regularly.

5. HAZARDOUS SUBSTANCES

Where possible, hazardous substances are eliminated.

Where used, they are stored out of reach of children and used with appropriate PPE.

- Do not mix chemicals.
- Do not store chemicals in unmarked containers.
- COSHH assessment will be maintained and reviewed annually.

6. SAFETY OF PLANT AND MACHINERY

- Only trained and authorised persons to operate machinery.
- Machinery switched off before adjustments
- Guards replaced before use
- PPE worn.
- Under-18s not permitted to operate machinery.
- Ladders secured safely
- Ladder inspections prior to each use.

7. SLIPS, TRIPS AND FALLS

Any trip hazards will be reported via the health and safety form and action taken to remedy the hazard.

8. LIGHTING

Regular inspections of all lighting. Emergency lighting tests completed monthly and annually in line with guidance.

9. WORKING AT HIGH LEVELS

Only competent volunteers or contractors may work at height.

10. PREPARATION OF FOOD

- Food hygiene regulations followed.
- Training for handlers
- Risk assessments completed
- Surfaces disinfected before use
- At least one person present must hold Level 2 Food Hygiene where food is prepared and served to the public.

11. MANUAL HANDLING

- Manual handling avoided where possible.
- Lifting aids used.
- Training provided.

A dynamic risk assessment must be conducted before lifting non-routine loads.

12. BUILDING / GLAZING HAZARDS

- Regular inspections of the building.
- Temporary measures taken where issues are identified.
- Safety glass or protective film installed where glazing does not meet safety standards.

13. CONTRACTORS

Contractors must:

- Have their own H&S policy.
- Provide evidence of insurance.
- Comply with this policy.
- Show evidence of equipment inspection.

- Use subcontractors only with permission.
 - Contractors must receive a site induction sheet and be made aware of emergency procedures.