



Westward Ho!

Baptist Church

Health and Safety Policy

Follow Jesus | Share the Journey | Make a Difference

WESTWARD HO! BAPTIST CHURCH HEALTH AND SAFETY POLICY AND PROCEDURES

Our Health and Safety Policy	3
Section ONE – General Statement of policy	4
Section TWO – Organisation and Responsibilities	5
2.1 Responsibility of the Secretary/Trustee	5
2.2 Responsibility of the Trustees	5
2.3 Responsibility of the Health and Safety Officer	5
2.4 Responsibility of employees and voluntary workers	5
2.5 Responsible persons	6
2.5.1 Activity and Name	6
2.5.2 Area and Name	7
Section THREE– Arrangements (implementation of the policy)	8
3.1 Accidents and First Aid	8
3.1.1 Requirements for Reporting	8
3.2 Fire Safety	9
3.2.1 Fire Extinguishers	9
3.2.2 Fire Alarm System	10
3.2.3 Evacuation Procedure	10
3.2.4 Evacuation Drills	11
3.2.5 On Discovering a Fire	11
3.3 Electrical Safety	11
3.4 Gas equipment safety	12
3.5 Hazardous substances	12
3.6 Safety of plant and machinery	13
3.7 Slips, trips and falls	13
3.8 Lighting	14
3.9 Working at high levels	14
3.10 Preparation of food	14
3.11 Manual handling – lifting, carrying and moving loads	15
3.12 Display screen equipment	15
3.13 Hazardous buildings/glazing	15
3.14 Safeguarding	16
3.15 Personal Safety	16
3.16 Risk assessments/Hazardous Activities	16
3.17 Contractors	17
3.18 Information and enforcement	17
3.19 Health and Safety Law Poster	17
Policy Review Information	18

Appendix 1 – List of First Aiders

Appendix 2 – Specimen Accident Report Form

Appendix 3 – WHBC Food Safety Policy

Appendix 4 – Display Screen Equipment (DSE) workstation checklist

Appendix 5 – Lone Working Policy

Appendix 6 – Risk Assessment Proforma

HEALTH AND SAFETY POLICY

Westward Ho! Baptist Church
Nelson Drive, Westward Ho!
North Devon EX39 1LQ

Dated: November 2018
Review Date: November 2019

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

The policy is in three sections:

SECTION ONE – General statement of policy

SECTION TWO – Organisations and responsibilities

SECTION THREE – Arrangements

TO ALL EMPLOYEES, VOLUNTARY HELPERS AND CONTRACTORS:

The success of this policy will depend on your cooperation. It is therefore important that you read this document carefully and understand your role and the overall arrangement for health and safety.

SECTION ONE: 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 members of the congregation, contractors, visitors and others who may visit the church and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

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 regularly 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 Trustees and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed



Mark Kimber

Chris Lowe

Secretary and Health and Safety Trustee

Date



Review Date



SECTION TWO - ORGANISATION AND RESPONSIBILITIES

2.1 Responsibility of the Secretary/Trustee

Overall responsibility for health and safety is that of the Secretary, Mark Kimber and Trustee for Health and Safety, Chris Lowe.

They will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2.2 Responsibility of the Trustees

The Trustees have 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.

2.3 Responsibility of the Health and Safety Officer

Our Health and Safety Officer, Chris Charles, carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy.

The responsibility of the Health and Safety Officer shall be to:

- 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;
- ensure, so far as is reasonably practicable, that safe systems of work are in place;
- ensure the church and hall are tidy;
- ensure that safety equipment and clothing is provided and used by all personnel where this is required;
- ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
- ensure that adequate access and egress is maintained;
- ensure adequate firefighting equipment is available and maintained;
- ensure that food hygiene regulations and procedures are observed;

2.4 Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to cooperate 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

2.5 Responsible persons

The following are responsible for highlighting and reporting on safety in particular areas. The responsible person will report directly to Mark Kimber or Chris Lowe as appropriate.

2.5.1 Activity and Name

Accident book/Accident reporting
Chris Charles

Working at High Levels
Andy Weir

Fire Extinguishers
Chris Lowe

Food Preparation
Gwendy Mountjoy (Hall Kitchen)
Chris Short (Church Kitchen)

Emergency Evacuation
Chris Lowe

Manual Handling
Chris Charles

Portable Electrical Appliances
Andy Weir

Display Screen Equipment
Andy Weir

Fixed Electrical System
Andy Weir

Building defects/glazing
Andy Weir

Gas Equipment
Andy Weir

Child and Vulnerable Adult Protection
Carol Ley/Sandra Lowe

Hazardous Substances
Mark Howitt

Personal Safety
Chris Charles

Plant and Machinery
Andy Weir

Fetes and Outings
Mark Kimber

Condition of Floors and Stairs
Mark Howitt

Contractors
Chris Lowe

Light bulb Changing
Andy Weir

Choirs/Music
Andy Weir

Health and Safety Training Chris Charles

2.5.2 Area and Name

Baptistry
Andy Weir

Main body of Church
Chris Charles

Vestries
Chris Charles

Boiler Room
Andy Weir

Manse
Andy Weir

Kitchens
Gwendy Mountjoy/Chris Short

Church Hall
Chris Charles

Offices
Tim Sutton

Meeting Rooms
Chris Charles

School Rooms
Chris Charles

SECTION 3 – ARRANGEMENTS

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

3.1 Accidents and First Aid

First Aid Boxes are located in:

GALLERY LOBBY, KITCHEN (CHURCH), KITCHEN (HALL)

Trained/qualified First Aiders are:

DISPLAYED IN THE GALLERY LOBBY AND AT APPENDIX 1

The Accident Books are located in:

THE FIRST AID BOXES

All accidents and incidents are entered in the Accident Book or on an Accident Report Form and our insurers advised. A specimen Accident Report Form is available upon request and is at Appendix 2. If the Church or Church hall is let to outside organisations they are told in writing that, in the event of an accident, details must be entered in the Accident Book. A separate book is kept for this purpose.

Accident Books and records are regularly reviewed and reported to the Health and Safety Trustee by Health and Safety Officer, Chris Charles

To comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences as defined by the regulations.

3.1.1 Requirements for Reporting

- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508;
- Accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within 15 days on form F2508 which can be found www.hse.gov.uk/riddor
- To make an online report go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- To make a report by telephone: All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
- To make a report out of hours: HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

To report less serious incidents out of normal working hours, you should complete an online form at www.hse.gov.uk/riddor/report.htm/online. You can find more information about contacting HSE out of hours at www.hse.gov.uk/contact/outofhours.htm

3.2 Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this we undertake the following:

- As assessment of the fire risks in the church and associated buildings and the risk to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments;
- A check that a fire can be detected in a reasonable time and that people can be warned;
- A check that people who may be in the building can get out safely including children, the elderly, the infirm and vulnerable adults and, if necessary, the provision of emergency lighting and fire exit signage;
- To provide reasonable firefighting equipment;
- A check that those in the building know what to do if there is a fire;
- A regular check that our firefighting equipment is in place and is serviceable and that there is an annual maintenance contract with a reputable company in place.

3.2.1 Fire Extinguishers

Fire extinguishers are kept in the following locations:

CHURCH	
PLANT ROOM	1 X 6kg Powder Extinguisher
	1 x 6ltr Foam Extinguisher
LANDING LOBBY	1 X 2kg CO2 Extinguisher
	1 x 3ltr Foam Extinguisher

PUBLIC CAR PARK – MAIN DOOR LOBBY	1 X 9ltr Water Extinguisher
SANCTUARY	2 X 6ltr Water Extinguisher
	2 x 2kg CO2 (stage/PA) Extinguisher
KITCHEN	1 x 2kg CO2 Extinguisher
VESTRY MAIN	1 X Fire Blanket
DOOR LOBBY	1 X 6ltr Water Extinguisher
HALL	
MAIN ENTRANCE LOBBY	1 x 9ltr Water Extinguisher
HALL	1 X 2KG CO2 Extinguisher (adjacent kitchen)
KITCHEN	1 X Fire Blanket
FIRE EXIT TO CAR PARK	1 X 9ltr Water Extinguisher

The extinguishers noted are checked every **QUARTER** by Chris Lowe to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked **ANNUALLY** by **WEST OF ENGLAND FIRE PROTECTION LTD.**

3.2.2 Fire Alarm System

The fire alarm system is serviced **ANNUALLY** by **BLANCHARD LTD**

During a church service/event:

- All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol;
- A check must be made that all doors can be opened and are not obstructed in any way;
- Trustees or the leader of the event in progress are responsible for evacuating the premises in accordance with the Fire Evacuation Procedure;
- Responsibility for using each fire extinguisher will be allotted to the Trustees or leader of the event in progress;
- Emergency lighting is available;
- In the event of an emergency (fire/bomb threat etc), an announcement to leave the building will be made by the Trustees or leader of the event in progress;
- Persons will assemble either adjacent to the old Chapel or in the public car park opposite the Co-op.

3.2.3 Evacuation Procedure

For large services and concerts where the congregation/audience exceeds 20 persons our procedures for stewarding/evacuation are as follows:

The emergency services will be contacted by the duty Trustee or leader of the event in progress and all persons present moved to either adjacent to the old chapel or in the public car park opposite the Co-op.

3.2.4 Evacuation Drills

Fire evacuation procedures will be notified/explained every 6 months.

3.2.5 On Discovering a Fire (no matter how small)

- Immediately raise the alarm. Smash glass panels are located at various points in both the church and hall buildings;
- Telephone the emergency services. Inform them of the location of the building: Westward Ho! Baptist Church, Nelson Road, Westward Ho! EX39 1LQ. Advise the emergency services that the best access point is the public car park.
- Check the building for occupants, including Gallery, upstairs rooms, toilets, hall and side rooms and toilets;
- Attack the fire if possible and within your capability using the appliances provided but without taking personal risk;
- If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building ensuring that all doors are closed behind you;
- The general rule is people before property;
- Evacuate to the designated assembly point (in the car park opposite the Co-op or adjacent to the old chapel);
- Ensure clear access for emergency vehicles;
- Cars are not to be removed from the car park.

3.3 Electrical Safety

- A register of all our portable electrical appliances is maintained by the Health and Safety Officer. This is updated annually;
- Every **QUARTER** plugs, cables and sockets will be tested by the Health and Safety Officer to ensure that there are no loose connections, worn flexes or trailing leads;
- Any repairs needed will be reported to the responsible person for action;
- Every **YEAR** all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, know how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of;
- Every **QUARTER** a visual inspection will be carried out of the fixed electrical installation by the Health and Safety Officer;
- Any defects will be reported to the responsible person for action;
- 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. Next inspection dates are 2022 for the Church building and 2023 for the Church hall.
- 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 responsible person;
- ◆ 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. Those renting the building will be informed of this by the responsible person;
- ◆ 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.

3.4 Gas Equipment Safety

Gas boilers and any other gas equipment is to be maintained and checked **ANNUALLY** by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is to be implemented immediately.

In the event of a gas leak the main gas shut off valve to the church is located in a cabinet adjacent to the car park entrance doors to the church. The shut off valve to the church hall is located in an external meter box on the entrance lobby wall.

These arrangements are checked by the responsible person.

3.5 Hazardous Substances

The Health and Safety Officer will maintain a list of all hazardous substances used in the church/hall. Where possible we have eliminated the use of hazardous substances. Where this is not possible we do not store chemicals in unmarked containers and 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 be taken in the event of an accident for example:

Name of substance: Liquid floor cleaner 'Flash'
 Hazard level: Low
 Protective clothing: Wear overalls and gloves
 Accidents: If splashed in eyes wash immediately with copious amounts of water

We hold details of all substances, noting in each case the name of the substance, hazard type, method of storage, protective clothing required and procedure in the events of an accident.

3.6 Safety of Plant and Machinery

The responsible person will maintain a list of all plant and machinery. The procedures for checking and rules for use are as follows:

- ◆ Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use;
- ◆ Employees and voluntary workers must not ride on any parts of machinery not intended for that use;
- ◆ Machinery must be switched off before any adjustments are made;
- ◆ After carrying out maintenance and adjustments all guards must be replaced before the machinery is used;
- ◆ 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;
- ◆ The appropriate personal protective equipment must be worn when operating any item of plant or machinery;
- ◆ 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;
- ◆ Ladders may only be used when other equipment such as tower scaffold 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;
- ◆ Any defect and damage found to any item of plant or machinery must be reported to the responsible person;
- ◆ All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements. This schedule is kept in the Church plant room;
- ◆ 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;
- ◆ The following items of plant and equipment are tested by a competent person in accordance with an inspection programme:

PLEASE REFER TO THE PREMISES MANAGEMENT SYSTEM FILE LOCATED IN THE CHURCH PLANT ROOM

3.7 Slips, Trips and Falls – Condition of Floors, Steps and Paths

In order to reduce, as far as is reasonably practicable, the risk of slips, trips and falls, an inspection will be made every **WEEK** by the responsible person of:

- ◆ All floors and stairs in the church and hall;
- ◆ All paths and steps adjacent to the church/hall. Particular note will be made of moss, algae and leaves on the paths.
- ◆ Any defects will be reported by the responsible person to Mark Kimber/Chris Lowe who will arrange for repairs or remedial measures to be carried out.

3.8 Lighting

In order to ensure that the church is adequately lit an inspection will be made every **MONTH** by the responsible person to ensure that all lights in the church/hall are working. Any bulbs that require replacing will be reported to Mark Kimber/Chris Lowe who will ensure that the bulbs are replaced following appropriate safety procedures.

3.9 Working at High Levels

The following areas are designated as high levels:

INTERIOR – LIGHTING GANTRY AND LIGHTS
EXTERIOR – ROOF

Only the following persons may work at high level:

COMPETENT VOLUNTEERS
NAMED INDIVIDUALS
APPROVED CONTRACTORS

The following procedures must be followed:

Use of church scaffold tower internally by a competent named person. At least 2 persons must be present when working on the tower scaffold.

Access to the roof to be reviewed when necessary.

Only the following work is authorised without special agreement

Replacing light bulbs/tubes in the church
Clearing leaves and debris from the gutters

3.10 Preparation of Food

We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs. Please refer to Appendix 3.

- ◆ We ensure that all food handlers have received adequate supervision, instruction and training;
- ◆ 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;
- ◆ Before any preparation commences all surfaces coming into contact with food must be washed down and disinfected;
- ◆ We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

3.11 Manual Handling – lifting, carrying and moving loads

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, we will carry out risk assessments and make use of lifting 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 authorised to undertake manual handling tasks.

3.12 Display Screen Equipment

Our policy is to assess the risks of all habitual users of computer workstations and to reduce those risks to the lowest level possible.

The following factors will be considered when carrying out risk assessments:

- ◆ 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 workstation 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 responsible person. See Appendix 4 for the HSE Display Screen (DSE) workstation checklist.

3.13 Hazardous Buildings/Glazing

Our policy is to ensure that our buildings are safe and without risks 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 Health and Safety Officer.

Any defects noted are immediately reported to Mark Kimber/Chris Lowe and procedures put in place for repairs.

Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

3.14 Safeguarding

Our procedures include a policy on Child Protection and Protection of Vulnerable Adults as set out in the current Baptist Union of Great Britain's documents "Safe to Grow" and "Safe to Belong". The activities undertaken by children's and youth groups require special attention. Details of numbers and ages of the children/young people involved in each group and details of adult supervisors must be maintained. Parental consent forms should be obtained for participating in any children's and youth groups and in particular for trips outside the church. Any particular needs of individual children (including health and dietary) should be noted. Similar considerations apply for vulnerable adults.

A policy statement stating our procedures will be read out at our annual Church meeting and suitably recorded. A permanent record will be maintained of all accidents involving children.

3.15 Personal Safety

Risk assessments need to be undertaken to assess the risk to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables. The church is equipped with an external CCTV installation which is regularly serviced and maintained.

Procedures must be drawn up including the appropriate control measures: see Appendix 5 for the WHBC Lone Working policy. A guidance note concerning personal safety is available from Baptist Insurance.

3.16 Risk Assessments/Hazardous Activities

Risk Assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under the Management of Health and Safety at Work Regulations 1999. A copy of our generic Risk Assessment can be found at Appendix 6.

For all hazardous activities, risk assessments must be carried out and procedures introduced that must be followed. Such activities include:

- ◆ Fetes, including the use of bouncy castles;
- ◆ Sponsored walks, visits and outings (if transportation is provided for non-family members; road tax; evidence of car insurance and MOTs are required);
- ◆ Church maintenance;
- ◆ Erection of temporary staging

IT IS THE RESPONSIBILITY OF THE TRUSTEE/LEADER ORGANISING THE EVENT TO ENSURE APPROPRIATE RISK ASSESSMENTS ARE UNDERTAKEN.

3.17 Contractors

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 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 the same;
- ◆ Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this will be maintained;
- ◆ Comply with all the requirements of this Health and Safety policy and cooperate with the church officials in providing a safe place of work and a safe system of operation;
- ◆ Where plant and machinery is 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.

3.18 Information and Enforcement

Environmental Health Service Information

TORRIDGE DISTRICT COUNCIL, RIVER BANK HOUSE, BIDEFORD, DEVON EX39 2QG
TEL: 01237 428700

3.19 Health and Safety Law Poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the GALLERY LOBBY.

Westward Ho! Baptist Church Health and Safety policy	
Date approved	November 2018 Version 4
Approved by	WHBC Trustees
Date revised	August 2019
Date for review	August 2020