



Health & Safety Plan

These are the guidelines for Health & Safety at the Nelson Baptist Church.

All volunteers and paid staff are required to familiarise themselves with all general areas and specific areas that apply to the work they are carrying out, and sign off the check sheet to report that they have done so.

The Church property is a smoke free area.

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Forms:

Acknowledgement of Understanding – to be completed by all volunteers & staff (Form 201)

Hazard Notification Form – to be completed by anyone identifying a hazard not listed in manual

The Nelson Baptist Church believes that an effective Health & Safety management system is the key to a successful organisation; ethically, morally, spiritually, legally and financially. Through our active commitment to legislation compliance and most importantly, ensuring our workers and Church are safe, we will continuously look for opportunities to improve our performance and system whilst still following our Church values.

We aim to actively promote improvement through ensuring our staff and Management are equally committed, involved and supportive of our Health & Safety practices.

To achieve this we will ensure all workers and visitors are:

- Working together; taking reasonably practicable steps to ensure that any significant risks or hazards to workers are minimized, and workers are protected, where elimination is impracticable.
- Involved in identifying and controlling new and existing hazards and regularly monitoring these hazards within our facilities.
- Informed about accident and emergency procedures.
- Aware of their responsibilities to themselves, their fellow workers and the general public.
- Utilizing the systems in place to record all incidents, near misses or injury.
- Promoting the provision of advice, information, education and training in relation to work health and safety.

Authorised & review by:

Elizabeth Morris
Chairperson – Administration Team

Hazards – General

Fire & Earthquake

Action

Keep passageways clear. Evacuate when safe – See Evacuation Plan

Electrical Installations & Equipment

Do not use damaged equipment and report all faults to leadership. Child proof caps on all hot points.

Trips & Falls

Ensure all access ways are free of obstacles. Tape down all cords. No running inside the buildings.

Carpark areas & Vehicle movements

Adults to supervise children at all times. No playing in the carparks.

Hazards – Building

Heating - Auditorium

Heaters between the pews will burn when on. Parents must ensure their children do not touch.

Electrical under sound / data desk
-Auditorium

Keep children out of this area. Only authorised persons to work under desk.

Electrical & other cords, AV screens at front – Auditorium (or Hall)

All cords need to be tucked into step corners or taped down to avoid tripping.

Swinging Doors from entry foyer -
Auditorium

These are heavy and should be held open with chains provided during arrival and departure periods.

Baptistry

Drowning risk. Ensure children are not alone in auditorium when baptistry is open.

Front Steps

Slippy when wet. Make sure people use handrails provided and help elderly when required.

Hall - Ramp & stage

Supervise small children playing in these areas.

Hazards – Kitchen

Boiling water & Hot Foods

Dishwasher

Cooking

Detergents & Cleaners

Slip & Falls

Food poisoning

Action

Use stable doors to keep children out of the kitchen at all times. Supervise all activities where children are using the kitchen.

Ensure the gas hob is turned off at the wall when not in use.

Child lock is on cupboard with dishwasher detergent. Keep tower bolt closed on cleaning cupboard.

Mop up any spills immediately to dry floor.

Wash & dry hands before preparing food and after using the bathroom or dealing with rubbish. Paper towels are provided for drying hands. Ensure that surfaces and chopping boards are always clean before use.

Hazards – Bathrooms

Hygiene

Chemicals

Wash & Dry hands using soap and paper towels after using the bathroom.

Chemicals are used in the urinal to prevent odour. Always supervise small children.

Hazards – Equipment

Ladders

Mobile Toys

Outdoor Play Equipment

Do not use when children are present. Always have 2nd person with you when using the high ladder.

Mobile toys must not be used in the hall when there are large numbers of people and / or elderly people.

Falls. This area is barked to soften falls. Young children should always be supervised.

Evacuation Plan:

Earthquake – Drop, Turtle and Hold – until movement has stopped and it is safe to evacuate.

Fire – Evacuate immediately away from source of fire.

Church auditorium:

Exit doors are at both ends – to the street, and front right.

Main hall / kitchen evacuate out the large grey / brown doors to the concrete pad.

Back Sunday school room / crèche – down the stairs and out the back door, and head north. Gather in the middle of the grass and when safe, move to assembly area.

Assembly Area: By the doors of Duncan Cotterill Building.

Take any attendance register with you (to check that all have evacuated)

When safe, send someone to check toilet areas to make sure no one is trapped.

Accident Register & First Aid

An accident register and first aid kit are in the kitchen.

Disposable aprons and gloves are in the cleaning cupboard in the kitchen.

Please record all accidents (both big and small) and any “near miss” incidents.

All accidents involving “serious harm” that involve any of the following:

- 48 hours hospitalization
- loss of consciousness
- burns requiring medical treatment
- amputation or death

Must be reported to the Church leadership and to WorkSafeNZ. Serious harm record sheets are in the back of the Accident register.

Hazards - People

Action

Blood & Body Fluids
Vomiting
Infectious waste (eg nappies)

Use disposable gloves and aprons (located in Crèche & kitchen cleaning cupboard) and paper towels while cleaning up. Cover any wounds with sterile dressings. Thoroughly clean hands after attending to incident.

Violence – Physical & Verbal

Try to neutralise situation calmly by allowing person to talk. Never turn your back to person. Ask person to leave, or leave yourself. Do not touch person.

Stress in the Workplace

If you feel stressed then report this to either your manager or to the Eldership. Leadership to take seriously and make ways to relieve stress.

Working Alone

Lock yourself inside the building. Make sure someone else knows that you are working alone, and when to expect you to return home or meet them.

Personal Safety (Accusations)

All staff & volunteers working with children, youth, mental health, visitation should undergo police check. Where possible work in pairs. If not possible work with an open door so that others can monitor.

Occasional Volunteers

Do not allow volunteers to work beyond their training or knowledge. Always supervise.

Hazards – Office

Actions

Computer & Power Cables

Never shift equipment without disconnecting from power supply. Never have cables crossing walking area. Tuck at bottom of walls.

Photocopier

Do not operate with lid up. Always turn off and allow to cool before clearing paper jams. When changing toners avoid inhalation, eye or skin contact.

Work stations

Regular office workers to have their own workstation and chair set up to match their ergonomic needs.

Paper Shredder

Keep fingers and loose clothing well clear. Always switch off at wall to clear blockages.

Discomfort paid (OOS)

Treat seriously. Check ergonomic of work station and work environment.

Hazards – Hazardous substances

Chemicals & Storage

Chemicals should be kept in a secure place. Dishwasher liquid in cupboard with child safe catch. Other chemicals in cleaning cupboard with high tower bolt catch.

Solvents

Paints & solvents should be stored away from areas used by children.

Pesticides

Store in locked area. Use a face mask when spraying.