



New Wells

Health & Safety Policy

January 2026



New Wells

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Registered Charity 1173803
Formerly known as Willesborough Baptist Church



HEALTH AND SAFETY POLICY

This policy applies to the whole of New Wells Church Family, including Brabourne Baptist Church (known as New Wells Brabourne).

In this policy, the 'Church' means New Wells Church Family or Brabourne Baptist Church, as applicable.

The Church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the church premises.

The Church will, therefore, take all necessary steps within its power to meet its responsibilities, so far as is reasonably practicable, by, among other arrangements:

- Maintaining the church premises in a condition that is safe and without risk to health and providing and maintaining means of access to and egress from it that, are safe and without such risks;
- Providing and maintaining furnishings and equipment which are safe and without risks to health;
- Assessing the risk to the health and safety of those who use the church premises;
- Ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of those who use the church premises;
- The provision and maintenance of a proper environment for the church's employees, leaders, helpers and volunteers that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare;
- Consulting, where necessary, with all employees, leaders, helpers and volunteers on the implementation of any changes to this policy;
- Ensuring that adequate funds and resources are made available for carrying out this Policy.

The Church has given overall responsibility for the implementation of this Policy to the Minister, The Reverend Mark Hirst, assisted by the Church's Health and Safety Officer, but subject to the Church's Leadership Team (i.e. Pastors, Elders, Deacons and Trustees) being responsible for the

implementation of the Church's Policy and for the issue of supplementary policy statements where this may be necessary.

(Note: The Church's Trustees will, as part of their regular review of church governance consider the effectiveness of the implementation of this Policy and require any improvements that they deem to be necessary. Such improvements shall be effected immediately).

The Trustees will consider health and safety issues as and when required at their regular meetings and will, in any case, conduct an annual review of this Policy, any Risk Assessments and the Emergency Evacuation Plan and recommend any changes to the Church Members Meeting.

The Minister and the Trustee with responsibility for overseeing the Health and Safety will:

- Carry out appropriate risk assessments (these to be reviewed annually) of the Church's premises and activities and report to the Leadership Team as necessary;
- Co-ordinate the implementation of the Church's Health and Safety Policy (including Fire Safety);
- Carry out investigations of any accidents or near misses (i.e. unplanned events that did not result in injury, illness or damage, but had the potential to do so) and recommend measures for preventing their recurrence;
- Ensure that accident and other appropriate records (including an accident book) are maintained and returned to the appropriate bodies;
- Ensure that all appropriate arrangements are made to provide for first aid;
- Ensure that all food safety legislation is complied with;
- Arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes to such requirements are complied with and communicated to employees, leaders, helpers and volunteers as necessary;
- Ensure that, where necessary, all relevant health and/or safety regulations are prominently displayed and that all emergency notices are properly exhibited and clearly visible at all times;
- Ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary nature.

All employees, leaders, helpers, volunteers and users (New Wells or non-New Wells) of the premises will:

- Take reasonable care of their health and safety, and of the health and safety of other persons who may be affected by a person's act or omissions while working or helping;
- As regards any duty or requirement imposed on the Church or any person by or under any of the relevant statutory provisions, co-operate with the Church so far as is necessary to enable that duty or requirement to be performed or complied with;

- Ensure that they shall not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions;
- Make themselves familiar with and conform to the Health and Safety Policy of the Church at all times;
- Observe all safety rules, procedures and codes of practice at all times and, in particular be fully conversant with the procedures to be followed in the event of a fire or any other emergency;
- Conform to all relevant food safety regulations. Before preparing or cooking food on the premises, a declaration form required by these regulations, which is available from the Church office, shall be completed.
- Co-operate with the Church to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any training if called upon to do so;
- Report to the Minister, the trustee with responsibility for health and safety, or any member of the Church Leadership Team all accidents, hazardous occurrences, near misses or dangers, whether persons are injured or not, as soon as is reasonably practicable.
- Ensure that all working equipment and materials used by them are in a safe and serviceable;
- Have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use the premises.

This Policy Statement was adopted by a resolution of a Church Members Annual General Meeting on 20th November 2025