



BESSELS GREEN BAPTIST CHURCH

HEALTH AND SAFETY POLICY

1. 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.
2. The church will, therefore, take all necessary steps within its power to meet its responsibilities in so far as is reasonably practicable by, among other arrangements:
 - 2.1. so far as is reasonably practicable the maintenance of the church premises in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
 - 2.2. the provision and maintenance of furnishings and equipment which, so far as is reasonably practicable, are safe and without risks to health;
 - 2.3. assessing the risk to the health and safety of those who use the church premises;
 - 2.4. ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - 2.5. the provision of such information, instruction, training and supervision as is necessary to ensure, so far as it is reasonably practicable, the health and safety of those who use the church premises;
 - 2.6. the provision and maintenance of a proper environment for the church's employees, leaders, helpers and volunteers that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare;
 - 2.7. consulting, where necessary, with all employees, leaders, helpers and volunteers on the implementation of any changes to this Policy;
 - 2.8. ensuring the adequate funds and resources are made available for carrying out this Policy.
3. The church has given the overall responsibility for the fulfilment of this Policy to Richard Bevan as the church's Health and Safety Officer but subject thereto the Trustees will be responsible for carrying out the implementation of the church's policy and for the issue of supplementary policy statements where this may be necessary.
4. The Health and Safety Officer will:
 - 4.1 carry out appropriate risk assessments (these to be reviewed annually) of the church's premises and activities and report to the Trustees as necessary.
 - 4.2 co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety);

- 4.3 carry out investigations of any accidents and recommend measures for preventing their recurrences;
 - 4.4 ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;
 - 4.5 ensure that all appropriate arrangements are made to provide for first aid;
 - 4.6 ensure that all Food Safety legislation is complied with; and in this context the church adopts the attached 'Guidance Procedures for the provision of food containing allergens'.
 - 4.7 arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees, leaders helpers and volunteers as necessary;
 - 4.8 ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;
 - 4.9 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 and partial nature.
5. All employees, leaders, helpers and volunteers will:
- 5.1 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;
 - 5.2 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;
 - 5.3 ensure that they shall not intentionally or recklessly neither interfere with nor misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions;
 - 5.4 make themselves familiar with and conform to the Health and Safety Policy of the church at all times;
 - 5.5 observe all safety rules, procedures and codes of practice at all times, and in particular, they must be fully conversant with the procedures to be followed in the event of a fire or any other emergency;
 - 5.6 conform to all the Food Safety regulations that are applicable to themselves;
 - 5.7 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;
 - 5.8 report to the church's Health and Safety Officer all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable;

- 5.9 ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;
- 5.10 have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who are any time and for whatever purpose may or will use the church premises.

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GUIDANCE PROCEDURES FOR THE PROVISION OF FOOD CONTAINING ALLERGENS

1. The EU Food Information for Consumers Regulation came into force on 13 December 2014.
2. The Regulations are intended to inform the consumer on the allergen content of food that is consumed.
3. Accordingly BGBC needs to complete and retain a written record of all food items served that contain any of the 14 identified allergens. This is to be able to advise anyone with an allergy who asks with helpful information.
4. The completion of records should not be too complicated and is simplified by the food allergen labelling that is now provided for most ingredients that are purchased in retail outlets. This can be used to complete the appropriate record which should be retained following the applicable event.
5. The simplest form of providing the required information is in the use of a chart, such as the example below:

Dish	Cereals containing gluten	Crustaceans	Eggs	Fish	Peanuts	Soyabeans	Milk	Nuts	Celery	Mustard	Sesame	Sulphites	Lupin	Molluscs
Chicken korma							✓	✓ Almond						
Seafood risotto		✓		✓			✓		✓					✓
Lincolnshire Sausage and mustard mash	✓ Wheat						✓		✓	✓				
Special fried rice	✓ Wheat		✓			✓					✓			
Lemon cheesecake	✓ Wheat, oats		✓				✓	✓ Almond						

6. The attached proforma should be completed by the individual preparing food and the completed document be provided to the event organiser for retention.
7. The documentation should be retained centrally at the church for a minimum period of one year from the date of supply. This could be in a paper or electronic format.

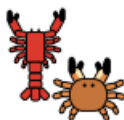
There are 14 major allergens which need to be declared when used as ingredients. The following list tells you what these allergens are and provides some examples of foods where they may be found:

Celery

This includes celery stalks, leaves and seeds and celeriac. It is often found in celery salt, salads, some meat products, soups and stock cubes.

Cereals containing gluten

This includes wheat (such as spelt and Khorasan wheat/ Kamut), rye, barley and oats. It is often found in foods containing flour, such as some baking powders, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and foods dusted with flour. The cereal will need to be declared. However, it is up to you if you want to declare the presence of gluten with this.

Crustaceans

This includes crabs, lobster, prawns and scampi. It is often found in shrimp paste used in Thai curries or salads.

Eggs

This is often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and foods brushed or glazed with egg.

Fish

This is often found in some fish sauces, pizzas, relishes, salad dressings, stock cubes and in Worcestershire sauce.

Lupin

This includes lupin seeds and flour, and can be found in some types of bread, pastries and pasta.

Milk

This is found in butter, cheese, cream, milk powders and yoghurt. It is often used in foods glazed with milk, powdered soups and sauces.

Molluscs

This includes mussels, land snails, squid and whelks. It is often found in oyster sauce or as an ingredient in fish stews.

Mustard

This includes liquid mustard, mustard powder and mustard seeds. It is often found in breads, curries, marinades, meat products, salad dressing, sauces and soups.

Nuts

This includes almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia or Queensland nuts. These can be found in breads, biscuits, crackers, desserts, ice cream, marzipan (almond paste), nut oils and sauces. Ground, crushed or flaked almonds are often used in Asian dishes such as curries or stir fries.

Peanuts

This can be found in biscuits, cakes, curries, desserts and sauces such as for satay. It is also found in groundnut oil and peanut flour.

Sesame seeds

This can be found in bread, breadsticks, houmous, sesame oil and tahini (sesame paste).

Soya

This can be found in beancurd, edamame beans, miso paste, textured soya protein, soya flour or tofu. It is often used in some desserts, ice cream, meat products, sauces and vegetarian products.

Sulphur dioxide

This is often used as a preservative in dried fruit, meat products, soft drinks and vegetables as well as in wine and beer.



Event Description :		Event Date :		Comments :	
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MENU ITEM	ALLERGEN	Cereals containing Gluten	Crustaceans	Eggs	Fish	Lupin	Milk	Molluscs	Mustard	Nuts	Peanuts	Sesame seeds	Soya	Sulphur dioxide and sulphites
Example														
Lemon cheesecake		Wheat, Oats		Yes			Yes			Almond				