

BRITISH UNION CONFERENCE

P O L I C I E S

**Authorised and Issued by the
British Union Conference
Executive Committee**

**Last Updated
September 2019**

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British Union Conference of Seventh-day Adventists
Stanborough Park, WATFORD, WD25 9JZ
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SEVENTH-DAY ADVENTIST CHURCH

**BRITISH UNION CONFERENCE
STANBOROUGH PARK
WATFORD HERTS
WD25 9JZ**

BUC CONSTITUTION

July 2016

BRITISH UNION CONFERENCE CONSTITUTION

(1 July 2016)

Article 1 – Name & Relationship

This organisation shall be known as the British Union Conference of Seventh-day Adventists hereinafter referred to as "this Union Conference". This Union Conference is a member and constituent unit of the Trans-European Division of the General Conference of Seventh-day Adventists hereinafter referred to as "Trans-European Division". The purposes, policies, and procedures of this Union Conference shall be in harmony with the purposes, working policies and procedures of the Trans-European Division and the General Conference of Seventh-day Adventists, hereinafter referenced to as "General Conference".

Article 2 – Territory & Principal Office

The territory of this Union Conference shall comprise England, Wales, Scotland, Northern Ireland, Republic of Ireland, and all adjacent British Islands. The principal office for the transaction of the business of this Union Conference is fixed and located at Stanborough Park, St Albans Road, Watford WD25 9JZ. In an emergency, the Executive Committee may change the location of the principal office on a temporary basis.

Article 3 – Purpose

- (a) The purpose of this Union Conference (hereafter referred to as "the Purpose") is to proclaim the everlasting Gospel of our Lord and Saviour Jesus Christ, to teach the commandments of God as the supreme rule of life and to persuade people to become His disciples and responsible members of the church and to support charitable work which is in harmony with the doctrines and principles of Seventh-day Adventists.
- (b) In furtherance of the Purpose but not further or otherwise this Union Conference shall have the following powers:
 - (i) to employ and remunerate such ministers, officers, teachers and other employees and to engage such volunteers as may be necessary;
 - (ii) to provide or assist in the provision of housing accommodation for such employees and volunteers to enable them to carry out their duties, and in cases of need for retired employees and their families;
 - (iii) to provide or assist (by means of grants, loans or otherwise) in the provision or improvement of churches and other buildings for use for the work of local congregations of Seventh-day Adventists;
 - (iv) to establish, conduct and provide financial assistance for schools for the education of children in which religious instruction according to the doctrines and principles of Seventh-day Adventists is given and to provide financial assistance to students pursuing education according to those doctrines and principles;
 - (v) to publish or assist the publication of religious literature;
 - (vi) to carry out the social mission of the Gospel by the provision of humanitarian aid to those in need in any part of the world;
 - (vii) to establish, operate and provide financial assistance for convalescent, retirement and nursing homes, conducted in accordance with the doctrines and principles of Seventh-day Adventists.
 - (viii) to provide or assist in the provision of services and facilities (including buildings) for health

education and medical treatments in harmony with the doctrines and principles of Seventh-day Adventists.

- (ix) to establish, assist or administer other charities having objects similar to the Purpose;
- (x) to acquire and dispose of property of any description and wherever situated (subject to such consents as may be required by law);
- (xi) to borrow money with or without giving security (subject to such consents as aforesaid);
- (xii) to raise money by any lawful means other than by permanent trading and to accept gifts either for furtherance of the work of this Union Conference or for any specific object within or connected with the Purpose;
- (xiii) to invest funds in any manner permitted by law, other than by means of loans to individuals, firms or private companies, and for that purpose to obtain and consider professional advice from a person or firm of good repute having the requisite knowledge and experience;
- (xiv) to provide security for the liabilities of The Seventh-day Adventist Association Limited incurred at the request of this Union Conference. Any such security shall be signed by at least two members of the Executive Committee as authorised by resolution.
- (xv) otherwise to further the religious mission and other charitable work of Seventh-day Adventists in the territory.

Article 4 – Membership of This Union Conference

- (a) The membership of this Union Conference shall consist of such local conferences and missions as have been or shall be organised in any part of the geographic territory under its jurisdiction and formally approved for membership by vote of the delegates at any regular or special session.
- (b) Local Conferences shall be associations of local churches within defined geographical regions within the territory and shall be responsible for their own decisions save for the requirement to operate in harmony with the Purpose and policy of this Union Conference.
- (c) Missions shall be organisations of local churches within defined geographical regions within the territory and shall be subject to the directions of this Union Conference on all matters including their management arrangements, the application of their funds, and the form and content of their constitutions and of any amendments thereto, and this Union Conference shall account for the application of their funds.
- (d) This Union Conference in session shall be entitled to dissolve any Mission and to take control of the assets thereof.

Article 5 – Sessions

- (a) This Union Conference shall hold a regular session at an interval of five (5) years at such time and place as the Executive Committee shall determine. In the event that the Union Executive Committee fails to call a regular session within the five-year period, the Trans-European Division Executive Committee may give notice for such a meeting and designate the time and place. A notice of such session shall be published in the official paper of this Union Conference at least four (4) weeks before the time appointed.
- (b) At least fifty-one per cent (51%) of the authorised delegates must be present at any regular or special session to constitute a quorum for the transaction of business.
- (c) In the event of special conditions arising which would make it advisable to postpone the calling of a regular session, the Executive Committee may postpone such session for a period not exceeding two (2) years. In such a case this shall require the consent of at least two-thirds of the members of the Executive Committee expressed by personal vote or by signature to a resolution in writing submitted to the members

of the Executive Committee. Separate copies of the resolution may be signed for this purpose.

- (d) The Executive Committee may call a special session of this Union Conference at such a time and place as it deems proper, by a like notice as for regular sessions when:
- (i) it is deemed necessary by the Executive Committee, or
 - (ii) it is voted by the delegates at any regular session, or
 - (iii) it is requested by the Executive Committees of any two of the conferences and/or missions within this Union Conference who by a two thirds majority have voted in favour of the request, or
 - (iv) it is requested by the Trans-European Division or General Conference Executive Committees.

The date for a special session in response to paragraphs (iii) and (iv) above shall not be more than 90 days from the date when the actions described in paragraphs (iii) and (iv) above are communicated to the officers/Executive Committee of this Union Conference.

The transactions of special sessions shall have the same authority as those of the regular sessions.

- (e) A special session may elect any such officers or other persons or committees and transact any such business and do any such other act as under this constitution a regular session or the Executive Committee between sessions may elect, transact or do, provided that the business transacted at a special session shall be only as provided for in the agenda issued with the publication of the notice of such session.
- (f) Persons elected at session, and those appointed by the Executive Committee, normally serve until the next regular session. However, their period of service may be shorter due to resignation, voluntary retirement or removal from office, for cause, by the Executive Committee or a special session.

Article 6 – Delegates to Session

Each member organisation shall be represented at the sessions of this Union Conference by duly accredited delegates as follows:

- (a)
- (i) The total number of regular delegates shall not exceed 300. (Not less than 70% of these regular delegates shall be non-employees of the church).
 - (ii) Each local conference/mission shall be entitled to three (3) delegates without regard to membership. In addition each local conference/mission shall be entitled to a proportional number of regular delegates based on their percentage of this Conference's membership at the end of the calendar year immediately preceding the date of the regular or extraordinary session.
 - (iii) Such delegates shall be chosen by the respective local conference/mission Executive Committees and shall be members of the churches within their respective territories. (The delegates of each conference /mission shall include representation of both genders and not less than 70% of these regular delegates shall be non-employees of the respective local conference/mission).
- (b) In addition, delegates at large shall participate in these Union Conference sessions as follows:
- (i) The individual members of the Executive Committee of this Union Conference.
 - (ii) Members of the Executive Committees of the General Conference and Trans-European Division who may be present at any session of this Union Conference. The number of such delegates shall not exceed two per cent (2%) of the total number of delegates provided for hereinabove in Sections (a)(i) and (b)(i) above.
 - (iii) Such other persons from this Union Conference staff, church institutions owned and operated by this Union Conference, and local conferences/missions, as may be recommended by this Union Conference Executive Committee and accepted by the delegates in session; the total number of delegates from this category not to exceed ten per cent (10%) of the total number of regular

delegates provided for hereinabove in Section (a) (i).

- (c) All delegates appointed to represent the members of this Union Conference at any session shall be members in regular standing of the Seventh-day Adventist Church.

Article 7 – Voting

- (a) On all questions only delegates may vote and each delegate shall be entitled to one vote on any question. The chairman of the session shall in case of equality of votes have a casting vote providing he has not already voted on the issue. Voting shall be by ballot or electronic means when determined by vote of session.
- (b) All delegates must be present in person at any session in order to be eligible to vote. There shall be no voting by proxy.

Article 8 – Authority of Session

- (a) The president of this Union Conference shall serve as chair and the secretary of this Union Conference shall serve as secretary for sessions. The president may designate other individuals to assist in chair duties from time to time. In the event that the president's office is vacant or that the president is unavailable to serve as chair, the session may be called to order by the ranking division officer present. The first item of business shall be the election of a chair *pro tem*, selected from the delegates present at the meeting. When the election of a president has been completed, the new or re-elected president, if present at the session, shall replace the chair *pro tem*.

In a similar manner, arrangements may be made for a secretary *pro tem* if the secretary's office is vacant or the secretary is unavailable to serve at the session. When election of a secretary has been completed, the new or re-elected secretary, if present at the session, shall replace the secretary *pro tem*

- (b) This Union Conference in regular session shall be authorised to determine all matters and things for the order and good administration of this Union Conference and the regulation of its affairs. This includes the management and disposal of, or dealing with, all real and personal property and revenues held or proposed to be acquired for or on behalf or for the use, benefit or purposes of this Union Conference, subject, however, to any specific trusts relating thereto and insofar as any such property is vested in the legal corporation of this Union Conference or in any other company, corporation or person to give directions to that body or person as to the management and disposal of such property as this Union Conference shall deem expedient in harmony with Article 20.
- (c) This Union Conference in regular session shall endorse/approve/develop plans for the conduct of the work as are desirable and in harmony with the policies of the Trans-European Division.
- (d) This Union Conference in regular session shall be governed by rules and procedures based on those published in the General Conference *Rules of Order* unless it has voted to make rules to cover its own procedure that have been submitted to, and approved by, the Trans-European Division.
- (e) This Union Conference in regular session shall be authorised to make adjustments in the boundaries of the local conferences and missions under its jurisdiction and to accept into membership such new conferences and missions as may be proposed by the Executive Committee of this Union Conference. These adjustments in boundaries and the acceptance into membership of conferences and missions shall require a two-thirds majority vote.

Article 9 – Session Committees

- (a) (i) A Recommendations Committee shall be appointed for each regular session and where required for extraordinary session. It shall consist of thirteen (13) representatives from the South England Conference of Seventh-day Adventists, seven (7) representatives from the North England Conference of Seventh-day Adventists, and two (2) representatives from each Mission. The president of the Trans-European Division or his designee shall serve as chairman.

- (ii) The members of the Recommendations Committee shall be appointed by their respective conference/mission delegates at least eighteen (18) weeks before the session.
- (iii) The Recommendations Committee shall nominate and the delegates shall elect by postal ballot or other method, at least fourteen (14) weeks prior to the session where required:
 - [i] A Nominating Committee which shall consist of not less than seventeen (17) and not more than twenty-one (21) members, including the president of the Trans-European Division or his designee serving as chairman;
 - [ii] A Constitution Committee which shall consist of nine to fifteen (9-15) members;
 - [iii] Other committees as necessary for conducting session business.
- (b) The Nominating Committee shall meet at least twelve (12) weeks prior to the session and shall nominate executive officers, departmental directors and associates, elective members of the Executive Committee and executive officers of the Missions within this Union Conference. It shall circulate a report of these nominations to all delegates prior to the session and will meet again to hear any objections from delegates at least six (6) weeks before the session.

Article 10 – Election

- (a) This Union Conference in regular session shall elect:
 - (i) Executive Officers;
 - (ii) Departmental Directors and Associates;
 - (iii) Elective members of the Executive Committee of this Union Conference;
 - (iv) Executive Officers of the Missions within this Union Conference.
- (b) Persons thus elected shall hold their respective offices or appointments until the next regular session of this Union Conference unless their offices or appointments are previously terminated by this Union Conference in extraordinary session, or by the Executive Committee in counsel with the Trans-European Division officers. Mission officers shall be elected by this Union Conference at the time of its regular session and by the Executive Committee not less than two (2) years and not more than three (3) years following a regular session.
- (c) This Union Conference in regular session and the Executive Committee between sessions may establish such other offices, positions, and committees as may be determined, prescribe the duties and functions thereof and elect persons thereto and vary or terminate any such office, position, or committee and may remove any member of any such committee.
- (d) This Union Conference in regular session and the Executive Committee between sessions may elect, nominate, or appoint trustees of any real or personal property or revenues mentioned in Article 8.
- (e) The Executive Committee of this Union Conference shall recommend to the respective boards and management of the institutions of this Union Conference the appointment of their officers, bursars, editors, as may be required, within the six (6) months that follow a regular session.

Article 11 – Officers

- (a) The Executive Officers of this Union Conference shall be a president, a secretary, and a treasurer. The secretary and the treasurer may be one individual. It is the duty of these officers, in consultation with one another, to carry forward the work according to plans, policies, and programmes voted by the constituency in session, and/or the Union Executive Committee. These plans, policies, and programmes shall be in harmony with the Fundamental Beliefs and actions adopted and approved by the General Conference in its quinquennial sessions.

- (b) The president is the chief executive officer and shall report to the Executive Committee of this Union Conference in consultation with the secretary and the treasurer. The president shall act as chairman of sessions and the Executive Committee, and work in the general interests of this Union Conference as the Executive Committee may determine and in consultation with the other Executive Officers. In his leadership he shall adhere to the policies of the Trans-European Division and work in close counsel with its Executive Committee.
- (c) The secretary, associated with the president as an executive officer, shall work under the direction of the Executive Committee and in consultation with the other Executive Officers, and shall act as vice-chairman of the Executive Committee. The secretary shall report to the Executive Committee of this Union Conference. It shall be the duty of the secretary to keep the minutes of the sessions of this Union Conference and of the Executive Committee meetings; to furnish copies of these minutes to all members of the Executive Committee and to the Trans-European Division officers; to collect such data as may be desired by the president or by the Executive Committee; and to perform such other duties as usually pertain to the office.
- (d) The treasurer, who is the chief financial officer and associated with the president as an executive officer, shall work under the direction of the Executive Committee and in consultation with the other Executive Officers. The treasurer shall report to the Executive Committee of this Union Conference. It shall be the duty of the treasurer to provide financial leadership to the organisation which will include but not be limited to receiving and safeguarding all funds, to disburse them in harmony with the actions of the Executive Committee, to remit all required funds to the Trans-European Division, in harmony with Trans-European Division policy, and to render such financial statements at regular intervals as may be requested by the president or as prescribed by the Executive Committee of this Union Conference. Copies of these financial statements shall be furnished to the Trans-European Division office.
- (e) The funds of this Union Conference, including all donations, grants, rents, contributions and bequests shall be paid into such accounts in the name of this Union Conference at such bank or banks as the Executive Committee shall from time to time approve and be operated by the treasurer and/or such other individuals as may be authorised by the Executive Committee.
- (f) A vice-president may be elected to assist the president with specialised areas of administration in this Union Conference.
- (g) All officers of this Union Conference shall hold office until the next regular session, of this Union Conference or until their successors are elected, unless their appointments are previously terminated by this Union Conference in special session or by the Executive Committee.

Article 12 – Departmental Directors

The departmental directors and associates shall work under the direction of the Executive Committee and the supervision of the president and shall occupy an advisory relationship to the local conferences and missions.

Article 13 – Appointments

This Union Conference in regular session and the Executive Committee between sessions:

- (a) shall appoint such agents, ministers, missionaries, and other persons as may be necessary to fulfil the purpose of this Union Conference; and
- (b) may terminate or vary any such appointment.

Article 14 – Executive Committee

- (a) The Executive Committee shall consist of up to thirty-one (31) persons who are members of the Seventh-day Adventist Church within this Union Conference. They shall comprise of the following ex officio members: the Executive Officers of this Union Conference, the presidents of local conferences and missions, the managers or heads of Union institutions; and up to three (3) departmental directors of this

Union Conference, the Newbold College principal, the chief editor of the official church paper of this Union Conference, and a minimum of fourteen (14) elective members. At least nine (9) of whom shall be lay persons, and four (4) field pastors as may be voted at the Union Session, subject to Article 18 (b).

- (b) The officers of the Trans-European Division and of the General Conference are members ex officio of this Union Conference Executive Committee; however, their membership shall be in addition to the number detailed in (a) above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten per cent of the committee membership present.
- (c) Subject to Article 19 below the Executive Committee may delegate any of its functions to sub-committees consisting of three (3) or more persons appointed by them, but at least one (1) member of every sub-committee must be an Executive Committee member and all proceedings of sub-committees must be reported promptly to the Executive Committee.
- (d) Subject to Article 19 below the Executive Committee may appoint committees consisting of three (3) or more persons to advise it on any matter and may authorise them to co-opt non-voting members: all recommendations of such committees must be reported promptly to the Executive Committee for its consideration and decision.

Article 15 – Authority of Executive Committee

- (a) Between sessions the Executive Committee shall manage the affairs of this Union Conference and may exercise such of the authority of this Union Conference in session as under this constitution are not exclusively exercisable by this Union Conference in session, but subject to this Constitution and any directions as to policy or otherwise and any regulations given or made by this Union Conference in session.
- (b) In particular and without prejudice to the general authority conferred by Section (a), the Executive Committee may between sessions exercise the authority of this Union Conference in session under Article 8 with regard to the real and personal property and revenues therein referred to.
- (c) The Executive Committee shall determine who are the approved ministers within the jurisdiction thereof, grant suitable credentials and licences to those who it shall consider suitable to serve in this Union Conference, and shall recommend for ordination or commissioning such persons as shall have given proof of their call to the ministry (in harmony with the policy of the General Conference). Any credentials, licences, or certificates granted or issued by the Executive Committee shall remain in force and be valid until the next regular session unless previously terminated by the Executive Committee.
- (d) The Executive Committee between sessions, in counsel with the Trans-European Division officers, may remove from office, for just and adequate cause, any officer of this Union Conference or from the Executive Committee any member thereof, provided that such action has the consent of at least two-thirds of the members of the full Executive Committee by personal vote. If a new president is to be elected, the president of the Trans-European Division, or their designee, shall serve as chair of the Executive Committee.

Article 16 – Meetings and Notices

- (a) Meetings of the Executive Committee may be called at any time by the president or in his absence by the secretary, or upon the written request of the majority of the members thereof.
- (b) Subject to paragraph (e) below fifty one per cent (51%) of the Executive Committee members, including the chairman shall, after due notice to available members, constitute a quorum and shall be empowered to transact any necessary business.
- (c) Minority meetings of less than fifty one per cent (51%) but not less than three (3) members of the Executive Committee, including at least one (1) of the Executive Officers, may be held for the transaction of necessary urgent business, but all action at such meetings must be reported promptly to the other members of the Executive Committee and shall be minuted at the next regular meeting of the Executive Committee.

- (d) Notice as to time and place, shall be provided to all members in a reasonable manner, at least 48 hours prior to the meeting if the meeting is to take place by electronic conference or similar communications, or at least 96 hours if the meeting is to take place in person.
- (e) Subject to Article 19 all members of the Executive Committee who have any personal or financial interest in any matter to be discussed or determined at a meeting thereof (whether direct or indirect) must declare their interest in advance of any discussion thereon and absent themselves from the discussion, and may not vote nor be counted in the quorum for that part of the meeting.
- (f) Electronic consent agendas (written resolutions) may be used to record and approve matters such as the routine applications of policy, travel authorisations, service requests and employment items and any other routine matters that the Executive Committee gives approval for. Fifty one per cent (51%) of Executive Committee members are required to respond in favour for such actions to stand.
- (g) In this constitution the expression 'meeting' includes, except where inconsistent with any legal obligation:
 - (i) a physical meeting;
 - (ii) a video conference, an internet video facility or similar electronic method allowing simultaneous visual and audio participation; and
 - (iii) telephone conferencing.

Article 17 – Sources of Funds

- (a) The sources of funds of this Union Conference shall be:
 - (i) Tithe income granted by the conferences/missions in harmony with, and by virtue of their acceptance of, the policies of this Union Conference;
 - (ii) Any other grants made to this Union Conference by Seventh-day Adventist organisations;
 - (iii) Any rents arising from property owned by or on behalf of this Union Conference;
 - (iv) Any returns from investments made by this Union Conference out of its own resources;
 - (v) Any income arising out of the day to day business operations of this Union Conference;
 - (vi) Any gifts, donations, legacies, or similar monies made or payable to this Union Conference;
 - (vii) Any other income in cash or in kind reasonably deemed to be receivable by this Union Conference;
 - (viii) It being understood that all such income should be subject to legal entitlement on the part of this Union Conference, and be given for and used in the furtherance of its charitable Purpose.
- (b) This Union Conference may receive, hold in trust, and forward any third party funds channelled through it to the General Conference and Trans-European Division or, within the territory of this Union Conference to the Seventh-day Adventist Retirement Plan or to any conference, mission, or Seventh-day Adventist institution.

Article 18 – Application of Funds

- (a) All funds received by this Union Conference for its general purposes shall be applied in furtherance of the Purpose; all funds received or held in trust for another body under 17 (b) shall be transmitted to the governing body thereof; and all funds received for specific objects within or connected with the Purpose shall be applied for the specific objects for which they are respectively given.
- (b) Not more than one half of the Executive Committee may be employed by this Union Conference or any

mission, and receive remuneration in accordance with Article 19.

- (c) Subject thereto, no member of the Executive Committee may receive remuneration or any other financial benefit (excepting reimbursement of reasonable out-of-pocket expenses) at the cost of this Union Conference, except that the Executive Committee may have the power to provide indemnity insurance for themselves out of the income of the charity. The insurance shall not extend to:
 - (i) Any claim arising from any act or omission which:
 - (A) the members of the Executive Committee knew to be a breach of trust or breach of duty; or
 - (B) was committed by the members of the Executive Committee in reckless disregard of whether it was a breach of trust or breach of duty or not; and
 - (ii) the costs of an unsuccessful defence to a criminal prosecution brought against the members of the Executive Committee in their capacity as trustees of the charity.

Article 19 – Budget, Remuneration & Expenses

- (a) This Union Conference shall prepare an annual budget in harmony with the policies of the General Conference and Trans-European Division.
- (b) The Executive Committee shall appoint such persons as it thinks fit (whether or not members thereof) as the Remuneration Audit Committee to keep under review the remuneration and expenses of all the employees of this Union Conference and the employed members of the Executive Committees of the local conferences and missions and to advise the Executive Committees on a regular basis as to the appropriate rates of remuneration to be adopted. No employee or prospective employee of this Union Conference and no person who has a personal financial interest whether direct or indirect in the outcome of that committees' deliberations may be a member thereof.
- (c) In determining the remuneration to be paid to employees of this Union Conference and the employed members of the Executive Committees of the local conferences and missions and the salary scale of this Union Conference the Executive Committee shall have regard to the advice of the Remuneration Audit Committee and shall not set any rates of remuneration in excess of the rates so advised.
- (d) This Union Conference shall keep such accounts and financial records as are required by law and the accounts shall be audited annually by a person eligible to be a company auditor under section 25 of the Companies Act 1989 (or any provision which re-enacts or replaces it). Statements of account shall be sent annually to the Trans-European Division and to the Charity Commissioners.

Article 20 – Trustees

- (a) The legal corporation, Seventh-day Adventist Association Limited, formed and controlled by this Union Conference shall be the regular trustee for this Union Conference to acquire, hold, manage, dispose of or deal with real and (if required by the Executive Committee) personal property for and on behalf of or for the use, benefit, or purposes of this Union Conference, but subject to any specific trusts relating to such property and generally to conform with such directions, if any, as are from time to time given to it by or on behalf of this Union Conference.
- (b) The World-Wide Advent Mission (Ireland), a corporation formed and controlled by this Union Conference to represent and conduct all legal matters appertaining to our denominational work in The Republic of Ireland, shall be the regular trustee for this Union Conference to acquire, hold, manage, dispose of, or deal with real and (if required by the Executive Committee) personal property for and on behalf of, or for the use, benefit, or purposes of this Union Conference in the Republic of Ireland, but subject to any specific trusts relating to such property and generally to conform with such directions, if any, as are from time to time given to it by or on behalf of this Union Conference.

Article 21 – Amendments

- (a) The Constitution of this Union Conference may be amended at any duly called session by two-thirds vote of the delegates present and voting. All proposed amendments shall be considered by the standing Constitution Committee before being approved by the Session and not less than twenty-eight (28) days' notice thereof shall be given.
- (b) If it is proposed to amend the Constitution at any extraordinary session, notice of such proposed amendments shall be given specifically in conjunction with the notice calling such extraordinary session.
- (c) No amendment shall be made which would alter the Purpose as set forth in Article 3 (a) and no amendment shall be valid if its effect would be that this Union Conference ceased to be a charity according to English law.
- (d) The Executive Committee shall promptly provide the Charity Commissioners with a copy of any amendment made under this clause.
- (e) The members of the Executive Committee must obtain the prior written approval of the Commissioners to any amendment which would confer any benefit on any of the members of the Executive Committee.

Article 22 – Dissolution

- (a) The dissolution of this Union Conference may be effected by a three-fourths vote of the delegates present and voting at any regular or extraordinary session of this Union Conference, provided that if it is proposed to dissolve this Union Conference at an extraordinary session, notice of the proposal to dissolve shall be given in the call for that session.
- (b) After all claims against this Union Conference have been satisfied including claims made by any former employees or members of their families arising out of previous employment, any remaining funds shall be transferred to the Trans-European Division for application for its religious and other charitable work or, failing this, shall be applied in furtherance of the Purpose.

BUC Policy - Section 2

GENERAL DENOMINATIONAL GUIDELINES

(revised Jun 2018)

A. OUTLINE OF SEVENTH-DAY ADVENTIST ORGANISATION (revised Dec 2015)

1. LOCAL CHURCH

A specific group of Seventh-day Adventist members meeting in a defined location that has been granted official status as a Seventh-day Adventist church by the constituency of a local Conference/Mission in session.

2. LOCAL CONFERENCE/MISSION/FIELD

A specific group of local churches, within a defined geographic area, that has been granted official status as a Seventh-day Adventist local Conference/Mission/Field by the constituency of a Union Conference/Mission in session.

3. UNION CONFERENCE/MISSION

A specific group of local Conferences/Missions/Fields, within a defined geographic area that has been granted official status as a Seventh-day Adventist Union Conference/Mission by a General Conference Session.

4. GENERAL CONFERENCE

(a) Largest Unit

The General Conference is the largest unit of organization embracing all Union Conferences/Missions and other church organisations in all parts of the world.

(b) Division Sections

As provided by its Constitutions and Bylaws, the General Conference conducts its work in Division sections. Each Division section operates within a specific territory in harmony with General Conference policies. A Division section embraces all the local or Union Conferences/Missions/Fields in its assigned area of the world.

(c) Highest Organisation

The General Conference is the highest organization in the administration of the world-wide work of the church, and is authorised by its Constitution to create subordinate organisations to promote specific interests in various sections of the world; it is therefore understood that all subordinate organisations and institutions throughout the world will recognise the General Conference in session, as the highest authority, under God. When differences arise in or between organisations and institutions, on matters not already addressed in the Constitution and Bylaws, in the policies of the General Conference, or in its Executive Committee actions at Annual Councils, appeal to the next higher organisation is proper till it reaches the General Conference in session, or the General Conference Executive Committee in Annual Council. During the interim between these sessions, the General Conference Executive Committee shall constitute the body of final authority on all questions where a difference of viewpoint may develop, whose decisions shall control on such controversial points, but whose decision may be reviewed at a session of the General Conference or an Annual Council of the General Conference Executive Committee. (The scope of such appeals does not include matters dealing with employment, employee grievance and discipline, which are dealt with by the individual employer taking into account applicable local employment legislation).

B. LINES OF RESPONSIBILITY (revised Dec 2015)

1. LOCAL CONFERENCES/MISSIONS

Local Conferences/Missions are accountable to the Union Conference/Mission organisation of which they are a part, and are administered in harmony with the policies which govern the Union.

2. UNION CONFERENCES/MISSIONS

Union Conferences/Missions are accountable to the respective Division section of which they are a part, and are administered in harmony with the operating policies of the General Conference and of the Division.

3. INSTITUTIONS

Institutions operated by local Conferences/Missions are accountable to their controlling organisations; institutions operated by Union Conferences or Missions are accountable to their respective Unions; general institutions are accountable to their respective Division committee or to the General Conference committee.

C. CHURCH MANUAL (revised Dec 2015)

1. STANDARDS AND PRACTICES

The standards and practices of the Church are based upon the principles set forth in the *Church Manual*, published by the General Conference. These principles are to be followed in all matters pertaining to the administration of local churches both within the church and in its relationship to the higher organisation, the Conference/Mission. No attempt should be made by any worker to set up standards of membership or to make, or attempt to enforce, rules or regulations for the church which have not been adopted by the general body of believers and which are not set forth in the *Church Manual*.

2. CHANGES/REVISIONS ONLY BY GC SESSION

The *Church Manual* may only be changed or revised by the General Conference in session. Church members desirous of initiating changes to the Manual should refer proposals to and through the local church board to the Conference or Mission and on to the Union, Division, and General Conference.

D. PERSONAL RELATIONS AND ORGANISATIONAL AUTHORITY

(revised Dec 2015)

1. UNITY AT WORK

It is important that workers recognise the democratic process whereby mission objectives and strategic plans are actioned by the constituencies at the various levels of church administration. In as much as unity in effort is more essential and fruitful in soul-winning than exact perfection in plans it is important that workers respect these strategic actions and counsel together with their respective organisation in their implementation.

2. APPEAL TO HIGHER ORGANISATION

If a matter of church policy, cannot be satisfactorily resolved at the relevant level of church administration (ie. Local church, Conference/Mission, or Union Conference) then it may be appealed to the next unit that has responsibility. (Local church appeals to Conference/Mission Executives; Conference/Mission appeals to the British Union Conference; British Union Conference appeals to the Trans-European Division). The church does not expect to resolve such conflicts through the courts.

The scope of such appeals is limited to internal matters such as membership discipline, theological interpretation, organisational plans and procedures and does not include areas of church employment and employee discipline, which are dealt with separately under the relevant sections of employment contract and applicable employment law.

E. STATEMENT OF ETHICAL FOUNDATIONS (revised Dec 2015)

All employees working for the Seventh-day Adventist Church in the United Kingdom and the Republic of Ireland are to recognise its mission, responsibilities and mission.

1. MISSION

This is to proclaim to all peoples the everlasting gospel, in the context of the three angels' messages of Revelation 14:6-12, leading then to accept Jesus as their personal Saviour, and encouraging them to unite with His church and prepare for His soon return. Within the scope of this mission, the British Union Conference exists to lead the Church within its territory in being a witness for God's kingdom and in making disciples of Jesus Christ.

Responsibilities:

- We are responsible first to God, the Creator. Individual and collective actions must reflect His character and exhibit His love.
- We are responsible to the communities, in which we work and live, and also to the world community. We accept the challenge to be exemplary citizens. We support good works and charities. We encourage civic improvements, a better quality of life, security, health, and education for all.
- We are responsible to church members. We accept accountability for sound leadership decisions and appropriate stewardship.
- We are responsible to fellow employees. Every individual deserves to be treated with dignity and respect; to have his or her role and contribution valued and affirmed; to function in a safe working environment; to experience an atmosphere of challenge, open communication, and contentment.

2. VALUES

- We value the *Bible* as the primary reference for life's direction and qualities.
- We value *excellence* in all that we do.
- We value *ethical and moral conduct* at all times and in all relationships.
- We value *creativity and innovation* in the completion of our mission.
- We value *honesty, integrity, and courage* as the foundation of all our actions.
- We value the *trust* placed in us by colleagues and by the church membership.
- We value *people* as children of God and therefore brothers and sisters of one family.

3. ETHICAL RESPONSIBILITIES AS EMPLOYER AND CORPORATE CITIZEN

In pursuit of its mission, and while maintaining its responsibilities and adhering to its values, the British Union Conference operates under the following ethical guidelines:

(a) Equal Opportunity Employment

In accordance with its beliefs and values the British Union Conference will follow procedures to ensure equal opportunity of employment, remuneration, and advancement on the basis of job qualifications and performance.

(b) Equity, Fairness and Non-discrimination

The British Union Conference will treat all individuals and groups with loving justice. It will not practice or condone discrimination with regard to race, national origin, gender, age, marital status, or disability that does not prohibit performance of essential job functions.

(c) Compliance with Laws of the Land

The British Union Conference will carry on its activities in compliance with the laws of the land provided these are not in contradiction of its understanding of biblical principles.

(d) Loyalty and Fulfilment of Contractual Obligations

The British Union Conference will fulfil the commitments it has entered into through authorised channels. Where misunderstandings arise regarding such commitments, the British Union Conference shall seek to participate with the parties concerned, in conflict resolution procedures within the organisation before seeking the help of the wider community.

(e) Atmosphere of Safety and Happiness

The British Union Conference is committed to providing a work environment that offers physical safety and security. It also strives to encourage and promote genuine happiness through the realisation that every employee is valuable and every task, no matter how routine or unnoticed, is a service to God. The British Union Conference will continue to integrate worship, work, and celebration in a manner that acknowledges wholeness in life and relationships.

(f) Respect for Human Dignity and Individuality

The British Union Conference affirms and respects the uniqueness of every employee. It recognises that a person's value surpasses the worth of his or her contribution to the organisation. It believes that communal harmony and corporate objectives are enhanced rather than compromised by the broad mosaic of personalities, talents, skills, and viewpoints dedicated to the honour of Jesus Christ. The British Union Conference shall strive for communication that is timely, truthful, open, candid, and kind.

4. ETHICAL RESPONSIBILITIES AS EMPLOYEES

Employment in the Seventh-day Adventist Church implies commitment to the organisation's mission and concurrence with its responsibilities and values. This includes a recognition that the employer-employee relationship grows within an atmosphere of mutual regard. Reasonable service as employees include the following ethical responsibilities:

(a) Church Message and Mission

While in the employ of the British Union Conference individuals will be sympathetic to the beliefs and values of the church.

(b) Respect for Church-owned Assets

They will respect the property of the organisation, including any intellectual property that is developed in the course of their employment. They will use the property, facilities and resources solely for the benefit of the organisation, unless otherwise permitted.

(c) Respect for Colleagues

They will respect and uplift their fellow employees. They will refrain from intentionally placing another in a position of embarrassment, disrespect, or harassment. They will avoid all behaviour that may be construed as inappropriate. They will honour the privacy and guard the safety of others.

(d) Efficiency and Attention on the Job

The hours of employment shall be devoted to the work assignments entrusted to them. They will not use the employer's time for personal business or the advancement of personal interests unrelated to the work assigned by their supervisors. They will not deprive their employer by entering into other employment or activities, which impair their performance for the British Union Conference while on the job. They will aspire to greater efficiency and the reduction of waste in time, effort and resources.

(e) Personal Integrity in Financial Matters

They will not engage in theft or embezzlement of any kind including the misuse of expense accounts, falsification of time reports, or the misapplication of resources for which they are responsible.

(f) **Avoiding Inappropriate Influence**

They acknowledge that the giving or receiving of gifts of significant value can easily inject ulterior considerations in their work and employment relationships. Great care will be exercised in the use of gifts, payments, or honoraria as incentives for a particular service.

(g) **Maintaining an Ethical Environment in the Workplace**

They accept the obligation of maintaining ethical standards in personal life and in the workplace. They believe it is their personal responsibility to report, through established confidential channels, any behaviour that is inappropriate or which undermines the ethical environment of the organisation. They are prepared to be held accountable by their supervisors and peers for professional conduct representing the moral and ethical values of the Seventh-day Adventist Church.

F. CONFLICT OF INTEREST (revised Dec 2015)

1. STATEMENT OF POLICY

All trustees, officers and employees of denominational organisations have a duty to be free from the influence of any conflicting interest when they represent the organisation in negotiations or make representations with respect to dealings with third parties, and they are expected to deal with all persons doing business with the organisation on a basis that is for the best interest of the organisation without favour or preference to third parties or personal considerations.

A conflict of interest arises when a trustee, an officer, or an employee of the organisation has such a substantial personal interest in a transaction or is a party to a transaction that it reasonably might affect the judgment he exercises on behalf of the organisation. He is to consider only the interests of the organization, always avoid sharp practices, and faithfully follow the established policies of the organisation.

2. CONDITIONS CONSTITUTING CONFLICT

Although it is not feasible in a policy statement to describe all the circumstances and conditions that might have the potential of being considered as conflicts of interest, the following situations are considered to have the potential of being in conflict and therefore are to be avoided:

- (a) Engaging in outside business or employment that permits encroachment on the denominational organisation's call for the full services of its employees even though there may not be any other conflict.
- (b) Engaging in business with or employment by an employer that is in any way competitive or in conflict with any transaction, activity, or objective of the organisation.
- (c) Engaging in any business with or employment by a non-denominational employer who is a supplier of goods or services to the denominational organisation.
- (d) Making use of the fact of employment by the denominational organisation to further outside business or employment, or associating the denominational organisation or its prestige with an outside business or employment.
- (e) Owning or leasing any property with knowledge that the denominational organisation has an active or potential interest therein.
- (f) Lending money to or borrowing money from any third person who is a supplier of goods or services or a trustee or who is in any fiduciary relationship to the denominational organisation or is otherwise regularly involved in business transactions with the denominational organisation.
- (g) Accepting any gratuity, favour, benefit, or gift of greater than nominal value or any commission or payment of any sort in connection with work for the denominational organisation other than the compensation agreed upon between the denominational organisation and the employee.

- (h) Making use of any confidential information acquired through employment by the denominational organisation for personal profit or advantage, directly or indirectly.

3. STATEMENT OF ACCEPTANCE

The chief administrative officer of the organisation concerned shall present a statement of acceptance of the policy on conflict of interest to denominational administrators and departmental leaders and to each member of the boards of trustees and all employees of denominational associations and institutional corporations having responsibility in connection with the handling of trustee funds, and such statements shall be signed and made available to the responsible auditors. The board of trustees of such organisations shall be appraised annually by denominational auditors of inherent exposures to denominational assets. The method and extent of the use of the statement of acceptance shall be at the discretion of the Division concerned.

G. TRUSTEE QUALIFICATIONS (revised Dec 2015)

CHARITIES ACT 1992 SECTIONS 45 & 46 ON DISQUALIFICATION

1. Subject to the following provisions of this section, a person shall be disqualified for being a charity trustee or trustee for a charity if:
 - (a) he has been convicted of any offence involving dishonesty or deception;
 - (b) he has been adjudged bankrupt or sequestration of his estate has been awarded and (in either case) he has not been discharged;
 - (c) he has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it;
 - (d) he has been removed from the office of charity trustee or trustee for a charity by an order made
 - (i) by the Commissioners under section 20(1A) (i) of the 1960 Act (power to act for protection of charities) or under section 20(1) (i) of that Act (as in force before the commencement of section 8 of this Act), or
 - (ii) by the High Courton the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated;
 - (e) he has been removed, under section 7 of the Law Reform (miscellaneous Provisions) (Scotland) Act 1990 (power of Court of Session to deal with management of charities), from being concerned in the management or control of anybody;
 - (f) he is subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429 (2) (b) of the Insolvency Act 1986 (failure to pay under county court administration order).
2. In subsection (1)
 - (a) paragraph (a) applies whether the conviction occurred before or after the commencement of that subsection, but does not apply in relation to any conviction which is a spent conviction for the purposes of the Rehabilitation of Offenders Act 1974;
 - (b) paragraph (b) applies whether the adjudication of bankruptcy or the sequestration occurred before or after the commencement of that subsection;
 - (c) paragraph (c) applies whether the composition or arrangement was made, or the trust deed was granted, before or after the commencement of that subsection; and
 - (d) paragraphs (d) to (f) apply in relation to orders made and removals effected before or after the commencement of that subsection.

3. Where (apart from this subsection) a person is disqualified under subsection (1)(b) for being a charity trustee or trustee for any charity which is a company, he shall not be so disqualified if leave has been granted under section 11 of the Company Directors Disqualification Act 1986 (undischarged bankrupts) for him to act as director of the charity; and similarly a person shall not be disqualified under subsection (1)(f) from being a charity trustee or trustee for such a charity if:
 - (a) in the case of a person subject to a disqualification order, leave under the order has been granted for him to act as director of the charity, or
 - (b) in the case of a person subject to an order under section 429(2) (b) of the Insolvency Act 1986, leave has been granted by the court which made the order for him to so act.
4. The Commissioners may, on the application of any person disqualified under subsection (1) waive his disqualification either generally or in relation to a particular charity or a particular class of charities; but no such waiver may be granted in relation to any charity which is a company if:
 - (a) the person concerned is for the time being prohibited, by virtue of
 - (i) a disqualification order under the Company Directors Disqualification Act 1986, or
 - (ii) section 11(1) or 12(2) of that Act (undischarged bankrupt; failure to pay under county court administration order), from acting as director of the charity; and
 - (b) leave has not been granted for him to act as director of any other company.
5. Without prejudice to the generality of section 13 of the Interpretation Act 1978 (anticipatory exercise of powers), the Commissioners may:
 - (a) at any time before the commencement of subsection (1) above, and
 - (b) on the application of a person who would be disqualified under that subsection as from that commencement,
 grant that person a waiver under subsection (4) taking effect as from that commencement.
6. Any waiver under subsection (4) shall be notified in writing to the person concerned.
7. For the purposes of this section the Commissioners shall keep, in such manner as they think fit, a register of all persons who have been removed from office as mentioned in subsection (1)(d) either:
 - (a) by an order of the Commissioners made before or after the commencement of subsection (1), or
 - (b) by an order of the High Court made after the commencement of that subsection
 and where any person is so removed from office by an order of the High Court, the court shall notify the Commissioners of his removal.
8. The entries in the registrar kept under subsection (7) shall be available for public inspection in legible form at all reasonable times.

PERSONS ACTING AS CHARITY TRUSTEES WHILE DISQUALIFIED

1. Subject to subsection (2), any person who acts as a charity trustee or trustee for a charity while he is disqualified for being such a trustee by virtue of section 45 shall be guilty of an offence and liable:
 - (a) on summary conviction, to imprisonment for a term not exceeding six months or to a fine not exceeding the statutory maximum, or both;
 - (b) on conviction on indictment, to imprisonment for a term not exceeding two years or to a fine, or both.
2. Subsection (1) shall not apply where:
 - (a) the charity concerned is a company, and
 - (b) the disqualified person is disqualified by virtue only of paragraph (b) or (f) of section 45 (1).

3. Any acts done as charity trustee or trustee for a charity by a person disqualified for being such a trustee by virtue of section 45 shall not be invalid by reason only of that disqualification.
4. Where the Commissioners are satisfied:
 - (a) that any person has acted as charity trustee or trustee for a charity (other than an exempt charity) while disqualified for being such a trustee by virtue of section 45, and
 - (a) that, while so acting, he has received from the charity any sums by way of remuneration or expenses, or any benefit in kind, in connection with his acting as charity trustee or trustee for the charity,

they may by order direct him to repay to the charity the whole or part of any such sum, or (as the case may be) to pay to the charity the whole or part of the monetary value (as determined by them) of any such benefit.
5. Subsection (4) does not apply to any sums received by way of remuneration or expenses in respect of any time when the person concerned was not disqualified for being a charity trustee or trustee for the charity.

H. SERVICE RECORDS (revised Dec 2015)

The original service record cannot be given to the employee under any circumstances, but each employee shall be given a copy of the record not less than biennially. An employee shall also be given a copy of the service record at any time at his/her request, by the individual's last employing organisation each time a transfer is made from one denominational organisation to another and at the time the employee leaves denominational employment.

I. BUILDING ACQUISITION, MAJOR RENOVATIONS AND LOAN POLICY

(revised Jun 2018)

The acquisition and major renovations of property are among the larger of financial decisions made by local congregations, Conference/Mission and Union Executive Committees. Each committee has a specific role. The purpose of this policy is to define the objectives and boundaries of each. The committee with whom beneficial ownership resides (usually the Conference/Mission) has the greatest duty of care. Prior to an offer being made, respective officers will have had a valuation survey by a qualified surveyor of the property to support their bid. Such documentation will be presented to respective committees prior to an offer / works being supported.

The Seventh-day Adventist Association (SDAA) is the titular owner of all properties within the British Union Conference except for the Republic of Ireland where the Seventh-day Adventist Church in Ireland (SDACI) is the titular owner. Any contract relating to major building works or purchases will be with the relevant titular owner, who will take instruction from the beneficial owner executive committee.

Need Assessment

The purchasing body shall assess the need of a new property with regard to the growth and capacity of the church represented. Such churches will demonstrate harmony, growth and a preparedness to maximise the use of the building in services including but beyond regular worship services. The return on capital employed is to be viewed with reference to the total spiritual and charitable use of the properties.

Prioritisation of Need

Where several churches are simultaneously attempting to acquire buildings, priority will be given to those churches with a strong track record of stewardship with regard to their building fund.

Proximal Position of the Church

Church buildings lie at the heart of church communities. Every effort shall be made to purchase buildings or land central to the witness of constituent members. Where a church group decides to purchase property in the vicinity of another church group, consultation between church groups and the Conference/Mission shall be made prior to an offer to purchase.

Church, office and institutional buildings represent the whole of the Seventh-day Adventist Church; as such they should be positioned and maintained so as to represent our key values and must be deemed to be a suitable building for the purpose for which they are being purchased.

Availability of the Church to the Public

Congregations should have strategic plans to make their church building available for community use, in accordance with the values and ethos of the Seventh-day Adventist church, while at the same time having due regard to the church's own nurture and evangelistic programmes.

Maintenance & Condition of the Building

A building survey prior to a tender being made shall assess the total cost of purchase, maintenance and repairs, such that the building can be used for its intended purpose.

Covenants, Insurability and Restrictions

Care and consideration shall be given to identify such covenants, insurance risks and restrictions that would contribute additional operating costs during the life time usage of the property. The following are some examples of such matters:

- Restrictive covenants from previous owners
- Listed building status
- Tree preservation orders
- Stained glass windows

These shall be disclosed to the authorising committees, together with a strategic plan for dealing with them.

Affordability

All buildings purchased shall represent good value for money with reference to prices in the region of purchase. Purchase at premium prices in competitive markets should be resisted.

Financial plans will be assessed with regard to the ability of a church to provide resources not just for the purchase but its ability to sustain the operation of a comprehensive ongoing church programme. In making this assessment, regard will be given to giving patterns over the last three years in terms of tithe, non-tithe and Gift Aid returns.

The financial plan will disclose all resources of the church: reserves dedicated to the purchase of buildings, the current annual budget and a feasible operating budget contingent on purchase.

Regard will be given to anticipated cost of borrowing over the life of any loans taken with a commercial view to the volatility of interest rates.

Pledges from members are regarded as an indication of both willingness and capacity to fund. They are understood to have no legal basis and are thus to be discounted in terms of materiality when included in to financial plans.

External funding from either the Conference/Mission/beneficial owner or public authorities should be assessed and approved by appropriate committees prior to Contracts being signed by the Seventh-day Adventist Association Ltd.

Limits on Borrowing

Reference shall be made to TED Policy S15.

This requires that TED executive committee approval be obtained prior to the beginning of construction where:

- (i) Total project borrowing exceeds 15 times the Local Wage Factor (LWF = BUC Annual Basic Salary Factor), or
- (ii) The total completed project cost is 30 times LWF.

BUC approval shall be required when any of the following criteria are encountered:

- (i) Borrowing on a project is greater than 25% of the total projected budget.

- (ii) The total loan profile of the Conference/Mission exceeds 20% of the Conference/Mission's unallocated funds.
- (iii) The working capital of the Conference/Mission is less than 100%.
- (iv) The Conference/Mission total loan liability exceeds twice the non-tithe annual income.

Ownership and Title

All properties are registered in the name of the SDAA (for UK properties) and SDACI (for properties in the Republic of Ireland), the titular owner, that holds all properties in trust for the beneficial owner, usually the Conference/Mission in whose territory the local church, office, institution building resides. Congregations, Conferences & Missions and the Institutions have the responsibility of maintaining buildings in their use and insuring them with the support of the beneficial owner.

Communication

In order to avoid confusion and to expedite matters during the sale or purchase process the secretary of the SDAA or SDACI should be the person giving instruction to solicitors handling the conveyance. For major building works the secretary of the SDAA or SDACI should be person signing contracts with Contractors. In the absence of the secretary the BUC Treasurer will give instruction or sign contracts on behalf of SDAA or SDACI. Solicitors may seek information direct from other involved parties but will not accept instruction from them.

BUC Policy - Section 3

CONDITIONS OF EMPLOYMENT

(revised Mar 2018)

A. GENERAL OBLIGATIONS (revised Jun 2017)

Employees are expected to uphold the ethics and values of the Seventh-day Adventist Church. In the application of policies, the employing organisation will respect all statutory obligations including the deduction of appropriate income tax and national insurance contributions.

B. CONTRACT OF EMPLOYMENT (revised Mar 2017)

Within two months of commencing employment a written statement containing the terms of employment will be issued to new employees.

Varying trial periods or internship apply to different categories of employees. On the successful completion of each period a formal contract of employment will be issued.

Ministers, Associates in Pastoral Care & Bible instructors are normally required to serve an internship of up to two years. Teachers can anticipate a probationary period of one term. Office and institutional personnel may initially be employed for a period of up to three months before being offered regular employment.

C. WEEKLY HOURS OF WORK (revised Sep 2008)

The weekly hours of employment for all denominational employees are specified in their Contract of Employment.

D. NORMAL PERIOD OF NOTICE (revised Jun 2017)

If the employing organization wishes to terminate an employee's service the period of notice shall be in harmony with statutory requirements. Currently employees who have been continuously employed for one month or more receive

- One week's notice if employed continuously for less than two years;
- One week's notice for each year after two years of continuous employment up to a maximum of 12 weeks, or as specified in the contract of employment.

An employee wishing to terminate employment shall be expected to give notice as follows, or as specified in the contract of employment:

- | | |
|--|-------------------|
| • Officers & Directors | 3 calendar months |
| • Ministers, Associates in Pastoral Care | 3 calendar months |
| • Bible Instructors | 3 calendar months |
| • Teachers | 1 term |
| • Office & Institutional Personnel | 1 month |

The employer reserves the right to waive the notice period at its discretion.

E. HOLIDAYS (revised Jun 2017)

1. DURATION

All employees shall be entitled to four working weeks' annual holiday with pay after one year's service. If employment commences or terminates part way through the holiday year (January to December)

the employees' entitlement to holidays during that year will be assessed on a pro-rata basis. Part-time workers holiday entitlement is based on the average number of hours worked over the preceding 13 weeks. Such holidays shall be in addition to statutory bank holidays.

2. SPECIAL EXCEPTIONS

Institutional employees shall be entitled to the above-mentioned holiday periods except where government regulations increase the holiday requirements for specific classes of employees.

3. ADVANCE PLANNING

As denominational organisations are required to maintain details of holiday dates, employees shall give a minimum notice period equal to twice the length of time they are requesting.

4. HOLIDAY ARRANGEMENTS

Employees shall be expected to arrange their holidays in consultation with the officers of their employing organisation. Interns and assistant field workers shall consult with their District Leaders before finalising holiday arrangements.

5. CONFLICT WITH RESPONSIBILITIES

Statutory public holidays may be taken on alternative days within one month where these conflict with an employee's responsibilities, subject to the approval of their line manager.

6. ACCUMULATION OF HOLIDAYS

Employees are encouraged to take these periods each calendar year. However, in consultation with the employing organisation, up to eight (8) days may be carried forward to the next calendar year. In addition, holiday lost due to sickness, or maternity leave, etc. may be carried over.

F. ABSENCE FROM WORK (revised Sep 2008)

Under extenuating circumstances, salaried employees may be permitted to be absent from work without deduction of salary at the discretion of the officers of the employing organisation. Wherever possible prior arrangement should be made with the officers of their employing organisation. (See also under Urgent Family Leave).

G. LEAVE OF ABSENCE (revised Jun 2017)

1. CONDITIONS TO BE CLARIFIED

An employing organisation granting leave of absence to an employee shall clearly define the conditions and terms of the leave of absence and communicate these to the employee in writing. These shall include the length of the leave of absence, any financial assistance, whether the leave of absence is pensionable, and the process by which the employee shall return to work.

2. APPROVAL BY EMPLOYING ORGANISATION

Leave of absence must be approved by the Officers of the employing organisation and the Executive Committee notified.

3. CRITERIA

Leave of absence may be considered for the following reasons:

- (a) To pursue an approved course of study.
- (b) For a specified period to engage in an approved line of work for the widening of experience.

Any other reason than (a) or (b) above must be approved by the British Union Conference Committee.

H. STUDY LEAVE (revised Mar 2017)

1. DEFINITION

Study leave shall be defined as a leave from regular denominational service granted exclusively for study purposes on a basis agreed to by the employee and the organisation.

2. CONDITIONS

- (a) The leave is specifically for study purposes.
- (b) The leave is for a specific period of time.
- (c) The employee agrees to return to continue service with the granting organisation upon completion of the study leave.
- (d) The granting organisation agrees to grant the beneficiary of study leave full-time employment upon completion.

3. PROCEDURES

- (a) The terms of the leave, including whether or not pensionable service credit is to be granted for the period of study, are approved by the Executive Committee of the employing organisation.
- (b) The employees agree in writing to the terms of the leave.
- (c) The granting organisation continues to issue a credential/licence to the beneficiary.
- (d) After action by the Union Committee, the request for study leave, whether from an institution or an individual, shall be sent by the Union with appropriate supporting documents and background information to the TED Education Director who will present the request to the relevant TED Committee(s) for consideration.
- (e) A contract shall be issued confirming the terms of the study leave.

I. INSURANCE (revised Jun 2017)

1. VEHICLE INSURANCE

Each employee claiming mileage expenses should ensure that their vehicle is roadworthy and has fully comprehensive insurance which allows business usage for that vehicle.

2. EMPLOYEE TRAVEL INSURANCE

All employees are responsible for ensuring that adequate travel insurance, including accident and illness cover is secured before travelling abroad including the Republic of Ireland on work assignments. This may be obtained through the services of Adventist Risk Management.

J. DELAYS IN SELLING OR PURCHASING PROPERTY (revised Sep 2008)

Employees whose contract of employment indicates that they will be moved from time to time from one location to another shall recognise that the purchase and sale of a property shall not be regarded by an employee as a legitimate or necessary reason for declining or delaying a transfer from one district to another when requested to do so by the employing organisation.

K. TERMINATION OF EMPLOYMENT (revised Mar 2017)

The following arrangements may be made for employees at the time of termination of denominational service:

1. REDUNDANCY ALLOWANCE

Employees with two or more years of continuous denominational employment, who meet the government redundancy requirements, shall receive redundancy payments in accordance with government regulations. These payments shall not exceed the weekly ceiling established in the government regulations.

2. RETENTION OF RETIREMENT PENSION ENTITLEMENT

Members of the Seventh-day Adventist Retirement Plan who leave employment before their pension eligibility date, will be entitled to a preserved pension in accordance with the trust deeds and rules of the Seventh-day Adventist Retirement Plan.

Members of the Seventh-day Adventist Group Personal Pension scheme who leave employment retain their pension investment and may continue to contribute to this in any new employment.

3. RECORDING OF INFORMATION

Details of the termination arrangements shall be

- (a) Recorded in the employing organisation and the BUC minutes.
- (b) Entered on the employee's personal record of employment.
- (c) Sent in writing to the employee by the secretary of the Conference/Mission/Institution with a copy to the BUC Secretariat.

4. FILING OF SERVICE RECORDS

Original service records for employees who have ceased denominational employment shall be lodged with the BUC Executive Secretary.

L. EMPLOYEES IN ELECTED POSITIONS (revised Jun 2015)

Employees who are elected to serve as an officer, departmental director or sponsor have a tenure of office for the term in which they are elected. The length of the term of office is defined in the constitutions of the Union, Conferences and Missions and runs from the time of election until the next session.

If, during the term for which an employee was elected, such employee is unable to fully discharge his/her work responsibilities, the executive committee of the employing body or appointing entity shall have the authority to effect termination of employment of such employee before expiration of the term for which he/she was elected.

All employees in elected positions will be given formal notice of the conclusion of their employment, in the elected position, three months prior to the date of the session and conclusion of their term of office.

SALARY SUPPORT

When the term of office concludes, and the employee wishes to continue in denominational employment, an employee formerly in an elected position will receive salary support for a period up to three months at the most recent rate and percentage of time worked while a suitable alternative position / assignment is sought within the British Union territory.

For ministerial employees an alternative assignment could be a pastoral district placement anywhere within the British Union, or an office-based role depending on what is available within the Union, Conference or Mission offices and for which the ministerial employee has the necessary skills.

For a non-ministerial employee, a role that is appropriate to the professional skills of the employee will be sought within the Union, Conference, Mission or Institution offices. Non-ministerial employees will also be encouraged to look for alternative employment outside of the British Union entities.

Additional salary support for up to a further three months may be given at a rate equivalent to that of an ordained pastor or at the most recent rate, whichever is lower, if no alternative position / assignment has been identified by the employing organisation or the individual employee, while they continue to seek to secure an alternative position / assignment.

If at the end of six months no alternative position / assignment has been identified by the employing organisation, or the individual, the individual's employment will be terminated.

If an appropriate alternative position / assignment is identified by the employing organisation and refused by the employee, the employer has the right to cease salary support and terminate the employment.

BUC Policy - Section 4

EMPLOYEES' WELFARE

(revised Sep 2019)

A. MEDICAL EXAMINATIONS (revised Jun 2017)

1. ALL EMPLOYEES

At any time following their appointment or during their employment individuals may be required by their employing organisation to undergo a medical examination or an occupational health assessment, in accordance with denominational guidelines. The expense of this examination is the responsibility of the employing organization.

2. PERIODIC HEALTH EVALUATION

- (a) Periodic health evaluations conforming to a designated range of tests are available to employees upon their request, following consultation with the employing organization.
- (b) The normal frequency of authorised health evaluations shall be every three years from the date of employment.
- (c) The cost of authorised health evaluations will be met in full by the employing organization.
- (d) The procedural arrangements are as follows:
 - (i) In the case of non-medical scheme subscribers, the employee shall confirm the general practitioner's willingness to conduct the tests and to provide a quotation for same.
 - (ii) A letter of authorisation shall be provided by the employing organization who will request with the employee's consent, a written response from the examining doctor on the general health of the employee.
 - (iii) The examining doctor shall be requested to provide a written non-technical report to the employee.
 - (iv) Where the general practitioner under (d) (i) is not the employee's GP the examining doctor shall be requested to submit a more detailed report to the employee's general practitioner.
- (e) This provision is separate and independent from any arrangements to manage performance support.

B. SABBATICAL LEAVE (revised Sep 2019)

1. PREAMBLE

The Seventh-day Adventist church recognises the contribution made by ministerial employees, Bible workers and administrative officers. It also recognises the benefit to such employees of a substantial break in the work pattern which gives them time to reflect on and evaluate the course and content of their ministry; and an opportunity to pursue some form of self-development that will benefit their future ministry.

2. PURPOSE

Sabbatical leave is designed to provide qualifying employees with a period away from the routine of pastoral ministry and administration for reflection and study. It is intended that this time should be used in such ways as will provide for the personal and professional development of the employee for future service

3. GUIDELINES

Ministerial employees, bible workers and administrators who have completed seven years of continuous ministry within the territory of the British Union Conference, excluding periods of study leave, shall be eligible to be considered for sabbatical leave subject to the following conditions:

- (a) Requests for sabbatical leave are subject to the approval of the employing body's executive committee and are not an automatic right.
- (b) As the purpose of sabbatical leave is to provide opportunity for individual development that will also benefit the church, employees should ordinarily be expected to be able to continue in employment within the territory of the British Union Conference for three years following completion of a period of sabbatical leave.
- (c) The employee will have demonstrated an active programme of pastoral/evangelistic or administrative leadership.
- (d) Adequate arrangements can be made for the continuation of preaching ministry, visitation and pastoral care, and/or administration during the leave period.
- (e) The sabbatical period must be at least one month and should not be more than three months. This is to ensure that the benefits of a significant break from regular duties can be experienced.
- (f) The employee will agree to forgo one week of annual holiday entitlement for each month of sabbatical leave, pro-rated for periods extending beyond a month. Any remaining holiday entitlement will be taken separately and not concurrently with the sabbatical leave.
- (g) Employees who have been granted a period of sabbatical leave will need to complete seven further years of continuous service within the territory of the British Union Conference, excluding periods of study leave, before they can make a further application to benefit under this policy.

4. PROCEDURE

- (a) Employees will seek, in writing, an informal meeting with their administrative officers to discuss their desire to benefit from the provisions of sabbatical leave. Alternatively, employees may be recommended for sabbatical by their employer in which case this informal meeting will be initiated by the administrative officers.
- (b) On receipt of provisional approval from their administrative officers, a formal application for consideration will be submitted to the employing body's executive committee/board nine months prior to any proposed commencement date. This application will include a draft plan indicating the employees' reasons for wanting the leave, the objectives he or she hopes to achieve, how this will be done and the perceived benefits for both the employee and the employer.
- (c) Following committee approval the employees shall submit, in counsel with their administrative officers, a detailed application, including a financial plan. This submission should be made six months in advance of the start of the sabbatical leave and should be approved by the executive committee of the employing organisation prior to the commencement of such leave. The Ministerial Association secretary will be willing to assist employees in giving advice on subjects, courses and venues amongst other matters relating to the drafting of the sabbatical programme.
- (d) An agreement will be signed between the employer and the employee, confirming the conditions of the sabbatical leave. This agreement will be filed as part of the employee's permanent personnel record.
- (e) Employees absent on sabbatical leave are required to keep in contact with their Human Resources department on a monthly basis and must not do any paid work without the prior approval of their administrative officers.
- (f) Employees are expected to complete a written report on their sabbatical of 1,500 words minimum. This process ensures maximum benefit by helping the individual to draw together and to reflect on the various strands of study, reading, research, or practical experience undertaken. This report must be submitted to the Ministerial Association Secretary no later than two months after the end of the sabbatical. Normally the last week of the sabbatical should be devoted to writing the report.

5. PROVISIONS

- (a) While on sabbatical leave employees will continue to receive their regular monthly salary, but excluding travel budget reimbursement, except as the latter forms part of their approved financial plan for the leave period.
- (b) Employees away on sabbatical leave will remain under contract during their absence and all contractual benefits will continue to accrue and apply during sabbatical leave.
- (c) The costs of the short-term sabbatical programme will be met by the employing organization up to a maximum figure of 50% of the prevailing monthly package salary factor.

6. IMPLEMENTATION

Each administrative unit within the BUC, through its executive committee or board, will be responsible for implementation.

C. DEATH IN SERVICE (revised Sep 2019)

In the event of an employee dying whilst in service of the employing organization before their 70th birthday a lump sum may be payable to the deceased employee's nominee(s) through a Group Life Assurance Policy issued to the British Union Conference of Seventh-day Adventists.

- 1. All permanent employees between 18 and 64 at the time of eligibility who have completed 24 months continuous denominational service shall be eligible upon death.
- 2. The Life Assurance Benefit shall be an amount equal to four times (4x) the employee's annual pensionable package salary at the time of death (this excludes regional weighting, all allowances, travel expenses, etc.). If necessary, this benefit may be restricted to ensure that Inland Revenue limits are not exceeded.
- 3. The benefit is normally paid in accordance with an 'Expression of Wish' made in writing by the employee and filed with the trustees of the British Union Conference of Seventh-day Adventists Group Life Assurance Scheme. The final decision is determined by the trustees of the Seventh-day Adventist Group Life Assurance Scheme.
- 4. Payment in this manner will in most circumstances be free from Inheritance Tax.
- 6. If the employee is temporarily absent from work normal premiums will be continued by the employer so that the Life Assurance cover remains in force. The maximum period during which cover may remain in force is twelve consecutive months, unless absence is due to illness or injury. In the latter case premiums will be paid for as long as the employee continues to receive remuneration from the employer.
- 7. Entitlement to benefit will cease immediately upon termination of employment.
- 8. The employer reserves the right to amend or discontinue the Scheme at any time should circumstances make it necessary.

D. FUNERAL ALLOWANCE (revised Nov 2018)

1. SPOUSE AND DEPENDENTS

Employing organisations may pay an allowance, equal to 50% of the prevailing monthly pensionable package salary factor, towards the funeral expenses of the employee's spouse or dependent children who die during the employee's service.

2. PENSIONERS

The British Union Conference will pay an allowance, equal to two times (2x) the monthly pension benefit, up to 50% of the prevailing monthly pensionable package salary factor, towards the funeral expenses of a recipient of pension benefit from the Seventh-day Adventist Retirement Plan. The same allowance may be granted by the British Union Conference towards the funeral expenses of such a recipient's spouse. Where both partners are recipients of pension benefits from the Seventh-day Adventist Retirement Plan, the allowance will be equal to two times (2x) their joint monthly pension benefits, up to 50% of the prevailing monthly pensionable package salary factor. The minimum allowance towards

the funeral expenses of any recipient of pension benefit from the Seventh-day Adventist Retirement Plan will be 5% of the prevailing monthly pensionable package salary factor.

E. PENSION (Revised Mar 2018)

1. SEVENTH-DAY ADVENTIST RETIREMENT PLAN

From 1998 the British Union Conference of Seventh-day Adventists (the Main Employer) operated a non-contributory, Inland Revenue Exempt Approved Retirement Plan for the benefit of Plan Members in its employment, or in the employment of other Participating Employers. This plan is known as the "Seventh-day Adventist Retirement Plan" (SDARP). The SDARP closed, to new members and continuing accrual for existing members, on 31 December 2013. Plan members with accrued benefit on 31 December 2013 are entitled to draw their preserved benefits in harmony with the Plan's Trust Deed and Rules. An Explanatory Booklet is available from the BUC Pension Plan Coordinator.

The default age for drawing benefit from the SDARP is 65. Employees who are Plan Members and who are terminating their employment with a view to retirement must submit their application to commence Plan pensions six months prior to the retirement date.

Employees who qualify for benefit under the SDARP and opt to continue working beyond their 65th birthday may choose to defer commencing benefit until retirement OR chose to commence receipt of benefit at, or any point after, their 65th birthday. Such employees must make their decision known to their employing body a minimum of six months before their 65th birthday.

Applications are first approved by the employee's executive committee and then forwarded to the BUC Pension Plan Co-ordinator for ratification by the BUC executive committee.

It is the responsibility of former employees with deferred benefit in the SDARP to provide the British Union Conference with up-to-date details regarding any changes to their name and address. They are also responsible for initiating an application to start receiving their pension benefit. Application should be made directly to the BUC Pension Plan Co-ordinator, British Union Conference, Stanborough Park, Watford, Herts WD25 9JZ, who will process the retirement application through the BUC executive committee.

2. RETIREMENT TRANSITIONAL ASSISTANCE

Employees who qualify for pension benefit under the SDARP, and retire from active service, will receive a lump sum "retirement transitional assistance" from their final employer calculated as follows:

- (a) Employees whose employing organisation **HAS** adopted the new package salary structure and who have individually accepted their revised package salary structure:
 - (i) Two months' pensionable package salary factor, plus
 - (ii) 5% of the monthly pensionable package salary factor for each year of pensionable service with the Seventh-day Adventist Retirement Plan.
- (b) Employees whose employing organisation has **NOT** adopted the new package salary structure or individual employees who have not accepted their revised package salary structure:
 - (i) Two months basic salary and housing allowance (where the latter is received) plus
 - (ii) 5% of the monthly basic salary plus housing allowance (where the latter is received) for each year of pensionable service with the Seventh-day Adventist Retirement Plan.

Employees who continue to work beyond their default age will qualify for the "retirement transitional assistance" at the time of actual retirement from active employment.

3. SEVENTH-DAY ADVENTIST GROUP PERSONAL PENSION SCHEME

From 1 January 2014 the BUC, and participating employers, set up a group personal pension scheme with Legal & General. This plan is known as the "Seventh-day Adventist Group Personal Pension Scheme" (SDAGPP). All employees in continuing employment on 1 January 2014 were automatically enrolled in the SDAGPP. Employees who commenced employment on, or after, 1 January 2014 and complete three (3) months employment will be enrolled in the SDAGPP providing their earnings meet

the UK Government auto enrolment criteria of an eligible jobholder. If earnings are below those of an eligible jobholder the employee is still entitled to opt-in to the SDAGPP and should discuss this with their employer.

Where applicable, the employer will make contributions into the SDAGPP based on the percentage of the employee's pensionable package salary that has been voted by the BUC Executive Committee. Every employee can opt to make personal contributions into the SDAGPP and if interested should discuss this with their employer's finance dept. The BUC reserve the right to alter the level of employer contributions but will always remain within the employer contributions level required by the UK Government.

4. BUC INSTITUTIONS NOT PARTICIPATING IN THE SDAGPP

Other employers who are not members of the Seventh-day Adventist Group Personal Pension Scheme (SDAGPP) are expected to follow the lead of the BUC Executive Committee and make equitable payments into their employees' pension schemes.

5. RETIREMENT PLAN IN THE REPUBLIC OF IRELAND

Employees in the Republic of Ireland who are Irish Nationals, or who have never worked in the UK, will be enrolled in a group personal pension scheme that has been set up with New Ireland Assurance Co. plc. This plan is known as the "Irish Mission of the Seventh-day Adventist Church Group Retirement Plan" (IMSDAGRP). Contributions on behalf of employees are made into this plan on the same basis as for those enrolled in the SDAGPP. Employees can obtain more information about this plan direct from New Ireland Assurance, for details contact the BUC Pension Plan coordinator.

F. RETIREMENT (revised Jun 2016)

For all pension plans the employee's default age to commence retirement benefits is 65. The default age does not affect the employee's statutory right to consider when and how they draw their benefits and does not have to coincide with actual retirement from employment.

Between one year and no less than six months before the employee's default age, the employer will meet with the employee to discuss the employee's options and plans regarding pension and retirement.

BUC Policy - Section 5

FINANCE

(revised Mar 2019)

A. HOUSING ALLOWANCE (revised Dec 2017)

The employer does not have a liability/responsibility to house any employee. It is the responsibility of each individual employee to ensure that they seek independent advice from recognised legal or financial advisors before committing themselves to purchasing and/or renting property.

A London Weighting allowance shall be approved annually by the BUC Executive Committee within the categories defined and the financial limits set by the Compensation Review Committee which will review these annually. These allowances are pro-rated to the individual employee's Salary Percentage and are further pro-rated for part-time staff. The London Weighting allowance will be applied to employees whose place of work is within a 40-mile radius of Charing Cross.

Transitional Allowance

When an employee is required to move by his/her employer to a new location and the relocation necessitates both

- the sale or letting of the employee's current property and the purchase or renting of another property and
- the employer requires the employee to relocate in the new area of assigned work before the employee has completed the sale or letting of the employee's current property

Such employees may be eligible during the transitional period to receive a transitional allowance for up to a maximum period of six months of 25% of the employee's current salary package for workers outside the London weighting area or 34% of the employee's current salary package plus London weighting for workers within the London weighting area under the following conditions:

1. Employees have provided the employer with documentation that has demonstrated that they are actively seeking to sell or let their existing property.
2. The employer confirms in writing that, due to the requirements of the new post or to the failure of the employee to secure the sale or letting of his/her current property by a given date, the employee will qualify for the additional transitional allowance payment.
3. The maximum period for this additional transitional allowance is up to six months from the date of the relocation of their accommodation to the new assigned area of employment. The additional allowance will cease on the date that the sale or letting of their current property is completed if this date precedes the six-month limit.
4. In exceptional cases, where circumstances beyond the control of the employee have frustrated the employee's ability to complete the sale or letting of his current property within the maximum period, the employing body's executive committee may consider a request by the employee that an extension to the six-month limit be granted.

B. SECOND MORTGAGE/SHARED INVESTMENT (revised Mar 2017)

Employing organisations are no longer able to offer employees the provisions of a second mortgage. Where funds have been made available in the past by the employing organization by way of a second charge, the following conditions apply to its discharge. The denominations' solicitor shall be used to effect the discharge of the second mortgage.

1. In determining the sum to be repaid on redemption of the second mortgage the employing organization will compare the average regional house price for the area concerned at the time of purchase with that

pertaining at the time of sale and increasing/decreasing the amount repayable on the second mortgage accordingly.

2. The second mortgage will be repayable on the sale of the house, on retirement, on cessation of employment with the BUC, or earlier if so desired by the employee. (The employing organisation's share of capital gain/loss being the above noted per cent of total gain/loss).
3. An annual statement shall be sent to employees with a second mortgage by the denomination giving information regarding the prevailing redemption value of the mortgage.

C. VOLUNTARY EARLY REDEMPTION OF SECOND MORTGAGE (revised Dec 2009)

The following policy applies with reference to the voluntary early redemption of second mortgages:

1. Settlement should not be less than the face value of the original loan.
2. Any discount should not exceed 10% of the required settlement value.
3. The discount should be recoupable in two years by the interest, at current rates, arising from the investment of the repayment figure.

D. DENOMINATIONAL HOUSING STOCK (revised Dec 2009)

Tenancy and rental of all denominational housing stock, with the exception of retirement properties, is determined by SDAA Ltd. Market rents will be set by the SDAA Ltd Board. Each tenancy shall be subject to an assured shorthold tenancy prior to occupancy.

E. RELOCATION AND REMOVAL ALLOWANCES (revised Mar 2017)

The BUC policy provides the following reimbursement for relocation and removal expenses to qualifying employees:

1. HOUSE SALE AND PURCHASE EXPENSES

The following house sale and purchase expenses will be paid by the employer up to a house valuation for a three bedroom semi-detached house with central heating and garage in the area of purchase.

- (a) Legal expenses for sale and purchase including stamp duty.
- (b) Estate agent's commission. In cases where a sale is transacted without the services of an estate agent, the maximum reimbursement for alternative arrangements for which invoices need to be submitted shall be ¾% of the sale price.
- (c) Administration fee relating to the redemption of the former mortgage.
- (d) Administration fee relating to the negotiation of a new mortgage.
- (e) Basic survey cost if required by the lender, but not a full structural survey.

2. REMOVAL EXPENSES

All removal expenses must be authorised by the treasurer of the employing organization that has requested the employee to move location, and for this purpose the employee is required to submit at least two estimates.

3. RELOCATION EXPENSE

When an employee is asked to move to a new place of work by their employer and the move requires them to relocate their place of residence a relocation expense up to 50% of the monthly salary factor shall be granted.

4. ELIGIBILITY

The following employees will qualify for all the above expenses subject to the caveats provided under clauses, Voluntary Transfer/Relocation, Investment in a Second Property, and Delayed Sale of Current Property:

- (a) Current employees whose contract of employment requires them to move at the direction of their employer when they are asked to move to a new place of work by their employer and the move requires them to relocate their place of residence.
- (b) Current employees whose contract of employment requires them to move at the direction of their employer and who have been renting their accommodation may qualify when they make their first purchase of a property within their current assigned district.

Such employees will not be aware of the imminence of their next move to a new location by their employer. Consequently, employees in this category will only qualify for the above allowance if they have consulted with their current employer and the latter has agreed in writing prior to the employee commencing the negotiation of the purchase of a property.

- (c) When employees, whose contract of employment has required them to move at the direction of their employer, retire within the territory of the BUC and become pension plan beneficiaries, they will be eligible to a final house sale and purchase expenses, removal expenses and relocation expense.

The expenses for employees in this category will be payable by the employee's last employer provided that the move is made within two years of the date of retirement. If extenuating circumstances prevent a sale and purchase within this time limit the terms of any deferral shall be agreed and minuted by the final employing organisation at the time of retirement.

Where total costs of the above allowances are more than the P11D tax free provision the employer's officers will record their approval of payment Executive Committee Meeting or Consent agenda action.

5. VOLUNTARY TRANSFER/RELOCATION

When employees move during their employment of their own volition from one house to another, they will not be eligible to claim from their employer any of the above expenses.

6. INVESTMENT IN A SECOND PROPERTY

When employees, who have been asked to move to a new place of work by their employer and the move requires them to relocate their place of residence, choose to retain their current property and to invest in a second property in their new location they will not be eligible to claim the House Sale Expenses allowance on their current property at some future date.

7. DELAYED SALE OF CURRENT PROPERTY

When employees are asked to move to a new place of work by their employer and the move requires them to relocate their place of residence, eligibility for the House Sale Expenses allowance requires that the sale of their current property takes place at the time of their relocation to their new district.

Where personal circumstances may lead an employee to wish to defer the sale of their current property, such deferrals of the sale of the employee's current property will need the written approval of the employer, at the time of the relocation, if the employee wishes subsequently to claim the House Sale Expenses allowance.

8. LOCATION WITHIN NEW DISTRICT

It is expected that employees who wish to claim the above Relocation and Removal Allowances will following prior consultation with their employer's officers ensure that their new residence is located within their new pastoral district so that they are able to serve effectively, efficiently and economically.

F. MOTOR VEHICLES (revised Dec 2015)

1. CAR ALLOWANCE

- (a) Conference/Mission/Institutional Officers Car Fixed Cost Allowance

The car fixed cost allowance rates will be set annually by the Remuneration Audit committee and approved by the BUC executive committee.

- (b) Travel Budget Mileage Rates

Reimbursement of business mileage within the monthly travel budget allowance and within Inland Revenue Approved Mileage rates (or such other rates as either BUC policy or the employing organisation may from time to time determine).

- (c) Mileage Rates

The mileage rate for all authorised journeys by volunteers and employees without travel budgets shall be at the lower Inland Revenue approved mileage rate.

2. TRAVEL BUDGET CLAIMS

- (a) Employees are expected to keep a record of daily business and personal mileage as well as documentation for all fixed and running costs for use in any personal negotiations with the tax authorities.

- (b) Employers when making reimbursements on travel budgets have a liability to the Inland Revenue that they have good reason to accept the legitimacy of the expenses being claimed. Each employee who has a travel budget is therefore responsible for completing his travel expense form on a monthly basis. Employing organisations will not reimburse travel claims that are submitted more than three months after the period to which they relate.

3. CAR INSURANCE

All employees receiving reimbursement for their travel are expected to ensure that they have comprehensive car insurance which includes cover for business use.

G. PROFESSIONAL DEVELOPMENT & EQUIPMENT ALLOWANCES (revised Mar 2019)

An annual allowance of 50% of the monthly package salary factor is available for the professional equipping and professional development of ministerial employees, Bible workers, administrators and departmental directors. In addition, subject to prior authorisation from the employer, employees may use up to 25% of this allowance for items or services conferring health benefits, noting that this will be taxable.

Subject to the availability of funds, employing organisations within the British Union Conference may choose to award an additional professional development allowance up to a maximum of 20% of the monthly salary factor per annum.

Employing organisations within the British Union Conference shall determine annually the proportion of the professional development and equipment allowances that can be used for each of the following provisions:

1. PROFESSIONAL DEVELOPMENT (PDA)

- (a) Approval from the officers of the employing organisation must be received before incurring any expense in relation to a claim.
- (b) PDA will be available for courses whose purpose is to enhance the skills of the employee within

the role for which they are employed.

2. PROFESSIONAL EQUIPMENT

- (a) Professional equipment allowance will be available for the purchase of work-related equipment, subject to the provision of satisfactory receipts. Approval from the officers of the employing organisation must be received before the purchase of any equipment. The allowance cannot be backdated, but with prior approval from the officers of the employing organisation, two years' allowance may be combined.
- (b) All equipment purchased as above shall be recognised as part of the employee's personal inventory.

H. PERIODICALS AND PROFESSIONAL JOURNALS (revised Apr 2016)

1. "ADVENTIST REVIEW"

The cost of any employee's subscription to the "ADVENTIST REVIEW" shall be met as follows:

Employee:	two-thirds
Employing organization:	one-third

2. "MINISTRY" MAGAZINE

Ministers, Associates in Pastoral Care, Bible Workers, Institutional Officers, Departmental Directors, Literature Evangelists with missionary credentials, and retirees with Emeritus Ministerial Credentials are entitled to receive the "MINISTRY" magazine free of charge, this cost to be borne by the employing organization, or the BUC in the case of retirees.

3. "JOURNAL OF ADVENTIST EDUCATION"

All teachers in denominational employment are entitled to receive the "JOURNAL OF ADVENTIST EDUCATION" or the "MINISTRY" magazine free of charge, the cost to be borne by the employing organization.

I. TRAVEL BUDGET ADVANCE (revised Apr 2016)

Within the provision for travel of pastoral and elected personnel (see F. above) there is an element of Fixed Car Cost Allowance. For pastoral workers this Allowance is not paid as a separate amount but is included in the reimbursement of travel at the higher HMRC rate.

Where a new employee, or an existing employee under extreme circumstances, who will be required to use a car in the normal fulfilment of their role, has difficulty with obtaining finance to purchase a suitable vehicle, they may apply in writing to their employing body to receive an advance of up to two years Fixed Car Cost Allowance. The maximum advance will be within the amount allowed by HMRC as a non-taxable beneficial loan. The Advance is not a loan subject to the Financial Services Act.

For pastoral employees the advance will be recouped by a reduction to the lower HMRC rate being applied to the remuneration of their monthly travel. Any remaining balance on the advance at the severance of service will be deducted from any final salary or settlement due.

The agreement for such a travel budget advance will be approved by the officers and recorded by the Executive Committee.

BUC Policy - Section 6
EMPLOYEES IN AND NATIONALS
FROM IRELAND/ISLE OF MAN

(revised Mar 2007)

A. CHILDREN FROM IRELAND/ISLE OF MAN AT STANBOROUGH SCHOOL

Where the child of an employee serving in the Irish Mission or on the Isle of Man attends Stanborough School, the cost three return journeys by the most economical means between Britain and Ireland/Isle of Man per school year, shall be met by the British Union Conference.

B. SICKNESS BENEFITS - IRISH REPUBLIC

For employees in the Irish Republic, local statutory sick pay regulations shall apply in respect of the application of the sickness benefit.

C. MEDICAL EXPENSES - IRISH REPUBLIC

Whereas NHS provisions are not available in the Irish Republic, employees working there will be eligible to claim medical expenses as outlined below:

1. BENEFICIARIES

- (a) This policy is operative for all employees working in the Irish Republic
- (b) Within the benefit limit stated below employees may claim reimbursement of approved medical expenses for themselves and/or their spouse and dependent children.

2. BENEFITS

The employing organization will reimburse approved claims up to a maximum expense per employee in any one calendar year equivalent to 50% of the monthly package salary factor. Part-time employees' benefit will be pro-rated. All employees commencing or terminating their employment during the course of a year will receive a pro-rated benefit.

3. CATEGORIES OF BENEFIT

The following charges may be claimed against the employee's medical expense benefit:

- (a) Reimbursement of claims for medicines, treatments, and appliances where these have been prescribed by a qualified practitioner.
- (b) Premiums for ophthalmic, dental and medical policies.

4. PROCEDURE

- (a) When an employee submits a claim to his/her employer for reimbursement under the medical expense policy the appropriate receipts, statements, etc. shall also be submitted covering the item(s) of expense reported.
- (b) Unused medical expense benefit cannot be carried forward by the employee into the next calendar year.

Section VII

EDUCATION

(revised Nov 2018)

A. PHILOSOPHY & AIMS FOR SEVENTH-DAY ADVENTIST SCHOOLS

(revised Dec 2003)

1. PHILOSOPHY

The Seventh-day Adventist Church recognises that God, the Creator and Sustainer of the earth, and the entire universe, is the source of knowledge and wisdom. In His image God created humanity perfect. Because of sin, humans lost this original estate; Christian education, assists in perfecting faith in Christ, which will restore in man the image of His maker. Christian education will also nurture in humanity an intelligent dedication to the work of God on earth, and prepare individuals for conscientious service to fellow humanity and citizenship of the eternal kingdom.

Seventh-day Adventists believe that knowledge of this personal God can never be derived by human reason alone, but that God has communicated His nature, purposes, and plans through divine revelation. The Holy Scriptures of the Old and New Testaments were given by inspiration of God and contain a revelation of His will to men, and they constitute for the Church the only unerring rule of faith, and practice. The Church accepts the counsel and writings of Ellen White as a spiritual gift to the Church. Her specific counsels on education have become a major guiding principle in formulating the Church's philosophy of education.

The Church operates a school system to ensure that its children and young people may receive a balanced physical, intellectual, social, and spiritual education in harmony with denominational standards and ideas, with God as the source of all moral value and truth. His revealed mind and will are the criteria for right and wrong. The stated interest of the Church is in the optimum development of the whole child for the purpose of glorifying God in every aspect of his/her life.

Seventh-day Adventists conduct their own schools for the purpose of transmitting to students the ideals, beliefs, attitudes, values, habits and customs of Adventism. The government maintains a highly developed state system for making citizens; but in addition to being patriotic, law-abiding citizens, Seventh-day Adventists want their students to be loyal, conscientious Christians in every sphere of life.

Therefore, the Seventh-day Adventist Church desires through all its educational programmes to help prepare children and youth for effective citizenship on this earth and for rewarding citizenship in the new earth. Moreover, it makes abundant provision for acquisition and interpretation of that which is appropriate from the store of secular knowledge and skills for mental, social, vocational, and physical development.

2. AIMS

The general educational aims of Seventh-day Adventist Schools are as follows:

- (a) Spiritual and Moral
 - (i) To develop an understanding of Adventist Christian beliefs.
 - (ii) To encourage a personal commitment to the Christian faith.
 - (iii) To emphasise the role of a personal relationship with Jesus in the lives of its students.
 - (iv) To assist pupils in the development of a stable set of moral principles within the Adventist Christian ethic.
 - (v) To foster understanding and respect towards those holding different beliefs and opinions.
 - (vi) To provide opportunities for Christian witness and service.

- (b) Intellectual
 - (i) To motivate students to strive for academic excellence.
 - (ii) To encourage intellectual curiosity.
 - (iii) To develop an open-minded attitude.
 - (iv) To develop the ability to undertake independent research and inquiry.
 - (v) To develop basic and high level skills so that students may become confident citizens in a technological world.
- (c) Vocational
 - (i) To develop an appreciation for the value and dignity of labour, encouraging the development of practical skills and high standards of workmanship.
 - (ii) To assist students in selecting the vocation that best suits their interests and abilities.
 - (iii) To awaken an interest for vocations in which there is potential for service to God and mankind.
 - (iv) To provide opportunities for students to experience different vocational environments.
- (d) Aesthetic
 - (i) To develop the student's ability to appreciate natural order and beauty.
 - (ii) To encourage an attitude of caring for the environment.
 - (iii) To stimulate and develop an appreciation and enjoyment of the fine arts (eg. painting, poetry, music) through active involvement.
 - (iv) To develop the student's sensitivity, imagination, and powers of expression and discrimination within the arts.
- (e) Physical
 - (i) To promote an understanding of the structure and functioning of the body.
 - (ii) To encourage habits and practices that foster maximum physical vitality and health.
 - (iii) To encourage participation in recreational activities which maintain physical fitness and contribute to the well-being of society.
- (f) Social
 - (i) To assist students in the development of interpersonal skills which contribute to an attractive and well-balanced personality.
 - (ii) To provide opportunities for social growth.
 - (iii) To encourage a spirit of co-operation based on the principle of equality among all people of different social groups, cultures and ethnic backgrounds.
- (g) Civic
 - (i) To help develop the skills and to promote the values needed for students to be concerned, responsible and active members of society.
 - (ii) To develop an understanding of the workings of government and of an individual's legal rights and responsibilities encouraging the intelligent exercise of their rights where appropriate.
 - (iii) To arouse within each student a sense of freedom and justice which leads them to counteract oppression in all its forms.
 - (iv) To stimulate interest in current issues at a local, national and international level and an intelligent awareness of the challenges arising from these issues for Christian involvement.

B. UNION EDUCATION COMMITTEES (revised Dec 2003)

1. BUC BOARD OF EDUCATION

The BUC Board of Education shall operate in harmony with the following guidelines:

- (a) The BUC Executive Committee shall decide the membership of the board which should include: the BUC Education Director, the Conference/Mission Education Directors, the Conference/Mission Presidents, designated members of the BUC Executive Committee, the Principal of the college serving the union, and the Headteachers of all primary and secondary schools. When financial issues are to be discussed, treasurers of relevant organisations should be invitees.
- (b) The BUC President shall be the chairperson ex officio of this board, and the BUC Education Director the secretary.
- (c) The board shall meet at least once a year.
- (d) The functions and responsibilities of the BUC Board of Education shall be as follows:
 - (i) To act as an advisory committee for the union committee on all types of educational problems, policies, standards, and practices.
 - (ii) To advise union leadership in the development of the educational budget.
- (e) Actions of the BUC Board of Education, before becoming operative, shall be approved by the BUC Executive Committee.
- (f) In order to be valid, the actions, policies, and standards adopted by the BUC Board of Education must be in harmony with the educational policies of the union and division.

2. BUC CURRICULUM COMMITTEE

(a) Membership

Members of the BUC Curriculum Committee shall be appointed by the BUC Executive upon the recommendation of the BUC Board of Education and shall consist of representatives from the following:

- (i) BUC Education Director (chair)
- (ii) Conference/Mission Education Directors
- (iii) Chairpersons of the sub-committees of the BUC Curriculum Committee (when applicable)
- (iv) Educational personnel from the following categories:
 - Secondary School Principals
 - Secondary School Teachers
 - Primary School Principals
 - Primary School Teachers

(b) Meetings

Meetings of the BUC Curriculum Committee shall be held annually. Additional sessions may be called by the BUC Education department as needed.

(c) Functions

The union curriculum committee is to:

- (i) Assist in the implementation of a distinctly Seventh-day Adventist curriculum.
- (ii) Promote curricular innovation.
- (iii) Review curriculum proposals, projects, and practices received from the primary and secondary curriculum committees and other sources.
- (iv) Research curriculum needs.
- (v) Establish *ad hoc* committees for special curriculum studies.

- (vi) Be responsible for the co-ordination and articulation of primary and secondary curriculum.
- (vii) Be responsible for the articulation of the primary and secondary curriculum with curriculum in higher education.

3. BUC SECONDARY CURRICULUM SUB-COMMITTEE

(a) Definition

The BUC Secondary Curriculum sub-committee is the organisation responsible for educational planning with emphasis on curriculum development and articulation in secondary schools.

(b) Membership

Members of the BUC Secondary Curriculum sub-committee shall be appointed by the BUC Executive, upon the recommendation of the BUC Board of Education from the following:

- (i) BUC Education Director (chair)
- (ii) Conference/Mission Education Directors
- (iii) Secondary School Principals
- (iv) Secondary School Teachers

(c) Meetings

Meetings of the BUC Secondary Curriculum sub-committee shall be held annually. Additional sessions may be called by the BUC Education department.

(d) Functions

The secondary curriculum sub-committee is designed to:

- (i) Formulate plans for the structuring and articulation of a distinctively Seventh-day Adventist curriculum.
- (ii) Be responsible for textbook selection where appropriate.
- (iii) Establish *ad hoc* committees for special curriculum studies.
- (iv) Recommend to each secondary school the appointment of a curriculum co-ordinator for its campus.
- (v) Encourage curricular innovations.
- (vi) Review innovative curriculum proposals.
- (vii) Identify items or proposals to be considered by the full curriculum committee.
- (viii) Develop plans for in-service training.

4. BUC PRIMARY CURRICULUM SUB-COMMITTEE

(a) Definition

The BUC Primary Curriculum sub-committee is the organisation responsible for education planning with emphasis on curriculum development and articulation throughout the primary school.

(b) Membership

Members of the BUC Primary Curriculum committee shall be appointed by the BUC Executive, upon the recommendation of the BUC Board of Education from the following:

- (i) BUC Education Director (chair)
- (ii) Conference/Mission Education Directors
- (iii) Primary School Principals
- (iv) Primary School Teachers

- (v) Secondary School Principals
- (c) Meetings

Meetings of the BUC Primary Curriculum sub-committee shall be held annually. Additional sessions may be called by the BUC Education department.
- (d) Functions

The BUC Primary Curriculum sub-committee is designed to:

 - (i) Formulate plans for the structuring and articulation of a distinctively Seventh-day Adventist curriculum.
 - (ii) Be responsible for textbook selection, where appropriate.
 - (iii) Establish *ad hoc* committees for special curriculum studies.
 - (iv) Encourage curricular innovations.
 - (v) Review innovative curriculum proposals.
 - (vi) Identify items or proposals to be considered by the full curriculum committee.
 - (vii) Develop plans for in-service training.
 - (viii) Review and revise primary school evaluative instruments.

5. EDUCATION FINANCE COMMITTEE

The Education Finance Committee advises the BUC Finance Committee and BUC Board of Education on issues relating to the financial management of schools and teachers' pay.

- (i) Membership

Members of the Education Finance Committee shall be appointed by the BUC Executive at the recommendation of the BUC Board of Education and shall include the following:

 - Union Education Director (Chair)
 - Conference/Mission Education Directors
 - BUC Treasurer
 - Conference/Mission Treasurers
 - One Secondary School Principal
 - One Primary School Principal
 - Three lay-members from the fields of business and education
- (ii) Meetings

Meetings shall be as required by the agenda of the BUC Finance Committee and BUC Board of Education.

C. SCHOOL POLICIES (revised Dec 2003)

The following policies apply to both Primary and Secondary schools throughout the British Union. The establishment of schools throughout the territories of the BUC is encouraged on the following basis:

1. INITIAL STEPS IN ESTABLISHING A SCHOOL

The local Conference/Mission Education Director (where appointed) shall work with the church(es) requesting the school. Plans shall be submitted to the local Conference or Mission Executive Committee in consultation with the BUC Education Director, whose duty it will be to bring the request to the BUC Executive Committee. Where there is no local Education Director, the local administration may invite the BUC Education Director to work directly with the church.

2. FINANCIAL PLAN TO BE APPROVED

Schools shall only be opened if the financial plans for buildings and operating are acceptable to the local Conference or Mission Executive Committee, the BUC Executive Committee and where relevant the TED Executive Committee.

3. ENROLMENT

- (a) A school should not be established without a minimum enrolment of six Seventh-day Adventist pupils, with a reasonable prospect of this number being maintained.
- (b) Non-Seventh-day Adventist pupils can be admitted in order to meet the requirements of Teacher/Pupil Ratio in section 5 below.
- (c) Where the Seventh-day Adventist enrolment falls below six, the local Conference or Mission Executive Committee and the BUC Executive Committee shall consider changing its status to a Mission School, or discontinuing appropriations.

4. MISSION SCHOOLS

(a) Definition

A Mission School is defined as a denominational school organised and operated as an evangelising agency primarily for non-Seventh-day Adventists.

(b) Criteria

- (i) Where mission schools are conducted, they are to serve as evangelising agencies of the church. (Whenever Seventh-day Adventist children are attending such schools, special provision shall be made for their adequate religious instruction).
- (ii) Mission schools shall not compete with existing church schools or serve as substitutes for church schools.
- (iii) Plans shall be laid for all mission schools to become church schools or to act as "feeders" for church schools.
- (iv) Only Seventh-day Adventist teachers shall be employed for mission schools and where possible at least some of the teacher's education will have been obtained in Seventh-day Adventist colleges.
- (v) Bible courses shall be given priority in the curriculum and all students shall be required to be involved in at least one Bible course each year.
- (vi) Classes shall be kept small enough to allow teachers to exert a personal influence over each student and to maintain contact with their parents.

5. TEACHER/PUPIL RATIOS

Teacher/pupil ratios shall be determined by dividing the number of full-time pupils in a school by the number of full-time equivalents of teaching staff (including heads), and resource staff. Primary Schools should consider 15:1 as an optimum ratio with 12:1 as a minimum. Due to the extra staffing needed at Nursery level, the Nursery or Nursery/Reception unit should be considered as operating with a satisfactory ratio if it falls between 8:1-10:1. Where the ratio for Nursery and Primary Schools drop below these recommended figures, the School Board should seriously consider the reduction of staff so as to approach this target.

Secondary Schools should consider the following formulations as the goals for operation:

- (a) An overall pupil/teacher ratio of 12:1
- (b) Pupil/teacher ratio of 14:1 + 1.5 administrative staff + 1.5 library/resource staff.
- (c) Total subject periods (thirty-five minutes)

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The overall pupil/teacher ratio should in no circumstance be less than 10:1 and should be within a close orbit of the three criteria given above.

6. TEACHING LOAD

Primary and Nursery: Under normal circumstances Primary teachers should be expected to be engaged in classroom activity during the full length of a school day. However, all efforts should be

taken to ensure that each teacher receives at least an unbroken forty-five minute break during each full teaching day (normally during lunch period).

Secondary: Secondary teachers should expect to teach at least 75-80% of the total class time available. Where pupil/teacher ratios are not met, a full load could be proportionally more. Teachers can further expect other duties equivalent to no more than 20% of available break and lunch periods.

7. ECONOMIC STUDENT CLASS SIZE

Where a class drops below seven, the head teacher should be required to justify the continuance of the situation to the School Board and administering organisation.

8. CURRICULUM BREADTH

Each school should analyse its curriculum into core, supportive and enrichment activities, in order for the Board to evaluate the focus of the school and the needs for expansion. In such an analysis core activities should be considered as those essential to the school's academic operation (Maths, English, etc.), supportive activities would be those supporting the core (special needs etc.), and enrichment activities would be those giving specific focus to a school but which lie outside the core curriculum (Business Studies, Environmental studies, Horticulture, etc.). Where an activity is added or extended this should be examined in light of the total balance of curriculum. It should not be understood by this analysis that supportive and enrichment activities are not required or are of less importance; the analysis should be seen solely as a tool of developmental strategy that is understandable to the School Board and administrative organisations.

9. SCHOOL BUILDING - FINANCIAL ARRANGEMENTS

(a) Availability of Funds

All of these policies are subject to the availability of funds in each organisation, and cannot therefore be considered mandatory.

(b) Education Development Funds

The BUC and local Conferences and Missions shall endeavour to establish Education Development Funds in their respective budgets, in preparation for school requests.

(c) Obligations of Local Church

Churches applying for help under this policy shall be made aware of their financial obligations under the policies for School Operating - Financial Arrangements, section 10 below.

(d) Building Plans

In order to qualify for any of the financial subsidies listed in (e), (f) and (g) below, applications to the Union/Conference/Mission must be accompanied by building plans which have:

- (i) been approved by the local church/churches and/or, the school board.
- (ii) been prepared in consultation with the administering organisation.
- (iii) received local authority planning permission.

(e) Building New Schools Where There Has Been No School

- (i) The recommended sharing of costs is as follows:

TED	20%
BUC	25% - 30%
Conference/Mission	25% - 30%
Church(es)	20% - 30%

- (ii) A minimum notice of two years is required by the local Conference/Mission, BUC and TED.

(f) Building a New School Where a School Already Exists

- (i) Where circumstances make the building of a new school necessary, even in a different location, in a place where a school is already in operation, the sum to be raised shall be the difference between the price of the new building and the net sale price of the existing building. The recommended sharing of costs is as follows:

TED	10%
BUC	20%
Conference/Mission	35% - 40%
Church(es)	30% - 35%

- (ii) A minimum notice of two years is required by the local Conference/Mission, BUC and TED.

(g) Remodelling of Existing Schools

- (i) Where it becomes necessary to remodel or enlarge existing buildings, the recommended sharing of costs exceeding £1,500 is as follows:

TED	5%
BUC	10%
Conference/Mission/Church(es)	80%

- (ii) A minimum notice of one year is required by the local Conference/Mission, BUC and TED.

10. SCHOOL OPERATING - FINANCIAL ARRANGEMENTS

(a) Local Church Responsibility

The prime responsibility for operating lies with the local church(es), which, through fees and donations received shall be responsible for a minimum of 70% of the total cost of the operating expenses. These expenses include salaries and related expenses, insurance, rent and rates, heat and light, cleaning, education and office supplies, and all other costs.

(b) Union/Conference/Mission Responsibilities

Subject to the needs of the school, and to the availability of funds, the Union, the local Conference or Mission shall be responsible for up to a maximum of 30% of the total operating cost.

(c) Fees

- (i) Full fees, as set by the school board, shall be paid for all pupils.
- (ii) Arrangements for payment of fees shall be made on or before the first day of each term.
- (iii) When an account falls into arrears, arrangement of full payment (including the new term's fees) must be made on or before the first day of the next term.
- (iv) The school board should automatically consider the suspension of a pupil where an account is two terms overdue.

(d) Credit Control

Schools should provide the following information termly to their School Boards and monthly to their administrative organisations:

- (i) A schedule of fees outstanding beyond the current term.
- (ii) Long outstanding fees quotient =
$$(\text{Previous term's fees outstanding} \times 100) / \text{Fees charged this term}$$

- (iii) Present collected fees quotient =
(Fees collected this term x 100) / Fees charged this term

The following targets for the latter should be deemed reasonable:

66% collection rate one month into a term.

80% collection rate two months into a term.

95% collection rate by the end of the term.

Provisions in the budget should be made at the end of each term for existing outstanding debts. This would have the effect of reducing available expenditure within the current year and reflect in the over (under) budget situation.

(e) Reporting of Financial Situation

- (i) The Board of Governors and the administering organisation should receive budget control statements (monthly) and a full financial statement termly. The presentation of these statements should not be more than one month after the period concerned.
- (ii) If the relevant committees do not meet within the one month period, statements should be sent by post, along with management notes.
- (iii) A copy of the statements should be lodged with the BUC treasury department within the one month described in (i) above.

(f) Apportioning of Budget

Board members should satisfy themselves that the budget caters adequately for the resource and maintenance needs of the school, and that depreciation amounts satisfy Union policy.

11. SOLICITATION

Primary schools shall not make general appeals for funds for building and other projects outside their own Conference/Mission territory. If there is an infringement of this policy, the next higher governing body shall take appropriate action.

12. EMPLOYING ORGANISATION

The employing organisation, is defined as the body responsible for authorising:

- (a) the employment of all teaching staff and the issuing of contracts;
- (b) salary and remuneration rates, including annual awards, and
- (c) disciplinary actions or dismissal of any employee.
- (d) recognised by the Inland Revenue for Pay As You Earn (PAYE) and National Insurance (NI) purposes.

13. THE ROLE OF THE UNION/CONFERENCE/MISSION

The employing organisation, through its governing body, is responsible for authorising:

- (a) the recording of all staff appointments;
- (b) the approval of school budgets;
- (c) the implementation and monitoring of BUC education policies.

14. THE APPOINTMENT OF GOVERNORS

A Board of Governors is to be appointed by the employing organisation, and its composition to be as follows:

- (a) Where the school serves the Conference/Union constituency:

- President of employing organisation (chair of governors, or his appointee).
- Three ministers from churches supporting the school (churches are to be represented on a rotating basis).
- Headteacher of the school (secretary to governors or as otherwise stipulated).
- School treasurer/bursar.
- BUC Education Director.
- Treasurer from employing organisation.
- Two lay-representatives from the churches supporting the school (these are to be selected on the basis of a pool of names recommended by the churches).
- Two parents to be appointed at an annual general meeting.
- Representative appointed by the teaching staff of the school (two where there are 20 or more staff members).
- PTA president where appropriate.
- Two Seventh-day Adventist educators.

(b) Where the school serves a local church or group of churches

- Resident minister (chair of governors)
- One local church elder
- Headteacher of the school (secretary to governors)
- School treasurer/bursar
- BUC Education Director
- President from employing organisation
- Treasurer from employing organisation
- Three other lay-members, including parents
- Representative appointed by the teaching staff of the school
- PTA president
- One Seventh-day Adventist educator.

(c) The governors of any maintained school will be appointed by the promoters of the school, that is, the relevant Mission, local Conference or Union Conference.

15. THE FUNCTION OF THE GOVERNING BODY

(a) Seventh-day Adventist Philosophy:

- to ensure that the Seventh-day Adventist education philosophy and practices are followed in the operation of the school, especially with respect to the provision made for the spiritual, intellectual and physical development of its pupils;
- to ensure that Seventh-day Adventist values are explicitly identified as part of the ethos of the school.

(b) Strategic Role:

- to be accountable for the educational standards and performance of the school;
- to formulate the school's mission and its long term direction;
- to define the school's aims, objectives and curriculum strategy;
- to ensure the school sets in place a dynamic School Development Plan.

(c) Management Role:

- to develop, with the Headteacher, school policies within the framework of BUC guidelines;

- (ii) to determine what powers are to be delegated to the Headteacher, in addition to those already provided in his/her job description;
- (iii) to approve the annual school budget;
- (iv) to determine school fees on an annual basis;
- (v) to approve or recommend, where appropriate, the appointment of staff;
- (vi) to approve or recommend, where appropriate the annual salary audit/award;
- (vii) to keep a conflict of interest register;
- (viii) to prepare and present an annual report to the school's Annual General Meeting.

16. DELEGATED COMMITTEES

In order to assist the governing body in fulfilling its responsibilities, decision-making powers, with respect to admission, discipline (pupils and staff) and the right of appeal should be, where possible, delegated to specific committees. Primary governing bodies should decide on the appropriate way of responding to these areas of responsibility. In the case of secondary schools, the governing body should set in place the following delegated committees:

(a) Admissions Committee

- (i) This committee shall consist of, at least, three governors, one being the Headteacher.
- (ii) This committee will consider applications for admission to the school, in line with the governing body's admissions policy.

(b) Discipline Committee

- (i) This committee shall consist of, at least, three governors, excluding the Headteacher;
- (ii) This committee will consider recommendations from the head with respect to (a) temporary exclusions exceeding one week and (b) permanent exclusion. However, before a recommendation for exclusion is considered by the committee, the parents/guardians are to be informed by the Headteacher of the proposed action.

In arriving at their decision, the committee should consider representations from the pupils and parents/guardians.

Where there is a decision to exclude a pupil either on a temporary basis or permanently, the committee should inform the parents/guardians of their rights of appeal to the Appeal Committee.

(c) Staff Committee

- (i) This committee shall consist of, at least, three governors, except the Headteacher.
- (ii) This committee will consider disciplinary matters relating to staff, including any recommendation from the head for the dismissal of a staff member.
- (iii) Before a recommendation for disciplinary action or dismissal can be considered by the committee, the staff member involved should be informed by the Headteacher of the proposed action.
- (iv) The committee will consider all recommendations for disciplinary actions or dismissals with reference to the governing body's disciplinary rules/procedures and grievance policy.

(d) Appeal Committee

- (i) This committee shall consist of, at least, five members and a maximum of seven. Members will be from three categories, governors (2-3); lay members (2-3); and independent members (1-2).

A lay member is defined as a person without personal experience of school employment other than as a governor or as a voluntary worker. She/he must not have any close connections with the school (for example as parents, relatives of staff members, parents of former pupils of less than five years, or as suppliers of services to the school).

- (ii) An independent member is defined as a person who has experience in the field of education, but without any close connections to the school, such as those already stated in (i) above.
- (iii) The committee will hear appeals against admission decisions, exclusions extending beyond one week of permanent exclusions, proposed staff disciplinary actions and proposed termination of employment of service.
- (iv) When considering cases the committee's decision will be guided by:
 - (1) the procedure followed by the relevant delegated committee.
 - (2) the soundness of the decision, as it relates to the facts and evidence presented to the delegated committee; and
 - (3) the presentation of any new and relevant information/evidence about the case.

17. SUB-COMMITTEES

(a) Curriculum Audit Sub-Committee

- (i) This committee shall consist of, at least, five members and a maximum of seven. It should include the Headteacher and one other teacher.
- (ii) This committee will be responsible for:
 - (1) formulating the school's curriculum aims and objectives;
 - (2) review, where appropriate, curriculum policy statements, subject plans, schemes of work and assessment, recording and reporting arrangements;
 - (3) monitoring the implementation of curriculum policies;
 - (4) evaluating the school's curriculum needs on an on-going basis.
 - (5) handling complaints from parents regarding curriculum decisions made by the governing body.

(b) Personnel Sub-Committee

- (i) This committee shall consist of, at least, five members and a maximum of seven. It shall include the Headteacher.
- (ii) The committee will be responsible for making recommendations to the governors on the following:
 - (1) the recruitment of staff;
 - (2) the determination of salary levels and all areas of conditions of service;
 - (3) arrangements for staff appraisal, in line with BUC policy;
 - (4) arrangements for staff induction; and
 - (5) arrangements for staff development.

(c) Finance Sub-Committee

- (i) This committee shall consist of, at least, five members and a maximum of seven. It shall include the Headteacher, school bursar and the treasurer of the employing or sponsoring organisation.
- (ii) This committee will be responsible to the governors for:
 - (1) preparing the annual budget;

- (2) monitoring the financial operation of the school;
- (3) receiving monthly budget control statements from the school administration;
- (4) working in partnership with the school administration to formulate a School Development Plan; and
- (5) monitoring the school's internal financial control system.

(d) Premises Sub-Committee

- (i) This committee shall consist of, at least five members, and a maximum of seven. It shall include the Headteacher or bursar and the maintenance manager.
- (ii) This committee will be responsible to the governors for:
 - (1) the overall maintenance of the plant;
 - (2) implementing relevant aspects of the school's health and safety policy;
 - (3) formulating a school letting policy;
 - (4) developing and implementing a long-term maintenance programme.

18. EDUCATION DEPARTMENT

The Education Directors of administering organisations are appointed to support and encourage the heads and teachers in the schools and should be the first point of contact beyond the administration of the school. Matters which should be communicated by the Head to the Education Director include staffing needs, personnel problems, curriculum concerns and major discipline matters. Where Conferences do not have an Education Director, they may request that this responsibility falls on the Union Education Department. Where issues and decisions then require the involvement of the Conference or Union, the Education Director shall present such issues verbally or in writing to the relevant individuals or bodies. However, the Headteacher remains the administrative officer at the local school level and teachers should relate initially to their respective Head.

The Education Department is also responsible for the following:

(a) In Relation to the Schools:

- (i) Advising and initiating curriculum development projects through the relevant curriculum committees.
- (ii) Developing policies relevant to all schools, through co-operation with church administration and schools.
- (iii) Informing schools of relevant education developments in the world church and the state.
- (iv) Keeping files of prospective teachers, and promoting church employment to student teachers.
- (v) Organising inservice training that affects all schools: both professional and specifically denominational.
- (vi) Relating with the TED Education Department in matters relevant to the Division or World Church.
- (vii) Acting as a liaison between Adventist teachers in the state sector and those within Adventist schools to promote professional and spiritual support between the different groups.
- (viii) Encouraging personal development of all staff.
- (ix) Encouraging interaction and sharing of ideas between schools.
- (x) Organising regular school evaluations for Primary schools and participating in Division organised evaluations of Secondary schools.

- (xi) Organising assessment of Headteachers and assisting Headteachers in implementing appraisal schemes in individual schools.
- (xii) Producing statistical annual reports on all schools in the BUC.

(b) In Relation to the Local Churches:

- (i) Promoting Adventist Christian education.
- (ii) Training and encouraging local education secretaries.
- (iii) Encouraging and, where relevant, instigating programmes and projects to balance the education of Adventist children and youth not in church schools.
- (iv) Serving as an advisor to the Adventist Teacher's Association.

(c) In Relation to the Community at Large:

- (i) Keeping up-to-date with educational developments in the state system and government.
- (ii) Making appropriate contacts with government/local education committees on education issues.

19. PRIMARY SCHOOL INSPECTION

(a) Frequency of Survey

All denominational primary schools within the BUC territory shall be inspected not less than once every three years by an inspection team.

(b) Composition of Inspection Team

- BUC Education Director (chair)
- Conference Education Director (where appointed)
- President of administrative organisation or president's nominee
- Chair of the school board or the chair's nominee
- Headteacher or teacher(s) of a school of the type being inspected. (Teachers may not be members of the team inspecting the school where they teach. The Headteacher shall be fully consulted in the inspection process).
- An independent individual. (Where possible a non-church employee with relevant expertise).

(c) Terms of Reference

- (i) To show an active interest in the work of the school.
- (ii) To support and encourage the Headteacher in his/her responsibility.
- (iii) To make commendations and recommendations to the board concerning:
 - Maintenance of Seventh-day Adventist principles and spiritual values
 - Levels of academic performance.
 - The adequacy of upkeep of the buildings and equipment.
- (iv) To encourage links with Seventh-day Adventist Secondary Schools.

(d) Implementation of Recommendations by Inspection Team

All reports from an inspection team shall be studied by the Executive Committee of the administering organisation and the school board. Ultimate responsibility for the implementation of recommendations shall rest with the relevant Executive Committee.

20. SECONDARY SCHOOL INSPECTION

Secondary school inspections are the responsibility of the TED, and shall be organised according to TED policy. Reports from secondary school inspections shall be dealt with in the same way as Primary.

D. PRIMARY SCHOOL EDUCATIONAL SUBSIDIES (revised Mar 2018)

1. RESPONSIBILITY FOR SCHOOL FEES

In all situations the school fees for pupils attending all schools owned and operated by a Union, Conference or Mission within the territory of the British Union Conference of Seventh-day Adventists remains the responsibility of the pupil's parents or legal guardians. Until the pupil's account with the school is credited with any subsidy the parent or legal guardian is responsible for the payment of the pupil's full school fees.

2. ELIGIBILITY FOR EDUCATIONAL SUBSIDY

In order to make application for an educational subsidy at least one parent or legal guardian of the pupil must be a Seventh-day Adventist who has been a member in regular standing of a Seventh-day Adventist church within the territory of the British Union Conference for at least twelve months prior to the start of the academic term for which a subsidy is being applied.

Or at least one parent or legal guardian of the pupil must be a denominational employee.

3. THE SUBSIDY

- (a) The total subsidy given by the BUC and/or the Conference/Mission and/or the school to any pupil will not exceed 50% of the school tuition fee.
- (b) A Union, Conference, or Mission may elect to apply one of the following implementation options, except where one parent or legal guardian is a denominational employee in which case the subsidy up to a maximum of 50% may be provided and approved by the respective employer:

- (i) The local church through its church board is responsible for providing and approving a subsidy up to the maximum 50% of the school tuition fee subject to:
 - (1) the availability of local church funds;
 - (2) the parents or legal guardian meeting any local criteria established by the local church board.
- (ii) The Union, Conference or Mission through the action of its executive committee may provide and approve a subsidy up to a maximum of 25% of the school tuition fees subject to:
 - (1) budgetary provision;
 - (2) any criteria established by the Union, Conference or Mission executive committee.

In addition the local church through its church board may provide and approve a further subsidy up to a maximum of 25% of the school tuition fees subject to:

- (1) the availability of local church funds;
- (2) the parents or legal guardian meeting any local criteria established by the local church board.

The approval of a subsidy by one party does not automatically imply approval by the other party.

- (iii) The School through the action of its governing body may provide and approve a subsidy up to a maximum of 25% of the school tuition fees subject to:
 - (1) budgetary provision;
 - (2) any criteria established by the School's governing body.

- (c) Any potential subsidy will be reduced by the amount of any local authority (or similar) financial contribution received by the parent or legal guardian towards the cost of the pupil's school fees. Similarly where the pupil receives a subsidy from a denominational policy of another organisation that is more generous than the above policy such a pupil will be ineligible for any of the above bursaries.
- (d) A minimum of two term's notice must be given before any reduction in the level of the subsidy.
- (e) A Union, Conference, Mission, School or Local Church governing body may award a discretionary subsidy where a Seventh-day Adventist parent or legal guardian does not meet the eligibility criteria above and where that governing body, in their sole judgement, deems the circumstances are appropriate. Such a discretionary subsidy awarded by one organisation does not imply, as a matter of right, a similar subsidy by any other organisation.

3. APPLICATION PROCEDURE

Each Union, Conference or Mission is responsible for determining and approving the application procedure for primary school subsidies.

E. SECONDARY SCHOOL SUBSIDIES (revised Mar 2018)

1. AVAILABLE SUBSIDIES

- (a) A subsidy relating to a straight percentage of the gross fee may be given to any Adventist holding membership within the territory of the BUC, subject to budgetary provision
- (b) A further percentage subsidy is available, and this is based on the net income according to tables drawn up annually by secondary schools within the BUC.

2. ADVENTISTS FROM OUTSIDE OF BUC

Where the parents are domiciled outside the BUC territory and hold membership outside the BUC, no subsidies shall be applicable. It is the responsibility of the parents, with such help as the employer may give, to meet the gross fee without subsidies from the school or BUC/Conference.

3. ADVENTISTS LIVING OVERSEAS WITH MEMBERSHIP IN BUC

Where parents are domiciled outside the BUC territory but hold membership within the BUC territory, the basic fixed-subsidy percentage may be paid by the school, but no income-related subsidy is applicable.

4. OVERSEAS PARENTS IN RECEIPT OF NON-CHURCH SUBSIDIES

Where parents living overseas are in receipt of assistance from the Armed Forces, government or commercial enterprise, no subsidy shall normally be applicable. This shall apply whether the parents are Seventh-day Adventist church members or not, or whether or not a Seventh-day Adventist relative is sponsoring the child. In cases where undue hardship might be caused by this policy, the Head of the school shall bring the matter to the attention of the board.

F. STANBOROUGH SCHOOL FEES AND SUBSIDIES (revised Mar 2018)

1. GENERAL CONDITIONS

- (a) Payment of Fees
 - (i) Full fees as set by the school board must be paid for all pupils attending Stanborough School
 - (ii) Fees shall be paid on or before the first day of each term.
 - (iii) Where a full year's fees are paid in advance a 5% discount shall be given in the case of British-based students.
 - (iv) When an account falls into arrears, full payment (including the new term's fees) must be paid on or before the first day of each term.

(b) Subsidy to Seventh-day Adventist Parents Living Within BUC

All Seventh-day Adventist parents who are domiciled in the United Kingdom and the Republic of Ireland, and have their membership in the BUC, are eligible to apply to the BUC Education Director for a subsidy.

(c) Subsidies Committee

Applications for subsidies shall be considered by a committee consisting of:

- BUC Treasurer (chairman)
- BUC Education Director
- SEC President
- Head of secondary school
- Head of primary school
- School Bursar

(d) Annual Review of Subsidies

Subsidies are subject to an annual re-view (in March of each year) with consideration being given to both the financial position of the parents as determined by an annual return or declaration form, and a report by the school on the attitudes and progress of the pupil.

(e) Unsatisfactory Attitude or Progress by Pupil

Parents will be given a term's written notice of any unsatisfactory attitude or progress prior to the annual review.

2. SUBSIDIES AVAILABLE FOR CHURCH MEMBERS AND DENOMINATIONAL EMPLOYEES

(a) Basic Subsidy

Basic subsidies towards the cost of tuition and boarding may be available to church members residing in the BUC, and to denominational employees, subject to budgetary provision

(b) Additional Subsidy

- (i) This subsidy is based on the balance of income of a church member calculated on the net income obtained by deducting allowances specified on the subsidy application form, including allowances for dependent children.
- (ii) A "dependent child" shall be defined as one not yet of school age, or one who is receiving full-time education at a school, college, university, or other centre of learning. This definition shall not include study beyond the first degree or degree equivalent.

3. TUITION SUBSIDIES - PRIMARY SCHOOL

(a) Employees

Where at least one parent is a full-time denominational employee the minimum subsidy shall be 50% of the tuition fees. Of this 50% subsidy 25% shall be a tuition discount by the school with the employing organisation caring for the remaining 25%.

(b) Church Members

- (i) Where at least one parent is a church member living within the BUC territory, a tuition discount of up to 25% may be given, to be determined annually by the school board
- (ii) An additional subsidy of up to 25% of the tuition fees may be granted to church members on the basis of the criteria outlined in (2) (b), with the local church and the BUC Education Fund sharing equally in its funding. The total subsidy per child including tuition subsidy shall not exceed 50% of fees.

4. TUITION SUBSIDIES - SECONDARY SCHOOL

(a) Employees

Where at least one parent is a full-time denominational employee the subsidy shall be 50% of the tuition fees. Of this 50% subsidy 25% shall be a tuition subsidy by the school with the employing organisation caring for the remaining 25%.

(b) Church Members - BUC

- (i) Where at least one parent is a church member living within the BUC territory, a tuition subsidy of 25% shall be given.
- (ii) An additional subsidy of up to 25% of the tuition fees may be granted to church members on the basis of the criteria outlined in (2) (b), with the local church and the BUC Education Fund sharing equally in its funding. The total subsidy per child including tuition subsidy shall not exceed 50% of fees.

5. BOARDING SCHOOL SUBSIDY

(a) Employees

Where at least one parent is a full-time denominational employee within the BUC a 50% subsidy shall be given on the boarding fees per child. (In the case of part-time employees working 16 or more hours per week, the contribution by the employing organisation shall be pro-rated.)

(b) Church Members

- (i) Church members living within the BUC shall be entitled to a basic subsidy of 33% of the boarding fees per child.
- (ii) An additional subsidy of up to 16% of the boarding fees may be granted to church members on the basis of the criteria outlined in (2) (b), with the local church and the BUC Education Fund sharing equally in its funding.

(c) Church Members - Overseas

In the case of children of overseas members a subsidy of 20% on the boarding fees shall be given where fees are paid in advance yearly.

G. GRANT POLICIES FOR UNDERGRADUATES AT NEWBOLD COLLEGE

(revised Jun 2018)

1. AVAILABLE GRANTS

(a) Church Member's Grant

For a student to be eligible for a Church Member's grant, the student or one of the parents of the student must have been resident in the British Union for a minimum of three years before the student commences study, and a member in good and regular standing of an Seventh-day Adventist Church within the BUC for at least one year.

(b) Denominational Employee's Grant

Students whose parents are employed full-time by either the BUC or a Conference, Mission or institution which operates under the auspices of the BUC, may be eligible for a Denominational Employee's grant.

(c) Employee's Further Education Grant

Employees who have completed at least two years' denominational service within the BUC may be eligible for an Employee's Further Education grant.

2. PROCEDURE FOR GRANT APPLICATIONS

- (a) *Application forms* for any of the above grants are available from the BUC Education Department.
- (b) *A recommendation from the local church pastor* is required on each application form.

- (c) *Completed application forms* should be sent to the local Conference/Mission or institution for approval before being forwarded to the BUC Education Director for ratification by the BUC Executive Committee.
- (d) *Approved grants shall be credited* to the student's account at Newbold College at the commencement of the second semester of each academic year for which a grant is awarded.
- (e) *If a student withdraws* for any unacceptable reason prior to the end of an academic year, the grant is repayable.

3. PRESCRIBED UNDERGRADUATE PROGRAMMES FOR WHICH GRANTS ARE APPLICABLE

- (a) Full Degree Programme. For students gaining entry to a full undergraduate degree programme in any discipline offered, the appropriate grant is available for a maximum of three years with a discretionary grant of 25% of the net composite fee (see below) being available in its place for the final year of study.
- (b) Graduate Diploma in Biblical & Pastoral Studies. The appropriate grant is available for the two semesters of the programme.
- (c) Grant Applications Exceptional to the Above Categories. These shall be adjudicated by the BUC Executive Committee.

4. CHURCH MEMBER'S GRANT

- (a) Conditions. At least one of the parents of the student or the student must have been resident in the British Union for a minimum of three years before the student commences study, and a member in good and regular standing of a Seventh-day Adventist Church within the BUC for at least one year.
- (b) Financial Aspects. The Church Member's grant shall be 25% of the annual net composite fee for tuition, board and accommodation. This shall be provided from the following sources:
 - 50% - BUC
 - 50% - Local Conference/Mission

5. DENOMINATIONAL EMPLOYEE'S GRANT

- (a) Conditions. At least one of the parents of the student must be:
 - Employed full-time by either the BUC or a Conference, Mission or institution which operates under the auspices of the BUC, or
 - A credentialed literature evangelist in the BUC having a minimum of three years full-time unbroken service since being credentialed, or
 - A BUC beneficiary of the Retirement Plan or,
 - Resident in BUC territory and in regular employment with the GC/TED.
- (b) Financial Aspects. The Denominational Employee's grant for dependent children shall be 25% of the annual net composite fee for tuition, board, and accommodation. This shall be provided from the following sources:
 - 50% - BUC
 - 50% - BUC, Conference, Mission, Institution or Literature Evangelist Benefit Fund (in the case of literature evangelists).

6. EMPLOYEE'S FURTHER EDUCATION GRANT

- (a) Conditions. The employee must have given at least two years' full-time denominational service within the BUC.
- (b) Financial Aspects. The Employee's Further Education grant shall be 25% of the annual net composite fee for tuition, board and accommodation. (Fee payable by the student after other church grants are deducted). This shall be provided from the following sources:
 - 50% - BUC
 - 50% - Employing Organisation

H. POSTGRADUATE SPONSORSHIP FOR STUDENTS AT NEWBOLD COLLEGE (revised Jun 2018)

1. ELIGIBILITY

This programme is not intended as general aid for all postgraduate students. It is designed to prepare individuals for employment within the BUC **territory** by aiding selected postgraduate students at Newbold College. The ceiling in any one year is a maximum of 10 students, subject to budgetary constraints. All applicants must hold church membership within the BUC territory at the commencement of the MA.

2. PROGRAMMES FOR WHICH SPONSORSHIP IS APPLICABLE

The programmes for which sponsorship may be offered are:

- (a) The three semesters of the MA degree in Theology, plus the one semester of the Postgraduate Certificate in Ministry and Mission, or
- (b) The three summer sessions of the MA in Leadership degree.
- (c) The four summer sessions of the Doctor of Ministry degree.

3. APPLICATION AND ADMINISTRATION

- (a) Application for consideration for sponsorship should be made one semester (summer session excluded) preceding that in which the programme would start. Applications should be made to the President of the Conference or Mission in which the student normally resides.
- (b) The applicant will be interviewed by a team consisting of the BUC Officers, Conference and Mission Presidents, BUC Education Director, Conference Education Director (where appointed), and such other persons as they shall co-opt.
- (c) Upon successful interview, the application will be submitted to the Conference or Mission Committee for approval. If approved, the accepting Conference or Mission will then become the "Interested Conference".
- (d) The application shall also be approved by the BUC Executive Committee by the end of the semester (summer session excluded) preceding the year in which the programme starts.
- (e) Sponsorship contracts shall clearly indicate which programme is to be pursued. Any other arrangements shall be clearly stated in the sponsorship contract.

4. SCHEDULING OF SPONSORSHIP PROGRAMME

The postgraduate semesters for ministerial students shall normally follow immediately after graduation from the BA Hons degree, or completion of the Graduate Diploma.

5. CONTRACT AND AMORTISATION

A contract shall be drawn up by the TED Education department and signed by the TED, the BUC, the interested Conference/Mission, and the student. The contract shall allow for any party to opt out of the programme if the student's academic achievements fail to reach the required level. The contract shall include a statement of amortisation in response to the aid offered as stated. The amortisation period shall be three years' service upon completion by the student of a three-semester postgraduate programme and four years' service where a four-semester programme is completed.

6. FINANCIAL ARRANGEMENTS

- (a) The net tuition cost (cost to the student) after other grants are deducted shall be shared equally between the TED/BUC/Conference or Mission and the student.
- (b) Two-thirds of the board/accommodation fee shall be met by the interested Conference or Mission.
- (c) The cost of books per semester up to a maximum of 10% of the BUC monthly salary factor shall be met as follows:

- TED according to Division policy
 - The remainder by BUC
- (d) The cost of preparing a dissertation or project up to a maximum of 25% of the BUC monthly salary factor shall be met as follows, subject to successful completion of dissertation or project:
- TED according to Division policy
 - The remainder by BUC

7. UNSPONSORED POSTGRADUATE STUDENTS

Where a student in a postgraduate programme has not been selected for sponsorship, a 25% postgraduate grant may be requested. This will be 25% of the net composite fee for tuition, board and accommodation (the fee payable by the student after other church grants are deducted). The grant shall be provided from the following sources:

50% - BUC
50% - Local Conference/Mission

I. POSTGRADUATE STUDY AT NEWBOLD COLLEGE FOR BUC EMPLOYEES (Three or more semesters) (revised Jun 2018)

1. STUDY LEAVE

When the Executive Committee of the employing organisation recommends and approves an employee taking postgraduate studies at Newbold College, and the arrangement is approved by the BUC Executive Committee, the employee shall be granted a study leave for a specified period.

2. SELECTION

In selecting employees for postgraduate training at Newbold College the employing organisation shall bear in mind the following factors:

- (a) The need and possibility of self-improvement.
- (b) Qualifications for advanced study.
- (c) Prospects of future service in the denomination.
- (d) The special need to prepare individuals for designated lines of work.
- (e) The completion of five or more years of satisfactory service since the last study leave.

3. SALARY

The employing organisation shall continue the employee's salary for the specific period of study or other period to be decided upon at 60% of the BUC rate, plus 5% for each child up to a maximum of 80%, and 5% for each child attending a denominational school up to 100%. The housing allowance will not be paid unless the employee continues to live at home and commutes to the college.

4. RENT

The employing organisation shall provide 50% of the monthly rent for accommodation at Newbold College.

5. HEALTH-CARE EXPENSES

While at Newbold College the student and the family will normally be covered by the provisions of the British National Health Service.

6. ASSISTANCE WITH GENERAL COLLEGE FEES

(a) Net tuition costs shall be met as follows:

33% - TED
33% - BUC
33% - Employing organisation

- (b) The cost of books per semester up to a maximum of 10% of the BUC salary factor shall be met as follows:

TED according to Division policy. The remainder shared equally between the BUC and the employing organisation.

- (c) The cost of preparing a dissertation or project up to 25% of the BUC monthly salary factor shall be met as follows, subject to successful completion of the dissertation or project:

TED according to Division policy. The remainder shared equally between the BUC and the employing organisation.

7. TRAVEL EXPENSES

Approved travel expenses for the employee and family from place of labour within the BUC to Newbold College shall be met by the employing organisation.

8. INCIDENTAL EXPENSES

Other incidental expenses while at Newbold College shall be met by the employee.

9. GRANTS/FELLOWSHIPS

The sum of any grants or fellowships given to the student from government sources shall be deducted from the denominational assistance available under this policy.

10. CONTRACT

All expenses granted under the study leave shall normally be the subject of a contract between the employee, TED, the BUC, and the employing organisation.

J. POSTGRADUATE STUDY AT NEWBOLD COLLEGE FOR BUC EMPLOYEES (MA Intensives / Summer Study Programme) (revised Jun 2018)

1. STUDY LEAVE

When the Executive Committee of the employing organisation recommends and approves an employee taking part-time postgraduate studies at Newbold College, and the arrangement is approved by the BUC Executive Committee, the employee shall be granted a sponsorship for the specified period of the course.

2. SELECTION

In selecting employees for postgraduate studies at Newbold College the employing organisation shall consider the following factors:

- (a) The need and opportunity for self-improvement.
- (b) Qualifications for advanced study, e.g. meeting entrance requirements.
- (c) Prospects of future service in the denomination.
- (d) The special need to prepare individuals for designated lines of work.
- (e) The completion of five or more years of satisfactory service since the last study leave.
- (f) The total number of employees currently on such a programme as there is a BUC sponsorship limit of 10 per year.

3. SALARY

The employing organisation shall continue the employee's normal salary for the specific periods of study.

4. ACCOMMODATION AND BOARD

The Newbold room and board charge shall be met by the employing organisation.

5. HEALTH-CARE EXPENSES

While at Newbold College the student and the family will normally be covered by the provisions of the British National Health Service.

6. ASSISTANCE WITH GENERAL COLLEGE FEES

(a) Net tuition costs shall be met as follows:

Employee – 25% of the monthly Local Wage Factor (LMWF) per calendar year

Employing Organisation – 66% of the monthly LMWF per calendar year

British Union Conference – 66% of the monthly LMWF per calendar year

Trans European Division – 25% of cost or the remainder, whichever is greater

(b) The cost of books per semester up to a maximum of 10% of the BUC salary factor shall be met as follows:

TED according to Division policy (currently £75 per calendar year).

The remainder shared equally between the BUC and the employing organisation.

(c) Any cost of preparing a dissertation or project is the responsibility of the employee.

7. TRAVEL EXPENSES

Approved travel expenses for the employee from place of labour within the BUC to Newbold College shall be met by the employing organisation.

8. INCIDENTAL EXPENSES

Other incidental expenses while at Newbold College shall be met by the employee.

9. GRANTS/FELLOWSHIPS

The sum of any grants or fellowships given to the student from government sources shall be deducted from the denominational assistance available under this policy.

10. AMORTISATION

There is no contract for part-time studies. Studies are amortized by working for the organisation during the remaining 11 months of the year (part-time intensive studies usually take 3-4 weeks per year). Providing the studies do not take more than 4 weeks per year, annual leave entitlement is not affected. If the study period exceeds 4 weeks (i.e. 5-6 weeks), the student may be asked to use 1 week's holiday for their studies. Only in exceptional circumstances should more than 6 weeks' study leave be granted per year.

K. ENTRANCE REQUIREMENTS FOR MINISTERIAL EMPLOYMENT IN BUC

(revised Apr 2016)

1. STANDARD PRE-REQUISITE

The normal qualifications for entry into the ministry of the Seventh-day Adventist church in the BUC shall be the BA Hons Biblical & Pastoral Studies from Newbold College, or another fully-accredited, church-operated Seventh-day Adventist college, plus four semesters (240 UK credits) of postgraduate study from a Seventh-day Adventist educational institution made up as follows:

- The three-semester MA in Theology degree plus the one-semester Postgraduate Certificate in Ministry and Mission

2. STUDENTS WITH FIRST DEGREE IN ANOTHER DISCIPLINE

Where a student has a first degree in another discipline, completion of the following programmes at Newbold College shall constitute the pre-requisites for ministerial employment:

- (a) Graduate Diploma in Biblical & Pastoral Studies.

- (b) Three-semester MA in Theology plus one-semester Postgraduate Certificate in Ministry and Mission.

3. EXCEPTIONS

- (a) Permission to enter ministerial employment with less than the above qualifications may be granted by the BUC and the prospective employing Conference/Mission on the following grounds:
 - (i) The age of the student.
 - (ii) The pressing need of the Conference/Mission.
 - (iii) A demonstration of maturity in church leadership.
- (b) In each case where an individual is taken into employment without the MA degree, an agreement shall be made between the BUC, the employing organisation, and the employee regarding:
 - (i) The ultimate level of qualification to be reached.
 - (ii) A time-table for further study through a full-time study course at Newbold, attendance at a summer course, a day-release arrangement, or an off-campus study programme.
 - (iii) Clarification of financial arrangements for the programme of further study.

4. MATURE STUDENTS ENTERING NEWBOLD FOR MINISTERIAL TRAINING

Applicants to Newbold College above the age of 30 who wish to graduate from courses in Theology and then pursue ministerial employment within the BUC are advised to consult the President of the local Conference or Mission prior to applying for entrance to Newbold.

L. PLANNED MINISTERIAL INTERNSHIP – GUIDELINES (revised Dec 2003)

1. DEFINITION OF INTERNSHIP

Internship is in-service ministerial training. During this probationary period the intern is given the opportunity to demonstrate a calling to and suitability for ministerial service. This period is granted or terminated at the discretion of the employing organisation.

2. LENGTH OF INTERNSHIP

Each intern is to serve a one- to two-year period of internship.

3. THE OBJECTIVES OF INTERNSHIP

- (a) Personal growth - this will include the development of a personal devotional life, time management, continuing education courses etc.
- (b) The development of personal relationship skills within a church/community setting and with the conference/mission administration.
- (c) Evangelism and church growth - eg. practical exposure to public evangelism. It is anticipated that the intern will be involved in at least one major public evangelistic campaign. This to include visitation of interests and the conducting of Bible studies. Where possible the intern should be given the opportunity to conduct a public campaign under the guidance of the supervisor.
- (d) Lay training - the intern will be expected to become familiar with and participate in denominational lay training programmes.
- (e) Preaching and worship
 - to be sensitive to personal preferences in this area.
 - to have a regular and varied preaching schedule.
 - to have sermons critiqued from time to time by supervisor.
- (f) Pastoral care and nurture - to include developing some counselling skills e.g. grief counselling; listening and visitation skills.

- (g) Organisation and administration - opportunity to attend and chair board/business meetings should be given; familiarisation with treasury procedures etc.
- (h) To provide the intern with experience under the supervision of at least two senior pastors.
- (i) To create an awareness of conference/mission objectives, administrative procedures, policies etc.
- (j) To become familiar with the *Church Manual, Pastor's Manual*.
- (k) And such other objectives as may be contained in church publications such as *The Ministerial Interns Manual*.

4. EVALUATION

The supervisor shall produce a quarterly assessment on the intern which they will review together, sign and submit to the Conference/Mission administration.

It is anticipated that the Conference/Mission officers and/or the executive will also periodically interview the intern. Copies of the standardised quarterly and annual assessment forms are available from the Conference/Mission administration.

5. SELECTION OF SUPERVISORS AND LOCATIONS

- (a) Although many employees may be successful in varied aspects of ministry it is recognised that not all may be gifted with the ability to direct and supervise an intern nor able to communicate effectively their knowledge and skills. Employing organisations will therefore exercise discretion in selecting supervisors.
- (b) Administration, recognising the long term benefits of a well-structured internship, will endeavour to give this priority over the immediate requirements of a local field when locating and assigning responsibilities to an intern.

6. FINANCIAL AND LEGAL REQUIREMENTS

- (a) Remuneration and allowances will be in harmony with BUC policy and reviewed annually.
- (b) Service credit for the internship period will be granted by the employing organisation.
- (c) The intern will be eligible for up to two one-year fixed term contracts of employment.

Upon successful completion of the internship a permanent contract of employment will be offered.

7. MINISTERIAL INTERNSHIP - EVALUATION REPORTS

Name Age					
Conference					
Location in Conference					
Name of Supervisor					
QUARTER AND YEAR OF SERVICE COVERED BY THIS REPORT	YEAR	DEC 31	MAR 31	JUNE 30	SEPT 30
	1				
	2				
	3				

1.	List responsibilities carried by the intern in the quarter under review.																																																												
2.	How much time do you (the supervisor) spend with him on his work, and how often?																																																												
3.	Statistical report for the quarter:																																																												
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(j)	Co-operative and open to suggestions					
(k)	His ability to promote					
(l)	Enthusiasm					
(m)	Personal finances					
(n)	Willingness to work					
(o)	Loyalty to church and leadership					
(p)	Happiness in work					
(q)	Theological orthodoxy					
5. Enlarge on "excellent" or "very good" ratings given above						
6. Enlarge on "fair" or "poor" ratings given above						
7. In what areas could the intern benefit from special counsel and help?						
8. How involved is the spouse in the intern's pastoral duties?						
9. What is your evaluation of the overall ministerial training for the Seventh-day Adventist ministry as reflected in the work of the intern?						
DateSupervisor's Signature..... DateTrainee's Signature.....						
CONFERENCE PRESIDENT'S REMARKS (Annual Report) Conference President's Signature _____ Date _____						
Additional Remarks:						

M. DAY-RELEASE COURSE AT NEWBOLD COLLEGE FOR DENOMINATIONAL EMPLOYEES (revised Dec 2003)

1. ELIGIBILITY

Each employing organisation within the BUC shall establish with its employees who is eligible or desirous of taking courses for academic credit. Employees may also apply to take courses on a non-credit basis. Employing organisations shall then establish a prioritised list of those eligible to attend such courses.

2. STUDY SCHEDULE

Each approved applicant for day-release shall prepare with Newbold College a schedule for completion of a postgraduate degree, where applicable. Those applying for non-credit courses should indicate their full study programme and its application to the ministry.

3. FINANCIAL ARRANGEMENTS

- (a) Net tuition fees for course participants earning postgraduate academic credit should be divided as follows:
 - 50% - BUC
 - 50% - Employing organisation.
- (b) Net tuition fees for course participants taking courses for personal development (without academic credit) shall be divided as follows:
 - 37½% - BUC
 - 37½% - Employing organisation
 - 25% - Course participant/employee.
- (c) The cost of books and materials for approved course participants up to a maximum of 7½% of the BUC monthly salary factor can be claimed from the employing organisation as part of the annual book/equipment allowance.
- (d) Approved participants shall be allowed petrol expenses (calculated at 30 mpg) for return mileage from the employee's home to Newbold College, payable by the employing organisation.

N. ON OR OFF-CAMPUS MODULES CONDUCTED BY NEWBOLD COLLEGE AS PART OF ON-GOING EDUCATION PROGRAMME FOR MINISTRY

1. GENERAL ARRANGEMENTS

- (a) Each Conference and Mission shall appoint a person to be in charge of co-ordinating the programme within the local field and conducting negotiations with Newbold College under the direction of its local executive.
- (b) The BUC shall appoint a person to act as advisor and co-ordinator of local programmes.
- (c) Dates and venues for the off-campus meetings will be negotiated directly between Conference/Mission and Newbold College, with information copies to the BUC co-ordinator. Copies of proposals may also be sent to co-ordinators in adjacent fields where two organisations could share the instruction.

2. ELIGIBILITY

Each employing organisation within the BUC shall establish with the ministers and with Newbold College a list of those who are eligible for and desirous of taking courses for credit. Special attention should be given to those who have started postgraduate degrees and have a limited time for completion.

3. FINANCIAL ARRANGEMENTS

- (a) TED shall assume responsibility for the travel expenses of the lecturers.
- (b) The cost of accommodation for lecturers shall be pro-rated as follows:

- (i) Newbold College shall accept a share of the expense for students taking the course for academic credit.
- (ii) The local Conference/Mission shall accept a share of the expense for non-credit students.
- (c) Tuition fees for course participants earning postgraduate academic credit shall be divided as follows:
 - 50% - BUC
 - 50% - Employing organisation
- (d) Tuition fees for course participants taking courses for personal development (without academic credit) shall be divided as follows:
 - 37½% - BUC
 - 37½% - Employing organisation
 - 25% - Course participant/employee
- (e) The cost of books and materials for approved course participants up to a maximum of 7½% of the BUC monthly salary factor can be claimed from the employing organisation as part of the annual book/equipment allowance.
- (f) Approved participants shall be allowed a petrol expense (calculated at 30 mpg) for return mileage from the employee's home to the instruction centre, payable by the employing organisation.
- (g) A per diem allowance at the current BUC rate shall be paid by the employing organisation, unless meals are provided at the instruction centre.
- (h) If overnight accommodation is found necessary by the employing organisation, it shall assume responsibility for selection and payment.

O. EMPLOYMENT OF TEACHERS IN DENOMINATIONAL SCHOOLS

(revised Dec 2003)

1. CAREFUL SELECTION

Teachers are to be selected as carefully as ministers. Teachers are employed subject to the terms of the BUC contract of employment.

2. INITIAL PROBATIONARY YEAR

The first three months of denominational employment shall be considered probationary by both parties.

P. SENIOR BIBLE TEACHERS IN DENOMINATIONAL SCHOOLS (revised Dec 2003)

1. IMPORTANCE OF BIBLE-TEACHING

The evangelistic and pastoral functions of classroom Bible-teaching are recognised as vital and integral parts of the Seventh-day Adventist ministry. In recognition of the importance of Bible-teaching the following criteria shall apply in respect of Senior Bible Teachers:

- (a) Classroom Bible-teaching is recognised as requiring particular abilities and professional training. College students who give evidence of potential ability as Bible-teachers are encouraged to add such training to the regular preparation for a place in the ministry.
- (b) The TED Board of Education shall supply guidelines for the standards of Bible-teaching at various levels of instruction.
- (c) The committees responsible for granting credentials and licences shall consider granting a ministerial credential or licence to Bible-teachers who have had professional training for Bible-teaching or the ministry.
- (d) Prospective secondary Bible-teachers shall be encouraged to spend some time in the pastoral-evangelistic ministry before beginning, or continuing with their work in the classroom.

- (e) Beginning Bible-teachers should have the opportunity of an apprenticeship in the classroom under the supervision of experienced instructors.
- (f) The administrative boards of educational institutions shall foster the Bible-teacher's growth by arranging for the teacher to obtain experience in public evangelistic soul-winning either in connection with school work or during holiday periods.
- (g) Where a Bible-teacher has given clear evidence of a call to ministry through public evangelistic soul-winning and by their influence and counselling on the campus and in the classroom, consideration should be given to ordination.

Q. CERTIFICATION OF TEACHERS IN DENOMINATIONAL SCHOOLS

(revised Jun 2018)

1. DENOMINATIONAL CERTIFICATION

- (a) Denominational certification is additional to and not a substitute for academic and professional qualifications recognised as satisfactory by the Department of Education and Science.
- (b) Certification shall come from the TED Education department on the recommendation of the BUC Education department.
- (c) The Denominational Certificate shall be valid for a minimum of five years.

2. CRITERIA FOR CERTIFICATION

- (a) A teacher being considered for denominational certification is expected to have demonstrated ethical responsibility and loyalty towards the Church's standards.
- (b) A teacher is required to give evidence of scholarship and professional skills as recognised by the Department of Education.
- (c) A teacher is required to complete the Certificate in Seventh-day Adventist Educational Practice at Newbold College. This comprises the following modules:
 - (i) Philosophy of Adventist Education.
 - (ii) Personal Spirituality and Faith.
 - (iii) Health Principles.
 - (iv) History and Prophetic Heritage.
- (d) During the five-year currency of the Certificate the teacher shall:
 - (i) Attend a local Seventh-day Adventist Educational Workshop, or
 - (ii) Attend the Trans-European Division Quinquennial Education Convention, or
 - (iii) Follow a course of study in residence at Newbold College.
- (e) Complete a short course of study in their teaching discipline by correspondence or in attendance at an educational institution.

3. FINANCES

- (a) Teachers shall receive reimbursements up to 75% of tuition costs of correspondence course on the successful completion of their studies.
- (b) Salary and travel to courses shall be payable by the employing organisation.
- (c) Board and room costs on residential courses shall be payable by the employing organisation.
- (d) Costs of travel and accommodation for instructors shall be provided by the personal travel budgets of the instructors unless other arrangements are made.
- (e) Where finances permit, an additional 2% on the denominational scale may be given to those obtaining denominational certification. This only applies to teachers for whom the maximum on the denominational wage scale does not exceed 100%.

R. TEACHER EXCHANGE PROGRAMME (TEP) (revised Dec 2003)

A TEP assumes that the teacher in the arrangement remains in the employment of the sponsoring school. Existing terms of conditions will also continue.

1. OBJECTIVES

The following are the objectives to be met by any proposed TEP involving a secondary or primary school in the British Union:

- (a) That it should contribute to the teacher's professional development.
- (b) That it should further the school's staff development strategies.
- (c) That it should provide the basis for a collaborative approach in developing educational initiatives that will be of mutual benefit to the participating schools.
- (d) That it should strengthen the international dimensions of Seventh-day Adventist education.

2. THE PROCEDURE FOR DEVELOPING A TEP

A proposed TEP may be initiated either by the school administration or by a staff member, and should conform to the following procedure:

- (a) That the school administration formulates a written proposal in consultation with the teacher. It should clearly state the rationale for the suggested TEP, demonstrating how it will address the educational needs of the school, including the four objectives above. It should also provide details of the arrangements as per paragraph (c) below including a copy of proposed arrangements by the participating school.
- (b) That consultation be held with the Education Department of the British Union, which in turn will dialogue, through the Trans-European Division, with the appropriate Union Education department to which the participating school is attached.
- (c) That the decision of the Board of Governors be communicated to all relevant parties to the TEP, and be recorded by the BUC Executive Committee.

3. ARRANGEMENTS FOR TEP

All approved TEPs are to subscribe to the following arrangements:

- (a) Duration

All TEPs must be for a duration of between one quarter/term to one academic year. At the end of the period the teacher is contractually obliged to serve the sponsoring school for at least one full academic year in fulfilment of the objectives of the TEP.
- (b) Travel

Each employing institution will pay the travel costs of its teacher in the exchange agreement. A spouse travel subsidy of 50% at the most economical return airfare rate will be granted to the applicant by the school. The teacher will be responsible for travel costs of other accompanying family members. The teacher may claim one daily allowance, in accordance with BUC policy, for outward and one for the return journey. No further allowances are applicable.
- (c) Meals

The receiving school may provide either a meal ticket for the cafeteria or a food cost supplement for the period of the TEP. The actual rate to be determined by the school administration.
- (d) Housing

The teachers involved in the exchange should be invited to negotiate housing arrangements, in consultation with the school bursar. If no housing exchange can be negotiated, the host school may provide acceptable lodging. No exchange should be finalised until written details of accommodation are agreed upon for both teachers.

- (e) Car
As per agreement between the two exchange teachers. No involvement on the part of either school.
- (f) Salary
The teacher's salary will be the responsibility of the sponsoring school and she/he will continue to receive salary at the home rate.
- (g) Insurance
Medical insurance and other benefit arrangements will be the responsibility of the sponsoring school. This is to be arranged with Adventist Risk Management. Coverage for a spouse and other family members shall be required and will be at the teacher's own expense.

The teacher will be expected to submit to medical clearance, to be funded by the sponsoring school.
- (h) Pension and Service Credit
Pension contributions will remain the responsibility of the sponsoring school. The teacher will continue to receive service credit for the duration of the TEP.

4. MONITORING AND REPORTING

All TEPs approved by the Board of Governors, extending beyond a quarter/term, are to be monitored and reported on in the following way:

- (a) That each school should provide a support colleague for the teacher.
- (b) That a monthly review programme be in place and implemented by the school administration.
- (c) That a termly (or otherwise) interim report be prepared by each school and shared appropriately with each other.
- (d) That a final report be prepared by each school on the outcome of the TEP.

5. TERMINATION OF THE TEP AGREEMENT

Where a teacher in the TEP is failing to fulfil the objectives and the arrangements negotiated in the proposals (supported by evidence from the interim reports), the sponsoring school should seek to negotiate appropriate ways to solve the problem(s). However, where attempts to resolve the matter are unsuccessful, the sponsoring school reserves the right to terminate the agreement.

S. STUDY COURSES FOR POST FINAL QUALIFICATION (revised Jun 2018)

Where a credentialed employee requests to follow in the United Kingdom or the Republic of Ireland a prescribed course of study beyond the first degree, diploma, or equivalent, (but excluding postgraduate courses at Newbold College) which course of study would lead to a higher degree, diploma or qualification, the following shall be the policy:

1. The applicant shall submit to the employing organisation a detailed programme indicating the planned course, duration, location and cost.
2. After approval by the employing organisation, the application shall be referred to the BUC Executive Committee for action.
3. Approved applicants will be granted the following provisions:
 - (a) Study leave for the agreed duration of the course.
 - (b) Consideration by the employing organisation for half-term employment during the course of study at half-salary and with half-housing allowance, and with appropriate travel provisions.
 - (c) A loan each month from the employing organisation equal to the balance of current monthly salary and housing allowance.

- (d) Two-thirds of the educational expenses - ie, tuition, registration and examination fees, books, and stationery - shall be met as follows:
 - 33% - BUC
 - 33% - Employing organisation.
- 4. The provisions under 3 (c) and (d) shall be amortised by two years of service for every one year of the approved study course.
- 5. Further to the above, where an employing organisation deems it necessary that an employee enters a full-time advanced study programme, in place of the provisions under 3 above, the following shall apply to approved applicants:
 - (a) Study leave for the agreed duration of the course.
 - (b) A loan each month from the employing organisation equivalent to the applicant's current monthly salary and housing allowance.
 - (c) Two-thirds of the educational expenses, ie, tuition, registration and examination fees, books, stationery, the cost of which shall be met as follows:
 - 33% - BUC
 - 33% - Employing organisation.
- 6. The provisions under 5 (b) and (c) shall be amortised by three years of service if the approved study course is only one year in length. Two years or longer shall be amortised by five years of service. When an employee returns to work prior to completion of the degree, only two-thirds of the debt may be amortised by service, prior to the completion of the degree.
- 7. A written contract incorporating these provisions and conditions shall be entered into with the BUC by the beneficiary under this policy.
- 8. The contract shall make provision for either party to be released from its terms, but in this event the amount of the loan still not cancelled by service shall be paid in full, even where the employing organisation terminates the beneficiary's service.
- 9. In the event of the beneficiary being called to service outside the territory of the BUC before the loan has been cancelled by service, the calling organisation shall be required to repay to the employing organisation the portion of the loan not cancelled.

T. EMPLOYEE'S EDUCATIONAL TRAVEL (revised Dec 2003)

1. ELIGIBILITY

Ministers, Editors, Bible Instructors, Associates in Pastoral Care, and Bible Teachers, may apply to their employing organisation for the provisions of the Employee's Educational Travel policy. In considering applications, committees will take into account:

- (a) Length and quality of service (minimum 5 years).
- (b) Value of the tour to future service.
- (c) Availability of funds.
- (d) Relation of request to overall Conference/Mission programme.

2. REFORMATION LANDS AND/OR ROME

- (a) One week in addition to the annual holiday shall be granted for travel.
- (b) A grant of 33% of the BUC monthly salary factor shall be given to individuals selected, the cost to be borne as follows:
 - 33% - BUC
 - 66% - Employing organisation.

3. BIBLE LANDS

- (a) Employees who have demonstrated their soul-winning abilities and who have been selected by their local Conference/Mission may be approved by the BUC to participate in this programme.
- (b) This must in no sense be construed as a reward for past services and no employee should assume it as a 'right' but as a contribution to ministerial progress.
- (c) The cost of the private visit up to a maximum of 150% of the BUC monthly salary factor shall be cared for as follows:

25% - TED

25% - BUC

35% - Employing organisation

15% - Employee.

Amounts beyond this shall be the responsibility of the worker. Applicable expenses are travel, accommodation, daily allowance and unexposed film. Workers requesting this assistance shall plan their itineraries in consultation with the Division and Union Ministerial Secretaries.

Applications will only be considered by the Division in connection with the Spring Meetings of the Division Committee.

- (d) Approval will not be granted to employees receiving gifts or loans from church members in connection with such travel plans.
- (e) A period of one month, of which half shall be considered holiday time, shall be permitted for the tour.
- (f) The maximum number of evangelists from the BUC to participate in this plan in any one year shall be two.
- (g) An employee should apply to his employing organisation at least a year before his projected visit to ensure that his plans can be fitted into the overall programme.
- (h) In all cases beneficiaries shall be counselled to study adequately in preparation for the tour. Plans shall be made in consultation with the TED Ministerial Secretary and detailed itineraries provided one month beforehand to each of the three sponsoring organisations.
- (i) An employee electing to take a spouse shall be responsible for the spouse's total expenses.
- (j) Failure to comply with the foregoing provisions will relieve the organisations of their responsibility from giving this help.
- (k) A period of two years' service after the visit shall amortise financial assistance given under this scheme.

U. SHORT-TERM STUDY COURSES (revised Dec 2003)

1. Where a minister, teacher, treasurer, or institutional officer is asked by his employing organisation to take a short-term course of study (eg, day-release, specific correspondence course, professional training course, etc) such a course must be approved by his employing organisation and the BUC Executive Committee. The cost of such a course (ie fees, travel, accommodation and board, where appropriate) shall be met equally by the employing organisation and the BUC.
2. Where a minister, teacher, treasurer, or institutional officer requests to take a short-term course of study of the type indicated above such a course must be approved by his employing organisation and the BUC Executive Committee. The cost of such a course (ie, fees, travel, accommodation and board, where appropriate) shall be met equally by the employing organisation, the BUC, and the individual concerned.

V. OVERSEAS STUDY (revised Dec 2003)

The benefits of sponsorship may be extended to selected students who wish to obtain Adventist qualifications other than those currently available at Newbold College, with a view to entering denominational employment in the BUC. Particular consideration is to be given to teachers for whom no denominational training is available within the BUC. Candidates for sponsorship are to be limited to a maximum of two in any academic year.



HEALTH AND SAFETY POLICY STATEMENT, ORGANISATION & ARRANGEMENTS

United Kingdom & Republic of Ireland

November 2018

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FOREWORD

Good health is the most prized possession that any of us can hope for and the Health and Safety at Work Act 1974 is aimed at preserving this possession, by bringing in rules and regulations to ensure that the utmost care is practised whilst carrying out daily tasks.

It is important that our acts and omissions do not cause injury to our colleagues, fellow workers, members, residents or visitors while attending or staying in Seventh-day Adventist Church premises, hence the clauses imposing penalties on employers and employees alike.

The reader may feel some regulations are an intrusion into our personal liberty, but this is the law, which is designed to protect our health and safety in the long term.

Every manager, employee, contractor or residential client, as far as is reasonably practicable, is responsible in his or her own right for their own safety and the safety of others, who either visit, work or reside in Seventh-day Adventist Church premises.

Consequently, it is essential that all adhere strictly to the laid down procedures, duties and disciplines, and Codes of Safety Practice outlined by the responsible authority for Health and Safety matters as they affect the various activities carried out by the Seventh-day Adventist Church throughout the United Kingdom and the Republic of Ireland.

The Codes of Practice included in this document are those enshrined in UK legislation. The Seventh-day Adventist Church recognises that the law relating to Health and Safety at Work in the Republic of Ireland may differ from the above. The guidelines set out in this document are not intended to contravene the law and regulations relating to Health and Safety in the Republic of Ireland.

RESPONSIBILITY FOR HEALTH AND SAFETY

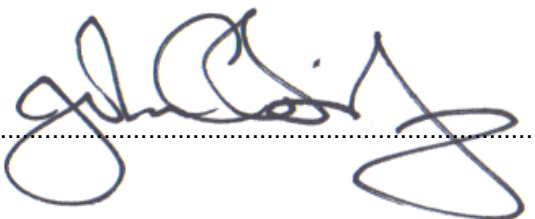
GENERAL POLICY STATEMENT

The Executive Committee of the British Union Conference of Seventh-day Adventists will continue to take care of the health, safety and welfare of all its employees, visitors, guests and contractors whilst working at, visiting or attending any of its premises, having regard to its statutory obligations under the Health and Safety at Work Act 1974, including any other regulations made under these legislative documents.

The Executive Committee will also pay due attention to the need for conducting its undertaking in such a way to ensure, so far as is reasonably practicable, that persons in its employ, along with visitors, guests, contractors and members of the public are not exposed to risks which could affect their health and safety. It will endeavour to provide such conditions of work and standards of maintenance and repair of grounds, buildings, plant and equipment as are conducive to the health, welfare and safety of these persons so as to comply with its legal and moral responsibilities.

In order to comply more fully with the requirements of current health and safety legislation, **The Executive Committee** will extend its influence to encourage other UK Seventh-day Adventist church organisations to ensure that through their respective Executive Committees and Governing Boards, they maintain their General Policy Statements on Health and Safety, signed by a responsible officer or institutional head, which will include their own disciplines and procedures. This master policy as laid down by the British Union Conference of Seventh-day Adventists may be used by them as an example or template for their compliance with health and safety legislation throughout the United Kingdom and the Republic of Ireland.

The Executive Committee will make use of any specialist guidance from the Health and Safety Executive, as well as consulting with employees with respect to the proper discharge of its health and safety obligations.

Signed


Pastor John C Surridge
Executive Secretary
British Union Conference of Seventh-day Adventists
November 2018

MANAGEMENT ORGANISATION AND RESPONSIBILITIES

BUC Executive Chair: The Chair will use his influence to ensure compliance with the Health and Safety at Work Act 1974, including any other safety legislation as it affects the functions and activities in the Seventh-day Adventist Church throughout the United Kingdom and Republic of Ireland.

BUC Executive Secretary: The Chair charges the Executive Secretary to communicate and translate the Health and Safety at Work Act 1974 and other safety legislation to the various boards of directors and committees.

BUC Treasurer: The Treasurer acts as a financial advisor to the Chair and Secretary on matters which have a direct influence on Health and Safety legislation as it affects the functions and activities of the Seventh-day Adventist Church.

Director and Governing Boards of church operated institutions and Functions: The appointed chair of these governing boards and committees is responsible for ensuring that at its meeting members are made aware of Health and Safety legislation and requirements as it affects their various events and activities.

Under the direction of the Chair, designated members of these governing boards serve as the channel of communication to the various heads of schools, general managers, head deacon and treasurer for dealing with activities and equipment. A safety committee advisory board exists to keep these governing boards informed and aware of health and safety legislation as it affects the specific areas of activity throughout the Seventh-day Adventist Church.

Heads of Schools, General and Centre Managers: These functional heads must ensure that all departmental heads not only receive and understand the Health and Safety regulations which affect their work activities but are given the necessary assistance and training to enable them to be competent in dealing with these responsibilities.

Departmental Heads: The Departmental Heads, under the Health and Safety at Work Act 1974, have a responsibility for ensuring that all workers, that come under the influence of their direction and control, are given adequate instruction and information to carry out work and other activities in a safe manner, so as to avoid, as far as is reasonably practicable, the possibility of accidents to others and themselves.

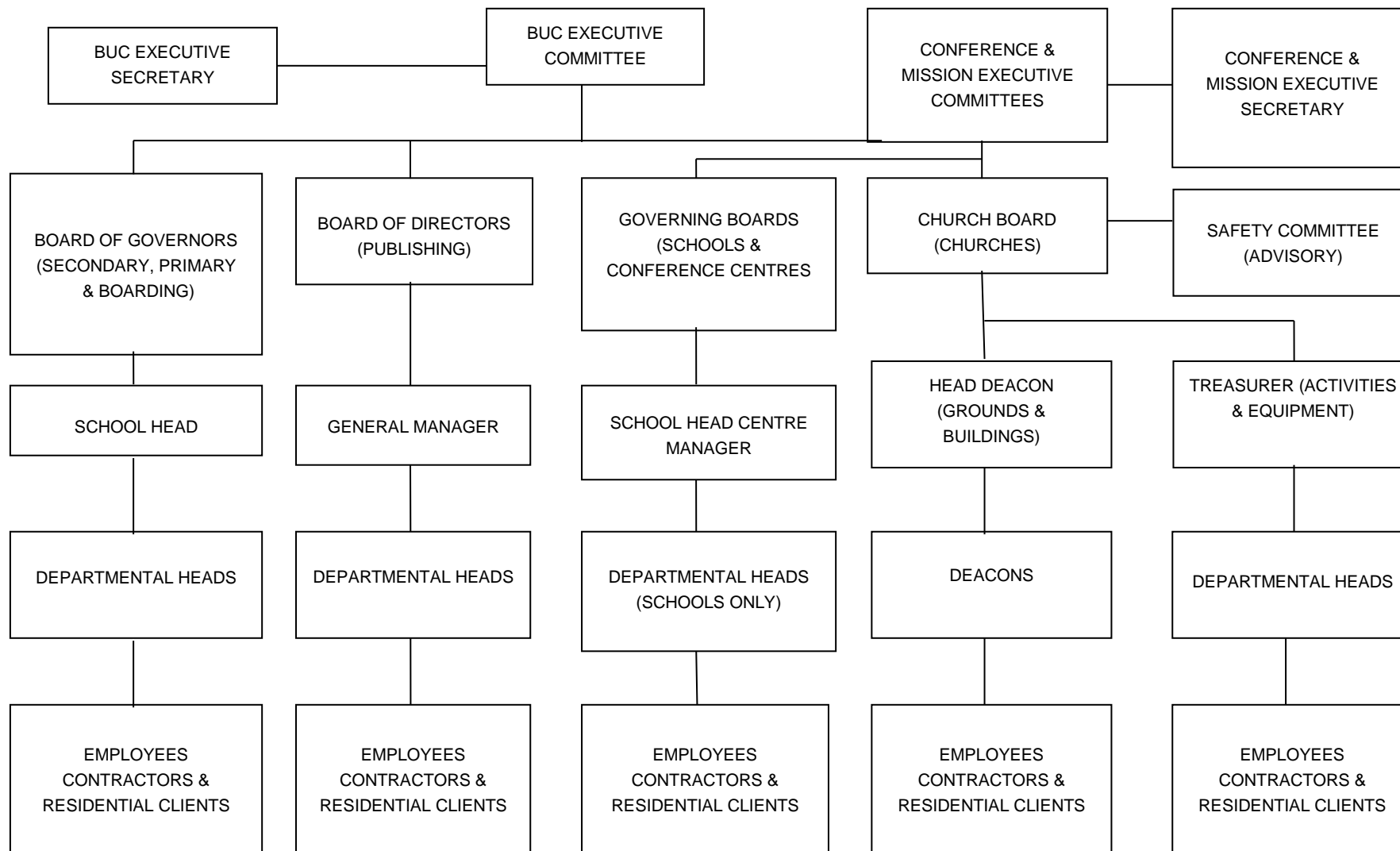
The Head Deacon: Due to the Head Deacon having the overall responsibility for the maintenance and services to church buildings and grounds, it is considered prudent from a Health and Safety standpoint to deal with this as a separate part of the management organisation.

In this capacity, the Head Deacon sits on the local church board meetings and will be held responsible for ensuring that the necessary action is taken to comply with Health and Safety requirements. The Head Deacon also chairs specific meetings attended by all deacons to ensure continuity of information. It is expected that where Health and Safety Representatives are appointed by the Board they will work closely with the Head Deacon where appropriate.

Deacons: The Deacons will interpret and put into practice any aspects of this legislation or procedures which apply to the maintenance and service of buildings and to keep abreast of any changes and development with Health and Safety as it affects the specific local areas of responsibility.

The Church Board: The Church Board has overall responsibility for ensuring the health and safety of all church premises and activities. Even when responsibility has been delegated to a Health and Safety Representative and/or to the Head Deacon the Board is still responsible for ensuring that these posts work effectively and are appropriately directed and supported so that they may create a safe environment.

Others: Employees, contractors, residential clients have a responsibility under the Health and Safety at Work Act 1974, including other legislation and codes of practice, for their acts or omissions as they may adversely affect others.



ACCIDENT REPORTING

In compliance with the RIDDOR regulations 1995 i.e., the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, the Seventh-day Adventist Church, in all its activities throughout the United Kingdom and the Republic of Ireland, will maintain strict compliance with the regulations which exist regarding the reporting of accidents.

Any dangerous occurrence whether it involves personal injury or not, must be reported to the manager or person-in-charge. A dangerous occurrence is one which causes serious plant or property damage and could result in a major or even fatal injury. This includes all work-related deaths, all major injuries or injuries which lead to absence from and/or affect the ability to work as normal for 3 days or more, work related diseases, and dangerous occurrences (near miss accidents). In such cases, the manager or designated person-in-charge will ensure that all evidence remains undisturbed, for inspection by an appointed manager from the appropriate health and safety authority, except in such cases where there is a need to extricate an injured person or in the immediate interest of safety.

It needs to be understood that these responsibilities and procedures apply to employees, members, invitees, visitors, self-employed workers, customers, and may include work related violence and suicide.

Note: More detailed information on accident reporting, prescribed major injuries and dangerous occurrences can be found in the Seventh-day Adventist Church's United Kingdom Codes of Safety Practice.

AMENDMENTS

Amendments to the United Kingdom Safety Policy will be made, when necessary, through the resources of the BUC Executive Committee, who may invoke the assistance of a specialist or competent person in health and safety matters before making such changes.

It is of critical importance that all the holders of this Health and Safety Policy document for the United Kingdom, are informed of the changes which it has been found necessary to make. It also needs to be understood that such changes may affect the holders of local policy statements and that the said Policy be kept updated.

BOMB THREATS

It is not policy to evacuate on every occasion that a bomb threat is received. The responsible manager or designated person of a school, work premises, conference centre, church or main office building, will be responsible for deciding whether to evacuate or not on receipt of a bomb threat. In the absence of that person, an appointed Deputy Manager will assume that responsibility.

Procedures for dealing with bomb threats during normal and outside normal business hours:

1. The recipient of the threat will follow the instructions laid down in writing for such emergency situations. They will relay the information to the responsible manager or designated person-in-charge or in his or her absence, the appointed deputy. If no responsible person is immediately available they should contact the police directly even if they believe that the threat is a hoax. They will not inform any other person.
2. The responsible manager or designated person-in-charge will, after consultation with the police, decide whether the threat is genuine or a hoax. If the consultation with the police decides the call is a real threat, the decision will be made to evacuate the entire premises.
3. Unlike fire evacuation, bomb threat evacuation does not have the same degree of urgency and whilst there should not be any undue delay in clearing the premises, employees, visitors, residents, members of the public should endeavour to take with them their shopping bags etc., to facilitate search procedures.

- More detailed information found in the relevant codes of safety practice.

CHILDREN'S NURSERIES AND PLAY GROUPS

The Seventh-day Adventist Church has operating, in some of its community centres, nursery facilities and playgroups, which quite naturally have to be registered with the local authorities. The management and nurses have to be qualified and competent to carry out this work. Regular inspection will ensure risks such as electric shock, burns, cuts from sharp edges, slipping on wet floors, spilled food, window breakage and unsafe/unhygienic food preparation are avoided.

Note: Specific procedures, rules, levels of competence and qualifications required can be obtained through Social Services establishments and HMSO book shops.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS

The COSHH regulations are effective throughout the UK and Republic of Ireland. In order for the Seventh-day Adventist Church throughout the United Kingdom and the Republic of Ireland to comply with these regulations, the procedures listed below have been established, implemented and will be kept under constant review. In all cases, where possible, hazardous substances will be replaced with less hazardous substances as these become available on the market, therefore those responsible for purchasing and using these substances will keep abreast of advances in new/less hazardous products on the market.

1. An overall chemical assessment will be carried out of the detergent substances in use, outlining the risks, which might exist, also any controls that may be considered necessary will be identified in writing.
2. A chemical register has to be compiled, which identifies all the chemicals and substances used on Seventh-day Adventist Church premises which require an assessment of risk to be carried out.
3. Every member of the work force or user will be given induction training on the COSHH regulations including the use of chemicals.
4. New starters and temporary staff to receive the same training package.
5. Retraining due to the introduction of new chemical substances will be strictly monitored and refresher training considered at intervals.
6. There will be a strict responsibility for keeping training records.

The Control of Substances Hazardous to Health not only covers the use and storage of chemical substances but also the emission of dust and fumes, therefore, the existence and use of Asbestos and other hazardous materials/processes will be covered in more detail in the codes of practice.

Note: The Seventh-day Adventist Church, in compliance with the spirit of these regulations, in its various functions and activities, intend to make relevant chemical-in-use information available for instruction and inspection purposes. Further guidance on carrying this out will be included in the codes of practice.

CONTRACTORS

Contractors and the contracting organisation share responsibility for Health and Safety issues. Before entering into a contract the church should ensure that the contractor will operate a safe system of work and is provided with copies of any relevant safety policies/practices and risk assessments. The contract should allow for termination on Health and Safety grounds.

Contractors working on or in Seventh-day Adventist Church premises are required to comply with safety and hygiene rules. The engaging manager or designated person-in-charge will ensure compliance with the under-mentioned requirements:

1. Signed acceptance of the local centre's regulations including the requirements of COSHH.
2. Failure to comply will result in a contractor being stopped from working and possibly told to leave the premises and in effect a termination of contract.
3. All accidents and injuries to contractor's employees must be reported to the manager or designated person-in-charge, although the legal responsibility for reporting any such accident to their staff, under the RIDDOR Regulations, is that of the contractor. However in the case of a self employed worker the reporting responsibility falls to the manager.
4. Where contract employees work on a daily basis inside or outside any Seventh-day Adventist Church premises then, apart from the instructions given out on the health and safety rules, more detailed information will be given regarding fire evacuation, assembly points and the fire alarm sound.

Note: These health and safety rules do not exclude any other statutory requirements for certain work activities and these, where relevant, are outlined in the Safety Codes of Practice, although this may not exclude other responsibilities.

CONSULTATION: THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

The Health and Safety (Consultation With Employees) Regulations 1996 legislates that employers must consult all employees on matters affecting Health and Safety at work. The Seventh-day Adventist Church fully accepts that employees are legally entitled to have their say and that employers must listen.

Note: More detailed information can be found in the Seventh-day Adventist Church Safety Codes of Practice.

DISPLAY SCREEN EQUIPMENT

The Display Screen Equipment Regulations 1992 outline the need for the following action to be taken:

1. Assessments to be carried out on all display screens and workstations.
2. A display screen user is someone who carries out a substantial part of their work on display screen equipment and workstations.
3. A display screen operator, due to the risk of eye strain from the use of DSE equipment, is entitled to an eye test from a doctor or optician, at the employer/centre expense.
4. The screen operator also has the right to an eyesight test, which must be carried out by a registered ophthalmic optician at the cost of the employer/centre.
5. Where a person who does not normally wear glasses, is required and prescribed by a competent authority to use glasses when working on display screen equipment, the Seventh-

day Adventist Church i.e., the local centre, must provide a basic appliance (spectacles for display screen work), or a specified allowance towards their cost, free of charge to the employee.

Other elements that make up the workstation, will also be taken into consideration, such as conflicting light, desk height, adjustable swivel chair, workstation layout, document holder, foot rest etc, and where these are identified as needed by the assessment these will be provided.

DOCUMENTATION AND RECORDS

Records will be kept, where appropriate, at all Seventh-day Adventist Church premises or centres by the manager or responsible person-in-charge and made accessible to meet both statutory and operational needs. They are:

1. A library of relevant legislation and codes of practice related to the health and safety of its employees, maintenance and contract services.
2. Accident books, report forms, investigation records, forms F2508, including any other statistical information or requirements as may be relevant.
3. Inspection and examination reports of lifts, hoists, items of equipment, which are legally required, will be checked and be available for inspection.
4. Records on the testing of fire alarms, extinguisher equipment and, at least once every 12 months, evacuation of the premises in every centre of residence or activity will be strictly maintained.

THE ELECTRICITY AT WORK REGULATIONS (ER) 1989

The Electricity at Work Regulations (ER) 1989 is effective throughout the UK and Republic of Ireland. Part two of these regulations are those which apply in the main to the activities of the Seventh-day Adventist organisation:

1. Electrical repairs, alterations and installations in Seventh-day Adventist Church premises throughout the United Kingdom and the Republic of Ireland, will only be carried out by qualified electricians, or other competent persons.
2. The main theme of these regulations is to **isolate** at all times the power source, when working on electrical equipment. **Isolation** means cutting off the source of electrical energy to any electrical equipment. **Isolation** means the disconnection and separation of electrical equipment, but in such a case, precautions shall be taken as is necessary to prevent, so far as is practicable, dangerous situations e.g., limiting the number of instances where operations would have to be carried out on equipment that cannot be completely switched off before any for example repair or maintenance work is carried out on that piece of equipment.

Note: Portable Electrical Equipment. In keeping with the Electricity regulations 1989, a firm commitment has been given and will be maintained by the Seventh-day Adventist Church throughout the United Kingdom and the Republic of Ireland for the maintenance, checking and recording of all portable electrical equipment to comply with the required safety standards. The Seventh-day Adventist Church will also ensure that every 5 years, in compliance with the Electricity regulations, that all mains wiring systems/electrical circuits are inspected, checked and certified. Please see Codes of Practice for further information.

FINANCIAL PROVISIONS

Day to day repairs, maintenance, adjustments to normal business enterprise and activities will be considered by the manager or designated person-in-charge and form part of the annual existing budgeting procedures.

Where improvements to health and safety are a major issue and could not have been foreseen, then by review and consultation, the required financial resources will be given serious consideration and the authority for dealing with such matters located at the appropriate board of governors or BUC Executive Committee at Watford, Herts, WD25 9JZ.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Organisations should seek to prevent fires and ensure that if there is a fire everyone can get out safely. This means understanding the risks and dangers that may cause a fire to occur or spread rapidly and identifying those things that may prevent a rapid and safe escape. The emphasis of the FSO is on preventing and/or safely managing any emergency hence the designated person should seek to actively reduce, manage or eliminate where possible the risks identified.

It is the designated person's personal responsibility to either conduct or instruct a competent person to conduct fire safety risk assessments and create, implement and maintain a fire management plan. The designated person retains legal responsibility for discharging their duties competently even if the work is conducted by someone else.

A form to help with the required 5 step fire risk assessment can be found in the codes of practice.

The responsible person must ensure that the fire risk assessment identifies any possible risks and dangers and how to reduce, eliminate or manage them. The risk assessment and emergency plan should cover the diverse activities of the organisation and should be updated as practices change. Where flammable or explosive materials are used or stored appropriate protective procedures should be put in place. Special consideration must be given to those individuals or groups who may need additional care or assistance in an emergency even if they only attend the site infrequently. This includes everyone who is on the site including employees, contractors, volunteers, members and members of the public.

The emergency plan should be developed, maintained and if necessary implemented, by the designated person. This plan should be reviewed periodically and any resultant updates and findings should be recorded.

In the interests of employees, visitors, contractors, residential clients and hotel guests' safety, a number of provisions have been made should a fire break out in any part of Seventh-day Adventist premises. They are the following:

1. Regular inspection will be carried out to ensure that all flammable materials are isolated and safe as is reasonably practicable, and protected from known possible ignition sources.
2. The fire alarms will be tested on a regular specified basis and means of escape fully maintained by the manager-in-charge.
3. Fire evacuation practices will be carried out at prescribed intervals, with assembly points and escape routes clearly identified and records maintained by the manager-in-charge.
4. Fire extinguishers will be visually inspected every six months and contractually serviced and tested on an annual basis.
5. Fire extinguishers use training will be on an annual basis.
6. Fire alarm testing will be carried out weekly and records kept of time/date including any defects.

7. A complete evacuation carried out at least annually, date/time taken to complete record.
8. Smoke detectors will be located throughout parts of the residential and service premises, where an early warning of fire is of critical importance to the health and safety of all its occupants.
9. (a) Emergency lighting of some description must be installed, eg. in residential premises specifically on all escape routes to give some safe access out of the premises. This lighting should be checked on a regular basis and should be included as part of fire alarm testing procedures.

Note: Where cost and the size of the premises is an issue, alternatives are acceptable, e.g., twin box spotlights that operate on a solenoid valve should the power fail or fully charged hand lamps placed in strategic positions, throughout the premises.

(b) It is recommended that during the dark evening or night hours a shut off test of all electricity be carried out to test the function and effectiveness of the emergency lighting.

(c) The contractual fire servicing company must also be competent enough to test the battery system and power source of the emergency lighting.

Note: More detailed information can be found in the Codes of Practice.

FIRST AID: THE HEALTH AND SAFETY FIRST AID (FA) REGULATIONS 1981

The First Aid (FA) Regulations are effective through out the UK and Republic of Ireland. A code of practice approved by the health and safety commission was produced to accompany the regulations, their purpose being to provide practical guidance with respect to the above regulations, and covering equipment, facilities, and arrangements to be made by the employer in order to provide suitable coverage for all employees during working hours. First aid arrangements will include consideration of lone workers, extensively travelling and remote employees.

The appointed first aiders provided in these premises will be suitably trained and qualified to take charge of a situation in the event of injury or serious illness until the emergency services arrive (if necessary). In small low hazard units the minimum provision will be an appointed person and first aid supplies. They are responsible for first aid equipment and the restocking after use of any first aid supplies, during their normal times of attendance or working hours. They are responsible for employees, visitors, residents and guests. The manager, responsible person or in their absences suitably appointed person will call for an ambulance, if required.

Periodic review of first aid provision will include consideration of employees with disabilities, particular health problems, inexperienced employees, involvement in hazardous work, the suitability of the location of first aid facilities and range of equipment, first aider holiday cover arrangements, ongoing training needs and the nature of the provision of first aid to remote, extensively travelling and lone workers.

FORK LIFT AND ELECTRICAL PALLET TRUCKS

The use of forklift trucks or electrical pallet trucks could be somewhat limited on the Seventh-day Adventist Church premises. However, it needs to be understood that the present minimum age for a fork truck driver is 18 years. Potential drivers should be given pre-employment medical examinations and be properly instructed, trained in accordance with the HSE's Approved Code of Practice for Rider operated lifting trucks and licensed before being put in charge of a forklift truck.

When contractors work on our premises and use a forklift truck, the manager or designated person-in-charge, or project manager should ask to see the driver's licence or certification, prior to work commencement.

GAS REGULATIONS

The Gas Safety (Installations and Use) Regulations simplify and replace the existing pieces of legislation.

People die needlessly every year from gas related carbon monoxide poisoning therefore appliances and boiler systems are to be kept clean and must be used strictly in accordance with the makers or service company's instructions.

Relevant gas safety leaflets need to be obtained and displayed where these installations are in use and the instructions contained there strictly followed. If a leak is suspected, the emergency number for gas reports or service contractors must be prominently displayed near to the equipment in question.

It needs to be clearly understood that it is a legal requirement for gas installers and service operators to be Gas Safe Registered.

Note: A summary of requirements outlined in the Gas Regulations can be found in the Codes of Safety Practice.

GENERAL EMPLOYEE RESPONSIBILITIES

Employees generally are to take reasonable care to avoid injuries to themselves or to others in their activities by acting in a responsible manner.

1. They will co-operate with their employers in meeting statutory and company safety requirements.
2. They will at all time use equipment and protective clothing provided.
3. They will practise good housekeeping.
4. They will undergo necessary safety training and occupational health checks.
5. They will not interfere with or misuse anything provided to protect their health, safety or welfare or that of others.
6. They will make themselves familiar with the company's health and safety policy.
7. They will report all accidents to their employer, no matter how minor, including all near misses which might occur.
8. They will report all defects and unsafe situations to their employer.

The church respects the right of employees to report breaches of Health and Safety law to the HSE where the church has been previously notified and has failed to take corrective action. The church will not victimise or in any way treat less favourably any employee who does so.

HYGIENE

Due to the Seventh-day Adventist Church's involvement in preparing and serving food for human consumption in many of its schools, residential and church premises throughout the United Kingdom and the Republic of Ireland, compliance with mandatory hygiene rules will be strictly maintained.

The requirement for protective clothing, pest-free premises, hand washing, temperature control and storage, product protection, plant cleaning and sterilising, reporting of transmittable illness and a positive commitment to ensuring many of its food handlers obtain a basic hygiene certificate are just some of the measures which will be taken seriously. Where kitchen premises do not meet the required hygiene standards, improvements will be given priority to bring them up to standard, or food preparation will not be carried out in these areas.

HOUSEKEEPING

Untidiness, clutter, lack of thought and concern, poor housekeeping, apart from indicating managerial failings, can lead to accidents and injury. Systems and procedures exist and will be amended as necessary, to promote and improve standards of housekeeping, not only inside our buildings, but also in the yards, grounds and outside perimeters.

THE MANUAL HANDLING OPERATIONS REGULATIONS 1992

The Manual Handling Operations Regulations 1992 require a number of matters to be considered when any manual handling operation is to be undertaken ie. when lifting, lowering, carrying, pushing, pulling, hoisting or moving by bodily force, and must include consideration of the Task, Load, Working environment, Individual capability and other factors when moving or transporting articles, substances, people etc.

There are activities carried out on Seventh-day Adventist Church premises, where some aspects of these regulations could apply. In order to comply with these regulations, the Seventh-day Adventist Church will implement and maintain the following procedures:

1. Assessments will be carried out by responsible managers or designated person-in-charge. Such assessments might include the need for guidance from a safety consultancy resource.
2. Professional advice from a qualified occupational health nurse or practitioner may be used, if the assessment identifies the need eg. concern regarding ergonomics, kinetics etc.

INSPECTION OF PLANT AND EQUIPMENT

Surveys and inspection of equipment and plant to meet statutory requirements, regulations and safe operating practices will be undertaken by the manager or designated person-in-charge and will ensure the following:

1. Inspections will be carried out within the specified time limits.
2. Inspection certificates and reports will be retained in an agreed place for inspection.
3. Stipulated repairs will be effected within the timescale indicated, and the affected machinery or equipment will be taken out of use until the necessary repairs have been carried out.

LEGIONNAIRES DISEASE

Storage Tanks, Cooling and Spray Systems

The Seventh-day Adventist Church in its various main office buildings, residential premises, schools, community and church centres throughout the United Kingdom and the Republic of Ireland, has duties under the Health and Safety at Work Act 1974, in particular Section 2(2)A, to ensure the provisions and maintenance of plant and systems of work are, as far as is reasonably practical, safe and without risks to health.

See Local Codes of Practice – Appendices for a fuller treatment of this subject.

Arrangements

1. A specialist water treatment company will carry out remedial work and sampling of storage tanks, spray systems and associated equipment.
2. The specialist company will either carry out themselves or give instruction and training to designated in-house person, for dosing with Biocide, and seeing that all descaling requirements are carried out.
3. Accurate and detailed records of maintenance and cleaning of plant and water treatment will be available at all residential, school, office and church premises as required.
4. In most cases water supplies for drinking, personal washing and other purposes, in Seventh-day Adventist Church premises throughout the United Kingdom and Republic of Ireland, comes directly from the main water supply and will be treated at source.
5. Shower heads throughout all residential premises, will be soaked in a chloride solution at a specified frequency.

The manager or designated person-in-charge in all Seventh-day Adventist Church premises throughout the United Kingdom and the Republic of Ireland is responsible for ensuring these treatments are strictly carried out.

MACHINERY

The Provision and Use of Work Equipment Regulations (PUWER), replace most of the existing legal requirements for guarding machinery and unlike the old laws, applies across all industrial and service sectors. Machinery should only be used when it is suitable, assessed as safe, maintained, used by trained people and has appropriate safety warnings and measures.

These regulations place a principal duty on employers, so far as is reasonably practicable, to ensure that appropriate measures are taken which prevent people or persons coming into contact with dangerous moving parts of machinery for the purpose of operation, adjustment, lubrication, cleaning and observation. The following measures will be implemented to ensure compliance:

1. Use of guards of fixed design on appropriate machinery which require tools for their removal, and that can only be removed when the power source is shut off.
2. Provision of other guards or protection devices as appropriate.
3. Provision of jigs, holders, push sticks or similar protection appliances on appropriate machinery.
4. Provision of information instruction, training and supervision.
5. Codes of practice and safe systems which are regularly reviewed.

MEASUREMENT OF EFFECTIVENESS

The following means of monitoring safety standards and effectiveness will be used:

1. Daily health and safety checks by the manager or designated person-in-charge will be made and these will be monitored by a check list covering the residential, work and recreational activities carried out in the Seventh-day Adventist Church throughout the United Kingdom.
2. Regular safety inspections of all residential, work and recreational activities in church premises will be undertaken on a three-monthly frequency by the manager or designated person-in-charge using a prepared list of inspection.
3. Accident investigation will be treated with serious commitment, including 'near miss' occurrences and resulting recommendations will be deployed rapidly.
4. Codes of practice, risk assessments and safe systems of work will be regularly reviewed.
5. Post event reviews of any occasional, annual or ad hoc off site activities will include assessment against pre event safety risk assessments and plans and success measures.

Resulting recommendations from any of the above will feed into annual reviews of the effectiveness of the Health and Safety Policy, Codes of Safety Practice and safe systems of work as they impact on organisational safety.

NIGHT SECURITY

The management understands its responsibility and duty of care under the Health and Safety at Work Act 1974 and the Safety Health and Welfare at Work Act 1989 (Ireland), not only for its employees, but also its residents and guests who at any time reside in its premises.

Clearly, the night and early morning hours give a measure of concern, particularly as other members of staff may not be around. With this in mind, the manager or designated person will maintain a night porter on regular duty or some other emergency arrangement where lone working would otherwise occur.

NOISE AT WORK REGULATIONS

It is highly unlikely that the Noise at Work Regulations 1989 will have any serious effect on the activities carried out in Seventh-day Adventist Church premises. However, it should be noted that in addition to the general duty on employers to reduce the risk of hearing damage to the lowest level reasonably practicable, there are specific requirements.

1. Where daily exposure to noise levels at or above 90dba, the first commitment by employers is to reduce the noise levels. Where this is not practicable or possible, regulatory signs will be displayed visibly and management will make the wearing of ear protection mandatory.
2. When daily exposure to noise levels at or above 85dba are likely to occur, information will be given of such noise exposure, including the effects of noise on hearing and the benefits of using ear protection. If such a risk exists in any Seventh-day Adventist Church premises, a selection of plugs and muffs will be investigated and made available and their use will be encouraged. Audiometry is not mandatory, but will be made available should any employees be exposed to 85 dba and above. This provision will include new starters.

OCCUPATIONAL EXPOSURE TO FOOD AND OTHER DUSTS

There are a number of dusts which are listed by the health and safety executive and are prescribed 'dusts hazardous to health' with laid down exposure limits, requiring strict controls and regular medical surveillance.

Foodstuffs are non toxic by any normally accepted definition of the term. A great deal of research and maintenance goes into ensuring that foods and their additives, which go in during processing, will cause no chronic or acute ill health to consumers.

The same conclusions may be drawn regarding exposure of workpeople to foodstuffs during processing, that there is no definable toxic hazard. There are many factors, which may alter this conclusion however, due to the patterns of exposure to dust, fumes, heat, noise etc. and the constant levels of exposure throughout a working period.

Some examples:

1. Exposure to foodstuff additives, which are harmless at concentrations found in food, can become harmful at high levels caused by further processing. Such levels will not be reached in Seventh-day Adventist Church work and recreational church activities.
2. Constant exposure to certain dusts may cause allergic hypersensitivity presenting as asthma affecting the lung eventually, or dermatitis.
3. Exposure to imported toxic agents on raw materials such as mould spores and other micro-biological agents e.g., dust from sacks, packing materials, traces of fumigant and other chemicals.
4. The use of bleaching agents, inert gases, fumigants, solvents, oils, paints, hazardous substances used during processing.

Note: The COSHH regulations cover these occupational exposures and the Seventh-day Adventist organisation has assessment and procedures in place to ensure that persons' health and safety are not adversely affected.

OFFICE SAFETY

Office safety will be treated with the same degree of importance as any other residential, work or recreational activity throughout Seventh-day Adventist Church premises in the United Kingdom and Republic of Ireland. This includes the need for good housekeeping and tidiness, necessary safety training, strict reporting of accidents and dangerous situations or 'near miss' incidents.

All accidents within office areas will be recorded in the appropriate accident book.

Safety training will be made available for administrative and clerical personnel as required.

OUTSIDE AUTHORITIES

The manager or designated person-in-charge or in their absence an appointed and accepted deputy will be responsible for dealing with outside health and safety authorities, consultants and environmental health inspectors. With regard to such health and safety issues, surveys and inspection visits as may be necessary to comply with regulations and required standards.

The manager or designated person-in-charge will liaise with their immediate head of department on the detail of such visits including copies of all inspection reports, to facilitate any written response to the appropriate authority as may prove necessary. It is fully understood that health and safety executive inspectors are law enforcement managers and have the under-mentioned rights:

1. They do not have to make prior arrangement of any visit to our premises. However, there is a right to ask for their warrant. Failure to provide this enables the manager or manager in charge, should they wish, to refuse entry to the premises.
2. Should it be found necessary, they can photograph or take documents from locked filing cabinets having given a suitable receipt to the owner or person-in-charge of the premises.
3. Health and Safety executive inspectors/Environmental health officers have the right and freedom to speak to anyone who may reside or work in our premises in the carrying out of their inspection visit and it is strongly recommended that everyone gives such enquiries their complete co-operation.

Please Note: These are just some of the main aspects connected with visits from law enforcement managers dealing with matters of health and safety.

OUTSIDE CATERING AND CHARITABLE EVENTS

There are risks of injury to employees, volunteers or members of the general public who attend outside functions involving the preparation and serving of hot food and drinks. Also the temporary use of electrical supply and equipment in outside catering events could give the potential for accidents to occur; consequently careful consideration and the implementation and maintenance of appropriate procedures will be adopted during the planning and the duration of the events.

The Seventh-day Adventist Church in its United Kingdom and Republic of Ireland safety policy and codes of practice, have laid down some points of guidance which should be referred to and strictly observed.

PERSONAL PROTECTIVE EQUIPMENT REGULATIONS (PPE)

The Personal Protective Equipment Regulations 1992 require the following:

- Personal protective equipment will only be used as a last resort against the risks to people's health and safety, when engineering improvements or other safeguards are not considered to be possible or, reasonably practicable.
- The manager or designated person-in-charge will be made responsible for ensuring that regular checks are carried out on the condition and the maintenance of equipment, however this does not override the wearer's responsibility in relation to the use of and the reporting of defects in their PPE.

RECREATIONAL ACTIVITIES

Where such activities are part of an organisation programme then the requirement of the Health and Safety at Work Act 1974 and other specific codes of safety practice will need to be maintained. These include:

- Recreational and exercise equipment used inside gymnasiums and buildings, including outdoor sports; activities must be checked for safety on a regular basis.
- Persons trained/qualified need to be in attendance during these times.
- First aid facilities and somebody trained to use them need to be readily available.
- An effective means of communication in the case of emergency, e.g., mobile telephone or intercom where recreational and physical activities take place in an isolated location, and away from a permanent building.

- Current regulations and safe practices concerning activities such as trekking, mountain climbing, water sports, and caving should be followed at all times. Centres offering these activities should ensure they comply with licensing requirements where necessary.

More detailed information can be obtained from the HSE website or local authority.

RESTRICTED AREAS

A number of restricted areas exist in Seventh-day Adventist Church premises, throughout the United Kingdom and Republic of Ireland, where access is restricted to authorised personnel in the interests of safe working practices. These specific areas will be listed and identified as they relate to residential homes, schools, office buildings, recreational centres and church premises. Some examples are:

1. Chemical storage;
2. Boiler room;
3. Plant room at roof level;
4. Kitchens;
5. Workshops.

However, the local Health and Safety policy and Codes of Practice will outline these in more relevant detail.

RISK ASSESSMENT

Compliance with the Management of Health and Safety at Work Regulations, requires a company or organisation to make sure that all risks to people's safety have been assessed - with the frequency, severity of risk and injury clearly identified in the assessment, along with a commitment and action plan to implement measures that will reduce the identified risks, so far as is reasonably practicable.

This in broad terms has been included in the Seventh-day Adventist Church's United Kingdom and Republic of Ireland Health and Safety Policy document.

To make sure that all risks have been covered, including the required assessments, the Seventh-day Adventist Church in its commitment to deal with these matters, will ensure that exceptions to these risks will be covered and identified in each of the local policy arrangements.

More detailed advice and practical guidance on carrying out these risk assessments is available on the HSE website, can be made available as a workshop training session or completed by a health and safety consultant having made contact with the BUC Executive Committee office at Watford, Herts., WD25 9JZ.

ROAD TRANSPORT

The Seventh-day Adventist Church work, office and residential premises have yards and roadways providing access and egress for collections, deliveries, passenger transportation and private vehicles. The Health and Safety Executive publishes guidance notes in their general series (GS), which indicate possible safety methods related to the movement of vehicles within and around industrial premises, which has similarities to a number of Seventh-day Adventist Church centres.

The use of a wide range of vehicles, many with their own special hazards, lorries, motor vehicles, fork lift trucks and private cars have, in some industrial situations, been identified as being one of the largest

single causes of death, inflicting injuries more serious than process machines. With this in mind, the under-mentioned provisions have been made:

1. Roadways have to be made wide enough for safe movement of the largest vehicle.
2. Account has to be taken of the number of vehicles and pedestrians entering and leaving the site.
3. One way traffic systems should exist.
4. Entrances and gateways have to be made of a sufficient width and space to accommodate access and egress.
5. Designated crossing places, raised footpaths, suitable barriers at entrances to and from buildings are to be used.
6. Roadways and buildings during night hours have to be adequately illuminated.
7. The speed limit should not exceed 15-mph and must be observed.

Note: Forklift trucks operations have been dealt with separately in this policy statement or any related Codes of Safety Practice, although such items of mechanised equipment are somewhat limited in Seventh-day Adventist Church premises.

SAFETY MEETINGS

Safety Action Groups and Meetings: In order to translate health and safety policy into practical action throughout the various centres scattered around the United Kingdom and Republic of Ireland, safety action groups will operate at all residential homes, churches, main office buildings, community centres, conference centres, presses, etc.

Responsibilities

- (a) To implement health and safety policy as it affects their specific centre(s).
- (b) To determine priorities of work to be carried out including time schedules for completion.
- (c) To ensure the satisfactory completion of accident report books and forms.
- (d) To ensure the distribution of accident report forms as appropriate.
- (e) To oversee hazard prevention inspections and audit reports.
- (f) To monitor performance.

Composition: The manager or designated person-in-charge, is Chair of the safety action group. The group will be limited to not more than six other members. Three members are required for a quorum. Members will need to represent areas covering the interests and activities which are carried out in each particular church centre activity. A group secretary will be appointed.

Meetings: Safety action groups will meet at least quarterly on fixed (published) forward dates with a pre-planned agenda.

Agenda and minutes: The group secretary will prepare the agenda, in conjunction with the Chair, and circulate the agenda to group members two weeks prior to the meeting of the safety action group. The secretary will be responsible for writing and circulating the minutes of the meeting.

Note: Urgent health and safety matters should not wait for meetings to take place but should be dealt with promptly and as a matter of extreme concern.

SAFETY REPRESENTATIVES

The Safety Representatives Regulations 1977 are made under the umbrella of Health and Safety at Work Act 1974. The Seventh-day Adventist Church does not have any negotiable or consultative arrangements with any of the recognised trade unions, which would include their appointment of safety representatives. It needs to be understood that the Safety, Health and Welfare at Work Act 1989, in the Republic of Ireland, would in no way change this position.

Each local centre of work activity should consider whether to appoint elected safety representatives to work alongside the manager or designated person-in-charge, or to raise and resolve safety issues with all members of the workforce direct.

SLIPS, TRIPS AND FALLS

The Seventh-day Adventist Church recognises these as being serious risks. Therefore, in the interest of people's safety, it commits itself to the under-mentioned disciplines and practices:

1. Good housekeeping.
2. Regular sweeping, vacuuming and washing of floors.
3. Adequately lighted working areas, stairways and corridors.
4. Urgent rectification of any incidents of leakage, spillage, obstructions etc.
5. Appropriate repair and maintenance of hazardous traffic and pedestrian routes in and around the curtilage of Seventh-day Adventist premises – including repair and replacement of floor coverings as necessary.
6. The rule of wearing safe, sensible working shoes in a satisfactory condition must be monitored and strictly enforced.
7. Running or taking short cuts, during work pressure periods, or being casual about working conditions should be discouraged in the interests of employee safety.

STEPS AND LADDERS

In compliance with health and safety guidance and codes of safe working practice for people using steps and ladders it is also of critical importance that these items of equipment are regularly inspected for signs of damage or weakness including any ropes or hinging mechanisms.

It would be prudent in the interests of safety, to compile a ladder and steps register identifying each item of equipment with a letter code and serial number. The painting of wooden ladders and steps should be discouraged as this could so easily cover up defects and weaknesses.

Note: More detailed information can be found in the Safety Codes of Practice Section.

TRAINING

The Seventh-day Adventist Church throughout its various activities in the United Kingdom and Republic of Ireland has a firm commitment to health and safety training as is considered necessary not only to meet the requirements of current legislation, but to maintain the effectiveness of its health and safety policy.

It is essential that people handling and preparing food for human consumption and serving to the general public are holders of the basic food hygiene certificate or qualification.

Localised 'on the job' health and safety training will be carried out in the workplace, school and church premises particularly as this applies to portable electric equipment, food handling and storage, use of chemicals, fire prevention and evacuation. It is the responsibility of each manager or designated person-in-charge to ensure that not only adequate training is made available, but to ensure strict personal training records are kept for each individual employee in the work force.

UNFORESEEN INCIDENTS

The Seventh-day Adventist Church in its residential premises, accepts from experience that its guests whilst residing in its premises could, due to sudden ill health or an unbalanced state of mind, particularly during the night hours, be suddenly taken ill or even attempt suicide.

When such a situation is found, then there are some strict rules which must be observed and for the social services these are outlined in an operational manual. However, it will be necessary where relevant to include these guidelines in the arrangements which form part of each local Health and Safety policy document.

VISITORS/CONTRACTORS - BUSINESS

For the safety of everyone, visitors are required to observe certain rules:

1. Visitors should not walk around Seventh-day Adventist Church premises unaccompanied, unless authorised to do so by the manager or manager in charge. It is preferable, that they are accompanied by an appropriate person for the duration of their visit.
2. In many Seventh-day Adventist Church premises, visitors need to be aware of lorries, cars, pallet or even fork lift trucks, which may be liable to move at any time.
3. Drivers should exercise great care when manoeuvring their vehicles, bearing in mind that pedestrians, children, and other vehicles are moving around in the yards, parking spaces and perimeters of premises. Where reasonably practicable, a maximum speed limit of 15 mph should be observed.
4. The Seventh-day Adventist Church discourages smoking in any of its premises as a matter of principle, but also to minimise the risk of fire and to comply with the Food Hygiene and Food Safety Regulations, where smoking in kitchens and food preparation areas is clearly prohibited.
5. Visitors should be made aware by the appropriate responsible person of the procedure to follow in the case of emergency evacuation. It is the responsibility of the person who has invited the visitor/contractor on to the premises to accompany them on their visit and to ensure that they have left the premises at the conclusion of their work or in case of emergency.
6. In the interests of safety and security, including the purposes of emergency evacuations due to fire or bomb threats, all visitors should sign in on arrival and sign out on departure.

7. In order to maintain the Seventh-day Adventist Church's commitment to standards of safety and hygiene, visitors must comply with any local safety and hygiene rules, both on the site and in its residential, main office buildings and service premises.

WINDOW CLEANING

In compliance with health and safety guidance for window cleaners and the codes of practice which are relevant to the various methods and items of equipment used for these work activities, the Seventh-day Adventist Church is fully aware that accidents and fatal injuries may occur to people working at height on ladders or other access equipment.

It needs to be understood that the client cannot abdicate his responsibility, simply because this work has been contracted out to a second or third party, without any understanding as to how the work will be carried out.

Therefore it is strongly recommended, in the interests of client responsibility for health and safety, that a work method statement is drawn up in writing, which needs to be agreed and signed by both parties.

Should the manager or designated person-in-charge have any concerns about the work which is to be carried out on Seventh-day Adventist Church premises for which they have responsibility, then expert advice should be sought from the BUC Executive Committee at Watford, Herts. WD25 9JZ.

WORK EQUIPMENT REGULATIONS

In compliance with the Provision and use of Work Equipment Regulations (PUWER) and the Lifting Operations, and Lifting Equipment Regulations (LOLER 1998), the Seventh-day Adventist Church will ensure throughout all its work and service activities that in the selection and purchase of equipment due regard is given to working conditions/hazards existing on the premises, including the Health and Safety issues posed by the use of work equipment.

The requirements of the previous regulations remain unchanged.

All persons who use equipment, supervise or manage it will have available to them Health and Safety information and where necessary written instructions including:

- The use of work equipment will be restricted to those authorised and competent to use it;
- Repairs, modifications, maintenance, servicing will be carried out by people who are suitably competent and have specific training;
- Conditions/methods by which work equipment is to be used;
- Foreseeable/abnormal situations and actions to be taken;
- Conclusions drawn from experience in using the equipment;
- Training given to all persons using/supervising/managing the use of *specified* work equipment;

The amending directives which place requirements on organisations are:

- The Provision, Management and Use of Mobile Self-Propelled and Remote Controlled Work Equipment;
- The Inspection of Work Equipment in Certain Circumstances;
- The Provision and Use of Lifting Equipment; and
- The Management of Lifting Operations.

Note: These regulations have a more specific and wider coverage of work and lifting equipment and much of it has none or limited relevance to the Seventh-day Adventist Church's activities. However, the Codes of Safety Practice will give a skeleton coverage of these regulations and where more detailed information is necessary, it would be prudent to obtain the regulation document and approved Codes of Practice and guidance or seek the assistance of an appropriate competent person.

WORKING FROM HOME

The Seventh-day Adventist Church has a responsibility only for electrical equipment and associated pieces of furniture eg. desk, adjustable chair, which have been supplied by the Seventh-day Adventist Church. These must be maintained in a safe and satisfactory condition.

The employee's house (premises), service and power supplies from a health and safety standpoint are clearly the responsibility of the owner or user. Employees should check with their Insurance provider to ensure that they have the appropriate level of cover, and that working from home would in no way invalidate their insurance cover.

Note: A safe system of work for employees working at home is included in the Seventh-day Adventist Church, Codes of Safety Practice, General Information.

WORKING FROM HOME AND SAFETY PRACTICE

In keeping with the required health and safety regulations, the Seventh-day Adventist Church throughout the United Kingdom and Republic of Ireland, considers it necessary to identify their responsibilities for employees carrying out clerical and administrative work at home by understanding and agreement. They are as follows:

Regulations:

1. Health and Safety at Work Act 1974, and Safety Health and Welfare at Work Act 1989 (Ireland).
2. The Management of Health and Safety at Work, which requires a risk assessment to be carried out on all work activities.
3. Display Screen Equipment (DSE) Regulations.
4. Manual Handling Operations Regulations
5. Safety, Health and Welfare at Work Regulations.

WORKING TIME REGULATIONS 1998

The above regulations, implement the EEC Working Time Directive in Great Britain.

The Seventh-day Adventist Church, as an employer, continues to have a general duty, so far as is reasonably practicable, under section 2 of the Health & Safety at Work Act 1974 for the health, safety & welfare at work of all its employees. This means employees cannot be required to work excessive hours or shift patterns which are likely to lead to ill health or accidents caused by fatigue.

Under the Management of Health & Safety at Work Regulations, employers are required to carry out a risk assessment to identify hazards such as fatigue & evaluate the extent of risk involved so that measures can be taken to comply with the general duties under the Health & Safety at Work Act. Note: See Codes of Safety Practice for more detailed information.



CODES OF SAFETY PRACTICE

United Kingdom & Republic of Ireland

December 2009

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FOREWORD

These Codes of Safety Practice are just an attempt to provide more detail in support of the Seventh-day Adventist Church's Health and Safety Policy.

Codes of Practice as they directly affect building and construction, with specifics about machine guarding, asbestos removal, breathing apparatus, scaffolding, abrasive wheels, excavations, welding, head protection, and noise levels etc., have been left out of this document, as they are not felt to be widespread across Seventh-day Adventist premises, however, where appropriate, specific advice will be sought, and policies and procedures produced and implemented if it is felt that this is necessary, in specific locations or circumstances.

Individuals with lead responsibility for Health and Safety should always ensure that they are operating under the most recent policy and should seek additional advice/consider best practice when addressing issues.

ASBESTOS: THE USE AND EXISTENCE OF ASBESTOS IN BUILDINGS

Asbestos was widely used as a building material for many years, although its use, as such, is now severely restricted, it can still be found in a variety of locations. Exposure to Asbestos can lead to fatal diseases.

These Codes of Practice are not intended to go into the technical details of carrying out surveys and ensuring such specialist work is performed by a competent contractor. It is simply to give a layman's knowledge of its uses and existence. Information on how to fulfil your responsibilities regarding asbestos management can be found in the HSE guide "Manage Buildings? You must manage Asbestos" which can be downloaded from www.hse.gov.uk. This guide includes changes which came into force in 2006.

There are many forms of Asbestos, the main types being:

- White Asbestos (Chrysotile)
- Brown Asbestos (Amosite)
- Blue Asbestos (Crocidolite)

Although all types of Asbestos are dangerous, both Blue and Brown Asbestos are considered more hazardous to health. It is not possible to identify Asbestos by its colour as the age of the product and its combination with other products can alter the appearance. Asbestos only causes problems when fibres are released into the atmosphere such as:

- When it is being worked on;
- Where the material is friable and may suffer abrasions or there are strong air currents.

If the Asbestos is in good condition and protected against damage, the danger will be negligible. More problems can be caused by removing sound and protected Asbestos, than by leaving it in place. Asbestos can be found in many forms and in many places in a building and in various states of repair:

- Lagging boilers;
- Lagging pipework;
- Sprayed fire protection on structural steelwork ceiling tiles;
- Acoustic and thermal insulation;
- Wall lining boards;
- Roofing materials.

Asbestos insulation board used as an internal building material for:

- Fire protection;
- Thermal and Acoustic insulation;
- Ceiling tiles;
- Partitioning between roofs;

- As an insulation layer between wall panels.

It commonly contains 40% Amosite and has a pale grey appearance with common product names such as 'Asbestoslux' 'Marinite' and 'Turnasbestos'. Asbestos cement is widely used as a building product and can be found in:

- Corrugated roofing sheets
- Guttering
- Water tanks
- Flue pipes

Asbestos cement is a harder substance than insulation board and commonly contains around 12-15% of Chrysotile and is grey in appearance. Because the potential for fibre release is low, it is generally classed as less hazardous than insulation board or lagging.

Asbestos lagging was often used to insulate pipes or as a structural fire protection on steel girders and beams. This lagging contains the highest percentage of any Asbestos product and will often contain Blue Asbestos. Its friable nature and location means that the potential for fibre release is great. Indications that the product may contain Asbestos include:

- Warning symbols affixed to the product;
- Fibrous or powdery material;
- Smooth hard material around boilers and pipework (normally painted);
- Fibrous or powdery debris on the floor or surrounding surfaces;
- Grey or pale grey appearance.

Note: This should not be taken as an indication that the materials may contain Asbestos and if in any doubt, a competent person should assess the situation. It is relatively easy to confuse other materials with Asbestos, e.g. Asbestos may be found in small quantities in materials that do not appear to contain any fibrous materials. For further information, the legislation relating to Asbestos at Work is:-

- Health and Safety at Work Act 1974 (General Duties on Employers Etc.).
- Control of Asbestos at Work Regulations 1987 (as amended).
- Asbestos (Licensing) Regulations 1983.
- Asbestos (Prohibitions) Regulations 1992.
- Asbestos (Prohibitions) Regulations 1999.

The legislation relating to the control of Asbestos in the workplace is extensive and is supported by a number of approved Codes of Practice and HSE Guidance Notes.

The latest piece of asbestos related legislation that has been enacted is the Control of Asbestos at Work Regulations 2002, which impose a duty on all employers to manage asbestos in non-domestic premises.

ACCIDENTS AT WORK AND RIDDOR '95'

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Accidents at Work:

1. An employee who has an accident at work involving injury should report immediately to the designated person or manager in charge, who will ensure that the person receives appropriate first aid treatment. All accidents on church controlled premises whether they involve volunteers, members, self employed contractors or the public should be recorded.
2. The designated person or manager in charge will ensure the details are recorded in the accident book as soon as is practically possible.
3. Whether notifiable or not the designated person or manager in charge will need to satisfy themselves that they have investigated the accident, reassessed the risk, and where necessary instituted the appropriate measures to prevent its recurrence.

Notifiable Accidents:

In the event of an accident resulting in death or injury the Functional Head of the Organisation must be advised immediately by the designated person at each local centre who will report the details to the enforcing authority as soon as is possible by telephoning the Incident Contact Centre on 0845 3009923. All cases of death, major injury or dangerous occurrences (near misses) must be reported immediately by telephone. If the ICC confirmation report has errors these should be corrected by contacting the ICC.

In the following cases incidents may be reported either by telephone or by posting or emailing form F2508:

1. Cases where injuries either prevent normal working and/or cause an absence from work for more than 3 days. These must be reported within 10 days from the day after the accident.
2. Reportable work place diseases should be reported upon receipt of a Doctors notification.

When calculating lost time involving accidents, please note, there are no non-working days i.e. Saturday and Sunday are included. However, the day of the accident is not counted. Where people are employed (and this includes volunteers) the address and telephone number of both the Medical Advisory Service and the Environmental Health Department (covering health and safety) must be recorded on the mandatory 'Health and Safety Law' poster which must be displayed in a prominent place at the work site or all employees must be informed how they can readily access this information. This information should be updated every 5 years.

Death or Major Injury Accidents:

If there is an accident connected with work and your employee (or self-employed person working on your premises) is killed or suffers a major injury (including as a result of physical violence) or a member of the public or a member/volunteer is killed or taken to hospital, you must notify the enforcing authority without delay e.g., by telephone. They will ask for brief details about your business, the injured person and the accident.

Definitions of Major Injuries, Dangerous Occurrences and Diseases

Reportable Major Injuries are:

- Fracture, other than to fingers, thumbs and toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or absorption through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable Dangerous Occurrences (near misses):

- If an incident occurs which does not result in a reportable injury but it is obvious that it could have done so then it must be reported immediately as a dangerous occurrence.

Reportable Dangerous Occurrences are:

- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- Malfunction of breathing apparatus while in use or during testing immediately before use.
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- Unintended collision of a train with any vehicle.
- Dangerous occurrence at a pipeline.
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains.
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.

- A dangerous substance being conveyed by road is involved in a fire or released.
- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipe work.
- Failure of any freight container in any of its load bearing parts.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Collapse or partial collapse of a scaffold over five metres high or erected near to water where there could be a risk of drowning after a fall.
- Dangerous occurrence at a well (other than a water well).

The following Dangerous Occurrences are reportable except in relation to offshore workplaces:

- Unintended collapse of any building or structure under construction, alteration or demolition, where over five tonnes of material falls; a wall or floor in a place of work; any false work.
- Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air.
- Explosion or fire causing suspension of normal work for over 24 hours.
- Accidental release of any substance which may damage health.

The full details are in the list of dangerous occurrences outlined in the RIDDOR Regulations 1995.

Disease:

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must send a completed disease form F2508A to the enforcing authority. A summary of the reportable diseases is as follows:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung disease including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand arm vibration syndrome.

The full list of reportable diseases are found in the detailed guide to regulations or can be obtained by ringing the enforcing authority related to particular work activities or by visiting the Health and Safety Executive's website – <http://www.hse.gov.uk>.

ACCIDENT INVESTIGATIONS

Need to ascertain the following:

1. The people involved and their occupation.
2. The exact place, time and date of accident.
3. The nature of any injuries.
4. Whether or not first aid given and/or hospital attended.
5. How the accident occurred.
6. Whether or not people involved were authorised to do the work concerned.
7. Whether employee(s) were doing their normal jobs.
8. How long they had been doing their job.
9. Whether or not instruction/training had been given and the details of such.
10. If there were any witnesses; who they were; what they saw.
11. Whether overtime was worked regularly on the job – how much.
12. If plant involved – make, type of machine as well as part causing injury.
13. Whether it was in operation or not. When last serviced.
14. When work stopped and when restarted.
15. Whether HSE/Environmental Health need to be informed.
16. What action may have prevented accident?
17. What action should be taken to prevent a recurrence?
18. Who should take this recommended action?

Causes

1. At what point did things go wrong?
2. What factors caused the accident?
3. Poor working practices?
4. Bad housekeeping?
5. Lack of discipline or bad practices condoned?
6. Failure of supervisor?
7. Lack of knowledge/ability?
8. Lack of instruction or poor training?

9. Carelessness/thoughtlessness/apathy/over confidence?
10. Being pre-occupied/horseplay?
11. Alcohol or drugs?
12. Domestic problems?
13. Poor hearing/eyesight?
14. Design faults?
15. Lack of maintenance?
16. Wrong tools?
17. Faulty equipment?
18. Wrong or no protection?
19. Noise/dust/fumes?
20. Working space inadequate?

If there are any differences of opinion as to cause, these should be recorded.

Where possible/necessary it is also useful as part of the investigation to take photographs of the accident scene, recording date and time when the photographs were taken.

BOMB THREAT PROCEDURE

Company Policy:

It is not policy to evacuate on every occasion that a bomb threat is received. The designated person or manager in charge will be responsible for deciding whether or not to evacuate the premises on receipt of a bomb threat. In his absence, the appointed deputy will assume the responsibility.

The Procedures for dealing with bomb threats are as follows:

Normal Business Hours

1. The recipient of the threat (usually telephone operators) will follow the instructions contained in Appendix 'A' (Appendix A forms are readily available from Reception/Switchboard). They will then relay the information to the designated person or manager in charge or appointed deputy. They will **NOT** inform any other person. If no designated person, deputy or manager is readily available then the call recipient should contact the police themselves and follow the procedure below.
2. The designated person or manager in charge, after consultation with the local police will decide whether the threat is genuine or a hoax. If the designated person decides that it is a hoax, no further action will be taken.

If the designated person or manager in consultation with the local police decide that the call is a real threat he will determine from the information available whether to evacuate all or selected zones.

The designated person or manager will be responsible for ensuring that the fire assembly points to which people will be evacuated are thoroughly searched. (These instructions assume that the fire assembly points are far enough away from the buildings to also be able to be used as the assembly point in the event of a bomb threat).

The designated person or manager in charge will then give instructions for the buildings to be evacuated and put into operation evacuation/search procedures.

Outside Normal Business Hours:

Outside normal business hours all incoming telephone calls are received, in most cases by a night security person or porter who on receipt of a bomb threat will follow the instructions laid down in Appendix 'A'. They will then contact the designated person or manager in charge, or his nominated deputy and act on his instructions.

General Instructions

1. Unlike fire evacuation, bomb threat evacuation may not have the same degree of urgency. Whilst there should not be undue delay in clearing the premises, employees should endeavour to take with them their shopping bags, etc., to facilitate search procedures.
2. No person, employee or otherwise, or any vehicle will be allowed to enter the site during an emergency.
3. Persons wishing to leave the site must be allowed to do so, but their identity must be checked and recorded.
4. Vehicles leaving the site should be searched, as should any bags, parcels etc. that are being carried off site. The bomb threat could be a diversion to allow stolen property to be removed.
5. The entrances to the site must be kept clear of obstruction.
6. The civil police must be informed of the threat and that search procedures are in operation.
7. Management of local firms must be informed of the situation.
8. Press and TV personnel are not to be allowed on site and no information should be given without authority.

Telephone Operators:

Most bomb threats will be received by receptionists or security personnel. They play an important part in decision making, for it is on the information they obtain that the designated person or manager in charge must make his assessment. Operators will be supplied with a copy of the instruction set out in Appendix 'A' and the designated person or manager in charge will be responsible for ensuring that they are familiar with these procedures.

Confidential Information:

There is no doubt that the publicity surrounding bomb threats encourages others to make hoax calls. It is recommended that the procedures be communicated on a need to know basis and when it is necessary to refer to them a less provocative title be used.

Procedure Testing:

In order that the procedures may be tested without resorting to an evacuation of the work force, it is suggested that the designated person or manager in charge, conduct bomb evacuation drills, similar to those conducted for fire drills.

CATERING (OUTSIDE) AND CHARITABLE EVENTS

1. Where the service involves the dispensing of hot water and beverages, the under-mentioned requirements must be strictly observed. There must be either a permanent building or a soundly constructed van or kiosk. Note: All of these facilities must have a piped water supply with adequate electric supplies for connecting the urns.
2. Where such a permanent building, van or kiosk, is not available and a conscious decision is made to operate such a service, the under-mentioned rules must be strictly adhered to:
 - (a) Tables should be rectangular or square with an adequate number of safe lockable legs, which in the case of corner legs should be positioned as near as possible to the corners. The object is to have tables which are suitable and stable for the intended use.
 - (b) The entire table must always be level and when the ground is soft, or grass covered, base boarding must be used for table stability.
 - (c) Where base boarding is used, every effort must be made to secure the table legs to this temporary surface.
 - (d) Except for drain tap, hot water boilers or tea and coffee urns should not over extend or overlap the legs and support frames of the tables.
 - (e) Where these services are provided over soft or grass covered ground, the use of cord matting should be seriously considered and pegged securely down. Such matting should be laid behind the table serveries and in front, where spillage's from taps on water boilers, tea and coffee urns could cause immediate work areas to become slip hazards.
 - (f) The tables must be of sound construction with no weaknesses or defects. There should be sufficient numbers of tables to meet the service requirements.
 - (g) Again where a permanent building, kiosk or van is not available, then the electric cables for connecting the urns must be above head height or beneath the floor covering so as not to constitute a potential cause for accidents.
 - (h) Similarly, for outside catering events there must be near access to water supplies. The use of hoses and the carrying of full urns or boilers are totally unacceptable.
 - (i) Particular attention should be paid to the intended superimposed weight which the table is to carry and the positioning of the weight so as to ensure complete stability of the entire table.

CONSULTATION: THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

From the 1st of October 1996, employers must consult with all employees on matters affecting Health and Safety at work. Employees are legally entitled to have their say and employers must listen.

Consultation with employees is not the same as informing them, as the provision of information is a legal requirement under the management regulations. Consultation does require the provision of information to employees but the views of employees must be listened to and considered before any decisions are taken.

Employees or their representatives must be consulted on the following:

1. Changes which may affect their health e.g., the introduction of new equipment or work practices.
2. Arrangements for getting individuals with sufficient training and experience or knowledge and other qualities that will enable him/her to help the employer meet the requirements of Health and Safety law.
3. The information the employer will provide to employees on any risks and dangers arising from their work, action plans to reduce or eliminate these risks and what employees should do if they are exposed to a risk. This information may already be in place as part of the safety management system.

In some circumstances this information can be withheld but only if:

- (a) It would breach national security or the law.
 - (b) It is about someone who has not given permission for its release.
 - (c) It would – other than for reasons of its effect on health and safety – cause substantial injury to the organisation, or if supplied by someone else to the business of that person.
 - (d) If the information has been obtained for the purpose of any legal proceedings.
4. The planning and organising of Health and Safety training
 5. The Health and Safety consequences of introducing new technology

How all employees are consulted is left to the discretion of the employer. Consultations may be either directly with individual employees or through elected representatives of employee safety or both.

Note: Where Safety Representatives are used they should receive Health and Safety training, a reasonable amount of time off with pay and access to suitable facilities to enable them to fulfil these duties. Given the high regard that the church places upon its employees, volunteers and members, units are encouraged to ensure that consultation is effective and timely and that Health and Safety issues raised by management or employees are given due consideration.

CHEMICALS

Safe Working Practice with Chemicals

None of the chemicals listed in the chemical in use registers are hazardous if treated with care and common sense and in accordance with reasonable standards of industrial practice. However, most chemicals and chemically based industrial products can be harmful if subjected to carelessness or abuse or if made the responsibility of poorly instructed personnel.

As a general rule chemicals should never be allowed to get into the eyes, and prolonged and repeated contact with skin should be avoided. The use of protective clothing, e.g. gloves, eye protection and overalls is recommended, particularly when prolonged and repeated handling is involved.

Splashes of material must be washed off the skin and if protective equipment is accidentally saturated or penetrated by the material it should be changed and disposed of, or thoroughly laundered, before re-use. Should any type of chemical get into the eyes it must be removed at once by irrigation with plenty of clean water. Swallowing of chemicals should always be avoided.

Food and drink should not be brought into, stored, prepared or consumed in areas where chemicals are handled or used. Inhalation of chemical or other dusts, powders or fumes should be avoided as far as possible. Good ventilation supplemented where necessary by efficient local fume or dust extraction is generally adequate.

Spillages of chemicals should be cleaned up at once by the appropriate procedure. Hands to be washed with soap and water as soon as possible after the use of chemicals, and especially before taking food. Label instructions on chemical containers should be read carefully and where a fire hazard is indicated the container should be stored in a lockable metal bin approved under the fire regulations.

Good industrial practice also requires that all chemical containers are labelled correctly to show the contents and that they are stored in an area set aside for the purpose. Do not mix chemicals or chemically based products unless you are absolutely sure that it is safe to do so. Also, it must be emphasised that all the operatives, supervisors and management bear the general responsibility of observing due care and precautions whilst carrying out their duties in all Seventh-day Adventist premises.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

People can encounter at work a wide range of substances capable of damaging their health. Of the estimated 40,000 substances covered by COSHH, many are used directly in manufacturing processes, others arise naturally. Some are used in service functions and some are given off as by-products during processes. The regulations cover virtually all substances hazardous to health. Whatever the work **COSHH must be considered**, and its wide-reaching implications to people in the workplace noted.

The COSHH Regulations, place responsibility on all employers to do all that is reasonably practicable, to ensure the safety of their employees and protect them from harmful substances. The Regulations, lay down the essential requirements and a sensible step-by-step approach towards the control of hazardous substances, and for protecting people who may be exposed to some level of hazardous substance, whilst at work and for those people who may be exposed as a result of the acts or omissions of organisations.

The regulations introduce a legal framework for the control of hazardous substances in all types of businesses including factories, offices, shops, farms, quarries, as well as places of leisure and service activities, wherever substances hazardous to health are used, processed, manufactured, given off or produced.

THESE REGULATIONS AFFECT EVERYONE

Directors, managers, supervisors and company employees using substances hazardous to health **ALL HAVE LEGAL OBLIGATIONS**. Additionally, visitors and contractors on the premises are the responsibility of the employers under COSHH.

Substances Hazardous to Health

The term "Substances Hazardous to Health" has far greater meaning than at first apparent. There are literally thousands of substances covered by COSHH, many being dusts, fumes and vapours that might be found in Seventh-day Adventist premises every day. It is up to employers, and employees to identify processes, the hazardous substances and the people affected. Those responsible for training and communication regarding COSHH should ensure that relevant employees and managers are familiar with the relevant hazard symbols.

Procedure for Dealing with Material Not on Approved Chemical Register

1. Requester to check if a suitable substitute, i.e., approved material, is available.
2. If no suitable alternative, obtain detailed information on product/material from supplier (see standard draft letter Appendix 'B').
3. Pass request for material to be considered for inclusion in the Chemical Register to the designated person or centre manager in charge, together with reasons for need and detailed supplier data sheets.
4. The designated person or centre manager in charge will check requests and data and, if necessary, consult relevant experts and/or obtain further data.

If material acceptable:

- (a) Inform original requester giving reasons;
 - (b) Warn any person responsible for buying.
5. Any designated person or manager purchasing materials directly which are not on the Chemical Register e.g., for development, trial and/or analysis must be fully aware of the hazards and risks involved. They must undertake the responsibility of informing/instructing and training all personnel directly involved.

A COSHH assessment must be carried out by the responsible person for each substance to be used.

DOCUMENTATION

Records are to be kept as and where appropriate and made accessible to meet both statutory and operational needs. The main types are as follows:

1. Relevant legislation and Codes of Practice.
2. Accident books, reports, investigation reports, forms F2508/F2508A or other relevant forms.
3. Records, reports, certificates on required inspections of equipment and plant, including repair work.
4. Minutes of Health and Safety meetings should be recorded and kept at the relevant premises.
5. Written copies of Risk Assessments, including DSE assessments where appropriate.
6. Written copies of Manual Handling Assessments.
7. Written copies of COSHH Assessments etc.
8. Records of Safety Inspections and Audits.

9. Copies of Test Certificates.
10. Copies of Fire/Bomb Log Book details.

Responsibility for maintaining records:

1. Persons responsible for the maintenance of records, forms F2508, accident book information, insurance claim details or any other safety documentation will be the designated person or manager in charge.
2. Responsibility for reviewing, updating the Health and Safety policy, Codes of Safety practice or chemical assessment will be that of an agreed competent resource.
3. The designated person or manager in charge is responsible for keeping records on the testing of fire alarms and fire fighting equipment, emergency lighting and evacuation of the premises.
4. Fire certificates and means of escape throughout the various parts of all residential, office and service premises, must comply with current legislation. Where necessary with the Factories Act (register F31) will be controlled by the designated person or manager in charge.

DISEASE

Reporting a Case of Disease

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Seventh-day Adventist Church as an employer has a responsibility to report listed diseases linked to specific types of work. These types cover jobs in which the diseases are a known risk.

A medical doctor or appointed person has the task of viewing all medical certificates where considered applicable, recording these details on a form F2508A, submitting the same to the local HSE office. Due to the fact that the Seventh-day Adventist Church's residential, office and service premises are spread throughout the United Kingdom, should any queries arise, please do not hesitate to contact Employment Medical Advisory Service. The full details of reporting a case of disease are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

ELECTRICAL SAFETY

Electricity can kill. Every year people have accidents at work involving electric shock or burns and some of these are fatal. Most of these fatalities arise from contact with overhead or underground power cables.

Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk; poor electrical installations and faulty electrical appliances can lead to fires which may also cause death or injury to others. Most of these accidents can be avoided by careful planning and straightforward precautions.

The main hazards are:

- Contact with live parts causing shock and burns (normal main voltage, 230 volts AC, can kill);
- Faults which could cause fires;
- Fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g., in a spray paint booth.

The first stage in controlling risk is to carry out a risk assessment and is a legal requirement for all risks at work.

Reducing the Risk

- Ensure that the electrical installation is safe.
- Install new electrical systems to a suitable standard, e.g., BS 7671 Requirements for Electrical Installations, and then maintain them in a safe condition.
- Existing installations should also be properly maintained.
- Provide enough socket-outlets – overloading socket-outlets by using adapters can cause fires.

Provide safe and suitable equipment

- Choose equipment that is suitable for its working environment.
- Electrical risks can sometimes be eliminated by using air, hydraulic or hand powered tools. These are especially useful in harsh conditions,
- Ensure that equipment is safe when supplied and then maintain it in a safe condition.
- Provide an accessible and clearly identified switch near each fixed machine to cut off power in an emergency.
- For portable equipment, use socket-outlets which are close by so that equipment can be easily disconnected in an emergency.
- The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals.
- Replace damaged sections of cable completely.
- Protect light bulbs and other equipment which could easily be damaged in use. There is a risk of electric shock if they are broken.
- Electrical equipment used in flammable/explosive atmospheres should be designed to stop it from causing ignition. You may need specialist advice.

Carry out preventative maintenance

All electrical equipment and installations should be maintained to prevent danger. It is strongly recommended that this includes an appropriate system of visual inspection and, where necessary, testing. By concentrating on a simple, inexpensive system of looking for visible signs of damage or faults, most of the electrical risks can be controlled. This will need to be backed up by testing as necessary.

It is recommended that fixed installations are inspected and tested periodically by a competent person.

The frequency of inspections and any necessary testing will depend on the type of equipment, how often it is used, and the environment in which it is used.

Equipment users can help by reporting any damage or defects they find.

Work Safely

Make sure that people who are working with electricity are competent to do the job. Even simple tasks such as wiring a plug can lead to danger – ensure that people know what they are doing before they start.

Check that:

- Suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person.
- Where possible, tools and power socket-outlets are switched off before plugging in or unplugging.
- Equipment is switched off and/or unplugged before cleaning or making adjustments.

More complicated tasks, such as equipment repairs or alterations to an electrical installation, should only be tackled by people with knowledge of the risks and the precautions needed.

You must not allow work on or near exposed live parts of equipment unless it is absolutely unavoidable and suitable precautions have been taken to prevent injury, both to the workers and to anyone else who may be in the area.

A number of publications and guidance documents are available from HSE Books or can be downloaded (often for free) from the HSE website. Many HSE titles are also carried by local bookstores.

"Maintaining Portable Electrical Equipment in Offices and other Low-risk Environments"
HSE 04/2004.
ISBN 0717612724.

HSE Books,
PO Box 1999,
Sudbury,
Suffolk CO10 2WA

Tel: 01787 881165

Fax: 01787 313995

(www.hse.gov.uk/electricity).

Machine Operation and Breakdown Maintenance:

Formal locking-off procedures do not need to be implemented in the workplace during day-to-day production running other than where workers on a machine may not be visible from the control point. The following are the standard operating principles required to be observed:

- Each machine must be numbered and this number must appear on the isolation switch box.
- All machines must be provided with guards so as to maintain them in a safe condition in accordance with BS5304.
- Where the operator requires frequent access an opening guard effectively interlocked must be provided. Opening an interlocked guard will stop the machine and prevent the drive motor being re-started until the guard is closed and the start button operated.
- Where infrequent access is required for breakdown maintenance or adjustment purposes then fixed guards must be provided with fastenings (not wing nuts or similar) that require the use of

hand tools for their removal. The use of hand tools for the removal of fixed guards must be restricted to craftsmen.

- In addition to stopping machines at the normal control point, it may also be essential for the electrical supply to be isolated because with some modern sequentially operated plant a movement further along the system may start a section unexpectedly.
- Any adjustments under power to unguarded running machinery must be carried out by specially appointed machinery attendants in accordance with The Operations of Unfenced Machinery Regulations 1938 to 1976.

Preventive Maintenance and Cleaning:

Machinery must be isolated and 'locked-off' from all power supplies before work is commenced during preventive maintenance and cleaning work, when machinery normally inaccessible by guarding is opened up and put into an unsafe condition. Some heaters are provided with power on a separate supply/isolator to enable temperature to be maintained. Where these exist, suitable labelling must be applied.

The lock-out procedure guards against the potential danger of electric shock and the accidental start-up of plant and is one sure way of avoiding accidental injury. Care must also be taken to prevent further movement of any part of the machine by gravity or other forces and in some instances blanking-off of steam water, gas or compressed air supplies will be necessary. It is the designated person or manager's job to determine what has to be locked-off or blanked-off to ensure safety and to provide a safe system of work.

Electrical isolation is achieved either by means of a padlock applied to the electrical isolator to prevent the handle being moved into the 'on' position, or by withdrawal of fuses. In either case, to make doubly sure that the machine is not getting any electrical power the start switch on the machine itself must be tried. On completion of the work, it must be ensured that all guards have been replaced before the padlock is removed or the fuses replaced and the main power switch energised.

Electrical maintenance should be carried out while the machine is isolated from its power supply. If the equipment has to be made live during the course of such work, the person carrying out the work must be competent to perform the task and must comply with the requirements of the Electricity at Work Regulations.

Following any cleaning, maintenance or repair work and before any machine is handed back for production, it must be ensured that it is in a safe condition with all guards and safety devices in place and in full working order.

- Electricity must be treated with respect and any repairs carried out by a qualified electrician.
- Electrical accidents are not confined to shock.
- It is essential that power tools are used only for the jobs for which they were designed. It is the operator and management's responsibility to see that they are properly used in good condition and that the operative authorised to use the tools has been fully instructed in their safe use.
- Do not work near trailing cables - get them suspended.
- Unqualified persons must not tamper with electrical connections.

In case of a failure in breathing due to electric shock, artificial respiration must be started immediately.

Look out for:

- Faulty leads;
- Trailing leads;
- Faulty plugs;
- Unearthed equipment.

Portable and Transportable Electrical Equipment:

The policy for the electrical supply to equipment falling into the above categories is as follows:

1. The permissible supply to hand-held tools is 110 volts AC.
2. The 110 volt transformer secondary winding is to be connected to earth potential at a centre tap point.
3. Transportable equipment will be generally supplied at 240 volts AC, providing that the socket outlets are of Martin Lunel manufacture and are monitored by a current-balance earth leakage circuit breaker with a tripping characteristic of not more than 30 MA.
4. Inspection and testing of the earthing and tripping system to be carried out quarterly. A suitable label must be applied to the device to indicate safety usage date.
5. The 'Electricity Regulations' and the 'I.E.E. Regulations' 15th Edition must be complied with at all times.

Working on Live Equipment:

The agreed definitions for working on live equipment are listed below.

Testing:

The use of suitably insulated measuring instruments, for test purposes, is permissible where it is reasonably impracticable to isolate the apparatus.

Working:

Electrical maintenance should, where reasonably practicable, be carried out on circuits which have been isolated from all supplies of electricity above 50 V.A.C. Where electrical maintenance has to be performed on 'live' equipment the person performing the work must be competent and authorised to perform the task and comply with the requirements of the Electricity at Work Regulations.

Competent: To be regarded as competent, one must have an:

- (a) Adequate knowledge of the technicalities of electricity.
- (b) Adequate experience of work in connection with electricity.
- (c) Adequate detailed knowledge of the system upon which work is being carried out so that the persons avoid causing danger to themselves as well as others.
- (d) Adequate level of information, instruction and training.

Authorised:

Means a person employed, appointed or selected by the occupier to carry out certain duties incidental to the distribution or use of electrical energy. Usually the employment of a competent, qualified electrician is the safest course of action, especially for larger more complex tasks/types of work e.g., maintenance and testing.

ELECTRICAL SHOCK

When a person receives an electric shock, the unpleasant sensation is due to the flow of current through the body. The effect of this current flow can be much more than just 'unpleasant'. The victim will die if current flows near the heart because its beating mechanism will be interrupted. Current flowing in the nervous system will stop the action of the lungs and the victim will die. If current travels over the surface of the body, very painful burns are caused. These burns can be enough to cause death some time after the shock is received.

It is apparent therefore that the path taken by the current through the body decides whether death occurs or not. The following table shows:

1 to 6 milliamps -	Can just be felt
7 to 20 milliamps -	Causes a painful sensation
20 to 75 milliamps -	In the nervous system controlling the lungs can stop their action and cause death
75 to 200 milliamps -	Flowing near the heart causes death
more than 200 milliamps -	Causes burns over the body surface

All electrical equipment and work should be treated with, and carried out with care and respect by competent persons.

ELECTRICAL TESTING

In compliance with the Electricity at Work Regulations 1989, the Seventh-day Adventist Church has the following arrangements in place for testing electrical installations every 5 years in all of their premises.

The inspection and testing does not include earthed portable appliances or apparatus connected to socket outlets as this is carried out on a more regular frequency and as a separate exercise.

The person responsible for initiating the service checks and certification is the Head Deacon and through the various governing boards.

The completion and inspection certificate is to certify that the buildings electrical installation has been inspected and tested in accordance with the regulations published by The Institution of Electrical Engineers and that to the best of the competent persons knowledge and belief, complies at the time of testing with the current edition of these regulations except as indicated.

A schedule has been included in these Codes of Safety Practice which outlines the areas and scope of these inspection requirements.

Note: Completed inspection certificate, inspection report and schedule will be kept on file at each respective centre of church activity.

EMPLOYEES WORKING AT HOME - SAFE SYSTEM OF WORK

In order to comply with the statutory regulations for employees working at home and to ensure, as far as is reasonably practicable their Health and Safety in the workplace, the Seventh-day Adventist Church has laid down a safe system of work which needs to be strictly followed.

1. All earthed computer and associated electronic equipment supplied by The Seventh-day Adventist Church will be checked by a competent electrician at a minimum frequency of every 24 months to comply with the Electricity at Work Regulations.
2. The user will make arrangements, with the designated person or manager in charge, for this equipment to be brought to the appropriate site for testing, labelling and dating.
3. Stocks of paper and other stationery materials including inks, liquid paper and similar substances must be stored in a cool dry place.
4. Where employees are using chemical substances they must be aware of the potential risks.
5. The person who owns or rents the premises, e.g. the employee is responsible for:
 - (a) The supply and safety of electrical power, plugs, leads and sockets.
 - (b) Ensuring that the equipment is safe through regular visual safety checks and compatible with the power supply (advice can be sought from the designated person or manager in charge).
6. The employee is responsible for carrying out a risk assessment of his/her workplace and submitting a report to his/her manager in writing. This assessment must be reviewed annually and any changes recorded and submitted to his/her manager.

FIRE ACTION

The general instructions to staff are:

If you discover a fire

1. Operate the nearest fire alarm break glass unit.
2. Make contact by telephone or the quickest available route with the duty officer or receptionist, asking them to contact the designated person or manager in charge.
3. Attempt to control the fire with extinguisher or hose reel if it is safe to do so. Do not place yourself at risk. Ensure the correct appliance is used for electrical fires.
4. If you cannot extinguish the fire immediately, leave the building via the nearest exit and go to your assembly point.

On hearing the Fire Alarm

1. **DO** use the nearest available exit.
DO (if time permits) shut windows and doors, switch off machinery.
DO proceed quickly to your fire assembly point.
2. **DO NOT** panic.
DO NOT stop to collect personal belongings.
DO NOT use the lifts once the alarm has sounded.
DO NOT re-enter the building until instructed to do so.

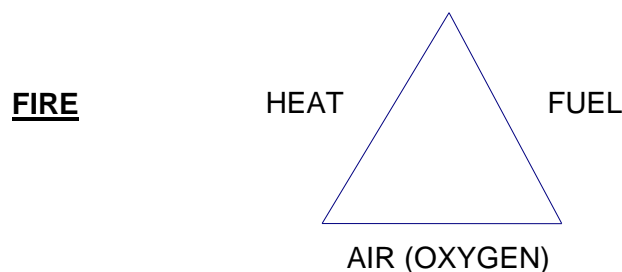
Specific department instruction, together with nominated fire wardens are contained in this safety manual.

What is Fire?

For an outbreak of fire to occur and continue, the following are essential:

- (a) Fuel - A combustible substance either solid, liquid or gas
- (b) Oxygen - Usually air which contains about 20% oxygen
- (c) Heat - The attainment of certain temperature

These essentials are known as the fire triangle and may be depicted thus:



The Fire triangle: removal of any component obviates risk of fire.

Methods of Extinction

Because three ingredients are necessary for fire to ensue, it follows that if one or more of these are removed, the fire will be extinguished. To achieve this, three basic methods are employed:

1. Removal of Heat or Cooling

Water is normally used for cooling a fire as it has the greatest heat absorbing properties of all liquids and it absorbs the greatest amount of heat when turned into steam. Cooling by water absorbs heat to the point where more heat is being absorbed than is being generated – the fire goes out.

2. Removal of Fuel or Starving

Examples of starving a fire or removal of fuel are the switching off of the supply, the draining of a burning oil tank or the pulling apart of a haystack/wood etc.

3. Removal or Limitation of Oxygen (blanketing or smothering):

By removing the oxygen in the air from 20% down to 15% or less, fire will be extinguished. In other words, combustion becomes impossible even though a considerable proportion of oxygen remains in the air.

Types of Fire Risk:

For all practical purposes there are four main classes of fire and the method of extinguishing are normally dictated by the 'class' of risk.

1. Class A – Fires involving solid normally carbonaceous, materials which form a glowing ember, e.g., wood, paper and their derivatives. Most effective extinguishing agent is water, in the form of a jet for a deep seated fire, and a spray for a surface fire.
2. Class B – Fires involving liquids or liquefiable solids, e.g., oils fats, petroleum jellies, petrol, paraffin, etc. Extinguish by way of either (a) dry powder (b) carbon dioxide (c) foam (d) non-toxic vaporising liquid or in some cases (e) an incombustible sheet. Water **MUST NEVER** be used on these substances, unless known, to be miscible with water and then only in a spray form.
3. Class C – Fires involving gases or liquefied gases in jet or spray form, e.g., propane, butane or methane. Extinguish by way of sprayed water to cool containers and foam to control resultant fires which may include spilled liquid.
4. Class D – Fires involving metals – extinguish by way of either (a) dry powder (b) carbon dioxide or (c) dry sand. The use of water is not recommended.
5. Class F – fires involving cooking oil or fat – are a new classification and extinguishers are commercially available.

Electrical Fires:

These are not now treated as a separate class since, if electricity is the cause, one of the other classes will be the result, also many of the other types will include electrical appliances and wiring in their spread. Extinguish as indicated above if the electrical supply can be isolated. However, if this is not possible, then a non-conductive extinguishing agent must be used, i.e. dry powder, carbon dioxide, vapourising liquid.

FIRE EXTINGUISHERS

The Seventh-day Adventist Church has, on its premises, all types of portable fire extinguishers, which are colour coded for quick identification:

RED	-	Water
BLACK	-	Carbon Dioxide
CREAM	-	Foam
BLUE	-	Dry Powder
GREEN	-	BCF (Bromochloroflours Methane)
ILLEGAL for the public to use since 2003 any retained extinguishers of this type must be disposed of legally.		

These extinguishers are for the use of all personnel in dealing with small outbreaks of fire and should only be used by those who are competent and confident to tackle it – should be no bigger than the size of a small waste paper basket sized fire. Similarly, there are numerous fire hoses strategically placed within the building for the use of all personnel in an emergency. External fire hydrants are also available for use by the fire brigade and should be clearly marked out and kept clear of obstruction. On no account are fire hoses or hydrants to be used for any other purpose other than fire fighting.

Re-charging of Equipment:

As soon as practicable after an appliance has been used, the designated person or manager in charge must be informed in order that a replacement appliance may be issued. If because of the type or number of appliances used this is not practicable, all appliances will be re-charged within 24 hours.

Maintenance of Equipment:

This is carried out on a contract basis every twelve months supervised by the appointed or responsible person. Any appliance found to be missing or defective must be reported to the designated person or manager in charge as soon as possible, who will take the necessary action.

Training:

Approximately once per annum training sessions should be arranged by the designated person or manager in charge in the use of portable extinguishers. On the dates of such training sessions appointed members of staff, in all centres, will be encouraged to use extinguishers.

New Information on Extinguishers:

In compliance with an EEC directive 1996, all new fire extinguishers will be red in colour and just 5% of the canister surface i.e. a coloured label affixed to the extinguishers will indicate what they should be used for. Older extinguishers may have one colour over the whole body of the extinguisher.

Type	Old Code	BS EN 3 Colour Code	Fire Class
Water	Red	Red	A
Foam	Cream	Red with a cream panel	AB
Dry Powder	Blue	Red with a Blue panel	ABC
Carbon Dioxide	Black	Red with a Black Panel	A(limited)B
Wet chemical	N/A	Red with a yellow panel	A,F
Special Powders	Blue	Red with a Blue panel	D

Therefore when new extinguishers or replacements are made they should be red in compliance with these changes.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The Regulatory Reform (Fire Safety) Order 2005 (FSO) place an emphasis on fire safety and prevention. Fire risk assessments must be carried out which specifically focus on Fire prevention systems and people's safety (including visitors, volunteers and members of the public).

A further requirement is for an 'Emergency Plan' to be completed and outlined in writing.

Peoples understanding and training is of critical importance, a checklist which is a 'Hands On' approach, can be helpful ensuring that people have carried out practical exercises so as to encourage confidence. In the Appendices there is a list of readily available and often free guides suitable for each type of premises and activity including a checklist to be used for training purposes. (Appendix F & G).

All units must ensure that Fire (and general safety) risk assessments are conducted frequently and any necessary improvements are made to arrangements, equipment and premises. It is vitally important when conducting risk assessments and emergency planning that the diverse nature of the churches membership and visitors is considered including our diversity in terms of language, age range and physical and mental ability.

FIRST AID: THE HEALTH AND SAFETY FIRST AID REGULATIONS 1981

A Code of Practice, approved by the Health and Safety Commission, came into force on 1st July 1982. Its purpose is to provide practical guidance with respect to the above regulations and covers equipment, facilities and arrangements to be made by the employer in order to provide suitable coverage for all employees during working hours.

It should be noted that for serious incidents the Emergency Services should be called as soon as possible as first aid is just that – first aid.

Summary of the Main Points of the Regulations

1. Failure to comply with the code is not in itself an offence, although failure may be used in criminal proceedings as evidence that a person has contravened the regulations.
2. An employer is expected to provide a number of first aiders relevant to the number of employees at work; to the nature of the work; to the extent to which employees are working in scattered locations within large buildings or a site.
3. As a guide it is recommended that it is not necessary to provide a first aider in offices unless 150 or more employees are at work.
4. At least one first aider should be present in large residential or service premises, when the number of employees at work is between 50 and 150 and one additional first aider for every other 150.
5. Where fewer than 150 are employed in offices and fewer than 50 in factories and warehouses, then there may be no need for a first aider but an employer must provide an appointed person at all times employees are at work.
6. Where there is shift working, the employer should ensure that sufficient first aiders are appointed to provide coverage for each shift in respect of employees at work on the shift.
7. In general, an employer need only provide a suitably equipped and staffed first aid room where more than 400 or more employees are at work.

8. Where establishments have a large number of employees and are divided into a number of more or less self-contained working areas, the employer will need to provide both centralised facilities (e.g. a first aid room) and supplementary equipment and personnel in other locations.
9. Where employees work alone and travelling for long distances in remote areas is involved, from which access to National Health Service accident and emergency facilities may be difficult, small travelling first aid kits should be provided for them. There would be no need to make first aid provision in the case of employees whose work is in the nature of sales and delivery in urban areas, other than permanent provision at the establishment from which they operate.
10. It is recommended that first aid rooms and boxes should be identified by means of a sign complying with the 1996 Safety Sign Regulations. The sign required is a white cross on a green background.
11. There should be attached to the door of the first aid room a note showing clearly names and locations of the nearest first aiders and the times they are available, also of appointed persons.
12. In some cases, it *may* be necessary to move a sick or injured employee to a safer or more hygienic environment, e.g., the first aid room. Where first aiders are provided, employers should ensure appropriate equipment such as a stretcher or carrying chair is readily available for use, clearly identified and in a readily accessible location. Where an establishment covers large areas, then suitable carrying equipment should be provided at a number of places.
13. An employer is required to inform their employees of the arrangements made in connection with the provision of first aid, including the location of equipment, facilities and personnel when they first join the establishment, it should always be part of any induction training given and when they move to another part of the establishment which involves different personnel, equipment or facilities.
14. There should be at least one notice posted in a conspicuous position in all work places within the establishment, including Main Office Buildings, giving the location of first aid equipment, facilities and the name(s) and location(s) of the personnel concerned.

Chemical Register: Please Note:

Where a manufacturer instructs specific treatment for a chemical, the specified antidote/solution must be at hand when the dangerous substance is being used.

The Emergency Services should be called as soon as possible and made aware of the chemicals involved.

First Aid Treatment

Code

- A. Flood with large quantities of gently running water from the tap or eye wash bottle for *at least 10 minutes*. Ensure the water bathes the eyeball by gently prising open eyelids and keeping apart until treatment is completed.
- B. Flood surface with large quantities of running water and continue for *at least 10 minutes* or until satisfied that no chemical remains in contact with the skin.

If clothing is also contaminated allow the casualty to remove his own clothing. However, if the casualty is unable to do so, assistance should be given after having ensured your own safety, e.g., by

wearing gloves, etc. Inform the manager in charge and if necessary remove the patient to hospital.

- C. Remove casualty from danger area after first ensuring your own safety.

Loosen clothing, administer oxygen if available.

If unconscious, place the casualty face down. If breathing stops, apply artificial respiration by mouth-to-mouth method. It is important that the first aider informs the manager in charge as soon as possible. If emergency warrants it, remove the casualty to hospital and provide information on the chemical responsible and the first aid treatment given.

- D. If chemical is confined to mouth, give large quantities of water as a mouthwash.

Ensure that mouthwash *is not* swallowed.

If unconscious - give nothing by mouth.

If conscious - do not induce vomiting.

If casualty has swallowed chemical and there is blistering in the mouth - give nothing by mouth.

If casualty swallowed chemical - give one pint of milk by mouth.

Inform the manager in charge or in their absence, the departmental manager or first aider, who will arrange for transportation to hospital by ambulance.

When casualty is removed to hospital, details of first aid treatment given and manufacturer's information should accompany him/her.

- E. Wash well with soap and water. Remove any contaminated clothing. Wash thoroughly before re-use.
- F. Do not attempt to remove adhesive but immerse affected part in warm soapy water. This treatment would result in the adhesive wearing off.
- G. In case of eye contact, do not attempt to remove adhesive but seek medical attention. If the eyelid adheres to the eyeball, again do not attempt to remove adhesive but allow natural fluid surrounding the eye to break down the adhesive gradually. Inform the manager in charge, who will arrange to remove the casualty to hospital if necessary.
- H. If confined to the mouth only – wash mouth with water and then dilute bicarbonate solution. If swallowed, then give plenty of water to drink and then Milk of Magnesia. It is important that action is taken without delay.
- I. If the casualty is still conscious induce vomiting very quickly. Otherwise follow procedure 'D' (Although this procedure is not normally used, it is essential because of the rapid absorption of the dangerous material into the blood stream and the consequent increased risk of death before the casualty can be moved to hospital). Inform the manager in charge.
- J. Wash thoroughly with soap and water. Apply replenishing cream.

First Aiders:

It is the responsibility of organisations that operate shift working to identify the names and shift coverage, where it applies, of its qualified first aid personnel in the local Health and Safety policy arrangements. Names of first aiders need to be displayed on prominent notice boards and medical

supplies boxes as considered necessary and practical around the premises. Central records of any registered first aiders will be kept by the manager in charge at each Seventh-day Adventist establishment.

A check should be kept on the period for which a first aider qualification is valid. First aiders will receive refresher training at the appropriate intervals.

GAS CONTAINERS

GENERAL DUTIES UNDER THE HSW ACT (SECTION 2(1), 2(2) AND 3) RELATING TO HANDLING, LIFTING, TRANSPORT, STORAGE AND LUBRICATION OF TRANSPORTABLE GAS CONTAINERS

Handling:

There are a number of general duties as follows:

- (a) Containers which require protective valve caps or covers should have the caps or covers in position before they are despatched from or to filters/testers.
- (b) Containers should not be used for any purpose other than the storage and supply of fluids, e.g., as rollers or supports, although if suitably constructed may support either other similar containers in a properly assembled container stack during storage, or suitably designed appliances.
- (c) Containers should be safely stored when not being moved about. They should be secured, unless designed so as to be left free-standing in safety.
- (d) Containers should not be dropped in service except onto suitable handling mats.
- (e) Valves should be kept closed while the container is not in use. Where replaceable dust caps are provided, they should be fitted to prevent moisture or dirt accumulating in the valve while the container is not in use.

Lifting:

There are a number of general duties as follows:

- (a) Valves, shrouds and caps should not be used for lifting containers unless they have been designed and constructed for the purpose.
- (b) When a hoist or crane is used for lifting containers, suitable cradles, slings, clamps, or other effective means should be used to ensure the safety of the containers.
- (c) Containers should not be raised or lowered on the forks of lift trucks unless adequate precautions are taken to prevent the containers falling from the forks.

Transport:

During transport, containers should be firmly secured in cradles, multi-pallets, trolley or similar suitable frameworks, or other methods adopted to limit container movement and prevent the containers from falling off the vehicle or projecting beyond the sides or end of the vehicle, while being conveyed.

Storage:

There are a number of general duties as follows:

- (a) Containers should be stored in a safe place in the open air or if this is not reasonably practicable, in an adequately ventilated building or compartment of a building reserved for such storage.
- (b) Containers should be protected from external heat sources which may adversely affect their mechanical integrity and thus place them outside their design criteria and original manufacturing specification.
- (c) Containers should be stored in such a way that they do not normally stand or lie in water.
- (d) Special consideration should be given to the storage of containers of flammable, oxidising or toxic gases having regard to the nature of the gases they contain.
- (e) The guidance in this paragraph is in addition to and not in substitution for the requirements of regulations 7(1)(d) of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.

Lubrication:

Oils or other lubricants should not be used on valves or other fittings of any container unless either they are compatible with the gas within the container or cannot come into contact with the gas.

GAS REGULATIONS - SUMMARY OF REQUIREMENTS

This summary is for background only and is intended to provide a general indication of some of the main requirements. It should not be taken as a statement of the legal position, for which reference needs to be made to the relevant statutory instrument (51 1998 No 2451). These Regulations, subject to certain exceptions/provisos:

- Require work on a gas fitting to be carried out only by a competent person; and employers of gas fitting operatives, together with other specified persons (e.g., those in control of the work such as building contractors), to ensure that operatives have the required competence for the particular work being done. Employers of persons carrying out work on gas fittings/service pipework and self-employed persons doing this work are required to be a member of a class of persons approved by HSE; at the time of this revision this means that they should be registered with the Gas Safe Register. Always ask to see their Gas Safe Register ID card before allowing them to commence work.
- Require any employer or self-employed person requiring work to be done on a gas fitting, or in control to any extent of such work (e.g., a contractor), to take steps to ensure the person doing the work is, or is employed by a member of a class of persons approved by HSE.
- Require an installer of a gas fitting to ensure that the fitting is suitable for the purpose for which it is to be used. Installation of lead pipe/fittings is prohibited and controls are placed on the use of non-metallic pipe/fittings. Any work on a gas fitting/storage vessel is required to comply with appropriate standards and to be done in a manner which avoids danger to any person.
- Specify measures to be taken by any person working on a gas fitting against danger from gas release, and requirements for sealing gasways and testing gastightness after work is completed. Use of ignition sources is prohibited where there is a risk of fire/explosion, e.g., in searching for a gas leak. Requirements are specified for safe installation of gas (e.g., LPG) storage vessels, and the storage of natural gas at domestic premises is prohibited.
- Require gas fittings to be protected from damage, including corrosion, and from blockage by a foreign body, e.g., dirt/dust.

- Prohibit any alteration to premises in which a gas fitting or storage vessel is installed which causes the fitting or storage vessel no longer to comply with the Regulations, as well as work on a gas fitting or associated flue/ventilation system which results in danger to any person.
- Require an emergency control to be provided when gas is first supplied to premises. Where this control is not adjacent to a meter, a notice is required, to be posted adjacent to the control, describing the procedure in event of a gas escape.
- Require electrical continuity to be maintained during work on a gas fitting, where necessary to avoid danger.
- Require gas meters to be installed so as to avoid, as far as is reasonably practicable, adverse effect on means of escape from premises, and specify requirements concerning construction of certain meters. Other requirements are imposed for meter installation, e.g., to avoid electrical hazards and facilitate inspection/maintenance, and for pipe connections, gastightness tests and purging of meters.
- Specify requirements for meter housings concerning safe dispersal of any gas escape, avoidance of combustible materials, and provision of keys to enable consumer access.
- Stipulate protection arrangements to maintain gas pressure within safe limits, in the case of systems supplied from gas (e.g., LPG) storage tanks, or from certain cylinder configurations. Requirements are also included for sealing of regulators against unauthorised interference.
- Require an emergency notice to be posted at a primary meter, giving the procedure to be adapted in event of a gas escape; a notice showing the position of the emergency control is also required in certain cases.
- Prohibit installation of a pre-payment meter as a primary meter in certain cases and specify requirements for notices at primary meters where gas is supplied to more than one secondary meter. Precautions, e.g., for isolation/sealing, are also specified for situations where a primary meter has been removed.
- Require any person supplying or permitting the supply of gas through a primary meter to a secondary meter (e.g., a landlord), to display at specified positions, a notice showing the configuration of the gas system.
- Require installation pipework to be installed in a safe position having regard to factors which might affect safety, e.g., location of other pipes, drains, cables and electrical apparatus. Any person connecting installation pipework to a meter is required to inform the person responsible for the premises (e.g., the occupier) of the need for equipotential bonding.
- Specify restrictions and protective measures for pipes passing through solid walls and floors, cavity walls and building foundations; conditions are stipulated whereby pipework associated with 'living flame effect fires' may be run in a wall cavity. Ducts and voids accommodating installation pipework are required to be adequately ventilated.
- Require installation pipework to be installed so as to avoid impairing the structure of fire resistance of a building.
- Require a receptor to be fitted to installation pipework where liquid or solid deposits may occur, e.g., from 'wet gas'.
- Specify requirements for gastightness testing after work has been done on installation pipework, and for purging/sealing of such pipework both in cases where gas is being supplied to the premises where it is installed, and where gas is not being so supplied.

- Require installation pipework, other than in premises or part of premises used only as a dwelling or living accommodation, to be marked, e.g., colour coded, in any position accessible to inspection, to identify that it is carrying gas.
- Require a valve to be fitted in certain installation pipework and a system diagram provided (e.g., for use by emergency services), where service pipe/pipework exceeding specified sizes feeds certain buildings or floor areas.
- Appliance after work has been done, and for notification of any defect to the owner/user.
- Require any person installing a gas appliance to ensure it is safe for use; is not left connected to the gas supply unless it can be used safely; it complies with other relevant safety requirements (e.g., gas appliances safety legislation), and that any second-hand appliance is in a safe condition for further use. Any work on an appliance is required to maintain safety standards and requirements are specified for the examination of any appliance after work has been done and for notification of any defect to the owner/user.
- Require any flue to be suitable and in a proper condition for safe operation of the appliance which it serves, and any power-operated flue system to prevent operation of the appliance if the draught fails. Requirements to enable inspection of, and to prevent spillage of combustion products from, certain flues are specified; and any flue is required to be installed in a safe position.
- Require a gas appliance to be installed in a position readily accessible for operation, inspection and maintenance.
- Require the installer of a gas appliance to leave the manufacturer's instructions for the appliance, for use by the owner or occupier of the premises where the appliance is installed.
- Prohibit installation of certain gas appliances in specified rooms unless the appliance is room-sealed. In other specified locations, certain appliances are required to be room-sealed or fitted with a device to cause shutdown before a dangerous quantity of combustion products can build up in the room concerned; a general prohibition is placed on the installation of any instantaneous water heater, unless it is room-sealed or fitted with such a device.
- Prohibit installation of suspended appliances unless the installation pipework is capable of supporting the weight imposed and the appliance is designed to be so supported.
- Specify requirements for interlocking of automatic flue dampers, and their inspection. Installation of a manual flue damper on a domestic appliance is prohibited, and where an appliance is installed to an existing flue incorporating a manual flue damper, the damper is required to be permanently fixed in the open position.
- Specify requirements for testing gastightness and examining appliances, flues, ventilation etc., and action where adjustments are necessary; in cases where a gas appliance is installed at a time when gas is being supplied to the premises concerned. Requirements are also specified where installation takes place when gas is not being supplied to premise.
- Require a responsible person for any premises (for instance, the occupier/owner of the premises, e.g., landlord) not to use or permit the use of any unsafe appliance. Persons carrying out specified work, e.g., on service pipes or gas fittings, are required to report any appliance they suspect as being dangerous to the responsible person for the premises, or where this person is not available, to the gas supplier or transporter, as appropriate.
- Require an employer or self-employed person to ensure that any gas appliance, flue or installation pipework installed at a place of work they control is maintained in a safe condition.

- Require landlords, in specified circumstances, to ensure safe maintenance to gas appliances, flues and installation pipework installed in premises under their control, that annual safety checks are carried out on such appliances/flues and that a record is kept and issued (or in certain cases, displayed) to tenants. Landlords are required to ensure that no gas fitting of a type that would contravene regulation 30 (e.g., certain instantaneous water heaters) is fitted in any room occupied or to be occupied as sleeping accommodation after the Regulations came into force. This includes any room converted into such accommodation after that time.
- Specify action to be taken by gas suppliers and persons responsible for premises in event of an escape of gas other than natural gas (as covered by the Gas Safety (Management) Regulations 1996); this extends to the emission of, or suspected emission of, carbon monoxide from an appliance using gas, other than natural gas supplied from a network.
- Require protective measures as stipulated by the gas transporter, to be taken by a consumer where gas is used with plant (such as a compressor or engine) liable to cause dangerous fluctuation of pressure in the gas supply, or where an extraneous gas (e.g., compressed air) is used in connection with the consumption of gas.

Interface with other safety legislation:

The Regulations have an interface with requirements under other legislation, as referred to in this ACOP/guidance.

This includes:

Health and Safety at Work etc., Act 1974 (HSW Act); Gas Acts 1986 and 1995 (GA)
 Pipelines Safety Regulations 1996 (PSR); Gas Safety (Management) Regulations 1996 (GSMR)
 Workplace (Health and Safety) Regulations 1992 (WHSR)
 Management of Health and Safety at Work Regulations 1992 (MHSWR) [updated to 1999]
 Provision and Use of Work Equipment Regulations 1998 (PUWER)
 Gas Appliances (Safety) Regulations 1995 (GASR)
 Construction (Design and Management) Regulations 1994 (CDM)
 Pressure Systems and Transportable Gas Containers Regulations 1989 (PSTGCR)
 Health and Safety (Safety Signs and Signals) Regulations 1996 (SSR)
 Building Regulations 1991 and Building Standards (Scotland) Regulations 1990
 Gas Safety (Installation and Use) Regulations 1998

LEGIONNAIRES DISEASE

Legionella Pneumophila thrives on the conditions characteristically found in poorly maintained cooling towers, old pipe feeds and water supplies associated with air conditioning systems.

In 1989 a considerable number of people were infected with this very dangerous disease, the causes are now very well known and prevention is relatively simple. There can be no excuses.

It is important that all employers check whether they have relevant plants and systems and if so that their maintenance programmes are correctly specified and carefully followed. If they fail to do so they will be in breach of the law and could face very serious consequences. The responsibility for advice and guidance is that of the Local Environmental Health designated person or Department. However, the enforcing authority is that of the Health and Safety Executive, i.e., Factories Inspector or Environmental Health designated person.

Contained within the arrangement section of the Seventh-day Adventist Church's Safety Policy is outlined its procedures and treatments for dealing with its water cooling and supply systems. Please find listed a five-point action plan which should be used as a form of measurement:

1. Those in charge of premises where Legionella could be found should establish a procedure for ensuring that they identify any danger spots.
2. They should operate the system as designed and take full note of any operating instruction manual.
3. They should ensure their maintenance cleaning and disinfecting systems are effective.
4. They should monitor and record inspections and carefully ensure those responsible for undertaking these activities endorse that they have been properly done by signing to this effect.
5. If in doubt on any issue they should seek advice from the manufacturers or suppliers of the plant or from Health and Safety Executive's Area offices or the Environmental Health Department of the Local Authority.

Technical Information:

'Minimising the Risk of Legionnaires Disease', technical memorandum T13, Chartered Institution of Building Services Engineers, Delta House, 222 Balham High Road, London SW12 9BS.

LIFTS

The mechanical safety of lifts is regularly checked by insurance lift engineers. Certificates of confirmation that repairs have been carried out/effectuated need to be kept by the designated person or manager in charge as a central record. The safety working load must be marked on the lift and also the maximum number of passengers who can be carried at any one time. If the lift is goods only, this must be clearly indicated and use by human passengers strictly prohibited.

The interlocks on the gates are essential safeguards and if they are defective or put out of action, report it immediately to the designated person or manager in charge. Under no circumstances should the lift be used until the necessary repairs are completed. Where a pedestrian controlled power truck is entering the lift, the load must go in first to prevent the operator being crushed against the back of the cage.

LIFTING OPERATIONS & LIFTING EQUIPMENT REGULATIONS (LOLER)

Equipment & Operations Covered:

Lifting Operations & Lifting Equipment Regulations (LOLER) covers all equipment, which includes existing equipment, second-hand or leased equipment and new equipment. The Regulations require that in general, lifting equipment or accessories used for lifting persons need to be thoroughly examined at least every 6 months, whilst for other lifting equipment or accessories it would be at least every 12 months. Examples of the types of Lifting Operations & Equipment covered include:

- A passenger lift in an office block.
- A rope & pulley used to raise a bucket of cement on a building site.
- A dumb waiter in a restaurant or hotel.

- A vacuum lifting crane.
- A vehicle inspection hoist.
- A scissor lift.

LOLER also applies to a range of other lifting equipment which presents risks which are similar to those associated with the traditional equipment listed above. Some non-exhaustive examples of the types of equipment and operations will now be covered.

- Ropes for climbing or work positioning on tele-communication towers, overhead lines, and structural examination of a rock face or external structure of a building.
- Paper roll hoist on a printing system.
- Automated storage and retrieval system.
- Front end loader on a tractor used for raising and lowering loads, such as a bale of hay.
- A bath hoist, lifting a resident into a bath in a nursing home.
- A loader crane fitted to a lorry for delivery duties.
- Refuse vehicle loading arm used for tipping.
- An air cargo elevating transfer vehicle.
- Vehicle recovery equipment and vehicle tail lifts.

Application:

The requirements imposed by these Regulations on an employer in respect of lifting equipment shall apply in relation to lifting equipment provided for use or used by an employee at work.

- To a self employed person in respect of lifting equipment he uses at work.

To a person who has control to any extent of:

- Lifting equipment;
- A person at work who uses or supervises or manages the use of lifting equipment; or
- The way in which lifting equipment is used.

Suitability of Lifting Equipment

- Every employer shall ensure that work equipment is so constructed or adapted for the purpose for which it is used or provided.
- In selecting work equipment, every employer shall have regard to the working conditions and the risk to Health & Safety of persons which exist in the premises or undertaking at which that work equipment is to be used and any additional risk posed by the use of that work equipment.
- Account should be taken of ergonomics, size, shape of the human body, operating positions, working heights, reach distances etc., the placing of undue strain on the user, physical reach, and limitation to carry out tasks.

- Material of manufacture should be made of materials which are suitable for the conditions under which it will be used as all materials have unique physical properties and will behave in different ways depending on the conditions to which they are exposed.
- The risk assessment will need to include how often the lifting
 - ▶ Equipment will be used;
 - ▶ Where the lifting equipment will be used;
 - ▶ The nature & characteristics of the load;
 - ▶ Limitations on use specified by the manufacturer or supplier.

Means of Access

- Where access to or egress from any part of the lifting equipment is required you should provide a safe means of doing so.
- Any means of access or egress which forms part of the lifting equipment should be suitable for the purpose.

Protection against Slips, Trips & Falls

- The workplace or platform should be such as to minimise the risk of accidents arising from slips, trips, falls.
- The workplace where people need to be present should be of adequate size and strength for them and any items they need.
- Where there is a risk of people falling more than 2 metres, then edge protection should be provided which should be suitable and securely fixed.
- Similar conditions apply to those parts of lifting equipment where people may need to be present in order to operate, maintain, inspect and/or carry out repairs.
- There are other situations where a potential fall of less than 2 metres may also require edge protection for example
 - ▶ Where traffic routes pass close to the edge of lifting equipment;
 - ▶ Where large numbers of people are present;
 - ▶ Where a person might fall onto sharp or dangerous surface material or substance;
 - ▶ Where a person might fall into fast flowing water.

Operator Protection:

Where operators may be adversely affected by the environment in which they are using lifting equipment you should provide them with adequate protection. Situations where protection would be necessary include where the operator of the lifting machinery is exposed to:

- Extremes of temperature, e.g., in steel foundry or cold store.
- The weather, air contamination, e.g., waste disposal operation.

- Levels of noise that could damage the hearing, operator protection will depend on the nature of the hazards.
- Adequate visibility to perform the tasks.
- Protection from harmful substances.
- Heating or ventilation as necessary.
- Suitability of ergonomics to the operator.

Effects of High Winds:

Where lifting equipment and/or its load may be affected by high wind, the equipment should be fitted with appropriate devices so as to detect dangerous situations and allow measures to be taken to cease using the equipment. Guidance is as follows:

- Wind maps, weather forecasting, the need to set wind action levels, i.e., wind speeds and direction.
- Shape of the load and the way it is lifted may also increase effects of winds and also the stability of the lifting equipment.
- The wind could also affect the stability of equipment indoors particularly where doors are open allowing the wind to create a funnel effect.

Strength & Stability:

- Lifting equipment should be of adequate strength and stability for each load having regard in particular to the stress induced at its mounting or fixing point.
- Every part of the load and anything attached to it and used in lifting it is of adequate strength.
- A competent person should ensure that the strength and stability of the lifting equipment continues to be of adequate strength for the tasks that the equipment is intended for.

Adequate Stability:

A number of factors can affect the stability of the lifting equipment:

- The strength of the ground surface;
- Stability of the surface under load conditions;
- The size and nature of the load;
- How the load is intended to be lifted;
- Maximum wind loading.

Methods to improve stability

- Designing a suitable base on which to position the equipment;
- Using an anchorage system;
- Using ballast, outriggers or stabilisers.

Examples of Mobile Lifting Equipment include

- Mobile cranes, fork lift trucks, forwarders and cable cranes in forestry.

Examples of Lifting Equipment which can be dismantled and reassembled include

- Tower cranes, construction site hoists, mast climbing work platforms.

Lifting Equipment used for Lifting Persons

The raising and lowering of people by work equipment which is not specifically designed for this purpose should be undertaken, only in exceptional circumstances, when it is not practicable to gain access by less hazardous means. Where it is necessary to use such work equipment you should ensure that all necessary precautions are taken to ensure safety including appropriate supervision.

Fork Lift Truck (FLT)

- Only those suitably trained on approved training schemes and medically fit may drive lift trucks.
- FLT must be regularly maintained and visually inspected before use and subjected to thorough examination at frequencies determined by a competent person and reports issued.
- The FLT should have appropriate audible and visual warning devices fitted and used to alert pedestrians and other workers (e.g., flashing lights, audible reversing alarms).
- No one may be carried as a passenger, or raised on the forks, except in a purpose built personnel carrying adaptation.
- Persons carried on the platform should be prevented from reaching any dangerous parts (e.g., chains of the truck) by effective screen or guards, they should also be protected against any overhead hazards that might exist (e.g., from coming into contact with rafters in the ceiling).

Telescopic Handler

- Telescopic handlers are a specific type of fork lift truck and should never be used for lifting people unless safety working platforms as outlined already with lift trucks are used. In order to prevent inadvertent operation, the operator should scotch or lock out the tilt mechanism when the equipment is used with a working platform.
- Suitable means of communication between the operator and platform should be provided (manual signals may be sufficient in many circumstances).

Hydraulic Hoists/Platforms (Cherry Pickers)

If a hydraulic platform is used/hired in:

- It may only be obtained from an appropriate competent supplier.
- It must only be operated by people who are trained and competent to do so.
- There must be evidence that it has a current report of thorough examination.
- It is the operator's responsibility to ensure the safe operation of the platform and work area.
- A risk assessment must be carried out and any significant findings and control measures incorporated into an appropriate lifting plan which is reported to the manager responsible for approval, prior to work commencing.

- There must be a named operator responsible for all hoist activities and who must not leave the ground in the cage.
- The operator must confirm that they regard the position of the machine as safe.
- The number of people in the cage must be kept to a minimum.
- There must be effective communications between the operator and the cage.
- There must be adequate provision to prevent unauthorised access to the base of the platform.

Lifting Equipment

If lifting equipment is not marked to indicate it can be used to lift people, it should only be used if a risk assessment has confirmed it can be used safely and adequate precautions taken. It should then be appropriately marked to indicate that it is for lifting people and the number of people it can lift safely.

The term 'Carrier' is a generic term used to describe the device which supports people while being lifted or lowered and includes the following:

- A car of a passenger lift.
- A platform on a mobile elevating work platform.
- A cradle suspended from the hook block of a crane.
- A bosun's chair or cradle.

Marking of Lifting Equipment

- Machinery and accessories for lifting loads must be clearly marked to indicate their safe working loads.
- Accessories for lifting are also marked in such a way that it is possible to identify the characteristics necessary for their safe use.
- Lifting equipment which is designed for lifting persons is appropriately and clearly marked to this effect.
- Lifting equipment which is not designed for lifting persons but which might be so used in error is appropriately and clearly marked to the effect that it is not designed for lifting persons.
- A safe working load is a value or set of values based on the strength and/or stability of the equipment when lifting. A range of safe working loads can be specified for the same equipment when used in different configurations. The SWL is usually expressed in terms of the maximum load that the equipment may safely lift or the actual capacity of the equipment in the case of fork lift trucks.
- Where lifting machinery has a safe working load which varies with its operating radius or is dependent upon how it is configured, it is either clearly marked or adequate information is provided to indicate to the user the corresponding safe working load. Any marking should be clearly visible or information readily available to the operator or user.

Organisation of Lifting Operations

Every lifting operation involving lifting equipment should be as follows:

- Properly planned by a competent person;
- Appropriately supervised;
- Carried out in a safe manner.

Initial Planning

You may need to use appropriate equipment for lifting particular types of loads, or specialist handling equipment in conjunction with fork lift trucks, e.g., reel handling attachments for paper reels or similar loads.

Planning of Individual Lifting Operations

For routine lifting operations the planning of each individual lifting operation will usually be a matter for the people using the lifting equipment such as a slinger, the fork lift truck operator etc. The person carrying out this part of the exercise should have appropriate knowledge and expertise.

Working under Suspended Loads

- Where practicable, loads should not be carried or suspended over areas occupied by persons.
- Where this is not practicable, you should establish a safe system of work which minimises the risks to persons (who may need to be below the load).
- Where it is necessary to leave loads suspended you should ensure that access to the danger zone is prevented ensuring that the load has been secured properly.

Visibility

If the operator of lifting equipment cannot observe the full path of the load either directly or by means of auxiliary devices, the employer should ensure that a responsible person has appropriate means of communication to guide the operator (e.g., banksman). Measures should be taken to prevent the load striking anything or any person.

Environment

The use of lifting equipment in the open air should be halted where meteorological conditions deteriorate to the point that it could affect the integrity of the lifting equipment or expose people to danger.

Location

Lifting equipment should only be used where there is sufficient headroom. Ensure that you have adequate access and egress for lifting equipment.

Overturning

Lifting equipment should not be used in a manner likely to cause it to overturn. This could arise for example:

- When turning a lift truck with a raised load;
- During excessive & uneven loading of a mast climbing work platform;
- When using a crane to lift an unknown (an excessive) load;

- When using a mobile elevating platform in excessively high winds or in locations where traffic could collide with it.

These circumstances should be avoided.

Proximity Hazards

You should take suitable measures to minimise risks from lifting equipment due to its proximity to other objects. Such hazards include:

- Contact with overhead power lines;
- Contact with other work equipment structures;
- Trench work & excavations;
- Other lifting operations in the vicinity;
- Low bridges;
- Warehouse racking;
- Underground services such as drains or sewers.

Pre-use Check

- Ensure that employees have appropriate training and instructions so that they are able to ensure the lifting equipment is safe to use.
- The user and the operator are best placed to identify faults or damage to equipment.
- The purpose of these pre-use checks is to identify faulty equipment. The operators of equipment should act as the first line of defence in identifying faults or damage.
- Such checks should be carried out before the lifting equipment is used by an operator during each working day or at the beginning of each shift.

Thorough Examination

Identify the equipment which require a thorough examination and ensure that it is thoroughly examined and a report produced to that effect. Risks which could arise from the failure of the lifting equipment will determine how thorough the examination needs to be.

Competent Person

Ensure that the person carrying out a thorough examination has such appropriate practical and theoretical knowledge and experience of lifting equipment to be thoroughly examined as to enable them to detect defects, and to assess their importance in relation to the safety and continued use of lifting equipment.

Where the competent person identifies the defects which need to be made good within a specified timescale, they should submit the report promptly to allow the employer to take the necessary action within the required period and the piece of equipment should be taken out of use until the defects have been rectified.

Keeping Information

The information or copies should normally be stored at the premises where the lifting equipment is being used. However, in circumstances where this is not possible, due to space restraints or security reasons, then it can be stored elsewhere provided that it is readily accessible.

MANUAL HANDLING OPERATIONS REGULATIONS 1992

General Information:

In compliance with the Manual Handling Operations Regulations 1992, the Seventh-day Adventist Church throughout the United Kingdom will cover these requirements in risk assessment and where necessary, take the necessary action.

Definition:

The definition manual handling, is any transporting or supporting of a load, by one or more workers, including lifting, putting down, pushing, pulling, carrying of load, which by reason of its characteristics or unfavourable ergonomic conditions, involve a risk, particularly of back injury to workers.

The Regulations suggest that consideration is given to mechanised handling equipment, training in handling methods including paying particular attention to the load, its weight and stability. The difficulty of grasping it, also physical effort and risk of injury because the work activity is too strenuous involving twisting, sudden load movement or an unsuitable posture, the work environment with adequate available space, underfoot conditions, difficulty of manoeuvring, including unsuitable humidity or temperature.

What We Should be Doing

The Seventh-day Adventist Church in compliance with these regulations places the responsibility with the designated person or manager in charge to ensure that a risk assessment of the manual handling and lifting tasks is carried out identifying areas of concern in lifting and carrying out work activities, where serious consideration is given to inclusion of mechanical handling equipment, as well as special training in ergonomics and kinetic handling as appropriate. It may be necessary for specialist help to be made available from an experienced occupational health resource.

Storage/Handling/Stacking

Manual handling is any form of activity that entails pushing, pulling, lifting and carrying. Before moving any load the job should be sized-up and possible hazards moved or rectified. An inspection of the load itself must be made to ensure that it can be moved without danger to the lifter or others. If the load is awkward or too heavy and mechanical aids are available USE THEM. Operatives who use such aids must be fully instructed on their safe use. Check for sharp edges. An added protection is to use protective clothing e.g. gloves. When lifting an object always:

- (a) Keep the back straight;
- (b) Tuck the chin in;
- (c) Keep the feet as close to the load as possible, slightly apart and one foot slightly more forward than the other;
- (d) Bend the knees and crouch to the object;
- (e) Get a firm grip using the whole hand, not just the fingertips;
- (f) Keep the elbows well tucked in;

- (g) Lift using the legs smoothly in a controlled manner (raising the object) and move in a forward direction;
- (h) Reverse the above procedure when setting the load down, taking care not to pinch the fingers.

When carrying objects, ensure you can see where you are going. The object must not obstruct the vision. Loads should not be pushed onto stacks above chest level; if a stack is this high stand on a sturdy platform.

Note: If the load to be lifted exceeds half the weight of the person lifting it, it is more likely that the individual will lose his balance. When stacking on the floor, sufficient consideration must be given to the weight of the stack in relation to the maximum safe loading of the floor.

Stability, a fundamental of safe stacking, becomes even more important when the stack is on a trolley or wagon and is likely to be shaken about. Climbing on to stacks instead of using a ladder is forbidden. Care must be taken when working in close and dangerous proximity to overhead services. Where such risks exist stacks must be restricted to a safe height and/or the danger points must be securely fenced.

PEDESTRIAN SAFETY

Generally the sites conform to Road Traffic Act regulations in providing warning and mandatory signs to control traffic flows, but in places of more than usual danger, larger warning notices are to be displayed.

Pedestrian crossings are provided at vulnerable places where staff need to cross roads to reach their various places of work. A system of limited parking must be operated to ensure that the roads are kept as clear as possible.

PERMIT-TO-WORK CERTIFICATES

It is important that a permit-to-work certificate should be designed to suit the circumstances of its use. In particular, the permit should assist the authorised person who will ultimately sign it after thorough deliberation in prescribing all the necessary precautions. In this connection, so called 'blanket permits' can be a danger because of the lack of detailed specification.

Guidance in Compiling a 'Permit to Work' Certificate:

In general terms a permit-to-work system is a formal system designed to ensure that all the parties involved are aware of:

1. The nature of work to be performed.
2. The place the work is to be carried out and the equipment or plant involved.
3. The period of time in which the work may be carried out (with possible provision for time extension, thus reducing paperwork).
4. The hazards which are, or might be present.
5. The tests and checks which have to be made and the precautions to be taken before starting the work.
6. The precautions to be taken while undertaking the work.

7. The equipment to be used or to be made available on a standby basis.
8. The personal protective equipment to be used by those involved in the work.
9. The requirement, if any, for further periodic tests and checks.
10. The emergency/rescue procedure and other arrangements for the evacuation of personnel.
11. The personnel permitted to do the work.

See Appendix 'C'

RISK ASSESSMENT

A risk assessment has the following three purposes:

1. To identify all the things which may cause harm to your employees and others. (The Hazards)
2. To consider the chance of that harm actually befalling anyone in the circumstances of your particular case and possible consequences which would come from it. (The Risks)
3. To enable you to plan, introduce and monitor preventative measures to ensure that the risks are adequately controlled at all times for without effective assessment, there can seldom be control. (The Controls)

A risk assessment doesn't have to be complicated to be effective but it does have to be conducted regularly and be sufficiently comprehensive.

The 5-Step Risk Assessment Process

- | | |
|---------------|---|
| Step 1 | Identify the hazards. |
| Step 2 | Decide who might be harmed and how. |
| Step 3 | Evaluate the risks and decide on precautions. |
| Step 4 | Record your findings and implement them. |
| Step 5 | Review your assessment and update if necessary. |

Key Points about assessments: Assessments must:

1. Be adequate and sufficient to guide employers' judgements on measures to be taken to fulfil their obligations.
2. Cover all the health and safety risks to which employees may be exposed at work.
3. Cover risks to non-employees who may be affected by what the employer does (e.g., members of the public, volunteers, members or contractors at the same place of work).
4. Be reviewed whenever new or changed working practices are introduced; a regular review is advised as part of good management practice.

How far an assessment proceeds beyond a common-sense estimate of particular hazards will depend on the complexity of the undertaking and degree of risks present. Hazardous agencies can be grouped into families, physical, chemical, biological and natural phenomena. The groupings may not

be perfect but they do enable the task of listing to proceed in a quick and systematic way. Typical examples may be the following:

Physical Agencies:

Gravity (falls of people and objects), manual handling, hand tools, moving parts of machinery/plant/equipment and/or their loads; vehicles (whether on tracks or free moving); electricity (shock, fire/explosion); pressure (including explosions); radiation, noise, vibration, lighting and heat, buildings and their fabric that the building is made up of including floors and floor coverings.

Chemical Agencies:

Fire, explosions, toxic substances, dust, particulate and contamination (direct by contact or indirect via airborne contamination from any harmful chemical source).

Biological Agencies:

Animals (including humans) micro-organisms and plants/vegetation.

Natural Phenomena:

Heat, cold, water and weather (wind, lightning, fog) – natural hazards not only cause harm in their own right but they also exacerbate other hazards (e.g., the use of vehicles in fog).

Carrying out a risk assessment can be something of an unquantifiable and subjective exercise. To make it slightly more scientific the following scale and frequency rating is worthy of consideration, a method of quantifying the comparative size of risk:

Probable Frequency

1. A highly improbable occurrence.
2. A remotely possible, but known occurrence.
3. An occasional occurrence.
4. A fairly frequent occurrence.
5. A frequent and regular occurrence.
6. Almost a certainty.

Severity

1. Negligible injuries.
2. Minor injuries.
3. Major injuries.
4. Single fatality.
5. Multiple fatalities.
6. Multiple fatalities (including ones off site).

A risk rating number can be compiled using the following table, i.e., multiply the numerical ratings derived from the separate assessment categories of (probable frequency and risk). Such a risk rating enables the most serious hazards (i.e., those with the highest numbers and hence the highest priority) to be highlighted and considered first.

		<u>Probable Frequency</u>					
		6	5	4	3	2	1
Probable Risk	6	36	30	24	18	12	6
	5	30	25	20	15	10	5
	4	24	20	16	12	8	4
	3	18	15	12	9	6	3
	2	12	10	8	6	4	2
	1	6	5	4	3	2	1

By matching the identified risks with the measures which already exist for controlling them a judgement can be made whether more needs to be done for the control measures to be effective. It is at this point that critical judgements have to be made and help from specialists may be necessary to arrive at the best decisions.

Hazard and Risk Assessment Recording:

Take operations one by one, department by department, and compile a formal assessment record for each. A suggested simple layout for this is included at the end in this section of the Safety Codes of Practice.

Note: The assumption that nothing has been done already about complying with the existing law is bound to be incorrect in a high percentage of cases where the risks have been identified in the past and are already being controlled perfectly adequately and conform with the existing legal requirements.

It is not the intention that these should be repeated, cross-referencing with the other documents will suffice.

Hazard and Risk Definitions:

Hazard means the potential to cause harm, including ill health and injury, damage to property, plant products or the environment, production losses or increased liabilities. Risk means the likelihood that a specified undesired event will occur due to the realisation of a hazard by or during work activities or by the products and services created by work activities.

SAFE SYSTEMS OF WORK

What is a Safe System

A safe system of work is a formal procedure which results from systematic examination of a task in order to identify all the hazards. It defines safe methods to ensure that hazards are eliminated or risks minimised.

Four Steps to a Safe System of Work Assess the task, take account of **what** is used, **who** does what; **where** the task is to be carried out and **how** the task is to be done.

1. Identify the hazards, weigh up the risks from them.
2. Define safe methods, preparation, authorisation, planning of job sequence, specifying safe methods, including of access and escape (if relevant), consideration of dismantling and disposal at the end of the job.
3. Implement the system. A safe system needs to be communicated to all concerned, understood properly and applied correctly.
 - (a) Brief supervision to ensure skills are learnt and rehearsed;
 - (b) Check awareness of potential risks;
 - (c) Ensure precautions are understood fully.

A quarter of all fatal accidents at work involve failures in systems of work, so a recent Health and Safety Executive leaflet explained it, then went on to reiterate the legal duty on employers to provide systems of work that are safe and without risks to health, so far as is reasonably practicable. See Appendix 'D'.

SAFETY AUDITS

In order to comply with existing Health and Safety legislation, it is of critical importance that at reasonable intervals (e.g., 3 monthly) a detailed Safety Inspection is carried out by a responsible or designated person in each church or place of functional activity. A full formal audit should be undertaken annually.

In order to assist the Auditor and maintain a similar format, a less time-consuming list of items to be checked has been included in these recent policy updates and replaces the previous documents which were more detailed. Please see Appendix 'E'.

SAFETY CHECK LIST FOR USE IN OFFICES

Make sure staff who join your section know what to do and where to go in the event of fire.

ENSURE A SAFE WORKPLACE

Condition of floors and stairs:

- Worn stair treads?
- Missing or damaged handrails?
- Worn floor coverings?
- Slippery surfaces?
- Broken glass, etc.?
- Obstructions in corridors:
- Furniture, cartons, trolleys, etc.?

Poor lighting and badly sited switches, particularly on stairs or in storerooms.

Swing doors:

- Obstructed vision panels?

Badly sited furniture and equipment:

- Sharp corners of desks and cabinets?
- Trailing telephone and electrical leads?

Protruding drawers of filing cabinets and desks:

- Open drawers can cause accidents.
- Opening more than one drawer of a cabinet at a time can make it tip.

Insecure means of reaching up:

- Insecure stepladders?
- Standing on swivel chairs?

FIRE PREVENTION

- Ashtrays used.
- Waste regularly disposed of.
- Machines switched off at night.
- Any oil or radiant heaters in danger of being knocked over or setting light to things.
- Storage and use of flammable liquids closely supervised.
- Gas appliances working properly.

FIRE PRECAUTIONS

- Fire doors kept closed?
- Staff familiar with fire instructions?
- Instructions circulated on schedule?
- Staff know how to give fire alarm?
- Fire alarm audible everywhere?
- Escape routes clearly indicated?
- Free from obstructions?
- Fire exit unlocked or easy to open in case of an emergency?
- Evacuation arrangements of visitors and disabled staff?
- Everyone knows the assembly point?
- Fire drills on schedule?
- Fire extinguishers - any ambiguity about use?

ELECTRICITY

- Loose connections?
- Unearthed equipment?
- Damaged cables?
- Defective insulation?
- Overloaded circuits?
- Broken switches?
- Worn or damaged appliances?
- Trailing leads?
- Liquids which, if split, could cause short circuits?

MACHINERY

- Protective guards satisfactory and in place?
- Operators properly trained?
- Staff aware of any potential danger?
- Can everyone stop energy supply in the event of an emergency?
- Guillotines used with care?
- Anything which might detract from the safe operation of lifts?

LIFTING AND CARRYING

- Legs bent, back straight?
- Heavy loads shared?
- Two journeys rather than one?
- Visibility over the top?
- Opening of doors?

WORK EQUIPMENT REGULATIONS 1998

The Provision and use of Work Equipment Regulations:

This is only a skeleton coverage of the Provision & Use of Work Equipment Regulations as may be considered necessary for our work and service operations.

Operations

The Provision & Use of Work Equipment Regulations came into force on December 5, 1998. Some of the regulations dealing with mobile equipment did not come into effect until December 5, 2002 and the date the regulations will apply will depend on whether the work equipment is new or second-hand.

New Work Equipment

Items of equipment first provided for use from December 5, 1998 (New Work Equipment) will need to meet all the requirements of PUWER 1998.

Existing Equipment

If Work Equipment is first provided for use before December 5, 1998 then these regulations are essentially the same as the requirements for the previous WER 1992 except for Regulation 6 and those relating to power pressure, including regulations 26-30 which for existing Mobile Work Equipment came into force December 5, 2002.

- Every employer shall ensure that where the safety of Work Equipment depends on installation conditions it is inspected, after installation and before being put into service for the first time or after assembly at a new site/new location to ensure that it is installed correctly and is safe to operate.
- Every employer shall ensure that Work Equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected, at suitable intervals, and each time that exceptional circumstances which are liable to jeopardise the safety of Work Equipment have occurred to ensure that Health & Safety conditions are maintained and that any deterioration can be detected and remedied in good time.

Second Hand Work Equipment

When existing Work Equipment is sold by one company to another and brought into use by the purchasing company, from December 5, 1998 it becomes New Work Equipment even though it is second hand. This means that the purchasing company will need to ensure that the Work Equipment meets the provisions of PUWER 1998 before it is put into use.

Inspection

Inspection means a thorough inspection by a competent person and includes testing the nature, extent of which are appropriate for the purpose.

Work Equipment

The scope of Work Equipment is extremely wide e.g., hammers, knives drilling machines, photocopiers, laboratory apparatus, lifting equipment (such as hoists, ladders), pressure water cleaners etc., and could include motor vehicles which are not privately owned.

Application

- Applies to all Work Equipment used where the HSW Act applies, i.e., to all sectors, not only Factories, Offices, School, Universities, Hospitals and places of entertainment.
- Work Equipment used in common parts of shared buildings such as lifts, private roads, paths, business parks, and work and construction sites.
- PUWER 1998 place duties on employers, self-employed and people who have control of work equipment.

Suitability of Work Equipment

Every employer shall ensure that Work Equipment is used only for operations and under the conditions for which it is suitable. 'Suitable' in this regulation means suitable in any respect which it is reasonably foreseeable will affect the health and safety of any person.

Maintenance

- Every employer shall ensure that Work Equipment is maintained in an efficient state, in efficient working order and in good repair.
- Every employer shall ensure that where any machinery has a maintenance log, the log is kept up to date.

Inspection

The requirements of inspection have already been outlined covering the needs and purpose of inspection although the extent of the inspection that is needed will depend on

- The type of equipment, where it is used and how it is used.
- Inspection will vary from a simple visual external inspection to a detailed comprehensive inspection and should be carried out by suitably qualified and competent persons.

Specific Risks

Where the use of Work Equipment is likely to involve a specific risk to health and safety every employer shall ensure that:

- The use of Work Equipment is restricted to those persons given the task of using it; and
- Repairs, modification, maintenance or servicing of that Work Equipment is restricted to those persons who have been specifically designated to perform operations of that description.

Information and Instructions

Every employer shall ensure that all persons who use, supervise, or manage the use of Work Equipment have available to them adequate Health and Safety information and where appropriate, written instructions pertaining to the use of the Work Equipment and include:

- The conditions under which and the methods by which the Work Equipment may be used.
- Foreseeable abnormal situations and the action to be taken if such a situation were to occur.
- Any conclusions to be drawn from experience in using Work Equipment.

Training

- Every employer shall ensure that all persons who use Work Equipment have specific and adequate training for the purposes of Health and Safety, including training methods which may be adopted when using Work Equipment, any risks which such use may entail and precautions to be taken.
- Every employer shall ensure that any of its employees who supervise or manage the use of Work Equipment have received adequate training for the purposes of Health and Safety, including training in methods which may be adopted when using Work Equipment, any risks which such use may entail and precautions to be taken.

Conformity to Community Requirements

- Every employer shall ensure that an item of Work Equipment has been designed and constructed in compliance with any essential requirements relating to its design or construction in any of the instruments listed in these regulations which give effect to community directives.
- Where an essential requirement applied to design or construction of an item of Work Equipment the requirements of a number of regulations (contained within the Provision & Use of Work Equipment 1998) shall apply in respect of that item only to the extent that the essential requirement did not apply to it.
- This regulation applies to items of Work Equipment provided for use in the premises or undertaking of an employer for the first time after December 31, 1992.

Dangerous Parts of Machinery

Every employer shall ensure that measures are taken in accordance with the under-mentioned methods of effectiveness:

- To prevent access to any dangerous part of machinery or to any rotating stock bar, or
- To stop the movement of any dangerous part of machinery or rotating stock bar before any part of a person enters a danger zone.
- The provision of fixed guards enclosing every dangerous part or any rotating stock bar where and to the extent it is practicable to do so but where to the extent that it is not then.
- The provision of jigs, holders, push sticks or similar protection appliances used in conjunction with the machinery where and to what extent that it is practicable to do so but where to the extent that it is not then.
- The provision of information, instruction, training and supervision.

Note: Where more details are necessary, obtain a copy of the published Provision & Use of Work Equipment Regulations 1998.

Protection Against Specific Hazards

This regulation covers risks arising from hazards during the use of Work Equipment with examples of hazards that these regulations cover.

- Material falling from equipment, loose board falling from scaffolding, straw bale falling from tractor, molten metal spilling from ladle.

- Material held in equipment being unexpectedly thrown out, for example swarf ejected from a machine tool.
- Parts of equipment breaking off and being thrown out for example, an abrasive wheel bursting.

High or Very Low Temperature

- Deals with the risk of injury from contact with hot or very cold Work Equipment, parts of Work Equipment, articles or substances in Work Equipment.
- Accessible surfaces of equipment or machinery when hot or very cold represent sources of risk of burn or other injury such as from frostbite.
- Every employer shall ensure that Work Equipment, parts of Work Equipment and any article/substance produced/used or stored in Work Equipment which, in each case is at a high or very low temperature shall have protection, where appropriate, so as to prevent injury to any person by burn, scald or sear.

Controls for Starting or Making a Significant Change in Operating Conditions

Every employer shall ensure that, where appropriate, Work Equipment is provided with one or more controls for the purpose of

- Starting the equipment (including re-starting after stoppage for any reason); or
- Controlling any change in the speed, pressure or other operating conditions of the Work Equipment;
- It should only be possible to start the equipment by using appropriate controls; operating the controls need not necessarily immediately start the equipment as the system may require certain conditions (e.g., relating to protective devices) to be met before starting can be achieved.

Stop Controls

- Every employer shall ensure that, where appropriate, Work Equipment is provided with one or more readily accessible controls the operation of which will bring the Work Equipment to a safe condition in a safe manner.
- Any control as already indicated shall bring the Work Equipment to a complete stop where necessary for reasons of Health and Safety.

Emergency Stop Controls

Every employer shall ensure that, where appropriate, Work Equipment is provided with one or more readily available emergency stop controls, unless it is not necessary by reason of the nature of the hazards and the time taken for the Work Equipment to come to a complete stop.

Controls

- Every employer shall ensure that all controls for Work Equipment are clearly visible and identifiable.
- Controls used in normal running of equipment should normally not be placed where anybody using them might be exposed to risk, unless this is necessary for fault finding procedures.

- Every employer shall ensure that, so far as is reasonably practicable, that all control systems of Work Equipment are safe and are chosen making due allowance for the failures, faults and constraints to be expected in the planned circumstances of use.
- Its operation does not create any increased risk to Health or Safety.
- It ensures, so far as is reasonably practicable, that any fault in, or damage to any part of the control system or the loss of supply of any source of energy used by the Work Equipment cannot result in additional or increased risk to Health and Safety.

Isolation from Sources of Energy

- Every employer shall ensure that where appropriate Work Equipment is provided with suitable means to isolate it from all its sources of energy.
- The means in the above paragraph shall not be suitable unless they are clearly identifiable and readily accessible.
- Appropriate measures shall be taken to ensure that re-connection of any energy source to Work Equipment does not expose any person using the Work Equipment to any risk to a person's Health and Safety.

Stability

- Every employer shall ensure that Work Equipment or any part of Work Equipment is stabilised by clamping or otherwise, where necessary, for the purpose of Health and Safety.
- There are many types of Work Equipment that might fall over, collapse or overturn unless suitable precautions are taken to fix them to the ground.
- Most machines used in a fixed position should be bolted or otherwise fastened down so that they do not move or rock during use.
- Where a machine's stability could be compromised, e.g., by severe weather conditions, additional measures should be taken to ensure its stability.

Lighting

- Every employer shall ensure that suitable and sufficient lighting which takes account of the operations to be carried out is provided at any place where a person uses Work Equipment.
- If ambient lighting provided in the workplace is suitable and sufficient for the tasks involved in the use of the equipment special lighting need not be provided.
- If the task involves the perception of detail you would need additional lighting to comply with the regulation.

Note: Additional guidance is contained in the 'HSC 'Lighting at Work'.

Maintenance Operations

Every employer shall take appropriate measures to ensure that Work Equipment is so constructed or adapted that, so far as is reasonably practicable, maintenance operations which involve a risk to Health and Safety can be carried out while the Work Equipment is shut down or in other cases:

- Maintenance operations can be carried out without exposing the person carrying them out to a risk to a person's Health and Safety; or

- Appropriate measures can be taken for the protection of any person carrying out maintenance operations which involve a risk to their Health and Safety;
- If equipment needs to be running or working during maintenance operations and this presents risks, measures should be taken to enable the operation of the equipment in a way that reduces the risk. Examples are:
 - Providing temporary guards;
 - Limited movement controls;
 - Crawl speed operated by hold to run controls;
 - Other measures, personal protective equipment, provision of information, instruction, training and supervision.

Marking

Every employer shall ensure that Work Equipment is marked in a clearly visible manner with any marking appropriate for reasons of Health and Safety.

- There are many circumstances in which marking of equipment is appropriate for Health and Safety reasons, e.g., 'Stop' and 'Start' controls, speed of abrasive wheels, storage vessels containing hazardous substances, pipework for water and compressed air and other services should be colour coded.
- Some legislation lays down specific circumstances in which markings are needed and what form that they should take.
- You should consider any other marking that might be appropriate for your purposes, e.g., numbering machines, controls, isolators to aid identification.

Warnings

Every employer shall ensure that Work Equipment incorporates any warnings or warning devices which are appropriate for reasons of Health and Safety.

- Warnings or warning devices may be appropriate where risks to Health and Safety remain after other hardware measures have been taken, e.g. 'Hard Hats Must be Worn', prohibitions 'Not to be Operated by People under 18 years', 'Do Not Heat Above 60°C'; etc.
- Warnings can be permanently printed ones.
- Warnings can be portable to be posted during temporary operations.
- Warning devices e.g., audible – reversing alarms on vehicles, a light on a control panel etc.

Note: Warnings must be easily perceived and understood and unambiguous.

Mobile Work Equipment

Employees carried on Mobile Work Equipment: Every employer shall ensure that no employee is carried on Mobile Work Equipment unless:

- It is suitable for carrying persons.

- It incorporates features for reducing to as low as reasonably practicable risks to their safety, including risks from wheels or tracks.
- Requirements which cover risks to people, e.g., people falling from equipment or from unexpected movement whilst it is in motion or stopping.
- Risks associated with the environment, falling objects, low roofs and the surfaces on which it operates.
- Operator stations with seats or work platforms normally provide a secure place on which drivers and people can travel.

Rolling over of Mobile Work Equipment

Every employer shall ensure that where there is a risk to an employee riding on Mobile Work Equipment from its rolling over that this risk is minimised by:

- Stabilising the Work Equipment;
- A structure which ensures that the Work Equipment does no more than fall on its side;
- A structure giving sufficient clearance to anyone being carried if it overturns further than that;
- A device giving comparable protection.

Note: If there is a risk of anyone (being carried on Mobile Work Equipment) being crushed by its rolling over the employer shall ensure that it has a suitable retaining system i.e., Roll Over Protection System (ROPS), unless having such a structure would increase the overall risk to safety.

Overturning of Fork Lift Trucks (FLT)

Every employer shall ensure that a FLT to which regulation 26(3) refers and which carries an employee is adapted or equipped to reduce to as low as is reasonably practicable the risk of safety from its overturning.

- This regulation applies to FLT fitted with vertical masts which effectively protect seated operators from being crushed between the FLT and the ground, in the event that they roll over.
- The mast of a vertical masted FLT will generally prevent a FLT overturning by more than 90 degrees, providing it is of sufficient strength and dimensions for the purpose.
- If risk assessment shows that an FLT with a seated ride-on operator can roll over in use and there is a risk of the operator leaving the operating position and being crushed between the FLT and the ground, a restraining system such as a seat belt will be required.

Note: If considered necessary more detailed information can be found in The Provision and Use of Work Equipment 1998 and other HSE guidance documents.

Drive Shafts

Where the seizure of the drive shaft between Mobile Work Equipment and its accessories or anything towed is likely to involve a risk to safety every employer shall:

- Ensure that the Work Equipment has a means of preventing such seizures; or
- Where such seizure cannot be avoided, take every possible measure to avoid an adverse effect on the safety of employees.

- Every employer shall ensure that the Work Equipment has a system for safe guarding the shaft.

Self-Propelled Work Equipment

Every employer shall ensure that, where self-propelled Work Equipment may while in motion involve risk to the safety of persons:

- It has facilities for preventing it being started by an unauthorised person.
- It has appropriate facilities for minimising the consequences of a collision where there is more than one item of rail mounted Work Equipment in motion at the same time.
- It has a device for braking and stopping.
- Where safety constraints so require emergency facilities operated by readily accessible controls or automatic systems are available for braking and stopping the Work Equipment in the event of mechanical failure.

Note: More detailed information is available in The Provision and Use of Work Equipment 1998 and other HSE guidance documents.

Remote Controlled Self-Propelled Work Equipment

Every employer shall ensure that where remote controlled self-propelled Work Equipment involves a risk of safety while in motion:

- It stops automatically once it leaves the control range; and
- Where the risk is of crushing or impact, it incorporates features to guard against such risk unless other appropriate devices are able to do so.

WORKING TIME REGULATIONS 1998

The Working Time Regulations 1998 and The Working Time (Amendment) Regulations (2002, 2003, 2005, 2006 and 2009) provide decent minimum standards of protection while maximising the flexibility afforded by the directive. The HSE and local authorities are responsible for enforcing the regulations relating to statutory limits (e.g., weekly working time, night work etc.) health assessment and working patterns. They introduce

- A limit of an average of 48 hours in a week which a worker can be required to work (though workers can choose to work more if they want to);
- A limit of an average of 8 hours work in 24 hours which night workers can work;
- A right for night workers to receive regular free health assessments;
- A right to 11 hours rest in a day;
- A right to 1 day off each week;
- A right to an in-work rest break of 20 minutes if the working day is longer than 6 hours;
- A right to 5.6 weeks paid leave per year.

Different & enhanced rights for adolescent workers: (A young person over the minimum school leaving age (around 16 years) but under 18 years).

- A right to regular free health and capacities assessments for night workers;
- A right to 12 hours rest in a day;
- A right to 2 days off each week; and
- A right to an in-work rest break of 30 minutes if the working day is longer than 4½ hours.
- A maximum working day of 8 hours or a 40 hour working week

The new rights as regards working hours apply to all workers except:

- The self-employed;
- Those in jobs where they can choose freely how long they will work
- Those working in transport sectors;
- Sea fishing;
- Other work at sea (e.g., off shore);
- Civil protection services (Armed forces, Police etc.,) where certain activities inevitably conflict with the provisions of these regulations.

Copies of these regulations are available from The Stationary Office (Tel: 0345 023474). Also a guide to Working Time Regulations, aimed mainly at employers, is available free via the DTI (Tel: 08456 000925).

RISK ASSESSMENT AND THE HEALTH AND SAFETY OF YOUNG PEOPLE

In compliance with these regulations as outlined in the Seventh-day Adventist Church United Kingdom Health and Safety Policy Arrangements, it has been considered necessary to provide more information.

Introduction

Employment of children and young persons is restricted by statute. The law makes a distinction between children and young persons in the context of Health and Safety provisions.

- Definition of a Child: A Child is a person under compulsory school leaving age, i.e., at present, under 16.
- Definition of a Young Person: A Young Person is a person who has ceased to be a child but who has not attained the age of 18.

Prohibition on the Employment of Children:

No child under the age of 13 can be employed in any capacity, paid or otherwise, as it is unlawful to employ children under the age of 13. There are statutory restrictions in respect of young people between the ages of 13-18. It is forbidden to employ any child, whether paid or not, in any of the following circumstances:

- Where a child is under the age of 13;
- Before the end of school hours;

- Before 7am and after 7pm on any day;
- For more than 2 hours on any school day;
- For more than 2 hours on Sunday;
- For more than one hour before school;
- For more than four hours without taking a one hour rest break;
- For more than 12 hours a week during term times and 25 (if aged 13-14) or 35 (if aged 15-16) hours per week during school holidays.

Employing organisations should liaise with their local authority regarding child employment permits.

Information about Health Risks:

The Department of Health's consultation document sets out suggested changes in the regulations of the employment of children. Local authority by-laws would be revised to include the following:

- A permitted list of occupations for 13 year olds;
- Provision for children to have a period free from working during school holidays;
- The employment of children in cultural, artistic, sports and advertising activities will remain exempt.

Risk Assessment:

It is considered that young persons form a particularly sensitive risk group and that they need to be specifically assessed from their lack of experience, absence of awareness of existing or potential risks and from their immaturity.

The Health and Safety Young Persons Regulations 1999 reflects the growing emphasis on risk assessment before a young person begins work. Employers must take into consideration:

- The inexperience, lack of awareness of risks and the immaturity of young persons;
- The fitting out and layout of the workplace and workstation;
- The nature, degree and duration of exposure to physical, biological and chemical agents;
- The form, range and use of Work Equipment and the way in which it is handled;
- The organisation of processes and activities;
- The extent of Health and Safety training provided or to be provided to young persons.

Specified biological agents and chemical agents being toxic, very toxic, corrosive, and/or explosive substances deemed harmful or irritant in an acute sense are specifically outlined in the approved code of practice. Where such chemicals are used in Seventh-day Adventist premises employees need to be aware of the under-mentioned risks:

- Irreversible effects;
- Sensitisation by inhalation and/or skin contact;

- Heritable genetic damage;
- Infertility or harm to unborn child;
- Lead or lead compounds absorbable by human contact;
- Asbestos;
- High voltage electrical hazard.

The list is non-exhaustive and for more specific detail obtain a copy of the regulations from either HMSO or HSE book shops.

Information for Employees

Every employer is under an obligation to provide his employee, including young people, with comprehensive and relevant information on:

- The risks to their Health and Safety identified by the assessment;
- The preventative and protective measures put in place to prevent or reduce those risks;
- Procedures for serious and imminent danger and for dangerous areas;
- The identity of the persons nominated by the employer to implement evacuation and emergency procedures;
- The risk to other employees Health and Safety, that have been notified to the employer or other employers who might share the workplace.

Protection of Young People

Employers have a general duty to ensure that young persons employed by them are protected at work from any risks to their Health or Safety which are a consequence of their lack of experience, or absence or awareness of existing potential risks or the fact that young persons are not fully mature.

A General Prohibition on the Employment of Young People for Work as follows:

- Work beyond their physical or psychological capacity;
- Work involving harmful exposure to toxic, carcinogenic or mutagenic agents, which in any other way chronically affect human health;
- Work involving harmful exposure to radiation;
- Work involving the risk of accident which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training.

Note: More specific information about dangerous machines, power presses, circular saws, maintenance operations, prohibition from working in any lead process, certain work in the pottery industry, off shore installations and some agricultural activities can be obtained from these regulations and Approved Code of Practice at any HMSO or HSE book shops.

Youth Activities (Voluntary or employee led)

Youth activities across the church organisation are varied and occur in a variety of settings, despite this they should always be planned and managed with safety in mind. Safety practices should vary according to the size of the event, where it is held (including indoor or outdoor) and the range of activities to be undertaken. Risk assessments should be conducted and reviewed and the result used to help inform future events. The HSE produce a booklet “5 Steps to Risk Assessment” which can be downloaded from www.hse.gov.uk and there is a risk assessment section in this document.

Adventure activities (such as abseiling, canoeing etc.,) should be managed through approved licensed centres under the guidance of those who have been trained and where youth leaders (or others) are leading trekking, climbing or water sports the applicable safety standards should be rigorously adhered to including consideration of safety when operating at height (e.g., climbing) or at a distance from sources of assistance (rambling/trekking).

Several sets of considerations may apply to a single activity for example the fire safety concerns for a camping trip would be found in the Fire Safety guide for open air events, the sleeping accommodation guide and (depending upon the circumstances) the places of assembly guide.

More information on the above guides can be found at appendix G.

APPENDICES

APPENDIX A: INSTRUCTIONS TO TELEPHONE OPERATORS

If you receive a call that is either suspicious or threatening, the procedure is as follows:

1. Stay calm and listen.
2. Ensure that any recording facility is switched on.
3. Let the caller finish their message without interruption. Write the message down, **exactly** at the bottom of this form.
4. Obtain as much information as possible - try to get the caller to be precise about the location and timing of the alleged bomb and try to establish whom they represent. If possible, keep the caller talking.
5. Try to get answers to the following :

Bomb Threat

- (a) Where has the bomb been put?
- (b) What time will it go off?
- (c) Why has it been done?
- (d) When and how was it done?

Product Contamination

- What product has been contaminated?
- In what outlets has the product been contaminated?
- How and with what has it been contaminated?
- Why was it done?

Use the check list below to help you record everything you noticed about the call.

6. Dial 1471 after the call has ended and record the number or make a note of the telephone number if displayed on the phone system.
7. Immediately inform the manager-in-charge or in their absence, an appointed deputy.
8. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give them your impressions of the caller as well as an exact account of what was said
9. Do not leave your post – unless ordered to evacuate – until the police or security arrive.¹
10. Stay calm, action will be taken immediately. Do not spread panic by telling anyone else about the threat.

BOMB THREAT/SUSPICIOUS PHONE CALL CHECK LIST						
DATE				TIME		
ORIGIN	CALLER	VOICE	SPEECH	LANGUAGE	ACCENT	MANNER
STD	Male	Loud	Fast	Obscene	Local	Calm
Coin Box	Female	Sold	Slow	Coarse	Regional	Rational
Internal	Adult	Rough	Distinct	Normal	Foreign	Irrational
	Juvenile	Educated	Blurred	Educated		Coherent
		High Pitch	Stutter			Agitated
		Deliberate				Humorous
		Deep				Drunken
		Disguised				
BACKGROUND NOISES						
Factory	Road	Traffic	Music	Office		
Party	Quiet	Voices	Other			
TEXT OF CONVERSATION:						
REMEMBER						
When?	Where?	How?	Why?			

APPENDIX B: STANDARD DRAFT LETTER

Dear Sirs,

Request for Information on Substances for use at Work

Substance:

Catalogue/Ref. Number:

Process:

Please supply a copy of any hazard data sheets or other information relevant to use of the above substance. In particular, the following information is required to enable us to assess the hazards to health of this substance.

1. List of chemical components.
2. Occupational exposure limits for each component.
3. Details of any known synergistic reactions with other substances.
4. Recommended precautions for handling and storage.
5. Recommended procedures in the event of emergency, e.g., fire, spillage or toxicity.
6. Results of any relevant tests, e.g., flammability, explosibility or toxicity.
7. Any hazard that research or experience in the use of this substance has indicated may arise.
8. Any information on measured levels of exposure of operators using the substance.

In addition to the current information, we would request you to advise us of any new information on this substance which may become available in the future.

Yours faithfully,

APPENDIX C: GENERAL PERMIT TO WORK

PERMIT ISSUED TO:		
VALID FOR	TIME	
DATE:	FROM: HRS	TO: HRS
AREA TO BE WORKED IN:		
WORK TO BE CARRIED OUT:		
SPECIFIC WORK INSTRUCTIONS:		
PRECAUTIONS TO BE TAKEN BEFORE WORK COMMENCE:		

I/We have read this form and agree to carry out the work in accordance with the procedures stated above.

Signature _____ Position _____

On Behalf Of _____ Date _____

I/We confirm that the work has been carried out to our satisfactory completion and that the area has been left in a clean and tidy state.

Signature _____ Date _____

APPENDIX D: SAFE SYSTEM OF WORK ACTIVITIES

The manager is responsible for completing this form before commencement of any work:

Job Start Date:	Time;
Area Of The Factory Where The Work Will Be Carried Out:	
Type Of Equipment, Apparatus, Or Area To Be Worked On:	
Type Of Hazards Or Hazardous Work:	
SAFETY PROCEDURES AND LOCKING-OFF PROCEDURES ARE FOLLOWED AS PER SAFETY CODES OF PRACTICE	
SPECIAL INSTRUCTIONS:	
Authorised Signatures:	
Manager Responsible	
The Contractor	

THIS AUTHORITY WILL COVER THE ENTIRE PERIOD OF THE WORK BEING CARRIED OUT

JOB COMPLETION		
The above work has been completed, the area/equipment concerned has been inspected by me and I am satisfied the area/equipment has been left in a safe condition.		
Date:	Time:	Signature:

Manager-in-charge

APPENDIX E: SEVENTH-DAY ADVENTIST CHURCH SAFETY INSPECTION DOCUMENT

Area to be inspected:			
Detail of Inspection Use ticks (✓) in the appropriate columns	Yes	No	If Yes, use continuation sheet for details
Ensuring Premises are Safe for Use <ol style="list-style-type: none"> 1. Floor and stair surfaces secure, sound and clean. 2. Worn floor coverings. 3. Untidiness eg. evidence of indiscriminate dumping. 4. Obstructions on stairs and in corridors. 5. Slippery surfaces. 6. Overflowing or dirty waste receptacles. 7. Broken glass. 8. Cleaning chemicals, substances left around when not in use. 9. Unsafe storage on shelves and in cupboards. 10. Kitchens or catering premises with carbonised dirt and grease deposits on equipment, walls, tables etc. 11. Poor lighting and badly sited switches, particularly on stairs and in store rooms. 12. Glass panel doors not marked with signage or logo. 13. Outside perimeters free of debris and rubbish. 14. Badly sited furniture and equipment. 15. Sharp corners of desks and cabinets. 16. Protruding drawers of filing cabinets and desks, eg. open drawers can cause accidents. 17. Insecure means of reaching up. 18. Insecure steps or ladders. 19. Standing on swivel chairs. 			
Fire Prevention <ol style="list-style-type: none"> 1. Waste regularly disposed of. 2. Machines, electrical equipment switched off at night. 3. Gas appliances working properly. 4. Storage of flammable liquids closely supervised. 5. Overloading of electrical plugs. 			
Fire Precaution <ol style="list-style-type: none"> 1. Fire doors kept closed. 2. Familiarity with fire instructions to all users or residents. 3. Do responsible people know how to give and sound the fire alarm. 4. Exits, escape routes clearly indicated and free of obstruction. 			

Area to be inspected:			
Detail of Inspection Use ticks (✓) in the appropriate columns	Yes	No	If Yes, use continuation sheet for details
5. Fire exit doors unlocked and checked regularly for ease of opening. 6. Evacuation arrangements of persons using the premises including the assembly point. 7. Suitable adequate fire extinguishers with some competence in their use.			
Electricity 1. Loose connections, unearthed equipment, damaged cables, broken switches. 2. Worn or damaged appliances. 3. Trailing telephone and electrical leads. 4. Evidence of portable electrical equipment having been checked, ie. PAT tested.			
Machinery (where applicable) 1. Protective guards, satisfactory and in place. 2. Operators properly trained. 3. Know how to stop the energy in the event of an emergency. 4. Where passenger or any lifting equipment exists, has this been inspected and certificated as per regulations. 5. Do persons know of the potential danger.			
Lifting and Carrying 1. Has any risk assessment been carried out. 2. Evidence of people handling; lifting heavy or bulky loads. 3. The need to stoop or twist during these activities. 4. Has any training or instruction been carried out.			
Inspected by (Name in Block Letters):			
Signature:		Date:	
Position in Organisation:			

Continuation Sheet for More Detailed Information

APPENDIX F: THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005 GUIDES

The following guides are available from:

DCLG Publications
PO Box 236
Tel: 0300 123 1124
Fax: 0300 123 1125

E-mail: communities@capita.co.uk

Or can be downloaded from www.communities.gov.uk/firesafety

General

Regulatory Reform (Fire Safety) Order 2005 - A Short Guide to Making Your Premises Safe from Fire
Product No. 05 FRSD 03546

Additional to all guides below

Fire Safety Risk Assessment - Means of Escape for Disabled People (Supplementary Guide)
ISBN 978 1 85112 873 7

Churches

Gatherings of less than 300 people

Fire Safety Risk Assessment – Small and Medium Places of Assembly ISBN 978 1 85112 820 4

Gatherings of more than 300 people

Fire Safety Risk Assessment – Large Places of Assembly ISBN 978 1 85112 821 1

Outdoor Events

Fire Safety Risk assessment – Open air Events and Venues ISBN 978 1 85112 823 5

Residential Accommodation

Fire Safety Risk Assessment – Sleeping Accommodation ISBN 978 1 85112 817 4

Educational Use including After School Clubs and Sabbath School,

Fire Safety Risk Assessment – Educational Premises ISBN 978 1 85112 819 8

Offices and Shops

Fire Safety Risk Assessment – Offices and Shops ISBN 978 1 85112 815 0

Warehouses

Fire Safety Risk Assessment – Factories and Warehouses ISBN 978 1 85112 816 7

More than one guide may be necessary for multiple use premises. Where buildings are rented or shared it should be made clear where responsibilities for safety lie. Where any uncertainty about safe fire practice arises advice may be sought from the local Fire and Rescue Authority.

APPENDIX G: RECORD OF TESTS

RECORD OF WEEKLY FIRE ALARM TESTING AND EVACUATION

[illegible]

Note: Fire drill and evacuation should be carried out at least once per year

SAFETY LIGHTING SYSTEM – RECORD OF TESTS

[illegible]

APPENDIX H1: COSHH AND CHEMICAL INFORMATION RECORD

Flash Powder is a Sample for Guidance Purposes

Trade Name of Product Used	Name of Supplier	Name and Address of Manufacturer	What is it used for ?	How is it used ?
Flash Powder	Central Cleaning Supplies and Services	Proctor and Gamble Ltd. Brooklands Weybridge Surrey KT13 0XP	Cleaning floors and similar surfaces	1. Added, decanted into bucket and mopped over the floor 2. Hand washing on wall and similar surfaces

Trade Name of Product Used	Name of Supplier	Name and Address of Manufacturer	What is it used for ?	How is it used ?

APPENDIX H2: CHEMICAL ASSESSMENT RECORD

Flash Powder is a Sample for Guidance Purposes

Trade Name of Product	Hazards in Use				First Aid	Treatment
Flash Powder	Eyes	-	Personal Protection	-	Eye Splash	May cause superficial irritation, rinse immediately with water, if symptoms persist, seek medical advice
	Skin	X	Respiratory	-	Skin Contact	May cause slight irritation, rinse affected area immediately with water, if symptoms persist, seek medical advice
	Inhalation	-	Gloves	X	Inhalation	None Considered relevant
	Ingestion	X	Eye Protection	-	Swallowing	Possible mild gastro/intestinal irritation which may induce vomiting, drink 1 or 3 glasses of water, if symptoms persist, seek medical advice
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	

Trade Name of Product	Hazards in Use				First Aid	Treatment
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	

APPENDIX I: RISK ASSESSMENT - SELF ASSESSMENT AUDIT

Risk Assessment – Self-Assessment Audit

Note:

- In compliance with The Management of Health and Safety at Work Regulations 1992 and more recently the new Fire Regulations 1999, which requires, where more than 5 people are employed, and includes volunteers, a Risk Assessment is to be carried out and completed in writing.
- Should there be less than 5 people employed, a Risk Assessment still needs to be carried out with some indication of the action that this has been taken.
- In addition to the listed categories of potential risks, a blank form is included with category titles for including comments and additional information.

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
<i>Exposure and Duration</i> <ul style="list-style-type: none"> • How many people would be exposed to risks, including children? • Adults • Children • Number of days in a week • Estimated number of hours per day • Weekends, if mainly Christian Worship 		For this section, please use the space below to indicate numbers involved. Also, please Indicate adults or children.
<i>Activities</i> <ul style="list-style-type: none"> • Meetings of Christian Worship • Sabbath School activities • Parents & Toddlers, Nursery activities • Youth activities • Furniture Handling and Store • Outreach & Feeding Programme • Coffee Mornings • Other activities 		

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
<p>Fire Risks:</p> <ul style="list-style-type: none"> • Are the fire alarms tested weekly? • If this alarm testing is carried out, is the date and time recorded? • Is there any emergency lighting? • How often is a 'shut off' test carried out to check the functioning of the emergency lighting? • Where no fixed emergency lighting is in place, are special hand lamps in place and available? • Are there portable gas or electric convectors for use on the premises? • Are there any early warning systems in place, i.e., heat or smoke detectors? • In close proximity to kitchen? • In close proximity to the boiler room or annexe? • Extractor filters above either ovens or frying equipment - are these cleaned regularly? • Is a fire blanket in place in the kitchen? • Are fire or emergency doors clearly marked and free from obstruction? • Fire instructions - are they prominently displayed? 		

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
<p>Fire Risks: <i>(continued)</i></p> <ul style="list-style-type: none"> • Are appropriate fire extinguishers in place and serviced annually? • Have some responsible persons been instructed in the use of fire extinguishers? • Could there be more than 16 people above the ground level of the premises at any time? • Do any break glass alarms exist and cover all parts of the premises? • Where no break glass alarms exist, what measures are there in place to inform people of a fire and to evacuate? • Is this method known and understood by regular users? • Where a fire certificate is in place, are the detailed requirements being complied with? • Should an emergency evacuation be necessary, has special consideration been given to people with physical disabilities? • Is any form of fire or emergency evacuation carried out? • If so, is any record kept of the date and time taken to safely carry this out? • In the case of fire or emergency evacuation, does the responsible person know where the shut-off valves are for gas and electricity? 		

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
<p>Portable Electrical Equipment:</p> <ul style="list-style-type: none"> • Is it being inspected and checked by a competent resource on a routine basis? • Is there evidence of loose trailing leads? • Is there evidence of electrical plugs, points clearly overloaded? • When portable oil filled and electrical radiators/convectors are in use when the building is closed and there is a possibility of these being left on, what checks or controls are there in place? 		
<p>Nursery, Parents and Toddlers:</p> <ul style="list-style-type: none"> • Exposed, unprotected hot radiators and pipes? • Evidence of careless storage? • Are electrical points fitted with safety plugs? • Playgroup equipment is it being checked on a regular basis for loose screws, sharp metal or lack of stability? • Is the flooring/ play area free from torn and lifting carpets including curling rubber matting? • Are people or persons in charge adequately trained and competent? 		

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
<p>Floor Levels and Access:</p> <ul style="list-style-type: none"> • Are pedestrian areas free of obstruction? • Are these areas adequately lit and illuminated? • Are there any uneven surfaces of flooring, loose tiles, carpeting, polished surfaces, which could cause slips, trips and falls? • Clutter and obstruction in escape routes and in front of fire and exit doors 		
<p>Outreach and Food Programme:</p> <ul style="list-style-type: none"> • Have the people preparing and serving food got a basic food hygiene certificate? • Is there a fridge and freezer? • Do temperature gauges exist? • Are checks carried out on temperature levels weekly and recorded? • Is there a risk to staff or violence due to drugs, alcohol mental health problems or any other reason? • If so, has any instruction or training been given to staff and volunteer workers? • In extreme circumstances, what security procedures and controls are there in place? 		

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
<p><i>Charity Shop Operations:</i></p> <ul style="list-style-type: none"> • Is there a charity shop? • Is it located on the church premises or separately? • When handling and sorting bags of items, do workers wear gloves against potential risks? • Lifting, handling involving bending, twisting - has any instruction been given? • Cash handling – have potential safety risks been considered? 		
<p><i>First Aid and Chemicals:</i></p> <ul style="list-style-type: none"> • Are there first aid supplies? • Are there appointed persons or competent people to deal with any first aid requirements? • Cleaning substances, chemicals? • Do chemical data sheets exist? • Have appropriate assessments been carried out and instruction given about their use? 		

RISK CATEGORY	√=Yes X=No	ADDITIONAL DETAIL
<p>Stacking and Storage:</p> <ul style="list-style-type: none"> • Is there evidence of untidiness, dumping with a potential risk of accident? • Are the outside perimeters free of clutter and rubbish? 		
<p>Boiler Rooms:</p> <ul style="list-style-type: none"> • Is the system, whether diesel or gas fired, inspected and serviced by the appropriate registered engineers? • Is adequate ventilation and fire extinguishers in place? • Are emergency telephone number displayed? • Is this room or annexe secured with a fire door? 		
<p>Policies, Documents and Information:</p> <ul style="list-style-type: none"> • Do your Employees and Volunteers know about the Health and Safety policy, specifically the Policy Statement and Arrangements? • Is the Policy Statement displayed in a prominent place? If not, it should be? • Regulations require the display of a Health and Safety LAD or notification to all employees of how the information can be readily found. This information should be updated every 5 years. Note: a PEP poster needs to be in place by June 2000. <p>(If the answer to any of these questions is negative, then it is a matter of importance that some positive action is taken)</p>		

ADDITIONAL INFORMATION IF NECESSARY
<i>Exposure and Duration:</i>
<i>Activities:</i>
<i>Fire Risks:</i>

ADDITIONAL INFORMATION IF NECESSARY
<i>Outreach and Food Programme</i>
<i>Charity Shop Operation</i>
<i>First Aid and Chemicals:</i>

ADDITIONAL INFORMATION IF NECESSARY
<i>Nursery, Parents and Toddlers:</i>
<i>Floor Levels and Access:</i>
<i>Portable Electrical Equipment:</i>

ADDITIONAL INFORMATION IF NECESSARY
Stacking and Storage:
Boiler Room:

APPENDIX J: EMERGENCY PLANS

Guidance on Emergency Plans

Please Note:

The detail of any Emergency Plan could vary according to the size of premises and the levels of risk that might be involved.

The main principle about the plan is that it works and is understood.

The new Fire Regulations require that some record is made of evacuation procedures, alarm testing, the use of fire extinguishers, fire exits clearly marked and free of obstructions and any risk areas identified which need special consideration.

It is likely that many of you are already fulfilling most of these requirements covered by these latest Fire Regulations. However, that does not eliminate a need for a Risk Assessment to be carried out and recorded in writing.

The guidance given about the contents of an emergency plan does not exhaust the possibility that something has been overlooked. However, no one knows your premises better than you do, which includes any peculiarities or concerns that might exist.

**IN ACCORDANCE WITH THE FIRE REGULATIONS
THE REQUIRED EMERGENCY PLANS COULD VARY SIGNIFICANTLY
ACCORDING TO THE PREMISES AND ITS USE**

IN SMALL TO MEDIUM SITUATIONS, THIS COULD BE ADEQUATE	IN RESIDENTIAL HOMES, CONFERENCE CENTRES, MAIN OFFICE BUILDINGS, THESE ADDITIONAL CONSIDERATIONS MAY BE NECESSARY
<p><i>Clear Instructions what to do in the case of Fire, as per a 'Fire Notice':</i></p> <ol style="list-style-type: none"> 1. Operate the nearest fire alarm. 2. Leave the building by the nearest exit. 3. Report to an assembly point, which should be clearly indicated. 4. Do not stop to collect personal belongings. 5. Do not re-enter the building until you are informed that it is safe to do so by the Fire Officer or responsible person. <p>Note: These procedures need to be understood.</p> <p><i>Fire Log or Register:</i></p> <ol style="list-style-type: none"> 1. Break glass alarms need to be tested weekly and to be heard in all parts of the building. Date and Time recorded. 2. Fire exits in place and clearly signed, illuminated and free from obstruction. Checked weekly, date and time recorded. 3. (a) Fire extinguishers - date of servicing recorded. (b) Instruction given about their use, date of training recorded. 4. Emergency lighting, where it exists, date of service or any shut off tests. 	<ol style="list-style-type: none"> 1. There could be people in the building who cannot make their own escape and need assistance, e.g., people who are ageing, disabled, move about with walking aids/wheelchairs or are vision/ hearing impaired. 2. If written down, an emergency evacuation plan, whatever that is, must be in place and understood by all parties involved. 3. At least one complete evacuation and more if possible should be carried out and the date, including time taken, recorded. 4. Specific Fire Training carried out for all care staff and responsible persons and duly recorded for inspection purposes. 5. Possible areas not used or visited regularly: boiler room, basement, designated smoking rooms for residents and similar places where fire could start and not be quickly detected to be checked. 6. Location and identification of valves and main isolators for shutting off electric's, diesel and gas supplies. 7. Flammable substances must be stored in a fireproof cabinet and bottle gas supplies in a well-ventilated place, away from the building. 8. Smoke or heat alarms checked regularly. 9. Clear understanding of whom is the point of contact when the emergency services arrive.

ABOUT THIS DOCUMENT

This code of practice, first produced in 2004, has been updated with reference to the following sources:

H&SE re: Reportable Incidents (RIDDOR)

Centre for the Protection of National Infrastructure re: Bomb Threats

"Consulting on Health and Safety a Brief Guide to the Law" HSE October 2008

"Use of Contractors" HSE November 2003

"Working with VDUs" HSE December 2006

"Regulatory Reform (Fire Safety) Order 2005 – A short guide to making your premises safe from fire"

"First Aid at Work" HSE October 2009-11-25

The Health and Safety Information for Employees (Amendment) Regulations 2009

The Work at Height (Amendment) Regulations 2007

"Managing Buildings? You must Manage Asbestos" HSE 01/2008

"5 Steps to Risk Assessment" HSE 06/2006

Revised December 2009

BUC Policy - Section 8

KEEPING THE CHURCH FAMILY SAFE

(revised Nov 2018)

This policy should be read in conjunction with the guidelines and appendices that are annually revised and maintained by the Safeguarding Subcommittee.

A. Policy Statement (revised Mar 2018)

The British Union Conference of Seventh-day Adventists (BUC) is committed to safeguarding the welfare of children and adults across the Conference. We recognise our duty and responsibilities as a church to provide an environment which seeks to eliminate the risk of abuse. We will take all reasonable steps to safeguard the welfare of children and adults at risk.

- a) In affirming the dignity and worth of each human being we will not condone neglect, bullying or any form of physical, sexual, emotional or spiritual abuse of any individual whether in the church or in the community.
- b) The Seventh-day Adventist church has a responsibility to protect children and adults at risk who are involved in any of its programmes. We will do so through the creation of safe environments, and the provision of training, advice and support to all staff and volunteers.
- c) The church will demonstrate senior management commitment to safeguarding and maintain arrangements to reflect this, with clear lines of accountability.
- d) The church will report to the appropriate agency all allegations of abuse and will cooperate fully with other professional agencies who will identify the perpetrators and to protect children and adults who may be at risk.
- e) The church will help persons in need to identify and access the range of professional services. It will assist families in grief over relationships that cannot be restored. It will address the spiritual questions confronting abused persons, seeking to understand the origins of abuse and family violence.
- f) When changed attitudes and behaviour open possibilities for forgiveness and new beginnings, the church will provide a ministry of reconciliation, but intervention by appropriate agencies must occur to hold the perpetrator accountable for his or her actions and safeguard children and adults.
- g) The church will promote and hold its staff and volunteers to the highest form of personal and professional behaviour as we reflect Christ in all aspects of our conduct. We will carefully select and support all those with a responsibility towards our children and adults who may be at risk.

1. Definitions

Forms of Abuse. Abuse and neglect are forms of maltreatment. Children and adults may be abused or neglected by someone inflicting harm, exploiting them or failing to prevent harm. The categories of abuse include physical, sexual, emotional and neglect. Other forms of harm come from bullying and exposure to domestic abuse and for adults may also include financial and institutional abuse. Additionally, the Church is concerned about spiritual abuse of children and adults and recognises the presence of other harmful practices. These include child sexual exploitation; female genital mutilation (FGM); abuse in the context of beliefs about spirit possession, and lack of online and digital safety. Further information about these areas, their definitions and possible indicators can be found within your country procedures.

Children and Young Persons. The terms 'child' and 'young person' are both used throughout this document. Both relate to any person under the age of 18 (under 16 in Scotland) with whom the church has contact through any of its activities.

Adult at Risk (Vulnerable Adult). An adult at risk is someone aged 18 or over (16 or over in Scotland) who is, or may be, in need of community services due to age, illness or a mental or physical disability. They are someone who is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

It should be noted that the UN Convention on the Rights of Persons with Disabilities stipulates that in order for disabled children to be able to realise their rights, they need to be provided with age-appropriate disability assistance. Disabled individuals are more likely to be abused and exploited.

Legislation for Protecting Adults and Children. Across the United Kingdom (UK) the protection of adults is governed by legislation and statutory guidance that reflects the European Convention on Human Rights (the Convention). Child protection legislation likewise, is based on the United Nations Convention on the Rights of the Child.

Laws are passed to prevent behaviour that can harm individuals or to enable action required to protect a person.

Guidance sets out what organisations should do to play their part to keep children safe. Each UK nation is responsible for its own policies and laws around education, health and social welfare. Although the protection systems are different in each nation, they are all based on similar principles; most notably, that the welfare of the child or adult at risk is the paramount consideration.

Volunteers will be taken to include church members unless specifically stated.

2. Safeguarding Structure

The British Union Conference has set in place the following levels of safeguarding structure to manage and support the effective safeguarding of children and adults at risk across the Conference.

BUC Safeguarding Committee (BSC)

The British Union Conference Safeguarding Committee (BSC) is a sub-group of the Executive Committee and provides oversight of safeguarding across the British Union of churches. It will ensure the annual updating of these policies and the coordination of legal and practice measures necessary for keeping our church family safe.

Conference/Mission Safeguarding Office

Conferences and Missions play an important role in safeguarding. They disseminate the safeguarding policies and guidelines to churches and provide oversight and support to churches in discharging their safeguarding responsibilities. It would be for each Conference and Mission to determine how best they organise a safeguarding office and make provision for the following roles:

- a) A **Designated Safeguarding Person** is the nominated lead for compliance with safeguarding practices, who oversees matters on behalf of the Conference or Mission. They ensure our safeguarding policy and guidance are followed and provide the support, guidance and training to staff and volunteers. In larger settings one or more deputies should be appointed. This should be someone in a leadership role.
- b) A **Communication Spokesperson** should be appointed by each Conference/Mission to supply information to the public, as appropriate and required, concerning incidents of child abuse, whether actual or alleged. It is essential that such a person has full and accurate knowledge of the situation but is sensitive to the confidentiality to which people are entitled. If there is only one spokesperson, confusion can be avoided and the information supplied will be kept within the legal limits when court proceedings are envisaged. This person is the focal point for the media.

Additionally, specific people (e.g. victims, survivors, parents and the accused) have a right to information. It may be that a local district, school or church organisation must be informed, and such a task will be executed by an individual identified by the Conference/Mission. The individual providing information to those personally involved should be distinct from the Conference/Mission spokesperson who is the focal point for the media.

- c) A **Disclosure Clerk** (formerly Child Safety Officer) is responsible for administering the safeguarding and protection activities across the Conference. These include organising the DBS/PVG/AccessNI checks and keeping up-to-date records of these activities. They will be

responsible for collating and reporting the periodic returns of these checks from churches to the Conference.

Safeguarding Roles Within Each Church/Organisation

Each church or organisation is called to appoint the following safeguarding roles to coordinate and manage safeguarding activities locally:

- a) The **Safeguarding Person** is the designated church/department officer who leads on safeguarding matters on behalf of the church or department. They ensure our safeguarding policy and guidance is followed and provide the support, guidance and training to staff and volunteers. In larger settings one or more deputies should be appointed. This should be someone in a Board level role unless it is their professional discipline
- b) A **Responsible Person** is each head of a department, whether an employee or church member who has been appointed by the local church/management to be responsible for a specific sphere of activity involving children and adults. A Sabbath School Leader, Choir Leader, AYS Leader, Adventurer and/or Pathfinder Leader, Camp Director, Supplementary School Leader, Family Life Leader or Pastor are all Responsible Persons. Within their role the responsible persons would ensure that the right staff are appointed and follow safe working practices.
- c) The **Disclosure Clerk** (formerly Child Safety Officer) is responsible for undertaking the safeguarding administrative tasks within a church. These include organising the DBS/PVG/AccessNI checks for church officers, issuing role descriptions and keeping up-to-date records of these activities. They will be responsible for periodic returns to the Conference and will receive training for their role from the Conference secretariat.

Independent Support for Children and Adults

The local church must let children and adults at risk know of their right to talk with an independent person or service, and that independent support is available for them. To this end each local church must ensure that it displays a poster (with child-friendly wording) advertising the name and telephone number of a recognised independent national organisation that individuals can contact; e.g. for Children: ChildLine, Kidscape, Children 1st, NSPCC; for adults: Samaritans, Age UK, Citizens Advice and Victim Support. This information should also be included from time to time in church bulletins and newsletters where these are produced.

B. Choosing the Right Staff (revised Mar 2018)

To minimise the risk of abuse to a child/young person the church should adopt a careful selection process otherwise known as a safer recruitment approach. The screening procedure for employees/volunteers working with children/young people should include the following elements:

- a) Local church officers must be appointed through the process outlined in the Church Manual. The process of church family voting on officers provides a protective and transparent process for securing the right people to work with our children and adults at risk.
- b) Employees/volunteers for formal roles will follow recruitment processes. This involves face-to-face interviews, verbal and written reference checks, identity verification, induction and supervision. They shall be required to complete an information form and provide references.
- c) Those in contact with children and vulnerable adults will be required to apply for a Disclosure check (i.e., DBS/PVG) and/or complete a Self-Declaration Form.
- d) First-time appointees should be subject to a probationary period of twelve months. Job descriptions and outlines of work should be reviewed bi-annually or when the job changes significantly.
- e) Where the Conference/Mission runs specific courses for those working with children or adults at risk, course directors should ensure that applicants meet all the safeguarding requirements. Should any concerns arise regarding their suitability, these should be addressed with the individual and their line manager or local pastor as appropriate.
- f) Employees and volunteers with a known history of sexual abuse and/or violence towards children/young people should never again be allowed to work with minors, even after

participating in rehabilitation programmes. Those barred from working with adults at risk must not be allowed to do so.

- g) Where employees/volunteers are subsequently found to have had a history of sexual offending and/or violence and have failed to disclose it, they shall be immediately removed from their appointment. Any disputes within safeguarding should be referred to the next level of authority.

C. Managing Staff, Church Members and Volunteers (revised Mar 2018)

1. Role Definition

Confusion over roles, responsibilities and accountability is the very framework within which child abuse can occur and be perpetuated. Therefore, the church must ensure that everyone who works with children and adults at risk has a clear understanding of their role, responsibilities and to whom they are accountable. Persons requested to be church officers will be presented with a copy of their proposed role description and access to the KCFS policy document. Their acceptance must involve signing an agreement form indicating that they have read and understood the policy and job role. A copy of the signed role with their DBS/PVG number on it is to be kept by the Disclosure Clerk. A full set of sample role descriptions will be made available to each Disclosure Clerk by the Conference Secretariat.

2. Accountability

There is the need for good lines of accountability to keep children safe, thus the following measures are necessary.

- a) Each Responsible Person must meet with their team of workers/committee on a regular basis (at least once a quarter) to:
 - (i) Review and plan the work for their particular activity area.
 - (ii) Provide an opportunity for team members to raise any concerns regarding any child or young person and highlight any observations. However, the reporting of any concerns should not be delayed until this meeting.
- b) Keep minutes of each meeting. Where situations of suspected abuse are being discussed the minutes should be detailed with a clear decision regarding future action. Copies of the minutes must be shared with the local pastor who is then responsible for passing relevant information to the appropriate Conference departmental director or Mission sponsor.
- c) Inform team members which person will take over responsibility when particular individuals are absent.
- d) Every individual is to act to safeguard children and adults at risk by following the safeguarding and child protection procedures.

D. Training (revised Mar 2018)

Written policy and guidelines, however good they are, will not protect children from abuse. These are strengthened by staff and workers undergoing safeguarding and child protection training and remaining alert and responsive to the care and well-being of children and adults who may be at risk.

Training is important and equips individuals with the necessary skills and knowledge.

- All paid or voluntary personnel appointed to work with children and adults at risk are expected to complete the core safeguarding training or an equivalent package provided in the local area.
- All Responsible Persons are expected to complete the core training.
- Safeguarding Persons will complete the core training; plus a further module or an equivalent package provided in the local area.
- The Disclosure Clerk's training will be the responsibility of the Secretariat.

Training for our church family may be provided by the Conference; organised by your Designated Safeguarding Person or the Local Safeguarding Children/Adults Board. The Safeguarding Persons must arrange awareness training for all whom they serve and use appropriate mediums (e.g. bulletin/newsletter) to keep the church/department alert to the safeguarding needs within their remit.

E. Working Safely (revised Mar 2018)

1. Good Working Practices

To keep our church family safe we need to adopt working practices that lessen the opportunity for harm to our children and adults. This involves:

- Planning the work of the department to prevent abuse.
- Using supervision to prevent abuse.
- Teaching children to be appropriately aware of how to remain safe.
- Recognising and responding to concerns or disclosures of abuse.
- Undertaking risk assessments and implementing risk mitigation measures for all church activities.

The Church also promotes best practice in the taking of photographs and filming and the use of digital technology and social media across all its activities.

2. Creating Safe Environments

Creating safe environments for our church family is a matter of applying good working practices across all our activities. The means we should:

- a) Arrange, as far as possible, that no adult is left alone with a child or young person without the activity being observed by others. This may mean that doors will have to be left open or that small groups work simultaneously in the same room.
- b) Organise and monitor activities so as not to allow individuals to create relationships or arrangements that exploit or abuse a worker's position of trust in relation to an individual, e.g. an elderly person feeling obliged to pay the debts held by someone helping them.
- c) In a one-to-one situation with a child or adult at risk, where privacy and confidentiality are important, try to make sure that another adult knows the interview is taking place and with whom. If possible, another adult should be in the building, and the child or adult at risk should know they are there.
- d) As far as possible, ensure that there are always at least two adults working with a group of children or vulnerable persons, especially when it is the only activity taking place on the premises. Consideration must be given to matching the gender of the workers with that of the group. The two-adult provision applies in changing areas and toilets, even if only one or two children are present.
- e) Never do anything of a personal nature for children or adults that they can do for themselves. Be mindful of how and where one touches minors and adults at risk. Always seek consent before any physical touching.
- f) Arrange when transporting children or young people by car or minibus to have more than one passenger in the vehicle. Require leaders/workers to keep others informed if they have to drive a minor home on his/her own.
- g) Provide an adequate number/ratio of adults to supervise events for children/young people according to the activity and especially where overnight activities are involved. There should always be more than one adult for any group and they should reflect the gender of the group. Helpers under 18 years old count as children and not adults in the ratios below. For further guidance see the OFSTED Guidelines www.ofsted.gov.uk or its equivalent within your country. An example of a minimum ratio is provided below:
 - For 0 to 2 years – one adult to every three children (1:3)
 - For 2 to 3 years – one adult to every four children (1:4) (1:5 in Scotland)
 - For 3 to 8 years – one adult to every eight children (1:8)
 - For over-8s – one adult for the first eight children, then one for every additional ten children.
- h) Any activities outside of church Sabbath School should be risk assessed and accordingly managed.

- i) In the event of any injury to a person, accidental or otherwise, ensure that it is recorded on an Accident Form and that the record is witnessed by another adult. Ensure that any necessary health and safety actions are undertaken.

3. International Safeguarding

Our disaster response work includes services to children and adults often in urgent need. In meeting these needs we also prioritise their welfare and protection.

Where church activities involve work in another country, it must be ensured that our KCFS policy requirements are met. This includes completing safeguarding checks to personnel working on behalf of the church; a risk assessment, and maintaining our code of conduct and all safe working practices throughout all our activities in that country. Additionally our work in those countries will be fully compliant to the safeguarding legislation, policy and standards of those countries.

4. Third Party Hire of Church Premises

Where a church building is hired out to third parties for activities involving children and or adults at risk it should be ensured that the hirer has their own safeguarding policy or agrees to abide by our KCFS procedures. A formal record of this agreement should be made.

5. Safeguarding Within the Diversity of the Christian Family

Safeguarding, child, and adult protection require us to make sensitive and well-informed judgements about a child's needs, a parent's ability and an adult's capacity in any given circumstance. It is important that we are sensitive to differing family patterns and lifestyles that vary across different ethnic and cultural groups within our churches.

We must also be aware of the broader social factors that serve to discriminate against people from ethnic communities or particular groups, e.g. recent migrant groups or adults with learning disabilities. Christians should guard against myths and stereotypes, whether positive or negative, that would in any way obstruct them from treating every individual and situation with objectivity and the highest respect for individuals created in the image of God.

F. Responding to Concerns (revised Mar 2018)

Life circumstances as well as illness can contribute to placing an adult at risk of harm. In those situations the Church is committed to working together across its departments and with external organisations, to support and protect adults who are unable to safeguard themselves, their property and their rights. Similarly, children rely on adults for their protection and well-being. Their age and developmental stage can make them dependent and therefore vulnerable to forms of treatment that are abusive or neglectful. The Church is committed to early action in the recognition and response to concerns where individuals may be at risk of, or experiencing, any form of maltreatment.

The church is not an investigative agency and therefore employees/volunteers must understand their role when working in child or adult-centred programmes of the church. Under no circumstances should any person attempt to carry out any 'investigation' into the allegation or suspicions of abuse. This is the responsibility of local statutory services, whose task it is to investigate the matter, under specific legislation and statutory guidance. Our role is to recognise concerns; undertake a rapid preliminary evaluation solely for the purpose of clarification and refer child or adult protection matters to our local statutory agencies.

What can the church do to safeguard children and adults at risk?

By 'safeguarding' and 'protection' we simply mean acting to keep our church family safe and this is a responsibility we all share. To meet this means each of us must undertake our roles to the highest standards of Christian conduct. Within our Mission there already exist the commands to care for those in need. We must make ourselves aware of the protection procedures, so we know how to respond and where to turn for advice or guidance where there are safeguarding concerns. We should then report any concerns without delay so that the appropriate support or protection is made available. Early help and support can prevent situations becoming or continuing to be harmful or exploitative. Details of how to respond in line with your national legislation and local procedures are located in the accompanying procedures for your nation. Please see Part III: Country Procedures.

The welfare of the child or adult must be of paramount concern. Adults may need support to take actions to protect themselves and others from abusive situations. In all situations informed and timely action should

be taken. Country procedures should be followed without delay and concerns should be responded to appropriately.

The Designated Safeguarding Person with the pastor will evaluate all concerns and refer these on where needed.

Allegations against children and young people

Children and young people have always been curious about the opposite sex and/or experimented sexually. However, where a child is in a position of power has responsibility over another child (as in a babysitting arrangement) and abuses that trust through engaging in sexual activity, this is likely to be regarded as abusive. The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. This is not mutual exploration. Such situations should be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

G. Caring for Those Affected by Abuse (revised Mar 2018)

1. Pastoral Care for the Victim/Survivor and their Family

Abuse is traumatic for those who are victims and their family members. It destroys the essential basis of trust and safety, especially where the perpetrator is a parent or a trusted church member. Abuse all too commonly breaks up families, and shatters beliefs about Christian conduct and human behaviour. These situations are never without pain and suffering by a child or adult at risk. They significantly challenge our church family in coming to terms with the fact that a professed Christian, and church member, has the capacity to abuse a child or vulnerable adult.

Children may be abused by children or adults who are not family members, but who are known by the child and often the child's family. The abuse inflicted is varied but often sexual or exploitative of a vulnerable person. Whatever has happened to a child or adult, their basic needs as an individual or family remain and they should continue to receive support from our church family.

Pastoral care for the victim/survivor and his/her family may include continued contact, prayer support, help to find legal advice, and accompaniment to court hearings. The church should ensure that:

- It does not become involved with possible inter-family disputes but should always focus on the needs of the victim as a priority.
- It works hard to maintain those links that the child or adult at risk has with the church so that their life within the church remains as normal as possible.

Recognising the confidential nature of the information available to the members of a child/adult protection Conference, the pastor should seek an interview with the identified social worker to establish what risk the alleged perpetrator poses to the victim and others when they attend church-based activities.

2. Pastoral Care for the Alleged Perpetrator

During the difficult period of investigation following an allegation of sexual or other form of abuse, the church should arrange appropriate support for the alleged perpetrator, who is a church member, without compromising the position of the victim/survivor, their family or the church.

- a) Pastoral care for alleged perpetrators may include continued contact, prayer support, help to find legal advice, and accompaniment to court hearings. It is unlikely that the same person would be able to provide support to meet the conflicting needs of the various parties, i.e. victim/survivor, victim's family, alleged perpetrator. The church may find it helpful if one person is responsible for dealing with the authorities, while another offers support to the victim and his/her family, and a further person gives pastoral care to the alleged perpetrator.
- b) Pastoral care for an alleged perpetrator must not be given at the expense of the victim, the victim's family, or justice. The victim/survivor should not sense that the church is in collusion with or taking the side of the alleged perpetrator.

3. Agreement of Care

For individuals whose history or behaviour pose a risk to children or adults at risk, an Agreement of Care should be completed. This would serve as a measure of protection for others from further or future concern.

4. Pastoral Care of Known Abusers

An adult who is a high-risk offender for sexual and other offences may also be receiving a high level of intensive supervision from Probation Services via a community risk management plan (e.g. MAPPA [Multi-Agency Public Protection Arrangements]). The offender could have restrictions placed upon them in terms of where they live, visit and work. Where they are on licence or on the Sex Offender Register, they will be reporting to, and monitored by, the police.

Sexual offences are often addictive. The perpetrator may well be tempted to re-offend; to fantasise about abusing; to gain access to children and young people by befriending their parents and other trusted adults. Abusers of vulnerable adults may seek environments that allow them ready access to unprotected individuals. Therefore the church must continue to take protective action.

The individual who has a previous record of abusing minors and who enters the church presents a delicate situation for the pastor and the congregation. The church has a responsibility to extend love and fellowship to the individual while at the same time protecting the children and youth in its midst.

The local pastor and/or elder should:

- Talk to the offender's Probation Officer who should know the person and be able to advise on management.
- Meet with the offender and the church elders and lay out the boundaries that the offender will be expected to keep. Explain what support the church will give. Get the offender to sign an Agreement of Care form. While this sounds formal it helps in dealing with the potential manipulative ways of the sex offender, which might pose a risk.
- Inform key people, (elders, the Sabbath School leader, Youth leader, Adventurer and Pathfinder leaders, etc.) for the events that the offender is attending, that the individual should have no contact with children or young people. This is always on a 'need to know' basis. Offenders must never be on their own with children or adults at risk, to whom they pose a threat.
- Inform the offender that a failure to keep to these conditions may lead to him/her being barred from attending the church, and in such circumstances the church leadership may choose to inform the statutory agencies (Probation and Social Services) and any other relevant organisation.
- Provide the appropriate Conference/Mission personnel with the details of the offender along with a copy of the completed Agreement of Care.

5. Pastoral Care for Employed Workers

Pastoral work with children, young people and adults in the aftermath of an incident of child or adult abuse will be extremely stressful. As the main burden of this work will inevitably fall upon the shoulders of the employee, they should be provided with a counsellor while they are working in this specialised area. The employee should not feel guilty in accepting the services of a counsellor, but should see it as a necessary support for them to remain objective while working in a highly emotional and stressful situation.

H. Implementation of Policy (revised Mar 2018)

1. Local Church

Local churches are responsible through their Church Board for ensuring that the Keeping Our Church Family Safe policy is implemented with respect to all personnel whose work involves contact with children and adults at risk.

Each Church Board will appoint a Disclosure Clerk. This individual will be responsible for reporting to the Conference/Mission office, in a manner prescribed by the latter. This information will relate to those individuals currently working in a paid or voluntary capacity with children or adults at risk; it

will record their compliance in completing the necessary forms as outlined in the policy and detail the level of training they have completed.

Churches must also appoint a Designated Safeguarding Person to coordinate the response to safeguarding concerns and arrange training for those coming into contact with children and adults at risk. The church should display a safeguarding statement and must also maintain oversight of safeguarding through the work of the Church Board. Local pastors will be responsible for holding their churches accountable for the full implementation of the Keeping Our Church Family Safe policy and procedures.

2. Conference/Mission

The local Conference/Mission will monitor the implementation of the Keeping Our Church Family Safe policy within its territory. It will be responsible for:

- a) Holding the local churches accountable for implementing the policy at the local church level.
- b) Organising an annual schedule of training seminars, doing so in consultation with the departmental directors/sponsors and the training team personnel of their Conference/Mission.
- c) Providing core training to those with safeguarding roles using the BUC training materials or an equivalent package.
- d) Assembling a training team in consultation with the appropriate departmental directors/sponsors of their Conference/Mission to facilitate the provision of training for local church officers and volunteers.
- e) Appointing a Communication Spokesperson to supply information as required to the public concerning incidents of child abuse, whether actual or alleged.
- f) Nominating an individual who will be responsible for coordinating the above duties.

3. Union Conference

The Executive Committee of the British Union Conference will appoint a sub-group who will be charged with:

- a) Overseeing the implementation of the Keeping Our Church Family Safe policy in the Conferences and Missions.
- b) Reviewing and recommending amendments to the Keeping Our Church Family Safe policy to the British Union Conference Policy Committee. This will be undertaken annually.
- c) Working with the Conference/Mission nominated personnel to produce standardised training materials for core training and beyond.
- d) Assuring the BUC fulfils its safeguarding responsibilities.

4. Support, advice and referral information

Designated Persons should ensure that they keep a current list of support and advice points for effective coordination of safeguarding matters. This should include a full list of referral agencies indicating how to access support and advice at all times, whether in normal working hours or outside them. This should be a comprehensive list of contact addresses and telephone numbers, including relevant national and local voluntary bodies.

5. Governance

The overall responsibility for the full implementation of child and adult protection arrangements is held by the President at Conference level and the Pastor at church level. Where the identified roles are not appointed, the President or Pastor should ensure that those functions are carried out until an appointment has been secured.



SAFE AT HOME

RESPONDING TO DOMESTIC ABUSE Policy

October 2018

SAFE AT HOME

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FOREWORD

Promoting the well-being of those created in the image of God is integral to the mission of the Seventh-day Adventist Church. As a church body we care for and strengthen each other physically and emotionally as well as spiritually. *Safe at Home* calls for us to do no more than purposefully reflect our God-given commission in the principles of how we behave towards one another.

These policies and the procedures are provided to guide and support you in fulfilling our shared responsibility to create a safe environment for all family members within in our homes. They will also provide the guidance necessary to hold those who perpetrate abuse responsible for their actions. Combatting domestic abuse is everybody's responsibility. It requires collaborative work not only in the various levels of church organisation but also with those agencies within our communities who possess the specialised skills and resources to assist those in need.

The real activity to safeguard survivors of abuse comes through our purposeful attitudes and actions in our daily Christian walk. I sincerely trust that we will work together under God's guidance in keeping our church family safe at home.

Ian Sweeney [Electronic signature to be inserted]

BUC President

INTRODUCTION

The Seventh-day Adventist Church places great importance upon family life. In line with our world church position statement¹ we affirm the dignity and worth of each human being and decry all forms of physical, sexual and emotional abuse and family violence. The church recognises the global extent of this problem and the serious, long-term effects upon the lives of all involved. We therefore believe that Seventh-day Adventists must respond to abuse and family violence within both the church and the community. We believe that to remain indifferent and unresponsive is to condone, perpetuate and potentially extend such behaviour.

We have chosen the word 'abuse' to reflect a greater understanding of the nature of relationships characterised by coercive control in which physical violence is one facet of abuse. An overemphasis on specific acts of violence has historically led to a failure to appreciate the pervasive extent of domestic abuse. This has resulted in inadequate responses to a scourge that affects a disturbing number of our church community. We are challenged to maintain zero tolerance of abuse in all its forms. All are damaging and an evil in God's sight. The terms 'victims' and 'survivor' will be used interchangeably depending on the context. Survivor will be the preferred description conveying the truth that those who experience abuse can rise above their adversity.

Safe at Home sets out the Church's guidelines relating to changing the culture in which abuse thrives and taking practical steps to address it when it occurs. It also provides the procedures to be followed to reduce, to the minimum, the risk of abuse to children and adults within our households. It is our prayer that these resources will empower you to minister effectively to those affected by domestic abuse. Our role is to exemplify the ministry of Jesus who declared, "The Spirit of the Lord is upon me, because he has anointed me to preach the gospel to the poor; he has sent Me to heal the brokenhearted, to proclaim liberty to the captives and recovery of sight to the blind, to set at liberty those who are oppressed; to proclaim the acceptable year of the Lord" (Luke 4:18). God is on the side of the oppressed and we should be too, to "Speak up for those who cannot speak for themselves; for the rights of all who are destitute" (Proverbs 31:8).

¹General Conference of Seventh-day Adventists position statement on abuse and family violence (1995)

Safe at Home: Responding to Domestic Abuse

Policy

A. AIMS OF THIS POLICY

This document sets out the British Union Conference's (BUC) Domestic Abuse Policy and Procedures providing guidance on how local churches will implement its the policy. It supports the Church's commitment to address and respond effectively to domestic abuse both within its own community and wider society. The aims of the policy are:

- To raise awareness about domestic abuse in local church communities.
- To increase awareness of and access to support services for victims of domestic abuse and where appropriate for perpetrators.
- To offer suitable training from appropriate specialist within the church and outside agencies for key staff and church leaders and to encourage church members to undertake basic training.
- To encourage churches to become places of safety.
- To encourage collaborative working among the various levels of church administration.

B. POLICY STATEMENT

1. Statement of Beliefs

The Seventh-day Adventist Church places great importance upon family life and affirms the dignity and worth of each human being. It decries all forms of abuse, including domestic violence. Such behaviour is intimidating, hostile and/or offensive and undermines our biblical and moral values and destroys the trust between people in our community.

The BUC subscribes to the following statement issued by the General Conference on Family Violence:

"The Bible clearly indicates that the distinguishing mark of Christian believers is the quality of their human relationships in the church and in the family. It is in the spirit of Christ to love and accept, to seek to affirm and build others up, rather than to abuse or tear one another down. There is no room among Christ's followers for tyrannical control and the abuse of power or authority. Motivated by their love for Christ, His disciples are called to show respect and concern for the welfare of others, to accept males and females as equals, and to acknowledge that every person has a right to respect and dignity. Failure to relate to others in this way violates their personhood and devalues human beings created and redeemed by God."

The church believes that such abusive behaviour is incompatible with Christianity and any profession of commitment to the Seventh-day Adventist faith. Therefore, it is inconceivable that individuals who, despite guidance and support, continue to choose to practise such behaviour, should be allowed to continue to represent the church in any capacity.

2. Why Have a Policy?

Domestic abuse is a tragic reality in both society in general and within the Church. The Church seeks to create an environment where all can feel safe from abuse. The purpose of these guidelines is to change attitudes and practices that allow abuse to thrive. It also seeks to provide clear practical guidance and procedures for addressing disclosures of domestic abuse. All church members have a responsibility to act in a manner that minimises risk and maximises support for survivors of abuse.

While the preservation of marriage and family remain the ideal goal, the primary purpose of intervention where abuse is taking place, is the safety of the victims. A failure to appreciate the inherent evil of domestic abuse results in churches becoming complicit with perpetrators by actively encouraging survivors to remain in abusive

environments, taking ineffective action, or turning a blind eye where abuse occurs. This policy calls on all churches to adopt the following Charter as its code of practice in dealing with domestic abuse. The Charter summarises the Church's determination to end abuse in Adventist homes, and from those who used to be in an intimate relationship with those who are vulnerable. It encourages churches to become places of safety where domestic abuse is taken seriously, survivors are believed, and respected and alleged or known perpetrators are held accountable.

The Charter should be displayed in prominent places in each church so that all who enter will know where the church stands. These guidelines advocates that every church adopts a code of practice consistent with the following Safe at Home Charter:

The Safe at Home Charter

Seventh-day Adventist Church:

- 1
holds that domestic abuse in all its forms is unacceptable and inconsistent/incompatible
with the Christian faith and a Christian way of living;
- 2
holds that all abuse is spiritually damaging for both the person being abused and the person who is abusing
- 3
accepts that domestic abuse is a serious problem which occurs in church families as well as in wider society;
- 4
undertakes to listen, support and care for those affected by domestic abuse;
- 5
urges abused persons to consider their own safety and that of family members first and to seek help from the church and, as necessary, professional and legal resources, to bring healing to the individuals and, if possible, to the marriage relationship
- 6
will work with the support agencies, will learn from them and support them in appropriate ways,
and will publicise their work;
- 7
will play its part in teaching that domestic abuse is a sin and will take appropriate measures to
hold abusers accountable;
- 8
believes in a God of love, justice, mercy, and forgiveness;
- 9
will teach what it means to be male and female, equally made in God's image;
- 10
will seek to appoint advisors to encourage the use of good practice guidelines and keep the Church informed
about the implementation and development it's policies on domestic violence.

(adapted from a Charter developed by Churches Together in Gloucestershire).
The Charter can be used to develop an action plan for the church in straightforward stages

Developing policy is not just about having a policy statement but is also about gaining a working knowledge of the effects of domestic abuse on all involved and using pastoral and practical strategies to assist people who are in abusive relationships. A policy helps people think through the issues. Policy documents give a structure to the work of prevention and support and are a useful reference for monitoring.

The Seventh-day Adventist Church seeks to offer a safe place for all people in its community life, where boundaries that safeguard acceptable behaviour are known and respected, and where inappropriate practices or harmful behaviours and attitudes are openly addressed.

3. The Scope of the Policy and Guidelines

These guidelines specifically apply to relationships within local churches and among members, officers and volunteers. Disclosures regarding paid employees of the church should be made to the employing organization directly in writing. Further advice on how to complain about an employee can be received by contacting the Executive Secretary of your conference/mission/union/organization. The Executive Secretary/President will then arrange for all such disclosures to be investigated and resolved in accordance with both the Church's beliefs and current employment law.

C. THE NATURE AND IMPACT OF DOMESTIC ABUSE

The UK Home Office defines domestic abuse as:

any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.²

Abuse can encompass, but is not limited to:

- physical
- psychological
- emotional
- sexual
- financial
- property
- spiritual

Domestic abuse occurs in relationships where one individual holds power over another and uses that power to harm. It consists of the violation of another person's human rights. Essentially, domestic abuse is terrorism. Webster's Dictionary defines terrorism as 'the calculated use of violence (or threat of violence) against civilians in order to attain goals . . . through intimidation or coercion or instilling fear.' Trauma specialist Dr Judith Herman has identified major commonalities between the experience of survivors of domestic violence and prisoners of war. She compares, 'the survivors of vast concentration camps created by tyrants who rule nations and the survivors of small, hidden concentration camps created by tyrants who rule their homes' (Dr Judith Herman, *Trauma and Recovery*, p3).

1. Who are the Victims?

Domestic abuse occurs across all of society, regardless of age, gender, race, sexuality, wealth or geography. In the UK, women are more likely than men to be survivors of domestic violence. While estimates on the prevalence of female on male incidences of domestic abuse vary from organisation to organisation, The Crime Survey for England and Wales March 2017 reported that for every three survivors of domestic abuse, two will be female, one will be male. One in four women and one in six to seven men suffer from domestic abuse in their lifetime. On average two women are killed by their partner or ex-partner every week in England and Wales.³ Accurate figures will always be impossible to ascertain because domestic abuse is vastly underreported. For men, such reluctance to report is compounded by the stigma and shame attached to perceptions of weakness from society in general.

²<https://www.gov.uk/guidance/domestic-violence-and-abuse#domestic-violence-and-abuse-new-definition>

³<https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/articles/domesticabusefindingsfromthecrimesurveyforenglandandwales/yearendingmarch2017>

Research indicates that men are more than two times less likely to report incidences of abuse, although men are reporting domestic abuse in increasing numbers. The paucity of funding and provisions to address male survivors of abuse is indicative of a lack of political will to recognize the problem.

There is a general assumption within the Church that male survivors of abuse among Christians are few and far between. However, the most extensive research on domestic abuse within the Adventist church shows a different picture. Research conducted by Dr René Drumm among 100 Adventist churches in the United States indicated that women in the Church are just as likely to be abused by their husbands as women in the general population. Even more surprising was the finding that men are more likely to be abused by their wives than those in the general population.⁴ As previously noted, large disparities between male and female incidences occur when homicides, sexual assaults, severity of injury and frequency of attacks are factored in.⁵ While male on female abuse will remain the primary focus of programming and provision, the suffering of male survivors must also be recognized and addressed. The Seventh-day Adventist Church views all forms of abuse as antithetical to Christian values.

a) Children and Young People

Children are also profoundly affected by domestic abuse and are at serious risk in abuse situations. In addition to the risk of physical harm, witnessing domestic violence can result in long-term emotional and psychological trauma across the life-span. Research has also indicated a strong connection between domestic violence and child abuse. This highlights the importance of a **Safeguarding policy**, and of always knowing and respecting the limits on confidentiality when a child is at risk. Where domestic abuse is perpetrated in a family context, it is recommended that church leaders work in close liaison with designated safeguarding officers.

The changes to the definition of domestic abuse in 2013, to include 16 and 17-year-olds was a recognition that those in the age group 16-24 are those most at risk of domestic abuse. During the teenage years, young people are influenced by a huge array of factors, which can increase vulnerability and risk. These can include; puberty and hormonal changes, wanting increased autonomy from family, peer pressure, body image and self-esteem issues and the influence of the media.

Domestic abuse is still a 'hidden' issue in our society; and it is even more so for teenagers. This is exacerbated by the fact that adolescents can be more accepting of, and dismissive about, this form of behaviour than adults. It is important to be aware that cases involving under 18-year-olds may include features of domestic abuse, sexual abuse, child sexual exploitation and street gang-related sexual and other violence.

Although some features of teenage relationship abuse are similar to adult domestic abuse, the forms and experience of this issue, as well as the challenges in seeking and providing services, make many of the issues faced by teenagers unique. There are also certain barriers relating to young people's ability to access services. Simply because of their age many young people are unable to access the same levels of support as those over 18.

Many young people will be experiencing multiple risk factors. However, as with abuse in adult relationships, teenage relationship abuse occurs across diverse groups and cultures. Teenage relationship abuse can occur in various forms, including verbal, emotional, physical, sexual, and financial, and the experience may have both immediate and long-term effects on young people. It is sometimes the case that there are unclear parameters between survivor and perpetrator which adds to the complexity of cases.

An NSPCC report on Partner Exploitation and Violence in Teenage Intimate relationships reveals that:

- 33% of girls and 16% of boys reported some form of sexual abuse within their relationship
- 25% of girls (the same proportion as adult women) and 18% of boys reported some form of physical relationship abuse

⁴ <http://www1.uwindsor.ca/criticalsocialwork/effects-of-intimate-partner-violence-among-seventh-day-adventist-church-attendees>

⁵ <https://www.womensaid.org.uk/information-support/what-is-domestic-abuse/domestic-abuse-is-a-gendered-crime/>

- 75% of girls and 50% of boys reported some form of emotional relationship abuse
- 1. Young women who are being or have been abused are 4 to 6 times more likely than their non-abused peers to become pregnant during their teenage years.
- 2. As many as two-thirds of young women who become pregnant as adolescents were sexually and/or physically abused at some point in their lives – either as children, in their current relationships, or both.⁶

b) Parents

It is important to recognise that child or adolescent to parent abuse is likely to involve a *pattern of behaviour*. Abusive behaviours can encompass, but are not limited to, physical violence, humiliating language and threats, belittling a parent, damage to property and stealing from a parent and even heightened sexualised behaviours. Abuse can occur together or separately.

Domestic abuse is notoriously difficult to identify when it occurs within the family home. This can become even harder if the abuse is child or adolescent to parent abuse. Like other forms of domestic abuse, child to parent abuse is very likely to be under-reported. Many of these families may be facing multiple issues such as substance abuse, mental health issues and domestic violence. The lack of recognition of this issue means that many families may not recognise that they need support and may feel unable to ask for help due to feeling stigma and shame. There are also often issues of lack of awareness of existing support (notably family support groups); parents not seeing themselves as legitimate recipients of support; lack of knowledge on drugs, alcohol and their effects; an 'it'll never happen to us' mind-set; and a lack of consensus on the best course of action within couples.

It is important to recognise the effects that child or adolescent to parent abuse may have on both the parent and the young person and to establish trust and support for both. It is also important that a young person using abusive behaviour against a parent receives a safeguarding response.

Responding to disclosures of child to adult abuse:

Do

- Remember this is domestic abuse (and general domestic abuse considerations apply);
- Show understanding; consult with a Designated Safeguarding Officer, who will consider whether other referrals need to be made, for example to:
 - Public protection specialists or local policing staff: they may have existing knowledge;
 - Are other children at risk in the house? If so, you will need to make a referral to children's services.

Don't

- Assume that this is a parenting issue – the parent is the survivor in this situation;
- Joke or make light of the situation;
- Underestimate how difficult it is for the parent to report the incident and for the young person to accept responsibility;
- Wait until something more serious happens before acting.

⁶ <https://www.nspcc.org.uk/globalassets/documents/research-reports/partner-exploitation-violence-teenage-intimate-relationships-report.pdf>

c) Elder Abuse

Abuse of older people is a hidden, and often ignored, problem in society. While the profile of child abuse has been raised in recent years a number of organisations and bodies have been responsible for reminding us of the particular needs and problems that can be associated with older people.

No standard definition of elder abuse applies within the UK public sector. In 1993 Action on Elder Abuse established the following definition of elder abuse as 'A single or repeated act or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to an older person'. It has at its heart the 'expectation of trust' that an older person may rightly establish with another person, but which is subsequently violated.

Both older men and women can be at risk of being abused. People can be abused in different ways. These include: physical abuse; psychological abuse; financial abuse; sexual abuse; spiritual abuse; neglect; inappropriate use of medication. Elder abuse can occur anywhere: for instance, in someone's own home; a carer's home; day care; residential care; a nursing home; hospital. The perpetrator is usually well-known to the person being abused. They may be: a partner, child or relative; a friend or neighbour; a paid or volunteer care worker; a health or social worker, or other professional. Older people may also be abused by a person they care for.

There are many reasons why elder abuse occurs and these may vary with each incident. Elder abuse may range from a spontaneous act of frustration to systematic premeditated assaults on an older person. At home some of the causes would appear to include: poor-quality long-term relationships; a carer's inability to provide the level of care required; or a carer with mental or physical health problems. In other settings, abuse may be a symptom of a poorly run establishment. It is likely to occur when staff are: inadequately trained; poorly supervised; have little support from management; or work in isolation.

If you become aware or concerned about someone you know, it is important that you refer the case to your local Domestic Abuse agencies. Since domestic violence (DV) does not always meet the threshold for intervention in adult social care, DV services are always the best option in addition to whatever support services Adult Social Care can offer. Cases of alleged Elder Abuse are assessed at a local Multi-Agency Risk Assessment Conference (MARAC). The Domestic Violence MARAC is a meeting where agencies talk about the risk of future harm to people experiencing domestic abuse and draw up an action plan to help manage that risk. You should be aware that, despite your concern, any older person has the right to decline assistance. However, a statutory obligation exists if the person is an 'adult at risk' (see Section G, p13).

d) LGBT

The official position of the Church on matters regarding LGBT does not absolve the Church of a duty of care where individuals within the Church community who either identify as LGBT or have a homosexual orientation are victims of domestic abuse. It is estimated that about 25% of LGBT people experience domestic abuse, a figure similar to women in opposite-gendered relationships. Underreporting of abuse in LGBT relationships is often compounded by the fear of sexual orientation being revealed. Perpetrators may threaten to 'out' the victim to friends, family, religious communities, co-workers, and others as a method of control. The often-secretive nature of homosexual relationships can create an environment in which abuse thrives and victims are reluctant to seek help.

LGBT victims of abuse may blame the abuse on being lesbian, gay, bisexual or transgender, however abuse is always the fault of the abuser whatever the circumstance. In seeking to support LGBT victims of abuse, it is vital that pastoral carers do so with a non-judgemental attitude. The primary objective of support in such instances is the safety of the individual not seeking to set them straight about biblical theology and sexual orientation.

D. AREAS OF RESPONSIBILITY IN THE LOCAL CHURCH

Local churches should be proactive in clearly identifying and communicating who bears primary responsibility for addressing issues pertaining to domestic abuse. It may be possible for this to be part of the responsibility of the Designated Safeguarding Officer (DSO), an Elder, or fall under the remit of someone specifically appointed to fill the role. In any event, responsibilities should be carried out in close liaison with the DSO where children are involved.

Responsibilities entail:

- a) encouraging the dissemination of and use of this policy and guidelines;
- b) developing a library of resource materials and information, using available resources such as those listed in the Resources section of these procedures (Appendices, p19);
- c) identify the best place to display relevant local phone numbers and support services;
- d) being a point of contact for ministers, lay leaders, and church members and being able to offer advice and information to them;
- e) advising and informing the district, and monitoring practice;
- f) enabling and encouraging workshops and other forms of training through networking with professionals within the church and local support services and agencies
- g) encouraging support for the annual Abuse Prevention Day

E. TRAINING FOR CHURCH LEADERS

The insidious nature, far-reaching extent and the great need to provide practical remedies for victims and perpetrators of abuse necessitates that training for pastors and elders is mandated in a similar way that safeguarding training is required. Copious anecdotal evidence indicates that inadequate responses to domestic abuse on the part of church leaders not only exposes victims to greater danger but may also result in church leaders intentionally or inadvertently colluding with perpetrators.

(Training options are addressed in both the Procedures and Appendices sections of this document).

F. COLLABORATION WITH OUTSIDE AGENCIES

The goal to eradicate domestic abuse within the Church is not an undertaking the Church can accomplish in isolation. It is imperative that the Seventh-day Adventist Church at every level works in collaboration with the agencies within their communities who are specially trained and equipped to intervene in instances of domestic abuse. These agencies include, but are not limited to, the Police, Children's Services, The National Probation Service, housing authorities and health professionals. Seventh-day Adventist support and interventions should always operate alongside domestic abuse support services, like Refuge, Women's Aid and Domestic Violence Intervention Project (DVIP), not as an alternative. All training provided to pastoral workers must include an awareness of the existence of these services and the help they can provide.

Section 9

COMPLAINTS PROCEDURE

(Revised Jun 2018)

A. INTRODUCTION (revised Jun 2018)

Disputes and conflicts are inevitable in any large organisation and it is important to have a procedure for dealing with them. From the outset a clear distinction must be made between general complaints and employment related complaints. General complaints are dealt with according to the procedure outlined below, whereas complaints by an employee relating to their own employment are dealt with according to the grievance procedure in the employee's Employee Handbook.

B. JURISDICTION (revised Jun 2018)

Complaints should be dealt with at the level where they arise, recognising the different levels of church organisation. These are: Local Church, Mission or Conference, Union Conference, and Division of the General Conference.

C. PROCESS (revised Jun 2018)

Complaints should be dealt with informally in the first instance, following the counsel given in the Church Manual. If this fails to resolve the situation then the following formal process should be followed:

1. The complaint should be submitted in writing to the appropriate responsible person. This could be the pastor in the case of a local church, or the Executive Secretary in the case of a Conference or Union. The letter should state clearly that the complainant is making a formal complaint. Sufficient detail should be included to allow at least a preliminary investigation to be carried out. This might include a timeline of events, relevant correspondence, and other backing materials.
2. The responsible person should respond in writing within a reasonable time period, acknowledging the complaint and outlining what action, if any, will be taken. They may ask for more information or for additional measures to be taken by the complainant. If no action is to be taken, a reasonable explanation should be given.
3. When the matter has been adequately considered the responsible person will communicate the outcome to the complainant.

D. RIGHT OF APPEAL (revised Jun 2018)

If the complainant is not satisfied with the response they receive, they have the right to appeal to the next level of church organisation. However, this right extends only to the way in which their original complaint has been dealt with, not the substance of the complaint itself. The process is as follows:

1. The appeal should be submitted in writing to the Executive Secretary and the letter should state clearly that the individual is exercising their right of appeal. Sufficient detail should be included to indicate how the original complaint process was inadequate.
2. The Executive Secretary should respond in writing within a reasonable time period, acknowledging the appeal and outlining what action will be taken. This action will depend on the nature of the original complaint but may include assigning an individual or small group to manage the process.
3. When the matter has been adequately considered the Executive Secretary will communicate the outcome to the appellant.

E. Arbitration (revised Jun 2018)

There may be some circumstances in which the above process fails to bring about a resolution. In such cases the parties may wish to request a binding arbitration process, managed by the BUC. For such an approach to succeed the following conditions must be met:

1. Both parties must agree to the process
2. Both parties must agree to the composition of the arbitration team
3. Both parties must agree to withdraw or suspend any legal action during the process

The BUC reserves the right to suspend or terminate the arbitration process at any point, should it feel the need to do so.

BUC Policy - Section 10

DATA PROTECTION POLICY

(revised Mar 2018)

A. Introduction (revised Mar 2018)

The British Union Conference of Seventh-day Adventists together with its constituent entities (henceforth referred to collectively as the BUC), needs to gather and use certain information about individuals. These individuals can include interests, volunteers, church members, suppliers, employees, or other people the organisation has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet the BUC's data protection standards and to comply with the law.

B. Purpose (revised Mar 2018)

This data protection policy ensures that the BUC:

1. complies with data protection law and follows good practice
2. protects the rights of those whose information is held and processed
3. is open about how it stores and processes individuals' data
4. protects itself from the risks of a data breach

C. General Data Protection Regulation (GDPR) (revised Mar 2018)

GDPR describes how organisations, including the BUC, must collect, handle and store personal information. These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

GDPR is underpinned by six important principles. These say that personal data must be:

1. processed lawfully, fairly and in a transparent manner in relation to the data subject;
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. accurate and, where necessary, kept up to date; inaccurate or outdated personal data should be deleted or rectified without delay;
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

D. Scope (revised Mar 2018)

This policy applies to:

1. The administrative offices of the BUC.
2. All Seventh-day Adventist churches within the territory of the BUC.
3. All staff and volunteers of the BUC and its constituent entities.

4. All people working on behalf of the BUC and its constituent entities.
5. All data that is held by the BUC and its constituent entities, relating to identifiable individuals

E. Data Protection Risks (revised Mar 2018)

This policy helps to protect the BUC from some data security risks, including:

- Breaches of confidentiality. For example, information being given out inappropriately.
- Failing to offer choice. For examples, all individuals should be free to choose how the organisation uses data relating to them.
- Reputational damage. For example, the BUC could suffer if hackers successfully gained access to sensitive data.

F. Responsibilities (revised Mar 2018)

Everyone who works for or with the BUC has some responsibility for ensuring that data is collected, stored and handled appropriately. Each department that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles.

The BUC Executive Committee is ultimately responsible for ensuring that the BUC meets its legal obligations. However, there are specific responsibilities, as follows:

Secretariat is responsible for:

- Keeping the board updated about data protection responsibilities, risks and issues.
- Reviewing all data protection procedures and related policies, in line with an agreed schedule.
- Arranging data protection training and advice for the people covered by this policy.
- Handling data protection questions from staff, members, and anyone else covered by this policy.
- Dealing with requests from individuals to see the data the organisation holds about them (also called 'subject access requests').
- Checking and approving any contracts or agreements with third parties that may handle the organisation's sensitive data.

The IT director is responsible for:

- Ensuring all systems, services and equipment used for storing data meet acceptable security standards.
- Performing regular checks and scans to ensure security hardware and software is functioning properly.
- Evaluating any third-party services the organisation is considering using to store or process data. For instance, cloud computing services, social media, or other communication platforms.

The Communication director is responsible for:

- Approving any data protection statements attached to communications such as emails and letters.
- Addressing any data protection queries from journalists or media outlets like newspapers.
- Where necessary, working with other staff to ensure marketing initiatives abide by data protection principles.

G. Office Staff Guidelines (revised Mar 2018)

- The only people able to access data covered by this policy should be those who need it for their work.
- Data should not be shared informally. When access to confidential information is required, employees can request it from their line managers.
- The BUC will provide training to all employees to help them understand their responsibilities when handling data.

- Employees should keep all data secure, by taking sensible precautions and following the guidelines below.
- In particular, strong passwords must be used, frequently changed, and they should never be shared.
- Personal data should not be disclosed to unauthorised people, either within the organisation or externally.
- Data should be regularly reviewed and updated if it is found to be out of date. If no longer required, it should be deleted and disposed of.
- Employees should request help from their line manager or Secretariat if they are unsure about any aspect of data protection.

H. Data Storage (revised Mar 2018)

The following rules describe how and where data should be safely stored. Questions about storing data safely can be directed to the IT manager. When data is stored on paper, it should be kept in a secure place where unauthorised people cannot see it.

- When not required, the paper or files should be kept in a locked drawer or filing cabinet.
- Employees should make sure paper and printouts are not left where unauthorised people could see them, like on a printer.
- Data printouts should be shredded and disposed of securely when no longer required.
- When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts.
- Data should be protected by strong passwords that are changed regularly and never shared between employees.
- If data is stored on removable media (like a memory stick), these should be kept locked away securely when not being used.
- Data should only be stored on designated drives and servers, and should only be uploaded to an approved cloud computing service.
- Servers containing personal data should be sited in a secure location, away from general office space.
- Data should be backed up frequently. These backups should be tested regularly.
- Data should never be saved directly to laptops or other mobile devices like tablets or smart phones.
- All servers and computers containing data should be protected by approved security software and a firewall.

I. Data Use (revised Mar 2018)

Personal data is of no value to the BUC unless the BUC can use it to achieve the organisation's charitable objectives. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft. Therefore:

- When working with personal data, employees should ensure the screens of their computers are always locked when left unattended.
- Personal data should not be shared informally. It should never be sent by email, as this form of communication is not secure.
- Data must be encrypted before being transferred electronically. The IT manager can explain how to send data to authorised external contacts.
- Personal data should never be transferred outside of the European Economic Area unless the country has been approved by the Information Commissioner's Office.
- Employees should not save copies of personal data to their own computers. They should always access and update the central copy of any data.

J. Data Accuracy (revised Mar 2018)

The law requires the BUC to take reasonable steps to ensure data is kept accurate and up to date. It is the responsibility of all employees who work with data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

- Data will be held in as few places as necessary. Staff should not create any unnecessary additional data sets.
- Staff should take every opportunity to ensure data is updated. For instance, by confirming a member's details when they call.
- The BUC will make it easy for data subjects to update the information the BUC holds about them. For instance, via the BUC website.
- Data should be updated as and when inaccuracies are discovered. For instance, if a member can no longer be reached on their stored telephone number, it should be removed from the database at that time.

K. Subject Access Requests (revised Mar 2018)

All individuals who are the subject of personal data held by the BUC are entitled to:

- Ask what information the organisation holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how the BUC is meeting its data protection obligations.

If an individual contacts the BUC requesting this information, this is called a subject access request. Subject access requests from individuals should be made by email, addressed to the BUC. The information must be provided free of charge, though a reasonable fee may be charged when a request is manifestly unfounded or excessive, particularly if it is repetitive. The BUC must provide the relevant data information without delay and at the latest within one month of receipt. The BUC will always verify the identity of anyone making a subject access request before handing over any information.

L. Disclosing Data for Other Reasons (revised Mar 2018)

In certain circumstances, the GDPR allows personal data to be disclosed to law enforcement agencies without the consent of the data subject. In these circumstances, the BUC will ensure the request is legitimate, seeking assistance from the trustees and from the organisation's legal advisers where necessary.

M. Providing Information (revised Mar 2018)

The BUC aims to ensure that individuals are aware that their data is being processed, and that they understand how the data is being used and how to exercise their rights. To these ends, the BUC has privacy statements, setting out how data relating to individuals is used by the BUC.

N. Privacy Notice (employees) (revised Mar 2018)

We process personal data relating to those we employ to work as, or are otherwise engaged to work as, part of our workforce. We do this for employment purposes, to assist in the running of the charity and/or to enable individuals to be paid.

The personal data we process may include, but may not be limited to, the following:

- data relating to your identity (including name, data of birth, gender, photographs, passport, National Insurance Number, immigration status, marital status, dependants),
- contact details (business and home address, telephone numbers, email addresses, emergency contact details),
- employment details (position, office location, terms of employment, performance and disciplinary records, sickness and holidays),

- background information (CV, previous experience, qualifications and certifications, criminal records check (for vetting purposes, where permissible and in accordance with applicable law),
- financial information (bank details, tax information, salary, benefits, expenses),
- IT information – information related to your access to our systems (login details, IP addresses, log files, access/times/duration of use, location).

The collection of this information will benefit us by:

- improving the management of workforce data across the business,
- enabling development of a comprehensive picture of the workforce and how it is deployed,
- informing the development of recruitment and retention policies,
- allowing better financial modelling and planning,
- ensuring compliance with our policies and procedures and our legal obligations,
- enabling monitoring of selected protected characteristics.

We will not share information about you with third parties without your consent unless the law allows or requires us to do so.

Under the data protection legislation you have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress,
- prevent processing for the purpose of direct marketing,
- object to decisions being taken by automated means,
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed,
- claim compensation for damages caused by a breach of the data protection legislation.

If you would like to find out more about our data retention policy and how we use your personal data, or if you want to see a copy of the information about you that we hold, please contact the BUC Executive Secretary, BUC Office, Stanborough Park, WATFORD, WD25 9JZ. Phone: 01923 672251.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the BUC Executive Secretary in the first instance, or directly with the Information Commissioner's Office at: <https://ico.org.uk/concerns>

O. Privacy Notice (non-employees) (revised Mar 2018)

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the BUC's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR 2018).

2. Who are we?

The British Union Conference of Seventh-day Adventists (BUC) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The BUC complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure, and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area (for example church events and community programmes) as specified in our constitution;
- To administer membership records;

- To fundraise, receive donations, and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running within the BUC;

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - i) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - ii) there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the BUC with your consent.

6. How long do we keep your personal data?

We keep data only as long as it is needed, in accordance with the guidance set out in BUC's Data Retention Policy

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the BUC holds about you;
- The right to request that the BUC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the BUC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the BUC provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where applicable.
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, or to submit queries or complaints, please in the first instance contact the BUC Executive Secretary, BUC Office, Stanborough Park, WATFORD, WD25 9JZ. Phone: 01923 672251.

You can contact the Information Commissioners Office as follows:

- Phone: 0303 123 1113
- Email: <https://ico.org.uk/global/contact-us/email>
- Post: Information Commissioners Office, Wycliffe House, Water Lane, WILMSLOW, SK9 5AF.

P. DATA RETENTION POLICY (revised Mar 2018)

1. Employee Data

Our aim is to retain employee data for no longer than is necessary for the purposes for which the personal data is processed. The table below shows the retention periods for the employee data that we may hold.

Some personal data is retained for employment purposes, to assist in the running of the charity and/or to enable individuals to be paid, in which case we generally follow the 'recommended' retention period. Some personal data is retained for statutory purposes, in which case we follow the 'statutory' retention period.

This guidance has been supplied by our HR advice company, Citation.

Record	Retention period
Accident books, accident records, accident reports	Three years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches age 21). Statutory.
Accounting records	Three years for private companies, six years for public limited companies. Statutory.
Actuarial valuation reports	Permanently. Recommended.
Application forms and interview notes (for unsuccessful candidates)	Six months. Recommended.
Assessments under health and safety regulations and records of consultations with safety representatives and committees	Permanently. Recommended.
Control of Substances Hazardous to Health Regulations (COSHH) records of tests and examinations of control systems and protective equipment	Five years from the date on which the tests were carried out. Statutory.
DBS, PVG, AccessNI certificates/copies	Six months. Recommended.
DBS certificate information required by CQC	Three years or until superseded if less. Recommended.
Driving licence, vehicle insurance, MOT certificate details	One year after expiry unless renewed. Recommended.
Expatriate records and other records relating to foreign employees (e.g. visa, work permits, etc.	Six years after employment ceases. Recommended.
Income tax and NI returns, income tax records and correspondence with HMRC	Not less than three years after the end of the financial year to which they relate. Statutory.
Inland Revenue/HMRC approvals	Permanently. Recommended.
Medical records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry. Statutory.
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry. Statutory.
Medical records under the Control of Asbestos at Work Regulations, medical records containing details of employees exposed to asbestos and medical examination certificates	40 years from the date of the last entry (medical records); four years from the date of issue (medical examination certificates). Statutory.
Medical records under the Ionising Radiations Regulations 1999	Until the person reaches 75 years of age, but in any event for at least 50 years. Statutory.

National minimum wage records	Three years after the end of the pay reference period following the one that the records cover. Statutory.
Parental leave records	Five years from birth/adoption of the child or 18 years if the child receives a disability living allowance. Recommended.
Pension scheme investment policies	12 years from the ending of any benefit payable under the policy. Recommended.
Pension scheme money purchase details	Six years after transfer or value taken. Recommended.
Pensioners' records	12 years after benefit ceases. Recommended.
Personnel files and training records (including disciplinary records and working time records)	Six years after employment ceases. Recommended.
Records relating to children and young adults	Until the child/young adult reaches age 21. Statutory.
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	Six years from the date of redundancy. Recommended.
Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	Six years from the end of the scheme year in which the event took place. Statutory.
Security Industry Authority (SIA) licence details	One year after expiry unless renewed. Recommended.
Senior executives' records (that is, those on a senior management team or their equivalents)	Permanently. Recommended.
SMP, SAP, SSPP records, calculations, certificates (Mat B1s) or other medical evidence, notifications, declarations and notices	Three years after the end of the tax year in which the leave period ends. Statutory.
Statutory Sick Pay records, calculations, certificates, self-certificates	Six years after the employment ceases. Recommended.
Time cards	Two years after audit. Recommended.
Trade union agreements	10 years after ceasing to be effective. Recommended.
Trust deeds and rules	Permanently. Recommended.
Trustees' minute books	Permanently. Recommended.
Wage/salary records (also overtime, bonuses, expenses)	Six years. Statutory.
Working time records	Two years from date on which they were made. Statutory.
Works Council minutes	Permanently. Recommended.

2. Other BUC Data

The retention guidance for other denominational records is found in TED Working Policy BA 70, Retention and Safeguarding of Records, and the General Conference Model Retention Schedule July 2015, published by the General Conference Office of Archives, Statistics, and Research (ASTR).