

HEALTH AND SAFETY POLICY

Health and Safety Policy
October 2010

All Saints Community Development Company
All Saints Centre Company
All Saints Parish Church
All Saints Trading

Health and Safety Policy

INTRODUCTION

This policy applies to All Saints Community Development Company, All Saints Centre, All Saints Trading and All Saints Parish Church (All Saints) and to staff and volunteers. Tenants are responsible for their own Health and Safety policies within the areas they lease and through their lease agreement.

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

The Policy is in three sections:

- A. General Statement of Policy
- B. Organisation and Responsibilities
- C. Arrangements

NOTE TO ALL EMPLOYEES AND CONTRACTORS

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

SECTION A

GENERAL STATEMENT OF POLICY

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees casual labour, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, employees, contractors, visitors and others who may visit the church, grounds and any associated buildings.

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

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the company, and sub committees where they exist and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

SECTION B

ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Company Chair

Overall responsibility for health and safety is that of the Company Chair who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice.

Specific responsibilities may be delegated to Company personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2. Responsibility of the Company Directors

The Company Board has general responsibility to ensure that the health and safety policy is implemented.

3. Responsibility of the Health and Safety Officer

The following person carries the responsibility for the day to day implementation of the arrangements outlined in this policy:-
The Lead Caretaker

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

1. be familiar with Health and Safety Regulations as far as they concern the Company, the church, Community Building and adjacent land;
2. be familiar with the health and safety policy and arrangements and ensure they are observed;
3. ensure so far as is reasonably practicable, that safe systems of work are in place;

4. ensure the buildings are clean and tidy;
5. ensure the adjacent grounds are properly maintained including grass is kept cut;
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required;
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
8. ensure that adequate access and egress is maintained;
9. ensure adequate fire fighting equipment is available and maintained;
10. ensure that food hygiene regulations and procedures are observed.

4. Responsibility of Employees

All employees have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on company business or premises.

Employees must therefore:

1. comply with safety rules, operating instructions and working procedures;
2. use protective clothing and equipment when it is required;
3. report any fault or defect in equipment immediately to the appropriate person;
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible;
5. not misuse anything provided in the interests of health and safety.

5. Responsible Persons

The following are responsible for safety in particular areas:-

Chairpersons – Overall

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Whole site – Lead Caretaker
Youth Project – Senior Manager
Older peoples Centre – Centre Manager
Church – Church wardens

SECTION C

ARRANGEMENTS

(Implementation of the Policy)

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

1. ACCIDENTS AND FIRST AID

First Aid boxes are located in the Company Office and available on site, signposts will notify as to where the nearest First Aid Officer is located.

The accident book(s) is/are located in the Company Office, and in the Youth Project Office. Each group should also have its own accident book

All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised. (Appendix A – accident form)

Accident books and accident records are regularly reviewed by Lead caretaker.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive should be obtained.

The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- any fatality to employees or non-employees;
- major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work).
- Injuries to non-employees which require the injured person to be taken straight to hospital for treatment.

RIDDOR

These accidents will be reported by the Responsible Person and in the first instance to the Lead Caretaker.

When the Community Building, or parts of, is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in an accident book provided by them and Lead Caretaker informed.

2. GENERAL FIRE SAFETY

Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997. In order to achieve this, we undertake the following by the Lead Caretaker (Community buildings) and church wardens (church)

1. An assessment of the fire risks in the Community Buildings and church. This is carried out either as a specific exercise or as part of our general health and safety risk assessments.
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. A check that people who may be in the building can get out safely including if necessary the provision of emergency lighting.
4. To provide reasonable fire fighting equipment.
5. A check that those in the building know what to do if there is a fire.

6. A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.
7. The extinguishers noted above serviced annually unless they have been discharged and then they will be replaced straightaway.
8. The fire alarm is tested weekly and serviced annually.

2.1 Evacuation Procedures

Each group/department should have a designated fire warden

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the "Running Man" symbol.
2. A check must be made that all doors can be opened.
3. A trained fire warden will be responsible for ensuring safe evacuation.
6. In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the fire warden or alarm.
7. Persons will assemble in the Car Park.
8. The emergency services will be contacted immediately by a nominated person using the telephone located in a safe place.
9. If there is no telephone available in the immediate vicinity, a mobile phone should be used

2.2 Evacuation Drills

Fire evacuation drills will be carried out annually.

All employees should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

3. ELECTRICAL SAFETY

1. A list of all our portable electrical appliances is maintained by the Responsible Persons (as per section B5).
2. Every year plugs, cables and sockets will be inspected by the Responsible Person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to a senior manager for action.
3. Every three years all our portable electrical equipment will be tested by competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of. New equipment will be tested when it is three years old.
4. Every year a visual inspection will be carried out of the fixed electrical installation by the Responsible Person. Any defects will be reported to Company Chair for action.
5. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
6. At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
7. It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
8. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
 - i) Visually check all electrical equipment before use.
 - ii) Report all faults immediately to the Responsible Person.
 - iii) Do not attempt to use or repair faulty equipment.
 - iv) The Company reserves the right not to allow the use of electrical equipment if it is deemed to be unsafe until it has been tested by the approved person and entered in the electrical equipment record.

- v) Electrical equipment should be switched off and disconnected when not in use for long periods.
- vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. GAS EQUIPMENT SAFETY

1. Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately.

These arrangements are checked by the Responsible Person.

5. HAZARDOUS SUBSTANCES

The Responsible Person will maintain a list of all hazardous substances used in the Medical Centre and Community Building in accordance with COSH regulations.

Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:-
For all hazardous substances, which include substances marked as “Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment”, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident

6. SAFETY OF PLANT AND MACHINERY

The Responsible Person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:-

1. Employees must not operate plant or machinery that they are not trained and authorised to use.
2. Employees must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.

4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
5. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
7. Persons under the age of 18 may use hand tools and are not permitted to operate any power driven item of plant or machinery.
8. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two person operation.
9. Any defect and damage found to any item of plant or machinery must be reported to The Responsible Person.
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

7. SLIPS, TRIPS AND FALLS (Condition of floors, steps and paths)

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every *quarter* by the Responsible Person of church and Community Building, and all paths and steps adjacent. Any defects will be reported to the company chair who will arrange for repairs to be carried out.

8. LIGHTING

In order to ensure that the church and Community Building are adequately lit, an inspection will be made of the church and community premises every 12 months by the Responsible Person to ensure that all lights in the church and Community Building and adjacent grounds are working. Any bulbs which require replacing will be reported to the company chair who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

9. WORKING AT HIGH LEVELS

Areas designed as high levels, list of designated persons and procedures to be followed are in Appendix D

Only the following work is authorised without special agreement:

Replacing light bulbs, including car park lights, clearing leaves and debris from roof, cleaning graffiti from walls)

The appropriate training will be given and a system of recording will detail who is working where at any time.

10. PREPARATION OF FOOD

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training.
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Food stuffs may only be prepared in the Kitchen.
6. Only the persons who have received the appropriate training may prepare and serve foodstuffs (Appendix E)
7. We ensure that all hirers who wish to provide food stuffs are advised of the facilities and procedures.

11. MANUAL HANDLING (Lifting, carrying and moving loads)

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, as far as possible.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.

4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. DISPLAY SCREEN EQUIPMENT

Our policy is to assess the risks to all habitual users of computer work stations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:-

1. Stability and legibility of the screen
2. Contrast and brightness of the screen
3. Tilt and swivel of the screen
4. Suitability of keyboards, desks and chairs
5. The work station environment
6. The user friendliness of the software.

Daily work routines will involve periods away from the screen.

Where necessary risk assessments will be carried out by the Responsible Person.

13. HAZARDOUS BUILDINGS/GLAZING

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every 12 months by the Responsible Person.
2. Any defects noted are immediately reported to the Company Chair and the procedures put in hand for repairs.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

14. PERSONAL SAFETY

Risk Assessments need to be undertaken to assess the risks to persons working alone in the church, and community buildings. Each organisation using the communal premises should have guidance about personal safety and working alone. The responsible person should ensure that these are in place.

15. RISK ASSESSMENTS

Regular risk assessments will be carried out on all areas of the Medical Centre, Community Building and adjacent grounds, that carry a significant risk, by the responsible person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

All organisations will be responsible for carrying out their own risk assessments and procedures as appropriate.

16. CONTRACTORS

Anyone entering the premises for the purposes of carrying out work, other than an employee or voluntary worker, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:-

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
2. Produce evidence that they have appropriate public and employers liability insurance in place. A record of this evidence will be maintained.
3. Comply with all the requirements of this health and safety policy and co-operate with the company officials in providing a safe place of work and a safe system of operation.
4. Where plant and machinery is brought onto the site, Medical Centre or Community Building by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the company officials. However, responsibility will remain with the contractors.
6. All contractors will be given detailed instructions regarding the areas

where they are permitted to work and the extent of the work they are authorised to undertake. This “permit to work” will also specify any safety precautions they must undertake. (Appendix G - Work Permit).

Certain work will be subject to The Construction (Design and Management) Regulations 1994. This includes new buildings, alterations, repairs, restoration, temporary structures and even re-decoration and conservation work which:

- last for more than 30 days
- involve more than 500 person days of work, or
- involve 5 or more people on site at any one time, or
- any demolition work.

A Planning Supervisor, Designer and Principal Contractor will be appointed and a Health and Safety Plan produced in liaison with the church architect.

INFORMATION AND ENFORCEMENT

Environmental Health Service Information:

www.birmingham.gov.uk

e-mail: publichealth@birmingham.gov.uk
0121 303 6007

Environmental Health Area Office South,
Colbalt Square,
Hagley Road,
Edgbaston
Birmingham
B16 8QG

Tel: 0121 303 5440
Fax: 0121 303 543

Appendix A

Designated high levels:

Outside:
The church roof
The community building roof
The tower

Inside:

The church

Community building – the hall, the welcome space.

Designated people:

The church wardens

The Lead Caretaker

Anyone else who the above feel are appropriate and trained

Guidelines:

Ladders should be in good condition and of adequate length for the task

Ladders should be fixed appropriately to prevent slippage

No one should work on high levels alone

A safety harness should be used if considered appropriate

Sample Risk Assessment

NAME _____

AREA OF WORK (EG Youth Project) _____

HAZARD	RISK	HIGH/MED/LOW	ACTION WHEN & BY WHOM
Building/ Space	Slipping on wet floor	High	Provide mats in wet weather. Wet floor signs clearly visible during wet weather/ after mopping . C Taker
People	Unknown members of public in building	Medium	Staff to ensure YP are in allocated areas. Doors to be locked where necessary. Joe Bloggs
Transport	Public transport, Other passengers.	Low	Young people to be briefed about good behaviour and not talking to strangers Y Worker
Sports Activity	Injury from pool cue	Low	Young people to be supervised during pool games Y Worker