



## **HEALTH & SAFETY 3.0**

### **PROCEDURES – SPECIFIC ARRANGEMENTS**

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

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### 3.1 - Accidents and first aid

First aid boxes are located in: Excel Church Kitchen and BPC Kitchen

Trained/qualified first aiders are:

Name	Date trained	Role/Project
Keith Humphreys	06/10/2018	Gforce, Tech
Esther Humphreys	06/10/2018	Gforce, Noah's Ark
Gemma Jenkins	06/10/2018	Welcome Team, Oneightea
Katia da Costa	06/10/2018	
Ray Saunders	06/10/2018	Seniors
Kam Sunda	06/10/2018	
Satty Sunda	06/10/2018	Church Council
Thomas Morgan	06/10/2018	Gforce, Kidshape
Dalu Sheta	06/10/2018	Youth
Pam Nicklin	06/10/2018	Noah's Ark

The accident book(s) is/are located in: Excel Church Kitchen and BPC Kitchen

**In an emergency call 999**

**For medical help fast but it's not an emergency 111**

**Nearest Accident and Emergency Department.**

**New Cross Hospital: -**

Wolverhampton Road, Heath Town, Wolverhampton, West Midlands, WV10 0QP. 01902 – 307999

**Nearest Walk in Centre**

**Pheonix Health and Walk In Centre:-**

715B Parkfield Rd, Wolverhampton WV4 6ED. 01902 444015

All accidents and incidents are entered in the accident book m and our insurers advised.

When Excel and or the BP Centre is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book.

Accident books and accident records are regularly reviewed.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

These accidents will be reported by the responsible person.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities, so must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting, as follows:

Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508;

Accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within fifteen days on form F2508.

Reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

### **3.2 - Accident reporting**

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. **Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).**

#### Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

### **3.3 - Asbestos**

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

### **3.4 - Church Buildings**

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. Any defects will be noted in the H&S book for action. This will include glazing.

### **3.5 - Church owned vehicles (Minibus)**

We will keep a register of volunteers and paid employees who are authorised to drive any church owned vehicles. We will provide training where applicable and carry out a weekly visual inspection of the vehicles along with a signed off checklist sheet.

### **3.6 - Construction Work**

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary. Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same
- Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation
- Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
- 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.

### **3.7 - Electricity**

We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

A list of all our portable electrical appliances is maintained by the responsible person

Every year all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.

Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out

It is our policy not to sell or give away any second-hand electrical goods.

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) no electrical equipment is to be brought onto the premises and used 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 positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.
- (vii) Lighting – Bulb replacement where required along with noting that the church is adequately lit.

### **3.8 - Events**

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these. This also includes the use of bouncy castles, sponsored walks, visits and outings.

### **3.9 - External parking and yard**

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

### **3.10 - Fire**

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid. Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

An assessment of the fire risks in the church, Peoples Centre and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments;

Check that a fire can be detected in a reasonable time and that people can be warned;

Check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage;

To provide reasonable firefighting equipment;

Check that those in the building know what to do if there is a fire;

A regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

#### **Fire extinguishers**

Fire extinguishers are kept in the following locations:

Location Type of extinguisher and capacity (see table)

The extinguishers noted are checked every month by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by a registered and competent fire company

### **Other fire protection equipment**

Other fire equipment e.g., fire blankets.

### **Evacuation procedure**

All designated fire doors are unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol

Area of church Exit door(s)

Plan of Church here (NTS)

Persons will assemble at the muster point situated at the far end the car park

The emergency services will be contacted immediately

Fire evacuation drills will be carried out every six months

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

### **Evacuation equipment**

Evac chair. This is located on the upper floor of the centre.

### **If you discover a fire (no matter how small)**

Immediately raise the alarm

Telephone the emergency services

Check the building for occupants

Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk

If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property

Evacuate to the designated assembly point

Ensure clear access for the emergency vehicles

### **Fire alarm system**

The fire alarm system is to be tested on a weekly basis and details of the test are to be recorded in a designated record book. Derek Dudfield is primarily responsible for this with support from the Cleaner and Centre Manager.

## **3.11 - Hazardous Substances**

We only use domestic cleaning or horticultural products. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

### **3.12 - Heating Systems**

We will ensure that the gas heating system is suitably maintained and checked annually by a competent person, who is registered with the Gas Safe database. Any defects found will be corrected immediately and we will keep records of the checks made.

### **3.13 - Lift**

We will ensure that the lift is properly maintained and thoroughly examined each year in accordance with our statutory requirements by a competent / company and their appointed engineer person.

### **3.14 - Manual Handling**

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys, lifts and or hoists) or other precautions including team lifting. We will carry out training where appropriate to employees and voluntary workers.

### **3.15 - Preparation of Food**

- We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste. All in accordance with Food Hygiene Standards.
- We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
- We ensure that all food handlers have received adequate supervision, instruction and training
- 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
- Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected; along with clean utensils and equipment
- Food stuffs may only be prepared in the following areas:
- Only the following persons who have received the appropriate training may prepare and serve foodstuffs:
- We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

### **3.16 - Slips and Trips**

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

### **3.17 - Work Equipment**

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

### **3.18 - Working Alone**

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety.

### **3.19 - Working at Height**

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

- Only the following persons may work at high level:  
(e.g., approved contractors, competent volunteers)
- Only the following work is authorised without special agreement:  
(e.g., replacing light bulbs in the church, clearing leaves and debris from the gutters).