

Health and Safety Policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

The Emmanuel Church, Church Centre and Church Hall
The Churchwardens of Emmanuel Church delegating this responsibility to the chairman of the buildings administration team (BAT) and the centre manager.
John Burnard (Chairman of the Buildings Administration Team) and Cathy T-R (Emmanuel Church Centre Administrator)

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities, church meetings, visitors and lettings of the plant at Emmanuel Church Centre and Church Hall.	John Burnard (Chair of BAT and Cathy Threlfall-Rogers (Centre Manager)	Contact John Burnard or Cathy Threlfall-Rogers
To provide adequate training to ensure employees and volunteers are competent to do their work and duties.	Rector, Employment Group and Wardens	Delegation of Induction procedures to centre manager; identification of training needs via staff appraisals. Regular training sessions for volunteers arranged by wardens and ministry leaders as appropriate.
To engage and consult with employees, volunteers, stewards, and for church services, assistant wardens and welcomers on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Rector, wardens, centre manager and BAT Chair.	Report issues promptly to wardens/BAT Chair/Centre Manager. Includes job list in the office for the maintenance team.
To ensure that all accidents, incidents and issues and potential issues relating to the safe operation of activities and the safety of all church centre and church hall users are reported and recorded	Rector and wardens with delegated responsibility to ministry leaders as appropriate	Include in induction training for staff and volunteers. Make sure that current staff team and group leaders and activity organisers are aware of our Health and Safety policy Ensure that all church hall and church centre users are fully aware of the reporting process. Ensure that blank accident and incident forms are available on the noticeboard near the cloakroom and online – and users know where to find them!
To implement emergency procedures - evacuation in case of fire or other significant incidents.	Wardens/event stewards/group leaders	Training on fire procedures for new volunteers and then at least annually. See fire policy for implementation. Simple fire policy to be included in booking info for all off booking both internal and external users.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of all cleaning substances.	Rector/Wardens – delegated to BAT	Monthly review by BAT reporting to standing committee.

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Health and safety law poster is displayed:	Yes in the Office	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	First aid boxes are available in the warden's cubbyhole, in the crèche and in the kitchens in the church centre and church hall Accidents, ill health at work, and incidents are reported in an incident file, and for concerning accidents etc in the RIDDOR book about health and safety and kept in the office.	
Signed: (Chairman of PCC)	Date:	Feb 2019
Subject to review, monitoring and revision by: The Churchwardens of Emmanuel Church delegating this responsibility to the Chairman of the Buildings Administration team and the Centre Manager.	Every: 12 months or sooner if work activity changes	

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies/). Simply choose the example closest to your business.

Organisation name: Emmanuel Church Centre – Overall risk assessment for the Church Centre

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action last reviewed/completed	Done
Kitchen						
Slips or spillages in the kitchen	Kitchen workers preparing food, casual workers using the kitchen	Ensuring that the kitchen floor is kept clean and grease free. Training for kitchen users. Provision of kitchen guidelines for occasional users and external bookings.	Kitchen workers need to be aware if any spills are reported in the kitchen.	Cooks and kitchen workers	Ongoing	
Kitchen usage, dangers of hot water, dishwasher and cleaning chemicals.	Kitchen users and handlers.	Hot water generators, and hot water taps suitably labelled, dishwasher chemicals labelled, dangerous cleaning chemicals in the locked caretaker's store. Children not allowed in kitchen. Equipment regularly maintained.	Ensure kitchen workers and cleaners are aware of the dangers of hot water and stored chemicals. Refer kitchen volunteers and users to the kitchen guidelines.	Centre Manager and kitchen supervisor	Ongoing	
Food retained in fridges and freezers and cupboards exceeding their use by date	Consumption of out of date food could lead to illness.	Making sure that items are appropriately labelled. All opened packs and containers should clearly show the date when opened. Food past their use by date to be disposed of Fridge contents checked on weekly basis by kitchen volunteer. Guidelines circulated to kitchen users	New users made aware of policy and asked to dispose of unused food.	Centre Manager and kitchen supervisor	Ongoing	
Ensuring that all food prepared is suitable for human consumption.	Parties etc being catered for. From the centre and all kitchens.	Ensuring that all people in charge of preparing meals have an appropriate qualification (or appropriate in house training (food and hygiene certificate) for providing and preparing meals.	Ensuring that this policy is carried out. Where appropriate for meal prep asking for copy of food hygiene certificate.	Centre Manager and kitchen supervisor	Regular checking	
Provision of drinks and light refreshments	Any staff, volunteers and visitors – scalding by hot drinks. Poisoning by out of date drink/food.	Making sure that kitchen procedures are followed. Children not allowed in the kitchen. Ensuring that all food and drink is clearly labelled and in date. Attention is drawn to any food which may contain allergens. Good hygiene to prevent cross	Issuing kitchen guidelines to outside users. Training for in house kitchen volunteers	Centre manager/Kitchen supervisor	Ongoing	

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		contamination.				
Reaction to allergens – possibility of severe illness or death	Any allergy sufferer either eating or coming into contact with a substance that they are allergic to.	Ensuring that all food and drink is clearly labelled and in date. Attention is drawn to any food which may contain allergens. Good hygiene to prevent cross contamination. All kitchen users are informed about the dangers of allergens and a chart is displayed on the wall.	Regular reminders to kitchen users of the dangers of allergic reactions, including knowledge of possible symptoms and appropriate action that might be required.	Centre Manager and kitchen supervisor		
Meeting rooms						
Slips, trips and falls	Any staff workers or visitors	Ensuring that parcels are kept off the floor, corridors and fire exits are kept clear, carpets kept safe, public access areas to be kept clear of debris. Ensure that the main entrance area is treated when conditions of snow or ice prevail.	Ensure that bulky items are safely stored and stacked away as quickly as possible. Use of trolley for heavy items. Have to hand salt grit for spreading when snow and ice are prevalent and ensure stewards/wardens know where to find it.	Office, caretaking staff stewards and wardens	Ongoing	
Tripping from carpet edges, cover strips, unmarked low steps	general public, volunteers and staff using public spaces	ensuring that edges of carpets properly bound and fastened down, cover strips safely secured.	Regularly inspect carpeted areas – monthly for most areas but carpet in church needs visual inspection for each service. Check that steps where there is regular use or near well used gangways have edges clearly marked including onto the plinth by the av and visuals desks	Centre manager chairman of BAT/Wardens	ongoing	
Fire	Participants and organisers	Fire alarm system in place, and tested monthly. Evacuation procedures posted in all rooms	Workers and participants regularly briefed – for concerts and assemblies appropriate fire notices, announced to all attending Check fire notices are up to date.	Stewards and staff	Ongoing	
Fire exits with high threshold to emergency exits possible tripping	People tripping when using the fire and the emergency exits. Wheel chair users having difficulty in evacuating the building.	Have installed sloping ramps in all fire exits with high thresholds to ensure the reduction of possible tripping.	Regularly checks that the sloping ramps are adequate and firmly fixed. Included in quarterly H & S audit.	administrator and BAT personnel	ongoing	
Falling from height, i.e. balconies and stairs et cetera	Ensuring adequate protection for visitors seated in the balconies and safety and security for staff using and cleaning them.	Installed safety barriers on church balcony. Ensuring that the balconies are locked when not in use, so no unauthorised and unsupervised access takes place. When in use for public events ensuring areas are properly supervised and unsupervised children are not allowed access.	Ensure that for concerts et cetera when using the balcony there is proper supervision for visitors.	Office staff when booking concerts, concert organisers when concert in force.	Ongoing	

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Falling from ladders	Workers on ladders, people below	Ensure that all staff and group leaders and stewards are aware of our working at heights policy and that key people including the maintenance team are trained in and follow the working at height policy.	Ensure information on this policy is drawn to the attention of new staff and group leaders and stewards as part of the training/induction procedures.	Supervisor of Tuesday work group/ ministry leaders	Ongoing – Tuesday work group	
Muscle strain or other injuries. Resulting from handling heavy or awkward items	Staff and volunteers receiving deliveries, by poor lifting	Providing a trolley for heavy items or ensuring additional people are available to help with lifting.	Make sure staff and volunteers are aware of and use the trolley and also aware of the potential dangers of lifting heavy items. .	BAT/Centre Manager		
Opportunistic crime	Lone workers – being attacked or abused by visitors	Ensure staff and volunteers are aware and follow our lone worker policy. Included in induction pack	Ensure that volunteers are aware of our lone worker policy. Ensure that doors are kept locked when the concourse is not manned.	Administrators	Ongoing	
Uninvited guests	Children, members of the public and staff.	Safety procedures are in place when the building is not being used by visitors. When visitors are present vigilance is required to see that uninvited guests are properly supervised. Covered by safeguarding policy and practice. Included in steward training.	Ensure new volunteers, welcomers and wardens are aware of the policy.	Administrators to ensure stewards, assistant wardens and wardens are vigilant	Ongoing	
Electrical safety	Danger of electrical shock from appliances used. Danger of fire.	All the portable equipment owned by the church is PAT tested on a rolling annual basis with a log of all tests undertaken. The electrical installation is tested every 5 years by a competent electrician and a certificate issued to comply with the current regulations. Regular (at least weekly) monitoring of the lights by the maintenance team. A reporting system is in place for reporting any potential issues.	Check the PAT testing log is up to date. (include in quarterly H & S audit) Ensure Hall, Church and Centre are tested every five years by a competent electrician and an appropriate certificate is issued.	Administrator	Monthly	
Inability to see adequately within the building	Visitors to the building at night, or with partial sightedness	Ensure that any failure of lights are reported in the office to be rectified as soon as possible-other malfunctioning equipment also to be reported. Maintenance team check the lights on a regular basis.	Ensure that failed lights in crucial areas are rectified as soon as possible (ideally within 24 hours). Consider reflective edging for dais carpet when replacing. Include in services risk assessment for response times using the dais.	Voluntary workers	Within 24 hours	

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			Make sure that users of the centre lounge put the chairs away, so that they don't present a trip hazard when entering the main lounge or Davis lounge in the dark to put the lights on.			
Take out this item and include in office risk assessment Strain injuries from using computers	Office staff and volunteers	Use of larger computer monitors and two monitors to help with production of service sheets etc.	Continue to monitor to ensure staff are comfortable using computers. Upgrade other computer monitors. Review at staff appraisals	Administrator	Ongoing	
Risks affecting children						
Safeguarding issues	Any children on the premises	Follow diocesan guidelines regarding safeguarding of children, all teachers and workers with children to have DBS checks. Mandy Waldron ensures that all children workers have appropriate, DBS registration.	Continue to follow diocesan guidelines and keep congregation aware of safeguarding issues.	Church children's DBS register officer	Ongoing	
Trips, falls, bangs, etc	Children and centre users	Inserted finger protectors on doors in public rooms and anti door slammers for the doors into the Davis Lounge. Guidance on discouraging children running around when hot drinks are being served is included in event/activity risk assessments Trained first aiders present for children's activities				
Risks affecting Senior citizens						
Trips, falls, getting lost (visitors suffering from dementia)	Older people on the premises, e.g. singalong, recent holiday at home.	Risk assessments for all seniors' activities and safeguarding training for volunteers. Installation of defib.	Continue to follow appropriate guidelines.	Ensuring regular contact of people with elderly people have had safeguarding training.	Ongoing	

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External buildings and churchyard						
Falling branches from trees	Children playing and adults using the path	The churchyard maintenance is the council's responsibility, Bringing to their attention when substantial branches have been discovered fallen in the churchyard and car park. Regular checking of trees in the churchyard and car park. Removal of fallen branches. Employ a tree inspector on an annual basis to check the trees in the carpark and behind the church hall.	Ongoing monitoring of the trees and regular reporting via BAT.	Members of BAT	Ongoing	
Masonry falling from round the building	Workers and public moving around the building	Regular checking of the masonry visually, instructing stonemason to repair all open joints.	Ensure the proper repairs been completed prior to winter. Include in quarterly audit.	Members of BAT	Ongoing	
Asbestos poisoning	Uses of the building	Have completed asbestos survey – no asbestos found	No action required	Members of BAT		
Control of Substances hazardous to health (COSHH)	Workers and users of the building	Ensuring that hazardous substances are safely locked away behind two doors in the caretaker's store in the church centre and the church hall and appropriate warning stickers are present on the doors.	Ensure that all hazardous substances are properly labelled and securely kept in the caretaker's store.	Purchasing officer, members of BAT and caretakers/cleaners	Ongoing	

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.