

Health and Safety Procedures

Full Wording version 0.3

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Authors:

Trevor Barton, Fire Officer

Rebecca Bullard (Review), Peter Stevenson (Review), members of Finance and Property (Editing)

Authorised by:

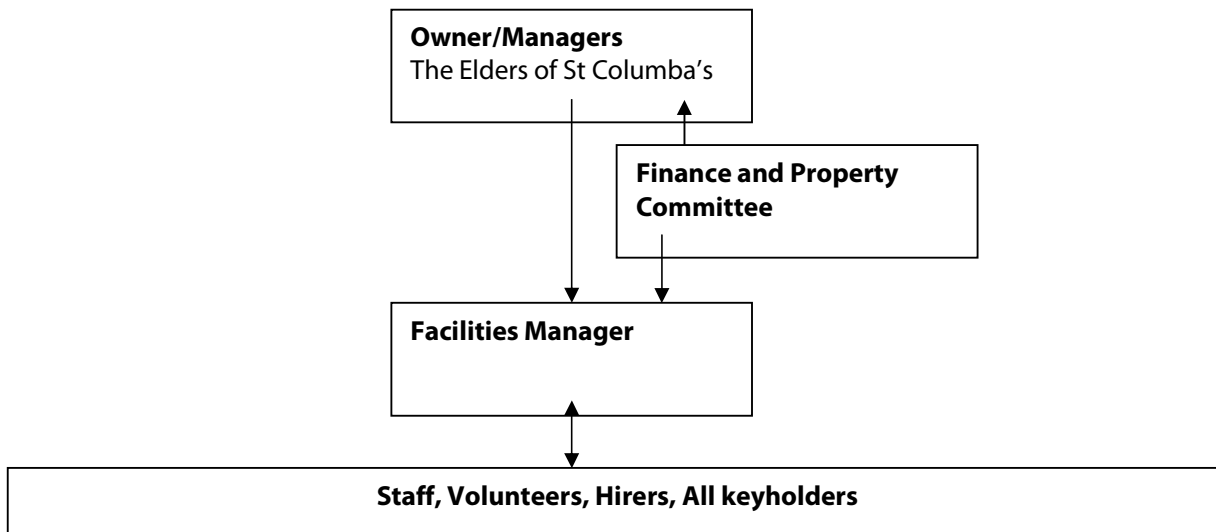
The Elders of St Columba's United Reformed Church, Oxford, 10 September 2009.

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General Statement	On display in the building – Lobby area. Ava. Online*
Health and Safety Regarding Preparation of Food on This Site	On display in the building – Kitchen area. Ava. Online*
Letter of Understanding to Regular Contractors (copy)	Ava. Online*
Ladder Use	On display in the building – Long Corridor and kitchen area. Ava. Online*
Working with Hazardous Substances	On display in the building – Understairs Cupboard. Ava. Online*
Lone Working	On display in the building – Lobby area. Ava. Online*

Related documents	Page or location
Fire, Health and Safety Maintenance Checklist	Online at http://www.saintcolumbas.org/firedownloads/firedownloads.shtml
Actual Health and Safety (non-Fire) Equipment Maintenance Map	Online*
Health and Safety Certificate	On display in the building – Lobby area.
Guidance for Hirers regarding Health and Safety	Online at http://www.saintcolumbas.org/firedownloads/ (building induction material) Some notes of guidance are also included in the hire agreement material, which is available through the online or hardcopy booking process. The online version is available at: http://www.saintcolumbas.org/bookings.shtml
Fire Safety Policy	Online at http://www.saintcolumbas.org/firedownloads/
Candle Policy	On display in the building – Vestry. Online at http://www.saintcolumbas.org/firedownloads/
Master Inventory of items for PAT testing	Not online. Kept on Facilities Manager’s computer. The PAT testing log is kept in the church office.
Quinquennial Schedule of Works	Not online. Kept in the church office.

*The online location for Health and Safety files is: www.saintcolumbas.org/healthandsafety/, unless otherwise stated. All publicly-available files will be kept updated at this location.

Organisational Responsibilities and Management: Management Structure



Owner/Managers

Overall responsibility to ensure that the Health and Safety Policy is adequate and sufficient. Responsibility to ensure that the commitments in the General Statement are met. Holds the Fire Officer accountable for their role. Ensures they have the training and support they need to carry out their role effectively.

Finance and Property Committee

Responsible for reviewing Health and Safety issues at each meeting. Responsible for ensuring that Owner/managers are alerted to any enforcement issues that should be brought to their attention.

Fire Officer

Responsible for ensuring correct wording and implementation of this Policy.

Responsible for carrying out the Health and Safety Risk Assessment in communication with other relevant personnel once every year, or more often as needed.

Overseeing that records are kept up to date on the testing and maintenance of relevant systems, equipment, training, required by the Policy.

Responsible for weekly, monthly, six-monthly, annual, and quinquennial maintenance checks according to this Policy.

Staff and Volunteers, Hirers

Members of staff, volunteers, and hirers are reminded that they are responsible for their own Health and Safety and the safety of the others in the premises. The Church Finance and Property Committee will be responsible for discussing matters surrounding Health and Safety.

Identifying and Reporting Hazards

The Facilities Manager will complete a Record of Significant Findings whenever a hazard is identified in addition to routine maintenance checks. Where possible, immediate remedial action will be taken. (See Procedures and Safety Arrangements below.) Blank Records of Significant Findings are also made available to Hirers, Elders, and keyholders at Fire, Health and Safety Building Inductions.

The induction material is kept up to date with the Fire Safety Policy material on the church website. It is not reproduced here.

How the Policy will be Reviewed and Checked

This Policy will be reviewed and checked every year, starting in November 2009, by the Finance and Property Committee. This should tie in with the normal review date for the Health and Safety Risk Assessment, undertaken by the Facilities Manager, and presented to the Committee.

Any findings from these reviews will be reported to the Elders Meeting. Resulting findings from these reviews will be reported up the management structure as required. The Elders will also ask the Finance and Property Committee to account for recent enforcement of the Health and Safety Policy.

Procedures and Safety Arrangements:

Access to Confined Spaces and Restricted Areas

(For a map of zones, see the PDF under 'Training > Induction' at <http://www.saintcolumbas.org/firedownloads/>)

ZONE 1

Children must be closely supervised in the church.

An emergency control measure (16.10.08) was put in place during the Risk Assessment phase to make the vestry a usable space while the situation regarding low-risk asbestos material was reviewed here. As this material is being managed in place (not removed), the control measure remains in force, as follows:

- No picture hooks, nails or any other sharp item is to be driven into the flat wall panels in the vestry.
- The vestry should not be used for meetings with vulnerable adults or children.
- Children should never be left unaccompanied in this space.

ZONE 2

The under-stairs store cupboard (USC) is a restricted area storing hazardous chemicals. It only should be accessed by authorized persons.

ZONE 3

Children under 16, and vulnerable adults, must not be permitted unsupervised access to the kitchen, or the flower room, due to the hazardous nature of items stored in these areas (sharp implements, crockery, bottles, urn).

ZONE 4

All lockable cupboards in the Thomson Room are to be kept locked.

The balcony space is to be locked when not in use.

'Church open' signs have one storage space, in front of the USC door. These should be stowed behind the chains at all times when not in use.

All in the church share a duty to make sure that restricted zones are kept restricted.

Asbestos

All tradespersons will be alerted in writing to the presence of very low and low risk asbestos material and how it is being managed both now and in future.

No sharp objects are to be inserted into the vestry wall paneling marked 'asbestos' (on three wall faces in the room). Care must be taken by all users of the vestry, and anyone doing maintenance work in this area.

Burns and Scalds

See the Fire, Health and Safety Maintenance Checklist, appended to this Policy, for the measures in place to help prevent injury from burns and scalds. (Includes warning signs, insulated piping, and oven gloves.)

Chemicals

As a general comment, hazardous chemicals, identified by an orange warning symbol, do not need to be assessed for safety using a COSHH (Control of Substances Hazardous to Health) assessment, since there are fewer than five staff. However, the following points must be noted:

- The door to the USC must be kept locked shut and chemicals must be correctly stored in the cupboard at all times, and nowhere else in the building.
- Hazardous cleaning chemicals must never be stored at low level where children can reach them. This is checked on a weekly basis.
- Appropriate Personal Protective Equipment for the chemicals in stock will be provided in the USC at all times.
- Manufacturer's guidance and any additional information must always be followed.

- Be familiar with the precautions required in the event of an emergency involving the substance being used.

A guidance poster on use of Hazardous Chemicals is on display in the USC. It is also appended to this Policy.

Child Safety – Building Aspects

See the Fire, Health and Safety Maintenance Checklist, appended to this Policy, and any other policy related to child safety for the measures in place in the building to help protect children and vulnerable adults (includes locking cupboards, safely storing sharp tools, placing of crèche mats, adequate provision of baby-changing facilities and waste disposal, and restricting public access to some areas of the building).

Cleaning

Contracted cleaners must put out signs indicating slippery surfaces even if they are the only person(s) present at the time. Cleaner(s) must have a fire, health and safety induction to the building once every 12 months, which induction will be recorded by the Facilities Manager.

Anyone handling waste in external spaces, including waste created by rough sleepers is to wear suitable personal protective equipment (PPE). Hard gloves, rubber gloves, and masks will be provided in a suitable storage area with buckets and other general cleaning equipment for the purpose. This PPE will be labeled up as to its use and those concerned will be alerted to its location.

Disabled Users

There is no separate Policy regarding Disabled User Access. However, a survey and building alterations have previously been made in this regard, including the fitting of a wheelchair-friendly final fire exit, disabled toilet, and specially-made wheelchair ramp so as not to discriminate against disabled visitors wishing to enter the building by the main entrance.

Health and Safety Policy is to ensure that the alarm call systems in both toilets, as well as the wheelchair ramp, are all in good working order.

Electrical equipment and wiring

The electrical wiring within the building(s) will be inspected annually. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations). No person is to make any alterations to the electrical installation without prior agreement from the Facilities Manager.

Portable electrical appliances will be maintained, inspected and tested annually.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.

The following points must be noted:

- Ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads if possible, and take care to prevent tripping hazards when using cables.
- Do not introduce new electrical, or any other, equipment to the building without notifying the Facilities Manager.

First Aid

Two first aid kits are available in the kitchen and are clearly marked. If the contents of any first aid kit are used, the Facilities Manager must be informed. First aid kits will be checked weekly by the Facilities Manager to ensure that the contents are replenished, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

Hazard Reporting

Reporting of general health and safety hazards is shared by all building users. Hazard reporting (Significant Findings) forms are available with the Fire, Health, and Safety Building Induction material given to keyholders at induction. See the Fire Policy for further details – the process is the same and the same form is used.

Lone Working and Personal Security

Please see the appendix for details of our published policy with Lone Working.

Manual Handling

A minimum of two persons are required to handle the wheelchair ramp that is stowed in the vestibule, especially when removing it from the stow, setting it out on external paving, and storing it back in the stow.

Ongoing Hazards and Management Controls in Place

All temporary electrical equipment (PA system, projectors, and so on) with trailing wires must have their wires taped down with gaffer tape or similar. General good practice and common sense is to be followed with regards to the best place to lay temporary cables, such as around room perimeters and away from areas of heavy foot-fall as much as possible.

New equipment will be visually checked for safety.

The wooden/wicker chairs in the nave will be regularly checked for fitness for purpose.

On years when a quinquennial buildings survey is due, the survey should be conducted prior to or during the Health and Safety Risk Assessment for that year, so that any items related to Health and Safety matters are dealt with as first priority over other urgent building maintenance issues.

Risk Assessment

The Facilities Manager will identify hazards and perform weekly, monthly, six-monthly, annual, and quinquennial Risk Assessment tasks according to a Fire, Health and Safety Maintenance Schedule. This includes a full Health and Safety Risk Assessment every year. (There is also a Fire Safety Risk Assessment every two years.) The outcome of this assessment will be recorded and kept in the Health and Safety Folder in the office. The significant findings of this assessment will be made available as appropriate.

Where actions are needed to reduce or eliminate risk, the Finance and Property Committee, with the Facilities Manager, will decide a time scale by which the corrective actions are to be completed with the minimum of disruption (this is what is normally meant by "As Low As Reasonably Practicable").

Any person discovering a hazard must inform the Facilities Manager as soon as possible, using the Significant Findings forms supplied with induction material. In the case of serious and immediate danger, the correct emergency procedures must be followed.

Sale of Food, Preparation of Food

Outside Food Caterers, when used, must have their own public liability insurance.

As a consequence of the Food Safety Act 1990, it is a stipulation of the hire agreement that goods (including food) should not be sold on site. However, some notes about good practice regards preparation of food on the premises are on display in poster form in the kitchen (Appendix: Health and Safety Regarding Preparation of Food on This Site).

Different sinks for different uses are provided and clearly labelled. Food contact surfaces are easily cleanable.

Slips and Trips

The Fire, Health and Safety Maintenance Checklist enables the Facilities Manager to ensure that the causes of injury from slips and trips will be minimized in the building at all times.

Stress, and Employment Policy

Any staff should have:

- A clear job description
- Clear objectives
- Regular review
- A sense of ownership over tasks
- Clear reporting lines
- A clear understanding of how decisions are made
- Adequate support
- Appropriate breaks within EEC guidelines

Any line-managers (voluntary or otherwise) should be:

- Accountable to a higher authority in the church (e.g., the Elders)
- Committed to making St Columba's a positive work environment

Tradesperson Safety including Working at Height

A letter of understanding to regular contractors, detailing tradesperson safety, is added to the appendix of this Policy. It has been (and will be) circulated to all concerned. The following general Policy points should be noted in addition to the points made in the letter:

- Works should be scheduled by us in such a way as not to introduce risk; for example:
 - floor polishing combined with internal ladder use
- For the personal safety benefit of tradespersons, employees, and other users, ladders will be checked for faults once per month by the Facilities Manager.
- A guidance poster on Ladder Use (Appendix) is on display in the long corridor where the ladders are stored. All ladder operators should observe and follow this advice.

Training Schedule

Training requirements are to be reviewed on an ongoing basis.

Type of training	Frequency, Who
Handling threatening situations during lone working	Minister. Fire Officer. To be clarified with those concerned.

Notes

This Policy, and Fire Safety Policy

This Health and Safety Policy covers all aspects of Health and Safety, incorporating Fire Safety. However, because Fire Safety is a separate process under separate legislation, a separate Fire Safety Policy is in place for the building. For this reason, documentation for the two policies is managed separately; both online, and in hardcopy records.

The Facilities Manager will be the Fire Marshal on duty where contractors are present, unless:

- the contractors know the building, have received Fire Marshal training, and assume direct responsibility (which will normally be the expected case for all Health and Safety matters, as detailed in our letter of understanding – see appendix).
- The Facilities Manager (part-time) is not available or working at those hours.

If the Facilities Manager cannot attend, and labour-only contracted workers cannot assume direct responsibility or risk for fire safety while working, then the workers should return or attend when the Facilities Manager can be present.

Standard (non-labour-only) contracted workers must assume direct responsibility, as is the case for all other aspects of Health and Safety.

This Policy, and Child Safety Policy

A separate Child Safety Policy is in force. Documentation and records for this exist elsewhere.

YOU HAVE REACHED THE END OF THIS DOCUMENT.