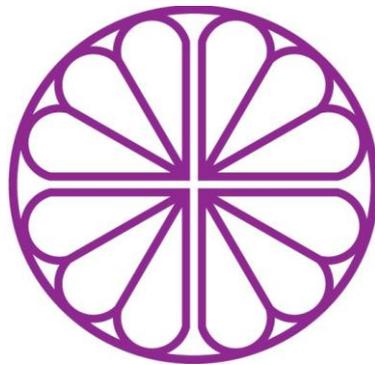


KINGS CHRISTIAN CENTRE



HEALTH AND SAFETY POLICY

KCC Health and Safety Policy

Review History of Policy

Date of Review	Reviewed By	Notes/Changes etc.
26 Feb 2018	Trustees	Initial Issue

Health and Safety Policy Document – Kings Christian Centre

The following document applies to all the activities and premises pertaining to Kings Christian Centre (KCC), Mold based at;

Pendref Chapel, Pwll, Glas, Mold, CH7 1RA

Its procedures and requirements apply to all persons including church members, outside contractors and any person interacting with KCC whether on site or elsewhere, as applicable.

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.

To all employees, voluntary helpers 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.

This policy is split in to four sections;

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

Appendices

1. Named Persons
2. Location of Fire Extinguishers
3. Fire Evacuation Procedures
4. Contractors' Brief

This policy was taken from a template provided by Methodist Insurance PLC and modified to suit the KCC situation by Barry Amor, NEBOSH NGC.

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Section 1

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 voluntary helpers, 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, contractors, visitors and others who may visit the church, church grounds and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that 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, a standing agenda item on health and safety will be made for all meetings of the KCC Trustees, 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.

Health and Safety is the responsibility of all persons interacting with KCC and this shall be made clear to all by whatever suitable means; posters, training, briefings etc. as applicable.

Nothing in this policy shall be taken as overriding good safe practice.

Signed: Date:26 Feb 2018.....

Name:Sue Leake.....

Position:Chairman of Trustees.....

Section 2

Organisation and Responsibilities

Responsibility of the Board of Trustees

The Board of Trustees has overall responsibility to ensure that this health and safety policy is implemented. This shall be carried out through a specific person named on the board, acting as the Trustee Health and Safety Officer (THSO). The name of the THSO shall be included in Appendix A to this policy

Specific responsibilities for or projects other H&S roles may be delegated to specified personnel as appropriate, names to be recorded in Appendix A. As new projects emerge, responsible persons will be appointed and the list amended accordingly.

Responsibility of the Health and Safety Officer (HSO)

A person shall be designated specifically to carry the responsibility for the day-to-day implementation of the arrangements outlined in this policy. This may or may not be the same person as the THSO. Where practicable this person shall have some suitable training in Health and Safety Management. Where this is not practical the person designated is to ensure they gain advice from suitably knowledgeable sources when conducting their duties. The HSO may be assisted by other suitable persons (assistant HSOs) to whom duties may be allocated but the HSO retains the responsibilities.

The minimum responsibilities of the health and safety officer shall be to:

- a) be familiar with health and safety regulations as far as they concern church premises
- b) be familiar with the health and safety policy and arrangements and ensure they are observed
- c) ensure so far as is reasonably practicable, that safe systems of work are in place
- d) ensure the church and hall, are clean and tidy
- e) ensure the church grounds are properly maintained including the safety of monuments and trees, and is kept in such a states as not to pose a H&S hazard to users.
- f) ensure that safety equipment and clothing is provided and used by all personnel where this is required
- a) ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- b) ensure that adequate access and egress is maintained
- c) ensure adequate firefighting equipment is available and maintained
- a) ensure that food hygiene regulations and procedures are observed and procedures are observed.
- b) Bring to the attention of the THSO any incidents/accidents that may result in a claim against KCC or would possibly require a review of the H&S Policy
- c) monitor the accident book and action any ongoing necessary reporting/action, eg. RIDDOR reports,
- d) maintain lists of First Aid trained personnel and ensure the names of nominated First Aiders are clearly displayed on the premises.
- e) carry out regular H&S checks (Eg. Checks for trips and falls) around the premises.
- f) ensure the H&S policy is reviewed and updated as necessary
- g) keep the master copy of this H&S Policy Document and making copies available as required.
- h) maintain suitable H&S signage, both mandatory (Eg. Statutory H&S Policy poster) and protective (Eg. Warning signs).

Certain specific responsibilities may be designated to other named persons. These are to be recorded in Appendix 1.

Responsibility of Employees and Voluntary Workers

All employees and voluntary workers 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 church business or premises.

Employees and voluntary workers shall:

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

Review of Policy

This policy shall be reviewed at regular intervals and annually as a minimum. It shall also be reviewed in the event of a serious incident or accident to see if the policy was at fault.

Any changes to the main sections shall result in an up-issue of the document and its reissue to personnel as applicable. Changes to the Appendices will only require the update of the master document and the issue to those directly affected by the change.

Section C

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. Where this section requires checks to be undertaken these are to be recorded as having taken place along with any results/required repairs.

Accidents and First Aid

Suitable First Aid boxes are to be maintained in an easily accessible place(s) and their whereabouts displayed in prominent places.

The names of First Aid qualified personnel are also to be displayed in prominent place(s).

Where activities occur away from the building a suitable first aid kit is to be available at the location of the activity. Where a qualified first aider is not available on the site of the activity a *designated person* is to be nominated to take charge in the event of a first aid incident.

Accident Book

A suitable accident book is to be maintained and available in an easily accessible place. The whereabouts of the accident book is to be displayed in prominent place(s).

All accidents and incidents are to be entered in the accident book. Incidents/accidents which may conceivably result in an insurance claim are to be reported to the THSO and then to the insurers asap. If the church or church hall 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.

For data protection purposes completed accident records are to be kept in a secure location, only to be accessed by authorised persons.

Reporting of Injuries, Diseases and Dangerous ,Occurrences Regulations 2013

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 diseases to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work or unable to perform their normal duties for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

For most types of incident the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1 of the Regulations). A report must be received within 10 days of the incident.

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately.

- 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 within fifteen days
- accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- reportable diseases, as defined by the regulations, must be reported to the enforcing authority. 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 musculoskeletal disorders.

RIDDOR Reporting

Go to 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 specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Recording

Full details of all accidents, disease and dangerous occurrences shall 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.

Fire safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this the following shall be undertaken:

- an assessment of the fire risks in the church 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
- a check that a fire can be detected in a reasonable time and that people can be warned
- a 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
- a check that those in the building know what to do if there is a fire
- a regular check that the firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

Fire Extinguishers (including blankets and other fire protection equipment)

A list of the location of fire extinguishers is to be kept in Appendix 2.

Extinguishers are to be formally serviced annually by a suitably qualified technician and the date of the service shall be recorded on the individual extinguisher.

Informal visual checks are to be carried out on a more frequent basis by the HSO or delegated person. This is to check they have not been used, that they are still in place and are apparently undamaged.

Fire Alarm System

The fire alarm system is to be checked regularly for correct operation weekly by manually initiating the alarm via a test point or as otherwise allowed by the system in place.

Evacuation Procedures

There shall be an evacuation procedure in place to cover all aspects of the building. See Appendix 3

All fire exits are to be unlocked and accessible while the building(s) are manned.

Where emergency lighting is not available suitable other sources of lighting are to be made available to stewards (EG. Torches, cyalume light sticks)

Evacuation drills

A fire evacuation drill shall be carried out at least annually comprising of a drill during a Sunday morning service. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

If You Discover a Fire

Actions to be carried out in the event of discovering a fire are to be displayed in prominent places within the building.

- Immediately raise the alarm, using the fire alarm point, shouting 'Fire, Fire, Fire!' or by any other suitable means.
- Telephone the emergency services (999)
- 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, evacuate to the designated assembly point
- Report your actions to the designated KCC fire marshal
- Ensure clear access for emergency vehicles
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Electrical Safety

A list of all our portable electrical appliances is maintained by the HSO or the delegated person. A Portable Appliance (PA) is any mains electrical appliance fitted with a plug.

All PAs are to be formally checked by a suitably competent person at least annually. This shall include a visual and electrical (PAT) test.

Items in frequent use shall be visually checked for damage to the item and lead/plug on a more frequent basis, dependent on the item in question.

Fixed Electrical Systems

Every five years, the 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.

Every quarter (3 monthly) RCD units are to be tested and mains plug sockets visually inspected to ensure they are complete and safe to operate.

Individual Responsibility

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:

- a) Visually check all electrical equipment before use
- b) Report all faults immediately to the responsible person
- c) Do not attempt to use or repair faulty equipment
- d) No electrical equipment is to be brought onto the premises and used until it has been tested by the
- e) approved person and entered in the electrical equipment record
- f) Electrical equipment should be switched off and disconnected when not in use for long periods
- g) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

Gas equipment safety

The gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

No personnel are to work on gas appliances unless they are suitably qualified.

Hazardous Substances

The responsible person (HSO) will maintain a list of all hazardous substances used in the church/hall. Where possible, the use of hazardous substances has been eliminated. Where this is not possible, 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.

Chemicals are not be mixed, except as detailed in the user instructions.

Hazardous chemicals are not to be stored in unmarked containers.

Safety of plant and machinery

The use of hazardous plant or machinery is likely to be very rare at KCC but in the event of its use the following rules shall apply and operators made aware of.

KCC Health and Safety Policy

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:

- a) Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- b) Employees and voluntary workers must not ride on any parts of machinery not intended for that use
- c) Machinery must be switched off before any adjustments are made
- d) After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- e) 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
- f) The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- g) Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery
- h) Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties
- i) Any defect and damage found to any item of plant or machinery must be reported to the responsible person
- j) All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure

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, regular visual inspections are to be made of;

- a) all floors and stairs in the church and hall, and
- b) all paths and steps in the church grounds.

Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the HSO or designated responsible person who is to arrange suitable repairs/remedial actions.

Working at Heights

As far as practical the use of ladders to reach heights is to be avoided and should only be done so for short duration work (Eg. Cleaning gutters) and only with the ladder suitably physically secured so that it cannot move, Eg. By use of a person or secured straps to restrain it. Any person restraining a ladder is to use a hard hat to protect them from falling objects.

Any work carried out whilst in the front row of the upper balcony is to be considered as working at height to the low front barrier. Suitable precautions are to be taken to prevent falls from the balcony.

Preparation of Food

The following regulations governing the preparation and storage of foodstuffs

- a) All food handlers shall have received adequate supervision, instruction and training

- b) The appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
- c) Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
- d) Food stuffs may only be prepared in the kitchen area

Manual Handling

The need to carry out manual handling that poses a risk to health is to be eliminated as far as reasonably practicable.

The use of lifting aids as applicable shall be considered before moving/lifting heavy or awkward items.

Good standard practices are to be used when lifting/moving heavy and awkward items. The following routine should be applied when lifting;

- 1) Make sure you are standing directly in front of the item you wish to lift
- 2) Check if the item has handles which you could use
- 3) Know where you are taking the object before you begin
- 4) Position your feet evenly (shoulder width apart)
- 5) Keep your back straight and stand up tall
- 6) Tighten your stomach muscles
- 7) Squat to the floor by bending your knees- DO NOT move your upper body
- 8) Take hold of the object firmly with both hands
- 9) Distribute the weight evenly - make sure you are not unbalanced
- 10) Keeping the object close to your body, begin to stand up by straightening your legs (This will use your leg muscles and shouldn't put strain on other areas)
- 11) Stand up slowly. Do not move quickly or jerk when doing this
- 12) You can now walk with the object (but be careful not to twist your body unnecessarily). Take small steps if possible.
- 13) If you are carrying a large object which restricts your view, ask if someone can guide you. This will prevent you from tripping or bumping into objects
- 14) When placing the item down, bend your legs
- 15) Remember to keep your back straight as you bend down again
- 16) Be careful to lower each side of the object to the floor separately- this will avoid trapping your fingers under the weight.

Child Safeguarding

Separate policies cover all aspects of child safeguarding and these should be consulted as relevant.

Working Alone

Working alone should be avoided where practical. When working alone in the building the following are NOT to be carried out;

- a) Working at height
- b) Working on high pressure systems (Mans electrics, gas etc.)
- c) Working with hazardous machinery (Eg. Chain saws)

The following additional precautions are to be put in place by the person working alone;

- a) someone is aware of their presence in the building and when they are likely to be finished so that they may raise the alarm as necessary.
- b) The worker shall carry a mobile phone so that they may call for help in the event of an accident.

Display Screen Equipment

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

- a) stability and legibility of the screen
- b) contrast and brightness of the screen
- c) tilt and swivel of the screen
- d) suitability of keyboards, desks and chairs
- e) the work station environment
- f) the user-friendliness of the software.

Daily work routines are to include periods away from the screen. Where necessary, risk assessments will be carried out by the HSO or delegated responsible person.

Risk Assessments/Activities

Risk assessments shall be carried out on all areas of the church premises and all activities that carry a significant risk, at regular intervals by a competent person in order to meet the obligations under The Management of Health and Safety at Work Regulations 1999. The HSO, or delegated responsible person, is to keep records of such assessments where written down.

Contractors

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:

- a) have their own health and safety policy (where required by law) and be able to provide a copy of the same
- b) produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- c) 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
- d) 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
- e) 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
- f) 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.

All contractors are to be made aware of any specific risks that the church building poses to their work,(Eg. Access to cellars). The form at Appendix 4 is to be used as applicable when dealing with contractors