

Bodmin Road Church

HEALTH AND SAFETY AT WORK POLICY STATEMENT IN ACCORDANCE WITH THE HEALTH AND SAFETY AT WORK ETC ACT 1974

The Employer is committed to providing for the health, safety and welfare of all employees.

The Employer endeavours to observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time.

This commitment to health and safety is a management responsibility equivalent to that of any other management function. It will be the duty of the Employer to ensure that this policy is upheld at all times and to provide the necessary funds and manpower required.

The Employer will conduct its work and ministry in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist information will be provided and all reasonable steps will be taken to bring this to the attention of its employees.

The employer will appoint a designated Health & Safety Representative who will conduct health & safety inspections of the building and surveillance of working practice within the organisation on a regular basis.

The current Health & Safety Representative is Mr Tony Stafford.

The Employer is responsible for:

- Assessing the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining locations, equipment and systems of work that are safe and without risks to health.
- Ensuring that all necessary safety devices are installed and maintained on equipment.
- Providing information, instruction, training and supervision in safe working methods and procedures.

- Providing and maintaining a healthy and safe place of work and providing a means of access therefrom.
- Promoting the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing emergency procedures as required.
- Monitoring and reviewing the management of health and safety at work.
- Keeping this safety policy under review and making any revision it deems necessary from time to time. All such revisions will be brought to the attention of employees.

The above policy needs the full co-operation of all employees who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others.

In order to achieve this end, every employee must:

- Comply with any safety instructions and directions issued by the Employer.
- Take reasonable care for their health and safety and the health and safety of other persons (eg other employees, visitors and members of the Church) who may be affected by their acts or omissions at work, by observing safety rules which are applicable to them.
- Co-operate with the Employer to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on the company by or under any of the relevant statutory provisions is complied with.
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment provided in accordance with the training you have received.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure by an employee to comply with any aspect of the Employer's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the Employer as misconduct which will be dealt with under the terms of the disciplinary procedure.

Specific Procedures and Safety Arrangements:

Chemicals (cleaning materials only)

- Hazardous chemicals, identified by an orange warning symbol, will be assessed for safety using a COSHH (Control of Substances Hazardous to Health) assessment.
- This will be completed by the Health and Safety Representative and will be reviewed annually. COSHH assessments are kept in the Health and Safety Folder in the office filing cabinet.
- No hazardous substance is to be used or stored on the premises that do not have a COSHH assessment.
- The door to the Chemical Store must always be locked shut and all chemicals must be correctly stored in the cupboard.
- Please ensure that you follow all of the manufacturer's guidance and follow any additional information in the COSHH assessment.
- Users must ensure that you are familiar with the precautions that need to be taken in the event of an emergency involving any chemicals used.

Electrical equipment and wiring

- The electrical wiring within the building 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 will make any alterations to the electrical installations in the building without prior agreement from the Pastor.
- Portable electrical appliances will be maintained, inspected and routinely PAT tested. This will be done annually.
- Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.
- All users must ensure that electrical equipment is used safely, following the manufacturer's instructions.
- Sockets should not be overloaded, avoid using extension leads and take care to prevent tripping hazards when laying cables.

Fire Extinguishers

- The Fire Extinguishers within the premises will be periodically examined and tested as recommended by the Service Company. The Service Company will also advise on the purchase of replacement or supplementary equipment. The certificate for the inspection and test will be displayed for one year (or until the next inspection and test), after which it will be kept on file.
- Fire extinguishers will be examined for damage and use monthly by the Health and Safety representative.
- Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.
- Fire extinguishers should only be used by persons competent and trained in their safe use.

First Aid

- A number of first aid kits are available throughout the building and are clearly marked.
- If the contents of any first aid kit are used, the Health and Safety Representative must be informed.
- Suitable trained and competent persons should only administer first aid.
- First aid kits will be checked monthly by the Health and Safety Representative to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

Risk Assessment

- The Health and Safety Representative will identify hazards and perform a Risk Assessment.
- The outcome of this assessment will be recorded and kept in the Health and Safety Folder. The significant findings of this assessment will be made available to Staff and Volunteers through information, instruction and training.
- Where actions are needed to reduce or eliminate risk, the Health and Safety representative will decide a time scale by which the corrective actions are to be completed. This will be based on the principle of "As Low As Reasonably Practicable".
- Any person discovering a hazard must inform the Health and Safety Representative as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

Appendix 1 Accident Reporting and Recording

1.1 Serious Accidents at Work

There is a legal duty to tell the Health and Safety Executive (HSE) of certain types of injury, disease and dangerous occurrence at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), you must report the following work related incidents to the HSE -

- deaths and major injuries*
- dangerous occurrences (near misses)*
- gas incidents*
- injuries to members of the public where they are taken from the scene of an accident to hospital*
- over seven day injuries - these are accidents resulting in more than seven days off work or unable to do their normal job for more than three days. This includes any act of non-consensual physical violence done to a person at work**
- disease***

* These incidents must be reported without delay.

** These incidents must be reported within 15 days.

*** These incidents must be reported as soon as a doctor notifies you of a disease.

To report an incident to the HSE using the appropriate method below -

- online - **report an incident on the HSE website**
- telephone - call HSE on 0845 3009 923 – (8.30am to 5pm). (Call for fatalities and major injuries only.)
- the F2508 forms are available on the **HSE website**

You must record details of all reportable incidents (as detailed above) in the Accident Logbook. You should record the following details -

- the date and method of reporting
- the date, time and place of the event
- personal details of those involved and a brief description of the nature of the event

1.2 Minor Accidents

- The Accident Logbook is held by the church administrator in the top drawer of that desk. Even minor accidents should be record in the logbook.
- Accident forms are kept by the administrator. These must be completed in addition to the logbook entry and stored in a sealed envelope in keeping with the Data Protection Policy.

Appendix 2 – Health and Safety for Bransholme Carers Service Volunteers

It is the policy of Bodmin Road Church Carers Service to provide a safe environment for staff and volunteers to work.

The public notice of insurance is displayed on the notice board in the entrance

Health and safety training is provided annually or on volunteers induction. The following topics will be covered during training.

- Identifying risk in the service user homes whilst volunteering.
- Fire Safety
- Accidents and emergency
- First aid
- Motor insurance
- Lifting and Handling
- Lone working
- Olive Branch Café health and safety guild lines
- Vulnerable adults and child protection training

The Bodmin Road Church Policies and records are stored in main office and can be viewed on request:

- Equals opportunities policy
- Fire and accidents policy
- Olive Branch Café health and safety guild lines information sheet
- Data protection policy
- Health and safety policy
- Complaint and grievance policy
- Vulnerable adults and child protection policy

Please read the volunteers information sheet before becoming a volunteer. The Carers Service has a management structure for staff and volunteers. The above policies are formally adopted by management and the leadership team.

Appendix 3 – Health & Safety for staff and volunteers in the Olive Branch Community Café

3.1 COUNTER

- 1. When starting work, remove outdoor garments and place bags in lockers provided.**
- 2. Before starting work wash your hands and put on an apron and hair net if appropriate. (Please remove apron and hair net when using the toilets or leaving the main building. Wash your hands when you return to the café.)**
- 3. Two persons only behind the Olive Branch Counter. No children under 18 are allowed behind counter.**
- 4. Please wear sensible footwear e.g. closed toes no flip flops.**
- 5. Food orders and cash handling are to be carried out by the café manager or a member of staff.**
- 6. No jewellery is to be worn except wedding ring, please remove varnish.**
- 7. Please use appropriate language at all times.**
- 8. No children under 18 are allowed behind counter.**
- 9. If you notice any dangerous situations or defects to equipment please report them to the café manager.**
- 10. Volunteers are provided with a free meal when working sweets, crisps, cakes, fruit and cans are to be paid for separately.**

3.2 KITCHEN

Before starting work wash your hands and put on an apron and hair net if appropriate (Please remove apron and hair net when using the toilets or leaving the main building and remember to wash your hands on return to the kitchen.)

- 1. Our mops and buckets are colour coded, red for the kitchen, blue for toilets. (Use safety signs when cleaning floors.)**
- 2. For safety reasons do not place knives and sharp objects in the washing up bowls.**
- 3. Remove fat from trays before washing them in the sink.**
- 4. Turn off electric appliances excluding fridge and freezer when finished.**
- 5. Recycle into the correct coloured bins.**
- 6. Please remember to sieve dirty water in the sink because they block easily.**
- 7. Please remove clutter from the corridors when serving meals.**
- 8. If you feel unhappy with your work duties please inform the café manager so the situation can be resolved.**
- 9. Remember to leave the kitchen clean and tidy after use thank you.**
- 10. The church has a complaints and grievance procedure, a copy is held in the procedure & policy file.**

Staff and volunteers should always act in such a way as to promote and safeguard the well-being and interest of customers and service users

Appendix 4 – Bodmin Road Church Carers Service Lone Working Policy

Responsibilities of a volunteer

- All volunteers must attend the Carers Service induction where they will be presented with an information pack and offered relevant training, volunteers should familiarise themselves with the policies and procedures. The policies and procedures files can be found in the main office.
- Volunteers are unable to enter a service user's home until they have a valid CRB and their references have been checked.
- Before entering a service user's home, volunteers are asked to identify themselves by showing their ID badge. Volunteers should explain who they are and from which service they represent.
- Volunteers are asked to assess the risk to themselves or others and should not enter the service user's home if they feel at risk.
- When possible the volunteers should carry a charged mobile phone.
- All visits must be recorded in the register held by the Carer Co-ordinator. Details of the visit must include name and address and telephone number, expected time of arrival and expected time of leaving the service user's home. Please inform another person of your whereabouts.
- If the person you visit is alone and is of the opposite sex and you feel uncomfortable please report your concerns to the Carer Co-ordinator so the situation can be changed.
- Also try to avoid visits during the hours of darkness.
- Please advise the Carer co-ordinator if you are unable to keep an appointment with a service user.
- It is the responsibility of all volunteers to keep themselves safe and report any concerns to the Carer Co-ordinator.