



HEALTH & SAFETY POLICY



Date	Details of Revisions & Review	Signed
01/09/18	Legionella Assessment	
24/03/21	Covid 19	

VERSION: 2.4

DATE: 24/03/2021

REVIEW DATE: 24/03/2022 (Reviews must be undertaken at a frequency of at least 12 months and in response to significant changes within the organisation. Signatory to ensure that all paper copies of the Health and Safety Policy & Risk Assessments are also updated)

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1 General statement of intent

This Health and Safety Policy and Risk Assessment document provides an update of existing documentation with the aim to provide compliance with the requirements of the Health and Safety at Work etc. Act 1974 and regulations made thereunder. The Policy is prepared to meet the requirements outlined in Section 2 (3) of the Health and Safety at Work etc. Act 1974 in providing a general statement of intent, organisational responsibilities and arrangements for health and safety.

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 engaged persons.

We will ensure that risk assessments are completed covering the activities carried out inside and outside our church buildings as well as any facilities used to carry out such activities.

We will provide training as deemed appropriate to ensure our workers are competent to fulfil their role.

We will ensure, so far as is reasonably practicable, the health, safety and welfare of all attendees of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Board of Trustees, and District sub-committees (where they exist).

Engaged persons will be consulted on a regular basis in order to seek their views on health and safety matters.

The delegation of responsibilities for safety matters within the Church and the particular arrangements that we will make to implement the policy are set out below.

This 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, but at least annually, and the appropriate changes made.

Risk Assessments are managed separately to this policy and are held by the H&S Administrator, electronic copies of which will be provided to Facilities Managers at the site locations.

Signed

Trustee Director (Executive)

Date

2 Organisational responsibilities

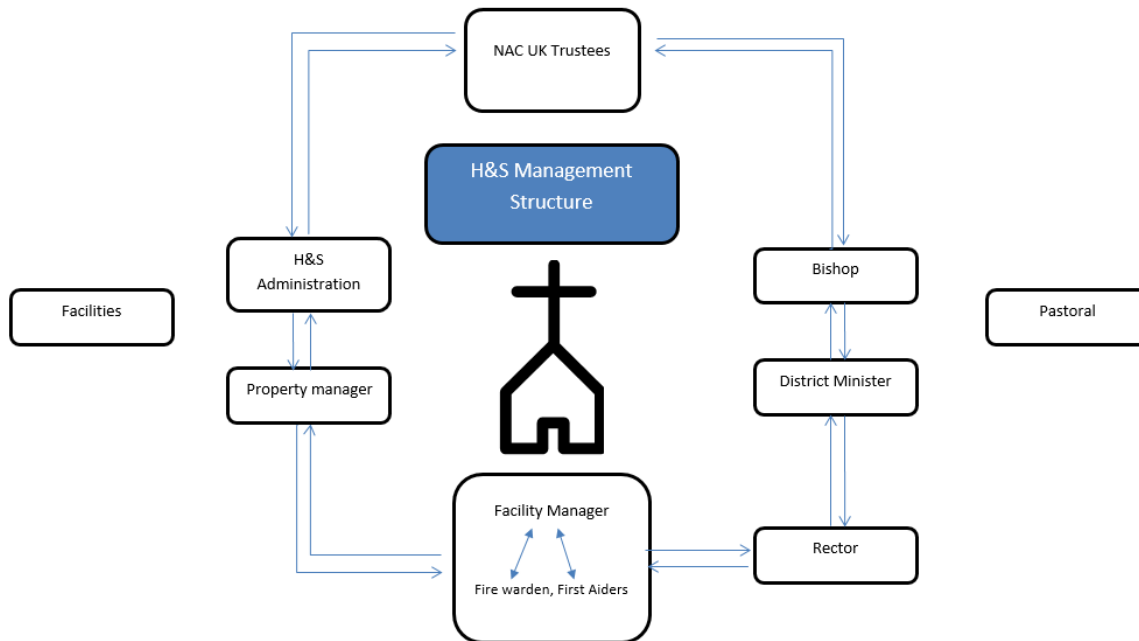


Figure 1: Organisational Responsibilities

2.1 Trustee Director (Executive) responsibilities

Overall responsibility for health and safety is that of the Trustee Director (Exec), being

Mr David Andrew Middleton

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 who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2.2 Board of Trustees responsibilities

Legal Framework: The Board recognise and accept their responsibility as an employer under duties prescribed by the Health and Safety at Work etc. Act 1974 and associated regulations.

Role: To govern the undertakings of the church and, as far as is reasonably practicable, to safeguard all within it.

The Board of Trustees will make and put into effect suitable arrangements for the health, safety and welfare of all that are engaged in church activities.

They will ensure funding and other resources necessary to carry them out safely.

The Board regard compliance with statutory requirements as a minimum standard and aspire to providing arrangements that will exceed the legal minimum in developing a culture where health and safety is always considered as a priority. Standards are based on good management principles.

Responsibilities: The board will, so far as is reasonably practicable, provide:

- a. plant, equipment and systems of work that are safe and without risk to health;
- b. safe arrangements for the use, handling, storage and transport of articles and substances, to include safe operational procedures for high hazard situations;
- c. appropriate levels of information, instruction, training and supervision to ensure that all engaged persons are aware of any hazards to which they may be exposed and the measures used to control any risks arising;
- d. a safe place of work and healthy environment together with safe access and egress;
- e. appropriately devised risk assessments that consider significant hazards and associated

- controls;
- f. effective systems for the monitoring of health and safety performance for Church activities, together with means for reporting and or instigating any corrective measures found necessary;
- g. monitoring and inspection to review the effectiveness of measures and compliance with the stated policies and standard operating procedures;
- h. means for effective communication and consultation with all engaged persons on health and safety matters;
- i. arrangements to deal with any emergencies and imminent dangers that might be reasonably foreseen.

In the event of a member of the Board identifying a situation that could represent imminent risk of serious injury they will instruct that work ceases forthwith until the matter is resolved.

Should a member of the Board encounter health and safety issues beyond their knowledge and experience they will seek advice from an approved competent external advisor.

2.3 Health & Safety Administration

Role: The H&S Administrator is appointed to administer the implementation and maintenance of the health and safety arrangements outlined in this document. The H&S Administrator is the link between Facilities Managers and the Board of Trustees. The following person is appointed as the H&S Administrator:

Mr Craig Esterhuizen

Responsibilities: The H&S Administrator will:

- be the communication and administrative link between the Facilities Managers and the Board of Trustees
- hold and maintain documents (Policy, contents of the Facilities Manager Folder, Templates for general and specific risk assessments)
- keep records on training requirements and provision thereof
- keep records of risk assessments and Incident reports and provide summary reports to the H&S committee and/or Board of Trustees.
- Report, where required, serious Incidents to the HSE and to the Board
- Ensure training of personnel and engaged persons is up to date and keep records thereof

In the event of the H&S Administrator identifying a situation that could represent imminent risk of serious injury he will instruct that work ceases forthwith until the matter is resolved.

Should the H&S Administrator encounter health and safety issues beyond his knowledge and experience he will seek advice from the property manager and/or from an approved competent external advisor.

2.4 Facilities Managers

Role: Facilities Managers are the non-pastoral guardians of health and safety within each congregation. Their primary aim is to keep premises in a condition that is safe for others to use and/or dwell in. They are key persons in the execution of health and safety arrangements as outlined in this policy document.

Responsibilities: Facilities Managers will:

- a. be familiar with the health and safety policy and arrangements and ensure they are observed and communicated to engaged persons and, where necessary, to the congregation as a whole. Review is management responsibility.
- b. lead by example to ensure so far as is reasonably practicable, that safe systems of work are adhered to
- c. ensure that arrangements are made for the church and hall to be clean and tidy
- d. ensure that arrangements are made for the churchyard to be properly maintained, including the safety of tombstones and trees, and that grass is kept cut
- e. liaise with the H&S Administrator over the requirement for safety equipment and clothing as well as any other safety related supplies
- f. ensure any safety equipment and/or products provided are issued to and used by all appropriate

- engaged persons
- g. ensure that arrangements are made for all plant, equipment and tools belonging to the church in their congregation to be properly maintained as per manufacturer's instructions and that all persons operating such equipment/plant/tools have received the appropriate training. The latter may include providing such training, based on the manufacturer's instructions and the risk assessment covering the activity.
- h. ensure that measures are taken to maintain adequate access and egress at all times
- i. ensure that an emergency evacuation plan is in place for each property and that it is tested/communicated at least annually.
- j. Monitor fire-fighting equipment, the maintenance of which is arranged for by management and there is an annual schedule for maintenance.
- k. ensure that arrangements are made that food hygiene procedures are observed and that this is communicated at least annually
- l. ensure that waste and refuse is properly removed from church premises.

In the event of a Facilities Manager identifying a situation that could represent imminent risk of serious injury they will inform the H&S Advisor immediately and instruct that work ceases forthwith until the matter is resolved.

Should of a Facilities Manager encounter health and safety issues beyond their knowledge and experience they will seek advice from the H&S Advisor.

For a list of Facilities Managers, see [Appendix A](#).

2.5 Engaged Persons

Role / Definition: The term "Engaged Persons" relates to the group of volunteers who carry out work within the Church, whether pastoral or facilities based. Pastorally engaged people would include priests, deacons, Sunday school, religious instruction, confirmation teachers etc.; facilities engaged people would include gardeners, designated drivers, key holders, etc.

Responsibilities: All engaged persons have a responsibility to co-operate with their rector and their facilities manager in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Engaged persons will therefore:

- a. comply with safety rules, operating instructions and working procedures
- b. use protective clothing and equipment where instructed to do so or otherwise deemed necessary (identified as necessary control measure by risk assessment)
- c. report any fault or defect in equipment immediately to the Facilities Manager
- d. report all Incidents (however minor), injuries, near misses or other potential safety hazards as soon as possible to the Facilities Manager
- e. to used anything provided in the interests of health and safety as instructed.

In the event of an Engaged Person identifying a situation that could represent imminent risk of serious injury they will instruct that work ceases forthwith until the matter is resolved.

Should of an Engaged Person encounter health and safety issues beyond their knowledge and experience they will seek advice from the facilities manager and/or from an approved competent external advisor.

2.6 Management & Supervision

Key responsibilities have been specified to ensure that key areas are covered, as outlined below.

Issue	Person or Job Role Responsibility
H&S Policy Reviews & Updates	Trustee Director (Exec)
Fire Log & Alarm Testing	Facilities Managers
COSHH Assessments	Facilities Managers
Gas Equipment Inspections	Contractors
Premises & Equipment Inspections	Facilities Managers

First-aid Arrangements & Boxes	Facilities Managers
Portable Electrical Appliance Testing	Contractor
Fixed Electrical Installation Testing	Contractor
RIDDOR Incident Reports	H&S Administrator
Appointment & Management of Contractors	Property Manager

2.6.1 Incidents & First-Aid

First aid boxes: Location identified by a First Aid box sign.
 Trained first aiders: Emergency First Aid at Work.
 Incident record book: With First Aid box.

2.6.2 General Fire Safety

Checking of:

Escape routes: Rector and church warden.
 Fire Extinguishers: Contracted fire protection company - annually.
 Fire Evacuation: Rector and church warden.

2.6.3 Special Training

Special training required for:
 Manual handling – Warden online.
 Chemical Use – Warden online.
 Fire Procedures – Warden online.

Working at Height to be undertaken by qualified contractors only.

2.6.4 Chemical Hazards

Hazard sheets located: Kitchen & cleaning cupboard with clearly marked signage.

2.6.5 Housekeeping and Premises

Rules for:

Cleanliness: Premises to be kept clean and tidy at all times with no obstacles which may cause an Incident. Escape routes and fire extinguishers to be kept clear at all times. Facilities Managers to check. During Covid restrictions, Covid rules to be adhered to (see Appendix I).

Waste disposal: Regular removal of waste & combustibles. Facilities Managers to oversee.

Safe stacking and storing: Fully utilising cupboarding and shelving provided. Keep walkways clear. Facilities Managers to oversee.

2.6.6 Electrical Equipment Portable Appliance Testing (PAT)

Responsibility: Facilities Managers.

Routine for inspecting plugs and cables for loose connections and faults. All leads and cables to be inspected in accordance with PAT. Overseen by Facilities Managers.

Rules for use of extension leads and portable equipment: leads must be routed carefully minimising risk of tripping or damage to cable.

Fixed installation wiring checked five yearly, overseen by Facilities Managers.

2.6.7 Equipment

Gas Services: Check by Gas Safe contractor, overseen by Facilities Managers.

Ladder Checks: Register to include routine checks overseen by Facilities Managers.

2.6.8 Safety Inspection & Audit

Premises & Equipment Safety: Bi-annual check by the property manager.

3 Arrangements

3.1 General

This section of the health and safety policy outlines the arrangements that are in place for the effective planning, organisation, control, monitoring and review of preventive and protective measures. The arrangements aim to minimise as far as is reasonably practicable risks to the health and safety of engaged persons, attendees of the congregation, visitors and contractors.

Health and Safety Policy, Risk Assessments and other documents will provide a reference to key areas of operation. Ministers, Facilities Managers and volunteers will be made aware of the policy as part of their familiarisation with arrangements. The management and review of documentation will be administered by the H&S Administrator. Paper copies are kept in the church office and onsite.

Key aspects of health and safety arrangements in place include:

Insurance: The church noticeboard displays the public and employer's liability insurances.

Information & Training for Ministers, Facilities Managers and volunteers: Ministers, Facilities Managers and volunteers are advised of the main arrangements for health and safety as part of their familiarisation with arrangements and a copy of this policy and the Health and Safety Poster are provided in the warden pack and the notice board respectively.

Key areas for training apply to fire awareness, use of chemicals, machinery safety, electrical safety, working at height and manual handling. Common Incidents in this environment include slips, trips and falls and risk assessments have been prepared to cover these identified priority areas. The control measures that are within the assessments are included in training for these areas.

Ministers, Facilities Managers and volunteers will receive training as appropriate to their role and this will include specific advice relevant to ensuring that their work is undertaken safely. As a small organisation, the Board supports good informal communication arrangements to ensure that ministers, Facilities Managers and volunteers are kept up to date and properly supervised. Attendees are encouraged to advise the ministers, Facilities Managers or Board if they have any concerns relating to health and safety at an early stage.

Incidents and First-aid: An Incident book is provided and the warden / H&S Administrator have the responsibility for ensuring that all Incidents are properly reported, depending on their level. All ministers, Facilities Managers and volunteers are aware of the requirement to report all incidents, to include ministers, Facilities Managers, volunteers and members of the public.

The Policy is to ensure that there will be a minimum of one member or volunteer as an 'Appointed Person' to be on site during operational times who can take charge and coordinate activities until trained paramedics arrive (see [Appendix B](#)). During services, many of the congregation are medically qualified and some are first-aid trained. Further details are included in the Specific Arrangement Section 3.2.

3.2 Specific Arrangements

3.2.1 Risk Assessments

Legal

The Management of Health & Safety at Work Regulations 1999 requires documented risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, electrical safety etc.

Documented Risk Assessments have been prepared for all activities that pose a significant risk to persons who may be affected by significant hazards. The process of risk assessment should evolve with additional assessments being prepared as any other hazards emerge. Any ministers, Facilities Managers or volunteers who identify additional areas of significant risk that they believe are not covered, should advise the H&S Administrator who will inform the Board.

Competence: Risk Assessments are carried out by a competent person in consultation with ministers, Facilities Managers and/or appropriate engaged persons and prepared to a standard format. Necessary actions and controls will be communicated to the Facility Manager who will communicate to those potentially at risk.

Annual review and updating of risk assessments is carried out by a competent person and is administered by the property manager. Should a significant incident occur, Risk assessments will automatically be reviewed.

Communication of Risk Assessments: Paper copies of Risk Assessments are kept in the Facilities Manager packs.

Contractors and visitors to church premises need to be made aware of the hazards and control measures identified in the risk assessments prior to or on arrival at the church.

Note: It should be noted that the preparation of risk assessment documentation is not a one-off exercise to be completed, filed and forgotten. It is a dynamic process requiring regular review and where necessary revision

Risk Assessment Process:

Hazards: The assessments consider only the hazards which could reasonably be expected to result in significant harm under conditions in the workplace.

Level of Risk: Risk may be considered as the likelihood that a hazard will actually occur. Risk will depend on the adequacy of controls that are in place and is often described as low, medium or high. It will also vary according to the numbers of and types of people exposed to the hazard.

Assessing the level of risk includes considerations of who may be affected by the hazard.

Particular care is needed to ensure that high risk groups such as young persons (under 18 years), vulnerable adults and new\expectant mothers have and are continually adequately considered.

Control Measures: Priority should be given to those risks which affect large numbers of people or people that are specifically vulnerable (see above) and/or could result in serious harm.

The principles of control are outlined below and should be applied, if possible, in the following order:

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities
- The provision of adequate levels of training, information and supervision.

Risk Evaluation: The aim of risk assessment will be to assess whether existing control measures are sufficient or whether more needs to be done. Risk reduction measures normally reduce the likelihood of the hazard occurring, but occasionally these are based on reduction of the consequences for the hazard outcome severity. The assessment needs to identify any additional controls that may be needed, who is responsible for applying these and a time-scale for compliance.

Review:

Scheduled Review: Risk Assessments will be reviewed annually by a nominated competent person in conjunction with the Facilities Manager in situ.

The scheduled review date for each risk assessment is logged by the HS Administrator who will issue timely reminders to ensure that these are carried out.

Additional Reviews: In order to eliminate or minimise potential future risk, Risk Assessments will be reviewed or renewed where:

- structural changes or other changes have been made to church property that may lead to changes in risk
- in response to an Incident, occupational health effect that occurs in relation to the assessed process.

3.2.2 Incidents, Incidents & Near Misses

Legal

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013.

The Regulations set out reporting (to the authorities) requirements.

Certain instances need to be reported to the Authorities (HSE).

Where such reports are required, they will be made by the HS Administrator or, in his absence, the Property Manager.

Reporting Structure

Facilities Mangers will always report to the HS Administrator

- by fastest possible means
- in the reporting time scale put in brackets below.

Types of reportable injury

The death of any person *(report immediately – by phone/text)*

All deaths to workers and non-workers, with the exception of suicides, immediately, if they arise from a work-related Incident, including an act of physical violence to a worker must be reported immediately.

Specified injuries to workers *(report immediately – by phone/text)*

(The list of ‘specified injuries’ in RIDDOR 2013 replaces the previous list of ‘major injuries’ in RIDDOR 1995).

Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Incidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the Incident, but does include weekends and rest days. The report must be made within 15 days of the Incident.

Over-three-day incapacitation

Incidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an Incident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal Incidents to non-workers (e.g. members of the public)

Incidents 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 Incident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Internal Reporting:

Where an Incident resulting in injury has occurred, the Facilities Manager or their nominated depute will inform the H&S Administrator immediately by phone followed by a completed Incident Form (see [Appendix E](#)). The H&S Administrator will inform the HSE where required under RIDDOR 2013.

Resulting internal Incident investigation is under the control of the H&S Administrator with assistance from the Facilities Manager.

Responsibilities of Engaged Persons:

All Engaged Persons have a statutory duty to report and record in the Incident book (situated in the First Aid Box) all incidents, Incidents, dangerous occurrences, work-related ill-health and incidents, however minor, to the Facilities Manager who will forward this information to the H&S Administrator.

National Records will be collated by the H&S Administrator who will provide summary reports to the H&S Committee to ascertain the nature of Incidents and to ensure there has been adequate investigation. The H&S Committee will report to the Board.



<http://www.hse.gov.uk/riddor/report.htm>

3.2.3 Fire Safety & Emergencies

Legal

Regulatory Reform (Fire Safety) Order 2005, Fire (Scotland) Act 2005 and Fire Safety Regulations (Scotland) 2005. These regulations require the Church to: -

- Formally nominate a 'Responsible Person' for fire and emergencies in each place of work/congregation. This will in most cases be the Facilities Manager who may seek support from Engaged Persons who act as nominated Fire Wardens.
- Prevent fires where possible
- Carry out Fire Risk Assessments
- Provide Fire Safety Training to Engaged Persons
- Carry out Fire Risk Assessments
- Carry out Emergency Evacuation Drills

Fire Prevention Measures

Facilities managers will, in order to ensure we are ready in case of emergency,

- Keep up to date the information in the Fire log ([Appendix C](#)) which includes
 - Complete the form listing the location, type and capacity of fire extinguisher in the church.
 - monthly inspection of listed extinguishers to ensure they are still in place and have not been discharged
 - Test the fire Alarm system (where installed) monthly to ensure that it is functional (
 - Carry out a planned 'Emergency' Evacuation annually and keep a record thereof

Fire Risk Assessment - Carried out by an approved, specialist contractor

A specialist company carries out fire risk assessments with the Facilities Manager or their nominated deputy in attendance. (see [Appendix C](#)). This will cover fire risks in the church and associated buildings as well as risks to our neighbours, and will include

- 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 functional and serviced (annually) firefighting equipment and that Facilities Managers are trained in their use.

Emergency Evacuation Procedure

Evacuation procedures are planned taking into account maximum congregation/audience numbers as determined by the church's or hired hall's fire risk assessment. Our procedures for emergency evacuation are as follows:

Measures Planning for Emergencies

- The Facilities Manager is the nominated 'Responsible Person' for fire safety within each congregation who will seek assistance from Engaged Persons to act as Fire Marshals.
- Fire awareness training is given to all ministers, Facilities Managers and Engaged Persons as part of their induction training.
- Emergency Procedures Training is given to Fire Marshals and other Engaged Persons
- Hi-Viz vests are available for Fire Marshals to wear and identify them in case of emergency.
- A list of Emergency Numbers is displayed at the Main Notice Board.
- Engaged Persons keep a list of Emergency numbers in their own personal mobile phones.
- The Facilities Manager will carry out annual Emergency evacuation drills and log details thereof.
- The Facilities Manager will ensure escape routes are kept clear and unobstructed
- All designated fire doors and the designated fire assembly points are clearly sign posted and entered onto the diagram situated at the exit out of each church assembly room and/or in the hall
- All exit routes are kept clear of obstructions at all times
- Fire exit routes and procedures are communicated bi-annually to all engaged persons within the congregation by the Fire Marshal or, in their absence, by the Fire Marshal.

Review of Evacuation Notification Information: *Evacuation plans showing fire exits are available on Church main notice boards and are reviewed whenever changes to the building structures are made.*

Measures taken each event (church services / functions)

- All designated fire doors are unlocked by the Facilities Manager or the designated Fire Responsible Person before each service/event commences
- A check is made that all internal doors can be opened.
- Fire Marshals are allotted to each door and have responsibility for persons in a specific part of the church area nearby where exit doors are located.
- Responsibility for using fire extinguishers will be allotted to named and trained Fire Marshals.
- Where emergency lighting is not available, torches must be available for each Fire Marshal.

Measures to be taken in Emergency Situations (fire, bomb threat, etc)

- An announcement to leave the building will be made by the senior minister as well as information given on Exit Routes, the Fire Assembly Point and Fire Marshals in place.
- The Facilities Manager or, in their absence, the Senior Minister, will contact the Emergency services immediately using a mobile phone.

Procedure on Discovery of a Fire / Emergency

1. Immediately raise the alarm
2. Telephone the emergency services
3. Check the building for occupants
4. **ATTACK THE FIRE ONLY IF YOU ARE TRAINED, USING THE APPLIANCES PROVIDED, BUT WITHOUT TAKING PERSONAL RISK**
5. Assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
6. Evacuate to the designated assembly point
7. Ensure clear access for the emergency vehicles

Electrical Fire Safety

- list of all our portable electrical appliances is maintained by the warden (Appendix D)
- Every quarter plugs, cables and sockets will be inspected by the Facilities Managers to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed, will be reported to the Property Manager for action.
- Every 2 years all our portable electrical equipment will be tested (PAT) 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. Church warden to arrange.
- Every quarter a visual inspection will be carried out of the fixed electrical installation by the warden. Any defects will be reported to Property Manager for action.
- 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.
- At intervals of not more than two years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
- It is our policy not to sell or receive, through donation, any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
- Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All engaged persons using electrical equipment, must observe the following:
 - Visually check all electrical equipment before use.
 - Report all faults immediately to the warden.
 - Do not attempt to use or repair faulty equipment.
 - 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 asset register (Appendix D).
 - Electrical equipment should be switched off and disconnected when not in use for long periods
 - Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

See also 3.2.11

Fire Safety Training

There is a statutory legal requirement to provide engaged persons with fire safety training. The Church will provide fire safety briefing for ministers, Facilities Managers and engaged persons with specific responsibilities. The Church will also conduct fire drills on a regular basis to ensure that those working in these areas are familiar with procedures.

3.2.4 Slips, Trips and Falls

One of the most significant hazards in this type of premises is linked to slips, trips and falls. Even though this is also the second most common Incident that occurs in UK workplaces, it is the easiest to prevent.

Causes of Slips, Trips & Falls (among others:

- Uneven or damaged flooring
- Torn carpets/rugs
- Loose floor tiles
- Slippery surfaces in adverse weather conditions (e.g., surface water, ice, moss, leaves on pathways)

Measures to prevent Slips, Trips and Falls

- Floor cleaning is scheduled at times when the numbers of public in the buildings is limited.
- Ministers, Facilities Managers and volunteers are trained to
 - dry floors after cleaning and to
 - make good use of the slippery floor warning signage.
 - Maintain good standards of housekeeping to minimise the risk of tripping.
 - Check carpets and rugs as part of the monthly inspection routine.
 - Keep walkways clear at all times.
 - During cleaning and maintenance activities, items of equipment and cables are positioned so as not to obstruct the walkways and working areas.
 - Ensure where trailing cables are necessary, no other persons are in the vicinity or,
 - Alternatively, ensure trailing cables are secured to floor with tape or emergency cover
 - Ensure external areas lighting is in good working order to ensure safe access and egress to the premises during periods of darkness.
- Maintain external areas
 - Particular attention will be given to removing algae, moss, ice and leaves on paths.

Reporting: Any defects will be recorded and reported to the HS Administrator who liaise with the Property manager to arrange for repairs or other remedial measures to be carried out.

3.2.5 Visitors, Contractors & Vulnerable Persons

The Board recognises its responsibility to visitors and contractors within the buildings as well as the regular ministers, Facilities Managers and volunteer members. The Church undertakes to provide a safe working area and to highlight any special hazards that may be encountered by contractors and visitors.

Contractors

Anyone entering the church premises for the purposes of carrying out work, other than an engaged person or voluntary worker 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 provide a copy of this to the Facilities Manager.
- Produce a copy of their employers' liability and public liability insurance certificates to the Facilities Manager.

- Comply with all the requirements of this policy and co-operate with the church officials in providing a safe place of work and a safe system of work.
- Where contractors bring plant and machinery onto church premises, they must be able to show to the Facilities Manager that the equipment has been inspected and/or tested as appropriate.
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the Facilities Manager or Property Manager. However, responsibility will remain with the contractors.
- The contractor will provide evidence to the Facilities Manager that they have considered health and safety in the form of method statements, risk assessments, proof of competence etc. as appropriate to the nature and extent of the works.

In selecting contractors to undertake work, the Property Manager will undertake an informal assessment of their suitability and ensure that they will undertake work with regard to the relevant statutory provisions.

Persons with Disabilities

Congregations routinely include elderly and disabled persons and the facilities are adapted to provide access and suitability for these persons. All entrance points are on a single level and toilets are located on the ground floor being appropriate for persons with disabilities.

Children & Young Persons

There are specific considerations for the engagement of young persons under the age of 18 Years old. a specific risk assessment taking into account their youth and inexperience will be have to be carried out prior to such an engagement.

Young persons (those between the minimum school leaving age and 18 years of age) are not currently employed.

Should they be employed in the future or act as volunteers, the above risk assessment will have been carried out and they may be able to engage in all activities under appropriate supervision.

The safeguarding of children and vulnerable persons is managed under the Church Safeguarding Policy.

A permanent record will be maintained of all Incidents involving children.

New & Expectant Mothers

Where Facilities Managers and/or volunteers advise that they are pregnant, this will lead to a reassessment of the work they do.

The risk assessment review will take place at the interview and will consider any work that may pose additional risk to mother or baby. Tasks covered may be manual handling, long periods of standing, specific chemical hazards, excessive working hours and seek an appropriate revision in working practice, as may be indicated. Arrangements for new mothers will also be made to ensure appropriate adaptations in welfare are made, where this is indicated.

3.2.6 First-Aid

Legal

The church Board of Trustees will meet the legal requirements as laid down in the First Aid at Work Regulations 1981:

- a minimum of one Emergency First Aid at Work trained member per 50 persons to act as an 'Appointed Person' on site during operational times who can take charge and coordinate activities until trained paramedics arrive.
- To provide a 1st Aid Kit

- Gain awareness of requirements within congregations (Defibrillator for heart attacks? Do we know of people suffering from diabetes, serious allergies, epilepsy, etc.

First-Aid Kit

There is a fully equipped first-aid box available in each congregation. There are some basic contents that every first aid kit should have in full supply. Guidance on the content is as follows:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#));
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (blue plasters for work where food is prepared) . Hypoallergenic plasters can be provided if necessary;
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile individually wrapped unmedicated wound dressings;
- medium-sized sterile individually wrapped unmedicated wound dressings;
- disposable gloves (for advice on latex gloves please see [Selecting latex gloves](#))

The Facilities Manager is responsible for ensuring the contents are checked and replenished, as necessary; i.e. Either when items have been used or when they have run out of date.

A list of emergency access numbers is made available in the Facilities Manager pack if further assistance is needed.

3.2.7 Hazardous Substances & Personal Protective Equipment (PPE)

Legal

In order to meet the requirements of the Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH) they have considered the exposure of attendees to hazardous substances and have decided that, whilst this is minimal, the following measures will be taken:

Elimination and Substitution

A mandatory purge of cleaning products is carried out in each congregation and in replacement, only such substances as are on the HS Administrator's list of products safe for use may be purchased within the congregations.

The COSHH Risk Assessment form ([Appendix F](#)) provides the format for this assessment record and Facilities Managers are responsible for establishing and maintaining these records.

Housekeeping and Storage

All hazardous substances (cleaning materials, fuels, etc.) are stored in designated cupboards.

All hazardous substances will be retained in their original packaging

Labels will be referred to before use - All containers used will be labelled to confirm contents.

New substances obtained are required to be assessed prior to use.

Provision of Information and Training

Ministers, Facilities Managers and volunteers are trained

- in correct and safe methods of handling of substances, in accordance with the manufacturer's instructions and risk assessments
- in ensuring substances are available in close proximity to their point of use
- to ensure that hazardous substances are stored in marked, designated secured storage areas.

Personal Protective Equipment (PPE)

Where identified by the COSHH and general risk assessments, when handling certain substances or as identified for other reasons of health and safety, it is necessary for Ministers, Facilities Managers and volunteers to wear PPE. Gloves are supplied for use in accordance with those identified in the risk assessment.

Ministers, Facilities Managers and volunteers are responsible to ensure that they wear PPE identified by the risk assessments and that PPE is maintained, worn and stored to be in good working order. Ministers,

Facilities Managers and volunteers are responsible for requesting replacements for worn equipment and these will be provided, as necessary.

Specific Hazard: Asbestos Containing Materials

An asbestos survey has been carried out for all of our church buildings.

3.2.8 Plant and Machinery (where applicable)

Legal

The Church will use any work equipment provided in accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998. The church will ensure that work equipment is

- suitable for the intended use
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- used only by people who have received adequate information, instruction and training
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices
- used in accordance with specific requirements, for mobile work equipment and power presses

Operating and Maintenance Instructions

The Facilities Manager will maintain a list of all items of plant, machinery and vehicles ([Appendix D](#)), as well as the corresponding maintenance schedule. The procedures for checking and rules for use are as follows:

- All plant, machinery and vehicles will be regularly maintained and a record kept of this maintenance.
- Only people trained in the use of any machinery or vehicle are permitted to operate/use it.
- Engaged persons will only operate plant, machinery and vehicles that they are trained and authorised to use. – Training and authorisation Information logged in Facilities Managers' Log
- Engaged persons will only use such plant, machinery and vehicles in the way they have been trained to do (e.g. not ride on any parts of machinery not intended for that use).
- Prior to start-up of any plant, machinery and vehicle, 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.
 - For Vehicles: Lighting, wipers, breaks checks
- Machinery will be always be switched off before any adjustments are made.
- After carrying out maintenance operations and/or adjustments, all guards must be replaced before the machinery is used.
- The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
- 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.

- 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.
- Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
- 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 to ensure their safety is checked on.

3.2.9 Gas Services (where applicable)

Where churches use mains gas and boilers for heating, annual servicing of all gas appliances is required and will only ever be carried out by an approved supplier (HS Administrator's list) who is appropriately qualified and a member of the Gas Safe Register.

Such servicing will be recorded in the Facilities Manager's log.

Any necessary work required for safety is implemented immediately

3.2.10 Manual Handling – Lifting, Carrying and Moving Loads

Legal

The Church will meet the requirements laid out in the Manual Handling Operations Regulations 1992.

Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

Manual handling nevertheless remains a necessary part of the work for Ministers, Facilities Managers and volunteers in all areas, although the general weights that are handled are reasonable.

Ministers, Facilities Managers and volunteers should always plan manual handling carefully and request additional assistance where this appears to be appropriate. General guidelines for safe handling are included in [Appendix G](#).

Manual Handling Risk Assessment

Where it is not possible to avoid the need to move loads, we will carry out a manual handling risk assessments taking into account

- Load
- Individual
- Task
- Environment

Where indicated, lifting aids, including trolleys, lifts and hoists will be provided.

Training

The necessary training will be given to all those engaged persons who are required to undertake manual handling.

Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

Specific Instructions

Chairs will not be stacked more than seven (7) high

A maximum of two chairs to be carried at any one time

Ensure rows have sufficient space between them

Do not obstruct exits with chairs.

Chairs should not be carried for long distances without taking rests.

Larger/heavier items

For handling of furniture, staging and tables there is a requirement to always use two people to carry heavy items and take rests. Routes must be checked to ensure location is clear of obstructions.

Responsibilities – Engaged persons & Volunteers

Engaged persons must ensure that:

- They report to the Facilities Manager (in confidence) any personal conditions, which may be detrimentally affected by the manual handling activity.
- They comply with instruction and training provided for safe manual handling activities.
- Their own health and safety is not put at risk when carrying out manual handling activities.
- They use equipment, which has been provided to minimise manual handling activities.
- Any problems relating to the activity are reported to the Facilities Manager or, in their absence, the Rector of the congregation.

3.2.11 Electrical Safety

Legal

The Church is meeting its legal obligations under the Electricity At Work Regulations 1989 by ensuring that

- electrical systems are maintained to be safe and free of danger.
- Any electrical work undertaken will be by a qualified electrician in accordance to BS 7671:2001 and certification to this effect is to be provided on completion.
- portable electrical appliances as well as fixed installations will be inspected at appropriate intervals in accordance with HSE guidelines.

Specific legal duties

- The Facilities manager establishes and/or maintains a list of all our portable electrical appliances (Appendix D)
- Bi-annually, Facilities Managers will liaise with the HS Administrator to have all listed portable electrical equipment PAT tested by a nominated (HS Administrator) competent person. Any unsafe equipment will be safely disposed of.
- Every five years, our fixed electrical system will be inspected and tested by an approved competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.
- The Facilities Manager will carry out quarterly visual checks
 - on plugs, cables and sockets to ensure that there are no loose connections, worn flexes or trailing leads – any damaged equipment will be disabled (cut off leads), discarded and replaced.
 - of the fixed electrical installation - Any defects will be reported to Property Manager for urgent action.
- At intervals of not more than two years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
- It is our policy not to sell or receive, through donation, any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.

Instructions to all Engaged Persons and Members:

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All engaged persons must observe the following:

Faulty electrical equipment can kill!

- Visually check all electrical equipment before use.
- Report all faults immediately to the Facilities Manager.
- Do not attempt to use or repair faulty equipment.

- 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 asset register (**Appendix D**).
- Electrical equipment should be switched off and disconnected when not in use for long periods
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

3.2.12 Working at Height

Only approved contractors may work at high levels.

The following work requires prior authorisation from the church office:

- Replacing light bulbs,
- Clearing leaves and debris from the gutters.
- High level dusting.
- High level painting.

For the above, the church will ensure that ladders are regularly inspected and maintained. Falls account for most deaths and major injuries. Facilities Managers and voluntary workers must observe the following rules:

- Ladders are only to be used for work lasting a few minutes (HSE suggest a maximum working period of 30 minutes in one position), and only where the nature of the work allows for one hand to hold onto the ladder at all times.
- Ladders must always be either tied or footed and set at an angle of 1 in 4.
- Ladders must be long enough to allow someone to stand no more than 3 rungs from the top.
- No one working alone should use a ladder.
- Users should not try to reach sideways but should move the ladder instead.
- Any work taking more than a few minutes should be carried out using a proprietary tower scaffold or similar.
- The most basic rule is that if work at height cannot be done safely, then it should be passed to a qualified contractor.
- Before using a ladder, check that it is safe to use:
 - Are all the rungs present and in good condition?
 - Are the rubber 'feet' in place?
 - Is the floor slippery or polished?

The use of ladders and steps other than those supplied by the Church is prohibited. The use of ladders and step ladders is very limited and does not form a significant part of the normal work at the premises.

As a general rule, where work will not exceed a duration of 30 minutes in a fixed location and the work allows a three-point contact with ladders to be maintained, then a ladder or steps may be used. Step and extending ladders supplied for use meet the Class 1 (Industrial) or BSEN 131 (Trade) standard. Domestic steps (Class 3) or equipment brought in by staff and volunteers are not suitable for use.

General storage has been designed to be accessible without the need for access equipment.

Consideration should always be made to providing a second person to support steps, particularly when undertaking work at a higher level. A record of stepladder inspections is maintained as part of the warden pack (see [Appendix H](#)).

3.2.13 Lone Working

No one should be alone in the church unless they have a mobile phone on their person. Persons may use their own mobile phone.

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables.

3.2.14 User Groups & Church Outings

Anyone organising trips, activities etc. must observe the following rules:

- Ministers, Facilities Managers and voluntary workers must ensure that activities are supervised and under the control of a professional instructor or practitioner unless the activity falls within the bounds where parents might reasonably expect to have the knowledge, foresight and experience to be able to supervise their own children e.g. sea-side swimming, boating lake, short walks, overnight camps etc.
- Ministers, Facilities Managers and voluntary workers must ensure a good ratio of children to supervisors and they should have access to a mobile phone and a first aid kit.
- Time spent away is best spent in professionally run centres.
- Anyone organising events or trips should speak to the Board if they have any doubts or questions
- Specific events and activities sometimes have specific health and safety guidance. The warden should also be consulted for anything involving bouncy castles, fireworks, bonfires and charity walks. Ecclesiastical Insurance produce guidance on these subjects
- The warden is responsible for ensuring that safeguarding checks are in place and that all involved in overseeing events, are DBS certified.

3.2.15 Workplace Inspection

The designated church warden has responsibility for ensuring that standards are maintained and effectively supervised during work periods. The Board also have responsibilities for ensuring ongoing compliance in their areas.

The Church Monthly Safety Inspection Log ([Appendix H](#)) provides a routine inspection checklist to confirm ongoing compliance. The property manager will also undertake a bi-annual review inspection to ensure that standards are maintained.

3.2.16 Hygiene

A Covid 19 risk assessment will be carried out on each building before being available for use (see [Appendix J](#)). The church will also provide and maintain suitable facilities for water – and food preparation hygiene.

The following rules must be observed:

- Surfaces should be washed and disinfected before and after preparing any food (see Appendix I for Covid 19 rules).
- Hands should be washed before preparation of food, and any wounds covered with a plaster or bandage.
- Sinks should be cleaned and disinfected before washing any food.

Toilets will be provided with the necessary hand wash, paper towels and sanitary items to ensure the maintenance of a hygienic environment. During Covid 19 restrictions, a toilet cleaning register is to be maintained (see [Appendix K](#))

Legionella testing and assessment of risk to be carried out by a competent service provider.

For more information: <http://www.churchsafety.org.uk/information/other/food.htm>

3.2.17 Lighting

In order to ensure that the church is adequately lit, an inspection will be made every month by the warden to ensure that all lights in the church, hall and churchyard are working. Any bulbs that require replacing will be reported to the Property Manager who will ensure that the bulbs are replaced following appropriate safety procedures.

4 Glossary of Terms

1. Incident: An Incident is defined as an unplanned event which causes, or could have caused injury to persons, damage to property or a combination of both.
2. Incident Book: All Incidents resulting in personal injury must be recorded in the Incident book. The Incident Book provided complies with data protection requirements. If an injury renders an engaged person or member of the public unable to make an entry in the Incident book, this should be completed by a witness or someone who is able to enter an account of the Incident.
3. Appointed Person: An appointed person is a suitably trained person within the congregation who has been appointed to take care of any attendee who should become incapacitated, until the arrival of medical support staff.
4. Dangerous occurrence: A dangerous occurrence is an incident that has a high potential to cause death or serious injury. In our environment, the expectation is that the greatest risk of occurrence resides within the ambit of contractor works.
5. Engaged Persons: Any person, being an employee, minister, volunteer or church warden who is engaged in the business of the church.
6. Near-miss incident: A near-miss is an incident which represents a danger although it produces no injury. Nonetheless, it is relevant to draw such incidents to the attention of Board, as lessons can be learnt and additional controls applied to prevent a recurrence and what may be a more serious incident if appropriate measures are not taken.
7. Reporting Procedures: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires a report of specified incidents to be made to the enforcing authority. It is now more convenient for these reports to be made to the RIDDOR Incident Contact Centre 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
8. Significant Incident: Any incident where the potential for injury, or where the actual injury requires to be RIDDOR reportable.

Appendix A: List of Facilities Managers

See warden list attached.

Appendix B: List of First Aiders

See Appointed Persons list attached.

Appendix C: Fire Safety Logbook

See Fire Safety Logbook attached.

Appendix D: Asset Register Form

See Asset Register Form attached.

Appendix I: Covid 19 Rules

See linked document:

<https://www.dropbox.com/s/yb8q8t8qgip7wew/COVID%20Rules%20for%20Attendees%20Print%20Doc.docx?dl=0>

Appendix J: Covid 19 Risk Assessment Template

See linked document:

<https://www.dropbox.com/s/m0tjy1caquv6kxw/NAC%20Risk%20Assessment%20Template%20v1.docx?dl=0>

Appendix K: Covid 19 Toilet Cleaning Register:

See linked document: <https://www.dropbox.com/s/kamcynh8kan5hf9/toilet%20clean%20register.xlsx?dl=0>



Incident Report Form

Congregation:		Name of Reporting Person:			Date of Report:	
Incident Location (Area):		Date of Incident:			Time:	
Property Incident Type Report to Property Manager	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Unsafe Practice	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Equipment Malfunction	<input type="checkbox"/> Other (specify)	
Description of Incident						
Personal Injury / Illness Report to H&S Administrator	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Aid	<input type="checkbox"/> First	<input type="checkbox"/> 7 / more days lost as a result	<input type="checkbox"/> Major or Fatal	<input type="checkbox"/> Reportable Disease
Details of Injured Person						
<input type="checkbox"/> Engaged Person Role:	<input type="checkbox"/> Member of Public	Full Name				
Nature of Injury / Illness / Disease						
Name(s) of Witness(s) (Include Phone Numbers)						
Signature of Reporting Person						
Date						
<p>Despatch</p> <p><u>Serious incidents:</u></p> <ul style="list-style-type: none"> Call the H&S Administrator: 07896 553389, and photograph the form and text / Whatsapp 07896 553389 <u>or</u> e-mail admin-hq@nacukie.org <p><u>Non-serious incidents:</u></p> <ul style="list-style-type: none"> Post the completed form to: <p style="margin-left: 40px;">Freepost RTAC-LESS-JYCB New Apostolic Church UK Pikes Hill Lyndhurst SO43 7NG</p>						

Incident Investigation Form

(to be completed by the investigator)

Basic Cause (and Contributory Factors) EXPLAIN FULLY UNSAFE CONDITIONS / UNSAFE ACTS:
(Where applicable give details of makes & models of machines, equipment, tools, structures, etc., involved in this Incident)

(Use additional page if required)

Were written Safe Work instructions / procedures established and available? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Were they adequate? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Were engaged persons involved trained? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Has the Risk Assessment for this activity been reviewed? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
--	--	---	---

Corrective Measures Taken and/or Recommended

Corrective Action Referred To: _____ Date To Be Completed By: _____

Name(s) & occupations of person (s) who investigated Incident:

Print Name & Role

Signed

Date



COSHH Risk Assessment Form

Area	Date	Assessment No.	Assessor

Has a Material Safety Data Sheet (MSDS) been obtained? Y / N
 Is it necessary to use this substance (consider safer alternatives)? Y / N
 Is the substance contain requiring a 'Workplace Exposure Limit'? Y / N
 If Yes, please list the substances and limits from the MSDS

.....

How is the product harmful? (Please Circle)

Inhalation Eye Contact Skin Contact Ingestion Injection Sensitising Agent

Describe the required PPE. (Please Circle)

Goggles Gloves Protective Clothing Apron Protective Footwear

Respirator/Dust Mask Description of the activity;

who, where and how the substance is used

.....

List out the current control measures that apply to the task

.....

Is monitoring and/or supervision of the controls in place? Describe the measures taken

.....

Have members been trained in the safe use and the control measures to be used? Y / N

Are the controls applied adequate and consistent with those given in the MSDS? Y / N

Is the PPE provided appropriate and suitable and is it being used? Y / N

Review Date	Changes Made	Assessor	Signed



General Handling Arrangements

The use of mechanical aids should always be considered as a priority where heavy items will be handled. Handling should be carefully considered and appropriate planning given prior to attempting tasks. The use of team lifting or alternative, safer methods should always be considered in preference to individual handling. Where heavy boxes are to be handled, consideration should be given to splitting heavy boxes into lighter loads.

No member of staff or volunteers are expected to undertake unreasonable handling tasks. Safe handling will also be the responsibility of all staff and volunteers and should situations occur where additional assistance is needed from a second member of staff, the policy is to provide this.

It is important to;

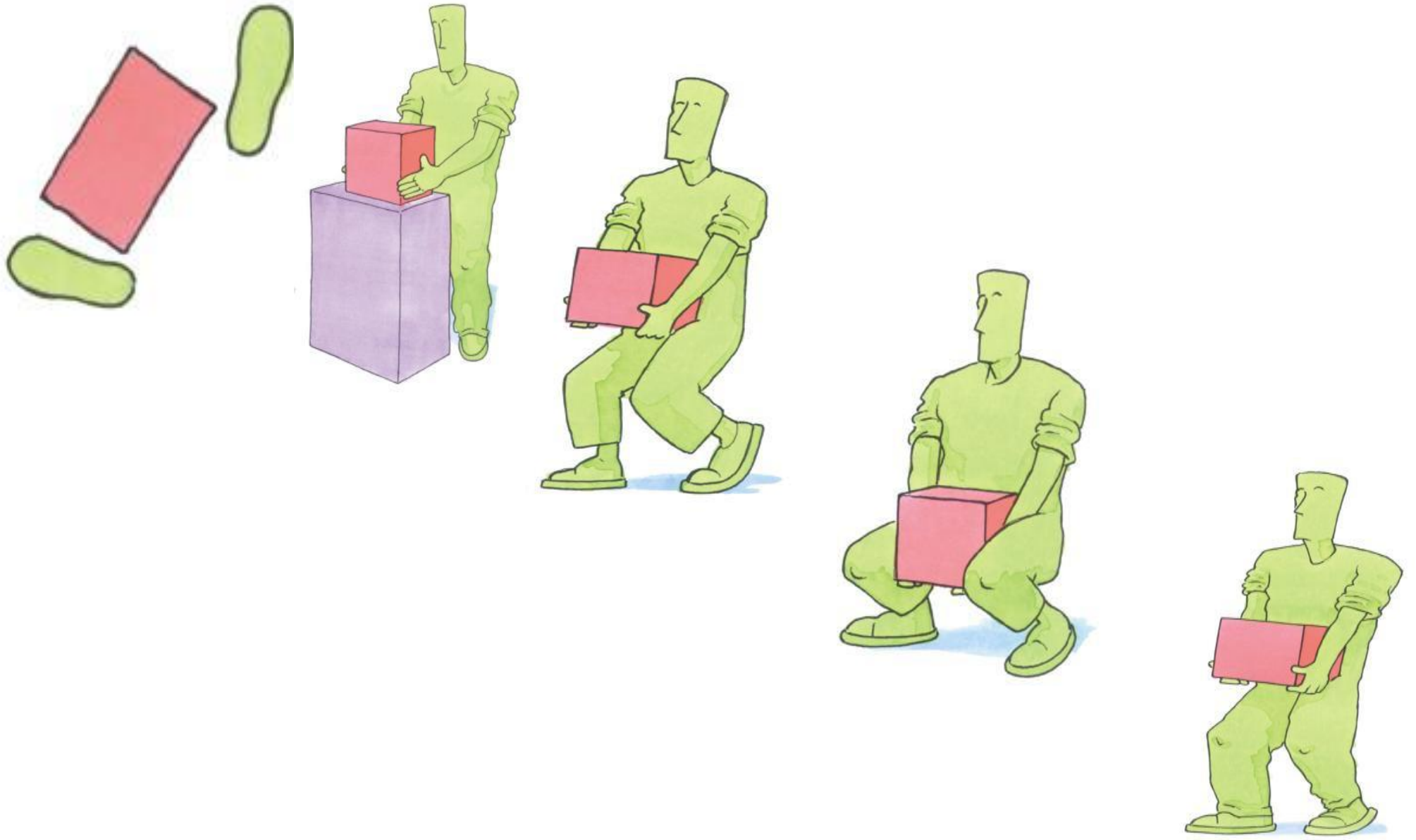
- avoid the need to undertake manual handling wherever possible; use mechanical aids or get assistance, where appropriate;
- avoid the need for handling that involves stretching and twisting operations; use sensible techniques for manual handling as outlined below;
- where possible, break down loads to smaller amounts;
- contact the PCC where there is a need for additional support to deal with high stock levels or difficult handling operations
- be aware of and use safe manual handling techniques as outlined.

Any member of staff or volunteers who have particular concerns about a handling operation should raise this to the Vicar or HSO and they must not attempt to undertake work that they consider unreasonable.

Safe Techniques for Manual Handling

The following principles should be applied when lifting and lowering is undertaken:-

- think about the task involved. Can it be avoided or are there mechanical aids or assistance from other staff and volunteers available. Consider whether the weight and task is reasonable;
- plan the manual handling before starting. Make sure the area is clear and where you are going to put the item down;
- position feet a shoulder width apart and bend the legs and grip the item;
- straighten your legs, keeping your head looking forward and move smoothly without jerking; move to the final position and smoothly place the item down, bending knees as before.



Appendix H Safety Inspection Log



Date	
Responsible Person (Completing Inspection)	

Issue	Guidance	Comment (Deficiencies)	Person Responsible to Complete
Policies and Documentation	Have the H&S Policy and Risk Assessments and associated records been reviewed (< 12- months)?		
Incident Investigation	Is the Incident book available? Have incidents / near misses been properly investigated and improvements implemented?		
Fire Extinguishers & Alarm	In position, serviced and serviceable?		
Fire Evacuation	Has this been rehearsed in past 6-month period?		
Housekeeping & Fire Exits	Are fire exits clear and good housekeeping standards in place		
Clear Walkways and Carpets	In sound condition, serviceable and kept closed		
Electrical Appliances	Are inspection records for equipment up to date?		
Gas Appliances	Has an engineer undertaken servicing in preceding 12 month period?		
Chemical Storage and Use	Are chemicals correctly stored and COSHH sheets and protective equipment in place? Are flammable materials stored safely?		
New ministers and volunteers	Have new staff and volunteers been advised of H&S Policy and received induction training?		

Issue	Guidance	Comment (Deficiencies)	Person Responsible to Complete
Plant & Machinery	Is all plant and machinery properly maintained and in serviceable condition?		
Floor Surfaces and General Structure	Are floor surfaces and the main structural condition adequate?		
Ladders & Stepladders	Are ladders and stepladders in sound, serviceable condition?		
Are there ministers, Facilities Managers and volunteers with an identified training need?			
Any other deficiencies that have been identified?			
Other Comments			