

Health and Safety policy for Emmanuel Church Aylsham

The Health, Safety and Welfare of all those managing, using, and visiting Emmanuel Church Aylsham is paramount at all times.

The Trustees and Leadership of Emmanuel Church, although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

1. Provide healthy and safe working conditions, equipment and systems for our Members and Hirers.
2. Keep the Church Hall and equipment in a safe condition for all users.
3. Provide all necessary support and information to Hall users, hirers, and outside contractors.

The Leadership Team will work in the furtherance of these aims by:

- a) identifying and assessing risks.
- b) recording assessments and regularly reviewing them.
- c) eliminating or controlling risks.
- d) monitoring compliance and work conditions.
- e) establishing clear, sensible and practical, safety organisation and arrangements.

DUTIES

All Church Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

- a) to follow health and safety instructions and to report dangers.
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions.
- c) as regards any duty imposed on the Church, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General Responsibilities:

- a) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- b) Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents to the Leadership Team.
- c) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident/Accident Book for the attention of the Leadership Team.

Hirers are responsible for:

- d) complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation / party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these regarding insurance and statutory requirements relating to their organisation / activity.
- e) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures.
- f) designating a responsible person at each hiring / event who will take charge of evacuation in case of an emergency.
- g) ensuring that highly flammable substances are not brought into or used in any part of the premises.
- h) seeking the consent of the Leadership Team before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters.
- i) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use / has been P.A.T. tested.

Contractors are responsible for:

- a) safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance.
- b) having regard to the safety of hall users when working on the premises and / or in respect of anything left / stored on the premises.
- c) advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

The Leadership Team are responsible for:

- a) ensuring that all Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy.
- b) ensuring that the Health and Safety Policy is fully implemented.
- c) monitoring compliance with Health and Safety guidelines.
- d) regularly assessing and reviewing risks and recording such risks.
- e) keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted.
- f) taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action.
- g) making such arrangements and releasing such funds as may be necessary to assist in the

The Administrator/Treasurer has been delegated by the Leadership Team to manage the following:

Risk Assessments	Updating policies and risk assessments and presenting them to the Leadership Team for approval.
First Aid Box	Check annually and replenish
Reporting Accidents/ RIDDOR	Minor accidents to be logged by users in the Accident Book. Complete RIDDOR forms as necessary.
Checking Accident Reports	Instigate any actions necessary to remove risks e.g. repairs. Advise Administrator who will report to Leadership Team at each meeting or as soon as necessary.
Information to Hirers	For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy / Risk Assessments contact all hirers to inform and gain their acknowledgement.
Information to Contractors	Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.
Risk Assessments/ Monitoring	Complete Risk Assessment forms, monitor and update as necessary. Report to Leadership Team at each meeting and advise relevant people to inform hirers / contractors as necessary if amendments are made.
Fire Risk Assessments/ Monitoring	Complete Fire Risk Assessment, monitor and update as necessary. Report to Leadership Team at each meeting and advise relevant people to inform hirers / contractors as necessary if amendments are made.
Annual Testing/Safety Certificates	Make arrangements for annual inspections of electrical appliances, fire extinguishers. Keep relevant certificates and display copies on notice board as required.
Safety Notices	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.
Implementation of Policy	Co-ordinate overall management of policy, including amendments and annual review

PROCEDURES

The H&S policy document will be available to download from the Emmanuel Church website –

All hirers will be expected to read through the whole of the Standard Hiring Conditions and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Members, Hirers, Contractors and Users of the Hall.

GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

Premises

- The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.
- The heating is to be used in accordance with on-site instructions and to be adequately maintained and regularly serviced.
- Spills must be cleared up quickly to prevent slipping.
- Any concerns regarding any electrical installation, plug, lead etc, must be notified to the appropriate person immediately.
- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
- Where cables cross the walkway floor cord covers must be used to prevent tripping.
- Fire extinguishers will be regularly serviced and sited appropriate to their type.
- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
- As good practice hirers should have a method to account for the number of persons present during their hire.
- If the oven/cooker is in use it should not be left unattended, even for a short time.
- Kettles should not be over-filled, nor should the leads be left to trail over the edge of the work top.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- All cleaning solutions etc. must be kept out of the reach of children.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary

Working Practices

It is your responsibility to protect yourself from injury when lifting, carrying, pulling, or pushing. In order to do this the following guidelines should be observed:

- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy, or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.

Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:

- Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
- Ask for assistance if necessary.
- Do not work at height, on steps or ladders until they are properly secured, and another person is present.

Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

Hygiene

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

- Disposable paper hand towels must be provided.
- Plastic gloves should be readily available and should be worn at all times when there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before food preparation.

First Aid

A well stocked and appropriately labelled First Aid Box is available in the kitchen.

Accident Book

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the kitchen.

The important details to be recorded are:

- the name of the casualty
- the date, time, and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- any remedial action taken
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.