

Hyndman Centre Health & Safety Policy

Name of premises

Hyndman Centre

Address

Hospital Road
Bury St Edmunds
IP33 3JT

A General statement of policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all users of the Centre, contractors, visitors and others who may visit the Centre.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Hyndman Centre Management Committee (HCMC) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed

(Rev David Crofts)

Chair, HCMC

Date

12 August 2015

Review Date

12 August 2018

B Organization and responsibilities

Overall responsibility for health and safety is that of the HCMC on behalf of the Parochial Church Council.

Chair of the HCMC, Reverend David Crofts

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

B1 Responsibility of the HCMC

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the HCMC.

B2 Responsibility of the Maintenance Officer

The following person carries the responsibility on behalf of the HCMC for the day-to-day implementation of the arrangements outlined below:

Grahame Cryer

The responsibility of the maintenance officer shall be to:

- 1** be familiar with health and safety regulations as far as they concern Hyndman Centre premises
- 2** be familiar with the health and safety policy and arrangements and ensure they are observed
- 3** ensure so far as is reasonably practicable, that safe systems of work are in place
- 4** ensure that the area around the Centre is properly maintained including the safety of trees
- 5** ensure that safety equipment and clothing is provided and used by all personnel where this is required
- 6** ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- 7** ensure that adequate access and egress is maintained
- 8** ensure adequate firefighting equipment is available and maintained

B3 Responsibility of the Kitchen / Cleaning Supervisor

The following person carries the responsibility on behalf of the HCMC for the day-to-day implementation of the arrangements outlined below:

Maureen Cadge

- 1 ensure the Centre is clean and tidy
- 2 ensure that food hygiene regulations and procedures are observed.

B4 Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on the premises.

Employees and voluntary workers must therefore:

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

B5 Responsible persons

The following are responsible on behalf of the HCMC for safety in particular areas:

1. By activity

Accident book/Accident reporting	Maureen Cadge
Fire extinguishers	Grahame Cryer
Emergency evacuation	Hirer
Portable electrical appliances	Grahame Cryer
Fixed electrical system	Grahame Cryer
Gas equipment	Grahame Cryer

Hazardous substances	Maureen Cadge / Grahame Cryer
Plant and machinery	Grahame Cryer / Maureen Cadge
Condition of floors and stairs	Maureen Cadge
Condition of car park & garden	Grahame Cryer
Light bulb changing	Grahame Cryer
Working at high levels	Grahame Cryer
Food preparation	Maureen Cadge
Manual handling	Grahame Cryer
Display screen equipment	David Crofts
Building defects/glazing	Grahame Cryer
Child protection	Jean Hardy
Personal safety	Grahame Cryer
Contractors	Grahame Cryer

C Arrangements (implementation of the policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, hirers, visitors and contractors.

C1 Accidents and first aid

First aid boxes are located in the corridor and the kitchen

The accident book is located in the corridor

All accidents and incidents are entered in the accident book or on an Accident report form and our insurers advised. (A specimen Accident report form is available upon request.)

Our website advises hirers that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose.

Accident books and accident records are regularly reviewed.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being

absent from work for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations. These accidents should be reported by the person concerned.

There are three requirements for reporting, as follows:

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **ten days** on official form **F2508**
- accidents involving the injured person losing **more than seven consecutive days** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within **fifteen days** on form **F2508**
- reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form **F2508A**. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

Accident reporting

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

C2 Fire safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 20 05. In order to achieve this, we undertake the following:

- an assessment of the fire risks in the Centre and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
- a check that a fire can be detected in a reasonable time and that people can be warned
- a check that people who may be in the building can get out safely including the provision of emergency lighting and fire exit signage
- to provide reasonable firefighting equipment
- a check that those in the building know what to do if there is a fire
- a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with Saxon Fire

Fire extinguishers

For locations of fire extinguishers, see appendix A.

The extinguishers are checked every quarter by the maintenance officer to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by Saxon Fire

Fire alarm system

Our procedures for stewarding/evacuation are displayed on the website. All designated fire doors are clearly marked as fire exits using the 'Running Man' symbol

Other fire protection equipment

Fire blanket in kitchen

Evacuation procedure

Refer to website

Any incident should be reported to the Maintenance Office or the Bookings Manager

C3 Electrical safety

A list of all our portable electrical appliances is maintained by the Maintenance Officer

Every quarter plugs, cables and sockets will be inspected by the Maintenance Officer to ensure that there are no loose connections, worn flexes or trailing leads.

Any repairs needed will be reported to the Maintenance Officer for action

Every year all our portable electrical equipment will be tested 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

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees, voluntary workers and hirers must observe the following:

- . (i) Visually check all electrical equipment before use
- . (ii) Report all faults immediately to the Maintenance Officer
- . (iii) Do not attempt to use or repair faulty equipment
- . (iv) Electrical equipment should be switched off and disconnected when not in use for long periods
- . (v) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

C4 Gas equipment safety

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

These arrangements are checked by the Maintenance Officer.

C5 Hazardous substances

These are locked away and are the responsibility of the Kitchen / Cleaning Supervisor who will maintain a list of all hazardous substances used in the Centre.

C6 Safety of plant and machinery

The Maintenance Officer will maintain a list of all items of machinery. The procedures for checking and rules for use are as follows:

Employees and voluntary workers must not operate machinery that they are not trained and authorised to use

Machinery must be switched off before any adjustments are made

After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used

Before using any item of machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects

Ladders may only be used for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties

Equipment is tested by a competent person

C7 Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the Maintenance Officer of

- all floors
- the car park

who will arrange for repairs or remedial measures to be carried out.

C8 Lighting

In order to ensure that the Centre is adequately lit, an inspection will be made every quarter by the Maintenance Officer to ensure that all lights are working. Bulbs will be replaced as necessary following appropriate safety procedures.

C9 Working at high levels

The following areas are designated as high levels:

School Hall storage area above doors

Roof

Only members of the HCMC or people under their direction or approved contractors may work at high level

C10 Preparation of food

Our procedures follow local Environmental Health guidelines.

Our premises are inspected regularly by the Environmental Health Officer.

Food Hygiene Regulations apply to all those who prepare or serve food in the Centre. A kitchen agreement must be signed by all those who prepare food on the premises.

We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs

We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

C11 Manual handling – lifting, carrying and moving loads

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

Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible

C12 Hazardous buildings/glazing

Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the Maintenance Officer

Any defects noted are put in hand for repairs

Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out

A check has been made by a licensed contractor and no asbestos was found.

All glazing in the building below waist height is of a safety material

C13 Child protection/Safeguarding

Our Safeguarding Policy is displayed on our website. Details of our Safeguarding Officer are also displayed in the Centre

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

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

C14 Risk assessments / activities

Individual risk assessments should be carried out by all hirers

C15 Contractors

Anyone entering the Centre for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- have their own health and safety policy (where required by law) and be able to provide a copy of the same
- produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- comply with all the requirements of this health and safety policy and co-operate with HCMC officials in providing a safe place of work and a safe system of operation
- where plant and machinery is brought onto the premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the HCMC. However, responsibility will remain with the contractors
- all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake

C16 Health and Safety Law poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in the corridor with other statutory notices

Appendix A Plan of Fire Extinguishers

