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| <u>Policy Name</u> | <u>Health and Safety</u> |
| <u>Aim</u> | <u>To set out roles, responsibilities and frameworks for assessment and management</u> |
| <u>Legal Framework</u> | <u>Health and Safety at Work Act 1974 and related legislation</u> |
| <u>Date created</u> | <u>2/4/2015</u> |
| <u>Date reviewed</u> | <u>1/9/2017</u> |
| <u>Next review</u> | <u>1/09/19</u> |

As Trustees of the Bridge Chapel Centre we accept our responsibilities under the Health and Safety at Work Act 1974 and related legislation for the health and safety of the Centre employees, volunteers and other members of the public who may be affected by our activities.

We are committed to provide safe places of work, safe systems of work, adequate information and training for employees and volunteers to ensure their health and safety as well as safeguarding members of the public and others

This policy will be kept up to date, particularly as changes take place within the Centre. It will be reviewed at least once a year through a process of consultation with employees, tenants, and leaders of Centre works. Any suggested amendments will be presented to the Trustees for discussion and approval and records of such changes will be recorded in the minutes of the Trustees bi-monthly meeting.

All employees and volunteers will be encouraged to and are expected to give the subject of health and safety at work high priority.

- **Organisation**

To achieve successful implementation of this Health and Safety Policy there should be clear lines of responsibility, accountability and communication within the organisation.

Individual responsibilities are identified below but the ultimate responsibility lies with the Centre Trustees.

Responsibility for day-to-day management of health and safety issues has been delegated by the Trustees to the Premises Manager.

Health and Safety procedures relating to the use of those parts of the premises occupied by, and solely within the control of tenants are their own responsibility. Health and Safety issues relating to shared areas should be reported to the Premises Manager.

Management Chain

CENTRE TRUSTEES

PREMISES MANAGER (DUTY MANAGER)

EVENING CARETAKER (DUTY MANAGER) (OR ANY NOMINATED MEMBER OF STAFF, VOLUNTEER OR TRUSTEE IN CASES OF PLANNED ABSENCE)

**DUTY
MANAGER**
(Tenants/Bookings
Cleaning)

**RECEPTION
MANAGER**
(Admin/Reception)

**CENTRE
SUPPORT WORKER**
(Maintenance /

**Church
Volunteers**

Cleaner

Staff &

Volunteer

Leaders of

Workers

Volunteers

Admin Workers

Centre Activities

on site

• **Duties and Responsibilities**

Responsibilities/Roles within the Management Chain:

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The overall responsibility for implementation of health and safety procedures, instructions and practices rest with the Trustees of the Bridge Chapel Centre, who will take all reasonable steps to ensure that these practices are brought to the notice of, and are implemented by, those staff members for whom they are responsible. They will ensure procedures are updated where necessary and will monitor any formal reports or assessments when required.

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The day to day management of health and safety at work is delegated by the Trustees of the Bridge Chapel Centre to the Premises Manager to ensure the following:

- The provision, maintenance and monitoring of plant, machinery and systems of work that are safe and without risk to health,
- Making arrangements for ensuring and monitoring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances,
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees,
- The maintenance of the workplace is in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks,
- The provision, maintenance and monitoring of a working environment for employees that is safe, without risks to health and adequate regarding facilities and arrangements for their welfare at work,
- Ensuring the health and safety of individuals or groups who are not Bridge Chapel Centre employees, including volunteers, visitors and contractors who may be affected by Bridge Chapel Centre's activities,
- Requiring contractors working on Bridge Chapel Centre premises to carry out such work without risk to other employees (including Bridge Chapel Centre and other contractors), volunteers, visitors and themselves,
- Responsibility for completion of any necessary reports or documentation.

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The day to day responsibility for implementation of the above responsibilities rests with the Duty Managers, who are the Premises Manager, the Evening Caretaker or the Reception Manager. Other staffs have specific tasks outlined in procedures in relation to Health and Safety.

Staff and Volunteers' Responsibilities

Responsibilities of members of staff and volunteers include taking all reasonable care for the health and safety of themselves and others that might be affected by their acts or omissions at works, and more particularly include:

- To use properly all equipment and protective clothing provided for health and safety, at work,
- To comply with health and safety instructions laid down by or given on behalf of the Centre Trustees,
- Not to misuse or interfere with anything provided in the interest of health and safety,
- To avoid any action that might endanger themselves and others and to keep the workplace tidy and hazard free,
- To bring to the attention of their line manager any deficiencies in health and safety arrangements,
- To co-operate in any investigation into an incident or accident which has either led to an injury or which could have led to an injury.

All staff have a duty to co-operate with the Management of the Bridge Chapel Centre to enable them to comply with statutory duties for health and safety. Staff should also notify any shortcomings in the health and safety arrangements (on cards as provided in reception) even when no immediate danger exists, so that, in pursuit of their duties under the Health and Safety at Work Act, and other statutory provisions, the Trustees can take such remedial actions as may be needed.

Appropriate forums for disseminating and receiving matters on health and safety:

- **The Trustees of the Bridge Chapel Centre**

Meet bi-monthly with an agenda item for a health and safety report from the Centre Manager.

- **Health and Safety Sub committee**

Meets bi-monthly chaired by a Trustee and includes representatives from the Church, Centre and Café. Aims include reviewing accident and incident books and records of investigations, implementing changes, looking at improvements to current procedures.

- **Centre Users' Forum**

(To be discussed for future implementation).

All health and safety information, Guidance Notes, Approved Codes of Practice and associated literature are kept in the health and safety file in the Premises Manager's office. A list of all current documents and named persons are contained in the Appendix to this policy document.

- **Procedures**

Contents

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Ai
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•Re
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rti
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of
Inj
uri
es,
Di
se
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es
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•Ri
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4.1 First Aid

Responsibilities

The Health and Safety (First Aid) Regulations (FAR)1981 requires that every employer must provide equipment and facilities which are adequate and appropriate for administering first aid to their employees.

The remit of the first aider is:

- To assess the situation and make the area safe;
- To assess all casualties and give emergency aid;

- To summon an ambulance or other professional help.

Definition of First Aid

First Aid is the help given before medical aid arrives. The aim of first aid is:

- To preserve life;
- To prevent worsening;
- To promote recovery.

First Aiders

Suitable people must be provided to administer first aid to staff and volunteers in the case of illness or injury at work. A suitable person is:

- A first aider that holds a current first aid certificate issued by an organisation whose training qualifications were, at the time of issue of the certificate, approved by the health and safety executive for the purposes of the regulations;
- Any other person who has undergone training and obtained qualifications approved by the Health and Safety Executive for the purposes of the regulations.

Details of the First Aiders are displayed on the General Noticeboard in reception and on notices at various locations throughout the Centre (see Appendix for First Aiders).

Appointed person

In low risk circumstances (such as low hazard activities with less than 25 persons, or higher hazard activities with less than 5 persons) the employer can provide an Appointed Person instead of a First Aider. The Appointed Person is someone appointed by the employer to take charge of the situation (for example to summon an ambulance) if a serious accident occurs in the absence of a First Aider (see Appendix for list Appointed Persons).

First Aid Boxes

It is a nominated First Aider's responsibility to ensure that first aid boxes are adequately stocked with the correct items, that the items are within use by date, and only contain items which they have been trained to use. Boxes should be checked monthly by Centre staff and re stocked by the recognised stockist twice per year, advising the Premises Manager that it has been carried out. On no account should any medical

additions be made to the First Aid Boxes.

Information to employees and records

In order to comply with the regulations all new members of staff and volunteers will be advised, as part of the induction training, of the location of first aid equipment and first aid personnel. It is the responsibility of the First Aiders to ensure that a record is kept of all first aid cases treated. This information should be recorded on the first aid treatment record sheet and all incidents are to be recorded in the accident book, both of which are located adjacent to the reception office.

Rest Room

The prayer room is designated as a rest room should this be required

- **Reporting of Injuries, Diseases and Dangerous Occurrences**

Responsibilities

When a person is injured at work the employer may be under a duty to notify the appropriate authorities (usually the HSE or local authority). It is a duty of management to keep a written record of all reportable incidents. The Responsible person for reporting is the Premises Manager.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) imposes duties on persons responsible for the activities of people at work to report to the enforcing authority the following:

- Fatal accidents
- Major accidents/conditions
- Incidents where, as a result of an accident connected with the workplace, people not at work receive an injury and have to be taken to hospital for treatment
- Dangerous occurrences
- Accidents causing more than 3 days incapacity for work
- Certain work related diseases
- Certain matters dealing with the safe supply of gas

Definitions

Major injury accidents/conditions:

- Any fracture (except fingers, thumbs or toes);
- Any amputation;
- Dislocation of the shoulder, hip, knee, or spine;
- Loss of sight (either temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Any injury resulting from electrical shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury which leads to hypothermia, heat induced illness or to unconsciousness or requires admittance to hospital for more than 24 hours;
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- Acute illness requiring medical treatment or loss of consciousness caused by the absorption of substances by any route;
- Acute illness which is believed to result from exposure to a biological agent, its toxins or from infected material.

Dangerous occurrences

These are potentially dangerous events and are specified in schedule 2 of the Regulations.

Reporting

Reporting accidents and dangerous occurrences

Fatal accidents, major injury accidents/conditions and dangerous occurrences must be reported by the quickest practical means to the Incident Contact Centre by calling 0845 300 9923 or the relevant enforcing authority. If there is doubt whether the accident is reportable, or to which authority it should be reported, seek advice from the HSE at: <http://www.hse.gov.uk>

Following the initial notification a written report on forms F2508 must be sent to the enforcing authority within 10 days of the accident. F2508 forms can be obtained from the HSE or accidents can be reported on line at: [http:// www.riddor.gov.uk](http://www.riddor.gov.uk)

Accidents causing more than 3 days incapacity for work must also be reported on form F2508 to the enforcing authority within 10 days of the accident (telephone notification

is not normally required).

Reporting of work related diseases

Where the person suffers from one of the diseases specified in schedule 3 of the regulations and his/her work falls into one of the listed categories, the responsible person must immediately send a report on form F2508 to the enforcing authority, or via the web.

Responsible person

Generally it is the responsible person who must make the notifications and reports stipulated by RIDDOR (See Appendix for RIDDOR reporter).

Accidents causing more than 3 consecutive days incapacity for work

In counting the 3 days, the day of the accident is not included. However any days that would not normally be working days (i.e. Saturday & Sunday) are included. Incapacity for work means incapacitated for his/her normal work, the person does not necessarily have to be absent from work.

Record Keeping

The responsible person must keep certain records that must be retained for at least 3 years. In the case of a reportable accident, near miss or dangerous occurrence the following details must be kept:

- Date and time of accident or dangerous occurrence;
- Full name and occupation of the person affected, including the nature of the injury or condition;
- Place where the accident/dangerous occurrence happened;
- Brief description of the circumstances.

In the case of a reportable disease, the details that must be kept are:

- Date of diagnosis of the disease;
- Occupation of the person affected;

- Name or nature of the disease.

For people injured who are not at work their name, status and nature of the injury must be recorded. The responsible person must keep these records in the Health and Safety File (kept in the Premises Manager's Office) and must provide extracts if requested by the enforcing authority.

Accident book

In addition to the requirements of RIDDOR, all injuries, regardless of how minor they appear, must be recorded in the accident book (which is located adjacent to the reception office). The following details must be recorded by the organiser of activity or leader of a ministry work:

- Full name, address and occupation of the injured person;
- Date and time of accident;
- Place where the accident happened;
- Cause and nature of injury;
- Name, address and occupation of person entering the details, if other than the injured person.

Copies of the completed and signed Accident Report are to be kept in the Health and Safety file in the Premises Manager's Office.

4.3 Investigation of accidents

Responsibilities

All accidents should be investigated. A study of minor injuries and near misses can often reveal a major hazard, as the occurrence and severity of injury is a random happening. The degree of investigation may well vary with the degree of injury or damage, but should be based on the worst possible case of injury which is reasonably foreseeable as a result of the accident in question.

The responsibility for accident investigation lies with the Responsible person (see Appendix for list of Accident Investigators). A standard template will be used.

Guidance on the approach to be taken when investigating accidents, is provided by the HSE, in the document HSG245 'Investigation Accidents and Incidents'.

Principles of Accident Investigation

- Deal with immediate risks.
There may be a need to treat the injured, make the area safe or secured and undisturbed until the investigation can be organised
- Select the level of investigation.
Not all events need to be investigated to the same extent. The responsible person should decide who needs to be involved and notified.

Investigation Outcomes

- The way things were and how they came to be (the who, what, where, and when)
- What happened; the sequence of events that led to a particular outcome (the how, and with what result)
- Why things happened as they did. Analyse both immediate and underlying causes (the why)
- Action needed to avoid a repetition.

Key Steps in the Investigation Process

- Observe the scene
- Use the Investigation form to assist in collecting the information as below
- Examine documents relevant to the circumstances and the premises, plant and equipment, substances and work procedures involved, and
- Interview those involved or who witnessed the event or the conditions leading up to the event
- Assemble evidence from varying sources
- Compare conditions with suitable standards
- Establish Immediate and Underlying Causes
- Decide on remediation action, and monitor that it is being taken and is effective.

4.4 Fire and bomb threats

Responsibilities

The Trustees are responsible for ensuring that there is a clearly defined Fire Precaution Policy within the Bridge Chapel Centre, and that they comply with this policy to:

- Ensure compliance with all statutory requirements relating to fire safety and fire precautions
- Safeguard all persons using the premises against the dangers of fire and smoke.

Definition of Fire alarm system

The fire alarm system comprises break glass points and smoke/heat detectors throughout the building. These activate the alarm system and identify the location of the fire on the main fire panel (located in the reception pedestrian entrance). The fire alarm system will be tested at a pre-determined time on a weekly basis via a different alarm point on each occasion. Any sounding of the alarm outside of the agreed time should be treated as an evacuation. Any visitors or contractors should be informed of tests.

Procedures/Duties

The Premises Manager must ensure that the following fire precautions and procedures are performed:

Daily

- When opening up check security chains are removed from exit doors and placed on board in Reception Office
- Check all exit doors operate correctly and emergency routes are free from obstruction.

Weekly

- Test the fire alarm from a different call point each week
- Ensure automatic door locks release on operation of the fire alarm and any fire door mechanisms are working correctly.

Monthly

- Check fire extinguishers are in correct positions and have not been tampered with
- Check all fire signs are in correct positions.

6 Monthly

- Organise and supervise a fire evacuation drill

Annually

- Organise maintenance inspection of fire alarm system by service engineer
- Organise maintenance inspection of fire-fighting equipment by service engineer

In the event of the fire alarm sounding it is the responsibility of the Duty Centre Manager to:

- Supervise the safe evacuation of the Centre

- Ensure that all staff, volunteers and visitors are accounted for
- Take any necessary further action.

If the Duty Manager is off site when the alarm sounds then the Duty Reception Manager is to assume these responsibilities.

Fire evacuation

- Anyone discovering a fire should immediately raise the alarm via the nearest fire alarm call point.
- On hearing the fire alarm, every person in the centre must leave the building by the designated escape route and assemble in the Car Park. Do not stop to collect personal belongings.
- Doors and windows should be closed as rooms and corridors are evacuated if safe to do so.
- Use fire extinguishers to fire fight if safe to do so, but remember your first responsibility is to your own safety and that of other Centre users.
- The Duty Manager will telephone for the Fire Brigade, or detail another member of staff to do so.
- Everyone should remain at the fire assembly point until re-entry of the building is allowed by the Fire Brigade, or by a Fire Marshall in the event of a false alarm.

Duties of Duty Manager (Chief Fire Marshall)

- When fire alarm sounds immediately go to, or contact reception to commence the evacuation of the building, appoint Fire Marshalls and issue hi-viz jackets.
- Check the Fire Alarm panel to confirm location of the source of the alarm and appoint a Fire Marshall to check the location for signs of fire.
- If there is a fire that cannot be safely tackled with the Centre's firefighting equipment then call the Emergency Services immediately.
- Appoint a Fire Marshall to collect the visitors signing-in book and to stay outside Reception car park entrance door (if safe to do so), directing people to the Fire Assembly point.
- Appoint a Fire Marshall to stay outside the Reception pedestrian entrance door (if safe to do so), directing people to the Fire Assembly point.
- Appoint a Fire Marshall to stay outside the staff entrance door (if safe to do so), directing people to the Fire Assembly point.
- If safe to do so check that all Centre users have vacated the building not affected by the source of the alarm (including checking toilets).
- Collect signing-in book and go to Fire Assembly point.
- Carry out roll call and check with Centre tenant groups that they have accounted

- for all their staff and visitors.
- On no account allow anyone to re-enter the building to check for missing persons.

Duties of Group/Activity Leaders

In the event of a fire or other emergency, leaders must:

- Ensure that all the members of their group/activity have been safely evacuated before leaving the building
- If a register is kept, it should be taken to the fire assembly point and a roll call taken and the result communicated to a Fire Marshall.
- Ensure none of the group/activity members return to the building until told to do so by a Fire Marshall.
- Observe basic fire precautions.

Duties of Tenant Organisation Managers

In the event of a fire or other emergency, leaders must:

- Ascertain that all their staff and visitors leave the building
- Ensure that everyone is accounted for and communicate this to the Fire Marshall
- Ensure staff and visitors do not re-enter the building until told to do so by the Fire Marshall
- Ensure appropriate arrangements are in place for staff and visitors depending on the nature of the problem
- Ensure that all staff are made aware of the fire safety instructions.
- Observe basic fire precautions
- Ensure that all staff participate in the fire drills and exercises.

Means of escape

The means of escape will be inspected daily by the Duty Manager to make sure they are free from obstruction. If it is even partially blocked, immediate action should be taken to clear the obstruction. The inspection will include a check that all fire safety signs are in place and clearly visible and that Fire Exit doors can be opened. Daily findings will be recorded in the Fire Log (which is kept in the Reception Office)

Fire drills and exercises

Fire drill procedures will vary according to circumstances but in general an element of surprise will be maintained. Drills will not be allowed to prejudice the health and safety of staff or visitors. A fire drill will be carried out at least twice a year with the date and

any findings recorded in the Fire Log.

Firefighting equipment

Firefighting equipment should only be used by people who have been trained to use it correctly, for the purpose of dousing a small blaze. The primary concern should be to evacuate the building.

Firefighting equipment must be regularly checked to ensure:

- it is in the right location
- it is free from obstruction
- it is free from vandalism.

Findings to be recorded in the Fire Log.

(See Appendix for plan showing location of firefighting equipment)

Fire Doors

In order to prevent the spread of smoke and fire, fire doors should always be kept closed, but not locked. They must not be wedged open with fire extinguishers or litter bins etc.

Storage

All staff, volunteers and tenants have a responsibility for the safe storage of materials used in the building. Flammable products should be stored in a safe and secure place and all combustible materials should be controlled and any excess disposed of. Combustible materials such as paper, cardboard and wood should never be stored close to a source of heat, or in electrical intake cupboards.

Fire Action Notices

Fire action notices are to be placed in every room, including the Foyer.

PROCEDURES TO ADOPT IN CASE OF BOMB THREATS

Whoever receives a call in which a bomb threat is made should adopt the following procedure:-

- a. Record as much information as possible, such as:
 - time of call;
 - any details supplied as to location of device, what type it is (e.g. radio controlled), when it is due to detonate;
 - any recognisable accent in the caller's voice;
 - whether caller is male/female, adult or child;
 - any discernible background noise.
- a. Call the Police (dial 9 999 if using internal landline telephone)
- b. Raise the alarm by breaking the nearest break glass, which can be found by the nearest fire exit door
- c. At this point the building evacuation procedures should be adhered to.

4.5 Electricity at Work

Responsibilities

Under the Electricity at Work Regulations (EWR) 1989 employers must assess the work activities which utilise electricity (or which may be affected by it) and define all foreseeable risks associated with them, considering whether any work on or near electrical systems gives rise to danger and/or personal injury. Consideration should be given to:

- The suitability, design, construction and installation of electrical systems for specific tasks
- The possibility of adverse effects and necessary precautions due to the siting of such systems
- The provision of suitable and adequate protection/precautions.

Procedures

The Premises Manager must ensure that the following electrical maintenance duties are performed:

Daily

- Check LED indicators show on emergency lights, by visual inspection. On maintained luminaires check that lamp is working.

Weekly

- . Check sockets, plugs and cables for signs of wear or damage.

Monthly

- Test battery systems in emergency lights for 30mins duration

Annually

- Test battery systems in emergency lights for 3 hours duration

2 Years

- Check portable electrical appliances by competent person

5 Years

- Organise Periodic Inspection of entire electrical installation by electrical contractor

Electrical Safety

- All electrical systems should be installed, regularly checked and maintained by a competent, suitably qualified electrical contractor. Any electrical faults should only be sorted out by a competent, suitably qualified electrical contractor. A periodic inspection of the electrical installation must be carried out by a suitably qualified electrical contractor every 4 years.
- Any groups or individuals using the building must report damages or faults in electrical equipment to the Premises Manager before they leave the premises, or if this is not practicable, as soon as possible afterwards. As soon as a fault is discovered, it must be reported to the Premises Manager, and the item concerned immediately removed from use.
- All portable electrical appliances coming into, and in regular use in the building must be checked by a nominated competent person (i.e. someone who has successfully completed a Portable Appliance Testing Course) every 2 years, and a record kept. All appliances passing the electrical inspection will be identified by a **green label**. Appliances deemed unsafe will be identified by a **red label** and immediately removed from use.
- Outside contractors coming to do work on/in the building will be expected to take responsibility for their own equipment.

Guidance

Always ensure that the power supply is turned off:

- when equipment is not in use (unless you have been instructed to leave it switched on)
- before opening, dismantling, maintaining or cleaning it
- when a fault, such as a short or overheating is evident or suspected
- before inserting a plug into socket or removing it

- before applying first aid to a person suffering from an electric shock.

As water conducts electricity, you must ensure that you never:

- use electrical equipment in wet conditions (unless the equipment is specifically designed for this purpose)
- touch electrical equipment, switches, plugs or other electrical items with wet hands.

Everyone who uses electrical equipment or works in an area where electricity is used must look out for problems **and report them immediately to the Premises Manager.**

Examples include:-

- damaged sockets, plugs or cables
- evidence of overheating, such as burning smells or blackened sockets
- frequently blown fuses or electrical shocks.

4.6 Control of Substances Hazardous to Health

Responsibilities

The Control of Substances Hazardous to Health Regulations (COSHH) 2002 requires all employers to undertake comprehensive assessments and adopt appropriate control and monitoring procedures for every hazardous substance used or generated in the workplace.

For the purposes of COSHH, substances hazardous to health include gases, vapours, liquids, fumes, dusts and solids and can be components of a mixture of materials. A data sheet for each product with COSHH requirements is kept in the office and on a laminate sheet in the cleaning cupboard

A substance is considered hazardous if it is listed as very toxic, toxic, harmful, corrosive or irritant. This listing should be identified on the substance warning label.

Requirements under COSHH

In order to comply with COSHH the following steps must be followed:

- Assess the risks;
- Decide what precautions are needed;
- Prevent or adequately control exposure;
- Ensure control measures as listed are used and maintained properly;
- Monitor the exposure;
- Carry out appropriate health surveillance;
- Prepare plans and procedures to deal with accidents, incidents and emergencies;
- Ensure employees are properly informed, trained and supervised.

Guidance

ON NO ACCOUNT MUST ANYONE:

- Mix different chemicals together;
- Decant chemicals to unlabelled or incorrectly labelled containers;
- Use chemicals they are not trained or authorised to use.

EVERYONE MUST ALWAYS:

- Store chemicals in a secure area;
- Use the correct personal protective equipment;
- Keep the work area clean and tidy;
- Avoid blocking walkways, to prevent tripping while handling chemicals;
- Report any defects or operational problems, such as poor ventilation;
- Report any symptoms of ill health immediately.

Competent person

Only competent persons must carry out assessments (see Appendix for COSHH assessors). A competent person will require:

- An understanding of the point of each regulation and what it involves;
- To have read and understood the Approved Codes of Practice and relevant guidance;
- To gather relevant information about exposures and risks systematically;
- To specify the steps to be taken to comply with the regulations;
- To have the ability to communicate their findings, risks and precautions to the management and other people who need to know.

- A knowledge of the work process involved;
- A knowledge of the principles of risk assessment and prevention;
- A knowledge of current health and safety applications;
- The capacity to apply this knowledge to the task.

(See Appendix for a list of competent persons.)

Risk assessment process

- Identify all hazards
- Identify who may be harmed and how
- Evaluate the risk arising from the hazards
- Record the findings
- Review the assessment regularly and revise if necessary

Risk assessments should be carried out by a competent person for every activity or event taking place in the Centre. Re-assessments should be carried out every two years or following any major changes to the activity/working practices, equipment or personnel.

Measuring

The likelihood of risks and their consequences can be prioritised as LOW, MEDIUM or HIGH. This can be defined as:

LIKELIHOOD OF OCCURRENCE – PROBABILITY

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|--------|---|
| LOW | remote or unlikely to occur |
| MEDIUM | will occur in time if no preventative action is taken |
| HIGH | likely to occur immediately or in the near future |

CONSEQUENCE – SEVERITY

| | |
|--------|---|
| LOW | may cause minor injury/illness/damage |
| MEDIUM | may cause injury/illness/lost time |
| HIGH | may cause serious or fatal injury/illness |

E.g. A risk rating of high probability and high severity warrants immediate corrective action or stoppage of the work/activity.

Recording

Record findings on the risk assessment template (copy in Appendix) and set a progress review date and an assessment review date. The risk assessment form should be signed by the assessor and countersigned by the group leader where the event/activity is taking place. In areas where hazards exist, staff should be informed of the outcome of the assessment until control measures are put in place. Completed risk assessment forms will be kept in the Health and Safety file in the Centre Managers Office

4.8 Display Screen Equipment

Responsibilities

The Display Screen Equipment Regulations (DSE) 1992 lay down minimum health and safety requirements for work with display screen equipment and require employers to:

- Provide an assessment of new, existing or significantly designed workstations of DSE users/operators;
- Review assessments and reduce risks to the lowest possible extent;
- Ensure that workstations meet the requirements of the regulations.
Requirements include; design of workstation equipment-display screen, keyboard, work surface, work chair environment, space, lighting, reflection, glare, noise, heat, radiation, humidity, software suitability, application of ergonomic principles;
- Planned activities of users so that their daily work is periodically interrupted by breaks or changes in activity;
- Eye and eyesight tests and where necessary the provision of corrective appliances;
- Adequate health and safety training and information on DSE health and safety.

As employees have a responsibility for their own health and safety, it is essential that all DSE users take rest breaks at regular intervals. The purpose of rest breaks is to alleviate any feelings of discomfort, not to recover from it. All DSE users are to be encouraged to report any work related problems to their line manager in order that workable solutions can be identified and implemented.

Definition of a DSE user

The DSE regulations refer to a user as an employee who habitually uses DSE as a significant part of normal work. It is generally appropriate to classify the person

concerned as a user/operator if most of the following apply:

- The individual depends on the use of the DSE to do the job;
- The individual has no discretion as to use or non-use of the DSE;
- The individual needs significant training and/or particular skills in the use of DES to do the job;
- The individual normally uses DSE for continuous spells of an hour or more at a time;
- The individual normally uses DSE in this way more or less daily;
- Fast transfer of information between the user and the screen is an important requirement of the job;
- The performance requirements of the system demand high levels of attention and concentration by the user, for example where the consequences of an error may be critical.

DSE risk assessments

A competent risk assessor will carry out assessments of workstations of DSE users by observing the tasks, taking measurements, identifying the presence of hazards, evaluating the risk and taking any necessary corrective action. Risk assessments will also be carried out when employees change jobs or there is a change to working practices.

(See Appendix for a list of competent person)

Record keeping

Completed risk assessment forms for workstations of DSE users will be kept in the Health and Safety file in the Centre Managers Office

4.9 Manual Handling

Responsibilities

Under the Manual Handling Operations Regulations (MHOR) 1992, employers must, as far as is reasonably practicable, avoid the need for members of staff to undertake any manual handling operations at work which involve a risk of their being injured.

Definition of manual handling

The definition of manual handling is very broad and the range of injuries associated with

it is potentially wide. Injuries involved in manual handling fall into 3 main categories:

- Musculoskeletal injuries occurring when the effort required to handle the load is too great for some part of the handler's body;
- Injuries caused by the load falling onto or trapping part of the handler or someone nearby;
- Injuries caused by the handler falling against the load or other objects.

Manual handling risk assessments

A competent person will make an assessment of all manual handling operations, taking into consideration the following factors:

- The tasks;
- The loads;
- The work environment;
- The individual's capacity;
- Other factors such as training, PPE.

Having made the risk assessment they will then take appropriate steps to reduce the risk of injury.

(See Appendix for a list of competent person.)

Record keeping

Completed risk assessment forms for manual handling operation will be kept in the Health and Safety file in the Premises Managers Office.

Training

Appropriate manual handling training will be provided to all staff and volunteers. This training should emphasise the need for individuals to apply good ergonomic principles and to develop an appreciation of their own capabilities in making assessments and recognising their own limitations in terms of knowledge and lifting capacity.

4.10 Personal Protective Equipment

Responsibilities

Under the Personal Protective Equipment at Work Regulations (PPER) 1992 employers

have a duty to:

- Provide, free of charge, suitable personal protective equipment (PPE) where it is necessary
- Maintain PPE in an efficient state
- Provide appropriate accommodation for PPE when it is not being used
- Provide employees and volunteers with adequate and appropriate information and training in the purpose, use and maintenance of PPE
- Ensure any PPE is properly used.

Every employee/volunteer provided with PPE must use it in accordance with any training and instructions received.

Every employee/volunteer provided with PPE must take all reasonable steps to ensure that it is returned to the accommodation provided for it after use.

Definition of Personal Protective Equipment

PPE is all equipment (including clothing which offers protection against the weather) which is intended to be worn by a person at work and which protects against one or more risks to their health or safety. Wherever possible other control measures to reduce risk to health, as identified in the risk assessment for the task to be undertaken, should be used first.

Record keeping

A list of all PPE provided method and place of storage and instructions for use will be kept in the Health and Safety file in the Premises Managers Office. A delegated member of staff will ensure a nominated person maintains PPE and records. Any loss or obvious defect in any PPE must be reported to the Premises Manager immediately.

4.11 Food Hygiene

Responsibilities

Where food is provided by or brought into the Bridge Chapel Centre we have a duty under the Food Standards Act 1999 to ensure that all staff, volunteers and members of the public using the Centre are kept as safe as is practically possible from food poisoning and associated illness by ensuring that:

- All food preparation areas, storage and serving areas and equipment is kept clean, in good condition and good repair;
- All food preparation areas are designed to permit good hygiene practice, are easily cleaned and should protect against external sources of contamination, such as pests;
- Employees/volunteers involved in food preparation are supervised and instructed and/or trained in food hygiene matters commensurate with their work activities.

General guidelines for people involved in food preparation/working in kitchen areas

Personal hygiene

- Every person involved in food preparation should maintain a high degree of personal cleanliness and wear suitable, clean, and where appropriate, protective clothing.
- No person, known or suspected to be suffering from, or to be a carrier of, a disease likely to be transmitted through food, or while afflicted, for example, with infected wounds, skin infections, sores or with diarrhoea, shall be permitted to work in any food handling area in any capacity in which there is any likelihood of directly or indirectly contaminating food with pathogenic micro-organisms.
- All cuts must be covered with a **blue plaster** when working in the kitchens.

Food waste

- Food waste and other refuse must not be allowed to accumulate in kitchens, except so far as is unavoidable for the proper functioning of catering activities.

Equipment

- All articles, fittings and equipment with which food comes into contact should be kept clean and, where necessary, disinfected.

Foodstuffs

- Raw materials and ingredients stored in kitchens should be kept in appropriate conditions, designed to prevent harmful deterioration and to protect them from contamination.
- All food which is handled, stored or displayed should be protected against any contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state. In particular, food must be so placed and/or protected as to minimise any risk of contamination. Adequate procedures must be in place to ensure pests are controlled.

4.12 Work Equipment

Responsibilities

The Provision and Use of Work Related Equipment Regulations (PUWER) 1998 require risk to people's health and safety from work equipment that they use at work, to be prevented or controlled. While employees do not have duties under PUWER they do have general duties to provide this under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.

In general terms PUWER requires that equipment provided for use at work is:

- Suitable for the intended use;
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remain the case;
- Used only by people who have received adequate information, instruction and training;
- Accompanied by suitable safety measures, e.g. protective devices, markings, warning signs.

Definition of Work Equipment

Work equipment covered by the regulations includes:

- Ladders
- Trolleys
- Photocopiers
- Computers
- Printers
- Shredder
- Laminator

Procedures

- Keep a log of all work equipment
- Ensure a maintenance log is kept
- Risk assess all work equipment
- Provide training where needed

4.13 Workplace health, safety and welfare

Responsibilities

Under the Health and Safety at Work Act (HASAWA) 1974 employers have a duty to ensure, as far as is reasonably practicable, the health, safety and welfare of their employees at work and members of the public who may be affected by their activities. More specifically the under the Workplace (Health, Safety and Welfare) Regulations (WHSWR) 1992 the employer is responsible for the:

- Maintenance of the workplace and equipment;
- Safety of those carrying out maintenance work and others who might be at risk;
- Provision of welfare facilities;
- Provision of a safe environment.

Health (the working environment)

Ventilation

- Workplaces should be adequately ventilated without causing a draught.
- Windows or other openings may be used to provide adequate ventilation but, where necessary mechanical ventilation systems should be provided and adequately maintained.

Lighting

- Lighting should be sufficient to enable people to work and move about safely.
- Automatic emergency lighting, powered by battery backup, should be provided in case of sudden electrical failure, which could cause a risk.

Cleanliness

- Every workplace and the furniture, furnishings and fittings should be kept clean.
- Floor surfaces, walls and ceilings should be kept clean.
- Cleaning and the removal of waste should be carried out as necessary.
- Waste should be stored in suitable receptacles.

Space

- All employees and volunteers should have adequate space to work in.
- 11 cubic metres is the minimum per person.
- When calculating space the nature of the employee's work should be taken into consideration.

Workstations and Seating

- Workstations should be suitable for the people using them and for the work.
- Seating should give adequate support for the lower back and a foot rest should be provided.

- Seating should be easily adjustable to suit each employee.

Safety

Maintenance

- The workplace, equipment, devices and systems should be maintained in efficient working order to ensure the health, safety and welfare of the staff/ volunteers.
- Only competent contractors should service such items.

Floors and Traffic Routes (pedestrian traffic and vehicles)

- There should be sufficient traffic routes to allow people and vehicles to circulate safely with ease.
- Floors and traffic routes should be sound and strong enough for the loads placed on them and the traffic expected to use them.
- The floor surfaces should be well maintained and kept free from obstructions.

Falls and Falling Objects

- Fixed ladders should be of sound construction, properly maintained and securely fixed.
- Ladders should be risk assessed and regularly checked for signs of wear and tear.
- Ladders should only be used by appointed contractors or by persons who had received instructions and adequate training in working at height..
- Materials and objects need to be stored and stacked in such a way that they are not likely to fall and cause injury.
- Storage racking and shelving needs to be of adequate strength for the loads which they are used for.
- Racking and shelving should be risk assessed and regularly checked for signs of damage.

Welfare

Sanitary and washing facilities

- Suitable and sufficient conveniences and washing facilities should be provided.
- They and the rooms containing them should be kept clean and be adequately ventilated and lit.
- Washing facilities should have running hot and cold water, soap and drying facilities.
- Men and women should have separate facilities unless each facility is a single

room with a lockable door and is for the use by only one person at a time.

Drinking water

- An adequate supply of drinking water should be provided.
- This should be provided directly from a mains supply.

Clothing

- Adequate areas for the storage of outdoor wear should be provided.

Facilities for rest and to eat meals

- Suitable and sufficient rest facilities should be provided.
- They should include suitable facilities to keep food cold and eat food.
- Where hot food is not available a means for heating their own food will be provided.
- Surfaces for eating and preparing food should be kept clean at all times.
- Spillages should be cleaned up as soon as possible.

4.14 Reporting of damages and safety hazards

Any employee, volunteer or other user of the Centre who discovers any damage or safety hazard in the building, or who is responsible for causing damage, must report it either immediately to the Premises Manager who will record the details in the Report Book or by completing the relevant card which is kept in reception. If the damage or hazard should occur or be discovered after office hours, it must be reported as soon as possible the next day.

4.15 Dealing with complaints regarding health and safety

Any complaints regarding health and safety should be reported immediately to the Premises Manager, and the details recorded in the Report Book. Complaints will be investigated by the Premises Manager and the results recorded, together with the action taken as according to BCC Complaints policy. The person who made the complaint should be contacted as soon as possible to inform them of the result of the investigation, and what has been done to remedy the situation.